

Syllabus

Basic Auditing

4 Hours

@ our facility in Atlanta or Your Facility

Meeting called by:	Your Agency/Company
Type of meeting:	Certification or non-certification training class
Facilitator:	DTI Training Consortium Primary Instructor B.A./Certified Government Instructor/Minimum 300 hrs experience..
Attendees:	Anyone required to perform Quality Assurance Auditing
Please read:	Ability to read and write are essential for this training
Please bring:	Pen, pencil, hi-lighter etc. Reference Manual, are provided by DTI

Agenda Topics

Introduction

Why is Auditing Important?

Pre-Audit

Procedure vs. Policy

Checking Procedures

Audit Planning

Audit Briefing

Writing the Audit Checklist:

Examples and Exercises.

Conducting the Audit

Types of Audits

Concurrent vs. Forensic

Notification and briefing

Auditor conduct and behavior

Interviewing skills

Assessing a parameter

Exercises in audit procedures

Post Audit Interview and Debriefing:

Conducting the post audit interview

Issuing corrective action

Reporting audit results.

Report handling and storage

Audit and Corrective Action Follow-up:

Conducting the re-audit

Checking corrective action

Questions and Workshops with Individuals.

Special notes:

This course is comprehensive and includes writing and reading skills. Students should be prepared to work as teams and individually. This course will issue a Certification that meets the requirements of Transport Canada.