



VERNER WHEELOCK
ASSOCIATES

AUDITOR/LEAD AUDITOR

Course Summary

A 4-day course certificated by Verner Wheelock Associates

This course is specifically designed for the food and packaging industry and will provide delegates with an understanding of the ISO series of standards and the skills necessary to audit a complete management system internally and externally.

Entry Requirements

Participants should have a good working knowledge of management systems.

Course Structure & Content

The ISO series of standards	Auditing techniques
BRC series of standards	Managing meetings
Conducting audits	Presentation of findings
Planning and preparation	Effective corrective actions
Audit Interview techniques	Report writing

The emphasis is on a practical approach and delegates will be involved in group exercises, role play and audit scenarios. The course is primarily tailored for candidates from the food industry, although delegates from other industries will still find the course content useful and informative.

This course has changed extensively in 2010, leading to a more practical approach. Changes include:

- Updated introduction to standards
- Audit preparation practical session
- Managing meetings – practical tips
- Interviewing techniques exercises and role plays
- Dealing with difficulties and awkward people
- “Real” practical audit sessions in groups
- Audit reporting practice

Assessment

There will be a 2½ hour examination on the final day.

Course fee

£1,250 + VAT (includes accommodation - B&B and evening meal)

Your Course fee includes

- Course binder and notes
- Accommodation and meals (Skipton only)
- Examination and certificate

Verner Wheelock Associates Ltd

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BOOKING FORM

Course Title	AUDITOR/LEAD AUDITOR	Code	ALA
Venue	Skipton	Date(s)	
DELEGATE DETAILS			
Title		Forename	
		Surname	
Position			
Company			
Address			
		Postcode	
Telephone		Fax	
Email		Mobile	
Nature of business			
PAYMENT DETAILS			
(Bookings are made and accepted subject to the terms and conditions below)			
Total Payment <small>(Course Fee + VAT)</small>		Order No.	
Please Invoice for the attention of:			
Invoice Address			
		Postcode	
Accommodation included in the price		Do you require disabled access?	Yes No
Please specify dietary requirements			

Confirmation will be sent on receipt of this form and course information will follow approximately 2 weeks before the course.

The fee includes:

Course refreshments, lunches, course folders, where applicable exam fees, and open learning materials for use during the course. Overnight accommodation is **NOT** included unless specified.

Conditions of Booking:

Course fees are payable 14 days prior to the course.

Provisional bookings, valid for 5 working days, can be made by telephone or e-mail. Once the booking form has been received by Verner Wheelock Associates Ltd, you are liable for payment. If you are unable to attend you may substitute at any time but cancellations cannot normally be made. See separate Terms & Conditions.

I HAVE READ AND AGREE TO THE CONDITIONS OF BOOKING Please mark X

Authorised signature _____
 Name (printed) _____
 Position _____

Please note: It may be necessary, for reasons beyond our control, to alter the content, programme or course tutors.
FAX FORM TO +44(0) 1756 700807 E-MAIL FORM TO office@vwa.co.uk