



**VERNER WHEELOCK
ASSOCIATES**

SUPPLIER AUDITING

Course Summary

This 1-day course is aimed at those responsible for, or aiming to be responsible for, the auditing of their organisation's new and existing suppliers as part of their job role.

Entry Requirements

No formal entry requirements, but this course is suitable for candidates who have completed our 2-day Auditing Skills course or have a good working knowledge of auditing procedures.

Course Structure & Content

Topics covered include:

Section 1:

The Purpose of Supplier Auditing

- Including liaison with buyers, understanding the cost benefit

Section 2:

The Supplier Audit Process

- All the steps from audit scheduling, through to audit reporting

Section 3:

Auditing outside the UK

Section 4:

Priority, Risk and Due Diligence

Section 5:

Common failings

- The course is illustrated with real-life examples taken from industry

Assessment

Short multiple choice exam taken at the end of the course

Course fee

£280 + VAT

Your course fee includes:

- Course binder and notes
- Lunch and refreshments
- Exam fee and VWA certificate

Verner Wheelock Associates Ltd

4, Stable Courtyard, Broughton Hall Business Park, Skipton, North Yorkshire, BD23 3AE

Tel: + 44 (0) 1756 700802 Fax: + 44 (0) 1756 700807 Web: www.vwa.co.uk E-Mail: office@vwa.co.uk

BOOKING FORM

Course Title	SUPPLIER AUDITING			Code	SA
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	
Shall we send an accommodation guide?	Yes	No		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

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