



**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***

£225 + VAT

## ***Your course fee includes:***

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

**Verner Wheelock Associates Ltd**

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## BOOKING FORM

<b>Course Title</b>	SUPPLIER AUDITING			<b>Code</b>	SA
<b>Venue</b>	Skipton			<b>Date(s)</b>	
<b>DELEGATE DETAILS</b>					
<b>Title</b>		<b>Forename</b>		<b>Surname</b>	
<b>Position</b>					
<b>Company</b>					
<b>Address</b>					
				<b>Postcode</b>	
<b>Telephone</b>				<b>Fax</b>	
<b>Email</b>				<b>Mobile</b>	
<b>Nature of business</b>					
<b>PAYMENT DETAILS</b>					
(Bookings are made and accepted subject to the terms and conditions below)					
<b>Total Payment</b> <small>(Course Fee + VAT)</small>				<b>Order No.</b>	
Please Invoice for the attention of:					
<b>Invoice Address</b>					
				<b>Postcode</b>	
Do you require accommodation? <small>(Tick as necessary)</small>	Yes	No		Shall we send an accommodation guide?	Yes No
Shall we book your accommodation?	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](mailto:office@vwa.co.uk)**

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