

Auditing Skills Certificate

Course Summary

A 2-day course certificated by FDQ.

This highly interactive course provides the theory, practical skills and confidence necessary to conduct an effective audit. Ideal for internal, supplier and third-party auditors.

Entry Requirements

No formal qualifications are required.

Course Structure & Content

Section 1: Understanding the development, application and importance of auditing

- The responsibilities of an auditor

Section 2: How to undertake an audit

- Planning & preparation
- Developing audit documentation
- Conducting the audit
- Effective questioning
- collection and analysis of objective evidence
- Video exercise on auditing techniques

Section 3: Evaluation and reporting of results

Section 4: Putting the theory into practice

- Group exercises

Assessment

There is a short multiple choice test at the end of day 2. Successful candidates will achieve the FDQ Auditing Skills Certificate.

Course Fee

Classroom: £730 + VAT

Remote: £715 + VAT

All course fees are payable in advance

Your course fee includes:

- Course binder and notes
- Lunch and refreshments*
- Exam fee and FDQ certificate

*Classroom courses only

Progression: FDQ Lead Auditor Certificate or FDQ Supplier Auditing Certificate