

Supplier Auditing

- 1 day training course

Suitable for

Those wishing to conduct audits of suppliers either to evaluate a new supplier's ability to meet your contractual/quality requirements or to re-evaluate an existing supplier's performance. This course is ideal for people who already conduct supplier and/or internal audits but wish to improve their approach and skills.

Content

- The purpose/aims of a supplier audit
- Preparing for an audit
 - Determining audit scope and criteria
 - Developing a checklist
 - Logistics planning
 - Gathering information
 - Communication with the supplier
- Conducting the audit on supplier premises
 - Opening meeting
 - Gathering evidence of capability/performance
 - Providing verbal feedback of audit findings
- Interviewing skills
- Post audit tasks

Certificate

A Batalas certificate for those who successfully complete all elements of the course.

Format of course

Tutor led sessions interspersed with individual and team based exercises.

Duration

1 day

Note

This course covers the basic generic skills of preparing for and conducting a supplier audit. For those people who have limited knowledge of auditing and/or supplier visits we recommend extending the course to 2 days to allow for more practical skills development.

This course is only available on an in-company basis.

For those people wishing to develop their skills as 1st, 2nd and 3rd party auditors we recommend the Batalas IRCA approved Lead Auditor course (5 days).

