



Supplier Auditing 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).

WHAT TO DO NEXT

For dates and costs please go to our website: www.batalas.co.uk or contact an advisor on **023 8000 9001**.

ASSOCIATED COURSES

- ISO 14001 Internal Auditor
- ISO 9001 Internal Auditor
- ISO 9001 Lead Auditor
- Integrated Management Systems