EFFECTIVE AUDITING AND INSPECTION—LEVEL 3

Prerequisites: N/A	Level: 3	Duration: 1 Day

Course Aims

This qualification will provide learners with theoretical knowledge on how to effectively carry out audits/inspections, including: the purpose of audits/inspections and the role of the auditor/inspector, how to methodically approach the planning of audits/inspections, how to collect and analyse data and the purpose and content of an audit/inspection report

Who is the course for?

This qualification is aimed at supervisors, team leaders, chefs, QA staff and managers working in a variety of industries where verification, auditing or inspection is undertaken.

Course Content

- Purpose of an audit/inspection
- Benefits and limitations of audits/inspections.
- The implications of undertaking an inadequate audit/inspection
- Competencies of auditor/inspector
- Ways the conduct and characteristics of an auditor/inspector impact on an audit/inspection
- The stages involved in the auditing/inspection process
- Factors that influence the frequency and duration of audits/inspections
- How to collect accurate and comprehensive data
- Importance of converting raw data to coherent facts
- Importance of determining the sources of problems
- The purpose of a report

Accreditation

Highfield Level 3 Award in Effective Auditing and Inspection