Certified Management Systems Auditor

Why should you attend?

This three day intensive course will enable participants to develop the necessary expertise to effectively manage a management system audit process. During this training, participants will acquire the necessary knowledge to proficiently plan and perform audits in compliance with best known practices, including ISO 19011, ISO 17021 and in compliance with PECB's policies and procedures for certification audits.

Furthermore, the participants will have the opportunity to learn how to apply widely recognized audit principles, procedures and techniques. At the end of the course the participants will be able to take the Certified Management System Auditor exam which will enable them to become a PECB Certified Management System Auditor which in turn enables them to perform Management System Audits on behalf of PECB.

Who should attend?

➤ Qualified auditors
➤ Information security management system auditors
➤ Information technology auditors
➤ Quality management system auditors
➤ Health and safety management system auditors
➤ Environmental management system auditors
➤ Anti-bribery management system auditors

Course agenda

Duration: 3 days

Day 1 | Management System Audit Process, Audit Engagement and Ethics

➤ Course Objectives and Structure
➤ Management Systems Overview
➤ Management System Audit Process
➤ Audit Engagement

➤ Ethics
➤ Conflicts of Interest
➤ Confidential Information

Day 2 | Liability and Audit Planning

➤ Liability
➤ Determination of Audit Duration
➤ The Impact of Risk and Materiality on Audit Planning

➤ Audit Strategies
➤ Audit Planning and Preparation
➤ Audit Report

Day 3 | Non-conformities, Auditor approval and Interpersonal skills of the Auditor

➤ Documenting the Audit
➤ Non-Conformities
➤ Corrective Actions Follow-up

➤ Personal behavior and interpersonal skills of an auditor
➤ Auditor Approval Process
➤ Closing the training

Learning objectives

➤ Understand an auditor's role to: plan, lead and follow-up on a management system audit in accordance with ISO 19011

➤ Improve the knowledge of bodies of knowledge that affect how audits are conducted, including ISO/IEC 17021-1 and ISO 19011

➤ Improve the knowledge and competence on vital issues, such as ethics, liability and risk management

➤ Understand what is expected from PECB MS Auditors, including minimal audit documentation

➤ Become familiar with PECB's audit procedures and processes

➤ Acquire the expertise to manage audit teams and an audit program

Examination
Duration: 3 hours

The "PECB Certified Management System Auditor" exam fully meets the requirements of the PECB Examination and Certification Program (ECP). The exam covers the following competency domains:

Domain 1 | Auditing management systems

Domain 2 | Preparing a management system audit

Domain 3 | Conducting a management system audit

Domain 4 | Addressing ethics & liability

Domain 5 | Concluding a management system audit

For more information about exam details, please visit Examination Rules and Policies.

General information

➤ Training material containing over 400 pages of information and practical examples will be distributed

➤ A participation certificate of 21 CPD (Continuing Professional Development) credits will be issued

➤ In case of exam failure, you can retake the exam within 12 months for free

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