



BSI Training Academy

Management System **Audit Report Writing** training course

Essential information about the one-day course

Are you already an auditor but find writing reports a challenge?

This one-day course will give you the skills and techniques to write an accurate audit report which provides the right facts and evaluates findings in a succinct and clear way.

Auditing is a fundamental requirement for all management system (MS) standards. It helps to

confirm conformity, as well as to verify the suitability and effectiveness of the system and find risks and opportunities.

An important aspect of auditing is reporting the findings, which should contribute towards management actions and continual improvement plans.

Our course agenda

- Overview and reminder of management system auditing
- MS audit evidence
- Process effectiveness evidence
- Audit findings: Definitions and use
- Compiling and reporting
- How to write a 'fit-for-purpose executive summary'

Book today at bsigroup.com/training



On completion, you will be awarded an internationally recognized BSI Training Academy certificate



Please note: although this course is generic in nature, it may contain ISO 9001 examples.

...making excellence a habit.™

Management System **Audit Report Writing** training course

Many auditors find writing a clear and accurate report challenging. This one-day course will give you the confidence, skills and techniques to write an effective management system audit report.

Make sure this is the right course for you.

This course is for you if:

This course is suitable for anyone who would like to understand and improve their management system audit report writing competency, including

- Internal auditors
- Anyone appointed to manage, review and improve on internal audit activities
- Those who train or lead internal auditors

What you'll learn:

You'll be able to

- Describe an overview of MS auditing, according to ISO 19011:2018
- Explain MS audit report writing techniques including reporting process effectiveness
- Ensure a concise and effective MS audit report
- Record audit evidence concisely in an audit report
- Assess audit findings
- Write audit reports
- Write an executive summary

Benefits:

By taking this course, you will

- Have the confidence to write an effective management system audit report
- Improve your performance as a first, second and/or third party auditor with the ability to present clear written audit findings to management

Why train with BSI?

Our tutors have professional experience working with organizations to help them set-up successful management systems across a variety of industries. They understand your challenges and they bring the subject matter to life with relevant and contemporary examples to enhance your learning.

Prerequisites



You should already have knowledge of management system auditing (first, second and/or third party) and the requirements of a management system standard such as ISO 9001, ISO 14001, or ISO 45001 etc.; as auditing and the requirements of these Standards are not taught on this course.

Next steps with the BSI Academy



Want to learn more? You may also be interested in attending other process improvement courses.

bsi.

BSI Group
Kitemark Court
Davy Avenue, Knowlhill
Milton Keynes, MK5 8PP

Find out more.

Call: **+44 (0)345 086 9000**

Email: **training@bsigroup.com**

or visit: **bsigroup.com/training**