



BSI Training Academy

# Auditing qualifications

Going beyond plan-do-check-act



...making excellence a habit.™

# How can you take your management system to the next level?

As management systems become embedded, we're often asked "what's next?"

Compliance is not the end game – it's the foundation on which growth can flourish.

What really makes a difference in successful organizations is the ability to adapt, improve and seek out opportunities, whatever they may be. Every organization is unique and therefore challenges are different in each.

An exceptional auditor – one who looks for opportunities beyond compliance, ie process improvement (PI) – can really make a difference in the successful development of your business. Whether that's delivering consistently good service, reducing costs, increasing efficiency, enabling growth or improving safety – the benefits will be driven by your business strategy.

## Auditing beyond plan-do-check-act

Being a **good auditor** means that you know what to look for and you know how to deliver sometimes challenging information constructively.

You know what compliance means to your organization, and you're engaging with stakeholders – from the factory floor to the boardroom.



Being a **great auditor** means you understand all there is to know about how your business operates, and there are systems and processes in place to support its operations.

You've built trusted relationships throughout your organization. Your stakeholders know you're there to help maintain your accreditation, and they work with you to get there.



An **exceptional auditor** is someone who is continually looking for more effective ways of doing things. It's the mark of distinction that sets this auditor apart.

Your management system is embedded and you're able to look beyond compliance and strive for excellence.

When you audit, you're not just looking for processes being followed – you're working with stakeholders to identify opportunities for improvement.

# How can BSI help?

We've worked with clients who say that identifying opportunities and having auditing skills beyond compliance are the areas in which they need support. Employing industry experts, we've created an exemplar auditor skills toolbox, giving the flexibility you need to focus on what's important to your business.

To validate those skills, we've developed a framework of qualifications what will allow your auditors to upskill or validate their expertise – all the way from internal auditor to certified auditor professional – a badge that can be worn with pride.

## BSI auditor qualifications

A qualification from BSI will demonstrate that your auditor's knowledge has been validated.

### Why BSI?

We've helped shape and develop many of the world's leading standards. Our expert knowledge means that when you train with us, you benefit from this expertise – and with a BSI qualification, you can prove this.

### A choice of qualifications to suit all needs

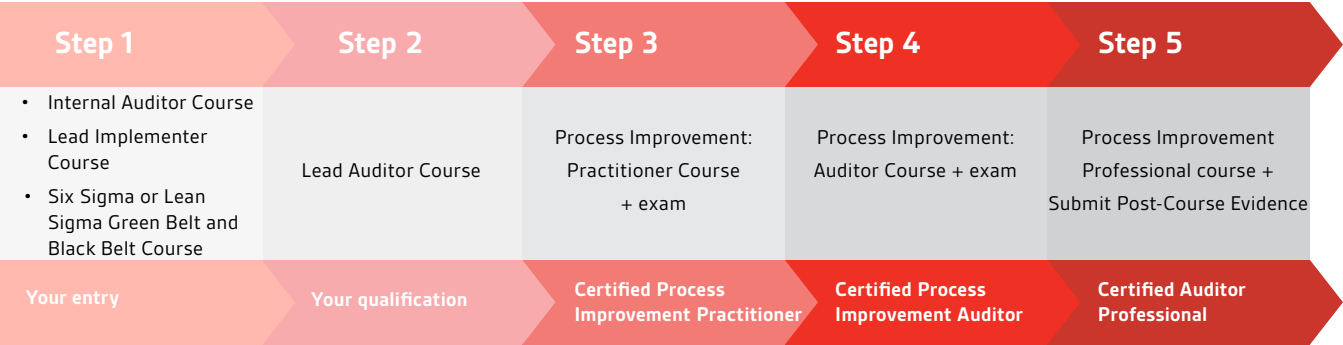
BSI auditor qualifications are currently available for a range of management system standards:

- Quality Management – ISO 9001
- Information Security Management – ISO/IEC 27001
- Medical Devices Management – ISO 13485
- Environmental Management – ISO 14001
- Health & Safety – ISO 45001



# How does it work?

First, you will take a standard-specific course (e.g. ISO 9001 quality management) – training as either an internal auditor or lead implementer. On successful completion, qualifications can be earned in stages:



## A mark of trust on your auditor’s skills

As well as a certificate, your auditor will be entitled to use an exclusive mark of trust to give assurance to the business.

## Prerequisites

Having a good understanding of the requirements of the standard is a pre-requisite to the programme. This can be achieved this by taking a one-day Requirements (or Introduction) course, or with a sufficient understanding of the standard, the exam can be taken standalone as a test of understanding.\*

## Examinations

There’s a 90-minute, online exam at each stage to test understanding and prove expertise, except the certified stage where a post-course assessment will be submitted.

## Becoming certified

At the final stage – certified auditor professional – a pack of post-course evidence will need to be validated by your organization to demonstrate that your auditor has successfully completed audits in the workplace.

\*Prerequisites can differ depending on the country in which you study. Please see your local programme for details.

# What courses are part of the qualification pathway?

## First, understand the requirements of the standard

This is a prerequisite of the qualified auditor programme. You can take a one-day course, usually called Requirements or Introduction, to give you a detailed understanding of the key terms, definitions and requirements of your chosen standard.

You'll confirm your understanding by successfully completing an online exam after the course. If you feel you already know the standard well enough, you may be able to opt to take the exam by itself.

**Who's it for?:** Those who need to understand a specific standard and anyone involved in the planning, implementing, maintaining, supervising or auditing of a management system to that standard

**Duration:\*** One or two days

**Assessment:** Online exam

## Step 1. Choose your route

or

### Internal auditor

Taking an internal auditor course means you'll develop the necessary skills to assess and report on the conformance and effectiveness of organizational processes in relation to the standard of your choice.

You'll learn how to initiate an audit, prepare and conduct audit activities, compile and distribute audit reports and complete follow-up activities.

**Who's it for?:**

Anyone involved in the auditing, maintaining or supervising of a management system

**Duration:\*** Two days

**Assessment\*:** Online exam

### Lead implementer

Taking a lead implementer course means you'll gain the knowledge of the requirements and methods for its implementation, and the skills to effectively lead, manage and delegate activities.

You'll learn what each clause requires for effective implementation and develop the soft and management skills to lead the implementation.

**Who's it for?:**

Anyone involved in the management and implementation of a management system

**Duration:\*** Five days

**Assessment\*:** Online exam

### Lean Sigma or Six Sigma green belt and black belt

If you are a certified Lean Sigma or Six Sigma\* Green Belt and Black Belt, there is an opportunity for you to shorten your qualification journey to achieve Certified Auditor Professional. You will be exempted step 3 and step 5a of the overall pathway.

\*Course durations and assessment vary by region, please check your local programme details

# Get your qualification on auditing

## Step 2. Lead auditor

You'll gain the knowledge and skills required to undertake and lead a successful audit. Using a step-by-step approach, you'll be guided through the entire audit process from initiation to follow-up.

You'll learn to describe the purpose of an audit and satisfy third party certification as well as grasp the key principles and practices of effective audits.

You'll acquire the skills to plan, conduct, report and follow-up an audit that establishes conformity, enhances compliance and improves overall organizational performance.

**Who's it for?:** Anyone with the need to audit a management system or who leads a team of auditors

**Duration:** Five days

**Assessment:** In some countries, a 2-hour exam during the final day of the course; in some an online exam

## Next, focus your auditing skills on process improvement

These two courses will arm you with the knowledge and tools you need to look for opportunities for improvement, delivering real business benefits to your organization.

## Step 3. Process improvement practitioner

This interactive and practical three-day course will provide first-hand experience of using a range of approaches and tools for effective process improvement. This will enable you to employ a process improvement framework that works effectively for your organization.

**Who's it for?:** Anyone who wants to apply an effective and structured process improvement framework and those looking for practical, hands-on skills that can be applied in workplace

**Duration:** Three days

**Assessment:** Online exam

You'll earn a BSI badge **Certified Process Improvement Practitioner** for completing this course and its pre-requisites, e.g.: BSI Certified ISO 27001 Process Improvement Practitioner

## Step 4. Process improvement auditor

This course is designed to provide you with knowledge and help develop your skills in auditing process improvement.

The course is built around a comprehensive case study which you will audit. This will enable you to apply process improvement auditing to an organization, covering reactive, incremental and stepped change improvements.

**Who's it for?:** Qualified lead auditors with experience of any management system discipline, especially those who'd specifically like to develop their process improvement auditing knowledge and skills

**Duration:** Two days

**Assessment:** Online exam

You'll earn a BSI badge **Certified Process Improvement Auditor** for completing this course and its pre-requisites,, e.g.: BSI Certified ISO 45001 Process Improvement Auditor

## Step 5a. Process improvement professional

This course is designed to provide you with knowledge and help develop your skills to manage the 'leadership' of a process improvement activity. The tools and techniques covered during the course are applicable to any process (or any management system process), so although the case study adopts a quality perspective, it can be understood from all disciplines.

**Who's it for?:** Qualified lead auditors with experience of any management system discipline, especially those who'd specifically like to apply advanced, effective and structured process improvement methodologies

**Duration:** Two days

**Assessment:** Online exam

## Step 5b. Go the extra mile

Being certified by BSI will demonstrate to your employer and your clients that you've achieved a recognised mark of trust for your process improvement auditing skills.

By submitting a post-course assessment pack validated by your manager or leadership team, you'll earn the right to use this mark on your professional profile for up to 3 years. From then you'll submit an update pack for review to ensure your skills are current and up-to-date.

**BSI Certified Auditor Professional is a badge you can wear with pride, and your employer or clients will value.**

You'll earn a BSI badge **Certified Auditor Professional** for completing this course and its pre-requisites, e.g.: BSI Certified ISO 45001 Auditor Professional

**"Satisfied with their high level of commitment and expertise from BSI right from inquiry until training completion phase.."**

**Training delegate, Malaysia**

## Other courses you may be interested in

**BSI has a wide range of training courses for you as an auditor and for the rest of your organization.**

BSI has a wide range of training courses for you as an auditor and for the rest of your organization.

To help develop the skills of your auditing team, you may be interested in our range of performance improvement courses including:

- Problem solving techniques
- Process mapping toolbox
- Communications skills for auditors
- Management system audit report writing
- Risk-based thinking

We can work with you to identify your training needs so that you can select the right courses for your organization, delivered to the right people in the most appropriate format.

You'll also find a full range of courses for management systems standards from quality to environment and from information security to health and safety.



To find out more about how the BSI Training Academy can help you to embed the continual drive for excellence in your business, speak to one of our training advisers today



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