



ISO 41001:2018 Lead Auditor - International



Your partner
in progress



Course descriptive

This ISO 41001:2018 lead auditor training course teaches the fundamental auditing principles and practices, in conformance with national and international accepted norms and regulations relating to facilities management system (FMS) requirements.

By attending this course, you will gain the necessary auditing skills through activity-based learning and practical auditing experience with coaching, group workshops and open forum discussions. Experienced BSI tutors will guide you through the entire audit process; from initiation to conducting follow-up.

Successful completion of this training course by passing the examination and skills assessment, will demonstrate knowledge and basic skills to undertake and lead a management systems audit.

Pedagogical objectives

- Identify the aims and benefits of an ISO 41001 audit
- Interpret ISO 41001 requirements for audit application
- Plan, conduct and follow-up auditing activities that add real value
- Grasp the application of risk-based thinking, leadership and process management
- Access the latest auditor techniques and identify appropriate use
- Build stakeholder confidence by managing processes in line with the latest requirements

Skills to be acquired

Upon completion of this training, you will be able to:

- Explain the purpose of; a facility management system (FMS), FMS standards, management system audit, third-party certification
- Describe the business benefits of improved performance of the FMS
- Explain the role of an auditor to plan, conduct, report and follow up a facility management system audit in accordance with ISO 19011 and ISO/IEC 17021, as appropriate
- Plan, conduct, report and follow-up an audit of a facility management system to establish conformity (or otherwise) with ISO 41001, and in accordance with ISO 19011 and ISO/IEC 17021 where appropriate

Targeted audience

Anyone with the need to audit an organization's FMS.



Prerequisites

Delegates are expected to have the following prior knowledge:

a) Management systems

- The Plan, Do, Check, Act (PDCA) cycle
- The core elements of a management system and the interrelationship between top management responsibility, policy, objectives, planning, implementation, measurement, review and improvement

b) Facility management

- Integration of multiple disciplines in order to have an influence on the efficiency and productivity of economies of societies, communities and organizations
- The manner in which individuals interact with the built environment
- Affects the health, well-being and quality of life of much of the world's societies and population through the services it manages and delivers

c) ISO 41001

Knowledge of the requirements of ISO 41001 and the commonly used facility management terms and definitions

Duration

5 days – 35 hours



Pedagogical, technical and framing means

Course materials including :

- Introduction to the training, detailed program and security assignments
- Course presentation, theory and activities/ role plays
- Answers to the activities
- Videos
- Additional documents, distributed during the sessions, to use for the activities
- Attendance sheet to be signed

Assessment specifics

- Questionnaire to assess the knowledge at the end of the training
- Customer survey

What is included?

- Course materials, provided electronically
- Letter of attestation
- Official certificate



Agenda - Day 1

Time	Topic
08:30	Benefits to you, welcome and introductions
	Course aim, objectives, and structure
	KNOWLEDGE
	First, second and third-party audits
	Typical audit activities
	Audit objectives, scopes and criteria
	Audit resources
	Roles and responsibilities and confidentiality
	Audit methods
	Stage 1 audit
	Stage 2 audit
	Audit plan template
	Work documents
	Opening meeting
	Audit evidence
	Effective communication
	Audit findings
	Audit meetings
	Closing meeting
	17:30



Day 2

Time	Topic
08:30	Day 1 review and quiz
	KNOWLEDGE continued
	Purpose and business benefits of an FMS
	Terminology
	Plan-Do-Check-Act
	FMS elements and interactions
	Role of the auditor
	FMS documentation
	SKILLS
	Initiating the audit
	Document review
	Audit plan
	Work documents
	Opening meeting
	Observations
18:00	Close Day 2



Day 3

Time	Topic	
08:30	Specimen exam: Sections 1 and 2 review	
	SKILLS	
	Auditing 'top management'	
	Auditing 'context of the organization'	
	Body language	
	Auditing 'planning for the FMS'	
	Auditing the organization's processes (1)	
	Audit trails	
	Auditing the organization's processes (2)	
	18:00	Close day 3

Day 4

Time	Topic
08:30	Specimen exam: Section 3 review
	SKILLS
	Auditing the organization's processes (3)
	Nonconformities
	Closing meeting
	Audit report
	Audit follow-up
	Specimen exam: Section 4
	Auditing the organization's processes (3)
	18:00



Day 5

Time	Topic
08:15	Receive homework – audit report from delegate
	Final questions/final revision
	Evaluation
	Introduction/readiness to the exam
	Exam (2 hours)
12:30	End of course

*These training modules are eligible to the subsidizing by the public institutions in France (OPCO);

**Each delegate receives a training convention after enrolment.

***Please note that for the public sessions, you have until 48h before the start of the course to confirm your enrolment. For the in-house sessions, the deadline would be two weeks prior to the start of the course.

****Should you be in a disabled situation, please contact us and indicate what details should be taken into account.

*****You can contact us on training.france@bsigroup.com or **01 89 79 00 40**.