

## SYLLABUS

<b>Course</b>	Basic training for auditors or CMM's
<b>Purpose and expected achievements:</b>	<p>On completion of this training the participants have received an introduction and practical experience of:</p> <ul style="list-style-type: none"> <li>• What is and what is NOT an audit.</li> <li>• Additional concepts related.</li> <li>• Auditor and Auditee</li> <li>• Audit frame, audit program and audit scope</li> <li>• External requirements &amp; Internal procedures</li> <li>• Audit focus areas Vs Audit checklist</li> <li>• Auditors code of conduct, external or internal audits</li> <li>• Audit records, language in use?</li> <li>• Audit report, content, Findings &amp; Concerns</li> <li>• Receiver and report content ownership</li> <li>• Corrective Action Plan &amp; Root Cause Analysis</li> <li>• The reply process, including closing</li> </ul>

**Prerequisites**      Preferable detailed knowledge of areas where audits will be performed.

**Structure**      The course has the following structure and duration:

<b>Theory:</b> Classroom or on-line presentation	4 hours
<b>Practice:</b> Group exercises	4 hours
<b>Examination:</b> Written test	N/A

**Subject/  
Lesson**

TRAINING SUBJECT	DURATION
Presentation, dialogue, according to above purpose	4 hours
Exercise of a typical audit, commonly <ul style="list-style-type: none"> <li>- Review of an audit frame and program.</li> <li>- Actual audit scope, checklist or focus areas.</li> <li>- Auditors code of conduct</li> <li>- Audit process, pre-audit, and post-audit</li> <li>- Preliminary acceptance of result, writing</li> </ul>	4 hours

Training date and location: 2023-xx-yy