

# Technical Audit Programme Overview

## Introduction

Technical audit is a two-day training course designed to equip delegates with understanding, the process and skills for conducting internal audit of health, safety, environment and engineering compliance.

Developed specifically for the power sector, this course consists of theoretical and underpinning sector specific practical elements which allow delegates to directly apply new knowledge in their day to day environment. This highly bespoke course delivers an in-depth knowledge on specifics of compliance audit and emphasises its broader business impact.

The course is made up of 7 modules and provides a comprehensive syllabus that holistically covers all aspects of the Audit cycle.

## Who should attend?

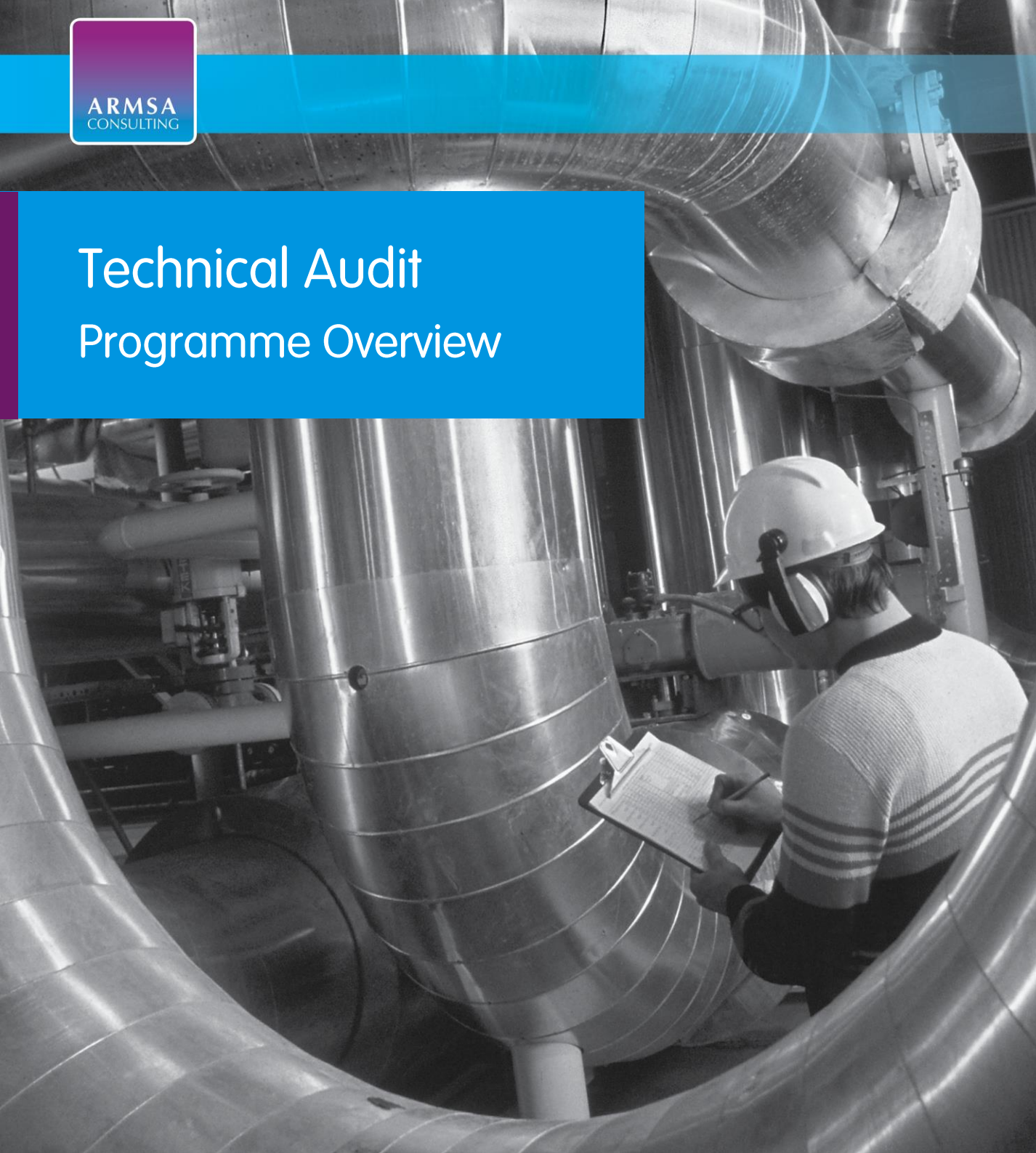
This course is designed for all stakeholders with roles and responsibilities for internal auditing in engineering, health, safety and environment.

## Duration and preparation

This is a 2-day programme. A basic awareness and understanding of the business processes relating to health, safety, environmental and engineering management.

## Reference materials

Copies of the course training manual will be provided and delegates will receive a certificate of competence upon successful completion.



# Programme content



- **Module 1: Aims of the training course and introduction to auditing**
  - Learning objectives
  - Purpose of an audit
  - Audit as an integral part health, safety and environmental management systems
  - Benefits of good auditing
  - Auditing terminology in the power sector
  - Comparing internal and external audits
- **Module 2: Internal audit objectives, scope and criteria**
  - Internal audit objectives
  - Determining the scope and depth of the audit (examples from power sectors audits)
- **Module 3: The audit process**
  - Audit planning and preparations
  - Development of checklists
  - Types of audit evidence, e.g. documentation, physical etc.
  - On-site work
  - Verification
  - Audit findings (major and minor non-conformances, observations, positive findings)
  - Making sensible, systematic recommendations
  - Record keeping
  - Reporting audit findings (report writing and verbal feedback)
  - Managing corrective actions and close out periods
- **Module 4: Internal auditor skills**
  - Roles and responsibilities of the internal auditor
  - Auditing skills (interviewing, observation, etc.)
- **Module 5: Audit follow-up**
  - Verifying corrective actions
- **Module 6: Conducting process audits**
  - Understanding of the process complexity
  - Management of process audit
- **Module 7: Practical module (assessed)**
  - In this module delegates will be required to conduct a review of a procedure, develop a checklist and learn how to conduct a standards based audit. Delegate will be required to present audit findings.