



## **EUCERTPLAST DAYS**

12 & 13 December 2018 | Avenue de Cortenbergh 71, 1000 Brussels

### ***Draft Agenda***

**12 DECEMBER 2018**

### **EuCertPlast Auditor Accreditation Course**

9.00 h	<b>Introduction:</b> <i>Structure and content of the training</i>
	<b>Presentation:</b> <i>Aim of the certification, required content of the audit, frequency of the audits, changes in the audit process, categories of requirements, removal / suspension of the certificate</i>
	<b>Presentation &amp; Exercise:</b> <i>Pre-audit correspondence and pre-audit documentation</i>
	<b>COFFEE BREAK</b>
	<b>Continuation:</b> <i>Pre-audit correspondence and pre audit documentation</i>
	<b>Exercise:</b> <i>Definitions</i>
	<b>Presentation &amp; discussion:</b> <i>Audit output, audit report, certificate or unsuccessful audit</i>
	<b>LUNCH BREAK</b>
	<b>Presentation:</b> <i>Levels of traceability</i>
	<b>Presentation:</b> <i>Certification requirements</i>
	<b>Exercise:</b> <i>Study the standard requirements</i>
	<b>COFFEE BREAK</b>
	<b>Exercise:</b> <i>Study the standard requirements</i>
	<b>Presentation &amp; discussion:</b> <i>Standard requirements</i>
17.00 h	End of day one



**13 DECEMBER 2018**

## **EuCertPlast Auditor Accreditation Course**

08.00 h	Recap of day one
	<b>Presentation:</b> <i>Auditor comments</i>
	<b>COFFEE BREAK</b>
	<b>Exercise:</b> <i>Writing a EuCertPlast audit report</i>
	<b>Presentation:</b> <i>Audit reports</i>
	<b>Presentation:</b> <i>EN standards, supporting documents</i>
	<b>LUNCH</b>
	<b>Final Exam</b>
13.30 h	End of the training

## **EuCertPlast Auditors Workshop**

12.00 h	<b>Welcome &amp; Introduction</b>
	<b>Scheme overview</b>
	COFFEE BREAK
	<b>Auditor's comments</b>
17.00 h	End of the workshop