



Auditor Accreditation Course:

Audit Scheme V3.8

17 & 18 May 2017 | Brussels

Draft Agenda

17 MAY

Time	Subject	
09.00	Introduction: Structure and content of the training	
	Presentation: 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	
	Pre audit correspondence and pre audit documentation (presentation and exercise)	
	COFFEE BREAK	
	Continuation: Pre audit correspondence and pre audit documentation (presentation and exercise)	
	Exercise: definitions	
	Presentation: Audit output, audit report, certificate or unsuccessful audit	
	LUNCH BREAK	
	Presentation: Levels of traceability	
	Presentation: Certification requirements, appendix 6	
	Exercise: study the standard requirements	
	COFFEE BREAK	
	Exercise: study the standard requirements	
	Presentation and discussion of the standard requirements	
	17.00	End of day one



18 MAY

Time	Subject	
08.00	Recap of day one	
	Presentation: Section 10: Auditor comments	
	COFFEE BREAK	
	Exercise: Writing a EuCertPlast audit report	
	Presentation of the audit reports	
	Presentation: EN standards, supporting documents	
	LUNCH	
	Final Exam	
	13.30	End of the training