



Foundation Training course:

EuCertPlast Audit Scheme, version 3.8

May 2017 | Brussels

Draft Agenda

DAY 1

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
	End of day one
17.00	



DAY 2

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