



Waypoint Global Suite

Audit Manager / Corrective Action

Course Mission:

This class is designed to provide a comprehensive understanding of the Audit Manager and Corrective Action software. Participants will also gain skills on configuring a system through Desktop. The course will follow the four basic stages of an audit: Planning, Executing, Reporting and Corrective Action (PERC). The course participants will create audit checklists, write nonconformances, complete audits and follow the process through corrective action. Additional focus will be directed to non-audit generated nonconformities in Corrective Action and mitigating risk via preventive action.

Prerequisites:

- Fully implemented Internal Audit/Corrective Action System in organization
- Lead Auditor certification or prior Internal Auditor training and/or experience
- Familiarity with ISO, SAE or IATF management system requirements
- Basic keyboard skills and understanding of Windows applications

Audience:

- Management Representative
- Internal auditors

Format:

- Hands-on training at customer's location
- Can train up to 12 people

Course Highlights:

- Set-up of system on Desktop
- Audit scheduling activities
- Creation of audit checklists
- Entering nonconformances and completing audits.
- Generating Audit Manager Reports
- Creating Audit Manager generated Corrective Actions
- Creating non-audit generated Corrective Actions
- Handling closure of Audits and Corrective Actions
- Corrective Action Reports
- Creation of binders for audit and corrective action retrieval in Desktop

Course Length:

2 days

Cost:

\$2400 (T&L not included)

Contact

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