



Performing Effective Supplier Audits

Course Overview

Participants in this course will learn the basic skills necessary for planning and conducting an effective supplier audit and how to develop and implement an effective supplier nonconformance program in their organization.

Participants will Learn

<ul style="list-style-type: none"> • The purpose/aims of a supplier audit <ul style="list-style-type: none"> ○ <i>Determining audit scope</i> ○ <i>Requesting information</i> 	<ul style="list-style-type: none"> ○ <i>Analyzing data</i> ○ <i>Audit findings</i> ○ <i>Conducting a closing meeting</i>
<ul style="list-style-type: none"> • How to prepare for a supplier audit <ul style="list-style-type: none"> ○ <i>Supplier audit terminology</i> ○ <i>Understanding the requirements</i> ○ <i>Planning for the audit</i> ○ <i>Communications with the supplier</i> 	<ul style="list-style-type: none"> • Writing of nonconformances <ul style="list-style-type: none"> ○ <i>Drawing the conclusion</i> ○ <i>Techniques for writing up a nonconformance</i>
<ul style="list-style-type: none"> • How to conduct audits on supplier premises <ul style="list-style-type: none"> ○ <i>Conducting an opening meeting</i> ○ <i>Gathering evidence of capability/performance</i> ○ <i>Audit interview skills</i> 	<ul style="list-style-type: none"> • Reporting results <ul style="list-style-type: none"> ○ <i>The audit report</i> ○ <i>Corrective actions</i> ○ <i>Developing action plans</i> ○ <i>Metrics to verify effectiveness of actions</i> ○ <i>Following up</i>

Course Prerequisites

There are no prerequisites required for this program.

Course Duration

This course will take two days (16 hours) to complete.

Course fees

ETI Group can present this training program at your facility. Your cost, including workbooks for up to twelve people will be \$4,500. Additional participants in this workshop up to a maximum of twenty people will cost \$75 per person to cover the cost of the additional training materials. For more information please contact ETI Group.