

RESPONSIBLE BUSINESS ALLIANCE (RBA) CODE OF CONDUCT INTERNAL AUDITOR TRAINING

Course Objectives:

This intensive 2-day course provides participants with the competencies necessary to successfully perform an audit.

Upon completion of the course, participants will be able to:

- Understand the requirement for RBA audits and conformance.
- Carry out the auditing process and activities, and techniques required to fulfil the standards' requirements.
- Evaluate and report the significance of audit findings effectively.

Course Contents:

- 1.0 An Introduction to RBA Internal Auditing
- 2.0 Pre-audit Preparation Guidelines
 - 2.1 Preparing Audit Program
 - 2.2 Preparing Audit Plan
 - 2.3 Preparing Audit Checklist
 - 2.3 Exercises
 - 2.4 Q&A Session
- 3.0 Preparing Checklists
 - 3.1 Preparing Audit Checklist – Labour
 - 3.2 Preparing Audit Checklist – Safety
 - 3.3 Exercises
 - 3.4 Q&A Session
- 4.0 On-Site Audit
 - 4.1 Preparing Audit Checklist – Environment
 - 4.2 Preparing Audit Checklist – Ethics
 - 4.3 Preparing Audit Checklist – Management Systems
 - 4.4 Exercises
 - 4.5 Q&A Session

- 5.0 On-Site Auditing And Post-Audit Stage
 - 5.1 On-Site Auditing
 - 5.2 Identifying Audit Non-Conformances
 - 5.3 Grading of Non-Conformances / Corrective Actions
 - 5.4 Corrective Action Timelines
 - 5.5 Effectiveness of Corrective Actions
 - 5.6 Closing Out Corrective Actions
 - 5.7 Compilation of Audit Findings and Supporting Records
 - 5.8 Preparation of Audit Report
 - 5.9 Exercises
 - 5.10 Q&A Session

Who Should Attend:

Top Management, Department Head, Management Representative, Management System Committee, Compliance Team, Engineers, Managers, Executives, HR Managers/Executives, Safety, Health & Environment Managers/Executives, Internal Audit Team, QA and QC Team.

Training Methodology:

- Interactive Lectures
- Group Activity and Presentation
- Practical Exercises
- Case Studies
- Group Discussion
- Participants will receive comprehensive course manuals with reference materials.

Award of Certificate:

Certificate of Successful Completion will be issued to participants with at least 75% attendance.

Duration:

2 days (14 hours)

Course Fee:

\$600 nett per trainee (GST is not applicable).