

AUDITOR SKILLS & NON-CONFORMITY HANDLING

Course aim and objectives: This course provides the required knowledge for defining and explaining to participants the auditor's fundamental skills for performing and completing verifications. Whether first, second or third-party audits are carried out, the auditing process is practically the same as well as the methodology for determining and handling finding(s) which need to be raised to a non-conformity. Extensive review is made with reference to specific audit criteria and applicable standards including the required stages for performing and completing an audit. The required baseline qualifications for conducting an audit are identified including the standards for certification and ongoing accreditation of auditors

Course main elements:

- Introduction to the knowledge, skills and role of a qualified auditor
- Risk related issues
- Determining the audit criteria and selecting the auditing team
- Preparation and development of an audit program based on audit criteria
- Stages of the audit process
- Planning, conducting, reporting and follow up verification
- Audit investigation and communication techniques – Auditor skills
- Follow up verification process and closing out a non-conformity
- Actions required for completing the audit process
- Practical exercises and final examination

Course participation: The course is open to shipping company managers, superintendents, designated person(s) with auditing responsibilities as well as to maritime professionals who wish to practice as qualified auditors

Course duration: 2 days This training program is provided in 12-hours with real time instruction through zoom platform in two 6-hour pre-scheduled interactive learning sessions

Course Schedule: 10:00 – 17:00 hours daily (including 30 minutes additional time daily for Q & A and completion of classwork)

Registration: Please complete the course registration form or contact Mrs. Angie Panagiotarakou email: invoicing@dynamarine.com Tel: (+30) 210 894 1667

Fees: Euros 350 per day per participant. Discount of 10% is offered to individual participants registering to this course. Group discounts of 15% are also arranged for companies registering 3+ participants. Upon registration a link shall be provided to participants for accessing the course

Instructor: Capt. Titos Giannakakis – Senior Maritime Trainer & Marine Consultant – DYNAMARINE Academy