



# GMP TRAINING



## Conducting an Audit

**1 -DAY**  
Interactive Training  
Program



### WHO SHOULD ATTEND

- Intended for fabricators/manufacturers, packager/labellers, testers, importers, distributors, and wholesalers in the pharmaceutical and natural health and medical device industries
- Appropriate for new employees and for personnel with or without previous audit experience

### PURPOSE OF THE WORKSHOP

- This purpose of this program is to increase understanding of auditing techniques using adult learning principles
  - Provides documented effectiveness of learning (completed quiz)
  - Employs interactive exercises, industry-based case studies, hands-on tasks designed to involve and engage the participant
  - Gives you a participant binder, marked quiz, course certificate, and The Personal Action Plan™
- Participants will:
  - Develop practical audit skills
  - Improve their evaluation and communication skills
  - Refine their reporting skills
  - Increase their ability to implement corrective action programs

### WORKSHOP OBJECTIVES

Upon completion of this program, participants will understand the audit process and will be able to:

- Develop an audit checklist
- Conduct internal and external audits
- Document audit findings
- Recommend fixes and corrective actions
- Write an audit report
- Evaluate audit responses

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## Conducting an Audit ...continued

### WHAT YOU WILL LEARN

1. Coordinating an effective audit program
2. Developing effective audit techniques
3. Identifying key activities for performing a successful audit
4. Evaluating the significance of audit findings
5. Improving communication skills for the presentation of audit findings
6. Reporting the findings and evaluations
7. Developing and implementing corrective action programs