Workshop: How to perform a good audit?

Using auditing systems for improving an organization and supporting the development of employees

Target group
Employees involved in continuous improvement in the company, supervisors on different management levels, higher management, employees responsible for quality and process control.

Get the practical insight into solving problems and responding to challenges including:

- Employees fearing audits that seem like controls to them.
- The "Paint the grass green" syndrome before audits.
- Audits conducted pro tempore, with no specific plan.
- Despite numerous audits, changes in the company are not sustainable.
- Audit questions are not clear.
- Lack of clearly defined corrective actions after audits.

Overview
Audit is one of the basic ways of sustaining changes and their continuous improvement. However, without appropriate knowledge and a proper course of action, it is easy to turn an audit process into stringent control that will fill all employees with fear. It may, in turn, result in them "painting grass green" before each audit. Therefore, it is crucial to make sure that the audit process is appropriately designed, that it has proper frequency and range, and that the auditor is the right person for the position. Learn how to perform an effective audit!

Benefits for the company

- **Effective** audits performed with proper frequency and by appropriate people.
- **Visualization** of audit results and efficient procedures of making audit adjustments.
- **Raising** employees' competencies in the area of practical auditing skills.
- **Increase** in stability, safety and quality of work.

Benefits for the participant

- **Ability** to design a good audit sheet.
- **Ability** to visualize and interpret audit results.
- **Ability** to draw up plans of corrective actions and their effective execution.
- **Ability** to perform audits of any processes, work stations, functions and machines.

AGENDA

		AGENDA
Module 1	9:00 – 10:30 (10:30 – 10:45 coffee break)	▪ Introduction to audits, what to audit and how to do it, the most common mistakes committed during audits – exercises and group discussions ▪ How to design a good audit process: who and how often should perform an audit, how to make a good audit plan, how to reduce audit duration, examples of well-planned and poorly prepared audits
Module 2	10:45 – 12:15	▪ The best examples of the main audit tools, standards and check lists in different industries and in non-production areas ▪ Designing a good audit sheet – exercise ▪ Preparation for visiting the production hall: dividing the participants into subgroups, assigning tasks to group members, discussing and evaluating audit sheets, identifying areas for performing individual audits
		12:15 – 13:00 Lunch
Module 3	13:00 – 14:30 (14:30 – 14:45 coffee break)	**MODULE PERFORMED IN THE PRODUCTION HALL** ▪ Practical activities in the production hall: auditing selected areas and workstations with regards to work and process standardization, 5S, work safety and ergonomics ▪ Analyzing audit results and comparing the effects of group work, conclusions concerning continuous improvement of audit forms, plans and processes
Module 4	14:45 – 16:30	▪ What to do after an audit: how to present its results, how to provide feedback on lack of compliance with standards, how to design corrective measures and supervise their execution – group exercises and examples of the best industry practices ▪ Workshop summary, question session