

ACIC / ACC
RCMS®/RC14001® Atelier sur l'auditeur interne
3-4 3-4 décembre, 2024
Ordre du jour

Cet atelier a pour but de fournir aux membres et aux entreprises partenaires les éléments nécessaires à la réalisation d'audits internes des systèmes de gestion RCMS/RC14001. Ce cours n'est pas destiné à remplacer la formation des auditeurs RCMS/RC14001 reconnue par l'ACC et proposée par des ressources externes. Il vise plutôt à donner aux participants des idées pour le développement de programmes d'audit interne, de ressources d'audit et de processus.

December 3

Time	Topic
7:00	Continental Breakfast
8:00	Welcome – (G. Rhoads) <ul style="list-style-type: none"> • Safety Briefing • Review agenda • Antitrust • Introductions- Interview Exercise 1- interview and introduce others
8:30	ACC Responsible Care® Certification System – (D. Sandidge) <ul style="list-style-type: none"> • ACC Process & Procedures • Technical Specification Options • Timing / cycles • Independence/Oversight
9:00	Understanding Management Systems Auditing - ISO 19011 <ul style="list-style-type: none"> • Purpose of Auditing • Principles of Auditing • Audit vs. Inspection • Management System vs. Compliance • Organization for auditing • Outcomes
10:00	Break
10:15	Developing an Internal Audit Program (RCMS/RC14001) - (G. Rhoads) <ul style="list-style-type: none"> • Making the program fit your organization • Developing a systematic audit process • Defining your schedules and criteria
11:00	Developing a Common Audit Protocol - <ul style="list-style-type: none"> • What is the tool your auditors will use? • Checklists- Pros and Cons • Process Based Auditing

Time	Topic
11:45	Lunch Speaker -
12:45	Preparing the Auditor – (G. Rhoads) <ul style="list-style-type: none"> • Auditor attributes and traits • Exercise 2 (small groups work to identify good/bad auditor traits) • Prepared auditor = quality audit • Listening skills for auditors
1:30	Training Internal Auditors – (D. Sandidge) <ul style="list-style-type: none"> • Sources of training • What auditors need to know about the RCMS®/RC14001® Technical Specifications • Understanding the application of the Codes and relationship to Technical Specifications
2:15	Break
2:30	Developing an Audit Plan – (D. Sandidge) <ul style="list-style-type: none"> • Scoping the audit • Scheduling the audit • Focus - Entire MS or specific elements or process specific
3:30	Auditor Focus Items Within the RCMS® - (G. Rhoads) <ul style="list-style-type: none"> • What are we really looking for? • Moving your audit beyond marks on a checklist • Value-added auditing
4:30	Day 1 Wrap Up
4:45	Adjourn

December 4

Time	Topic
7:00	Continental Breakfast
8:00	Day 2 Opening and Recap/Questions- (D. Sandidge)
8:15	Conducting the Audit - (G. Rhoads) <ul style="list-style-type: none">• Methods to collect evidence• Interviewing techniques• What is evidence of conformance AND non-conformance? Exercise 3- Role Play Exercise- Interviewing
10:00	Break
10:15	Reporting Audit findings – Group Discussion - Excellent Practices Exercise 4- Documenting Audit Findings from prepared scenarios
11:15	Integrating Audit Findings into Effective Corrective and Preventive Action – (D. Sandidge)
12:00	Lunch
1:00	Certification Auditor Perspectives - Common Findings – (All) <ul style="list-style-type: none">• Review information collected from ASPs
1:45	How to Get the Most Out of the Auditing Output and Management Review
2:30	Maintaining the Audit Program - Open Discussion - (All)
3:00	Adjourn - ACC