



Day 1

Timing	Session
08.00 – 09:00	Introduction
09:00 – 11:00	Clarification of standards
11:00 – 11.15	BREAK
11:15 – 12:00	Auditing - Planning & Preparation
12:00 – 13:00	LUNCH
13:00 – 14:30	Auditing – How to conduct a standard compliance audit
14:30 -15:45	Auditing – Reporting
15:45 – 16:00	BREAK
16:00 – 17:30	Exercise (breakout groups)
19:00 Onwards	DINNER

Day 2

Timing	Session
08.00 – 09:00	Feedback from the first day and presentation of the audit practice
09:00 – 10:00	Audit practice - Preparation (breakout groups)
10:00 – 12:00	Audit practice – Field visit (breakout groups)
12:00 – 13:00	LUNCH
13:00 – 14:30	Audit Practice – Interviews & Documentation Review (breakout groups)
14:30 – 15:30	Audit Practice – Reporting (breakout groups)
15:30 – 16:00	BREAK
16:00 – 17:30	Audit Practice – Presentation of close-out meetings and feedbacks
19:00 Onwards	DINNER

