

### ISO 41001:2018 Lead Auditor

#### Training course



STAGE: 

#### Essential information about the course

This ISO 41001:2018 lead auditor training course teaches the fundamental auditing principles and practices, in conformance with national and international accepted norms and regulations relating to facilities management system (FMS) requirements. By attending this course, delegates will gain the necessary auditing skills through activity-based learning and practical auditing experience with coaching, group workshops and open forum discussions. Experienced BSI tutors will guide delegates through the entire audit process; from initiation to conducting follow-up.

Provide knowledge and skills required to perform first, second and third-party audits of facility management systems against ISO 41001, in accordance with ISO 19011 and ISO/IEC 17021, as applicable.

Successful completion of this training course by passing the examination and skills assessment, will demonstrate knowledge and basic skills to undertake and lead a management systems audit.

#### Our course agenda:

<p><b>Day 1:</b></p> <ul style="list-style-type: none"> <li>• First, second and third-party audits</li> <li>• Typical audit activities</li> <li>• Audit objectives, scopes and criteria</li> <li>• Audit resources</li> <li>• Roles and responsibilities and confidentiality</li> <li>• Audit methods</li> <li>• Stage 1 audit</li> <li>• Stage 2 audit</li> <li>• Audit plan template</li> <li>• Work documents</li> <li>• Opening meeting</li> <li>• Audit evidence</li> <li>• Effective communication</li> <li>• Audit findings</li> <li>• Audit meetings</li> <li>• Closing meeting</li> <li>• Audit reports</li> <li>• Audit follow-up</li> </ul>	<p><b>Day 2:</b></p> <ul style="list-style-type: none"> <li>• Purpose and business benefits of a FMS</li> <li>• Terminology</li> <li>• Plan-Do-Check-Act</li> <li>• FMS elements and interactions</li> <li>• Role of the auditor</li> <li>• FMS documentation</li> <li>• Initiating the audit</li> <li>• Document review</li> <li>• Audit plan</li> <li>• Work documents</li> <li>• Opening meeting</li> <li>• Observations</li> </ul>
<p><b>Day 3:</b></p> <ul style="list-style-type: none"> <li>• Auditing 'top management'</li> <li>• Auditing 'context of the organization'</li> <li>• Body language</li> <li>• Auditing 'planning for the FMS'</li> <li>• Auditing the organization's processes (1)</li> <li>• Audit trails</li> <li>• Auditing the organization's processes (2)</li> </ul>	<p><b>Day 4:</b></p> <ul style="list-style-type: none"> <li>• Auditing the organization's processes (3)</li> <li>• Nonconformities</li> <li>• Closing meeting</li> <li>• Audit report</li> <li>• Audit follow-up</li> <li>• Specimen exam</li> </ul>

**Day 5:**

- Receive homework – audit report from delegate
- Final questions/final revision
- Evaluation
- Introduction/readiness to the exam
- Exam (2 hours)

Upon successful completion of your course, you'll receive an internationally recognized BSI certificate

**Make sure the course is right for you****Who is this course for?**

Anyone with the need to audit an organization's FMS.

<p><b>What will I learn?</b></p> <p>Delegates will have the knowledge to:</p> <ul style="list-style-type: none"> <li>• Explain the purpose of; a facility management system (FMS), FMS standards, management system audit, third-party certification</li> <li>• Describe the business benefits of improved performance of the FMS</li> <li>• Explain the role of an auditor to plan, conduct, report and follow up a facility management system audit in accordance with ISO 19011 and ISO/IEC 17021, as appropriate</li> </ul> <p>Delegates will have the skills to:</p> <ul style="list-style-type: none"> <li>• Plan, conduct, report and follow-up an audit of a facility management system to establish conformity (or otherwise) with ISO 41001, and in accordance with ISO 19011 and ISO/IEC 17021 where appropriate</li> </ul>	<p><b>What are the benefits?</b></p> <p>This course will help you:</p> <ul style="list-style-type: none"> <li>• Identify the aims and benefits of an ISO 41001 audit</li> <li>• Interpret ISO 41001 requirements for audit application</li> <li>• Plan, conduct and follow-up auditing activities that add real value</li> <li>• Grasp the application of risk-based thinking, leadership and process management</li> <li>• Access the latest auditor techniques and identify appropriate use</li> <li>• Build stakeholder confidence by managing processes in line with the latest requirements</li> </ul>
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**Prerequisites** - you are expected to have the following prior knowledge:

<p>a) <b>Management systems</b></p> <p>The Plan, Do, Check, Act (PDCA) cycle</p> <p>The core elements of a management system and the interrelationship between top management responsibility, policy, objectives, planning, implementation, measurement, review and improvement</p> <p>b) <b>Facility management</b></p> <p>Integration of multiple disciplines in order to have an influence on the efficiency and productivity of economies of societies, communities and organizations</p> <p>The manner in which individuals interact with the built environment</p> <p>Affects the health, well-being and quality of life of much of the world's societies and population through the services it manages and delivers</p> <p>c) <b>ISO 41001</b></p> <p>Knowledge of the requirements of ISO 41001 and the commonly used facility management terms and definitions</p>
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## Why invest in training from BSI?

We want to make sure you have the best learning experience possible. That's why we offer a range of training courses from beginner to expert. We create a positive learning environment so you retain the knowledge and acquire the skills that will continue to be of use beyond the course.

When you attend a BSI training course, our tutors are the best in the business. They're truly passionate about sharing their knowledge and ensuring you learn. Trusted experts with years of hands-on and business experience, they bring the subject matter to life with relevant and contemporary examples to enhance your learning.

Training delivered at your site could be a convenient and cost-effective option, especially if you have multiple delegates. Talk to one of our experts to find out more.

## Next steps with the BSI Academy

Want to learn more?

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