

CERTIFIED ISO 26000 LEAD AUDITOR



MASTERING THE AUDIT OF A SOCIAL RESPONSIBILITY PROGRAM BASED ON
ISO 26000, IN COMPLIANCE WITH THE REQUIREMENTS OF ISO 19011 AND ISO 17021

SUMMARY

This five-day intensive course enables the participants to develop the needed expertise to audit a Social Responsibility program based on ISO 26000 and to manage a team of auditors by applying widely recognized audit principles, procedures and techniques. During this training, the participant will acquire the necessary knowledge and skills to proficiently plan and perform internal and external audits in compliance with ISO 19011 and ISO 17021. Based on practical exercises, the participant will develop the skills (mastering audit techniques) and competencies (managing audit teams and audit program, communicating with customers, conflict resolution) necessary to conduct an audit efficiently. This training is fully compatible with SA8000 (Global social accountability standard by the Social Accountability International).

COURSE AGENDA

DURATION: 5 DAYS

DAY11

Introduction to corporate Social Responsibility concepts as defined by ISO 26000

- ▶ Normative, regulatory and legal framework related to Social Responsibility of organizations
- ▶ Fundamental principles of Social Responsibility of organizations
- ▶ Presentation of ISO 26000 clauses and the six core subjects
- ▶ Social Responsibility program
- ▶ Detailed presentation of ISO 26000 clause-by-clause

DAY22

Planning and initiating a Social Responsibility audit based on ISO 26000

- ▶ Fundamental audit concepts and principles
- ▶ Audit approach based on evidence and on risk
- ▶ Preparation of a Social Responsibility audit
- ▶ Documenting of a Social Responsibility audit
- ▶ Conducting an opening meeting

DAY33

Conducting a Social Responsibility audit based on ISO 26000

- ▶ Communication during the audit
- ▶ Audit procedures: observation, document review, interview, sampling techniques, technical verification, corroboration and evaluation
- ▶ Drafting test plans
- ▶ Formulation of audit findings and documenting nonconformities

DAY44

Concluding and ensuring the follow-up of a Social Responsibility audit based on ISO 26000

- ▶ Audit documentation
- ▶ Conducting a closing meeting and conclusion of an ISO 26000 audit
- ▶ Evaluation of corrective action plans
- ▶ ISO 26000 audit management program

DAY55 ANSI Accredited Certification Exam



WHO SHOULD ATTEND?

- ▶ Internal auditors
- ▶ Auditors wanting to perform and lead Social Responsibility program audits
- ▶ Project managers or consultants wanting to master Social Responsibility program audit process
- ▶ Individuals responsible for the Social Responsibility or conformity in an organization
- ▶ Expert advisors in Social Responsibility

LEARNING OBJECTIVES

- ▶ To acquire the expertise to perform an ISO 26000 internal audit following ISO 19011 guidelines
- ▶ To acquire the expertise necessary to manage a Social Responsibility audit team
- ▶ To understand the operation of a Social Responsibility program in accordance with ISO 26000
- ▶ To understand the relationship between a Social Responsibility program with the requirements of different stakeholders of the organization
- ▶ To improve the ability to analyze the internal and external environment of Social Responsibility of an organization in accordance with ISO 26000





EXAMINATION

- ▶ The “Certified ISO 26000 Lead Auditor” exam fully meets the requirements of the PECB Examination and Certification Program (ECP). The exam covers the following competence domains:

DOMAIN 1: FUNDAMENTAL PRINCIPLES AND CONCEPTS IN SOCIAL RESPONSIBILITY

1

Main Objective: To ensure that the ISO 26000 Lead Auditor candidate can understand, interpret and illustrate the main Social Responsibility concepts related to a Social Responsibility (SR)

DOMAIN 2: SOCIAL RESPONSIBILITY (SR)

2

Main Objective: To ensure that the ISO 26000 Lead Auditor candidate can understand, interpret and illustrate the main concepts and components of a Social Responsibility based on ISO 26000

DOMAIN 3: FUNDAMENTAL AUDIT CONCEPTS AND PRINCIPLES

3

Main Objective: To ensure that the ISO 26000 Lead Auditor candidate can understand, interpret and apply the main concepts and principles related to an SR audit in the context of ISO 26000

DOMAIN 4: PREPARATION OF AN ISO 26000 AUDIT

4

Main Objective: To ensure that the ISO 26000 Lead Auditor candidate can prepare appropriately an SR audit in the context of ISO 26000

DOMAIN 5: CONDUCT OF AN ISO 26000 AUDIT

5

Main Objective: To ensure that the ISO 26000 Lead Auditor candidate can conduct efficiently an SR audit in the context of ISO 26000

DOMAIN 6: CONCLUSION AND FOLLOW-UP OF AN ISO 26000 AUDIT

6

Main Objective: To ensure that the ISO 26000 Lead Auditor candidate can conclude an SR audit and conduct follow-up activities

DOMAIN 7: MANAGEMENT OF AN ISO 26000 AUDIT PROGRAM

7

Main Objective: To ensure that the ISO 26000 Lead Auditor understands how to establish and manage an SR audit program

- ▶ The “Certified ISO 26000 Lead Auditor” exam is available in different languages, including English, French, Spanish and Portuguese
- ▶ Duration: 3 hours
- ▶ For more information about the exam, please visit: www.rcertsea.com



CERTIFICATION

- After successfully completing the exam, participants can apply for the credentials of Certified ISO/IEC 20006 Provisional Auditor, Certified ISO/IEC 20006 Auditor or Certified ISO/IEC 20006 Lead Auditor depending on their level of experience. Those credentials are available for internal and external auditors
- A certificate will be issued to participants who successfully passed the exam and comply with all the other requirements related to the selected credential:

Credential	Exam	Professional Experience	SRMS Audit Experience	SRMS Project Experience	Other Requirements
ISO 26000 Provisional Auditor	ISO 26000 Lead Auditor Exam	None	None	None	Signing the PECB code of ethics
ISO 26000 Auditor	ISO 26000 Lead Auditor Exam	Two years One year of Social Responsibility work experience	Audit activities totaling 200 hours	None	Signing the PECB code of ethics
ISO 26000 Lead Auditor	ISO 26000 Lead Auditor Exam	Five years Two years of Social Responsibility work experience	Audit activities totaling 300 hours	None	Signing the PECB code of ethics

GENERAL INFORMATION

- Certification fees are included in the exam price
- Participant manual contains over 450 pages of information and practical examples
- A participation certificate of 31 CPD (Continuing Professional Development) credits will be issued to the participants
- In case of failure of the exam, participants are allowed to retake it for free under certain conditions



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