

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
Directorate Business Procedure AUDITOR TRAINING		DBP 005
		ISSUE 001
Approved By: <i>S. Dolan</i>	<i>S. Dolan</i>	Issue Date: <i>31 July 1998</i>
Open Government Status: Fully Open		Review Date: 31/07/01

1. Purpose & Scope

1.1 This procedure describes how auditor training is arranged and conducted. It covers both internal and external training.

2. Policy

2.1 All staff who are responsible for undertaking auditor duties will have undergone appropriate auditor training.

3. Responsibilities

3.1 The SMG ensure that adequate resources are available for Auditor Training.

3.2 The Training Manager in liaison with the BSM identifies suitable external training courses as necessary and arranges appropriate internal courses and tuition.

4. Definitions

4.1 Auditing is deemed to have the meaning of planning, performing and documenting audits for one or more of the following purposes:

- to ascertain that the BMS is fully implemented and that it continues to meet specified objectives,
- to allow continuous improvement of the BMS, and
- to evaluate NSD's system against a quality system standard.

5. Procedure

5.1 The BSM shall determine annual auditor needs, taking into account the

scheduled audit plan. He reports the auditor requirements to the SMG who shall take these requirements into account when planning and allocating resources for the annual plan of work.

5.2 Division/Unit heads shall request volunteers, or otherwise nominate, suitable members of staff for auditing duties. This will normally be completed on an annual basis when the audit plan is scheduled.

5.3 Division/Unit Heads shall nominate the appropriate number of staff for auditing duties.

5.4 The Training Manager shall arrange the appropriate external and internal training courses by suitably qualified and experienced personnel/ organisations.

6. Associated Documents

DBP 004 Auditing.

DBP 006 Corrective and Preventive Actions.