

## API-U Auditor Fundamentals Training Course Details

August 24, 2022

### Overview

The API-U Auditor Fundamentals training course teaches the principles of being a good objective auditor and the basic requirements for planning and conducting Internal Audits.

Hands-on activities and group workshops provide a practical understanding that will help with the establishment of a well-rounded audit program.

This course, accredited by IACET, was created by the American Petroleum Institute (API) and is distributed solely by authorized training providers such as Mireaux Management Solutions, under royalty contract agreement with API. Find [Mireaux](#) on API's official website.

### Learning Objectives

By the end of the course, participants should have attained knowledge and understanding of the following concepts:

- Roles and responsibilities of Internal Auditors
- Establishment of an Audit program
- Planning and execution of Internal Audits
- How to write clear nonconformities and effective Internal Audit reports

### Prerequisites

The API-U Auditor Fundamentals training course does not have any prerequisite courses.

For individuals with little or no previous knowledge of management systems who would like to maximize their knowledge; we recommend Mireaux's Fundamentals of Document Control class as a preamble and introduction to management systems.

### Summary Agenda

The topics in this course include:

- Foundation of Auditing
- Audit Program Design
- Auditor Competencies
- Performing the Audit
- Audit Reporting
- Writing Effective Nonconformities

### Training Methods and Requirements

This course can be delivered via:

- Public Training via **Live Stream**
- Private Training at your facility, via **Live Stream**, or both

**Live Stream** Participants will need the following tools to effectively complete this course:

- Computer or laptop with MS Windows software or operating system compatible with MS Teams
- Audio and Visual equipment (i.e., webcam, microphone, headset, etc.)
- Strong Internet Connection

### Course Materials

Participants will receive printed comprehensive reference material, including:

- Training Course Workbook
- Workshops

**Live Stream:** Training course material will be shipped to participants, 3-5 days prior to the start of training, to the shipping address provided at the time of registration.

**In-Person:** Training course material will be provided to participants on the first day of their arrival.

### Duration and Course Hours

The duration of this course is two days, as follows:

- Day 1 8:30 AM to 4:30 PM (CST)
- Day 2 8:30 AM to 4:30 PM (CST)

### Successful Completion of Course

Participants' successful completion of the course is determined by workshops completed and reviewed at various stages throughout the duration of the course to ensure participant's comprehension of the subject matter taught.

### Certificate and Continuing Education Units (CEUs)

A Certificate of Completion is provided to all participants upon successful completion of the course. The Certificate awards a total of 1.4 CEUs to participants who attend the entire duration of the course.

### Value Added Benefits

API-U courses are certified by IACET. Participants attending this course will receive an API-U Certificate of Completion to enhance their employment potential.



## **Training Services Disclosure Policy**

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