

## API-U Lead Auditor Training Course Details

November 10, 2024

### Overview

This course provides participants with a firm understanding of the auditing process, how to prepare, plan, and execute Internal Audits; and how to lead a team of Internal Auditors.

The 3-day API-U Lead Auditor course is a 1-day extension to the 2-day API-U Auditor Fundamentals training course.

This course, accredited by IACET, was created by the American Petroleum Institute (API) and is distributed solely to 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, responsibilities and conduct of Internal Auditors
- Establishment of an Audit program
- Planning, and execution of Internal Audits
- How to write clear nonconformities and effective Internal Audit reports
- How to lead a team of Auditors

### Prerequisites

The API-U Lead Auditor 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
- Audit Team Leader Competency and Requirements
- Responsibilities of Audit Team Leader
- Detail Overview and Practice of the API Q1 and API Q2 Auditing Checklists

### Training Methods and Requirements

This course is live, Instructor-led, and can be delivered as follows:

- Public Training via **Live Stream** or In-Person at the Mireaux Training Center located in Houston, TX (for select class dates).
- Private Training In-Person at your facility, or via **Live Stream**.

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

- Computer or Laptop
- Microphone and Webcam
- Strong internet connection

### Course Materials

Participants will receive comprehensive reference material, including:

- Training Course Workbook

**Live Stream (within the US):** Hard copies of the 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.

**Live Stream (outside the US):** Soft copies of the training course material will be provided via SharePoint links which can be viewed, downloaded or printed, via email 3-5 days prior to the start of training.

**In-Person:** Hard copies of the training course material will be provided to participants on the first day upon arrival.

### Duration and Course Hours

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

- Day 1 8:30 AM to 4:30 PM
- Day 2 8:30 AM to 4:30 PM
- Day 3 8:30 AM to 4:30 PM

Mireaux offers this training course Globally, therefore time zones will vary based on the class selected. Daily 30-min lunch and hourly breaks are scheduled throughout the duration of the course.

### 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 1.8 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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