



Facility Management | ISO 41001:2018 Lead Auditor

Number of hours

5

International training

Course descriptive

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, you 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 you through the entire audit process; from initiation to conducting follow-up.

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.

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Agenda

Jour 1

<ul style="list-style-type: none">• Benefits to you, welcome and introductions• Course aim, objectives and structure• KNOWLEDGE• First, second and third-party audits• Typical audit activities• Audit objectives, scopes and criteria• Audit resources• Roles and responsibilities and confidentiality• Audit methods• Stage 1 audit• Stage 2 audit	<ul style="list-style-type: none">• Audit plan template• Work documents• Opening meeting• Audit evidence• Effective communication• Audit findings• Audit meetings• Closing meeting• Audit reports• Audit follow-up• Close day 1
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Jour 2

<ul style="list-style-type: none">• Day 1 review and quiz• KNOWLEDGE continued• Purpose and business benefits of a FMS• Terminology• Plan-Do-Check-Act• FMS elements and interactions• Role of the auditor• FMS documentation	<ul style="list-style-type: none">• SKILLS• Initiating the audit• Document review• Audit plan• Work documents• Opening meeting• Observations• Close day 2
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Jour 3

<ul style="list-style-type: none">• Specimen exam: Sections 1 and 2 review• SKILLS• Auditing 'top management'• Auditing 'context of the organization'• Body language	<ul style="list-style-type: none">• Auditing 'planning for the FMS'• Auditing the organization's processes (1)• Audit trails• Auditing the organization's processes (2)• Close day 3
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Jour 4

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| <ul style="list-style-type: none">• Specimen exam: Section 3 review• SKILLS• Auditing the organization's processes (3)• Nonconformities• Closing meeting | <ul style="list-style-type: none">• Audit report• Audit follow-up• Specimen exam: Section 4• Close day 4 |
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Jour 5

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| <ul style="list-style-type: none">• Receive homework – audit report from delegate• Final questions/final revision• Evaluation | <ul style="list-style-type: none">• Introduction/readiness to the exam• Exam (2 hours)• End of course |
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Pedagogical objectives

- Identify the aims and benefits of an ISO 41001 audit
- Interpret ISO 41001 requirements for audit application
- Plan, conduct and follow-up auditing activities that add real value
- Grasp the application of risk-based thinking, leadership and process management
- Access the latest auditor techniques and identify appropriate use
- Build stakeholder confidence by managing processes in line with the latest requirements

Skills to be acquired

Upon completion of this training, you will be able to:

- Explain the purpose of; a facility management system (FMS), FMS standards, management system audit, third-party certification
- Describe the business benefits of improved performance of the FMS
- 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
- 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

Targeted audience

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

Pedagogical, technical and framing means

Course materials including:

- Introduction to the training, detailed program and security assignments
- Course presentation, theory and activities/ role plays
- Answers to the activities
- Videos
- Additional documents, distributed during the sessions, to use for the activities
- Attendance sheet to be signed

Assessment specifics

- Questionnaire to assess the knowledge at the end of the training
- Customer survey

What is included?

- Course materials, provided electronically
- Letter of attestation
- Official certificate

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Prerequisites:

Delegates are expected to have the following prior knowledge:

a) Management systems

- The Plan, Do, Check, Act (PDCA) cycle
- The core elements of a management system and the interrelationship between top management responsibility, policy, objectives, planning, implementation, measurement, review and improvement

b) Facility management

- Integration of multiple disciplines in order to have an influence on the efficiency and productivity of economies of societies, communities and organizations
- The manner in which individuals interact with the built environment
- 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

c) ISO 41001

- Knowledge of the requirements of ISO 41001 and the commonly used facility management terms and definitions

*These training modules are eligible to the subsidizing by the public institutions in France (OPCO).

**Each delegate receives a training convention after the enrollment.

***Please note that for the public sessions, you have until 48h before the start of the course to confirm your enrollment. For the in-house sessions, the deadline would be of two weeks prior to the start of the course.

****Should you be in a disabled situation, please contact us and indicate what details should be taken into account.

You can contact us on training.france@bsigroup.com or [01 89 79 00 40](tel:0189790040)