

EFFECTIVE THIRD-PARTY VENDOR AUDIT

“Ensuring Risk-Based Oversight, Compliance & Performance Through Structured Vendor Audit Programs”

Schedule

Date	Venue	Fees (Face-to-Face)
07 - 11 Sep 2026	London, UK	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Organizations increasingly rely on third-party vendors for critical operations, yet this dependency introduces a range of risks—including regulatory, reputational, operational, and cybersecurity exposures. A structured vendor audit program is essential to evaluate compliance, quality, data security, and performance standards across the supplier lifecycle.

This comprehensive 5-day course equips audit, procurement, compliance, and risk professionals with the knowledge and tools to plan and conduct effective vendor audits. From initial risk assessments to reporting and corrective actions, participants will gain practical insight into overseeing third-party partners and ensuring alignment with contractual, legal, and ethical obligations.

Objectives

By the end of this course, participants will be able to:

- Develop a third-party vendor audit framework based on risk and compliance priorities
- Plan and conduct on-site and remote vendor audits across key operational domains
- Evaluate vendor practices related to quality, data privacy, financial controls, and ESG
- Document findings and drive corrective actions for continuous improvement
- Strengthen vendor governance and support supplier performance monitoring

Why Attend

- To mitigate risks associated with outsourcing and vendor dependency
- To ensure vendors comply with contracts, policies, regulations, and standards
- To verify supply chain continuity, security, and sustainability practices
- To support cross-functional collaboration between procurement, risk, audit, and legal
- To build long-term value and resilience in third-party relationships

Target Audience

This program is designed for:

- Internal and external auditors
- Procurement, sourcing, and contract managers
- Risk, compliance, and legal professionals
- Vendor relationship and performance managers
- Anyone involved in evaluating, onboarding, or managing suppliers and partners

Individual Benefits

Key competencies that will be developed include:

- Vendor audit planning and scoping
- Control assessment and compliance verification
- Interviewing, documentation review, and sampling techniques
- Audit reporting and issue tracking
- Building collaborative vendor engagement and continuous oversight

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Enhanced transparency and accountability in vendor relationships
- Reduced exposure to third-party operational, reputational, and compliance risks
- Better contract enforcement and alignment with service expectations
- Improved ESG, cybersecurity, and business continuity controls
- A robust and repeatable vendor audit and monitoring process

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Vendor risk management frameworks and audit standards
- Case Studies - Real-life vendor failures, audits, and dispute scenarios
- Workshops - Vendor risk profiling, site audit planning, and checklist development
- Peer Exchange - Shared challenges across industries and sectors
- Tools - Vendor audit templates, scoring models, compliance logs, and reporting formats

MAWA EVENTS

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Course Outline

Detailed 5-Day Course Outline

Training Hours: 7:30 AM - 3:30 PM Daily Format: 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 - 02:00

Day 1: Foundations of Third-Party Risk and Audit Strategy

- Module 1: Third-Party Risk Landscape (07:30 - 09:30) • Vendor risk categories - strategic, operational, compliance, IT, ESG • Incidents and lessons from failed oversight
- Module 2: Vendor Risk Assessment and Segmentation (09:45 - 11:15) • Tiering vendors by criticality and impact • Vendor selection and onboarding considerations
- Module 3: Vendor Audit Planning and Scoping (11:30 - 01:00) • Developing a risk-based audit plan • Setting audit objectives and KPIs
- Module 4: Workshop - Build a Vendor Audit Plan (02:00 - 03:30) • Select a vendor category and create an audit scope

Day 2: Audit Execution - Preparing and Conducting Vendor Reviews

- Module 1: Vendor Pre-Audit Documentation Review (07:30 - 09:30) • Reviewing contracts, SLAs, certifications, and policies • Customizing audit checklists
- Module 2: Conducting On-Site and Remote Vendor Audits (09:45 - 11:15) • Audit logistics, confidentiality, and engagement protocols • Assessing facilities, systems, and controls
- Module 3: Stakeholder Interviews and Evidence Gathering (11:30 - 01:00) • Interviewing vendor staff across departments • Identifying red flags and probing responses
- Module 4: Simulation - Conduct an Interview & Compliance Walkthrough (02:00 - 03:30) • Interactive practice using a role-play vendor audit

Day 3: Evaluating Controls, Contracts, and Compliance

- Module 1: Key Areas of Vendor Audit Focus (07:30 - 09:30) • Information security, data protection, financial processes • Quality control, health & safety, and labor practices
- Module 2: Reviewing Compliance with Contractual Obligations (09:45 - 11:15) • Performance against SLAs and key contractual clauses • Evidence of reporting, governance, and escalation
- Module 3: Assessing ESG and Supply Chain Integrity (11:30 - 01:00) • Environmental, labor, and ethical sourcing compliance • Traceability, anti-corruption, and social impact audits
- Module 4: Workshop - Perform a Control Gap Assessment (02:00 - 03:30) • Evaluate vendor compliance in a case-based scenario

Day 4: Reporting, Escalation, and Corrective Actions

- Module 1: Documenting Audit Results (07:30 - 09:30) • Evidence-based findings and audit trail maintenance • Prioritizing issues and assigning severity
- Module 2: Audit Report Writing and Recommendations (09:45 - 11:15) • Structure, tone, and delivery of audit reports • Crafting actionable recommendations
- Module 3: Escalation Protocols and Issue Tracking (11:30 - 01:00) • Communication with internal and external stakeholders • Tracking CAPAs and re-audit timelines
- Module 4: Workshop - Draft a Vendor Audit Report (02:00 - 03:30) • Prepare and present a sample report with key findings

Day 5: Strengthening Vendor Oversight Programs

- Module 1: Integrating Audits into Vendor Lifecycle Management (07:30 - 09:30) • Ongoing monitoring and supplier scorecards • Reassessment and performance feedback
- Module 2: Tools, Technologies, and Audit Automation (09:45 - 11:15) • Third-party risk management (TPRM) platforms • Audit analytics and continuous monitoring
- Module 3: Final Presentations and Course Wrap-Up (11:30 - 01:00) • Team presentations of audit strategy proposals
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Module 4: Certification Ceremony & Feedback (02:00 – 03:30) • Q&A and certificate distribution

Certification

Participants will receive a Certificate of Completion in Effective Third-Party Vendor Audit, validating their ability to assess vendor risks, conduct comprehensive audits, and ensure sustainable supplier compliance and performance.

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