SUP-202 FOUNDATION COURSE

Energy Supplier Audit and Evidence-File Preparation

Build an organised evidence file for buyer, EPC or operator review. This course teaches suppliers how to organise policies, procedures, certificates, records and implementation evidence so that claims can be verified. It focuses on evidence quality, consistency, expiry control, ownership and audit preparation.

LEVEL	FORMAT	GUIDED LEARNING	STANDARD FEE
Foundation	Live online	5-5.5 guided hours	£495 + VAT where applicable

FOUNDING FEE	ASSESSMENT	CERTIFICATE	CORPORATE DELIVERY
£395 + VAT where applicable	80% pass + practical task	Uniquely numbered Foundation Certificate	From £3,500

Learning outcomes

- Distinguish policies from implementation evidence
- Create an indexed and controlled evidence file
- Check expiry, ownership and internal consistency
- Link tender claims to supporting records
- Prepare for common audit questions
- Identify priority documentation gaps

Course modules

1. **Buyer audit expectations**
2. **Evidence hierarchy and document control**
3. **Quality, HSE, competence and delivery records**
4. **Audit preparation and interview readiness**
5. **Practical workshop: build an evidence-file index**

PRACTICAL OUTPUT

Supplier Audit Evidence Index

WHO SHOULD ATTEND

Quality and HSE personnel; Tender and commercial teams; Operations managers; SME directors; Suppliers entering regulated or major-project supply chains.

PREREQUISITES

Participants should have access to, or familiarity with, their organisation's policies and records. SUP-201 is helpful but not mandatory.

ASSESSMENT

Knowledge assessment plus the practical output. Learners must achieve the 80% pass standard and meet attendance requirements. One free resit is included.

COURSE SCOPE

This is a foundation programme. It develops awareness, structured review skills and practical readiness. It does not certify technical competence, regulatory compliance, legal sufficiency or professional authorisation.

Register your interest - no payment is required

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