

AS9100 Rev D – Internal Auditor Course

Agenda

Day One

Time	Subject
8:00 a.m.	Welcome and Introductions Session 1: Quality Management Systems Activity 1 – Pre-course Questionnaire Session 2: AS9100D Requirements Activity 2 – Understanding the Standard Clauses 0.1 – 5 Activity 3 – Understanding Risk and Opportunities, Clause 6
12:00 p.m.	Lunch
12:30 p.m.	Session 2: AS9100D Requirements continued Activity 4 – Understanding the Standard Clause 7 Activity 5 – Understanding the Standard Clause 8 Activity 6 – Audit Situations for Clauses 7, 8, 9 Activity 7 – Understanding the Standard Clause 10
	Questions
	Activity 8 – HW Assignment Identify QMS Requirements
5:30 p.m.	End of Day 1

Note: 5 minute breaks every 1 - 1 1/2 hours

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Day Two

Time	Subject
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8:00 a.m.	Review of previous day and questions & Homework
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Session 3: Documentation

Activity 9 - Quality Management System Review

Session 4: Auditing Management Systems

Activity 10 – ISO 19011 Terms and Definitions

Session 5: Auditor Competence

Activity 11 – Auditor Selection

12:00 p.m.	Lunch
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12:30 p.m.	Session 6: Performing the Audit –Performing the Audit - Part 1- Planning
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Activity 12 – Audit Planning

Activity 13 – Preparing Work Documents

Session 7: Performing the Audit – Part 2 Conducting the Audit Activities

Review and questions

5:00 p.m.	Close of class for the day
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Close of class for the day

Homework: TV interview and Critique

Note: 5 minute breaks every 1 - 1 1/2 hours

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Day Three

Time	Subject
8:00 a.m.	Review of previous day questions and Homework. Session 7: Performing the Audit – Part 2 Conducting the Audit Activities continued Activity 14 – Listening Skills Activity 15: Case Study (Handout) Session 7: Performing the Audit – Part 2 Conducting the Audit Activities continued Activity 16 – Nonconformity Writing Activity 17 – Closing Meeting
12:00 p.m.	Lunch
12:45	Session 8: Performing the Audit – Part 3: Concluding the Audit Activity 18 – Corrective Action Session 9: Internal Auditing for Improvement Review and questions
4:00 p.m.	End of Course

Note: 5 minute breaks every 1 - 1 1/2 hours