

## AGENDA

### Day 1

Time	Subject
8:00 a.m.	Welcome and Introductions
	<b>Module 1: Automotive Quality Management Systems</b> <i>Activity 1: Legal Compliance vs. Conformity</i> <i>Activity 2: Automotive Quality Terminology</i>
10:00 a.m.	Break (15 minutes)
	<b>Module 2: Audit Fundamentals</b> <i>Activity 3: Terms and Definitions of ISO 19011</i>
	<b>Module 3: The IATF 16949:2016 Standard</b>
12 noon	Lunch
12:45 p.m.	<b>Module 3 continued</b> <i>Activity 4: Auditing the Organizational Context</i> <i>Activity 5: Auditing Quality Policy</i>
3:15 p.m.	Break (15 minutes)
	<b>Module 3 continued</b> <i>Activity 6: Auditing Quality Objectives</i> <i>Activity 7: Competence and Awareness</i> <i>Activity 8: Operational Controls</i>
5:30 p.m.	End of Day 1

## Day 2

Time	Subject
8:00 a.m.	Review of Day 1  <b>Module 3 continued</b> <i>Activity 9: Quality Performance and Evaluation</i> <i>Activity 10: Effectiveness of the Automotive QMS</i>
10:00 a.m.	Break (15 minutes)  <b>Module 4: Customer-Specific Requirements and Quality Core Tools</b>  <b>Module 5: Managing an Audit Program</b> <i>Activity 11: Considering Risk</i>
12 noon	Lunch
12:45 p.m.	<b>Module 5: Managing an Audit Program (continued)</b> <i>Activity 12: Audit Objective and Scope Statement</i>  <b>Module 6: Audit Planning and Preparation</b> <i>Activity 13: Prepare Audit Plan</i>
3:00 p.m.	Break  <b>Module 6: Audit Planning and Preparation (continued)</b> <i>Activity 14: Prepare Work Documents</i>  <b>Module 7: Conducting Audit Activities</b> <i>Activity 15: Opening Meeting</i>
6:00 p.m.	End of Day 2

## Day 3

Time	Subject
8:00 a.m.	Review of Day 2  <b>Module 7 continued</b> <i>Activity 16: Interviewing</i> <i>Activity 17: Conducting an Audit</i>
10:00 a.m.	Break (15 minutes)  <b>Module 7 continued</b> <i>Activity 18: Writing Nonconformity Statements</i> <i>Activity 19: Closing Meeting</i>
12 noon	Lunch
12:45 p.m.	<b>Module 8: Preparing and Distributing the Audit Report</b> <i>Activity 20: Audit Report</i> <b>Module 9: Completing the Audit and Conducting Follow-Up</b> <i>Activity 21: Corrective Action</i> <b>Module 10: IATF 16949:2016 Transition Requirements</b>
2:45 p.m.	Break
3:00 p.m.	Course Exam
5:00 p.m.	End of Course