

## **AS9100 Rev D – Internal Auditor Course**

### **Agenda**

#### **Day One**

<b>Time</b>	<b>Subject</b>
8:00 a.m.	<b>Welcome and Introductions</b> <b>Session 1: Quality Management Systems</b> Activity 1 – Pre-course Questionnaire <b>Session 2: AS9100D Requirements</b> 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.	<b>Session 2: AS9100D Requirements continued</b> 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**

<b>Time</b>	<b>Subject</b>
8:00 a.m.	Review of previous day and questions & Homework <b>Session 3: Documentation</b> Activity 9 - Quality Management System Review <b>Session 4: Auditing Management Systems</b> Activity 10 – ISO 19011 Terms and Definitions <b>Session 5: Auditor Competence</b> Activity 11 – Auditor Selection
12:00 p.m.	Lunch
12:30 p.m.	<b>Session 6: Performing the Audit –Performing the Audit - Part 1- Planning</b> Activity 12 – Audit Planning Activity 13 – Preparing Work Documents <b>Session 7: Performing the Audit – Part 2 Conducting the Audit Activities</b> Review and questions
5:00 p.m.	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**

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

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