

***AS9110C Lead Auditor – Probitas Authentication Certified***

***The total duration of the course is mandated under its Probitas Certification and the requirements of AS9104/3, and attendees must be in attendance for the total agenda times specified in order to receive a Certificate of Successful Completion.***

***AGENDA - Day 1***

Time	Subject
8:00 a.m.	Administration and Introduction
	<b>Session 1: Probitas Authentication Certification</b>
	<b>Session 2: Quality Management Systems</b>
	<ul style="list-style-type: none"><li>• Activity 1 – Pre-course Questionnaire team discussions and feedback</li></ul>
10:00 a.m.	Break
10:15 a.m.	<b>Session 3: AS9110C Standard</b>
	<ul style="list-style-type: none"><li>• Activity 2 – Understanding the Standard - Clauses 0.1 through 5</li></ul>
12:00 p.m.	Lunch
12:45 p.m.	<b>Session 3: AS9110C Standard (cont'd)</b>
	<ul style="list-style-type: none"><li>• Activity 3 – Risk and Opportunities during Planning - Clause 6</li><li>• Activity 4 – Understanding the Standard – Clause 7</li></ul>
3:15 p.m.	Break
3:30 p.m.	<b>Session 3: AS9110C Standard (cont'd) with AS9101F Overview</b>
	<ul style="list-style-type: none"><li>• Activity 5 – Understanding the Standard – Clause 8</li><li>• Activity 6 – Audit Situations for Clause 7, 8 and 9</li><li>• Activity 7 – Audit Situations for Clause 10</li></ul>
6:30 p.m.	Review and Assign Homework
	Close of class for the day
	Homework: Apply AS9110 Requirements and Activity 8 Identifying AS9110 Requirements -1 hour

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**AGENDA - Day 2**

Time	Subject
8:00 a.m.	Review of previous day and questions Review of Activity 8 homework <b>Session 4: FAA and Government Procurement Activities</b>  <b>Session 5: Documented Information</b> <ul style="list-style-type: none"><li>• Activity 9 –Introduction to AeroGlobal, Inc.</li></ul>
10:15 a.m.	Break
10:30 a.m.	<ul style="list-style-type: none"><li>• Activity 10 – AeroGlobal Quality Management System Review</li></ul>
12:00 p.m.	Lunch
12:30 p.m.	<b>Session 6: Auditing Management Systems</b> <ul style="list-style-type: none"><li>• Activity 11 – ISO 19011 Terms and Definitions</li></ul> <b>Session 7: Auditor Competence</b>  <b>Session 8: Managing an Audit Program</b>
3:15 p.m.	Break
3:30 p.m.	<ul style="list-style-type: none"><li>• Activity 12 – Managing an Audit Program</li><li>• Activity 13 – Selecting the Audit Team</li></ul> <b>Session 9: Performing the Audit – Part 1 Planning</b> <ul style="list-style-type: none"><li>• Activity 14 – Audit Planning</li></ul>
	Review and Questions
6:30 p.m.	Close of class for the day

*Homework: Watch a TV interview and critique the Host/ interviewer on his/her style. Take notes for class discussion. Approximately 1 hour.*

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***AGENDA - Day 3***

Time	Subject
8:00 a.m.	Review of previous day and questions Review of homework assignment – TV/YouTube interview
	<b>Session 9: Performing the Audit – Part 1 Planning (cont'd)</b>
10:15 a.m.	Break <ul style="list-style-type: none"><li>• Activity 15 –Preparing Working Documents</li></ul>
10:30 a.m.	<b>Session 10: Performing the Audit – Part 2 Conducting the Audit Activities</b> <ul style="list-style-type: none"><li>• Activity 16 – Conducting an Opening Meeting</li></ul>
12:00 p.m.	Lunch
12:30 p.m.	<ul style="list-style-type: none"><li>• Activity 17 – Managing the Audit Team</li><li>• Activity 18 – Case Study</li><li>• Case Study Feedback</li></ul>
	<b>Session 10: Performing the Audit – Part 2 Conducting (cont'd)</b> <ul style="list-style-type: none"><li>• Activity 19 – Audit Exercise</li></ul>
3:00 p.m.	Break
3:10 p.m.	<ul style="list-style-type: none"><li>• Activity 19 (cont'd)</li></ul>
	Review and Questions
6:30 p.m.	Close of class for the day

*Homework: CAR/NCR Exercise. Approximately 1 hour.*

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**AGENDA - Day 4**

Time	Subject
8:00 a.m.	Review of previous day, homework and questions
	<b>Session 10: Performing the Audit – Part 2 Conducting (cont'd)</b>
	<ul style="list-style-type: none"><li>• Activity 20 – Nonconformity Writing</li></ul>
10:15 a.m.	Break
10:30 a.m.	<ul style="list-style-type: none"><li>• Activity 21 – PEAR Completion</li></ul>
12:00 p.m.	Lunch
12:30 p.m.	<ul style="list-style-type: none"><li>• Activity 22 – Closing Meeting</li></ul>
	<b>Session 11: Performing the Audit – Part 3 Concluding</b>
	<ul style="list-style-type: none"><li>• Activity 23 – NCR Corrective Action</li></ul>
3:00 p.m.	Break
3:15 p.m.	<ul style="list-style-type: none"><li>• Activity 24 – Audit Report</li></ul>
	Review and questions
6:30 p.m.	Close of class for the day
	<i>Homework to be assigned by instructor as required</i>

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***AGENDA - Day 5***

Time	Subject
8:00 a.m.	Review of previous day and questions
	<b>Session 12: AQMS Certification Requirements</b>
	Course Review
10:15 a.m.	Break
10:30 a.m.	Administration and Introduction of Examination
11:00 a.m.	<b>Written Examination</b>
1:00 p.m.	Close of Course