

AGENDA - 3-DAY

Day One

Time	Subject
8:00 a.m.	Welcome and Introductions
	Session 1: Quality Management Systems
	Activity 1 – Pre-course Questionnaire
	Session 2: AS9110C 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: AS9110C 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

Day Two

Time	Subject
8:00 a.m.	Review of previous day and questions & Homework
	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
12:30 p.m.	Session 6: Performing the Audit –Performing the Audit - Part 1- Planning
	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

Homework: TV interview and Critique

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

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 p.m.	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: Note: 5-minute breaks every 1 - 1 1/2 hours

