



Course Synopsis

As 9100:2009 Internal Auditors Training

DURATION: 2 DAYS

Aims:

The Objective of this course is to provide delegates with the skills required to conduct Internal audits as required by the standard AS 9100. It aims to provide a foundation of knowledge on the standard (Applicable for Aerospace and Defense supply chain) and the Basic toolkit of Internal auditing principles to allow delegates to perform internal audits of their implemented QMS in their organizations. Since this standard includes the Requirement of ISO 9001 2008, the Delegates would be able to conduct ISO 9001 2008 Internal audits also.

Upon Completion of this course, Delegates would be able to:

- Understand the Requirements of AS 9100 and the other associate requirements of AS 9102 (FAI) and AS 9103 (Key Characteristics Management)
- Know how to conduct Internal Audits.
 - Understand the Role of internal audit in the Maintenance and Improvement of QMS.
 - Plan and prepare for the Internal audits as per the Mandatory procedure drafted by the organizations
 - Learn to gather evidence by observation, Questioning and sampling.
 - Write factual reports on the compliance of the management system against the audit standards
 - Participate in the corrective action process

Profile:

This course comprises learning sessions and interactive workshops in the form of case studies. Preferably delegates would be expected to have a Basic understanding of ISO 9001 2008. It is advisable to read the AS 9100 standard before the commencement of the course.

COURSE TIME TABLE

DAY-1

8-15 course registration

Course introduction

Standard Requirements of AS 9100 Clause 1,2,3

Standard Requirements of AS 9100 Clause 4 5



Course Synopsis

Workshop – Objective type questionnaire and discussion from clause 1 to 5

WORKING LUNCH

Standard Requirements of AS 9100 Clause 7

Standard Requirements of AS 9100 Clause 8

Project and Risk Management – a Glance

FAI, FOD and CM – a Glance

Workshop – Objective type questionnaire and discussion from clause 7,8 and others

17-30 CLOSURE

Day -2

You can put the same as 13485 sample sent to me

Day Two

09.00 AM

COURSE INTRODUCTION

Feedback on Workshop 3 - Regulatory Quiz

Session 6

Internal Auditing : part 1

Audit definitions & ISO 19011

Types of audit

Principles of auditing

Auditor characteristics

Internal audit process - preparation,

Scheduling, audit plan,



Course Synopsis

Process auditing

Opening meeting

Conducting the audit - questions, audit evidence

Workshop 4 Exercise - audit checklist

12.30

Lunch

Session 7

Internal Auditing: part 2

Audit sampling

Audit findings

Audit trails

Closing meeting

Audit reporting

Do's and don't of auditing

Internal audit corrective action cycle

Workshop 5 Exercise - Audit and Non-conformities 16.30

Q&A and Course Summary

17.00 End of Course

There will be a break of 15 minutes mid-morning and mid-afternoon

NB: All Course times are approximate