

AS 9100 Rev D

Internal Auditor Training



Trainer's Guide

Overview

These course materials are meant to train people to conduct internal quality audits within your organization, which are necessary to meet the internal audit requirements of the AS 9100 REV D standard.

The course is divided into two sections:

1. The first section will familiarize the students with the AS 9100 REV D requirements for quality management system.
 - Allow 4 hours for this section.
2. The second section is devoted to the auditing process. The students will go through all the steps required for an audit, with hands on involvement in performing each step by conducting a mock audit of a fictitious company.
 - Allow 8 hours for this section.

We recommend that you print this guide as you'll need the PowerPoint speaker notes to lead the class. This guide contains everything the instructor needs to lead the class.

Notes:

- It is assumed that the instructor has certified Lead Auditor credentials or equivalent experience. This is not meant as a self study course.
- It is recommended that the first audit the student is involved with be under the leadership of a lead auditor who has audit experience.

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Student Manual

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AGENDA

I. The Standard

- Introduction to Auditing
- 0:15 Presentation: Guide to Internal Auditing AS 9100 REV D
- 0:15 Review Document: AS 9100 REV D
- 0:30 Exercise: Is it a Requirement?
- 2:00 Presentation: Requirements of AS 9100 REV D
- 0:45 Exercise: Find the Requirement
- 0:15 Questions

II. The Audit

- 0:30 Scheduling the Audit
- 0:30 Planning the Audit
- 0:45 Opening Meeting
- 0:45 Audit 5.2 Quality Policy
- 0:45 Audit 8.1 Operational Planning and Control
- 0:45 Audit 8.2 Customer Related Processes
- 0:45 Audit 8.4 Control of External Providers
- 0:45 Audit 10.2 Nonconformity and Corrective Action
- 0:30 Audit 9.3 Management Review
- 0:30 Auditors Document Findings
- 0:30 Final Audit Report
- 0:30 Closing Meeting
- 0:30 Creating the Audit File