

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.

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

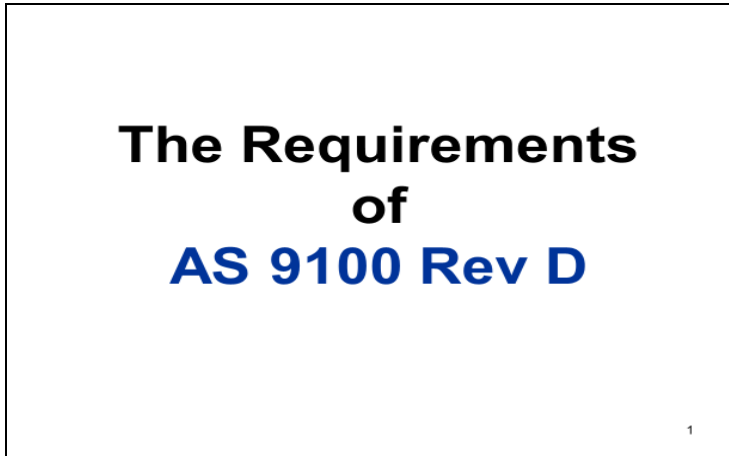
II. The Audit

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

AS 9100 REV D Requirements

Now that the students are familiar with the organization of the standard, this section will outline **the requirements** of each section – what it is really asking them to do.

Requirements of AS 9100 REV D Power Point presentation



First, there is a brief 12-page introduction to serve as a review:

- What is AS 9100 REV D?
- What are the steps for Registration?
- Benefits of Registration
- The Process Model

Second, the rest of this presentation outlines the requirements of AS 9100 REV D.

- AS 9100 REV D: Clause by Clause Review
 - What does AS 9100 Require?
 - What are key points of clauses?
 - What should Auditors look for?
- What are the next steps?
- Appendix: Summary of Key AS 9100 REV D Requirements

If you use the speaker's notes this review could take about 2+ hours.

- Students can take notes in their manual.
- We've included the presentation in this Trainer's Guide so you can review the notes while presenting.

The Audit

The second section is devoted to the auditing process. Normally the class size will vary from 4 to 12, and it is recommended that you divide the class into teams of 2-3. It works best to have an even number of teams for holding opening and closing meetings.

>>>Allow 8 hours for this section.

The students will go through all the steps required for an audit, with hands on involvement in performing each step by conducting an audit of a fictitious company, Aero~Tech Inc or (ATI) including:

- Scheduling the Audit
- Planning the Audit
- Opening Meeting
- Audit sections of the Aero~Tech Inc Company's QMS:
 - 5.2 Quality Policy
 - 8.1 Operational Planning and Control
 - 8.2 Customer Related Processes
 - 8.4 Control of External Providers
 - 10.2 Nonconformity and Corrective Action
 - 9.3 Management Review
- Auditors Document Findings
- Final Audit Report
- Closing Meeting
- Creating the Audit File

You will lead this section using the **Steps of AS 9100 REV D Internal Audit** Power Point presentation the entire time, using the materials in this package. The Speaker Notes in the PowerPoint (beginning on the next page) will guide you along as an outline.

Note: The trainer plays the part of “Joe Sample, the ATI Quality Manager and other ATI personnel as required.

Each team should have:

1. A copy of the AS 9100 REV D Standard.
2. A copy of the Aero~Tech Inc (ATI) Documented Information.
3. The Student Manual which allows them to:
 - Follow the presentation and take notes
 - View sample forms (which are presented in the PowerPoint)
 - Use blank forms (CAR, etc.) to conduct their audit.

Conclusion

After the students have completed their presentations, you can:

1. Show them the final slides in the **Steps of AS 9100 REV D Internal Audit** Power Point presentation outlining the nonconformances for the audit.
 - Remember, there is often more than one way to look at a situation, especially in a fictitious setting like Aero~Tech Inc. Therefore, encourage open discussion on why they consider items a nonconformance.
 - You may want to add their suggestions to the course material for next time.
2. If you feel that the student has satisfactorily understood the material, you may issue them a certificate (this is a separate MS Word file in your package). Use your judgment to issue this based upon:
 - Participation
 - Ideas
 - Leadership
 - Approach
 - Etc.



You will need to customize the certificate to your company, name, etc.

3. Schedule an audit of your facility to reinforce the material.