

RABQSA Certified Lead Auditor for ISO 9001 with Focus on ISO/TS 16949:2009

Agenda

Day One

<i>Time</i>	<i>Subject</i>
8:00 a.m.	Module 1: Welcome and Introductions Icebreaker Exercise Module 2: Quality and Quality Management Review of Pre-Course Questionnaire Module 3: Audit Overview Module 4: Quality Management Standards
12:00 p.m.	Lunch
12:45 p.m.	Module 4: Quality Management Standards (cont'd) Workshop 1 - Audit Situations Workshop 1 - Feedback Module 5: Documented Systems Workshop 2 – Introduction to Polyexcel, Inc. Introduction to QMS Document Review Workshop 3 – QMS Review
6:00 p.m.	Close for the day
	Evening Work: Read Appendix Chapter 7 - Audit Planning, and Chapter 8 – Audit Guidance Tools. Complete Workshop 3 – QMS Review. Approximately 1 hour.

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

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Day Two

<i>Time</i>	<i>Subject</i>
8:00 a.m.	Workshop 3 - Feedback Module 6: Audit Planning Workshop 4 – Audit Planning Workshop 4 – Feedback Workshop 5 – Stage 1 – Verifying Preventive/Corrective Actions Workshop 5 – Feedback Workshop 6 – Evaluating Evidence Workshop 6 - Feedback Module 7: Checklists
12:00 p.m.	Lunch
12:45 p.m.	Workshop 7 – Preparing Checklists Workshop 7 – Feedback Module 8: Opening Meetings Module 9: Auditing Techniques Workshop 8 – Auditing Techniques Workshop 8 – Feedback Case Study 1 – Preparation 1.1 to 1.3 Case Study 1 – Feedback 1.1 to 1.3 Case Study 1 – Preparation 1.4 to 1.9
6:30 p.m.	Close for the day

Evening Work: Read Appendix Chapter 11 - Nonconformity Writing. After reading the above referenced chapter, attempt to write nonconformity statements for two of the nonconformities your team identified in the case study. Approximately 1 hour.

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

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Day Three

<i>Time</i>	<i>Subject</i>
8:00 a.m.	Case Study 1 - Feedback 1.4 to 1.9 Module 10: Quality Tool Applications
12:15 p.m.	Lunch
1:00 p.m.	Module 11: Nonconformity Writing Workshop 9 – Nonconformity Writing Case Study 2 Assign Evening Work
6:30 p.m.	Close for the day

Evening Work: Read Appendix Chapter 12 - Closing Meetings, and Chapter 13 - Reporting Audit Results, Correction, Corrective Action and Preventive Action. Draft an agenda for conducting a closing meeting for this audit. Approximately 1 hour.

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

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Day Four

<i>Time</i>	<i>Subject</i>
8:00 a.m.	Case Study 2 – Feedback Module 12: Closing Meetings Introduction to Workshop 10 Workshop 10 - Closing Meeting - Preparation
12:15 p.m.	Lunch
1:00 p.m.	Workshop 10 - Closing Meeting – Feedback Module 13: Reporting Module 14: Follow-up and Corrective Action Workshop 11 - Corrective Action and Feedback Module 15: First, Second and Third Party Audits: A Perspective Module 16: Quality Management System Auditor Certification Week Review Workshop 12 - Summary Report (team discussion)
6:15 p.m.	Close for the day
	Evening Work: Complete Summary Report to hand in on Day 5. Approximately 1 1/2 hours.

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

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Day Five

<i>Time</i>	<i>Subject</i>
8:00 a.m.	Completion and Review of Summary Report
9:30 a.m.	Administration and Examination Introduction
9:45 a.m.	Examination
11:45 a.m.	Review
12:00 p.m.	Close