

AS 9100 Course

Length: Five Days

Summary: This course will present the principles and practices of auditing of aerospace quality management systems as related to AS9110:2012 and ISO 19011.

This course is certified in the Exemplar Global Certification Program, and together with the IAQG Aerospace Auditor Transition Training and meets the training portion of the requirements for certification of individual AS9110:2012 Quality Systems Auditors. AQS Management Systems, Inc. is an internationally recognized management consulting firm specializing in ISO 9000 implementation. As a member of your AS9110:2012 project team, you gain critical knowledge to move your company ahead in today's competitive marketplace. ISO Management Representatives will gain the credibility and prestige to effectively interact with certification bodies, customers, and suppliers.

An attendee who successfully completes the course will be able to:

- Explain the intent and requirement of each clause of AS9110:2012.
- Discuss compliance to Civil Aviation Requirements and conformity to AS9110:2012.
- Identify the audit evidence needed to demonstrate conformity to the requirements of AS9110:2012.
- Describe the requirements of the current revision of ISO 19011 as applicable to the audit process.
- Describe the function of first-, second- and third-party, the similarities and differences, and the varying roles and responsibilities of the auditor, the auditee and the audit client each of these activities.
- Perform all aspects of an audit of a process in accordance with ISO 19011, including audit planning, document review, use of checklists, opening and closing meetings, sampling, Note-Taking, objective evidence, audit team meetings, classification of nonconformities, communication and documentation of nonconformities and observations, audit reporting, and record keeping.
- Describe the aerospace auditor's personal qualifications and conduct, including personal attributes, audit management capabilities, interviewing techniques.
- Describe the roles and responsibilities of the auditor and the auditee at all stages of the corrective action process.
- Describe and undertake the roles and responsibilities of an auditor and of an audit team leader during the audit process.
- Explain the terminology of ISO 9000:2005, as employed by the ISO 9000 series standards, and AS9110:2012.
- Describe the SAE AS9014 and AS9104 Requirements for Certification of Quality Systems to AS9110:2012.
- Describe how to establish an audit path or trail and when to deviate.
- Determine an audit schedule based upon past audit experience and degree of importance based upon the type of business.
- Describe the documentation required by AS9110:2012 and the interrelationships between the quality manual, procedures, quality planning, policy and objectives.
- Demonstrate the proper use of the applicable checklists and scoring methods

COURSE CONTENT

Day One

- Terminology and Definitions
- Activity #1 Definitions
- Background History and Rationale of Quality Management
- Introduction to the family of documents of the contents of AS9110:2012
- Activity #2 Using the standard as the basis for an audit

Day Two

- The Process Approach
- Analyzing Audit Findings
- Activity #3 Audit to AS9110:2012
- Control and Administration of AS9110 Audit Programs
- QMS Auditor Qualifications
- Roles and Responsibilities of Auditors
- Activity #4 Evaluation of Procedures and Documents
- The Audit Checklist
- Activity #5 Writing good Checklist Questions

Day Three

- Activity #6 Preparation for an Audit
- Activity #7 Conducting an Audit
- Activity #8 Compiling Audit Findings
- Documentation in the Quality System
- Activity #9 Reasons to Document
- Planning and Conducting Audits
- Activity #10 Applicability of the Clauses
- Activity #11 Audit Demonstrations and Critique

Day Four

- Completing the Audit Cycle
- Activity #12 Preparing for Audit #2
- Discussion - Keys to Audit Success
- Activity #13 Conducting Audit #2
- Discussion of Activity #13
- Activity #14 Summarizing Audit Findings
- Elements of an Audit Report
- Activity #15 Preparation for a Closing Meeting
- Activity #16 The Closing Meeting - and class discussion

Day Five

- Review & EXAM