

248 page Training
Guide Included

AS 9110 Rev C

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 9110 REV C standard.

The course is divided into two sections:

1. The first section will familiarize the students with the AS 9110 REV C 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.

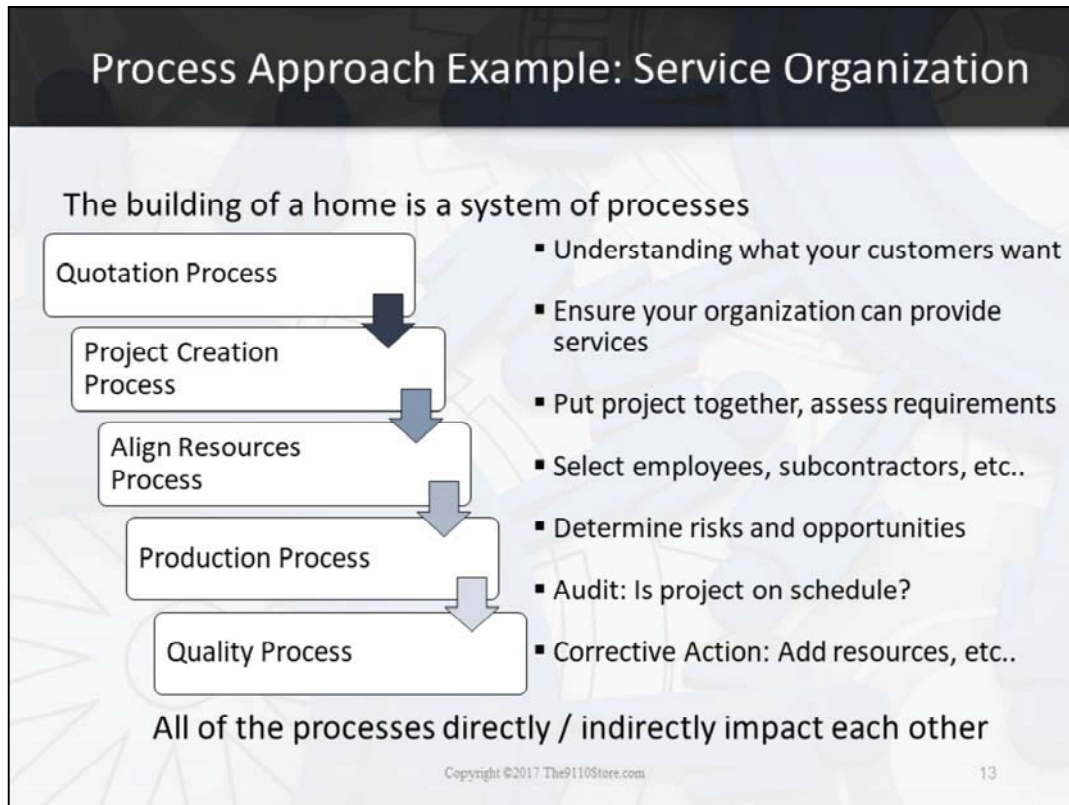
AS9110Store

AeroFix Co Documented Information

AeroFix Co Documented Information – Contents

Qty	Documents and Records	No. of Pages
1	QM-9110-C Quality Manual	9
1	F-750-001 List of Documented Information	2
1	Internal Audit Master Schedule	1
1	P-500 Leadership Procedure	2
1	A-520-001 Quality Policy, Strategic Direction, and Safety Policy	1
1	P-810 Operational Planning and Control Procedure	2
1	F-610-001 Risk and Opportunity Worksheet	1
2	F-810-001 Project Planning Worksheet	3
1	P-820 Customer Related Processes Procedure	3
1	F-820-001 Client Assessment Report	1
2	F-820-010 AFC Quotation / Proposal	2
1	P-840 Control of External Providers Procedure	3
1	F-840-002 List of Approved Sources	1
3	F-840-005 AFC Purchase Order / Amended Purchase Order	3
1	F-840-010 External provider Problem Log Form	1
1	P-1020 Nonconformity and Corrective Action Procedure	2
1	F-912-001 Customer satisfaction survey	1
1	R-1020 Register of Improvement Action Reports - NCR-CAR	1
1	F-1020-001 Corrective Action Request Form (CAR)	1
1	NCR – Section 1 Corrective Action Requests	1
1	CAR – Section 2 Corrective Action Requests	1
1	P-930 Management Review Procedure	2
1	F-930-001 Management Review Meeting Agenda	1
1	F-930-002 Minutes of Management Review	2

Includes speaker's notes



A process approach allows an organization to systematically evaluate each part of their business.

You are then able to look at each portion and measure the results against the desired objective.

In this example we've used a bakery to demonstrate how an organization is actually a system of processes.

The output of one process (purchasing) impacts the input of another process (production).

If the purchasing people only buy the least expensive ingredients, it may negatively impact the quality of the bread.

8.3 Design and Development of Products and Services

8.3.6 Design and development changes

When changes to design inputs and outputs are needed, the team must identify, review, and control the changes.

You will need to implement a process and criteria for notifying the customer, prior to the implementation of changes that affect customer requirements,

Documented information resulting from the design and development process, and including design changes is controlled and retained as documented information.

Design and development changes must be controlled in accordance with the configuration management process requirements, per 8.1.2.

When changes to design inputs and outputs are needed, the team identifies, reviews, and controls the changes.

Documented information resulting from the design and development process, and including design changes are controlled and retained with procedure P-750 Control of documented information.

Have you implemented a process and criteria for notifying the customer, prior to the implementation of changes that affect customer requirements?

Are design and development changes controlled in accordance with the configuration management process requirements, per 8.1.2?

The project manager documents the proposed change and the reason for the change on a design change request.

When a design change is made, the project goes through verification and validation before being released to ensure there is no adverse impact on the conformity to requirements.

A design change is verified and validated as necessary before approval.

The change is approved by the original approvers of the project plan.