

ISO/TS 16949:2009 INTERNAL AUDITOR TRAINING COURSE

Two Day Program

Course Objectives :

This course provides auditor training for the requirements of ISO/TS 16949:2009 standards. The objectives of this course are:

1. Interpreting the requirements of ISO/TS 16949 in the context of audit.
2. Learn to audit from a more strategic point of view with an in-depth look at the ISO/TS 16949 QMS requirements.
3. Evolution of auditing principles and methodologies to “Process Approach” Auditing to gain tangible benefits (value added) from auditing.

Delegates’ Responsibilities :

The course content, relevant standards and handouts forms the training materials used for this course. Delegates for this course shall adhere to the following requirements:

1. All delegates shall **be in attendance for the full duration of the course.**
2. Delegates **shall participate actively** in discussions where necessary.
3. Delegates **shall not disrupt any presentation during the course through the use of mobile phones, pagers or any other means.**
4. Delegates **shall not distract the attention of the class** through irrelevant questions or discussions.
5. To ensure an effective and efficient training, the course itself has a number of time allocations for specific chapters. **The training should be conducted in strict adherence to the planned training time-table (note : tutor may make minor adjustment to the training sequencing, duration or emphasis to meet the needs of the class without violating the agreed scheduled course content & the required learning objectives).**
6. Delegates shall be punctual so that the course requirements can be covered. **IQCS shall extend the course duration beyond 14 hours duration if necessary to cover the requirements of the course.**

7. Delegates shall during the duration of the course satisfy the performance requirements of the continuous assessment and written examination of the course.
8. IQCS Certification shall issue certificate a successful completion to delegate only when all the above requirements are met. IQCS Certification reserves the right not to issue any certificate if any of the requirements are not met.

DAY 1 0900-1730 Hours

<i>Time</i>	<i>Topics of Discussion</i>	Key & Supporting Documentation
0900 - 0930	<i>Course Introduction</i>	Course Objectives & Delegates Responsibilities
0930 - 1030	ISO/TS 16949 Core Tools Brief	Topic 1
1015 - 1030	<i>Tea Break</i>	
1030 - 1230	<i>ISO/TS 16949 Overview</i> <i>Interpretation of ISO/TS 16949 requirements (Part I)</i> <i>(Delegates to discuss and take notes on key differences <u>positively</u>)</i>	Topic 2
1230 - 1330	<i>Lunch</i>	
1330 - 1515	<i>ISO/TS 16949 Overview</i> <i>Interpretation of ISO/TS 16949 requirements (Part I)</i> <i>(Delegates to discuss and take notes on key differences <u>positively</u>)</i>	Topic 2
1515 - 1530	<i>Tea Break</i>	
1530- 1630	Syndicate Exercise: The TS 16949/Automotive Quiz <ul style="list-style-type: none"> - Team formation by Tutor-in-charge - Appointment of Team Leader - Team Discussion - Document results of team discussion on transparencies - Presentation by each group's Team Leader (group members shall support presentation, where necessary) Tutor-in-charge summarized accordingly.	Syndicate Work 1

1630-1730	<p><i>ISO/TS 16949 Overview</i></p> <p><i>Interpretation of ISO/TS 16949 requirements (Part II)</i></p> <p><i>(Delegates to discuss and take notes on key differences <u>positively</u>)</i></p>	<p>Topic 2 (Continued...)</p>
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Note :

- (i) Delegates shall participate actively and constructively in the discussion during the training and workshop/syndicate work.

DAY 2 0900-1730 Hours

<i>Time</i>	<i>Topics of Discussion</i>	Key & Supporting Documentation
0900 - 1015	<i>ISO/TS 16949 Overview</i> Interpretation of ISO/TS 16949 requirements (Part II)	Topic 3
1015 - 1030	<i>Tea Break</i>	
1030- 1200	Exercise 2: Interpreting of QMS requirements w.r.t ISO/TS16944:2009 <ul style="list-style-type: none"> - Formation of audit teams - Appointment of Team Leaders - Explain objective of the Exercise and roles of respective teams and team leaders - Discussion among syndicate following the instructions in the exercise - Consolidation of discussion and report writing - Presentation by the respective Team Leaders and open discussion - Conclusion by Tutor-in-charge 	Syndicate Work 3
1200-1230	<i>The Audit Process</i>	Topic 4
1230 - 1330	<i>Lunch</i>	
1330 - 1430	<i>The Audit Process – Cont’d</i>	Topic 4
1330 - 1500	<i>Exercise 3: Process Interface Matrix Preparation</i> <ul style="list-style-type: none"> - Formation of audit teams & appointment of Team Leaders - Explain objective of the Exercise and roles of respective teams and team leaders - Discussion and Preparation of “Process Interfaces” Matrix & Process audit checklist following the instructions in the exercise - Presentation by the respective Team Leaders and open discussion - Conclusion by Tutor-in-charge 	Syndicate Work 3
1500 - 1515	<i>Tea Break</i>	

1515 - 1730	The Psychology of Auditing; Nonconformance & Corrective Action Request	Topic 5 & 6
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Note :

- (i) Delegates shall participate actively and constructively in the discussion during the training and workshop/syndicate work.