



POLK STATE
Corporate College

International Organization for Standardization Certification Training

Internal Auditor Training | AS9100 Rev. D

Three Days

Day 1: ISO AS 90100 Certification and Quality Management System (QMS) Overview; Audits

Day 2: Internal Audits; Preparation and Implementation

Day 3: Review and Mock Audits; Exam

Day 1

I. Overview of AS9100 and Quality Management Systems

- A. AS9100: The What, Why, and How
- B. A Study of the Standard
- C. The Purpose of a Quality Management System
- D. The Eight Principles of Quality Management
- E. The Deming Cycle (PDCA Cycle) for Continual Improvement

II. Audits

- A. Overview of Audits and How They Are Conducted
- B. First-, Second-, and Third-Party Audits



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III. Internal Audits (First-Party Audits)

- A. Overview
- B. Auditor Competence
- C. Skills and Knowledge Needed
- D. Auditor Attributes and Improving Competence
- E. Audit Findings
 - 1. Types
 - 2. Nonconformities
 - a. Varieties of Nonconformities
 - b. Categorization of Nonconformities

IV. Review

Day 2

I. The Audit Program (INTERACTIVE)

- A. Extent
- B. Procedures
- C. Methods
- D. Schedule
- E. Order



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II. Audit Preparation

- A. Audited Area Contact (Department)
- B. Information and Time Allotment
- C. Pre-Audit Document Review
- D. The Plan: Order of the Audit
- E. Audit Work-Document Preparation

III. Audit Conduct (Process Approach)

- A. Opening Meeting and Statement
- B. Document Review during the Audit
- C. Interviews with Process-Based Questions
 - 1. Types of Questions
 - a. Open
 - b. Closed
 - c. Suggestive
 - d. Alternative
 - 2. Question Structure
- D. Observation of Activities
- E. Document Examination
- F. Evidence Collection
- G. Notations
- H. Nonconformity Discoveries



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IV. Writing an audit report

Day 3

- I. Review Audit Steps
- II. Perform Mock Audits (Groups)
- III. Review with Discussion
- IV. Take the Exam
- V. Close the Training Session

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