

ISO 9001 with Focus on IATF Lead Auditor – Exemplar Global Certified

Agenda

Day One

<i>Time</i>	<i>Subject</i>
8:00 a.m.	Welcome and Introductions Activity 1 - Icebreaker Exercise Module 1: Automotive Quality Management Systems Activity 2 – Legal Compliance vs. Conformity
10:00 a.m.	Morning break Activity 3 – Review of Pre-Course Questionnaire Module 2: Audit Fundamentals Activity 4 – Terms and Definitions of ISO 19011 Module 3: The IATF 16949:2016 Quality Management Standard
12:00 p.m.	Lunch
12:45 p.m.	Module 3: The IATF 16949:2016 Quality Management Standard cont'd
3:00 p.m.	Afternoon break Module 3: The IATF 16949:2016 Quality Management Standard cont'd
6:30 p.m.	Close for the day

Evening Work: Read Polyexcel Quality Manual in preparation for activities on Day 2.

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Day Two

<i>Time</i>	<i>Subject</i>
8:00 a.m.	Module 3: The IATF 16949:2016 Quality Management Standard cont'd Activity 5 - Audit Situations Module 4: Documented Information
10:00 a.m.	Morning break Activity 6 – Introduction to Polyexcel Inc Activity 7 – Quality Management System Document Review Module 5: Introduction to Audit Planning and Preparation Activity 8 – Stage 1 Verifying Corrective/Preventive Actions
12:00 p.m.	Lunch
12:45 p.m.	Activity 9 – Stage 1 Evaluating Evidence Activity 10 – Preparing the Audit Plan Activity 11 – Prepare Audit Work Documents
3:00 p.m.	Afternoon break Module 6: Performing the Audit Part 1 Activity 12 - Personality Types Activity 13 - Conducting an Opening Meeting Activity 14 – Case Study 1
6:30 p.m.	Close for the day

Evening Work: Continue reading Case Study 1 if not complete.

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Day Three

<i>Time</i>	<i>Subject</i>
8:00 a.m.	Activity 14 Case Study 1 continued
8:45 a.m.	Activity Case Study 1 Feedback
10:00 a.m.	Morning break
	Module 7: Customer-Specific Requirements and Quality Core Tools
12:00 p.m.	Lunch
12:45 p.m.	Module 7: Customer-Specific Requirements and Quality Core Tools cont'd
	Module 8: Performing the Audit Part 2
2:30 p.m.	Afternoon break
	Activity 15 – Writing Nonconformity Statements
	Activity 16 - Case Study 2
6:30 p.m.	Close for the day

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Day Four

<i>Time</i>	<i>Subject</i>
8:00 a.m.	Activity 16 Case Study 2 – Feedback
10:00 a.m.	Morning break
	Activity 17 – Closing Meeting
12:00 p.m.	Lunch
12:45 p.m.	Module 9: Preparing and Distributing the Audit Report
	Activity 18 – Preparation of the Audit Report
3:00 p.m.	Afternoon break
	Module 10 : Completion of the Audit and Follow Up
	Activity 19 - Corrective Action
6:15 p.m.	Close for the day

Evening Work: Complete Audit Report if necessary

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Day Five

<i>Time</i>	<i>Subject</i>
8:00 a.m.	Review of Summary Reports Module 11: IATF 16949:2016 Transition Requirements Module 12: Auditor Certification Requirements Briefing for written Examination
9:30 a.m.	Morning break
9:45 a.m.	Written Examination
11:45 a.m.	Close