

AS9110B Lead Auditor – Probitas Authentication Certified

The total duration of the course is mandated under its Probitas Authentication Certification and the requirements of AS9104/3, and attendees must be in attendance for the total agenda times specified in order to receive a Certificate of Successful Completion.

AGENDA – Day 1

Time	Subject
8:00 a.m.	Administration and Introduction <ul style="list-style-type: none">• Icebreaker Exercise Session 1: Probitas Authentication Session 2: Quality Management Systems <ul style="list-style-type: none">• Activity 1 – Pre-course Questionnaire team discussions
10:00 a.m.	Break
10:15 a.m.	<ul style="list-style-type: none">• Activity 1 class feedback Session 3: AS9110B Standard <ul style="list-style-type: none">• Activity 2 – Quality Management Principles
12:00 p.m.	Lunch
12:45 p.m.	Session 3: AS9110B Standard (cont'd) <ul style="list-style-type: none">• Activity 3 – Understanding the Standard – Section 4• Activity 4 – Understanding the Standard – Section 5
3:15 p.m.	Break
3:30 p.m.	Session 3: AS9110B Standard (cont'd) with AS9101E Overview <ul style="list-style-type: none">• Activity 5 – Understanding the Standard – Section 6• Activity 6 – Understanding the Standard – Section 7• Activity 7 – Understanding the Standard – Section 8• Activity 8 – Audit Situations
6:30 p.m.	Review and Assign Homework Close of class for the day

Homework: Apply AS9110 Requirements and Activity 9 Identifying Documentation Needs

Approximately 1 hour

AGENDA – Day 2

Time	Subject
8:00 a.m.	Review of previous day and questions Review of Activity 9 and other homework Session 4: FAA and Government Procurement Activities Session 5: Documentation <ul style="list-style-type: none">• Activity 10 – Introduction to AeroGlobal Hydraulics, Inc.
10:15 a.m.	Break
10:30 a.m.	<ul style="list-style-type: none">• Activity 11 – Document Review
12:00 p.m.	Lunch
12:30 p.m.	Session 6: Auditing Management Systems <ul style="list-style-type: none">• Activity 12 – ISO 19011 Terms and Definitions Session 7: Auditor Competence Session 8: Managing an Audit Program
3:15 p.m.	Break
3:30 p.m.	<ul style="list-style-type: none">• Activity 13 – Managing an Audit Program• Activity 14 – Selecting the Audit Team Session 9: Performing the Audit – Part 1 Planning <ul style="list-style-type: none">• Activity 15 – Audit Conventions• Activity 16 – Audit Planning
	Review and Questions
6:30 p.m.	Close of class for the day <i>Homework: Watch a TV interview and critique the Host/ interviewer on his/her style. Take notes for class discussion. Approximately 1 hour.</i>

AGENDA - Day 3

Time Subject

8:00 a.m. Review of previous day and questions
Review of homework assignment – TV interview

Session 9: Performing the Audit – Part 1 Planning (cont'd)

10:15 a.m. Break

10:30 a.m. • Activity 17 – Preparing Work Documents

Session 10: Performing the Audit – Part 2 Conducting the Audit Activities

- Activity 18 – Conducting an Opening Meeting

12:00 p.m. Lunch

12:30 p.m. • Activity 19 – Managing the Audit Team
• Activity 20 – Case Study
• Case Study Feedback

Session 10: Performing the Audit – Part 2 Conducting (cont'd)

- Activity 21 – Audit Exercise

3:00 p.m. Break

3:10 p.m. • Activity 21 (cont'd)

Review and Questions

6:30 p.m. Close of class for the day

Homework: CAR Exercise. Approximately 1 hour.

AGENDA - Day 4

Time	Subject
8:00 a.m.	Review of previous day, homework and questions
	Session 10: Performing the Audit – Part 2 Conducting (cont'd) <ul style="list-style-type: none">• Activity 22 – Nonconformity Writing
10:15 a.m.	Break
10:30 a.m.	<ul style="list-style-type: none">• Activity 23 – PEAR Completion
12:00 p.m.	Lunch
12:30 p.m.	<ul style="list-style-type: none">• Activity 24 – Closing Meeting
	Session 11: Performing the Audit – Part 3 Concluding <ul style="list-style-type: none">• Activity 25 – Corrective Action
3:00 p.m.	Break
3:15 p.m.	<ul style="list-style-type: none">• Activity 26 – Audit Report
	Review and questions
6:30 p.m.	Close of class for the day <i>Homework to be assigned by instructor as required</i>

AGENDA - Day 5

Time	Subject
8:00 a.m.	Review of previous day and questions
	Session 12: AQMS Certification Requirements
	Course Review
10:15 a.m.	Break
10:30 a.m.	Administration and Introduction of Examination
11:00 a.m.	Written Examination
1:00 p.m.	Close of Course