

AS9100D Lead Auditor – Probitas Authentication Certified

The total duration of the course is mandated under its Probitas 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
	Session 1: Probitas Authentication Certification
	Session 2: Quality Management Systems
	<ul style="list-style-type: none">• Activity 1 – Pre-course Questionnaire team discussions and feedback
10:00 a.m.	Break
10:15 a.m.	Session 3: AS9100D Standard
	<ul style="list-style-type: none">• Activity 2 – Understanding the Standard - Clauses 0.1 through 5
12:00 p.m.	Lunch
12:45 p.m.	Session 3: AS9100D Standard (cont'd)
	<ul style="list-style-type: none">• Activity 3 – Risk and Opportunities during Planning - Clause 6• Activity 4 – Understanding the Standard – Clause 7
3:15 p.m.	Break
3:30 p.m.	Session 3: AS9100D Standard (cont'd) with AS9101F Overview
	<ul style="list-style-type: none">• Activity 5 – Understanding the Standard – Clause 8• Activity 6 – Audit Situations for Clause 7, 8 and 9• Activity 7 – Audit Situations for Clause 10
6:30 p.m.	Review and Assign Homework
	Close of class for the day
	Homework: Apply AS9100 Requirements and Activity 8 Identifying AS9100 Requirements -1 hour

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AGENDA - Day 2

Time	Subject
8:00 a.m.	Review of previous day and questions Review of Activity 8 homework Session 4: FAA and Government Procurement Activities Session 5: Documented Information <ul style="list-style-type: none">• Activity 9 –Introduction to AeroGlobal, Inc.
10:15 a.m.	Break
10:30 a.m.	<ul style="list-style-type: none">• Activity 10 – AeroGlobal Quality Management System Review
12:00 p.m.	Lunch
12:30 p.m.	Session 6: Auditing Management Systems <ul style="list-style-type: none">• Activity 11 – 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 12 – Managing an Audit Program• Activity 13 – Selecting the Audit Team Session 9: Performing the Audit – Part 1 Planning <ul style="list-style-type: none">• Activity 14 – Audit Planning
	Review and Questions
6:30 p.m.	Close of class for the day

Homework: Watch a TV interview and critique the Host/ interviewer on his/her style. Take notes for class discussion. Approximately 1 hour.

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Time	Subject
8:00 a.m.	Review of previous day and questions Review of homework assignment – TV/YouTube interview
	Session 9: Performing the Audit – Part 1 Planning (cont'd)
10:15 a.m.	Break <ul style="list-style-type: none">• Activity 15 –Preparing Working Documents
10:30 a.m.	Session 10: Performing the Audit – Part 2 Conducting the Audit Activities <ul style="list-style-type: none">• Activity 16 – Conducting an Opening Meeting
12:00 p.m.	Lunch
12:30 p.m.	<ul style="list-style-type: none">• Activity 17 – Managing the Audit Team• Activity 18 – Case Study• Case Study Feedback
	Session 10: Performing the Audit – Part 2 Conducting (cont'd) <ul style="list-style-type: none">• Activity 19 – Audit Exercise
3:00 p.m.	Break
3:10 p.m.	<ul style="list-style-type: none">• Activity 19 (cont'd)
	Review and Questions
6:30 p.m.	Close of class for the day

Homework: CAR/NCR Exercise. Approximately 1 hour.

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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 20 – Nonconformity Writing
10:15 a.m.	Break
10:30 a.m.	<ul style="list-style-type: none">• Activity 21 – PEAR Completion
12:00 p.m.	Lunch
12:30 p.m.	<ul style="list-style-type: none">• Activity 22 – Closing Meeting
	Session 11: Performing the Audit – Part 3 Concluding
	<ul style="list-style-type: none">• Activity 23 – NCR Corrective Action
3:00 p.m.	Break
3:15 p.m.	<ul style="list-style-type: none">• Activity 24 – 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>

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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