



AS 9100 Rev D:2016/JISQ 9100:2016/KSQ 9100:2018/ EN 9100:2018 Aerospace Quality Management Systems BSI Lead Auditor

International Training

Nombre de jours

2

Course descriptive

Using a step-by-step approach, the course commences with establishing a foundation of knowledge in both Aerospace QMS and lead auditing requirements appropriate to the Aviation, Space and Defense (ASD) industries. The course then moves into extensive case study and role play activities, enabling delegates to participate in the appropriate application of this knowledge and develop their auditing skills. Throughout the 5 days, the entire audit process from initiation to follow-up is covered and delegates will produce comprehensive audit reports using industry recommended practices.

Delegates will have direct access to the following standards throughout the course:

- AS 9100 Rev D:2016/JISQ 9100:2016/KSQ 9100:2018/EN 9100:2018 QMS Requirements for Aviation, Space and Defense Organizations
- ISO 19011:2018 Guidelines for Auditing Management Systems
- AS 9101F QMS Audit Requirements for Aviation, Space and Defense Organizations

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Agenda

Day 1

<ul style="list-style-type: none">• Benefits to you, welcome and introductions• Course aims, objectives and structure• Knowledge – Strategic Picture:<ul style="list-style-type: none">○ Aviation, Space and Defense Industry Overview○ Aerospace Quality Management System Overview and Purpose○ Aerospace Quality Management System Standards Overview○ Aerospace Quality Management System Certification○ Role of Auditing in the Aviation, Space and Defense Industry	<ul style="list-style-type: none">• Knowledge - AQMS Requirements:<ul style="list-style-type: none">○ Terms & definitions○ Management principles○ PDCA○ Process approach○ Risk-based thinking○ Documentation requirements• AS9100 Rev:D Intent & Requirements:<ul style="list-style-type: none">○ Clause 4: Context of the organization○ Clause 5: Leadership○ Clause 6: Planning• End of day 1
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Day 2

<ul style="list-style-type: none">• AS9100 Rev:D Intent & Requirements (continued):<ul style="list-style-type: none">○ Clause 7: Support○ Clause 8: Operation○ Clause 9: Performance evaluation○ Clause 10: Improvement• Regulatory/Authority Requirements	<ul style="list-style-type: none">• Knowledge – Lead Auditing overview:<ul style="list-style-type: none">○ What is an audit?○ Plan, execute, report, close-out (systematic)○ Objectives, scope and criteria○ Audit evidence triangle○ Audit program○ Audit activities○ Competencies, roles & responsibilities○ Confidentiality○ Stages 1 & 2• Initiating the audit• Preparing audit activities• Close day 2
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Day 3

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| <ul style="list-style-type: none">• Stage 1 document review – Case study• Establish an audit plan• Generating a checklist• Process approach• Sampling• Opening meeting• Effective communication | <ul style="list-style-type: none">• Verifying information and note taking• Top management interview• Process auditing – effectiveness scores• Auditing the organization's processes (1)• Product/configuration audit• Auditing the organization's processes (2)• Close day 3 |
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Day 4

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| <ul style="list-style-type: none">• Support processes• Auditing Support Processes• Interim/Team meetings• Audit findings• Nonconformity | <ul style="list-style-type: none">• Closing meeting• Preparing and distributing an audit report• Audit close/ Follow up• Specimen exam paper• Close day 4 |
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Day 5

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| <ul style="list-style-type: none">• Aerospace Auditor Qualifications• Final questions/final revision | <ul style="list-style-type: none">• Introduction/readiness to the exam• Exam• End of course |
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Skills to be acquired

Upon completion of this training, you will be able to:

- Describe the purpose of a quality management system and its role in helping an organization operate with increased effectiveness, consistency, and customer satisfaction
- Explain the purpose and intent of the ISO 9000 series of standards and how they relate to the applicable Aerospace QMS standards
- Describe the continuing process of development of Aerospace QMS standards and ISO 19011, the impact that these developments may have on the audit process, and the need for auditors to keep up to date
- Describe the seven Quality Management Principles and how they relate to the Aerospace QMS
- Describe the documentation required by the Aerospace QMS and the interrelationships between the quality manual, procedures, quality planning, policy, and objectives
- Explain the intent and requirement of each clause of the Aerospace QMS

Skills to be acquired

- Identify the audit evidence needed to demonstrate conformity to the requirements of the Aerospace QMS
- Evaluate the effectiveness of an entire Aerospace QMS, including process, customer focus, and continual improvement
- Evaluate the differing requirements for Aerospace QMS documentation in a variety of situations and understand the difference between documents and records
- Describe the difference between legal compliance and conformity with Aerospace QMS standards, and the significance of these terms when conducting audits
- Understand the hierarchy of authorities' requirements (e.g., CAA, military, space) and applicable advisory material, where to obtain additional information, and how to incorporate authorities' requirements aspects into the Aerospace QMS audit activities (requirements as applicable to the location where the course is being presented)

Skills to be acquired

- Understand the hierarchy of standards published under the International Aerospace Quality Group (IAQG) umbrella
- Describe the auditor authentication requirements for the applicable Aerospace QMS standards
- Describe IAQG sector scheme requirements for Aerospace QMS certification/registrations programs (see 9104)
- Describe the process of certification/registration of an organization's Aerospace QMS standards
- Describe the auditor approval requirements for the applicable Aerospace QMS standards
- Plan and organize all aspects of an Aerospace QMS audit
- Perform all aspects of an Aerospace QMS audit
- Demonstrate the proper use of the applicable Aerospace QMS checklists and scoring methods in accordance with AS/EN/SJAC 9101
- Make recommendations on the acceptability of the Aerospace QMS in readiness for a certification audit
- Describe the OASIS database for access to audit data and security (public and private)

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Pedagogical objectives

- Gain comprehensive insight into the Aviation, Space and Defense industries' QMS requirements and expectations
- Understand the process for gaining certification to one of the globally recognized ASD industry standards (AS/EN/JISQ/KSQ 9100)
- Prepare, conduct and follow-up on AS/EN/JISQ/KSQ 9100 audit activities, including team leading an audit
- Identify and apply the benefits and requirements of an AS/EN/JISQ/KSQ 9100 audit
- Gain the skills to assess an organization's capability to manage its AQMS
- Write factual audit reports and suggest corrective actions

Targeted audience

Anyone involved in the auditing, maintaining or supervising of an AS 9100 Rev D:2016/ JISQ 9100:2016/KSQ 9100:2018/EN 9100:2018 Aerospace QMS.

Pedagogical, technical and framing means

Course materials including:

- Introduction to the training, detailed program and security assignments
- Course presentation, theory and activities/ role plays
- Answers to the activities
- Videos
- Additional documents, distributed during the sessions, to use for the activities
- Attendance sheet to be signed

Assessment specifics

- Questionnaire to assess the knowledge at the end of the training
- Customer survey

What is included?

- Course materials, provided electronically
- Letter of attestation
- Official certificate

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Prerequisites

There are no formal prerequisites for this course, however it will help if you have experience with conducting internal or supplier audits.

*These training modules are eligible to the subsidizing by the public institutions in France (OPCO).

**Each delegate receives a training convention after the enrollment.

***Please note that for the public sessions, you have until 48h before the start of the course to confirm your enrollment. For the in-house sessions, the deadline would be of two weeks prior to the start of the course.

****Should you be in a disabled situation, please contact us and indicate what details should be taken into account.

You can contact us on training.france@bsigroup.com or [01 89 79 00 40](tel:0189790040)