



## BSI Training Academy

# IATF 16949:2016 Internal Auditor Quality Management Systems training course

Level



### Essential information about the course

IATF 16949:2016 is the globally recognized Quality Management System (QMS) standard for the automotive industry. That's why organizations throughout the automotive supply chain invest in training their people so they have the skills and the knowledge to benefit from it.

If you are involved in auditing, maintaining or supervising an Automotive QMS then this is the course for you. Delegates should already have a thorough understanding

of IATF 16949:2016, and be ready to take the next step to carry out internal audit activities in their organization. Using a step-by-step approach, you'll learn how to plan and perform an effective audit, compile and distribute audit reports, and address corrective actions where necessary.

The two-day course is structured to optimize your learning using our unique approach to accelerated learning, and it will consist of a blend of practical activities, group discussions and classroom learning.

### Our course agenda

#### Day 1

- Automotive QMS IATF 16949
  - Intended outcomes
  - Components overview
  - Internal audit requirement
- ISO 19011 guidelines for auditing management systems and application of ISO 19011 guidelines to auditing IATF 16949
  - Auditing terms and definitions
  - Plan, execute, report, & close-out
  - Process for auditing
  - Audit evidence & programme
  - Audit scope, objectives & criteria
  - Principles of auditing
  - Typical audit activities & responsibilities
- The importance of customer-specific requirements in the internal audit process
- Automotive process approach to auditing
- Planning an audit
  - Initiating the audit
  - Document review
  - Process activities and IATF 16949 clauses
  - Sampling
  - Audit plan
  - Audit work documents
- Executing an audit
  - Opening meeting
  - Communications, attributes and question types

#### Day 2

- Execute an audit [continued]
  - Internal audit video
  - Verifying information
  - Recording objective evidence
  - Nonconformities
  - Simulated internal audit
  - Documenting nonconformities
  - Preparing audit conclusions and closing meeting
- Report an audit
  - Prepare and distribute the audit report
  - Complete the audit
- Audit close-out & follow-up
- Quiz to test your knowledge
- Course review & questions
- Reflection & feedback

**Book today at**  
[bsigroup.com/training](https://www.bsigroup.com/training)

# IATF 16949:2016 **Internal Auditor** training course.

We want to make sure you have the best learning experience possible. That's why we offer a range of training courses from beginner to expert. We create a positive learning environment so you retain the knowledge and acquire skills that will continue to be of use beyond the course.

## Make sure this is the right course for you.

### This is the course for you if:

- You already have a thorough knowledge of IATF 16949 Automotive Quality Management
- You need to carry out an internal audit of IATF 16949
- Your knowledge of the internal audit process needs a refresh

### What is the course like?

- Two days long
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment
- You'll receive detailed course notes to take away

### How will I benefit?

- Gain the confidence to prepare, conduct and follow up on IATF 16949 audit activities
- Be able to write factual audit reports and advise, where necessary, corrective actions
- Understand the guidelines of management system auditing according to ISO 19011:2018
- Develop professionally
- Network with like minded peers
- Receive a BSI certificate

## Why invest in training from BSI?

When you attend a BSI training course, our tutors are the best in the business. They're truly passionate about sharing their knowledge and ensuring you learn. Trusted experts with years of hands-on and business experience, they bring the subject matter to life with relevant and contemporary examples.



Upon successful completion of your course, you'll receive an internationally recognized BSI certificate.

### Training delivered at your site



This could be a convenient and cost effective option, especially if you have multiple delegates.

**Talk to one of our experts to find out more.\***

### Next steps with the BSI Academy



Want to learn more? You may be interested in:

Implementing IATF 16949:2016 course

IATF 16949:2016 Second-party auditor course

\*According to IATF rules, in-house training is only available to organizations not currently certified by BSI

# bsi.

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