BSI Training Academy
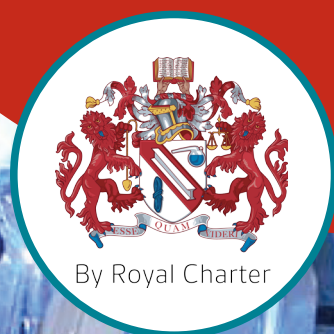
By Royal Charter

Your complete guide to
IATF 16949:2016
Automotive Training

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IATF 16949:2016 Automotive standards training

Why train with BSI? We are one of the world's leading providers of training, information and knowledge on quality management standards for the automotive industry.

Our experts provide top quality training for manufacturers and service companies across the supply chain. Our tutors work across the world to transfer their knowledge, skills and the tools needed to promote excellence.

World-class quality management standards training can be undertaken at venues across the country, where our experts will:

- Determine how standards can help your automotive organization.

- Help teams plan and implement management systems

- Embed monitoring, auditing and compliance.

Although the automotive industry has long been one of the most efficient and productive sectors, in this time of relentless growth, the need to adapt, innovate, and mitigate risk has never been more important.

Certification for over a century, BSI has led the way in standards. Certifying with BSI sends a clear message to customers, competitors, suppliers, staff and investors that a business is committed to being the best it can be.

bsi. IATF 16949:2016 Automotive Quality Management

Why make BSI your first choice for IATF 16949:2016 training

Our tutors

When it comes to teaching how to make standards work, our tutors are the best in the business. As experienced assessors with years of hands-on business and industry experience, they understand the challenges you're most likely to face. They are passionate about standards and have a proven ability to facilitate great learning.

Our expertise

As the world's first National Standards Body and founding member of ISO, no one knows standards like BSI. And when you train with us you benefit from this experience. You can trust us to say we know what we're talking about and you'll benefit from a premium learning experience. When it comes to standards even our competitors choose us.

Our approach Accelerated Learning

We really understand how training works and that everyone learns and retains knowledge differently. Based on the latest research, our accelerated learning approach is proven to fast-track learning, improve knowledge retention and ensures you can apply your knowledge straight away. We constantly evaluate our results based on your satisfaction and success rate, to provide the best training experience in the industry.

Our solution

We provide a proven pathway to success, wherever you are in your training journey. So whether you want to build your knowledge, learn how to implement or how to audit and improve your management system, we have the right solution for you. You'll also learn right beside your peers; we'll discuss real-world challenges and share best practice based on over 100 years' experience.

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 that means you can focus on learning.

Public Training Courses are available

Network and learn best practices from a variety of sectors with our diversified schedule of courses and locations.
Talk to one of our experts to find out more.

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.

Our BSI Automotive standards training

Requirements - 2 days

Level **1**

Who is this for	This course will help you improve	You will gain the knowledge & skills to:
• You are new to IATF 16949 Automotive Quality Management • Your knowledge needs a refresh • If you're planning, implementing, or maintaining IATF 16949	• Gain confidence in understanding the importance of an Automotive QMS • Be ready to apply the knowledge in your own business • Develop professionally • Network with likeminded peers	• Identify the key requirements and benefits of IATF 16949 • To start approaching the development of an automotive QMS • Drive continual improvement on achieving industry requirements for on-time delivery and quality • Ensure that your quality management systems are integrated into your business management systems

Implementation - 3 days

Level **1 2**

Who is this for	This course will help you improve	You will gain the knowledge & skills to:
• You already have a thorough knowledge of IATF 16949 • You're leading implementation of IATF 16949 • You're part of a team involved in planning implementation of IATF 16949maintaining IATF 16949	• Have the confidence you can satisfy the requirements of IATF 16949 • Be able to make sure IATF 16949 also adds value to your organization • Develop professionally	• Recognize a typical framework for implementing IATF 16949:2016 following the PDCA cycle • Interpret key concepts and requirements of IATF 16949:2016 from an implementation perspective • Identify the benefits specific to an organization in relation to implementing an effective AuQMS

Internal Auditor - 2 days

Level **1 2**

Who is this for	This course will help you improve	You will gain the knowledge & skills to:
• You already have a thorough knowledge of IATF 16949 • You need to carry out an internal audit of IATF 16949	• 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 19011:2011	• Prepare, conduct and follow-up on IATF 16949 audit activities • Identify and apply the benefits and requirements of an IATF 16949 audit • Gain the skills to assess an organization's capability to manage its automotive QMS • Write factual audit reports and assist with corrective actions

Lead Auditor - 5 days

Level **1 2 3**

Who is this for	This course will help you improve	You will gain the knowledge & skills to:
• Anyone with the need to audit an organization's IATF 16949:2016 QMS.	• Identify the aims and benefits of an IATF 16949:2016 audit • Interpret IATF 16949:2016 requirements for audit application • Plan, conduct and follow-up auditing activities that add real value	• Gain the skills to plan, conduct, report and follow up an audit in accordance with ISO 19011 • Identify the purpose and benefits of a AuQMS • Explain the role of an auditor to plan, conduct, report and follow up an audit in accordance with ISO 19011 (and ISO 17021 where appropriate).

Understanding core tools - 1 day

Level **1 2 3**

Who is this for	This course will help you improve	You will gain the knowledge & skills to:
• You already have a thorough knowledge of ISO 9001:2015 and IATF 16949 Automotive Quality Management • You need to carry out an internal audit of IATF 16949	• You will learn about the core tools and how to audit them effectively -Potential Failure Mode and Effects Analysis (FMEA) - Production Part Approval Process (PPAP) - Measurement Systems Analysis (MSA)	• Identify applicable core tools within the scope of your audit • Understand the core tools and the way they are applied within an organization • Add value to your organization through effective auditing of core tools • Gain the skills to give effective feedback to the auditee

IATF 16949:2016 **Requirements** training course

Essential information about the course

Level **1**

IATF 16949 is the globally recognized Quality Management System (QMS) standard for the automotive industry. Designed to be used in conjunction with ISO 9001:2015 it contains supplemental requirements specific to the automotive industry rather than being a standalone QMS.

Our IATF 16949 requirements two-day training course is relevant for any size organization involved in the automotive supply chain. It provides an excellent introduction to the standard, and for those who wish to go on and develop their

implementing and auditing skills, it is a great place from which you can start this journey.

Our expert tutors will make sure you complete the course feeling confident that you can apply the knowledge as soon as you step back inside your organization.

The 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

- Course aims, objectives and structure
- About the automotive standard
- The goal of IATF
- Importance and benefits of an IATF 16949 Automotive QMS
  - Benefits of IATF 16949
  - IATF 16949 core tools
- The relationship between IATF 16949, ISO 9001 and the Annex SL High Level Structure
  - The High Level Structure (HLS) and additional structure
- Terms and definitions of ISO 9000 and IATF 16949

- Key concepts of ISO 9001 and IATF 16949
  - Key concept 1: Management principles
  - Key concept 2: Risk-based thinking
  - Key concept 3: Process
  - Key concept 4: The process approach
  - Key concept 5: Plan-Do-Check-Act (PDCA)
- Requirements of ISO 9001 and IATF 16949
- Introduction to IATF 16949
  - Clause 4: Context of the organization
  - Clause 5: Leadership
  - Clause 6: Planning
  - Clause 7: Support

Day 2

- Clause 8: Operation
  - 8.1 Operational planning and control
  - 8.2 Requirements for products and services
  - 8.3 Design and development of products and services
  - 8.4 Control of externally provided processes, products, and services
  - 8.5 Production and service provision
  - 8.6 Release of products and services
  - 8.7 Control of nonconforming outputs
- Clause 9: Performance evaluation

- 9.1 Monitoring, measurement, analysis, and evaluation
  - 9.2 Internal audit
  - 9.3 Management review
- Clause 10: Improvement
  - 10.1 General
  - 10.2 Nonconformity and corrective action
  - 10.3 Continual improvement
- Nonconformities and corrective actions
- Pursuit of improvement
- Course review and questions

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IATF 16949:2016 **Requirements** 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 are new to IATF 16949 Automotive Quality Management
- Your knowledge needs a refresh
- If you're planning, implementing, or maintaining IATF 16949
- If you're part of a team involved with IATF 16949

What is the course like?

- 2- 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 confidence in understanding the importance of an Automotive QMS
- Be ready to apply the knowledge in your own business
- Develop professionally
- Network with likeminded peers
- Receive a BSI Certificate

Trends that are transforming the automotive industry

Tighter safety and regulatory requirements including stricter government fuel efficiency standards

Automotive manufacturers must **reduce their CO2 emissions** in Europe to 95 grams per kilometre by 2021

The accelerated rise of new technologies including autonomous vehicles and connected car systems means suppliers need to innovate to stay relevant.

The automobile industry invests over **€84 billion** in research, development and production.*

Increasingly complex supply chains with constant pressure to remain lean.

Size of the automotive supplier market worldwide **€620 billion***

The need for automotive companies to demonstrate good governance and step up their reputation-management efforts especially in light of recent scandals.

In 2014, over **600 million** vehicles were recalled in the US.†

Increased demand from emerging markets means manufacturers need to respond and adapt their offerings to stay competitive.

In China, sales grew by **+15%** (24 million units) in 2016‡

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Implementing **IATF 16949:2016** training course

Essential information about the course

Level **1** ⬡ **2** ⬡

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've already got a good knowledge of the requirements of IATF 16949:2016 and need to implement the standard in your organization, then this course is for you. Most delegates on this course have already attended our IATF 16949:2016 Requirements course and are ready to take their knowledge further.

Using a step-by-step approach, you'll learn how to develop an implementation plan, create necessary documentation, monitor your automotive QMS, and achieve continual quality improvement.

The three-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

- The Automotive Quality Management System (QMS)
  - Implementing an Automotive QMS
  - Overall project management process and link to PDCA
- The context of your organization
- Documented information
  - Determining the need for documentation
- Conducting a baseline gap analysis
  - Project plan
- The process approach
  - Determine your coherent system
- Leadership
- Planning the Automotive QMS
- Your risks and opportunities

Day 2

- Create your policy & objectives
- Support
  - Determine internal laboratory scope
  - Organization manufacturing feasibility
  - Determining knowledge & competence
- Operation
  - Establish your supplier selection process
  - Develop a supplier quality management system development programme

Day 3

- Operation
  - Production approval process
  - Identification & traceability
  - Total productive maintenance
  - Layout inspection and functional testing
- Performance evaluation
  - Monitoring, measurement, analysis & evaluation
  - Internal audit, management review & improvement
  - Integration: High Level Structure (HLS)
- Course review & questions

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Implementing **IATF 16949:2016** 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 course is for you if:

- You already have a thorough knowledge of IATF 16949 Automotive Quality Management

- You're leading implementation of IATF 16949

- You're part of a team involved in planning implementation of IATF 16949

- You need to conduct an internal gap assessment of your current system

What's the course like?

- Three 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?

- Have the confidence you can satisfy the requirements of IATF 16949

- Be able to make sure IATF 16949 also adds value to your organization

- Develop professionally

- Network with likeminded peers

- Receive a BSI certificate

"Once again, and as expected, BSI provided a training experience second to none" – General Motors, UK

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IATF 16949:2016 Internal Auditor training course

Level **1** **2**

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

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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 19011:2011

- Develop professionally

- Network with like minded peers

- Receive a BSI certificate

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IATF 16949:2016 Auditor/Lead Auditor training course

Essential information about the course

Level **1** **2** **3**

IATF 16949:2016 is the internationally recognized Quality Management System (QMS), for the automotive industry. It helps organizations continually improve, focus on meeting customer requirements, and ensure customer satisfaction.

If you are involved in auditing, maintaining, or supervising an Automotive QMS then this is the course for you. Our IATF 16949:2016 Lead Auditor course is an intensive five-day course where you'll discover internationally recognized best practice auditing techniques so you can lead auditing activities in your organization.

You'll already have a detailed understanding of the requirements of ISO 9001 and IATF 16949:2016,

and many delegates will have already attended our Internal Auditor training course.

Using innovative accelerated learning techniques to maximize your learning, you will gain the skills to plan, conduct, report, and follow-up on an audit in accordance with ISO 19011. It will culminate on day 5 with a written exam and upon successful completion you'll be awarded an internationally recognized auditing certificate. This course will not only benefit you when you return to your organization, but it could also be an opportunity to advance your career.

"Our company learns something new each audit. I was very impressed with the auditor's knowledge and expertise. They express the standard in terms we could all understand." Truck-Lite Co. LLC, US-based vehicle lighting manufacturer

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

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Our course agenda:

Day 1

- Course aim, objectives and structure
- First, second and third party audits
- Accredited certification and Third Party Accredited Certification
- Audit approaches to IATF 16949
- The process approach
- Risk-based thinking
- Typical audit activities
- Audit scope, objectives, and criteria
- Customer–specific requirements (CSRs)
- IATF 16949 Core Tools
- Audit resources and competency
- Support
- Roles and responsibilities and confidentiality
- Audit methods
- Stage 1 Audit
- Stage 2 Audit
- Audit plan template
- Work documents
- Opening meeting
- Audit evidence
- Effective communication
- Audit findings and meetings
- The closing meeting
- Audit reports

Day 2

- Recap and quiz on day one
- Audit follow-up
- Management Principles
- Terminology
- Plan-Do-Check-Act
- QMS elements and interactions
- The role of the Auditor
- Automotive QMS documentation
- Initiating the audit
- Document review
- Audit plan
- Work documents
- Video - Auditing 'Top Management'
- Auditing 'Top Management' including 'Context of the organization'

Day 3

- Recap of day two
- Process audit preparation
  - Auditing the organization's processes (1)
  - Auditing the organization's processes (2)- PPAP
  - Auditing the organization's processes (3)- Supplier PPAP
  - Nonconformities

Day 4

- Recap of day three
- Nonconformities (continued)
- Closing meeting
- Audit report
- Audit follow-up
- Specimen exam

Day 5

- Receive homework (delegates will submit an audit report)
- Final questions and revision
- Introduction to the exam
- Exam
- Close of course

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IATF 16949:2016 Auditor/Lead 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 16949:2016 Quality Management

- You need to lead a second party audit in your organization

- You are a manager who is responsible for a team of auditors

What is the course like?

- Five days with some homework

- Led by a BSI expert tutor

- Relaxed and comfortable learning environment

- You'll receive a detailed course pack to take away

- There will be a two-hour exam on the final day

How will I benefit?

- Gain the confidence to lead and manage a team on IATF 16949:2016 audit activities

- Be prepared for a successful second party IATF 16949:2016 audit

- Be able to audit to internationally recognized best practice (ISO 19011)

- Develop professionally and gain a recognized qualification

- Network with likeminded peers

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IATF 16949:2016 Understanding core tools for Internal Auditors training course

Essential information about the course

Level **1** **2** **3**

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.

The new standard contains greatly-enhanced requirements to the role of the internal auditor which are intended to ensure a more robust internal audit process.

To help meet these requirements, this course will develop your knowledge and skills so you can assess and report on the effective implementation of core tools within your organization when conducting an internal audit against the requirements of IATF 16949:2016.

Delegates should already have a thorough understanding of ISO 9001:2015 and IATF 16949:2016. Ideally will have already completed our IATF 16949:2016 Quality Management Systems Internal Auditor training course.

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

Our course agenda

Day 1

- Course aims, learning objectives, and structure
- Introducing potential Failure Mode and Effects Analysis (FMEA)
  - PFMEA determining rankings
  - How to audit FMEA
- Introducing APQP and control plan methodology
  - APQP reporting
  - Control plan
- Introducing Production Part Approval Process (PPAP)
  - Submission levels

- Introducing Measurement Systems Analysis (MSA)
  - Analysis of results
  - Attribute studies
  - Examples of MSA variable studies
- Introducing Statistical Process Control (SPC)
- Summary, reflection and feedback

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

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IATF 16949:2016 Understanding core tools for Internal Auditors 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 ISO 9001:2015 and IATF 16949 Automotive Quality Management

- You need to carry out an internal audit of IATF 16949

- You have already completed our IATF 16949:2016 Quality Management Systems Internal Auditor training course

What is the course like?

- One day 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?

- You will learn about the core tools and how to audit them effectively:

  - Potential Failure Mode and Effects Analysis (FMEA)

  - APQP & Control Plan Methodology (APQP)

  - Production Part Approval Process (PPAP)

  - Measurement Systems Analysis (MSA)

  - Statistical Process Control (SPC)

- Develop professionally

- Network with likeminded peers

- Receive a BSI certificate

Environmental, and health and safety solutions

A responsible organization looks after the environment and their people. It is estimated that the automotive industry is responsible for roughly 15% of global carbon emissions. With pressure on the earth's resources mounting, the automotive industry has been tasked with reducing the negative impact of manufacturing and driving vehicles by demonstrating its environmental and sustainability-related credentials.

ISO 14001 – Environmental Management

The most established international environmental management system, and originally developed by BSI. It will help you to reduce environmental risks, improve environmental performance, and give evidence to stakeholders that regulatory requirements have been met.

ISO 50001 – Energy Management

Energy management in the automotive industry is essential for reducing energy costs. This international standard provides a framework to help manage the energy supply and consumption in an organization.
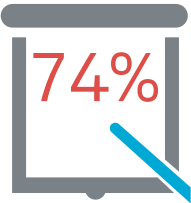
ISO 45001 – Occupational Health & Safety Management

Ensuring employee safety is critical and OHSAS 18001 provides an occupational health and safety framework that will help identify and mitigate risk as well as defend and protect your workforce, reputation and brand. OHSAS

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Why training is important

Great businesses need great people

Research shows that when an organization invests in training and development, they reap real rewards:
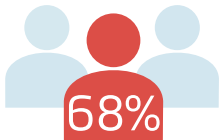
74% The percentage of employees that feel like they're not reaching their **full potential**

40% of employees with poor training **leave their job** within the first year

68% of workers say training and development is the **most important workplace policy**

Turn our experience into your expertise

8.84 / 10

Exceptional experience:

8.84 is the average rating delegates gave to their **overall experience of BSI**

50,300 days

The number of days BSI spend with clients a year so we know....

From Sept 2017 to Sept 2018, we have trained over **11,000** people

9.51 out of 10

Best in class Tutors:

Customers who have been trained gave an overall tutor rating on average at

9.26 out of 10

Subject Matter Experts

Our tutors have extensive industry expertise, allowing them to provide real life examples with relevant course material. **Our average is 9.51 out of 10**

Speak to a training advisor

Next Step

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Email: bsi.za@bsigroup.com
or visit: bsigroup.com/en-ZA

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