



AS/EN/JISQ9100 Aerospace – Lead Auditor - International



Your partner
in progress

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

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

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
- 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)
- Understand the hierarchy of standards published under the International Aerospace Quality Group (IAQG) umbrella



Skills to be acquired

- 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)

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.

Prerequisites

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



Duration

5 days – 35 hours

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



Agenda - Day 1

Time	Topic
08:30	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
	Knowledge - AQMS Requirements: <ul style="list-style-type: none">• Terms & definitions• Management principles• PDCA• Process approach• Risk-based thinking• Documentation requirements
18:30	AS9100 Rev:D Intent & Requirements: <ul style="list-style-type: none">• Clause 4: Context of the organization• Clause 5: Leadership• Clause 6: Planning
	Close Day 1



Day 2

Time	Topic
08:00	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
	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
18:30	Close day 2



Day 3

Time	Topic
08:00	Stage 1 document review – Case study
	Establish an audit plan
	Generating a checklist
	Process approach
	Sampling
	Opening meeting
	Effective communication
	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)
18:30	Close day 3



Day 4

Time	Topic
08:00	Support processes
	Auditing Support Processes
	Interim/Team meetings
	Audit findings
	Nonconformity
	Closing meeting
	Preparing and distributing an audit report
	Audit close/ Follow up
	Specimen exam paper
	18:30

Day 5

Time	Topic
09:00	Aerospace Auditor Qualifications
	Final questions/final revision
	Introduction/readiness to the exam
10:30	Exam
12:30	End of course



- *These training modules are eligible to the subsidizing by the public institutions in France (OPCO);
- **Each delegate receives a training convention after enrolment.
- ***Please note that for the public sessions, you have until 48h before the start of the course to confirm your enrolment. For the in-house sessions, the deadline would be 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**.