



**ISO/TS 16949:2009**

**Process-Based  
Internal Auditor  
Training  
for the  
Automotive Sector**

***Trainer's Guide***

#### **4. Conducting the Audit with Follow Up and Corrective Action**

- The Process-based Internal Auditing section is a pre-requisite to this section. Regardless of whether an organization's participants are experienced in QMS internal auditing, it is necessary that participant's effectively apply a best-in-class process auditing approach with an IATF perspective.

Sections 3 & 4 add team break-out sessions that provide actual auditing experience within the classroom. The team breakout sessions include a **Case Study on "USA Automotive Company"**. However, the trainer may elect to use its own organization's documentation as a substitute for the pre-designed case study.

## Section 2: (Cont'd)

### Chapter 1 – APQP

**Objectives:** Brief overview of Advanced Product Quality Planning

- Application of APQP
- Stages of APQP
- How does APQP links to the Standard?
- Benefits of APQP

### Chapter 2 – FMEA

**Objectives:** Brief overview of Failure Mode & Effects Analysis

- Design FMEA
- Process FMEA
- Keys to Success
- How does FMEA link to the Standard?

### Chapter 3 – MSA

**Objectives:** Brief overview of Measurement Systems Analysis

- What is a Measurement System?
- Application of MSA
- What is measurement uncertainty?
- How do I implement a good Measurement System?

### Chapter 4 – SPC

**Objectives:** Brief overview of Statistical Process Control

- What is variation?
- What is stability?
- What are causes of variation?
- Capability vs. Stability
- What are some tools?
- How does SPC link to the Standard?

### Chapter 5 – PPAP

**Objectives:** Brief overview of Production Part Approval Process

- What is PPAP?
- What is the purpose of PPAP?
- When is PPAP required?
- Notification?
- Submission?

**Output:** Quiz (30 minutes)

13. List at least 3 items that are covered during a Closing Meeting:

**Answer:**

**Statement of thanks**

**Attendance list**

**Scope, objectives and criteria**

**Significance of audit sample**

**Audit summary**

**Nonconformity statements**

**Opportunities for improvement**

**Clarification of nonconformity statements and summary**

**Confidentiality**

**Appeals process**

**Follow-up**

**Close**

14. The \_\_\_\_\_ is responsible for the preparation and contents of the audit report.

**Answer: Audit Team Leader**

15. Following the internal audit, the auditee will be requested formally to take appropriate action to resolve each identified \_\_\_\_\_.

**Answer: Nonconformity**