# Internal Auditing for IATF 16949 Course Outline

## UNIT 1: REQUIREMENTS FOR AUDITING IATF 16949

### Lesson 1 | IATF 16949 Auditing Requirements

- Be aware of the five supplemental areas (beyond "conventional" internal auditor qualifications) that those auditing IATF 16949 must have proficiency.

### Lesson 2 | Process Approach to Auditing

- Understand what is involved with a process approach to auditing.
- Describe how to use process mapping to understand a process.
- Identify which elements impact process performance and determine measures that can be used to monitor and improve the performance of the process.

### Lesson 3 | Role of Risk-Based Thinking

- Realize that risk-based thinking fosters a proactive culture of prevention and improvement.
- Recognize that risks can refer to either a threat or an opportunity.
- Be aware of tools and techniques for identifying both threats and opportunities.

### Lesson 4 | Focus on Customer Requirements

- Recognize the importance of Customer Specific Requirements (CSRs).
- Understand the role that CSRs play in strengthening the integrity of the overall supply chain.

### Lesson 5 | Audit Perspective of Related Standards

- Know that IATF 16949:2016 is implemented in conjunction with ISO 9001:2015.
- Be aware of significant changes to IATF 16969:2016 and ISO 9001:2015 that impact auditing practices.

### Lesson 6 | Role of Core Tools

- Identify the five Core Tools.
- Understand how the Core Tools are integrated and interconnected.
- Realize how to get the "most" out of the Core Tools.

### Challenge

- An assessment of the learner's progress in this course.

## UNIT 2: INTERNAL AUDITING PRACTICES

### Lesson 1 | The Audit Process

- Understand the purpose, objectives and benefits of Internal Audits.
- Preview six steps for conducting Internal Audits.

## Lesson 2 | Step 1: Preparation and Planning

- Recognize that the bounds of the audit scope must be tightly defined and that staying within these bounds improves results.
- Understand how to prepare for an effective audit.
- Be aware of how important it is for all audit participants to remain objective.

## Lesson 3 | Step 2: The Opening Meeting

- Appreciate the importance of a comprehensive Opening Meeting.
- Know what agenda topics should be covered during the Opening Meeting.

## Lesson 4 | Step 3: Collect Evidence

- Recognize viable sources of evidence.
- Sort through the evidence to home in on meaningful data that leads to valid conclusions.
- Realize when there is enough data gathered.

## Lesson 5 | Step 4: Evaluate the Evidence

- Consolidate evidence gathered.
- Generate a composite picture of how well the organization's performance conforms to Standards and documented procedures.
- Separate and itemize nonconformities.
- Rate nonconformities against a simple, relative priority scale.
- Provide substantiated evidence of each nonconformity found.

## Lesson 6 | Step 5: The Closing Meeting

- Appreciate the purpose and importance of the Closing Meeting.
- Understand how to prepare the Audit Report.
- Know how to prepare for and lead the Closing Meeting.

## Lesson 7 | Step 6: Audit Follow-Up

- Recognize the need to confirm that changes made (at least for Critical and Major Nonconformities) have actually been made.
- Be aware of the need to verify that the changes made are the right changes.
- Know what to look for to ensure changes made are sustainable.

## Lesson 8 | Auditing Tips

- Be aware of tips and techniques that can lead to more effective audits and efficient outcomes.

## Challenge

- An assessment of the learner's progress in this course.