



IATF 16949:2016

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

Trainer's Guide

Internal Auditor Training Requirements

IATF 16949:2016 Internal Auditors are required to be knowledgeable in:

- IATF 16949:2016 Requirements
- How to Plan, Conduct and Report Internal Audit Results
- Understanding of the Automotive Core Tools
- Basic Statistical Knowledge
- Disciplined Problem Solving
- Customer Specific Requirements

This training course is the Internal Auditor Training component of an internal auditor's training requirements.

Pre-requisite to this course is: Basic IATF 16949 Training

The **intent** of this course is to provide the level of knowledge and base-level proficiency required to conduct process-based internal auditing within the automotive sector.

Only through the development of skills, training, education and experience an auditor achieves competency.

This course is **not intended** to provide a working level knowledge and proficiency in:

- Core Tools
- Basic Statistical Process Control Knowledge
- Customer Specific Requirements
- Disciplined Problem Solving

Course Pre-requisites

We recommend that the trainer:

- Be an experienced QMS internal/lead auditor
- Is competent to provide the necessary training
- Has the ability to provide examples and lessons of relative auditing experience to his/her classroom participants.
- Is competent in:
 - understanding and applying the clauses of IATF 16949
 - understanding the Core Tools
 - understanding of the process approach
 - understanding of the International Automotive Task Force's approach to auditing along with their terms and definitions

Participant Requirements:

We recommend that participants have successfully completed the Basic IATF 16949 Training prior to engaging in this course and have had significant Core Tools training.

To successfully complete the requirements of this course, each participant is required to:

- Read the USA Automotive Company case study
- Complete quizzes for Sections 1 & 2 (if those sections are being skipped)
- Engage in class discussions by asking questions
- Successfully pass all graded quizzes (70% pass on each quiz)
- Successfully pass the team breakout session exercises
- Participation and demonstrated understanding of the course content through on-going trainer observation
- Full attendance of each module that your organization requires you to attend

It is recommended that the first audit the student is involved with be under the guidance of a lead auditor who has audit experience.

Overview

This course is to train people to be able to conduct your internal quality audits so you can meet the internal audit requirements of the IATF 16949:2016 standard.

The training is introduced with a **PowerPoint presentation** titled “**Guide to Internal Auditing**” designed for the participants:

- To learn more about IATF 16949
- To be able to evaluate your own area and make improvements.
- To understand the audit process
- To be able to participate in the audit process

The course itself is divided into **four sections**, each including a **PowerPoint Presentation** and a **Quiz**. Quiz answers are at the end of this manual.

1. Requirements of Technical Specification IATF 16949:2016

- This Section is designed to provide an overview of the key clauses of the Standard. The trainer will provide sub-clause examples relative to your business and encourage classroom discussions. A quiz at the end is geared towards internal auditing and includes short answers and identification of conformity or non-conformity.

2. Introduction to the Core Tools

- This section provides a brief introduction to the Core Tools.

The Core Tools include:

- a. Advanced Product Quality Planning (APQP)
- b. Statistical Process Control (SPC)
- c. Measurement System Analysis (MSA)
- d. Failure Modes & Effects Analysis (FMEA)
- e. Production Part Approval Process (PPAP)

⇒ **Based on the volume of knowledge required to understand and apply, along with customer specific requirements, we recommend that you take specific and relevant Core Tools training.**

3. Process-based Internal Auditing

- This section is unique because it provides a best-in-class approach to auditing an organization’s quality management system. It focuses on the key processes of an organization’s business systems that provide auditors the credibility to senior management. It also examines the International Automotive Task Force’s (IATF) approach to auditing.

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 participants 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.

Contents

- Comprehensive Trainer’s Guide (Contains quiz answers)
- (5) PowerPoint Presentations with speaker notes – Introduction and one for each section:
 - Guide to Internal Auditing
 - Requirements of IATF 16949:2016
 - Introduction to Core Tools
 - Process Based Internal Auditing
 - Conducting the Audit & Follow Up Corrective Action
- Student’s Guide (with 4 quizzes)
- USA Automotive Company Case Study with Breakout Session Forms & Worksheets
- Certificate of Completion Template

NOT INCLUDED:

- Copies of the IATF 16949 Standard (one copy for each two or three students)
 - Standards are available electronically from <http://www.aiag.org/>

Time Schedule

This course was designed to provide the trainer with flexibility when deciding what knowledge will be delivered based on the participant’s level of competence. **Sections 1 & 2 are optional, but if skipped it is recommended that students complete Quizzes 1 & 2 to demonstrate comprehension.**

Section	Time (hrs: min)	# of Team Breakouts	# of Quizzes
Guide to Internal Auditing - PPT	0:20	0	0
1. Requirements of the Technical Specification IATF 16949:2016	5:00	0	1
2. Introduction to the Core Tools	3:00	0	1
3. Process-Based Internal Auditing	6:40	3	1
4. Conducting the Audit with Follow Up and Corrective Action	7:00	3	1
Total	22:00	6	4

Guide to Internal Auditing

This section is designed to provide an overview of the internal auditing process. Using a PowerPoint presentation, the trainer will provide examples relative to the internal auditing requirements and encourage classroom discussions.

Course Overview

The primary Guide to Internal Auditing will allow the participants:

- To learn more about IATF 16949
- To be able to evaluate your own area and make improvements.
- To understand the audit process
- To be able to participate in the audit process

Total Course Time: 20 minutes

Section 1: Requirements of IATF 16949:2016

This section is designed to provide an overview of the key clauses of the Standard. The trainer will provide sub-clause examples relative to your business and encourage classroom discussions. A quiz at the end is geared towards internal auditing and includes short answers and identification of conformity or non-conformity.

Based on the participant's level of understanding and application of the Standard, this section may be skipped. If you, as the trainer, are confident that this section may be skipped, it is recommended that you require the participants to individually take the quiz as a pre-examination of their knowledge and understanding of the Standard.

Course Overview

- The primary Section Reviews (4 hrs)
 - 4.0 Context of the Organization
 - 5.0 Leadership
 - 6.0 Planning
 - 7.0 Support
 - 8.0 Operation
 - 9.0 Performance Evaluation
 - 10.0 Improvement
- One Quiz (30 min)
- Two Breaks (2 @ 15 min = 30 min)

Total Course Time: 5 hrs
