

International Aerospace Quality Group (IAQG) Training Course Specification Sheet.		Reference: TCSS 001 Issue: 27 August 2021
Course Title	IAQG Aerospace Quality Management System (AQMS), Aviation, Space and Defense (ASD) Lead Auditor Course.	
Purpose of the Course	<ul style="list-style-type: none"> To provide the knowledge and skills in order to become an ASD Lead Auditor, capable of leading 9100-series audits; and To act as a pre-requisite foundation in order to become an ASD Authenticated Auditor (AA) or Authenticated Experienced Auditor (AEA). 	
Course Duration	5 consecutive days minimum (or 40 hours), including a 2 hour written examination.	
Course Structure	50% (20 hours) of the total course time shall be used for active participation in workshop, case studies, role-playing, and/or actual auditing of an organization as part of the structured class activities.	
Type of Delivery	Instructor led face to face, remote or blended (remote/on-line) learning, including evaluation.	
Class Size	Minimum of 4 and maximum of 20.	
Language(s)	Variable dependent on region.	
Country Variation	Regional ASD authority regulations covered in the course shall be applicable to the location in which the course is being presented.	
Course Syllabus	<p>The course shall include:</p> <ul style="list-style-type: none"> The purpose of an AQMS; AQMS key definitions, including ISO 9000; Structure and requirements of the 9100 and ISO 19011 standards; Relationships between legal compliance (including ASD authority regulations) and AQMS conformity; 9100-series standards; 9104-series, 9101 (including Forms), ISO 17021-1, standards, IAF requirements and IAQG support materials [deployment, resolutions, Frequently Asked Questions (FAQs), clarifications, Supply Chain Management Handbook (SCMH), OASIS database]; First, second and third party audits; Principles of process based auditing; Audit phases [initial certification (stage 1 & 2), surveillance, recertification, special]; Plan and conduct an AQMS audit; Audit programs, plans, objectives, scope, criteria, conclusions; Opening and closing meetings; Sampling techniques and collecting audit evidence; Audit findings (conformity, nonconformity, opportunities for improvement, strengths, process effectiveness); Audit reporting; and Containment, correction, root cause, corrective action, follow up and verification of effectiveness. 	
Learning Objectives	<ul style="list-style-type: none"> Knowledge - students will gain an understanding to be able to describe and explain the: <ul style="list-style-type: none"> Purpose of an AQMS and its role in helping an organization operate with increased effectiveness, consistency, and customer satisfaction; Identify the interactions between the various components of an organization's AQMS; Purpose and intent of the ISO 9000 series of standards and how they relate to the applicable AQMS standard; Difference between legal compliance and conformity with AQMS standards, and the significance of these terms when conducting audits; Hierarchy of standards published under the IAQG umbrella; Key auditing fundamentals contained within ISO17021-1 and 9101; IAQG sector scheme requirements for an AQMS certification/registration programs (see 9104); 	

	<ul style="list-style-type: none"> ○ Quality Management Principles and how they relate to the AQMS; ○ Continuing process of development of AQMS 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; ○ Intent and requirement of each clause of the AQMS standard; ○ Understand the hierarchy of ASD authority requirements (e.g., civil aviation military, space) and applicable advisory material, where to obtain additional information, and how to incorporate authority requirements aspects into AQMS audit activities; ○ Importance of key personal attributes including characteristics such as fairness, truthfulness, discretion, confidentiality, bias, and other personal and ethical considerations that may impact audit activities; ○ Auditor authentication, reauthentication and advancement requirements for the applicable AQMS standards. (9104/3); and ○ OASIS database for access to audit data and security (public and private). ● Skills - students will be able to demonstrate how to: <ul style="list-style-type: none"> ○ Plan, organize, conduct and report all aspects of an AQMS audit; ○ Identify audit evidence needed to demonstrate conformity to the requirements of the AQMS; ○ Determine sufficiency and appropriateness of audit evidence that supports audit findings and conclusions; ○ Apply sampling techniques for auditing and evaluate the limitations of these techniques; ○ Evaluate the effectiveness of an entire AQMS, including process, customer focus, and continual improvement; ○ Make recommendations on the acceptability of the AQMS for certification; and ○ Use of the applicable AQMS auditing documentation. 	
Criteria for Examination and/or Assessment	<ul style="list-style-type: none"> ● Written closed-book examination set by the Training Provider (TP) to validate the knowledge gained, with a minimum examination score of 70% that shall include the writing of a nonconformity; and ● Continual assessment of active participation in workshop, case studies, role-playing, and/or actual auditing of an organization as part of the structured class activities. <p><i>Note: A clean copy of the relevant standard(s) provided by the TP can be used during the written examination.</i></p>	
Course Output	<ul style="list-style-type: none"> ● Certificate of successful completion, indicating the assessment criteria has been met; or ● Certificate of attendance (at the discretion of the TP), indicating assessment criteria has not been met, however attendance and participation has been acceptable throughout the course. 	
Instructor Competency and Qualification	<p style="text-align: center;"><u>Lead Instructor</u></p> <ul style="list-style-type: none"> ● Current or previous AEA/AA authentication; or ● Certified Lead Auditor, plus successful completion of the current sanctioned requisite course(s); and ● Training Provider Approval Body (TPAB) instructor qualification approval. 	<p style="text-align: center;"><u>Support Instructor(s)</u></p> <ul style="list-style-type: none"> ● ASD or other industry experience; ● Knowledge and application of audit requirements; and ● TP instructor qualification approval. <p><i>Note: Support instructor(s) are appointed by the TP as a minimum when the class size exceeds 12.</i></p>
Course/Assessment Approval Requirements	<p style="text-align: center;">Knowledge of current AQMS standards and audit requirements.</p> <p>Course content and delivery methods (plus any subsequent change) requires approval by an OASIS registered TPAB.</p>	