

## **API SPEC Q1 10<sup>TH</sup> EDITION INTERNAL AUDITOR TRAINING COURSE**

### ***Course Objectives:***

This 2-day workshop prepare participants to perform internal QMS audits using industry-proven techniques and to apply proper interpretation of the API Q1 standard to real life audit situations. Participants will follow the full audit process including: audit tools and preparation, opening meetings, audit interviews, closing meetings, and reporting.

Upon completion of the workshop, participants will be able to:

- Understand and interpret the API Q1 requirements.
- Apply the proper interpretation of the standard in actual audit situations.
- Understand process auditing tools leading to substantive quality system improvements.
- Tailor an audit interview based on the requirements of the standard and obtain audit evidence from this interview.
- Follow-up and resolve “audit trails that present themselves during the audit interviews.
- Conduct audits that result in real improvements to the quality system.
- Plan and execute the entire audit process including: audit preparation, opening meetings, auditing, closing meetings, and reporting.

### ***Course Contents:***

- Background and History of API Q1
- Quality Management Principles
- Structure of API Q1 10th Edition
- The Process Approach
- About APIQR Registration and Certification Program
- Detail review of Clause 4: Quality Management Systems Requirements
- Detail review of Clause 5: Product Realization
- Detail review of Clause 6: QMS Monitoring, Measurement, Analysis and Improvement
- Internal Auditing Techniques
  - a. Establishing the Audit Program:
    - Audit Frequency and Schedule
    - Audit Templates
    - Audit Findings
    - Audit Planning
  - b. Principles of Auditing

- c. Auditor Competence
- d. Performing the Audit:
  - Preparing the Audit Agenda
  - Preparing Checklists
  - Opening Meeting
  - Audit Interviews
  - Closing Meeting
  - Audit Non-Conformance Report
  - Audit Summary Report
  - Audit Report
  - Case Studies / Exercises / Q&A Session

**Who Should Attend:**

- Anyone involved in the planning, implementing, maintaining, supervising or auditing of an API SPEC Q1 Quality Management System.
- Employees who wish to audit their organisation's Quality Management System.
- Those involved in second party audits such as vendor audits.
- Personnel who wish to pursue career as an API SPEC Q1 Internal Auditor.

***Training Methodology:***

- Interactive Lectures
- Group Activity and Presentation
- Practical Exercises
- Case Studies
- Group Discussion
- Participants will receive comprehensive course manuals with reference materials.

***Award of Certificate:***

Certificate of Successful Completion will be issued to participants with at least 75% attendance.

***Duration:***

2 days (14 hours)

***Course Fee:***

\$700 nett per trainee (GST is not applicable).