



Confederation of Indian Industry

CII Two-day Practical Training on Auditing Skills - IATF 16949

(Transition Course for those who possess TS/ISO 16949:2009)

25 – 26 July 2018, Fortune Pandiyan Hotel, Madurai, Tamil Nadu

CII Madurai Zone is happy to announce a **Two-day Practical Training** on “**IATF 16949 : Auditing Skills**” on **25 – 26 July 2018** at **Fortune Pandiyan Hotel, Madurai, Tami Nadu**.

This **2-day** practical workshop will enable participants to know how to plan and undertake internal and supplier audits using a ‘process-based approach’ and how to assess the ‘active’ management of customer satisfaction, QMS performance and process-level effectiveness - in line with the requirements of **IATF 16949:2016**. Special attention is given to auditing the correct use of the automotive ‘**core tools**’.

The course is applicable to the **October 2016 revision** of the **IATF 16949 standard**. Assessment of learning is achieved through structured exercises and real-world audit scenarios undertaken by the participants.

PROGRAMME DETAILS

Course topics include -

Introduction to IATF 16949:2016 process-based auditing

- Terminology and purpose of auditing
- Standards relating to automotive auditing
- Understanding the interrelationships between QMS Requirements – Activities/Tasks/Procedures - QMS Processes - The QMS System
- Identifying the audit ‘participants’ and explanation of the types of (QMS) audit
- Overview of the TS16949 and ISO-Guidelines relating to auditing
- Explanation of the need to evaluate conformity to all (QMS) requirements -

Preparation for a ‘process-based approach’ QMS audit

- Applying the ‘process-based’ auditing methodology
- Audit preparation using the ‘11-step’ approach -
- Analysing objective evidence – ‘documents’ and ‘records’
- Identifying mandatory IATF 16949 documents and records
- Determining correct usage of the ‘core tools’ and other competency issues
- Identifying key management/support processes and/or procedures plus ‘organization-specific’ SOPs
- Analysing and auditing the mandated documented procedures - in context & stand-alone

Undertaking the audit

- Combining ‘Process-effectiveness’ and ‘OER questions’ for IATF 16949 internal/supplier audits
- Identifying ‘Killer Questions’
- Commencing the audit – ‘Opening Meeting’
- Communication during the audit
- Using OER questions
- Taking ‘representative samples’ (Judgmental Sampling)

- Conducting the audit and evaluating objective evidence and statements-of-fact
- Formulating WHAT (WHY), HOW and WITH WHAT 'Open Questions'
- Open and Closed question combinations
- Auditor dos and don'ts
- Auditing tips – recording objective evidence
- Writing effective NCRs
- Creating NCRs for QMS problems

Reporting audit findings and following up the audit

- Preparing audit conclusions – considerations and actions
- Presenting the findings – 'Closing Meeting'
- Handover to management and process owners!
- Systematizing nonconformity management

The Audit Report

- Audit report contents – recommended items for IATF 16949 audits
- Approving and distributing the audit report

Planning (internal and suppliers) audits

- Audit planning guidelines
- Understanding IATF 16949 expectations
- Planning the 'audit day' – including Opening & Closing Meetings and Communications Meetings
- Sharing the workload between audit team members

Scheduling (internal and suppliers) audits

- Prioritizing audits – the 'Internal Audit Planner'
- Updating the internal audit planner

WHO SHOULD ATTEND

QMS team members from manufacturing organisations; individuals wishing to conduct internal and supplier audits against the stringent requirements of **TS16949**; and those who want to monitor process effectiveness and QMS performance.

COURSE BENEFITS

Individuals who successfully complete the course will:

- be better equipped to maintain compliance with IATF 16949 requirements
- focus on the 'core tools' to assess effective usage
- be confident in knowing that their audit questions address all important issues
- identify weaknesses in QMS performance (e.g. quality and delivery), process-level effectiveness and leadership
- identify risks and opportunities within the QMS
- be able to accrue CPD points because of the highly structured nature of this course

About the Principal Faculty:

- **Dr Narasimharaghavan**, Ph.D., in material Science with 8 years teaching and Academic Research experience (In India and Abroad) followed by 25 years of Industrial Experience (in Mining and Metal Industries – Ferrous and Non Ferrous) in the field of Quality, environment and Safety
- Last Assignment was with M/S. Vedanta Resources plc., in Jharsuguda Aluminium Smelter as VP (Quality, R&D and Technology and Environment & Safety)
- Presently Freelance consultant for Technology and Business Excellence initiatives in Manufacturing Industries and Conducts, Training, Implementation and Audits on Energy and Environment Management
- Trainer of soft skills like Team Building, Presentation Skills, Conflict Management, Developing entrepreneurship etc., Trainer, Implementer and Assessor for Environment Impact Assessment, PAT Scheme, Carbon Foot Printing and Green Gas Accounting and Sustainability reporting, Six Sigma and Quality Tools and Business Excellence Models and ZED Assessor and Master Trainer.

Program Schedule:

Day & Date: Wednesday & Thursday (25 & 26 July 2018)

Time: 0930 hrs to 1730 hrs (Registration @ 0915 hrs)

Venue: Fortune Pandiyan Hotel, Race Course Road, Madurai, Tamil Nadu

The 2-day course is highly interactive and uses group exercises and individual role-play scenarios. The course timings are -

- **Day #1: 09:30 – 17:30**
- **Day #2: 09:30 – 17:30**

Participation Fee

Fee includes Hi-Tea, Lunch and Admin Expenses for two days. The participation fee also covers part of the Faculty & Training costs.

Delegate Fee (Inclusive of GST18%)	
Category	Participation fees
CII/Yi/ IWN Member	Rs 7080/ - per delegate
Non-Member	Rs 8260/ - per delegate
MSME Association Member	Rs 5000/ - per delegate

Members are requested to nominate their representative/s for the programme through the enclosed **Registration Form** latest by **Saturday, 14 July 2018**. You are requested to take advantage of this Workshop by nominating suitable delegates from your organization at the earliest.

Coordinator Contact:

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