

AS 9100 Rev C – Internal Auditor Course

Pre-course Introduction

Thank you for choosing this SAI Global Internal Auditing Course. Our first objective is to satisfy you, our customer.

Training is only as good as its implementation plan. There are many strategies you can use. On completion of the course, we recommend you “DO SOMETHING IMMEDIATELY!” Make a telephone call, dictate a memo, or write yourself a note. Do something – anything that will turn what you learned at the seminar into action. We believe that the earlier you use the new knowledge and skills, the easier it will be for you to retain them. You will then be able to continue your learning and development.

Let’s consider what you can do now, before the course and during the course to help you turn new ideas into action. Here are five ideas:

1. Set Goals

To get the most out of each day, be clear on what you intend to gain. Ask yourself, “What do I hope to change as a result of attending this course?” You are much more likely to follow through if you set goals now.

2. Do Not Write Down Just What the Instructor is Saying

In addition to examples given, write down **what you are going to do** about what the instructor is saying. We suggest you take notes in terms of the action you will take to implement the new ideas you are learning.

3. Reward Yourself

Your goal is to create new knowledge and skills based on what you learn at the course. Set your mind to recognize each time you use one or more of the new skills well. Then congratulate yourself on your achievement. If you complete a complex audit using the new skills you have practiced, take yourself out for an extravagant lunch. Whatever you do, do something in recognition of your progress, even if you believe you are the only one who is noticing! Give yourself the incentive you need to practice what you learn.

4. Ask, “How Does This Apply to Me?”

Relate what you learn to yourself. Do not settle for abstract knowledge. Keep your current problems, conflicts and interests foremost in your mind. As you learn new approaches and techniques, relate them to your own situation. You will be amazed at how quickly and easily you will implement new ideas when you know exactly **where** to put them into action.

5. Enjoy Yourself

Come with a relaxed attitude and you will leave refreshed, inspired and recharged. Physically put any worries you may have in a file or an envelope, and attend the course knowing you have left them behind for awhile. This is your time. Get all you can out of it, and have a great experience.

Congratulations for making the investment in your career development. Now relax, open your mind, and prepare to become more effective.

Plan to Attend All Sessions

We have included a copy of the course agenda for your review. Please remember, **your attendance is required at all sessions.**

Also, the course agenda shows that there is some activity required by you individually, or as part of a team, at the end of each day.

Work through the pre-course material

We recommend you will benefit from doing some study prior to attending the course. The attached questions will help you to recognize those things you already know, and to help you identify those things that you need to pay attention to during the course. If you attend the course with the knowledge of what you want to achieve, your learning will be enhanced.

Name: _____

Introduction

The purpose of this questionnaire is to provide you an opportunity to develop an understanding of the AS9100 standard prior to attending your scheduled training session.

Carrying out the Exercise

The exercise requires briefly answering a number of questions relating to AS9100.

Your answers will be discussed with the tutor and self-marked in group discussion.

While the exercise is not formally assessed, a little time spent completing the exercise is recommended.

5. Clause 8.2.2 says: 'Auditors shall not audit their own work.' Does this mean that if two people are doing the same kind of work, e.g. preparing purchase orders, one can audit the other or their supervisor can audit either?

6. Clause 5.4.1 requires that 'quality objectives, including those needed to meet requirements for products, are established at relevant functions and levels within the organization'. What are some typical objectives of different functions and levels?

7. How often must a Management Review be conducted?

8. The standard makes multiple references to meeting the needs of the customer and enhancing customer satisfaction. What should auditors typically look for when auditing an organization's system related to customer satisfaction?