

AQMS STANDARD AUDITOR COURSE CHECKLIST

(Applicable to 9100, 9110, and 9120 Standards.)

LEARNING OBJECTIVES: General and Standards		OBJECTIVE STATED/COVERED IN COURSE PLAN	
A	Describe the purpose of a quality management system and its role in helping an organization operate with increased effectiveness, consistency, and customer satisfaction.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
B	Explain the purpose and intent of the ISO 9000 series of standards and how they relate to the applicable AQMS standard.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
C	Describe the 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.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
D	Describe the eight Quality Management Principles and how they relate to the AQMS.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
E	Describe the documentation required by the AQMS and the interrelationships between the quality manual, procedures, quality planning, policy, and objectives.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
F	Explain the intent and requirement of each clause of the AQMS.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
G	Identify the audit evidence needed to demonstrate conformity to the requirements of the AQMS.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
H	Evaluate the effectiveness of an entire AQMS, including process, customer focus, and continual improvement.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I	Evaluate the differing requirements for AQMS documentation in a variety of situations and understand the difference between documents and records.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
J	Describe the difference between legal compliance and conformity with AQMS standards, and the significance of these terms when conducting audits.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
K	Understand the hierarchy of authorities' requirements (e.g., CAA, military, space) and applicable advisory material, where to obtain additional information, and how to incorporate authorities' requirements aspects into the AQMS audit activities.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
L	Understand the hierarchy of standards published under the IAQG umbrella.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
M	Describe the auditor authentication requirements for the applicable AQMS standards.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

LEARNING OBJECTIVES: Audit Process and Responsibilities		OBJECTIVE STATED/COVERED IN COURSE PLAN	
A	Describe IAQG sector scheme requirements for AQMS certification/registrations programs (see 9104).	<input type="checkbox"/> YES	<input type="checkbox"/> NO
B	Describe the process of certification/registration of an organization's AQMS standards.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
C	Describe the auditor approval requirements for the applicable AQMS standards.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
D	Plan and organize all aspects of an AQMS audit.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
E	Perform all aspects of an AQMS audit.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
F	Demonstrate the proper use of the applicable AQMS checklists and scoring methods.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
G	Make recommendations on the acceptability of the AQMS for certification.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
H	Describe the OASIS database for access to audit data and security (public and private).	<input type="checkbox"/> YES	<input type="checkbox"/> NO

The aviation authorities and regulations covered in the course shall be applicable to the location in which the course is being presented	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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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. ESTIMATED TIME: _____ ACTUAL TIME: _____

The total course time devoted to direct instruction and to assigned team and individual activities shall be at least 40 hours , plus an additional two hours for the written examination. ESTIMATED COURSE TIME: _____ ESTIMATED EXAM TIME: _____

EVALUATOR NOTES:
