



SUPPLIER QUALITY AUDIT (SQA)

INTRODUCTION

This course will provide participants with the knowledge and skills required for evaluating, auditing the supplier's quality systems, processes, projects or products to meet the organization and customer requirements as set forth in the contractual agreements, and/or agreed requirements/standards

DURATION

2 days (9am to 5pm), total is 14 hours

WHO SHOULD ATTEND

Management, Engineers, Implementation Teams, Internal Auditors and others who are involved in the implementation or auditing of Failure Mode and Effects Analysis.

FEES

S\$ 600.00 per pax

COURSE CONTENT

Day 1

1. Introduction
 - Supplier quality management and auditing
2. Fundamentals of Supplier Quality Auditing
 - Types of supplier quality audit
 - Auditing process, objectives and criteria
 - Audit team roles and responsibility
3. Auditor Competencies
 - Auditor Professionalism and development
 - Auditing techniques, tools, communication
 - Conflict management
4. Audit Planning
 - Audit planning elements
 - Audit team formation and Auditor selection
 - Audit documentation, logistics, risk assessment
 - Exercise

Day 2

5. Conducting Audit
 - On-site and remote audit management
 - Opening and closing meeting, attendance
 - Audit evidence, evaluation and conclusion
 - Exercise
6. Audit Reporting
 - Preparing the audit report
 - Elements of audit report
 - Audit report communication
7. Audit Follow-up and Closure
 - Corrective Action Process
 - Corrective Action review, verification and follow up
8. Case Study