



## AS9100 INTERNAL AUDITING TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

**Course Title:** AS9100 Internal Auditing Training

**Course Validity:** 2 Days

**Validity:** Not Applicable

**HRD Corp Scheme:** Claimable

## **INTRODUCTION**

This training provides participants with the skills, knowledge and structured methodology needed to conduct effective internal audits of aerospace quality management systems based on AS9100. The course explains the application of ISO 19011 auditing principles within the aerospace context, covering risk-based auditing, process performance evaluation, product safety considerations, configuration management and aerospace-specific requirements such as counterfeit parts prevention, special processes and supplier control. Through real aerospace scenarios, audit simulations and hands-on exercises, participants will gain the competence to plan, conduct, report and follow up internal audits that enhance organisational performance and strengthen readiness for customer and certification audits.

## **OBJECTIVE(S):**

- Understand AS9100 audit requirements and aerospace-specific expectations.
- Learn ISO 19011 auditing principles, roles and competency needs.
- Develop audit plans, criteria, scopes and checklists.
- Conduct process-based audits using objective evidence.
- Identify and classify nonconformities and evaluate root causes.
- Prepare structured and value-adding audit reports.
- Strengthen corrective action follow-up and continual improvement.
- Enhance readiness for AS9100 certification and customer audits.

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**TARGET GROUP(S):**

- Internal auditors
- Quality managers and engineers
- Aerospace production and operations personnel
- Supplier quality and procurement teams
- Compliance and governance officers
- AS9100 implementation and certification teams

**ENTRY REQUIREMENT(S):**

- Able to read, write and communicate verbally in Malay/English

**TOPIC(S):**

1. Overview of AS9100 and Aerospace QMS
2. ISO 19011 Auditing Principles and Auditor Competence
3. Clause-by-Clause Audit Interpretation of AS9100 Requirements
4. Audit Planning, Risk-Based Approaches and Documentation
5. Conducting Process-Based Internal Audits – Interviews and Evidence
6. Identifying and Reporting Nonconformities
7. Root Cause Analysis and Corrective Action Effectiveness
8. Follow-Up, Verification and Continual Improvement in AS9100 Audits

**LIST OF REFERENCE BOOK(S):**

- AS9100D Aerospace Quality Management System
- ISO 19011: Guidelines for Auditing Management Systems
- Aerospace industry regulatory and customer requirements

**LIST OF TEACHING AID(S):**

- LCD projector
- Computer
- Whiteboard with accessories
- Flip chart with accessories
- Internal audit checklists, templates and sample forms

**METHODOLOGY(S):**

- Lecture
- Group discussions
- Case studies
- Audit simulation workshops
- Practical exercises

## TRAINING SCHEDULE

### Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:15 am	Topic 1: Overview of AS9100 and Aerospace QMS
10:15 am – 10:30 am	<b>Morning Tea Break</b>
10:30 am – 12:30 pm	Topic 2: ISO 19011 Auditing Principles and Auditor Competence
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 3:30 pm	Topic 3: Clause-by-Clause Audit Interpretation of AS9100
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Topic 4: Audit Planning, Risk-Based Approaches and Documentation

## TRAINING SCHEDULE

### Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 5: Conducting Process-Based Internal Audits – Interviews and Evidence
10:15 am – 10:30 am	<b>Morning Tea Break</b>
10:30 am – 12:30 pm	Topic 6: Identifying and Reporting Nonconformities
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 3:30 pm	Topic 7: Root Cause Analysis and Corrective Action Effectiveness
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Topic 8: Follow-Up, Verification and Continual Improvement