IATF 16949:2016 INTERNAL AUDITOR TRAINING

Course Title: IATF 16949:2016 Internal Auditor Training

Course Validity: 2 Day

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training program is designed to provide participants with the knowledge and skills required to perform internal audits of the IATF 16949:2016 Automotive Quality Management System (QMS). The course focuses on auditing principles, techniques, and practices that ensure compliance with IATF 16949:2016 requirements, customer-specific requirements (CSRs), and continual improvement processes.

OBJECTIVE(S):

- Understand the principles and requirements of IATF 16949:2016.
- Learn the role and importance of internal audits in the automotive industry.
- Develop skills to plan, conduct, and report internal audits.
- Identify non-conformities and suggest corrective actions.
- Enhance quality and operational efficiency through effective internal audits.

TARGET GROUP(S):

- Managers and supervisors in the automotive industry.
- Quality assurance and quality control personnel.
- Internal auditors and audit team leaders.
- Employees involved in IATF 16949:2016 compliance and audits.

ENTRY REQUIREMENT(S):

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

TOPIC(S):

1. Introduction to IATF 16949:2016 and Its Importance in the Automotive Industry.
2. Understanding IATF 16949:2016 Requirements and Clauses.
3. Customer-Specific Requirements (CSRs) and Their Role in QMS.
4. Internal Audit Fundamentals Based on ISO 19011:2018 Guidelines.
5. Planning and Preparing for an Internal Audit.
6. Conducting Internal Audits and Identifying Non-Conformities.
7. Reporting Audit Findings and Corrective Actions.

LIST OF REFERENCE BOOK(S):

- IATF 16949:2016 Standard.
- ISO 9001:2015 Standard (as the foundational framework).
- ISO 19011:2018 Guidelines for Auditing Management Systems.

LIST OF TEACHING AID(S):

- LCD projector.
- Computer.
- Whiteboard with accessories.

METHODOLOGY(S):

- Lecture.
- Role-playing and simulations.
- Group discussions.

TRAINING SCHEDULE

Day 1

Time	Activity/Topic
8:30 am - 9:00 am	Registration and Introduction
9:00 am - 10:30 am	Topic 1: Introduction to IATF 16949:2016 and Its Importance in the Automotive Industry
10:30 am - 10:45 am	**Morning Tea Break**
10:45 am - 12:30 pm	Topic 2: Understanding IATF 16949:2016 Requirements and Clauses
12:30 pm - 1:30 pm	**Lunch Break**
1:30 pm - 3:30 pm	Topic 3: Customer-Specific Requirements (CSRs) and Their Role in QMS
3:30 pm - 3:45 pm	**Afternoon Tea Break**
3:45 pm - 5:00 pm	Topic 4: Internal Audit Fundamentals Based on ISO 19011:2018 Guidelines

TRAINING SCHEDULE

Day 2

Time	Activity/Topic
8:30 am - 9:00 am	Recap of Day 1
9:00 am - 10:30 am	Topic 5: Planning and Preparing for an Internal Audit
10:30 am - 10:45 am	**Morning Tea Break**
10:45 am - 12:30 pm	Topic 6: Conducting Internal Audits and Identifying Non-Conformities
12:30 pm - 1:30 pm	**Lunch Break**
1:30 pm - 3:30 pm	Topic 7: Reporting Audit Findings and Corrective Actions
3:30 pm - 3:45 pm	**Afternoon Tea Break**
3:45 pm - 5:00 pm	Practical Exercise: Mock Internal Audit & Feedback