

# Agenda

## Day 1 »

Time	Chapter	Topic	Duration
8:00 AM	Intro	Introduction	30 min
8:30 AM	1	Introduction to Quality Management Systems	30 min
9:00 AM	2	Analysis of ISO 9001:2015 (Intro & Clause 4)	30 min
9:30 AM		Break	15 min
9:45 AM		Context of the Organization: Activity #1	15 min
10:00 AM		Analysis of ISO 9001:2015 (Clauses 5 & 6)	25 min
10:25 AM		Risks and Opportunities: Activity #2	20 min
10:45 AM		Analysis of ISO 9001:2015 (Clause 7 & 8)	40 min
11:25 AM		Operations: Activity #3	20 min
11:45 AM		Analysis of ISO 9001:2015 (Clause 9, 10 & Annex)	15 min
12:00 PM		Lunch	45 min
12:45 PM		ISO 9001:2015 Requirements: Activity #4	30 min
1:15 PM		Write a Nonconformity	15 min
1:30 PM		Audit to the Standard: Activity #5	90 min
2:30 PM		Break (taken during Activity)	15 min
3:15 PM		Discuss Activity #5	60 min
4:15 PM	3	Audits and Audit Findings	45 min
5:00 PM	4	Auditor Competence, Evaluation, and Certification	30 min
5:30 PM		End	

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## Day 2 »

Time	Chapter	Topic	Duration
8:00 AM	5	Audit Program	30 min
8:30 AM	6	Documentation	30 min
9:00 AM		Evaluation of Procedures: Activity #6	45 min
9:30 AM		Break (taken during Activity)	15 min
10:00 AM	7	Audit Techniques	30 min
10:30 AM		Question Writing: Activity #7	15 min
10:45 AM		Discuss Activity #7	15 min
11:00 AM		Audit Techniques (continued)	15 min
11:15 AM		Prepare for Audit 1: Activity #8	60 min
12:00 PM		Lunch (during Activity #8)	45 min
1:00 PM		Audit Techniques (continued)	60 min
2:00 PM		Conduct Audit 1: Activity #9	90 min
2:30 PM		Break (taken during Activity)	15 min
3:45 PM		Discuss Activity #9	15 min
4:00 PM		Compile Findings: Activity #10	45 min
4:45 PM	8	The Audit Cycle	15 min
5:00 PM		Applicability of Clauses: Activity #11	15 min
5:15 PM		The Audit Cycle (continued)	45 min
6:00 PM		End	

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## Day 3 »

Time	Chapter	Topic	Duration
8:00 AM	9	Application of the Audit Cycle	15 min
8:15 AM		Prepare Audit Checklist: Activity #12	60 min
9:15 AM		Application of the Audit Cycle (continued)	30 min
9:30 AM		Break	15 min
10:00 AM		Conduct Audit 2: Activity #13	120 min
12:00 PM		Lunch	45 min
12:45 PM		Discuss Activity #13	15 min
1:00 PM		Compile Findings: Activity #14	45 min
1:45 PM		Application of the Audit Cycle (continued)	15 min
2:00 PM		Prepare Audit Report: Activity #15	60 min
2:30 PM		Break (taken during Activity)	15 min
3:15 PM		Closing Meeting, & Class Discussion: Activity #16	45 min
4:00 PM	Close	Closing	15 min
4:15 PM		Questions and Answers	15 min
4:30 PM		Examination	60 min
5:30 PM		End	