

## Course Materials

The supplies you will need are:

- PowerPoint: **Guide to Internal Audits** (included).
- PowerPoint: **Requirements of AS9120 REV A** (included).
  - A complete version with Speaker Notes is in this Trainer's Guide
- PowerPoint: **Steps of Internal Audit** (included).
  - A complete version with Speaker Notes is in this Trainer's Guide
- Student Manual (included).
  - Print one copy for **each student**
  - You may wish to have extra copies of the CPAR form
  - It includes reduced versions of all the PowerPoints.
- OK Stock Distributors Documents and Records (included).
  - Print one copy for **each team** of two or three students.

QTY	OK Stock Distributors Documents and Records	# of pages
1	Quality Manual	16
1	Master Document List	2
1	Internal Audit Master Schedule	1
1	P-530 Quality Policy Procedure	1
1	A-530-001 Quality Policy and Quality Commitment	1
1	P-710 Planning for Product Realization Procedure	1
1	F-710-001 Quality Planning Table	2
1	A-710-010 Process Flow Chart	1
1	P-720 Customer Related Processes Procedure	2
1	F-720-001 OSD Quotation / Proposal	1
1	P-740 Purchasing Procedure	2
3	F-740-1 OSD Purchase Order / Amended Purchase Order	3
1	F-740-002 Register of Approved Suppliers Form	1
1	F-740-003 Subcontractor Problem Log Form	1
1	P-852 Corrective Action procedure	2
1	R-850 Register of Improvement Action Reports - NCR-CAR-PAR	2
1	F-852-001 Corrective Action Request Form (CPAR)	1
1	NCR – Section 1 Corrective Action Requests	2
1	CAR – Section 2 Corrective Action Requests	3
1	PAR – Section 3 Corrective Action Requests	2
1	P-560 Management Review Procedure	2
1	F-560-001 Management Review Meeting Agenda	1
1	Minutes of Management Review	2

The AS9120 Standard (**NOT Included\***)

- You will need one copy for every 2-3 students.
- Standards are available electronically from  
<http://www.as9100store.com/BuyStandards.aspx>

**\*The AS9120 REV A Standard is a copyrighted document and we are unable to include it.**