AS9100 – Rev C
Presentation Materials

Trainer's Guide

Introduction to AS9100 –Rev C

Materials

This course is designed to train employees on the requirements of AS9100.
The course covers the structure, emphasis and requirements of the standard.

The course is approximately two hours long; the length may be changed by covering less detail, or by adding the suggested group exercises.

To begin preparing for the training session:

- Print the Notes pages of the Power Point presentation. (Open the PowerPoint presentation, select "Print", and select "Notes Pages").
- Print a copy of the Student Manual. You will then be able to prepare for the presentation using this guide and reviewing the speaker notes and student manual.

The content of the student manual matches the information in the PowerPoint slides. Let students know this at the beginning of the presentation to make it easier for them to take notes. The speaker notes provide additional detail.

You will need one copy of the standard for the trainer, and you may want copies for each student to refer to for details. Standards are available electronically from http://www.as9100store.com/BuyStandards.aspx

Agenda

Determine the appropriate time frame for your audience. The PowerPoint presentation is 73 slides. If you cover the information in the speaker notes your session will run about 2 hours.

Sample Agenda: (This agenda allows for time for attendees to ask questions during the presentation, as well as at the end)

8:00 Introduction/Coffee
8:15 AS9100 Structure
8:30 AS9100 Emphasis
8:45 Requirements
9:15 Break
9:30 Requirements (Continued)
9:50 Questions

For a more in-depth training, add the group exercises to the agenda.

Suggestions for Group Exercises

1. Identify Key Processes for each department represented. (In department groups)
   Process Map these processes
   List procedures required

2. Identify permissible exclusions

3. Review current quality policy. Develop measurable goals for each department to support this policy.

4. Develop a program to communicate the importance of meeting customer requirements.

5. Develop a communication program for training employees on the importance of their position and it's affect on meeting quality objectives.

Additional Information: http://www.as9100store.com

Questions we will cover today:

- What is AS9100?
- What does a company need to do to Register to AS9100 Rev C?
- What are the requirements?
  - Section 4 General Requirements
  - Section 5 Management Responsibility
  - Section 6 Resource Management
  - Section 7 Product Realization
  - Section 8 - Measurement, Analysis & Improvement
- What are the next steps for certification?

8.5 Improvement

- 8.5.1 Continual Improvement
  - Improve the effectiveness of your system through the use of the quality policy, quality objectives, audit results, analysis of data, corrective and preventive action and management review

The requirement here is to improve the effectiveness of your system. The clause tells you exactly what to focus on to achieve that improvement.