



PD675 ASME NQA-1 Lead Auditor Training

Day 1

- Course Introduction
- Rules, Regulations, Standards, and Guidance
 - Purpose, content, use, and interrelationships of 10 CFR 50, 10 CFR 21, 10 CFR 830, DOE O 414.1C, NQA-1, and ISO 9001

Day 2

- Review
- Rules, Regulations, Standards, and Guidance Workshops
 - Determine how to compare earlier editions of the Standard against the current version
 - Case study - apply what you learned about the regulations, orders, and standards
- Audit Program and Planning
 - Introduction of the elements of an audit program and planning for an audit program
- Audit Preparation
 - How to prepare for an audit, including the necessary resources, where information can be obtained, and the purpose of a checklist and how to use it
- Audit Preparation Workshops

Day 3

- Audit Preparation Workshops (cont'd)
- Review
- Audit Performance
 - Activities that occur during an audit
- Audit Performance Workshops
 - Determine whether proper and improper audit techniques were used and if any findings, observations, and opportunities for improvement should be noted
 - How to write effective deficiency statements and evaluate proposed corrective action
- Audit Reporting and Follow-up
 - Discuss the iterative nature of finding responses and how to verify corrective action and action to prevent recurrence



Day 4

- Audit Performance Workshop
 - Interactive exercise: performance phase of the audit and the use of the audit checklist when performing the examination
- Review and prepare for exam
- Exam