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