

AQS 115 -- Exam #3 Review

This study guide is meant to guide you when in studying for the exam. I hope you find it helpful. It is not a contract of what content will or won't be on the exam. The questions on the exam will be from the topics below.

Auditing Preparation, Conducting, Reporting and Follow-up

Arter Text, Chapters 3, 4, 5, and 6

ISO 19011:2011 Auditing guidelines Clauses 5.2, 5.3, 6.1 – 6.7, 7.0

Audit Preparation

Distinguish between System, Process, Product and internal/external audits

7 process steps for auditing

Initiate

Conduct document review

On-site preparation

Conducting on-site visit

Audit report (preparation, distribution)

Closure

Follow-up (if applicable)

- Describe and select tools, activities associated with each process step
 - Opening meeting
 - Interviewing techniques
 - Objective Evidence
 - Reporting/describing findings (non-conformance)

Slide deck and Handouts