

## 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.

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### **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**