

## PROCESS AUDIT VDA 6.3:2016 - INTERNAL AUDITOR-

### DAY ONE

---

#### Introduction and Welcome

Area of application for a process audit; Limits of a process audit– potential analysis; Identifying process risks (risk analysis); Requirements regarding auditors; Auditor qualifications; Code of behavior for auditors; Final evaluation and closure; Potential analysis (Process element P1)

Objective and purpose of the potential analysis; Pre-conditions; Preparation; Operational sequence of a potential analysis; Assessment

The audit process; Audit programme; Audit contract; Preparation; Execution; Assessment; Presentation of results

#### PAUSE

09 – 17h

Assessing the potential analysis; Assessing a process audit for material products; Assessing the individual questions; Assessing sub-elements in the process analysis of production and generic baselines; Overall assessment; Assessing product groups and process stages; Assessing service processes; Individual assessment of questions & process elements; Overall assessment of the audit result

### DAY TWO

---

Classification; Using the questionnaire (process elements P2 to P7); Questionnaire; Questionnaire overview; Project management P2); Planning the product & process development (P3); Carrying out the product & process development (P4); Supplier management (P5); Serial production (P6); Customer support, customer satisfaction, service (P7)

Services (PD); Assessment forms & overviews (examples); Process audit for material products; Process audit for services; Potential analysis; Best Practice/Lessons Learned; Example of information provided by the supplier; Assessment guidelines; Data stores;

KNOWLEDGE TEST