

Name of the educational activity:**Practical workshop - Preparation for an examination of an Internal/External Auditor for exercise of process audits according to VDA 6.3****Annotation:**

The target of the workshop is to refresh and repeat the knowledge and learning acquired at previous trainings of VDA 6.3, among other things also by means of practical exercises, **in order to prepare internal auditors for an examination of an Internal/External process auditor according to the current VDA 6.3:2016 standard**

Experienced trainer and external process auditor (**from AUTOMOTIVE environment**) will acquaint the workshop participants with potential studies and, in a form of workshop, he will acquaint them with the methods of activities being performed at each stage of the auditing process in compliance with the handbook Process audit **VDA 6.3:2016**.

Main topics:

- Requirements for the system – essential notions
- **Overview of the VDA 6.3:2016 publication**
- Process-oriented approach:
- **Audits – process as such**
- **Question from the catalogue for individual elements and under the P2, P3, P4, P5, P6, P7 elements**
- Audit Report - **VDA 6.3 Analysis-Tool**
- **Potential analysis – P1**
- **Exercises – practical examples**

Target group of participants:

- **Internal process auditors** according to VDA 6.3, and interested persons / prospective external auditors,
- employees from the area of Quality control,
- employees who participate in monitoring and management of suppliers,
- employees who want to get acquainted with the requirements of quality assurance and with resolving internal and external non-conformances,
- employees participating in improvement of processes.

Overall extent of the training activity (extent 16 hours):

Day 1:

- 09:00 – 09:30 Commencement of the training, invitation of participants, organizational instructions regarding the training.
- 09:30 – 10:00 **Overview of the VDA 6.3:2016 publication**
As the first step of the repeating, the participants obtain the general **overview of individual VDA 6.3 chapters** – Red Book.
Brief attention is paid to the parts with most important changes.
- 10:00 – 10:30 **Process-oriented approach.**
Repeating of a process-oriented **approach to risk analysis by means of a model of a turtle**. Preparation for the following group exercise, which is used as a „warm-up“ for requalification.
- 10:30 – 11:30 **Training.**
Practical drill – preparation of a turtle model for selected processes by the participants.
Work in groups. Joint presentation follows.
- 11:30 – 12:30 Lunch break
- 12:30 – 13:00 **Audit process**
Each single process phase is explained in full extent. Special emphasis is laid upon the importance of the preparatory phase.
- 13:00 – 13:30 Questions from the catalogue: **Element P2**
In general, only the new/modified questions are being discussed.
- 13:30 – 14:00 Questions from the catalogue: **Element P3**
In general, only the new/modified questions are being discussed.
- 14:00 – 14:30 Questions from the catalogue: **Element P4**
In general, only the new/modified questions are being discussed.
- 14:30 – 15:30 **Training.**
Practical drill – allocation of the questions from the catalogue for the elements P2, P3, P4 to the prescribed findings.
The participants work individually; common evaluation
- 15:30 – 16:00 Closure of Day 1 (Questions to the topics discussed in the given day).

Day 2:

- 09:00 – 09:30 Questions from the catalogue: **Element P5**
In general, only the new/modified questions are being discussed.
- 09:30 – 10:00 Questions from the catalogue: **Element P6**
In general, only the new/modified questions are being discussed.
- 10:00 – 10:30 Questions from the catalogue: **Element P7**
In general, only the new/modified questions are being discussed.
- 10:30 – 11:30 **Audit Report - VDA 6.3 Analysis-Tool**
Changes in contents, evaluation, rules for decreasing of the overall evaluation
- 11:30 – 12:30 Lunch break
- 12:30 – 13:30 **Training”**
Practical drill – allocation of the questions from the catalogue for the elements P5, P6, P7 to the prescribed findings.
The participants work individually; common evaluation
- 13:30 – 14:00 **Potential analysis – P1**
The contents of the process element used in association with the selection procedure in the supply chain Presented are the surveys and changes only. Besides that, also the composition of questions is being discussed.
- 14:30 – 15:30 **Exercise:**
Case studies.
The participants work individually; common evaluation
- 15:30 – 16:00 Survey of knowledge of the training.
Discussion and conclusion

Length of training:

2 days.

Training Expert Supervision:

Vladimír Repiský - Licensed auditor for VDA 6.3 and Licensed auditor for CAE®

Completion of training:

After successful completion of the training, the participants acquire a certificate on completion of the training „**Practical workshop - preparation of an External auditor for exercise of process audits according to VDA 6.3**“.

Training price:

	OPEN training	IN-HOUSE training
	BASIC PRICE	BASIC PRICE
Price without VAT / person	395 €	Individual agreement with the client
Price with VAT / person	474 €	Individual agreement with the client

The price includes

- CAE® training course fee,
- rich training documentation,
- experienced trainer and auditor with practice at projects in automotive industry,
- refreshment.

The deadline for the training is 7 days before its commencement.

At registration of multiple participants from one company, for the second and next participants we grant a discount of 10 %.

Cancellation fees:

If a participant does not appear or if he cancels his attendance 7 or less days prior to commencement of the bindingly ordered training:

- If the bindingly registered participant will delegate his substitute, no cancellation fees are charged to the participant. However, the participant shall send a request for enlisting his substitute in an e-mail form.
- If the bindingly registered participant will not delegate his substitute, cancellation fees are charged to the participant in a sum of 100% of the price of the training.

Processing of personal data:

The information regarding using of your data and applying your rights, especially the right to object processing of your personal data, is specified on the site <https://www.auditicistoty.com/cleanliness-audits-excellence/kontakt/> in the section PRINCIPLES OF PROTECTION OF PERSONAL DATA.