



VDA 6.3 : 2010 Effective Process Auditing Methodology (IN-HOUSE / PUBLIC TRAINING PROGRAMME)

SBL
Scheme



Introduction

VDA 6.3 standard is based on ISO9001 and specialized for automotive standard requirements. VDA 6.3 is a German recognized set of rules and guidelines for conducting **Process Audits** in automotive industry especially for German OEM car makers. Many companies from other sectors also adopted the VDA6.3 for their process audit activities because of the unique and strengths of this audit. The training will familiarize you with the basic content of VDA6.3 and its application during audits. You will become acquainted with the different aspects of audit organization, audit implementation and correct audit documentations. In 2010 the former VDA6.3 standard from 1998 was replaced by a completely revised new version. This training will explain changes in the VDA6.3 standard. The objective was to reorganize the process audit, making it more precise to current automotive industry needs. The process audit is the link between a System Audit and a Product Audit.

Learning Outcomes/Objectives

This course is to provide participants with the background, knowledge and skills in internal quality auditing to :-

- German automotive's VDA 6.3 Process Audit methodology and approaches,



- Achieve the ability to conduct an effective and efficient audit through process audit trials,
- Understand the techniques and methodologies in Process, Product and System Audits,
- Help to streamline the role of auditor and auditee,
- Help participants to understand the communication skills required,
- Understand the important of an effective audit using audit checklists.

Program Contents :-

- + Registration
- + Introduction
- + Ice-breakers (Warm-Up Exercise)
- + Training Schedule Confirmation
- + Briefing of ISO/TS16949:2009, ISO9001:2008 and ISO19011:2011 requirements.
- + Introduction to VDA (Verband Der Automobilindustrie - German Automobile Industry Association) quality standards and structure
- + Quality Auditing as a Management Tools for Quality Improvement
- + Terms and definition related to Quality Auditing
- + Types of audits (System, Product and Process)
 - Example of System, Product and Process Audits
- + VDA 6.3 Process Audit definition and requirements
- + Audit Process Flow and Mapping
- + Who are involved in Quality Audit ?
- + Parties involved in Quality Audit and their relationship
- + What are the roles of Quality Auditor, Auditee and Client ?
- + Ideal attributes and characters of Quality Auditors.
 - Principle of Quality Auditing
 - Ethical Conduct
 - Fair Presentation
 - Due Professional Care
 - Independence
 - Evidence Based Approach
- + What is Accreditation and Certification?
 - Definition
 - Roles and Functions
- + Managing Quality Audit Programme
 - Quality Management Representative (QMR) roles
 - Recommended good practices in Quality Audit Programme
- + Audit planning and preparation (Effective Auditing)
 1. Audit Programme
 2. Audit Contract
 3. Audit Preparation
 4. Audit Execution and Assessment (steps in conducting process audits)
 5. Non-conformance writing



6. Audit reporting process.
 7. Post audit activities (corrective actions, verification and follow-up).
 8. Record retention.
- New Process Approach Auditing Methodology
 - VDA 6.3 Process Audit Questionnaire / Assessment
 - VDA 6.3 Form and Examples

Who should attend

This course is designed for managers, executive and quality professionals who needs to understand and implement the VDA 6.3 process audit requirements. It is suitable for all involved in initial certification, maintenance and upgrading of auditing knowledge.

Methodology

The program would be conducted by using the following materials / aids :-

- Course Notes
- OHP / LCD
- Case Study
- Group Activities
- Lecturettes

Duration

2 days

