

## API Q1 10th Edition Internal Auditor Training Course Details

October 20, 2023

### Overview

The 4-Day API Q1 10th Edition Internal Auditor training course encompasses the following:

- 3-days detail overview of API Q1 10<sup>th</sup> Edition Quality Management System Requirements for Organizations providing products for the Petroleum and Natural Gas Industry
- 1-day Internal Auditing Techniques

The course is essentially three days of hands-on training on the API Q1 standard plus one day of training in auditing techniques.

This course has been designed by Mireaux Management Solutions based on years of experience implementing API Q1 Quality Management Systems, auditing various management systems, and training on API Q1. This course focuses on four areas:

- Background and application of API Q1 standard.
- In depth overview of each clause of the API Q1 standard, using a 3-prong approach: what the standard says, how to implement the standard in the real world, and how to audit it.
- Explanation of changes from the API Q1 9<sup>th</sup> Edition to the 10th Edition.
- The fundamental requirements to create an Internal Audit Program and conduct Internal Audits in accordance with ISO 19011:2018, “Guidelines for Auditing Management Systems”.

A well-structured Case Study and Role-playing audit scenarios help participants develop a hands-on understanding that will facilitate implementation of a world-class Quality Management System and Internal Audit program.

### Learning Objectives

By the end of the course, participants should have attained knowledge and understanding of the following concepts:

#### API Q1 10<sup>th</sup> Edition

- Industry applicability of the API Q1 standard.
- How to use the Process Approach to identify the organization’s core and support processes.
- Each of the API Q1 clause requirements, how to implement each of these clauses in the real world, and how to audit them.
- The necessary steps to:
  - Implement a brand-new Quality Management System based on API Q1 10<sup>th</sup> Edition.
  - Transition an existing Quality Management System from API Q1 9<sup>th</sup> Edition to the 10<sup>th</sup> Edition.
  - Upgrade an existing Quality Management System from ISO 9001:2015 to API Q1 10<sup>th</sup> Edition.
- Examples of manual versus electronic record keeping.
- The APIQR registration and certification process.

#### Internal Auditing Techniques

- Roles and responsibilities of Internal Auditors.
- How to plan Internal Audits.

- How to execute Internal Audits, through interviews, observation and review of documentation.
- How to write clear nonconformities and effective Internal Audit reports.
- Following up on nonconformities.

### **Prerequisites**

The API Q1 10th Edition Internal Auditor training course does not have any prerequisite courses.

For individuals with little or no previous knowledge of API Q1 or Quality Management Systems, who would like to maximize their knowledge; we recommend Mireaux's Fundamentals or Advanced Document Control courses as preamble and introduction to management systems, followed by an ISO 9001:2015 course (Implementation or Internal Auditor).

### **Summary Agenda**

The topics in this course include:

#### API Q1 10<sup>th</sup> Edition

- Background and History of API Q1
- Quality Management Principles
- Structure of API Q1 10<sup>th</sup> Edition
- The Process Approach
- About APIQR Registration and Certification Program
- Detail review of Clause 4: Quality Management Systems Requirements
  - Quality Management System
  - Management Responsibility
  - Organization Capability
  - Documentation Requirements
  - Control of Records
- Detail review of Clause 5: Product Realization
  - Contract Review
  - Planning
  - Risk Assessment
  - Design
  - Purchasing
  - Control of Product Realization
  - Product Release
  - Testing, Measuring, Monitoring and Detection Equipment (TMMDE)
  - Control of Nonconforming Product
  - Management of Change (MOC)
- Detail review of Clause 6: QMS Monitoring, Measurement, Analysis and Improvement
  - General
  - Monitoring, Measuring, and Improving
  - Analysis of Data
  - Improvement
  - Management Review

#### Internal Auditing Techniques

- Establishing the Audit Program:

- Audit Frequency and Schedule
- Audit Templates
- Audit Findings
- Audit Planning
- Principles of Auditing
- Auditor Competence
- Performing the Audit:
  - Preparing the Audit Agenda
  - Preparing Checklists
  - Opening Meeting
  - Audit Interviews
  - Closing Meeting
  - Audit Report

### Training Methods and Requirements

This course is live Instructor-Led, and delivered as follows:

- Public Training: via **Live Stream**
- Private Training: In-Person at your facility, via **Live Stream**, or a combination of both

**Live Stream** participants will need the following tools to effectively complete this course:

- Computer or laptop with software or operating system compatible with MS Teams
- Audio and Visual equipment (i.e., webcam, microphone, headset, etc.)
- Strong internet connection

### Course Materials

Participants will receive comprehensive reference material, including:

- Training Course Workbook
- Workshops
- Training copy of the API Specification Q1 10<sup>th</sup> Edition

For **Live Stream** participants, training course material will be shipped to the shipping address provided at the time of registration, 3-5 days prior to the start of training.

For In-Person participants, training course material will be provided to participants on the first day of class upon their arrival.

### Duration and Course Hours

The duration of this course is four days, as follows:

- Day 1 8:30 AM to 4:30 PM (CST)
- Day 2 8:30 AM to 4:30 PM (CST)
- Day 3 8:30 AM to 4:30 PM (CST)
- Day 4 8:30 AM to 4:30 PM (CST)

Daily 30-min lunch around noon and hourly breaks are scheduled throughout the duration of the course.

### Successful Completion of Course and Test

Participants' successful completion of the course is determined by:

- Active participation
- Completion of workshops administered at various stages of the class
- Completion of Implementation and Internal Auditor Tests

#### **Certificate and Continuing Education Units (CEUs)**

An electronic Certificate of Completion is provided to all participants upon successful completion of the course. The Certificate awards a total of 2.8 CEUs to participants who attend the entire duration of the course and pass Tests with a minimum score of 70%.

## **Training Services Disclosure Policy**

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