

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

November 10, 2024

### Overview

The 4-Day API Q1 10th Edition Errata 1, Errata 2, and Addendum 1 Internal Auditor training course encompasses the following:

- 3-days detail overview of API Q1 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 Specification 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 Specification.
- In depth overview of each clause of the API Q1 Specification, using a 3-prong approach: what the Specification says, how to implement the Specification in the real world, and how to audit it.
- Explanation of changes from the API Q1 9th 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 Specification

- Industry applicability of the API Q1 Specification.
- 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.
  - Transition of an existing Quality Management System from API Q1 9<sup>th</sup> Edition to the 10<sup>th</sup> Edition.
  - Upgrade of an existing Quality Management System from ISO 9001 to API Q1.
- 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 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 Amd. 1 course (Implementation or Internal Auditor).

### **Summary Agenda**

The topics in this course include:

#### API Q1 Specification

- Background and History of API Q1
- Quality Management Principles
- Structure of API Q1
- 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 can be delivered as follows:

- Public Training via **Live Stream** or In-Person at the Mireaux Training Center located in Houston, TX (for select class dates).
- Private Training In-Person at your facility, or via **Live Stream**.

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

- Computer or Laptop
- Microphone and Webcam
- Strong internet connection

## **Course Materials**

Participants will receive comprehensive reference material, including:

- Training Course Workbook
- Workshops
- Case Study
- Training copy of the API Specification Q1 10<sup>th</sup> Edition Errata 1, Errata 2, and Addendum 1

**Live Stream (within the US):** Hard copies of the training course material will be shipped to participants, 3-5 days prior to the start of training, to the shipping address provided at the time of registration.

**Live Stream (outside the US):** Soft copies of the training course material will be provided via SharePoint links which can be viewed, downloaded or printed, via email 3-5 days prior to the start of training.

**In-Person:** Hard copies of the training course material will be provided to participants on the first day upon arrival.

## **Duration and Course Hours**

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

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

Mireaux offers this training course Globally, therefore time zones will vary based on the class selected. Daily 30-min lunch 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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