

## API Q2 2nd Edition Internal Auditor Training Course Details

November 10, 2024

### Overview

The 4-Day API Q2 2nd Edition Internal Auditor training course encompassing the following:

- 3-days detailed overview of API Q2 requirements
- 1-day Internal Auditing Techniques

The course is essentially three days of hands-on training on the API Q2 Specification for Quality Management System Requirements for Service Supply Organizations for the Petroleum and Natural Gas Industries, plus one day of training in auditing techniques.

This course has been designed by Mireaux Management Solutions based on years of experience implementing API Q2 Quality Management Systems, auditing Quality Management Systems, and training on API Q2. This course focuses on three areas:

- Background and application of API Q2 Specification.
- In depth overview of each clause of the API Q2 Specification for Quality Management System Requirements for Service Supply Organizations for the Petroleum and Natural Gas Industries, explaining what the specification says, how to implement the specification in the real world, and how to audit it.
- 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 develop a hands-on understanding that will facilitate the implementation of a good 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 Q2 Specification

- Industry Applicability of the API Q2 Specification.
- How to apply the Process Approach to identify the organization's core and support processes.
- The necessary steps to:
  - Implement a brand new Quality Management System based on API Q2
  - Upgrade of an existing Quality Management System from ISO 9001 to API Q2
- Each of the API Q2 Specification's clause requirements, how to implement each of these clauses in the real world, and how to audit them.
- 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, and review of documentation
- How to write clear nonconformities and effective Internal Audit reports

- Following up on nonconformities

## Prerequisites

The API Q2 2nd Edition Internal Auditor training course does not have any prerequisite courses.

For individuals with little or no previous knowledge of API Q2 or Quality Management Systems, who would like to maximize their knowledge; we recommend Mireaux's Fundamentals or Advanced Document Control course as a 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:

- Background and History of API Q2
- Quality Management Principles
- Structure of API Q2
- The Process Approach
- About APIQR Registration and Certification Program
- Detail overview of Clause 4: Quality Management Systems Requirements
  - General
  - Management Responsibility
  - Organization Capability
  - Documentation Requirements
  - Control of Records
- Detail overview of Clause 5: Realization of Service and Service-related Product
  - Contract Review
  - Planning
  - Risk Assessment and Management
  - Design and Development
  - Contingency Planning
  - Purchasing
  - Execution of Service
  - Control of Testing, Measuring, Monitoring and Detection Equipment
  - Service Performance Validation
  - Control of Nonconformities
  - Management of Change (MOC)
- Detail overview of Clause 6: Quality Management System Measurement, Analysis, and Improvement
  - General
  - Monitoring, Measuring, and Improving
  - Analysis of Data
  - Improvement
  - Management Review
- Internal Auditing Techniques:
- Principles of Auditing and Auditor Competence
- Audit Planning and Audit Agenda
- Document Review and Checklists
- Performing the Audit:
  - Opening meeting
  - Audit Performance and Audit Findings

- Writing Nonconformities
- Closing Meeting and Audit Report
- Audit Follow Up
- Keeping your Auditing Skills Sharp

## Training Methods and Requirements

This course is live, Instructor-led, and can be delivered as follows:

- Public Training via **Live Stream**.
- 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 Q2 2<sup>nd</sup> Edition

**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)**

A 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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