



Internal Auditor Training for AS9100D

Start here: what's inside, how to run the course, and what records to keep.

Everything you need to train your own internal auditors in-house: a 37-slide deck with speaker notes on every slide, a 20-question quiz with an answer key, a practice audit of a fictional machine shop, and a completion certificate you fill in and sign.

What's inside

File	What it is
00_Start_Here_README.pdf	This guide
01_Internal_Auditor_Training_Deck (.pptx + .pdf)	37 slides in five sections: why we audit, planning, running the audit, findings and follow-up, practice. Speaker notes give talking points, questions for the group, and answers. Editable in PowerPoint, Keynote, Google Slides, or LibreOffice.
02_Quiz_and_Answer_Key (.docx + .pdf)	20 multiple-choice questions mapped to the learning objectives. The answer key on the last page explains each answer.
03_Practice_Audit_Scenario (.docx + .pdf)	Audit of purchasing and receiving at fictional Harbor Point Machining: procedure extract, 10 evidence items, finding sheets, and a trainer answer key with six findings, two red herrings, and one positive.
04_Completion_Certificate (.docx + .pdf)	Landscape certificate with fill-in name, date, hours, score, and signatures.

How to run the course

Block	Slides / material	Time
Intro and objectives	Slides 1-4	15 min
1. Why we audit	Slides 5-10	30 min
2. Planning the audit	Slides 11-16	40 min
Break		15 min
3. Running the audit	Slides 17-24	45 min
4. Findings and follow-up	Slides 25-30	35 min
5. Practice: quick exercise	Slides 31-32	15 min
Practice audit	Slide 33 + handout 03	60 min
Quiz, review, certificates	Slides 34-37 + 02 + 04	35 min

Total about 4.5 hours with the break. It splits well into two half-days at the break. Slide 2 is a trainer slide: hide it before presenting.

Before you teach

- Read every slide's speaker notes (View, Notes in PowerPoint).
- Replace the generic examples with your own procedure numbers, forms, and processes where you can.
- Print handout 03 **without** the trainer answer key pages, and print quiz 02 without its last page.
- Have your quality manual and your company's licensed copy of AS9100D in the room.
- Decide your pass criteria and write them into your training procedure. Suggested: 16 of 20 on the quiz, a practice finding the trainer accepts, then one supervised audit before auditing alone.



Internal Auditor Quiz

Internal Auditor Training for AS9100D - Document IAT-02 - Rev A (2026-10)

Name		Date	
Company		Score ____ / 20	

Circle one answer for each question. Closed book. 25 minutes. Suggested pass mark: 16 of 20.

1. What is the main purpose of an internal audit?

- A. To check that the QMS meets requirements and is working in practice
- B. To find out which employee caused a problem
- C. To prepare the paperwork the registrar wants to see
- D. To rewrite procedures

2. Which clause of AS9100D covers internal audit?

- A. 7.5
- B. 8.4
- C. 10.2
- D. 9.2

3. A customer auditing your shop is an example of a:

- A. First-party audit
- B. Second-party audit
- C. Third-party audit
- D. Process review

4. How should audit frequency be set?

- A. The same for every process
- B. Only when the registrar asks
- C. Based on importance, risk, changes, past results, and performance
- D. Once every three years

5. Who should NOT audit the corrective action process?

- A. The quality manager who owns the corrective action process
- B. The production lead
- C. A trained buyer
- D. An outside consultant

6. Which is the strongest checklist question?

- A. Do you calibrate gauges?
- B. Show me the calibration records for these five gauges at the bench
- C. Is calibration important?
- D. Are you sure all gauges are calibrated?