



		WORK INSTRUCTION				INTERNAL AUDITOR COMPETENCY & QUALIFICATION CRITERIA
Work Instruction No.	Issue	Rev.	Date	Page		
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1.0 Purpose	To establish a Procedure for Internal auditor qualification criteria for Product ,Process & System audit (QMS) & Supplier audits
2.0 Scope	Set criteria & Competecy for various internal audits
3.0 Responsibility	Department Head - QA /MR /Concerned HOD's

Audit Category	Requirements (Minimum)		Skills
1) IMS(QMS) Audit	Educational Qualification: BE/B.Tech /Diploma in Engg. (any branch) / Graduation	A) Work experience in automotive industry: 1. One Year (Including Musashi or outside) experience In auto motive industries. B). Knowledge on use of core tools & refernace manuals : like a) APQP b) PPAP with customer specific system or requirements. c) SPC. d) PFMEA. e) MSA C) QMS Auditor Trgaining 1..Should have attended The Internal auditor training programme on ISO /I ATF16949: 2016 , conducted by an external agency or in-house training (QMS consultant or in-house faculty) 2. Knowledge on IATF :2016 Standard ISO 14001 : 2015 / OSHAS 18001;2007 D). Audit experience & continual improvement process 1) Knowledge on IATF :2016 Standard ISO 14001 : 2004 / OSHAS 18001;2007 2) Use of reference documents like IATF guidelines, ISO 9001:2008: 3) Terminologies 4) Management of auditing 5) Audit skills 6) Automotive process approach to auditing 7) Customer specific requirements 8) Atleast 2 man days of audit experience must be achieved as co-auditor with in 1 year from basic qualification	1. Written test conducted by external trainer/ faculty with a pass / fail criteria. Test methods to evaluate. A) Knowledge on ISO/ IATF-16949: B) Audit skills-case studies C) Audit skills- practical test. D) Knowledge on Customer specific requirements. 2) Well versed with latest quality tools
2) Manufacturing Process audit	BE/B.Tech /Diploma in Engg. (any branch) / Graduation	Should have attended training programme on ISO/IATF16949: 2016 awareness conducted by an external agency or in-house training (QMS consultant or in-house faculty)	1. Knowledge of the Mfg.Process (1 ~ 2 years minimum) On the Job' experience in the process required. 2. Knowldge about Gear manufactuering process 3.Good exposure towards process & products
3) Product Audit	BE/B.Tech /Diploma in Engg. (any branch) / Graduation	1 years 'On The Job' training in inspection & testing activities	1. Use of IMTE & Drawing reading . 2.Knowledge of Quality aspects & functions 3. Well awarness about product fit , fuction and performance
4) Supplier Audit	BE/B.Tech /Diploma in Engg. (any branch) / Graduation	Work experience in automotive industry: 1. One Year (Including Musashi or outside experience) 2. Knowledge on use of core tools & refernace manuals 3.Should have attended Internal auditor training programme on ISO/IATF16949: 2016 awareness conducted by an external agency or in-house training (QMS consultant or in-house faculty) 4. Knowledge on IATF :2016 Standard ISO 14001 : 2015 / OSHAS 18001;2007 5. Audit experience & continual improvement process	1. Written test conducted by external trainer/ faculty with a pass / fail criteria. Test methods to evaluate. A) Knowledge on ISO/ IATF-16949: B) Audit skills-case studies C) Audit skills- practical test. D) Knowledge on Customer specific requirements. 2) Awarness about QAV1 & QAV2 requirements 3)Well versed with latest quality tools & Awarness about Standards(Material std ,Customer std etc)

Prepared By :

Checked by

Approved By :