



Course Materials

The supplies you will need are:

- PowerPoint: **Importance of Internal Audits** (included).
- PowerPoint: **Requirements of ISO 9001** (included).
 - A complete version with Speaker Notes is in this Trainer's Guide
- PowerPoint: **Steps of Internal Audit** (included).
 - A complete version with Speaker Notes is in this Trainer's Guide
- Student Manual (included).
 - Print one copy for **each student**
 - You may wish to have extra copies of the CPAR form
 - It includes reduced versions of all the PowerPoints.
- Sticky Bubble Gum Company Documents and Records (included).
 - Print one copy for **each team** of two or three students.

Qty	Sticky Bubble Gum Documents and Records	# of Pages
1	Quality Manual	11
1	Internal Audit Master Schedule	1
1	P-4.2-009 Control of Documents Procedure	2
1	Master Document List	1
1	P-5.0-002 Management Responsibility Procedure	3
1	SBG Organizational Chart	1
2	Management Review Minutes	2
1	P-7.2-005 Customer Related Processes Procedure	3
4	Quotes with Client PO's	8
1	P-7.4-004 Purchasing Procedure	2
1	F-7.4-005 Approved Vendor List Form	1
7	SBG PO's to SBG Vendors	7
3	F-7.4-003 Subcontractor Problem Log Form	3
1	Product Flow Chart	1
1	750-W-30 Bulk Gum Batching Work Instructions	2
1	750-W-140 Texturizing Work Instructions	2
1	P-8.3-003 Control of Nonconforming Product Procedure	1
1	P-8.5-001 Corrective Action Procedure	2
1	F-8.5-002 Corrective Action Log Form	1
11	F-8.5-001 Corrective Action Request (CAR) Form	11
2	F-852-001-A Corrective/Preventive Action Request (CPAR) Form	4

- The ISO 9001:2008 Standard (**NOT Included***)
 - One copy for every 2-3 students.
 - Standards are available electronically from http://www.the9000store.com/Buy_standards.aspx

* The ISO 9001:2008 Standard is a copyrighted document and we are unable to include it.