

PD811
ASME NQA-1 Lead Auditor Training

Day 1

- Welcome and Introductions
- Safety Moment (UK Nuclear)
- Course Introduction
- Introduce the NQA-1 Standard
- Section 2 – Regulations Orders and Standards
- Definitions applicable to Auditing
- Discuss the relevant QA requirements within the Nuclear Industry – BPVC, NQA-1, ISO 9001, ISO 19443, ONR TAGS (UK) and IAEA GSR Pt2
- Review the history of NQA-1
- How does NQA-1 Fit within the ASME codes and structures.
- Review the QA requirements of Part 1 & 2 and guidance in Parts 3 & 4.
- Study the specific requirements for auditing
- Case Studies and exercises

Day 2

- Recap Day 1
- Auditor attributes exercise
- Traits of a Nuclear Safety Culture and Safe Auditing - WANO Principles PL2013-1
- Lead Auditor Competence against the requirement of NQA-1 Part 3 (3.1-2.2)
- Audit Program and Planning introducing requirement 18 and 18A-1 (now 18 200)
- Understanding the specific requirements for auditing Part 1 Req 18
- How to apply the guidance in Part 3 Req 18A-1
- How to apply the guidance in Part 2 Req 18A-1
- Role of the Lead Auditor within the context of the audit team
- Develop the Audit Plan Notification and Prepare a Checklist
- Individual Task Exercise to prepare an Audit Plan Notification.
- Individual Task Exercise, using an Example Procedure Prepare a Simple Questionnaire
- Review activities that occur during the Audit and its Best and Worst Practices
- Open book assessment/ exercises

Day 3

- Individual feedback from instructor from in-class exercises
- Preparing the Opening Meeting and Setting the Tone of the Audit
- Individual Exercise to prepare a and Agenda for an Opening Meeting
- How to conduct an interview - Techniques and Tactics to Maximize Information
- Group Exercise and Group feedback
 - Learn the importance of objective evidence and how to evaluate it.
- How to write up a deficiency statement and determine the severity of the finding.
- Individual Exercise: write a deficiency statement based upon objective evidence obtained during your interview
- How to evaluate proposed Corrective actions.
- Preparing and delivering the Closing Meeting.
- Open book assessment/ exercises

Day 4

- Audit workshops
- Group Exercises
- Instructor feedback to students
- Course recap