
BQ-9000 Auditor Training

September 5-6, 2019 in Ames, IA (REG Headquarters)

The revisions of the BQ-9000 quality management standards for all Accredited Producers, Marketers, Laboratories and now Retailers require annual internal audits of your BQ-9000 quality management system - both to achieve and will be a significant driving force in the overall effectiveness and improvement processes of your quality management system.

Who Should Attend: The following people should consider attendance:

- Persons interested in conducting BQ-9000 internal audits within their company;
- Managers and supervisors that desire to better understand what takes place during registration and surveillance audits;

About the Course: Persons attending the class will receive:

- An overview of all of the program requirements within BQ-9000;
- Lectures regarding auditing processes combined with hands-on internal auditing exercises designed to develop auditing skills;
- Information on how to write effective audit notes, non-conformances and reports.

Day One:

Intro to BQ-9000 Elements and Philosophies;
Intro to Internal Auditing Principles including:
Auditor qualifications
Audit planning and preparation
Pre-Audit coordination and communication
Schedule preparation
Exercise 1 – Planning an audit
Intro to BQ-9000 Checklist and Use
How to Collect Evidence including:
Review documents and records
Conduct interviews
Observe conditions and behaviors
Take notes
Communicate to Auditee including issues and non-conformances;

Day Two:

Document and Issue Nonconformances;
Opening and Closing Meetings
Role playing and Practice including:
Opening meeting
Review of documents and records
Interviews (including note taking)
Use of checklist
Writing Non-conformances
Closing meeting
Corrective Action follow up
Inputs to Management Review meetings
Questions answered throughout the program



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How to Register:

The completed registration form may be returned to the NBB by visiting <http://www.bq9000.org/training>, or contacting Desiree Hale at the NBB office (800-841-5849) or dhale@biodiesel.org. The deadline to register has been set for Friday, August 16th. If you have any questions, please contact Scott Fenwick at 800-841-5849.

The program will commence at 8:00 am on Thursday, September 5th and end no later than 1:00 pm, Friday, September 6th, 2019. (Lunch will be included both days.) The meeting will be held at the headquarters of Renewable Energy Group at 416 S. Bell Avenue in Ames, IA. **The registration fee is \$695 and \$595 for each additional person from the same organization.** Hotel accommodations should be arranged individually.

About the Instructor:

Chris Garth of Carolina Management System Services has 30 years of manufacturing experience, with more than 15 years focus on quality management systems. He performs audits of quality and environmental, health, safety and security (EHSS) management systems for several registrars and has conducted BQ-9000 registration and renewal audits for the NBAC since 2005. He has led training sessions regarding BQ-9000 implementation and internal auditing since 2006.