Operational excellence

VDA 6.3 Process Audit

Two days to prepare and conduct a process audit according to VDA 6.3, at your site or at your suppliers. Participants discover the structure of the questionnaire, from the potential analysis to the process elements, apply the question-by-question rating, calculate the result and write findings based on evidence. The workshop simulates a process audit on a line at your site, in pairs.

Duration : 2 days

Objectives

1. Explain the purpose of the VDA 6.3 process audit and how it differs from a system or product audit
2. Describe the structure of the questionnaire: potential analysis, project management, development, suppliers, production, customer service
3. Apply the question rating and the calculation of the overall result, with the downgrading rules
4. Prepare an audit: scope, products and processes selected, adapted questionnaire, audit plan
5. Write findings based on evidence and follow the auditee's action plan

Programme

Day 1 — morning

• Process, system and product audits: objectives and complementarity

• Place of VDA 6.3 in automotive customers' expectations and in supplier evaluation

• Structure of the questionnaire: potential analysis (P1) and process elements P2 to P7

• Elements P2 to P4: project management, planning and execution of product and process development

Day 1 — afternoon

• Element P5: supplier management

• Element P6: analysis of the production process, from its inputs to its results, including staff and equipment

• Element P7: customer support, customer satisfaction, service

• Exercise: rating plant situations described in writing and in photos

Day 2 — morning

• Question-by-question rating, calculation of the result and downgrading rules

• Preparing an audit: choosing products and processes, adapting the questionnaire, audit plan

• Conducting on the shop floor: open questions, sampling, looking for evidence

• Writing findings and the closing meeting

Day 2 — afternoon (workshop)

• Workshop: simulated process audit on a line at your site, in pairs

• Rating the findings, calculating the result and grading

• The auditee's action plan and verification of its effectiveness

• Knowledge test and presentation of the findings

Teaching methods

• Simulated audit on your own line, with real observations and interviews
• Rating exercises on plant situations presented in writing and in photos
• Led by IATF 16949:2016 auditors, experienced in shop-floor auditing
• Work in pairs of auditor and co-auditor, with a debrief after each interview
• Mid-course quiz and knowledge test at the end of the session

Assessment and documents

Mid-course quiz, knowledge test and assessment of the simulated audit; end-of-course evaluation at D+1. Numbered training certificate, verifiable online, for each participant; training report and findings of the simulated audit handed to the company.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

This course does not replace the VDA 6.3 process auditor qualification, which follows its own pathway and exam set by the VDA. For audit method in general, see « Internal Auditor — ISO 19011:2018 »; for the automotive quality system, « IATF 16949:2016 — Automotive Quality ».

Practical information

Duration	2 days
Audience	Internal auditors and supplier auditors, supplier quality, project quality, quality managers of automotive sites
Prerequisites	Experience of internal auditing or production quality; knowing IATF 16949:2016 is useful
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Does the course award a VDA 6.3 auditor qualification?
No. ACG issues a training certificate, not the VDA 6.3 auditor qualification, which belongs to the VDA's own examination scheme. The course prepares you to conduct internal and supplier process audits according to the method.

Do we need the VDA 6.3 manual?
The manual and its questionnaire are VDA publications that your company obtains directly. The course explains their logic and use; it does not replace the reference document.

What is the difference with an internal system audit?
A system audit verifies that the requirements of a standard are covered by the organisation. A VDA 6.3 process audit assesses, for a given product and process, the ability to deliver conforming parts, from project to customer service, with a numerical rating.

Can we use it to audit our suppliers?
Yes, that is one of its main uses. The potential analysis is also used to evaluate a supplier before entrusting them with a new project.