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## **BQ-9000 Auditor Training**

**June 1-2, 2017 in Ames, Iowa (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



BQ-9000  
PO Box 104898  
3337a Emerald Lane  
Jefferson City, MO 65110-4898  
800-841-5849  
info@bq-9000.org

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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](mailto:dhale@biodiesel.org). The deadline to register has been set for Friday, May 19<sup>th</sup>. If you have any questions, please contact Scott Fenwick at 800-841-5849.*

The program will commence at 8:00 am on Thursday, June 1st and end no later than 1:00 pm, Friday, June 2nd, 2017. (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, Iowa. **The registration fee is \$695 and \$595 for each additional person from the same organization.** The Fairfield Inn & Suites is nearby and should be arranged individually. Contact information for the hotel is 2137 Isaac Newton Dr / SE 16<sup>th</sup> Street in Ames, IA; (515) 232-4000.

### About the Instructor:

Chris Garth of Carolina Management System Services has 29 years of manufacturing experience, with more than 13 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.



# Registration Form

BQ-9000  
PO Box 104898  
605 Clark Ave  
Jefferson City, MO 65110-4898  
800-841-5849  
info@bq-9000.org

## Auditor Training (6/1-2/2017) Ames, Iowa

Name (each attendee must submit a registration form)

Company

Address

City

State/Province

Zip/Postal Code

Telephone

Email

### Registration Fee – BQ-9000 Internal Auditor Training (Two Day Training)

Primary Registration

\$695.00

Additional Persons from Same Company (per person)

\$595.00

Hotel arrangements must be made separately by calling the Fairfield Inn & Suites hotel directly at 515-232-4000.

### Payment:

Registrations will not be processed without payment. Registration is not complete until confirmation is received.

**Check Enclosed.** Make check payable to National Biodiesel Board and mail with form to P.O. Box 104898, Jefferson City, MO 65110-4898

**Credit Card:** Please charge the above fees to  Visa  Mastercard  American Express

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

CSV (last 3-digit # on back of your card) \_\_\_\_\_

Name of Cardholder (please print) \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_

Credit Card Billing Address (if different from address above)

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip \_\_\_\_\_

### Cancellation Policy:

Refunds less a \$100 cancellation fee will be granted for requests received in writing two weeks before each training session. Fax request to (573) 635-7913.

**REGISTRATION DEADLINE: Friday, May 19<sup>th</sup>, 2017**