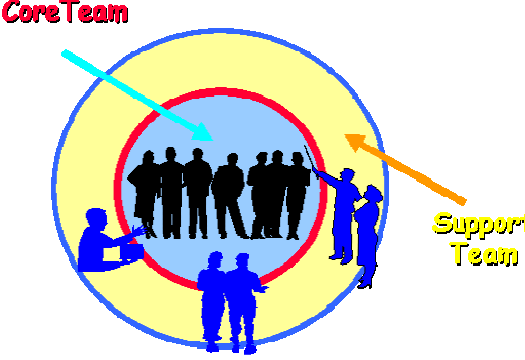
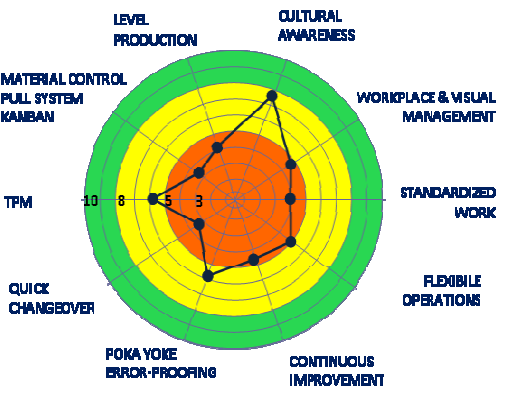


✚ Trainings & Workshops Program Overview 2009:

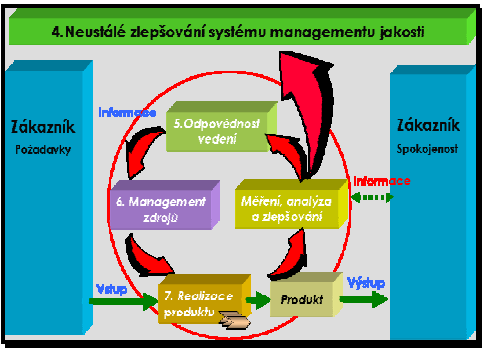
Title	duration
Quality Awareness Training - introduction training for quality tools and methods	2 dny
Lean Manufacturing - Poka Yoke / Error Proofing, 5S...	2,5 dne
ISO/TS 16 949:2002 Awareness Training - ISO/TS 16 949:2002 requirements	2 dny
ISO/TS 16 949:2002 Internal Auditor Training - training focused on basic principles of auditing, preparation, leading and evaluation	1 den
VDA 6.3 Audit - explanation of methods and procedures of production process audits – planning. preparation, realization, evaluation and following actions	2 dny
ISO 14001:2004 Awareness Training - ISO 14 001:2004 requirements, EMS	2 dny
ISO 14001:2004 Internal Auditors Training - training focused on the basic principles of EMS auditing	1 den
QFD (Quality Function Deployment) - understanding of QFD methodology and implementation at the practice	1,5 dne
APQP 2nd Edition - Advanced Product Quality Planning	1 den
PPAP 4th Edition - Production Part Approval Process	1 den
Design/Process FMEA 4th Edition - Failure Mode and Effect Analysis	2 dny
FMEA teams moderator training - workshop for FMEA moderators	1 den
MSA 3rd Edition – Awareness - Measurement System Analysis – introduction training	1 den
MSA 3rd Edition – Standard - Measurement System Analysis – standard training	2 dny
SPC 2nd Edition – Awareness - Statistical Process Control – introduction training	1 den
SPC 2nd Edition – Standard - Statistical Process Control – standard training	2 dny
Capability Studies - evaluation of the serial production process by the statistical attributes of process/product characteristics in relation to the requirements	1 den
DoE (Design of Experiment) - Experimental technique to learn the effects of process input changes on the process outputs	2 dny
Team Orientated Problem Solving (TOPS 8D) - identification, analyzing and team solving of problems, 8D methodology	2 dny
Quality Wall & Containment Actions and Analysis Awareness Training - different kinds of 100% control reg. the final OEM (Quality Wall, CSL-1, CSL-2)	1 den

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Quality Awareness Training		
Duration	Training	Workshop
2 days / team	2 days	included
Characteristic: <ul style="list-style-type: none"> Explanation of main Q-tools used in the Automotive Business. A comprehensive and interactive session between the audience and the IAA trainer whereby the content and intent of the Quality Standard is explained 		
Points: <ul style="list-style-type: none"> Process model and ISO 9000:2000 vs. ISO/TS 16 949:2002 APQP 2nd Edition QFD - Quality Function Deployment FMEA 4th Edition (SAE J1739) Control Plan(s) Standard Quality tools (Flow Chart, Ishikawa, Pareto...) MSA – Measurement System Analysis SPC – Statistical Process Control PPAP - Production Part Approval Process DoE – Design of Experiment TOPS 8D / G8D – Team oriented Problem Solving Lean Manufacturing EFQM Excellent Model 		 <p>The diagram shows a central circle labeled 'Core Team' containing silhouettes of people. This is surrounded by a larger yellow circle labeled 'Support Team' with silhouettes of people outside. Arrows point from the support team towards the core team.</p>
Training is recommended for: <ul style="list-style-type: none"> All new employees, Employees on the beginning of training process All employees that have contact (on a large or small scale) with the Quality System (Marketing, HR, etc.) 		
Objectives: <ul style="list-style-type: none"> Explanation of history, principles, effects, structure of Quality & Business system(s), Quality Tools in the Automotive Business. A detailed review of the applicable Quality & Business System exploring the content and intent of the Standard in practical business terms. When, Where, How and Why to use Q-tools, benefits. Explaining the impact of the Quality System on all levels of the organization Understanding of requirements and standards. Process of implementation and certification of Quality & Business systems, Quality Tools 		


Lean Manufacturing (Poka Yoke / Error Proofing, 5S...)		
Duration	Training	Workshop / Implementation
2,5 days / team	2 days	0,5 day (reg. customer requirement)
Charakteristic: <ul style="list-style-type: none"> Teoretical part – Lean Manufacturing (5S and Visual Management, Continual improvement, Poka Yoke/ Error Proofing, SMED/Quick Changeover, TPM, Pull System) Lean Manufacturing Assessment - GAP analyze (Ford methodology) 		 <p>The radar chart has seven axes: LEVEL PRODUCTION, CULTURAL AWARENESS, WORKPLACE & VISUAL MANAGEMENT, STANDARDIZED WORK, FLEXIBLE OPERATIONS, CONTINUOUS IMPROVEMENT, and POKA YOKE ERROR-PROOFING. It also includes MATERIAL CONTROL PULL SYSTEM KANBAN and TPM. The chart shows a central point with lines extending to various levels on the axes, indicating performance metrics.</p>
Training is recommended for: <ul style="list-style-type: none"> Multidisciplinary team (Marketing, Engineering, Quality...) and operators 		
Objectives: <ul style="list-style-type: none"> Explanation of principles of Lean Manufacturing Evaluation of current status and setting of the Control Policy First measures for Lean Manufacturing Project 		

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ISO/TS 16 949:2002 Awareness Training		
Duration	Training	Workshop
2 days / team	2 days	-
Characteristic: <ul style="list-style-type: none"> Second edition of this standard of automotive suppliers QS 9000, VDA 6.1, AVSQ, EAQF – Quality system, new structure of ISO 9000:2000. Requirements of Second Edition, explanation of changed / requirements contained in this edition. 		
Training is recommended for: <ul style="list-style-type: none"> Multidisciplinary team – with accent of all employees developed the product, process and prepared production line and tools. 		
Objectives: <ul style="list-style-type: none"> Understanding of requirements of ISO/TS 16 949:2002. Explaining differences between status of QS 9000 vs. ISO/TS 16 949:2002 Auditing, Questioner, new terminology 		
		

Internal Auditors Training ISO/TS 16 949:2002		
Duration	Training	Workshop
1 day / team	1 day	reg. customer requirement
Characteristic: <ul style="list-style-type: none"> Training focused on basic principles of auditing Different types of audits regarding the Audit Area and relation between the auditor and the audited subject planning, preparation and documentation, realization and presentation of results, plan of corrective actions, re-audits, etc. 		
Basic knowledge: <ul style="list-style-type: none"> Understanding of requirements of training for ISO/TS 16 949:2002. 		
<p>Training is possible to prepare as the "refresh re-training" for current Internal Auditors focused on the knowledge of ISO/TS 16 949:2002 requirements, preparation, realization and evaluation of audits.</p>		

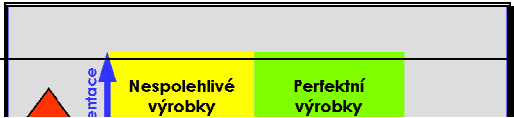
VDA 6.3 (Process Audit VDA 6.3)		
Duration	Training	Workshop
2 days / team	1 day	1 day (examples, training audit)
Characteristic: <ul style="list-style-type: none"> VDA 6.3 is normalization reference for auditing of production processes in Automotive. Includes instructions for planning, realization and evaluation of audits, corrective actions. Contents basic Audit Questionnaire of Production Audit – which can help you to create your own specific Questionnaire. 		
Training is recommended for: <ul style="list-style-type: none"> Internal Auditors, Supplier Quality Assistance and Development Auditors, Prcess and Product Developing, Production, Quality 		
Objectives: <ul style="list-style-type: none"> Explanation of methods and procedures of production process audits – planning. preparation, realization, evaluation and following actions. Requirements of auditors qualification (recommendation), VDA 6.3 point's and percentage evaluation methodology, classification of score, results Detailed explanation of Questionnaire including examples and training: A: Process of developing of the product, B: Serial production Training audit includes evaluation and final report creation 		

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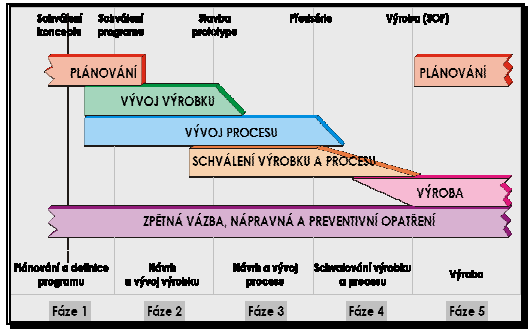
ISO 14001:2004 Awareness Training		
Duration	Training	Workshop
2 days / team	2 days	-
Characteristic: <ul style="list-style-type: none"> Requirements of ISO 14001:2004 – (EMS). Chapters: 4. EMS Requirements, 4.1. Requirements, 4.2. Environmental policy, 4.3. Planning, 4.4. Implementation and operating 4.5. Controlling, 4.5. Management Review. Explanation of new/changed requirements. Supplement A – Instruction and guidelines 		
Training is recommended for: <ul style="list-style-type: none"> Multidisciplinary team, Management of all departments, Development, production, Purchasing, Logistic, Quality... All team members cooperates on the implementation, operating and standardization process of EMS. Internal Auditors QMS – it's highly recommended to trained them for integrated QMS and EMS system. 		
Objectives: <ul style="list-style-type: none"> Understanding of EMS requirements ISO14001:2004. EMS principles and differences in new release Principles of evaluation of environmental aspects EMS at practice 		

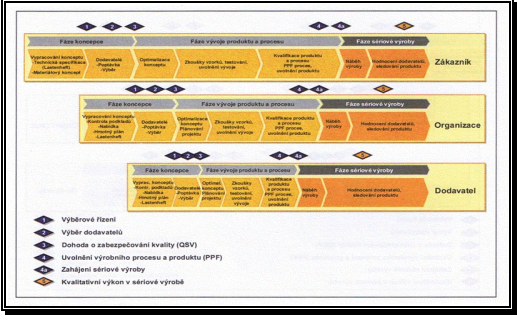
ISO 14001:2004 Internal Auditor Training		
Duration	Training	Workshop
1 day / team	1/2 day	1/2 day
Characteristic: <ul style="list-style-type: none"> Training focused on the basic principles of EMS auditing Recognize and identify criteria and the object of audit, EMS methodology Preparation for EMS audit, non-conformities evaluation, final evaluation. 		
Basic knowledge: <ul style="list-style-type: none"> Understanding of requirements of training for ISO/TS 14001:2004. 		

QFD (Quality Function Deployment)		
Duration	Training	Workshop
1,5 days / team	1 day	0,5 day
Characteristic: <ul style="list-style-type: none"> Structured methodology for understanding of different customer's requirements and their implementation into the corresponding technical specifications at all steps of developing and production. Setting of customer priorities and optimization of solutions. 		
Training is recommended for: <ul style="list-style-type: none"> Process and Product Development, Production, Quality, Purchasing, Marketing. 		

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<p>Objectives:</p> <ul style="list-style-type: none"> Understanding “why” is important to transform customers and markets requirements to the relevant technical specifications of product, process, setting of priorities for product, process. Understanding of QFD systematic methodology and applying at practice. 	
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APQP 2nd Edition Training (Advanced Product Quality Planning)		
Duration	Training	Workshop
1 day / team	1 day	reg. customer requirement
<p>Characteristic:</p> <ul style="list-style-type: none"> An automotive project management tool to manage the development process of a product or service. During this process all kinds of procedures need to be followed up in order to deliver the product or service according to the requirements of the customer. . Status Reporting 		
<p>Training is recommended for:</p> <ul style="list-style-type: none"> Multidisciplinary team (Marketing, Engineering, Quality...) 		
<p>Objectives:</p> <ul style="list-style-type: none"> Explanation of the APQP process Learning which quality tools must be used during the development process Learning the relationships between the Quality tools APQP Status Reporting. 		
		

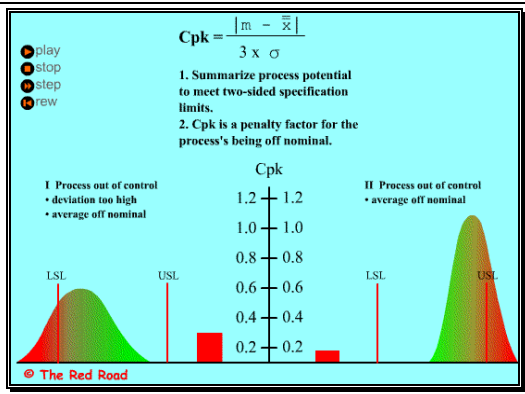
PPAP 4th Edition (Production Part Approval Process)		
Duration	Training	Workshop
1 day / team	1 day	reg. customer requirement
<p>Characteristic:</p> <ul style="list-style-type: none"> With PPAP it's possible to recognize if all customer requirements (design records, specifications, etc.) are understood by the supplier. It also must learn if the production process is capable to produce the products according to the specifications during an actual production run according to the demanded cycle times. 		
<p>Training is recommended for:</p> <ul style="list-style-type: none"> Multidisciplinary team (Marketing, Engineering, Quality...) Knowledge of APQP is required 		
<p>Objectives:</p> <ul style="list-style-type: none"> Learning which element should be included in the PPAP file. Explanation of the part approval process according to QS9000 / TS16949:2002 		
		

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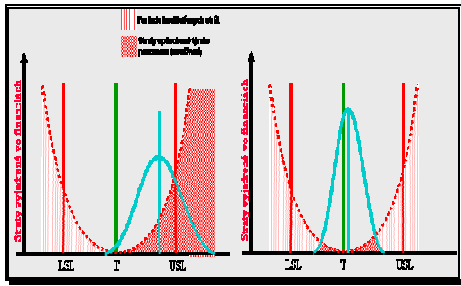
Design/Process FMEA 4 th Edition																																
Duration	Training	Workshop																														
2 days / team	1 day	1 day																														
<p>Characteristic:</p> <ul style="list-style-type: none"> FMEA is systematic method for identification of possible failures/defects of incoming or changing product/process... efficiency of this tool is in the identification of potential reasons of failures and defects, their elimination, set the control mechanism (Control Plans for Prototypes, Pre-Serial and Serial production). 4th Edition is active for automotive suppliers from June 2008. 																																
<p>Training is recommended for:</p> <ul style="list-style-type: none"> Multidisciplinary team – with accent of all employees developed the product, process and prepared production line and tools. 																																
<p>Objectives:</p> <ul style="list-style-type: none"> Identification of FMEA needs and their status at the project. Appropriation of FMEA methods. Presentment of standard Risk Management classifications. FMEA and Control Plans etc. FMEA documentation management. 																																
<table border="1"> <caption>Zvláštní znaky a symboly</caption> <tr> <td>Definice: Klíčový znak (který se netýká bezpečnostních a právních otázek)</td> <td>Znak výrobku, pro který důvodně očekáváme odchylky pravidelně/významně ovlivní spokojenost zákazníka a výrobkem (jako např. S/C), jako jeho licování, funkci, množství, vzhled nebo schopnost zpracovat nebo vytvořit výrobek.</td> <td>Jsou to takové požadavky na výrobky, procesy a zkušební, které jsou důležité pro spokojenost zákazníka a pro které musí být opatření pro plánování jakosti začleněna do kontrolního plánu.</td> <td>Identifikuje specifické kritické znaky, které jsou řízeny procesem (včetně měření, a proto vyžadují SPC, k měření stability procesu, způsobilosti a řízení po dobu životnosti díla.</td> <td>Je omezen na závažnější kritických znaků na vyřezech díla (ve výrobě), nástřihy a přípravy a ponosových postupů, kde je ověření závazné, ale řízení probíhajícího procesu není závazným požadavkem.</td> </tr> <tr> <td>Nomenklatura</td> <td>LICOVÁNÍ/FUNKCE - <FP></td> <td>VÝZNAMNÝ ZNAK - <SC></td> <td>DIAMANT - <D></td> <td>PĚTUHELNIK - <P></td> </tr> <tr> <td>Symbol</td> <td>◊</td> <td>◊</td> <td>◊</td> <td>◊</td> </tr> <tr> <td>Definice: Klíčový znak (s vztahem bezpečnosti a právních předpisů)</td> <td>Znak výrobku, pro který důvodně očekáváme odchylky by mohly významně ovlivnit bezpečnost výrobku nebo splnění výtvarných požadavků (jako jsou: ložlivost, ochrana uživatele, řízení, brzdění atd. ...), emise, hluk, rušení radiových frekvencí atd. ...</td> <td>Takové požadavky na výrobek (rozměry, specifikace, zkušební) nebo parametry procesu, které mohou ovlivnit splnění výtvarných požadavků nebo bezpečnost vozidla/funkci výrobku a které vyžadují specifická opatření výrobce, množství, doprava nebo sledování a jsou zahrnuta do kontrolních plánů.</td> <td>Bezpečnostní znaky jsou definovány jako specifikace nebo požadavky na výrobek, stanovené konstruktéři a uplatněné na materiál, komponentu, montážní operaci, které vyžadují speciální řízení výroby, aby se zabezpečila shoda s vkladními požadavky na bezpečnost vozidla, emise, hluk nebo prevence kradení.</td> <td></td> </tr> <tr> <td>Nomenklatura</td> <td>BEZPEČNOST/ SHODA - <SC></td> <td>Kritický znak - <CC></td> <td>Štít (Shield) - <S></td> <td></td> </tr> <tr> <td>Symbol</td> <td>⊕</td> <td>⊕</td> <td>⊕</td> <td>⊕</td> </tr> </table>			Definice: Klíčový znak (který se netýká bezpečnostních a právních otázek)	Znak výrobku, pro který důvodně očekáváme odchylky pravidelně/významně ovlivní spokojenost zákazníka a výrobkem (jako např. S/C), jako jeho licování, funkci, množství, vzhled nebo schopnost zpracovat nebo vytvořit výrobek.	Jsou to takové požadavky na výrobky, procesy a zkušební, které jsou důležité pro spokojenost zákazníka a pro které musí být opatření pro plánování jakosti začleněna do kontrolního plánu.	Identifikuje specifické kritické znaky, které jsou řízeny procesem (včetně měření, a proto vyžadují SPC, k měření stability procesu, způsobilosti a řízení po dobu životnosti díla.	Je omezen na závažnější kritických znaků na vyřezech díla (ve výrobě), nástřihy a přípravy a ponosových postupů, kde je ověření závazné, ale řízení probíhajícího procesu není závazným požadavkem.	Nomenklatura	LICOVÁNÍ/FUNKCE - <FP>	VÝZNAMNÝ ZNAK - <SC>	DIAMANT - <D>	PĚTUHELNIK - <P>	Symbol	◊	◊	◊	◊	Definice: Klíčový znak (s vztahem bezpečnosti a právních předpisů)	Znak výrobku, pro který důvodně očekáváme odchylky by mohly významně ovlivnit bezpečnost výrobku nebo splnění výtvarných požadavků (jako jsou: ložlivost, ochrana uživatele, řízení, brzdění atd. ...), emise, hluk, rušení radiových frekvencí atd. ...	Takové požadavky na výrobek (rozměry, specifikace, zkušební) nebo parametry procesu, které mohou ovlivnit splnění výtvarných požadavků nebo bezpečnost vozidla/funkci výrobku a které vyžadují specifická opatření výrobce, množství, doprava nebo sledování a jsou zahrnuta do kontrolních plánů.	Bezpečnostní znaky jsou definovány jako specifikace nebo požadavky na výrobek, stanovené konstruktéři a uplatněné na materiál, komponentu, montážní operaci, které vyžadují speciální řízení výroby, aby se zabezpečila shoda s vkladními požadavky na bezpečnost vozidla, emise, hluk nebo prevence kradení.		Nomenklatura	BEZPEČNOST/ SHODA - <SC>	Kritický znak - <CC>	Štít (Shield) - <S>		Symbol	⊕	⊕	⊕	⊕
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FMEA teams moderator training		
Duration	Training	Workshop
1 day / team	-	1 day
<p>Characteristic:</p> <ul style="list-style-type: none"> Workshop FMEA – leading of FMEA projects, communication, define targets etc. 		
<p>Training is recommended for:</p> <ul style="list-style-type: none"> Multidisciplinary team – with accent of all employees developed the product, process and prepared production line and tools – being and current FMEA moderators. 		
<p>Objectives:</p> <ul style="list-style-type: none"> role of FMEA moderator training leading project role of FMEA administrator 		

MSA 3rd Edition (Measurement System Analysis)		
Duration	Training	Workshop
2 days / team	1 day	1 day
<p>Characteristic:</p> <ul style="list-style-type: none"> MSA is a systematic method to analyze suitability, capability of the complete measurement system (equipment, operator, environment ...) in order to avoid wrong judgments (pass/fail; out/within tolerance) on measured data of a product or process. 		
<p>Training is recommended for:</p> <ul style="list-style-type: none"> All employees performing measurements (verification, testing, processes, etc.), or involved in calibration 		
<p>Objectives:</p> <ul style="list-style-type: none"> Understanding why MSA is important Identifying when MSA is necessary To be able to set up and perform MSA studies 		

SPC 2nd Edition I, II (Statistical Process Control – level I & II)		
Duration	Training	Workshop
1 - 2 days / team	1 – 2 days	reg. customer requirement
<p>Characteristic:</p> <ul style="list-style-type: none"> SPC is a statistical technique to control product and / or process parameters in order to <ul style="list-style-type: none"> tune the process prior to occurrence of failures improve the process capabilities maintain process control Quality Awareness Training and basics of statistical methods and tools is highly recommended for all first-attended trainee Training is designed in two levels as 1-day (Awareness) or 2-days (Standard). 		
<p>Training is recommended for:</p> <ul style="list-style-type: none"> All employees that have to deal with output data from production processes, verification testing, etc. 		
<p>Objectives:</p> <ul style="list-style-type: none"> Identifying the need of SPC Basic principals of SPC Use of SPC in a working environment Interpretation of SPC output (Cpk, Cp, Ppk, Pp....) 		

Capability Studies		
Duration	Training	Workshop
1 day / team	1 day	reg. customer requirement
<p>Characteristic:</p> <ul style="list-style-type: none"> Capability Studies is a statistical method of evaluation of the serial production process by the statistical attributes of process/product characteristics in relation to the requirements (specification). There are different types of indexes (C_{pk}, C_p, p_{pk}, p_p, C_m, C_{mk}, C_{pm}, CR, TR, LR,...), and different kinds of studies (Short/Long-term study...etc) Customers requirements (Specific characteristic and Capability, requirements for range of studies, limits of indexes, calculation,...) Training is extension for SPC I. and SPC II. trainings 		
<p>Training is recommended for :</p> <ul style="list-style-type: none"> All employees responsible for verification of production process, testing, creation and operating of Control Plans, evaluating of statistical data ... 		
<p>Objectives:</p> <ul style="list-style-type: none"> Capability – requirements in automotive industry incl. customers specific requirements (OEM) Explanation of the statistical principles and terminology Construction of the Indexes of Capability (C_{pk}, C_p, p_{pk}, p_p, C_m, C_{mk}, C_{pm}, CR, TR, LR,...) Provádění studií způsobilosti: Krátkodobá studie způsobilosti / Studie způsobilosti stroje, Předběžná studie způsobilosti, Průběžné vyhodnocování způsobilosti Evaluation of capability – different ways of calculation of indexes Practical exams to train the knowledge and familiarity with capability indexes and studies 		

DoE (Design of Experiment)		
Duration	Training	Workshop
2 days / team	2 days	reg. customer requirement
<p>Characteristic:</p> <ul style="list-style-type: none"> Experimental technique to learn the effects of process input changes on the process outputs. Within the experiment the process parameters are changed. The results are evaluated to learn: <ul style="list-style-type: none"> what are the influence parameters the relation between those parameters 		
<p>Training is recommended for:</p> <ul style="list-style-type: none"> Employees involved in engineering an manufacturing 		
<p>Objectives:</p> <ul style="list-style-type: none"> Learning the effect of process inputs on the process outputs Learn relations between parameters 		

Team Orientated Problem Solving (TOPS 8D)		
Duration	Training	Workshop
1 day / team	1 day	reg. customer requirement
Characteristics: <ul style="list-style-type: none"> Training of TOPS – acquire knowledge of identification, analyzing, solving and stopping repeating of problem by team oriented problem solving using additional tools (Ishikawa, Pareto, 5W2H...) Acquire basic knowledge of this universal tool, basic principles, intimate and practical knowledge of 8D. 		
Training is recommended for: <ul style="list-style-type: none"> useful for all employees, employees directly contacted to the customer (Core Team Members & Support Team Member Level) 		
Objectives: <ul style="list-style-type: none"> Explanation of 8D technique and other quality tools which help to solve problems by team oriented way Learning people how to use this Q-tools and the underlying techniques (Ishikawa, Pareto, ...) which is widely spread in the automotive industry . 		

Quality Wall & Containment Actions and Analysis Awareness Training		
Duration	Training	Workshop
1 day / team	1 day	consulting and implementation of Containment Actions reg. the customers requirement
Characteristic: <ul style="list-style-type: none"> Different types of control and checking, requirements of OEM (Quality Wall, CSL-1, CSL-2), , working space, outputs and analyzing, actions... examples 		
Training is recommended for : <ul style="list-style-type: none"> Quality, Controllors, team responsible for developing of product/process. 		
Objectives: <ul style="list-style-type: none"> Understanding of the targets for 100% checking, analyzing of the problem 		