

CAAS – LACAC Auditing Techniques and Best Practices

The course provides you with the principles and procedures for the conduct of safety audits on an aviation organisation. This course is organised by the Civil Aviation Authority of Singapore (CAAS) and the Latin American Civil Aviation Commission (LACAC), and hosted by Administración Nacional de Aviación Civil de Argentina (ANAC).

WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Participate as Team leader or Team Member in an audit
- Write accurate audit findings
- Assess the root cause(s) of a finding
- Determine acceptance of corrective actions in addressing findings
- Develop audit questionnaires
- Determine required actions to be taken for unresolved audit findings
- Improve communication skills in auditing

WHAT IS COVERED

- Safety oversight and the 8 Critical Elements
- Audit principles and auditor attributes
- Responsibilities of Audit Team Leader and Members
- Effective communications skills
- Planning for an audit
- Post-audit and follow-up
- Resolution of safety issues
- Risk based surveillance

LEARNING ACTIVITIES

- Self-directed eLearning
- Planning a routine conformance audit of a large, complex service provider
- Writing audit findings from a routine conformance audit of a service provider
- Drafting an audit report from a routine conformance audit of a service provider-
- Auditing exercises and case studies

LANGUAGE

English, with Spanish simultaneous interpretation
Participants are required to have a good command of the English language to benefit fully from the course

COURSE FEE

Not applicable

Participants are required to arrange their own accommodation and transportation.

WHO SHOULD ATTEND

This course is recommended for aviation safety inspectors involved in the oversight and/or management of safety audits and assurance.

INSTRUCTOR

Allan Tang is Principal Training Specialist with the School of Aviation Safety and Security. Prior to joining SAA, he was the Deputy Head of Flight Operations with CAAS and had 25 years of experience overseeing flight operations, cabin safety and dangerous goods matters. Allan is also an Approved ICAO USOAP Auditor for PEL, OPS and AIG for more than 20 years.

DATE & TIME

1 day (self-directed eLearning)

Participants will be provided with the access to the online modules upon confirmed course placement. Participants should complete the online modules before attending the physical classroom component.

5 days (physical classroom)

24 – 28 July 2023

0900hrs – 1700hrs

VENUE

Novotel

Avenida Corrientes 1334, C1043ABN CABA

Buenos Aires, Argentina

APPLICATION

- English: Closed
- Spanish: Closed

Application deadline: 12 June 2023

CONTACT INFORMATION

For enquiries, please email LACAC secretariat at pbullon@clac-lacac.org; vpaucar@clac-lacac.org

CAAS – LACAC Auditing Techniques and Best Practices

Date / Time	Day 1 - Monday 24 Jul	Day 2 - Tuesday 25 Jul	Day 3 - Wednesday 26 Jul	Day 4 - Thursday 27 Jul	Day 5 - Friday 28 Jul
0900-1000	Course Opening, Welcome and Introduction revision of M1 – M3	M6: Audit Phase	M6: Audit Phase	M8: Resolution of Safety Issues	M8: Organisational Risk Profile
1000-1030	<i>Tea Break</i>				
1030-1230	M4: Effective Communications	M6: Audit Phase	M6: Audit Phase	M8: Resolution of Safety Issues	M8: Organisational Risk Profile
1230-1330	<i>Lunch</i>				
1330-1530	M5: Pre-audit Phase	M6: Audit Phase	M7: Post-audit and Follow-up	M8: Organisational Risk Profile	Course Closing
1530 – 1600	<i>Tea Break</i>				
1600- 1700	End of day review	End of day review	End of day review	End of day review	-

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