CAAS – LACAC
Review of Auditing Findings and Corrective Actions

This course reinforces participants the principles and procedures for the conduct of safety oversight audits. Participants will be provided with the competency to write an audit finding concisely and accurately and to assess the suitability of the proposed corrective action(s) for a finding. This course is organised by the Civil Aviation Authority of Singapore (CAAS) and the Latin American Civil Aviation Commission (LACAC) and hosted by the Civil Aviation Authority of Peru (DGAC).

WHAT YOU WILL LEARN
Participants will be provided with the competency to write an audit finding concisely and accurately, and to assess the suitability of the proposed corrective action(s) for a finding.

WHAT IS COVERED
- **Introduction**
    - Explain the principles of auditing
    - Understand the communication skills required
    - Apply the interview techniques
- **Audit Findings**
    - Explain the objective and definition of audit findings
    - Outline the requirements for issuance of a Finding
    - Apply the techniques in writing the audit findings
    - Develop confirmation Request Forms
- **Root Cause Analysis (RCA)**
    - Relate the history of RCA
    - Outline the types of RCA
    - Explain the 5 Why Methodology
    - Apply the Apollo Root Cause Analysis
    - Conduct the assessment of RCA
- **Corrective Actions**
    - Illustrate the initiation process
    - Explain the types of Corrective Actions
    - Compare the RCA and Corrective Action
    - Conduct the assessment of Corrective Actions
- **Desktop Audit**
    - Conduct of Desktop Audit
    - Demonstrate the ability in writing a finding through practical exercises
    - Conduct an assessment of audit findings and Corrective Action Plan
- **Audit Exercises**
    - Review on actual previous audit findings
    - Review of actual previous RCA
    - Review of actual previous Corrective Action Plan
- **Case Studies**
    - Confirmation of compliance or non-compliance with regulatory provisions
    - Writing appropriate findings
    - Additional information to be sought to establish a finding

LEARNING ACTIVITIES

Lectures, Exercises, and Case Studies

WHO SHOULD ATTEND
Aviation Safety Inspectors who have attended the Auditing Techniques and Best Practices or have a minimum of 2 years regulatory experience. This course serves as recurrent/ refresher training for auditors.

INSTRUCTOR
Mr Allan Tang
Allan is the Principal Training Specialist at the Singapore Aviation Academy. He has over 47 years of experience in aviation and is an ICAO Senior Instructor conducting various ICAO Training Package Courses.

DATE & TIME
1 day (virtual introduction)
Online modules to be completed before first day of class.

25-29 November 2024

0900hrs-1430hrs

VENUE

LACAC Offices, Lima, Peru

Av. Víctor Andrés Belaúnde 147, Edificio Real Cuatro – 3° Piso, San Isidro, Lima, Perú

LANGUAGE
English, with Spanish simultaneous interpretation

COURSE FEE
Not applicable
Participants are required to arrange their own accommodation and transportation.

APPLICATION
https://forms.office.com/r/LwJYcigL8N
Application deadline: 17 October 2024

CONTACT INFORMATION
For enquiries, please email LACAC Secretariat at pbullon@clac-lacac.org.