AUDIT TECHNIQUES

▶ **DURATION:** 05 Days.
▶ **LANGUAGE:** English.

▶ **TARGET POPULATION**

This course is suitable for you if your role involves planning, conducting, management and oversight of internal audits, or those of suppliers and contractors.

▶ **INTRODUCTION**

Auditing is a powerful evidence based approach used to compare actual practice and process outputs with planned arrangements. It involves sample inspection and may be applied in relation to any management system, such as Safety, Quality, Environmental etc. It is widely used by regulatory organizations to obtain independent and unbiased confirmation of conformity of an organization with regulatory required objectives.

This Audit Techniques course provides delegates with the knowledge and competencies needed to enable them to manage, plan, conduct and report a wide range of aviation audits in support of regulatory compliance and continued organization improvement.

Examples CAA approval and audit practice are integrated into this course. Case studies and practical guidance are given on the management, planning, conduct and reporting of both regulatory and industry internal audits.

Audit process management, including the roles and responsibilities of team leaders and auditors, detailed audit planning, objective recording and reporting of audit findings are also covered.

This course is highly interactive with all delegates having the opportunity to practice and develop audit interview and questioning techniques. Achieved through a series of role-play situations culminating in the substantial "audit" of a fictitious organization. Syndicate exercises and role-play activities are conducted using a team auditing approach, designed to develop leadership skills.

▶ **COURSE OBJECTIVE**

By the end of this course, participants will be able to demonstrate understanding of:
– Principles of management systems in support of Regulatory Compliance and the achievement of safety;
– Developing a system of effective audit process management in support of regulatory oversight or internal auditing;
– Responsibilities associated with auditing;
– Planning of an on-site audit;
– Planning of ongoing regulatory oversight audits, developing audit checklists and audit planning data for on-site audit activities;
– Audit techniques necessary for obtaining evidence of compliance Regulation Compliance & Monitoring;
– Objective reporting of audit findings;
– Auditing to ensure that effective processes are in place;
– Corrective action, verification and audit closeout processes;
– Audit team leadership skills;

▶ **PREREQUISITES**

Delegates are provided with a pre-course assignment to review prior to the course to enable discussion of their findings.

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