

## **Auditing and Compliance Course**

### **Course Objective**

The purpose of the auditing and compliance course is to provide skills-based training, enabling familiarization with the auditing and compliance processes.

### **Course Description**

The course content provides participants with the tools required to perform efficient and structured audits through the use of various techniques, as well as the development of an audit program complete with a corrective action plan and follow-up after-audit actions. This course uses various teaching styles, including classroom lectures and hands-on exercises, allowing participants to practice the many techniques that are taught.

### **Learning Outcomes and Topics**

#### **Be Familiar with Audit Terminology**

Acquire a foundational understanding of essential audit terminology to enhance communication and comprehension throughout the auditing process. This module ensures participants are well-versed in industry-specific language, facilitating effective collaboration in audit teams.

#### **Demonstrate Skills and Techniques to Conduct Effective Audits**

Acquire hands-on expertise in conducting aviation audits by mastering specialized skills and techniques. From evaluating safety protocols to scrutinizing maintenance procedures, participants will gain practical insights into ensuring compliance with aviation standards and regulations.

#### **Complete an Audit Report (and Audit Check-Sheets)**

Learn to compile comprehensive audit reports, including the use of audit check-sheets specific to aviation practices. Participants will understand the importance of meticulous documentation, ensuring adherence to aviation regulations and facilitating transparent communication with relevant stakeholders.

#### **Create a Corrective Action Plan**

Focus on the unique aspects of creating corrective action plans. Participants will be guided through formulating precise solutions, addressing identified issues and ensuring alignment with aviation safety and compliance standards.

## **Understand Techniques and Implementation for Audit Follow-Up Actions**

Explore post-audit actions with a specific emphasis on best practices. Participants will gain insights into techniques for monitoring and implementing corrective measures in the aviation industry, ensuring sustained compliance, and contributing to the continuous improvement of aviation safety protocols.

### **Hands-On Exercises**

Participants will be able to practice and demonstrate understanding of course concepts through hands-on exercises focused on:

- Commencing an audit
- Work documents
- Audit interview
- Audit findings

### **Course Length**

One day

### **Target Audience**

This course is designed for anyone in the aviation field who might be involved in internal audits or corrective action plans; this includes airport operations directors, managers, and staff.

*Course details as of February 2, 2024*