Information Notice

CAA International Ltd

INFORMATION NOTICE

Number: IN–2015/023

Above and beyond

Issued: 1 April 2015

AUDIT TECHNIQUES TRAINING COURSE

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:	
Aerodromes:	*This course is suitable for anyone in the aviation industry, whose role involves the planning, managing and conduct of internal audits or audits of suppliers and contractors. It is ideal for regulatory staff who, manage or conduct auditing as an integral part of safety oversight to verify an organisation's degree of compliance with European and/or National Aviation regulations.*
Air Traffic:	
Airspace:	
Airworthiness:	
Flight Operations:	
Licensed/Unlicensed Personnel:	

1. Introduction

1.1 CAA International (CAAi) would like to announce the availability of this training course title in Auditing Techniques.

2. Scope

2.1 This 5 day course aims to demonstrate effective regulatory auditing techniques, ultimately enabling delegates to manage, plan, conduct and report a wide range of audits in support of regulatory compliance and continual organisation improvement. Participants will be provided with plenty of opportunity to practise and develop audit interview and questioning techniques throughout the duration of the course. An example of CAA approval and audit practice are integrated into the course.

2.2 By the end of this course participants will be able to demonstrate an understanding of the following through presentations, facilitated exercises and group discussions:

- 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 onsite audit
- Planning of on-going regulatory oversight audits, developing audit checklists and audit planning data for onsite audit activities
- Audit techniques necessary for obtaining evidence of compliance
- Objective reporting of audit findings
- Auditing to ensure that effective process are in place
- Corrective action, verification and audit closeout processes
- Audit team leadership skills

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3. Further Information

3.1 This course takes place at the Crowne Plaza Hotel Crawley on 11-15 May 2015. We recommend you book early to avoid disappointment.

3.2 Please visit our website for further information and to make your booking at www.caainternational.com

4. Queries

4.1 Any queries as a result of this communication should be addressed to:

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Website: www.caainternational.com

4.2 CAA International Ltd is a wholly owned subsidiary of the UK Civil Aviation Authority.

5. Cancellation

5.1 This Information Notice shall remain in force until 11 May 2015.

CAA International is the commercial gateway to the expertise of the UK CAA offering training, exams and consultancy services. Our training courses are available to both aviation authorities and industry globally. We are committed to ensuring excellence in our courses and our accreditation to the globally recognised **ISO 9001:2008** standards is testament to our dedication to providing high quality training services.

CAA International is accredited by the British Accreditation Council (BAC) for Independent Further and Higher Education as a non-collegiate provider. The BAC is a UK Border Agency approved body

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