

→ **Aviation Auditor
Training (AAT)**

-

Syllabus

Syllabus

Aviation Auditor Training (2 days)

1	Day 1.....	3
1.1	Module 1: Audit Programme.....	3
1.2	Module 2: Audit Process	3
1.3	Module 3: Audit Preparation	4
1.4	Module 4: Audit Conduct	4
2	Day 2.....	6
2.1	Module 5: Communication	6
2.2	Module 6: Interpersonal Skills.....	6
2.3	Module 7: Audit Findings & Reports.....	7
2.4	Module 8: Auditor Characteristics	8

Objectives

Objective 1: Understand how an Audit Programme is built up.....	3
Objective 2: Understand the entire course of the audit process.....	3
Objective 3: Be able to prepare an audit	4
Objective 4: Be able to conduct an audit.....	4
Objective 5: Understand the exchange of information during audit interviews	6
Objective 6: Be able to use your social skills to improve the audit interview	6
Objective 7: Be knowledgeable in drawing up audit reports and conclusion.....	7
Objective 8: Be able to verify post-audit corrective actions	7
Objective 9: Distinguish the necessary characteristic of a typical Auditor.....	8

1 Day 1

1.1 Module 1: Audit Programme		
Objectives	Contents of module	Practical Training/Discussion
Objective 1: Understand how an Audit Programme is built up.	1. Quality Assurance	
	2. Definitions	
	3. Audit types <ul style="list-style-type: none"> • System Audit • Certification Audit • Compliance Audit • Process Audit • Product Audit 	
	4. Audit Programme objectives	Practice & presentations

1.2 Module 2: Audit Process		
Objectives	Contents of Module	Practical Training/Discussion
Objective 2: Understand the entire course of the audit process	1. Definitions: <ul style="list-style-type: none"> • Audit • Audit programme • Audit plan • Audit scope • Audit criteria • Audit evidence • Audit findings • Audit conclusion 	
	2. Process Overview: <ul style="list-style-type: none"> • Audit Programme 	

1.3 Module 3: Audit Preparation		
Objectives	Contents of Module	Practical Training/Discussion
Objective 3: Be able to prepare an audit	1. Audit Initiation: <ul style="list-style-type: none"> • Framework • Feasibility 	
	2. Audit Team: <ul style="list-style-type: none"> • Audit team selection • Team selection considerations • Team/Auditor competence • Auditee objections 	
	3. Audit Plan: <ul style="list-style-type: none"> • Initial contact with auditee • Document review • Audit plan 	
	4. Audit Checklist <ul style="list-style-type: none"> • Working documents • Checklists 	Audit checklist

1.4 Module 4: Audit Conduct		
Objectives	Contents of module	Practical Training/Discussion
Objective 4: Be able to conduct an audit	1. Opening Meeting: <ul style="list-style-type: none"> • Opening meeting • Attendance 	
	2. Gathering of Evidence <ul style="list-style-type: none"> • Gathering evidence • Process • Methods to collect information • Sources of information • Conducting interviews • Principles for interviews 	

	<ul style="list-style-type: none"> • Question types • Use of checklist 	
	3. Team Coordination <ul style="list-style-type: none"> • Team coordination • Guides/Observers 	
	4. Closing Meeting <ul style="list-style-type: none"> • Closing meeting • Attendance 	Individual recording

2 Day 2

2.1 Module 5: Communication		
Objectives	Contents of module	Practical Training/Discussion
Objective 5: Understand the exchange of information during audit interviews	1. Definitions: <ul style="list-style-type: none"> • Communication during Audits 	
	2. Messages	
	3. Basic rules: <ul style="list-style-type: none"> • Rules when conducting interviews 	Individual recording
	4. Conflicts <ul style="list-style-type: none"> • Conflict handling • Possible answers • Conflict prevention 	

2.2 Module 6: Interpersonal Skills		
Objectives	Contents of Module	Practical Training/Discussion
Objective 6: Be able to use your social skills to improve the audit interview	1. Definitions <ul style="list-style-type: none"> • Interpersonal skills 	
	2. Application <ul style="list-style-type: none"> • Application during auditing • Considerations • Listening • Non-verbal communication • Dos and Don'ts 	

2.3 Module 7: Audit Findings & Reports		
Objectives	Contents of module	Practical Training/Discussion
Objective 7: Be knowledgeable in drawing up audit reports and conclusion Objective 8: Be able to verify post-audit corrective actions	1. Audit Findings <ul style="list-style-type: none"> • Audit finding • Evaluation • Findings • Conclusion 	
	2. Audit Report <ul style="list-style-type: none"> • Audit report • Audit report contents • Audit report issue • Audit report format • Compilation of checklists • List of conclusions and improvements • Narrative report 	
	3. Corrective Actions Record <ul style="list-style-type: none"> • Corrective action • Corrective action record 	
	4. Follow-Up	

2.4 Module 8: Auditor Characteristics		
Objectives	Contents of module	Practical Training/Discussion
Objective 9: Distinguish the necessary characteristic of a typical Auditor	1. Auditor Characteristics <ul style="list-style-type: none"> • Auditor • Auditor personal attributes • Knowledge and skills • Audit principles, procedures and techniques • Management System & Reference Documents • Organizational situations • Applicable Laws, Regulations and other Requirements • Team leader/Lead auditor 	