

# → Syllabus - Aviation Auditor Recurrent Training

# Syllabus

## Aviation Auditor Recurrent Training

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# 1 Day 1

<b>1.1 Module 1: Update on Requirements &amp; Norms</b>		
<b>Objectives</b>	<b>Contents of module</b>	<b>Practical Training/Discussion</b>
<b>Objective 1: Stay familiar with relevant criteria</b>  <b>Objective 2: Understand the changes</b>	<b>1. EASA OPS</b> <ul style="list-style-type: none"> <li>• Structure</li> <li>• Reg. (EC) 965/2012</li> <li>• Reg. (EC) 290/2012</li> <li>• Acceptable Means of compliance</li> <li>• Alternative Means of compliance</li> <li>• Opt-Out</li> <li>• ORO.GEN.200 &amp; ORA.GEN.200</li> <li>• Management System</li> <li>• Scope of compliance monitoring</li> </ul>	
	<b>2. IOSA</b> <ul style="list-style-type: none"> <li>• IOSA Scopes</li> <li>• ISM Revision Highlights</li> <li>• Enhanced IOSA</li> <li>• Conformance Report</li> <li>• New ISARPs</li> </ul>	Auditing of Management Systems
	<b>3. ISO 9000 family</b> <ul style="list-style-type: none"> <li>• 19011:2011</li> <li>• Risk based auditing</li> </ul>	
	<b>4. other</b> <ul style="list-style-type: none"> <li>• ISAGO</li> </ul>	

<b>1.2 Module 2: Audit Preparation</b>		
<b>Objectives</b>	<b>Contents of module</b>	<b>Practical Training/Discussion</b>
<b>Objective 3: Review the overall audit process</b>	<b>1. Audit Methods:</b> <ul style="list-style-type: none"> <li>• Process oriented</li> <li>• Chapter oriented</li> <li>• Department/ Business Unit</li> <li>• Event based</li> <li>• Workshop</li> </ul>	Discussion on “Organisational impact of SMS implementation”
	<b>2. Audit Process Overview:</b> <ul style="list-style-type: none"> <li>• Quality assurance programme</li> <li>• Audit programme</li> </ul>	
	<b>3. Audit Planning</b> <ul style="list-style-type: none"> <li>• Timelines</li> <li>• Roles &amp; responsibilities</li> <li>• Audit Team Management</li> </ul>	Audit Schedule Preparation
	<b>4. Audit Checklist</b> <ul style="list-style-type: none"> <li>• Construction of a checklist</li> <li>• Systems Policies and Procedures</li> </ul>	Audit Checklist preparation

## 2 Day 2

<b>2.1 Module 3: Evolution QMS - SMS</b>		
<b>Objectives</b>	<b>Contents of module</b>	<b>Practical Training/Discussion</b>
<b>Objective 4: Learn about the evolution of Safety in Aviation business</b>	<b>1. Definitions</b> <ul style="list-style-type: none"> <li>• Concept of safety</li> <li>• SMS</li> </ul>	
	<b>2. Evolution of Safety Thinking</b> <ul style="list-style-type: none"> <li>• Progress of safety in Aviation</li> </ul>	
	<b>3. Standards for SMS</b> <ul style="list-style-type: none"> <li>• EU OPS</li> <li>• IOSA</li> </ul>	Interpretation Issues
	<b>4. ICAO Annexes &amp; SMS</b> <ul style="list-style-type: none"> <li>• ICAO Documentation</li> <li>• Safety Management Manual</li> </ul>	

<b>2.2 Module 4: Auditing a Safety Management System</b>		
<b>Objectives</b>	<b>Contents of Module</b>	<b>Practical Training/Discussion</b>
<b>Objective 5: Understand the concept of hazard/risk</b>  <b>Objective 6: Learn about SMS elements</b>	<b>1. Definitions:</b> <ul style="list-style-type: none"> <li>• Hazard/ Consequence</li> <li>• Risk</li> <li>• Safety Performance Measurement</li> </ul>	
<b>Objective 7 : Risk identification/mitigation and change management</b>	<b>2. Safety Data Cycles:</b> <ul style="list-style-type: none"> <li>• Quality Cycle</li> <li>• State Safety programme</li> <li>• Safety Assurance</li> </ul>	Group discussion of triggers of safety risk evaluation by means of example

	<b>3. SMS Components:</b> <ul style="list-style-type: none"> <li>• SMS toolbox</li> <li>• Safety Policies &amp; Objectives</li> <li>• Safety Risk Management</li> <li>• Safety Assurance</li> <li>• Safety Promotion</li> </ul>	QMS-SMS Integration
	<b>4. Acceptable Means of Compliance</b>	Checklist for Auditing SMS Auditing SMS with Cultures

### 2.3 Module 5: Use of an IOSA Checklist

Objectives	Contents of Module	Practical Training/Discussion
<b>Objective 8: Be able to create an IOSA Audit Report</b>	<b>1. Checklist structure</b> <ul style="list-style-type: none"> <li>• IOSA Audit Report</li> <li>• Corrective Action Record (CAR)</li> </ul> <b>2. Checklist tables</b>	Exercise

## 3 Day 3

<b>3.1 Module 6: Interpersonal Skills &amp; Auditor Characteristics</b>		
<b>Objectives</b>	<b>Contents of Module</b>	<b>Practical Training/Discussion</b>
<p><b>Objective 9: Be able to use your social skills to improve the audit interview</b></p> <p><b>Objective 10: Distinguish the necessary characteristic of a typical Auditor</b></p>	<p><b>1. Definitions</b></p> <ul style="list-style-type: none"> <li>• Interpersonal skills</li> </ul>	
	<p><b>2. Application</b></p> <ul style="list-style-type: none"> <li>• Application during auditing</li> <li>• Considerations</li> <li>• Listening</li> <li>• Non-verbal communication</li> <li>• Dos and Don'ts</li> </ul>	<p>Exercise: Audit Situation – video recording</p>
	<p><b>1. Auditor Characteristics</b></p> <ul style="list-style-type: none"> <li>• Auditor</li> <li>• Auditor personal attributes</li> <li>• Knowledge and skills</li> <li>• Audit principles, procedures and techniques</li> <li>• Management System &amp; Reference Documents</li> <li>• Organizational situations</li> <li>• Applicable Laws, Regulations and other Requirements</li> <li>• Team leader/Lead auditor</li> </ul>	



<b>3.2 Module 7: Enhanced IOSA (Optional)</b>		
<b>Objectives</b>	<b>Contents of Module</b>	<b>Practical Training/Discussion</b>
<b>Objective 11: Be aware of the Enhanced IOSA programme</b>	<ul style="list-style-type: none"> <li>• IOSA Background vs Enhanced IOSA Background</li> <li>• Pre-IOSA Audit Model</li> <li>• IOSA Achievements</li> <li>• Basic IOSA Overview</li> <li>• Enhanced IOSA Introduction and Overview</li> <li>• Four Pillars of Enhanced IOSA</li> <li>• Conformance Report</li> </ul>	

<b>3.3 Module 6: Ramp Inspection Programmes (SAFA/SACA) (Optional)</b>		
<b>Objectives</b>	<b>Contents of Module</b>	<b>Practical Training/Discussion</b>
<b>Objective 12: Raise Awareness for SAFA/SACA Programme</b>	<b>1. EASA SAFA/SACA Programme</b> <ul style="list-style-type: none"> <li>• Objectives</li> <li>• Processes</li> </ul>	
<b>Objective 13: How the reduce the risk for SAFA/SACA findings</b>	<b>2. Category of SAFA/SACA Findings</b> <ul style="list-style-type: none"> <li>• SAFA/SACA Level</li> <li>• Identify your Airline's top 5 SAFA/SACA findings</li> </ul>	
<b>Objective 14: How the reduce the risk for a SAFA/SACA inspection</b>	<b>3. Examples</b> <ul style="list-style-type: none"> <li>• Real life examples</li> <li>• Raise awareness</li> <li>• How to minimize the risk for a SAFA/SACA finding</li> </ul>	