

# EASA Quality Assurance Auditing Introduction for Beginners – 3 Days

## Introduction

Are you familiar with EASA driven Quality Systems? Please make no mistake it is different in terms of responsibility ownership and obligations. Do you know what makes a good EASA auditor?

This course is especially designed for the persons who wish to become auditors both within an operations and maintenance environment. If you have never audited before but wish to, then this is the course for you.

The course assumes a basic knowledge of aviation systems and processes however assumes no knowledge of EASA Quality Systems and focuses on introducing the delegate to all the concepts associated with basic compliance auditing

Compliance Management Auditing raises an understanding of the various roles of a quality system within the organisation, in particular to focus on effective identification of the need to perform root cause analysis of the discrepancies, and to take positive action.

## What is the Benefit of this Training – What will I learn?

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## Who is the Course for?

The course is highly appropriate for any EASA Compliant Organisation including Part Ops environment or Part 147, Part 145, and Part M organisation as well as Part 21 G.

Basically the course will be of interest from new entrants in Aviation Quality Auditing, through to Accountable Executives and Post Holders who need a deeper understanding of Individual and Organisational Obligations.

Consider that EASA regulatory requirements related to Quality Auditing is the starting point – The real advantage is understanding in detail how we can make the QA audit program work for the organisation in a meaningful way.

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[www.sassofia.com](http://www.sassofia.com)

Date

Category

Personal Development

Venue

Level

Price

## Detailed Content / Topics - The following Subjects will be addressed

### Day 1

- General Introduction
- Abbreviations & Terms
- EASA Regulatory Frame Work Review
- Compliance Monitoring Principles and Practice
- Aviation Auditing– How to Effectively Determine Compliance
- Maintaining Objectivity –Sample Size / Value of Finding Raised / Operator’s Authority on Area of Audit
- Measuring the Effectiveness of 3rd Party Organisation’s QC Management Operations / Maintenance
- QMS & SMS Relationship Challenges and Misconceptions
- Introduction to EASA Compliant Aviation Auditing - Best Behaviour
- Developing your Interview Skills – Best Practice

### Day 2

- Maintaining Documentation and Records within the QMS
- Auditor Competency and Development Issues
- Understanding the Roles and Responsibilities of EASA Post Holders
- Understanding the Psychology of an Aviation Auditee
- Dealing with Specific Challenges within your Quality System
- Dealing with Situations Arising During the Audit / Communication

### Day 3

- Using Root Cause Analysis to drive an Effective Quality System
- Creating an Audit Schedule
- Interpretation and Auditing of Aviation Standards within our Organisation System
- Quality Auditing of Safety Management Systems
- Audit Checklists Management, Development and Validation
- Use of Checklists during the Audit
- Developing a checklist – workshop activity
- Managing Meetings to Open and Close the Audit
- Effective Report Writing
- Corrective Action (CA) Preventative Action (PA)
- Exam Debrief and Close

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## Target Groups

This course is designed to accommodate all persons who have an interest in becoming Quality Auditors and is appropriate whether they are based in a Part Ops environment or Part 147, Part 145 and Part M organisation.

## Pre-Requisites?

A background or understanding of Aviation Audit.

## Learning Objectives:

- To consider the fundamentals of a fully compliant EASA Aviation Quality Assurance System.
- To understand the purpose and process of delivering effective audits.
- To provide a review of the various steps contained within the audit process and to use effectively the five elements of an audit finding.
- To prepare the delegate to undertake the role of internal auditor.

## Certificates Wording:

Introduction to Aviation Quality Auditing. The Challenges of Effective Aviation Compliance Auditing. EASA & GCAA Regulatory Frame Work and Compliance Manager Responsibilities. Audit Preparation and Planning including checklists and Delivery. The use of Psychology during audits, Performance audits & SMS Culture, Best Practice Auditing Techniques. Effective Report writing, Creating Corrective Actions & Understanding Root cause analysis.

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## What do People Say about Sofema Aviation Services Training?

- "The content of the course will be very useful for my future practices."  
"All my expectations are met."
- "The course really contributed to expanding my knowledge in that area."  
"The instructor really added up to me understanding the topic."
- "The presentation made the material so much more comprehensible."

## Duration

3 Days – Start at 09.00 and finish at 17.00 with appropriate refreshment breaks.

To register for this training, please email [team@sassofia.com](mailto:team@sassofia.com) or Call +359 28210806



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