

EASA Compliant Audit Policy and Procedures – 4 Days

Introduction

Providing an essential training program designed to enhance the auditing skills and compliance management capabilities of aviation professionals and Regulatory Inspectors

Over four days, attendees will engage with the intricacies of Compliance Auditing, and the implementation of positive actions to rectify discrepancies. Our curriculum is built on the pillars of best practice management, offering insights into the auditing process across various business dimensions, highlighting the differentiation between systemic failures and mere compliance findings.

Participants will gain in-depth knowledge regarding assessment processes of organisational compliance and quality assurance systems.

A significant focus is placed on the practical aspects of auditing, from mastering communication and psychological strategies to the formulation and presentation of audit findings. The training is interactive, with case studies and workshops designed to apply theoretical knowledge to real-world scenarios, ensuring a pragmatic learning experience.

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

- Gain a solid foundation of the role of compliance auditing and the connection with ICAO Standards and Recommended Practices.
- Acquire a solid foundation in EASA-compliant Aviation Compliance Systems and the organization of Compliance Audit System processes for optimal effectiveness.
- Engage with high-level and working-level regulations for a practical understanding crucial for workplace application.
- Learn to identify focus areas for training enhancement and ensure comprehensive coverage of all relevant aspects.

This course is specifically focused on the needs of regulatory authority inspectors and will also support the deeper understanding of best practices for organizational compliance managers, and members of the Quality Assurance Audit department across various aviation sectors. It also offers valuable insights for stakeholders and business area owners subjected to internal audits.

By the end of this training, participants will be empowered to undertake leadership roles in quality management and auditing, equipped with the knowledge and tools to drive compliance and quality assurance within their organizations.

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Date	On Demand
Category	Personal Development
Venue	On Demand
Level	Basic
Price	On Demand

Detailed Content/Topics - The following Subjects will be addressed

Day 1

- General Introduction
- Abbreviations and Terms
- EASA Regulatory Frame Work Review
- The basis for regulatory oversight - Chicago Convention and EU regulations.
- Obligations of the state and obligations of the regulatory authority.
- How auditing is used as an integral part of regulatory oversight, with reference to the information provided in ICAO document 9734.
- The need for and importance of effective management of the oversight process, with reference to international best practices and case study examples.
- Principles of EASA Management Systems in support of Regulatory Compliance
- Requirements Related to an Operations (Reg 965), Quality System
- Requirements related to an EASA Part 145, Quality System
- Requirements related to an EASA Part M, Quality System

Day 2

- Airworthiness Principles
- An overview of the Initial Approval process (the two-stage approach).
- Initial review of an organisation's response to regulatory requirements (document review).
- QMS & SMS Relationship Challenges and Misconceptions
- Compliance Monitoring Principles and Practice
- Compliance Auditing Process Review
- Maintaining Objectivity Sample Size / Value of Finding Raised / Operator's Authority on Area of Audit
- Review of Best Practice Audit Techniques
- Auditor competency and development issues.
- Relative responsibilities within the regulatory organisation for oversight management and decision making based on oversight audit results.
- Planning an audit visit.
- The function and responsibilities of regulatory oversight team leaders.

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Detailed Content/Topics - The following Subjects will be addressed

Day 3

- An introduction to the fundamental principles of auditing including the need for objective based auditing.
- Auditor Training Program Introduction
- Developing Auditor Competence
- Effective Audit Communication
- Quality Auditing of Safety Management Systems
- Measuring the Effectiveness of the Organisation's QC Management
- Compliance Management Manuals, and Procedures
- Understanding the Psychology of an Aviation Audite
- Relative responsibilities within the regulatory organisation for oversight management and decision making based on oversight audit results.

Day 4

- Planning an audit visit.
- The function and responsibilities of regulatory oversight team leaders.
- An introduction to the fundamental principles of auditing including the need for objective based auditing.
- The principle of audit sampling to verify compliance with regulations.
- Understanding the Nature of Risk, Root Cause Management
- Practical Understanding of The Role of Root Cause
- Audit protocol including the need for Audit Entry / Exit meetings and the role of Audit Guides.
- Regulatory audit reports & records
- Regulatory process for and associated timescales of corrective actions.
- Auditing for Process Effectiveness
- Auditing Change Management across the Business

Target Groups

EASA regulatory authority inspectors, Operational compliance managers, and members of the Quality Assurance Audit department other stakeholders and business area owners subjected to internal audits.

Pre-requisites

A background or understanding of Aviation Audit.

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Learning Objectives

The course prioritizes practical auditing assessment skills, including advanced communication techniques and psychological strategies, critical for effective engagement, the program aims to transform theoretical knowledge into actionable insights, fostering a hands-on learning experience.

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

4 days – Each Training day will start at 09.00 and finish at 17.00, with appropriate refreshment breaks. To register for this training, please email team@sassofia.com or Call +359 28210806

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