

CAAS Onsite Programme Auditing Techniques and Practices for Aviation regulators

This course provides you with a foundation on the principles and procedures for the conduct of safety audits on an aviation organisation.

WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Participate as a Team Member in an audit
- Write an audit finding accurately
- Establish sound audit follow-up practices
- Conduct post-audit surveillance

WHAT IS COVERED

- Introduction
 - Definition of an audit
 - Reasons for conducting an audit
 - Types of audits
 - Classes of audits
 - Category of audit
 - Audit outputs
 - Four activities in the audit process
- Pre-audit Activities I
 - Objective
 - Scope and depth
 - Organisation of team
 - Team composition
 - Specialist assistance
 - Methodology
 - Audit schedule
- Pre-audit Activities II
 - Documentation review
 - Communications
 - Foreign travel
 - Parallel findings
 - Budget
 - Auditee management personnel
- Conduct of an Audit
 - Entry meeting
 - Evaluation and verification
 - Daily briefings
 - Exit meeting
- Audit Findings and Confirmation Request
 - Overview
 - Writing audit findings
 - Confirmation request form
 - Planning a process inspection
 - Assessment of root cause(s) of findings

- Post-audit
 - Audit review committee
 - Audit report
 - Auditee corrective action
- Audit Follow-up
 - Audit follow-up
 - Parallel report and follow-up
 - Post-audit surveillance

LEARNING ACTIVITIES

- Auditing Exercises
 - Planning a routine conformance audit of a large, complex service provider
 - Findings from a routine conformance audit of a service provider
 - Drafting an audit report from a routine conformance audit of a service provider

WHO SHOULD ATTEND

This course is beneficial to aviation personnel involved in conducting safety audits from both regulator and service provider.

DURATION

5 days

Air Operator Certification and Surveillance Seminar for Airworthiness Inspectors

OBJECTIVES

This seminar provides participants with the guidelines and knowledge needed for certifying maintenance organisations and air operators using the five-phase certification process based on ICAO Annex 6 Part 1- Operation of Aircraft, ICAO Doc 8335 - Manual of Procedures for Operations Inspection, Certification and Continued Surveillance, and other relevant ICAO Standards and Recommended Practices (SARPs). Participants will evaluate excerpts of the air transport operator manuals, as well as observations of the demonstrations by the air transport operator to ensure compliance.

OUTLINE

Air Operator Certification (AOC) and Surveillance

- The AOC
- Certification procedure
- Pre-application phase
- Formal application phase
- Document evaluation phase
- Demonstration and inspection phase
- Certification phase
- Statement of compliance
- Maintenance control manual
- Minimum Equipment List (MEL)
- Continuous maintenance programme
- Aircraft and equipment conformity inspections
- Operator's maintenance facilities
- Demonstration flights
- Continuing Airworthiness
- Safety Oversight Programme
- Resolution of safety issues
- Guidance on the conduct of a ramp inspection

INSTRUCTOR

Mr Michael Pang is the Head (School of Aviation Safety and Security) at the Singapore Aviation Academy and has over twenty years of experience in the aviation industry. Mr Pang is a qualified ICAO trainer for the ICAO Endorsed Government Safety Inspector (GSI) Airworthiness course. Mr Pang began his career in aviation as a licensed aircraft engineer with SIA Engineering Company (SIAEC). Mr Pang joined CAAS in 2004 as an Airworthiness Surveyor, when he was the Principle Maintenance Inspector (PMI) for Singapore Airlines and SIA Cargo. He also evaluated and approved the AOC applications of Tiger Airways in 2005 and Jett8 Airline Cargo in 2006. In addition, he was a member of the CAAS Safety Management System (SMS) task force establishing CAAS SMS guidelines to airlines and AMOs since 2006. He is also a member of the International Maintenance Review Board Policy Board (IMRBPB) since early 2009. Mr Pang holds a Bachelor of Engineering Science (Aerospace) degree from University of Technology, Sydney and a Master of Business Administration in Aviation from Embry-Riddle Aeronautical University.

DURATION

5 days

WHO SHOULD ATTEND

Licensed aircraft maintenance engineers, technicians or mechanics from maintenance, repair and overhaul organisations as well as airworthiness inspectors from civil aviation authorities.

Air Operator Certification and Surveillance Seminar for Flight Operations Inspectors

OBJECTIVES

This seminar provides participants with the guidelines and knowledge needed for certifying air operators using the five-phase certification process based on ICAO Annex 6 Part 1- Operation of Aircraft, ICAO Doc 8335 - Manual of Procedures for Operations Inspection, Certification and Continued Surveillance, and other relevant ICAO Standards and Recommended Practices (SARPs). Participants will evaluate excerpts of the air transport operator manuals, as well as observations of the demonstrations by the air transport operator to ensure compliance.

OUTLINE

Air Operator Certification (AOC) and Surveillance

- The AOC
- Certification procedure
- Pre-application phase
- Formal application phase
- Document evaluation phase
- Demonstration and inspection phase
- Certification phase
- Statement of compliance
- Operations Manual
- Minimum Equipment List (MEL)
- Acceptance of SMS
- Approving Special Operations (RVSM)
- Partial Evacuation and Ditching Demonstrations
- Passenger safety Cards
- Demonstration flights
- Continuing Surveillance Programme
- Safety Oversight Programme
- Resolution of safety issues
- Guidance on the conduct of a ramp inspection

INSTRUCTOR

Mr Allan Tang is the Principal Training Specialist (School of Aviation Safety and Security) at the Singapore Aviation Academy. He has over thirty eight years of experience in the aviation industry. Prior to joining SAA, he was Deputy Head of Flight Operations with CAAS and had over 25 years of experience overseeing flight operations, cabin safety, dangerous goods and flight crew licensing matters. During his career with CAAS, he had been the Certification Manager of 2 AOC applications and has been the Principal Flight Operations Inspector for 3 AOC holders. Since 1999, Allan has been an ICAO Approved Auditor and had provided technical assistance to States in resolving their Significant Safety Concern Findings on the certification process for the grant of an AOC. Mr Tang is also a qualified ICAO trainer for the ICAO Endorsed Government Safety Inspector (GSI) Personnel Licensing Course

DURATION

5 days

WHO SHOULD ATTEND

Flight Operations inspectors from civil aviation authorities as well as airline flight operations managers.

Fundamental of Personnel Licensing

OBJECTIVES

This course provides participants with the fundamental knowledge required of a Personnel Licensing officers and Inspectors. The course contents covers ICAO Annex 1 Personnel Licensing and ICAO Doc 9379 Manual of Procedures for Establishment and Management of a State's Personnel Licensing System and other relevant ICAO Documents relating to Training. Participants will participate in case studies related to licensing issues normally encountered by the Personnel Licensing Officers and Inspectors.

OUTLINE

Fundamentals of Personnel Licensing

- Chicago Convention and Articles related to Personnel Licensing
- ICAO Annex 1 (Personnel Licensing)
- Safety Oversight
- Overview of Personnel Licensing and Delegation of Functions
- Regulatory System Governing Personnel Licensing
- Licensing Authority
- Examining Principles
- Medical Requirements
- Licence Format
- Aircraft Leasing, Article 83 bis and Licensing
- Approved Training Organisation
- Competency Based Training
- Language Proficiency
- Multi-Crew Pilot Training
- Enforcement
- USOAP CMA on Personnel Licensing

INSTRUCTOR

Mr Allan Tang is the Principal Training Specialist (School of Aviation Safety and Security) at the Singapore Aviation Academy. He has over thirty eight years of experience in the aviation industry. Prior to joining SAA, he was Deputy Head of Flight Operations with CAAS and had over 25 years of experience overseeing flight operations and flight crew licensing matters where he has also held the appointment of the Manager (Personnel Licensing) for many years. Mr Tang is also a qualified ICAO trainer for the ICAO Endorsed Government Safety Inspector (GSI) Personnel Licensing Course. He was also the Singapore Expert to the ICAO's Personnel Licensing and Training Panel which worked on the development of Multi Crew Pilot Licence. Allan has been an ICAO approved Auditor for PEL since 2000.

DURATION

5 days

WHO SHOULD ATTEND

Personnel Licensing Officers and Inspectors as well as flight operations inspectors from civil aviation authorities.