



ICAO

COSCAP SEA

**COSCAP-SEA Audit Technique Course in Air Navigation Service
9 – 13 December 2024, Bangkok, Thailand**

PROGRAMME

1. General principles of the training of ANS auditing

This is a generic audit technique course for ANS activities. It is based on ICAO Annex 19 requirements and general common good practices.

2 days are dedicated to the general principles of auditing:

- Day 1: General SMS requirements (based on ICAO annex 19),
- Day 2: Different Phases of an audit and general principles of auditing.

3 days are dedicated to audit exercise, based on a simulation

- Day 3: preparation of the exercise and realisation.
- Day 4: exercise continued.
- Day 5: audit reports based on the exercise and debriefing.

The exercise is based on the standard SMS manual built on purpose for the training.

Time Slot	MON, 9	TUE, 10	WED, 11	THURS, 12	FRI, 13
08:30 – 09:00	Registration				
09:00 – 12:00	Focus on the main points of a SMS (part 1)	Audit: Principles and steps (part 1)	Audit exercise (group preparation)	Audit exercise (group preparation) (continued)	Audit reports
10:00 – 10:30	Morning break				
	Focus on the main points of a SMS (part 1)	Audit: Principles and steps (part 2)	Audit exercise (group preparation) (continued)	Audit exercise (group preparation) (continued)	Audit reports
12:00 – 13:00	Lunch break				
	Focus on the main points of a SMS (part 1)	Audit: context, organization, behavior (Part 1)	Audit exercise (group preparation) (continued)	Audit exercise debriefing	Debriefing and Questions sessions
14:30 – 15:00	Afternoon break				
13:00 – 16:00	Focus on the main points of a SMS (part 1)	Audit: context, organization, behavior (Part 2)	Audit exercise by groups	Works on audit report	Debriefing

2. Detailed content of the training

▪ **Day 1: Main Points of SMS in ANS**

The first day of the training will be focussed on the main regulatory requirements (ICAO Annex 19), specifically oriented to application of safety Management Systems in the field of Air Navigation Services, with practical examples of what must be expected behind each requirement.

The Annex 19 requirements will be covered, and focus will be made on the following SMS requirements:

- Safety policy and safety objectives.
- Applicable regulatory requirements.
- Safety accountabilities.
- Key safety personnel.
- Safety reporting system.
- Hazard identification and safety assessment procedures.
- Safety investigation procedures.
- Monitoring of safety performances.
- Safety communication.
- Internal audit processes.
- Management of changes.
- SMS documentation and procedures.

▪ **Day 2: Audit Principles and Steps.**

Day 2 will be fully dedicated to the audit steps such as

- The Auditor and Principles of Auditing.
- Different types of Audits and Audit versus inspections.
- Document review.
- Building an Audit Program.
- Audit Methods and Techniques.
- Principles for Conducting Interviews and Evidence Collection.
- Audit Finding and Reports.
- Post-Audit and Corrective Actions.
- Audit Follow-Up.

▪ **Day 3 & 4: Exercises and Simulations**

The audit exercise is based on a tailored SMS manual of a standard company (built for the aim of the training). Students will have to make a short document review of this manual and its related procedures and learn how to build an audit checklist.

Working in groups, role play will allow to test the audit questions, behavior and general audit techniques described in day 2.

At the end of the exercise, students will have to write “nonconformities” and discuss in groups the wording and the errors to avoid.

The training finishes with some training about audit reports and general audit follow-up.

▪ **Day 5 : Audit Reports and Debriefing**

The last day of the training will be dedicated to audit reports:

- How to write one.
- The usual contents.
- The audit non-conformities.
- The audit follows-up.

The last afternoon session will be dedicated to debriefing of the training and questions and answers session.