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COSCAP SEA

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3 October 2024

To: COSCAP SEA Programme Member States Directors General of Civil Aviation, National Coordinators, and COSCAP SA, Programme Member States.

Subject: Invitation to COSCAP-SEA Audit Technique Course in Air Navigation Service, 09 – 13 December 2024 Bangkok, Thailand

Dear Sir/Madam,

We are pleased to invite your State's Civil Aviation Authority (CAA) to nominate participants for a five-day Audit Technique Course in Air Navigation Services, to be held in Bangkok from 9 to 13 December 2024. This course will provide a comprehensive overview of audit techniques, focusing on ICAO Annex 19 requirements and widely recognized best practices.

The course includes an audit exercise based on a tailored SMS Manual developed for training purposes. Participants will review this manual and its associated procedures and learn how to develop an effective audit checklist.

The training program can accommodate up to 30 participants. Each COSCAP-SEA Member State is invited to nominate two participants from their CAA, while six seats are reserved for COSCAP-SA Member States. The Programme, Registration Form, and Course Bulletin are attached as Attachments A, B, and C, respectively.

Kindly submit the completed registration forms by **22 November 2024** to the COSCAP-SEA Programme Secretary, Ms. Sudhatai Juntarapatin, at (sjuntarapatin@icao.int) to facilitate administrative arrangements and logistical support.

We extend our sincere gratitude to the DGCA France for releasing Mr. Franck Giraud, ATS Inspector for the Safety Verification Commission of ASECNA and Project Leader for International Cooperation, to contribute to this training.

Thank you for your attention and cooperation.

Yours sincerely,

Sudhir Singh,
CTA/PC,
ICAO COSCAP-SEA

cc: COSCAP SEA Steering Committee Chairman (director.general@caap.gov.ph)
ICAO APAC Regional Director (apac@icao.int)
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