Aviation Safety Audit Methodology

16 training hours | 4 modules | approx. 2 days | Live online or on-site, in English or Chinese

From audit planning to findings closure - a complete methodology for internal safety audits at small operators.

Instructor: HAN Aviation Safety Consulting

Module 1: Audit Fundamentals & Regulatory Basis (4 hours)

- Audit terminology and principles: independence, objectivity, evidence-based approach
- Where audits sit in the SMS -- the safety assurance pillar of Part 5 Subpart D
- ICAO Annex 19 and AC 120-92D expectations for internal evaluation
- Internal audits vs. external audits vs. regulatory inspections

Module 2: Audit Planning & Checklist Development (4 hours)

- Building the annual audit program: scope, frequency, and risk-based prioritization
- Developing checklists mapped to Part 5 requirements and company procedures
- Assigning audit teams, defining roles, and scheduling without disrupting operations
- Hands-on exercise: draft an audit checklist for a sample process

Module 3: On-Site Audit Techniques (4 hours)

- Document review: what to ask for and how to read it critically
- Interviewing skills: open questions, active listening, handling defensive interviewees
- Observation and sampling methods sized for small operations
- Collecting and recording objective evidence; running the closing meeting

Module 4: Findings, Reporting & Closure (4 hours)

- Grading findings: major nonconformity, minor nonconformity, observation
- Writing audit reports that management will act on
- Root-cause analysis and corrective action planning with auditees
- Verifying corrective actions and tracking closure

Contact

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