



# Aviation Internal Auditor

## 5-day classroom course (40 hours)

This course can be [customized for your company](#) and delivered at the location of your choice.

The audit requirements, procedures, and skills you need to know to get started as an internal auditor. This course prepares you to conduct consistent audits and drive continuous improvement within your organization. Learn about the audit process through a breakdown of its stages: the audit scope, objectives, follow-up and closing; and practice using techniques that deliver objective, measurable results. International audit requirements are covered in detail followed by a hands-on practical component.

## Objectives

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

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Summarize why audits are important and the principles of an audit program

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Describe the main international reference regulations and standards relevant to Quality Assurance and auditors

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Explain the elements of an audit program

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Describe the various methods used to audit effectively

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List the various elements of the audit process

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Review the competence required of auditors and how to maintain such competence

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## Target audience

This course is open to staff from all aviation sectors, namely:

- Quality, safety and operations managers
- Recently appointed internal auditors

## Recommended level

- Intermediate

## Key topics

- Terms, definitions and acronyms
- Importance of the audit process
- Types of audits
- Principles of auditing
- Regulatory requirements
- Audit program development and management
- Audit methods and techniques
- Conduct of an audit
- Auditor competence
- Audit simulation

## Activities

- Exercises/Simulation
- Group discussion
- Case Studies
- Assessment

## Prerequisites

The recommended level of language proficiency is ICAO Operational Level 4 for courses in English or the equivalent level for other languages.

## Certificate awarded

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An IATA Certificate is awarded upon successful completion of the course and final examination.

## Table of contents

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### The Internal Auditor and Principles of Auditing

- Common audit terminology
- The importance of audits
- Types of audits
- Principles of audits

### Regulatory Requirements

- International Civil Aviation Organization
- Regulatory/Regional Aviation Agencies: EASA, FAA, Transport Canada
- Standards for auditors – ISO 19011: 2018

### Audit Program

- Basic elements of an audit program
- Role of the audit program manager
- Processes required within the audit program
- Performance Improvement

### Audit Methods and Techniques

- Methods used when auditing
- How to prepare work documents
- Collect evidence based on sampling
- Principles for the conduct of interviews
- Principles for initiating audit findings

## Associated diplomas

You may also apply this course toward an IATA Diploma in [Airline Quality Management](#) or [IOSA Internal Auditor \(IIA\) Advanced](#).

### Performing an Audit

- Audit process overview
- Off-site phases of the audit plan
- Performing document review while conducting the audit
- Opening meeting
- Collect and verify information
- Audit findings
- Audit conclusions
- Closing meeting
- Audit report
- Complete audit follow-up

### Competence and Evaluation of Auditors

- Role and responsibilities of an auditor
- Competences to fulfil the needs of the audit program
- Auditor evaluation criteria
- Methods of auditor evaluation
- Maintain and improve auditor competence

### Audit simulation -exercise

- Audit program development
- Audit conduct
- Audit report

### Review and summary

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### Final examination

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