

PCologne, 24/11/2018

The Zambia – ASSP II project team is very pleased to announce the

## Auditing Techniques Workshop

- **OBJECTIVE**

This two day interactive workshop is designed to reinforce participants' understanding of skills necessary to manage, plan, conduct and report a wide range of audits in support of regulatory compliance.

The objectives of this activity are:

- To facilitate obtaining of the qualification as aeronautical auditor;
- To learn the audit techniques and the processes needed for its performance;
- To accredit a practical experience in the development of real audits in which the future auditor is formed and qualifies be able to put them in practice.

The key topics covered will be:

- Basic management systems, audit / compliance monitoring principles and relative responsibilities;
- Managing the audit process;
- The audit planning process;
- Interview and questioning techniques;
- Evaluating and reporting of audit findings;
- The corrective action and audit close-out process.

The training will be held

**on 27 – 28 November,  
at Cresta Golfview Hotel in Lusaka**

- **AGENDA**

A tentative training agenda is attached.

- **VENUE**

Cresta Golfview hotel hosted by ZCAA

- **TARGET GROUP**

This course is designed as an auditor training course for those in the aviation authorities whose role involves the management and conduct of auditing / compliance monitoring, or those involved with the conduct of safety regulatory oversight of organisations.

- **TIMEFRAME**

2 working days intermediate level intensive course.



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European Union and implemented by EASA*  
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ISO 9001 Certified

- **COSTS**

The lunches and coffee-breaks will be pre-arranged and prepaid by the ZCAA

- **IMPORTANT NOTICE**

Registered participants attending the workshop are expected to stay throughout the entire event and should not leave for other purposes without prior agreement of EASA.

- **REGISTRATION**

Please nominate participants by filling in the attached registration form and send it back to the person indicated on the form **no later than 23 November 2018**.

- **AFTER THE TRAINING**

Participants will be provided with a certificate of attendance after completing the workshop quality questionnaire.

- **INFORMATION ON THE PROJECT**

You can find further information about the ASSP II Zambia project by following this link:

<https://www.easa.europa.eu/easa-and-you/international-cooperation/technical-cooperation-projects/zambia-assp-ii-project>

- **Your contact person**

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The project team wishes all the participants a fruitful event!

**Annex:** Proposed Agenda  
Registration Form