# Aviation Internal Audit: Mastering Quality Assurance Skills

31 May – 4 June 2027
Tokyo (Japan)



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## Why This Course

Internal auditing plays a critical role in strengthening aviation safety, ensuring regulatory compliance, and driving organizational excellence. As aviation operations become more complex and oversight requirements intensify, organizations need skilled internal auditors who can evaluate processes, identify risks, and support continuous improvement with confidence and precision.

The Aviation Internal Audit & Compliance Assurance Program is an intensive 1-week course designed for aviation managers, quality specialists, safety professionals, auditors, and anyone involved in oversight functions. This program provides a comprehensive, hands-on approach to internal auditing in the aviation environment—covering planning, execution, reporting, and follow-up, aligned with global standards and industry best practices.

Through practical exercises, interviews, simulations, and real-world case studies, participants will build the competencies required to perform effective audits that enhance safety, reliability, and operational efficiency.

## What You'll Learn and Practice

By the end of this program, participants will be able to:

- Apply the principles, processes, and regulatory expectations of aviation internal auditing
- Develop effective audit plans, scopes, checklists, and risk-based priorities
- Conduct professional audit interviews, gather evidence, and document findings
- Analyze audit results and write clear, actionable audit reports
- Implement corrective actions and follow-up processes that drive continuous improvement
- Strengthen organizational compliance, quality, and safety performance

## The Program Flow

### Day 1 - Introduction to Aviation Internal Auditing

- The purpose and scope of internal auditing within aviation organizations
- ICAO, EASA, FAA, and IOSA regulatory requirements and standards
- Types of audits: compliance, performance, process, and system audits
- Roles, responsibilities, and essential competencies of internal auditors



### Day 2 - Audit Planning & Preparation

- Establishing audit objectives, scope, and criteria
- Conducting risk assessments and prioritizing audit activities
- Developing audit checklists, protocols, and evaluation tools
- Allocating resources and creating effective audit schedules

### Day 3 - Conducting the Audit

- Effective communication and managing opening meetings
- Interview techniques and behavioral questioning strategies
- Evidence-gathering methods: observation, documentation, and sampling
- Identifying, analyzing, and documenting audit findings

### Day 4 - Audit Reporting & Follow-Up

- Evaluating collected data and confirming audit conclusions
- Writing clear, concise, and actionable audit reports
- Presenting findings and recommendations to management
- Designing corrective and preventive action CAPA plans

### Day 5 - Continuous Improvement & Best Practices

- Root cause analysis tools: 5 Whys, fishbone diagrams, and fault tree analysis
- Monitoring corrective actions and verifying implementation
- Enhancing the audit program: effectiveness, maturity, and best practices
- Case studies and team-based practical auditing exercises

## Individual Impact

Participants will leave the program with:

- The ability to independently plan, conduct, and report internal audits
- Strong interviewing, observation, and evidence-gathering skills
- Practical tools and templates to support high-quality audit execution
- Enhanced competency in identifying operational risks and improvement opportunities
- Greater confidence in communicating findings to leaders and stakeholders

## Organizational Impact

Organizations will benefit from:



- Stronger compliance with regulatory and industry standards
- Improved operational performance through systematic audits and follow-up
- Enhanced safety culture supported by transparent reporting and corrective actions
- Reduced risks and increased oversight effectiveness
- A more capable and empowered internal audit workforce

## Training Methodology

This program uses an engaging, practical learning approach through:

- Real aviation case studies and audit scenarios
- Hands-on activities in planning, interviewing, and reporting
- Group discussions and peer-to-peer learning
- Templates, checklists, and audit tools ready for immediate use
- Expert-led sessions bridging regulation, best practices, and real-world challenges

## Beyond the Course

Participants will return ready to:

- Lead internal audits that deliver meaningful improvements
- Strengthen safety, compliance, and quality across aviation operations
- Enhance organizational resilience through systematic oversight
- Contribute to a culture of accountability and continuous improvement

