

# AVIATION QUALITY MANAGEMENT SYSTEMS & LEAD AUDITOR COURSE

- Course times are 8 am to 4 pm.
- Morning tea, a light lunch and afternoon tea will be provided each day.
- The course has a maximum of 12 students.
- The course fee is \$2,000 per person plus 10% GST (\$2,200 GST inclusive).
- Participants will receive a course photo and certificate on completion of the course. Note that certificate will be issued post course after internal RABQSA required review.
- Registration forms along with payments, purchase orders, and/or invoice requests must be received at QTT by **12 January 2012**.

Registration will be confirmed either on attainment of class capacity or, alternatively, one month before course start date. Further course information will be sent directly to the participants after the registration cut off date. QTT advises that attendees wait to book travel and accommodation until receipt of course confirmation letter.

Refer to the QTT website ([www.qtttraining.com.au](http://www.qtttraining.com.au)) for full terms and conditions, including cancellation and privacy policy.

## PETER HAYES

Peter has over 40 years of experience within Civil Aviation, Auditing, Quality Management and Engineering. He is a Licensed Aircraft Engineer and has performed roles as an engineer, controller of audit, inspection and as a quality assurance manager.

Peter's resume includes 15 years as a certifying engineer, 7 years as Quality Assurance Manager for a major Hong Kong based Engineering (MRO) company, the development of a national audit program for the New Zealand Civil Aviation Authority (NZCAA), consulting for the Australian Defence Force (ADF) in Weapons Electronics and numerous other projects, and consulting in the areas of auditing, quality, training, engineering and project management.

Peter possesses an engaging and informative instructional style, a deep passion for the subject and has profound understanding and expertise in quality management and auditing systems.

FOR FURTHER INFORMATION:  
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QinetiQ Technology Training  
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ABN: 56 127 766 689

# QinetiQ

## QinetiQ Technology Training

Presents

# AVIATION QUALITY MANAGEMENT SYSTEMS & LEAD AUDITOR COURSE

*in partnership with*



An ISO 9001 Certified Company

**Dates:**

**13 - 17 February 2012**

**Venue:**

**Level 4, 210 Kings Way  
South Melbourne Victoria**

Recognised for Continuing Professional Development  
in accordance with Engineers Australia guidelines.

# COURSE OVERVIEW

This 5 day course which is RABQSA International Certified (under RABQSA-QM, RABQSA-TL and RABQSA-AU Competencies – i.e Quality Management, Lead Auditor and Auditing) has been specifically designed to meet the requirements of aviation safety legislation, and academic requirements for international registration as an auditor.

## Who should attend?

All aviation industry staff where the requirement for formal training in systems auditing exists.

## Course Objectives

- To learn effective auditing for aviation safety rules compliance and Quality Management to ISO 9001:2008 standard.
- To have a basic understanding of new legislation and the requirements for safety management systems and quality assurance systems.
- To have an understanding of the interface between safety and quality systems, organisational factors, what an audit is, and the reasons for auditing.
- To understand that an effective safety management system and auditing can help create a corporate culture that is focused on safety and quality.

## Learning Outcomes

- The course is divided into modules. We introduce course participants to safety management systems, process management systems, practical auditing (for identification of systemic problems), Human Factors as they apply to the auditing environment, organisational latent conditions, and accident review case studies.
- Participants, who successfully pass the course, meet the qualification criteria for conducting FAA code-share audits, regulatory body/JAA Safety & Quality Assurance audits and 3<sup>rd</sup> party Quality Management System audits (ISO 9001:2008).

# COURSE OUTLINE

## Day One

- History of quality, international scene,
- Introduction to ISO elements
- ISO 9001:2008 and organisational structure
- Procedures, document control, work instructions, flow charting techniques
- Workshop and written activities

## Day Two

- Audit objectives, roles and management
- Audit initiation, planning and preparation
- Objective evidence
- Inspection via quality
- Audit performance
- Audit reporting and follow-up

## Day Three

- Examination/assessment of auditing skills
- interpersonal skills for auditing
- Review of auditing process (days 1 and 2)

## Day Four

- Practical audit exercise/assessment based on division of class into audit teams
- Entry meeting, exit meeting and report writing
- Revision and discussion of the on site audit

## Day Five

- Aviation safety and management control system
- Aviation safety legislation and quality
- Accident review and case study
- Final exam/assessment testing knowledge of requirements and effective auditing of same

## Registration Form

### AVIATION QUALITY MANAGEMENT SYSTEMS & LEAD AUDITOR COURSE

13 - 17 February 2012

**\$2,000 + 10% GST (\$2,200 GST Inc)**

First Name \_\_\_\_\_

Surname \_\_\_\_\_

Company/Military Group/Agency/Organisation \_\_\_\_\_

Job Title \_\_\_\_\_

Postal Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

**Privacy:** Your personal information may be used as follows:

Tick if you do not want your name and email address to be included in the contact list which is provided to your fellow course participants.

Tick if you do not want to be added to our confidential emailing list which will advise you of future QTT courses.

## Form must be returned to QTT by 12 Jan 2012

### METHOD OF PAYMENT

Cheque

Purchase Order No. \_\_\_\_\_

Credit Card: Authorisation form available at [www.qctraining.com.au](http://www.qctraining.com.au) or email [qctraining@qinetiq.com.au](mailto:qctraining@qinetiq.com.au). Please note a 1% surcharge applies to all card payments.

Please Invoice: For invoice please provide name and full address.

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Email:  
[qctraining@QinetiQ.com.au](mailto:qctraining@QinetiQ.com.au)

### CANCELLATION

Should you be unable to attend, a suitable substitute is always welcome. Alternately, a refund less a \$150 administration fee will be made for cancellations received in writing prior to 12 Jan 2012. Refunds will not be given after 12 Jan 2012, however for exceptional circumstances some credit may be given towards another QTT course.