

## Annex II – Description of Lots

CAA-TENDER-2014-02 – Technical Training Services

Lot	Subject	Subject Guideline (for reference only)	Course Duration	Max Price (USD)
I	Auditing Techniques	<p>Theory:</p> <ul style="list-style-type: none"> <li>➤ Auditing in the context of regulatory oversight</li> <li>➤ The need for and importance of effective regulatory oversight management processes</li> <li>➤ Relative responsibilities within the regulatory organisation for oversight management and decision making based on oversight audit results</li> <li>➤ Development of oversight programmes for initial approval and on-going oversight</li> <li>➤ Initial review of an organisations response to regulatory requirements</li> <li>➤ Fundamental principles of auditing</li> <li>➤ Objective based auditing &amp; reporting methods</li> <li>➤ Audit visit planning</li> <li>➤ Development of auditors working documents, check lists etc.</li> <li>➤ Audit Entry / Exit meetings</li> <li>➤ Investigative auditing skills and techniques</li> <li>➤ Factual reporting of audit findings</li> <li>➤ Interactive audit role play scenarios</li> <li>➤ Regulatory audit reports &amp; records</li> <li>➤ Auditor competency and development issues</li> <li>➤ Regulatory process for and associated timescales of corrective actions</li> <li>➤ Effective corrective action, audit follow up and close out mechanisms</li> <li>➤ Peer review, oversight harmonisation and international oversight programmes</li> </ul> <p>Audience: CAA Airworthiness Inspectors</p>	3+1 days	\$ 16,500

2	Aircraft Maintenance Programmes	<p>Theory:</p> <ul style="list-style-type: none"> <li>➤ Part M requirements relating to AMPs</li> <li>➤ Part M requirements and an Introduction on Reliability Programmes</li> <li>➤ MSG methodology, MRB Process and MPDs</li> <li>➤ In service management of AMPs</li> <li>➤ Approval of AMPs</li> <li>➤ Low utilisation programmes</li> <li>➤ CPCP, Ageing, Bridging programmes</li> </ul> <p>Audience: CAA Airworthiness Inspectors</p>	5 days	\$ 18,000
3	Human Factors in Aviation Maintenance	<p>Theory:</p> <ul style="list-style-type: none"> <li>➤ Regulatory requirements for Human Factors</li> <li>➤ Error and maintenance error</li> <li>➤ Rule breaking and violations</li> <li>➤ Avoiding and managing error</li> <li>➤ Human performance and limitations</li> <li>➤ Environmental factors</li> <li>➤ Teamwork and communication</li> <li>➤ Part 145 Human Factors programmes</li> </ul> <p>Audience: CAA Airworthiness Inspectors</p>	3 days	\$14,500
4	Document Control Systems	<p>Theory:</p> <ul style="list-style-type: none"> <li>➤ Knowledge to build a document control system that satisfies EASA Air Operations</li> <li>➤ Document Hierarchy and Regulatory Requirements</li> <li>➤ Retention and amendment</li> <li>➤ Consistency and referencing</li> <li>➤ Documentation standards</li> </ul> <p>Audience: Industry and CAA Flight Operations Inspectors</p>	3 Days	\$ 14,500