



Audit Preparation Workshop

0830 – 1630 November 6, 2013 (Day 1)

0830 – 1630 November 7, 2013 (Day 2)

Presenter: Gary Grass, Canadian Council for Aviation & Aerospace (CCAA)

The Audit Preparation Workshop is Designed For:

- Individuals managing or providing oversight of portions or large segments of the business functions of operators, maintenance providers, or trainers
- Individuals who are likely to interact with auditors and are uneasy about the audit process
- Individuals seeking to gain a general understanding of audits typical in the aviation industry

How You Will Benefit

At the request of the Canadian aviation industry, Canadian Council for Aviation & Aerospace (CCAA, formerly CAMC) has developed a workshop for individuals in roles where audits are a normal part of life however causes concern or stress. This workshop is focused on providing the attendee an understanding of the audit process and how it fits within a typical management system, an overview of the Canadian Aviation Regulations, a detailed look at an audit from the perspective of the individual being audited, and guidance on how to manage audit findings.

Course Content

Part 1 – Audits and how they fit into the big picture

Part 2 – Canadian Aviation Regulations – the basics

Part 3 – All about audits from the perspective of the individual undergoing the audit

Part 4 – Dealing with the aftermath of an audit

REGISTRATION FORM BELOW



REGISTRATION FORM

Audit Preparation Workshop (2 Days)

Return form to: HAC, 130 Albert Street, Suite 500, Ottawa, ON K1P 5G4 Fax: (613) 369-5097

Attendee Name 1		Title	
Attendee Name 2		Title	
Attendee Name 3		Title	
Attendee Name 4		Title	
Company Name			
Address			
City		Prov/State	Postal/Zip Code
Contact Phone# ()		Fax# ()	
Email:			

This course will be delivered if there is sufficient registration by October 15, 2013

NOTE: SEPARATE FEE FROM CONVENTION REGISTRATION

No. of Registrations		@	Rate – CAN \$680. ea.	
				Sub-Total
				GST 5%
				Total

METHOD OF PAYMENT

<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> AMEX	Card Number	Expiry	CVV
Name of Card Holder				Signature	
<p>CANCELLATION POLICY Registration may be cancelled by notifying HAC Administrative Services IN WRITING ONLY. Cancellations up to and including September 30, 2013 will receive full reimbursement. Cancellations from October 1, 2013 up to and including October 31, 2013 will receive a 50% reimbursement. Cancellations received after October 31, 2013 will NOT be reimbursed.</p>					
For HAC Use Only				HST#: 878769199	
Date Rec'd		Amount Due		Amount Paid	