

CCAA's Skills Development Workshops at



11410 Kingsway NW, Edmonton, AB T5G 0X4

*Certification has proven to reduce incidents and accidents. Be compliant and stay compliant with CCAA training.
All CCAA workshops are based on a National Occupational Standard (NOS) or specific Transport Canada regulatory requirement.
The workshops are carefully designed to provide participants with the tools and knowledge necessary to comply with Canadian Aviation Regulations (CARs)*

ALBERTA AVIATION MUSEUM

| Date | Workshop | Duration (days) | Instructor | Town | Province |
|-------------|---------------------------------|-----------------|------------------|----------|----------|
| 11-March-19 | Quality Systems Auditor | 2 | Michelle Wallmer | Edmonton | AB |
| 13-March-19 | Corrective Actions Plan | 1 | Michelle Wallmer | Edmonton | AB |
| 14-March-19 | Quality Assurance Manager | 1 | Michelle Wallmer | Edmonton | AB |
| 15-March-19 | Company Aviation Safety Officer | 1 | Michelle Wallmer | Edmonton | AB |

COURSE DESCRIPTIONS

Quality Systems Auditor Workshop

Workshop Description

This 2-day workshop provides a comprehensive overview of the steps involved in the audit process. Content covered in this workshop includes:

- Preparing an audit program
- Developing and validating checklists
- Understanding risk management as a component of the audit process
- Addressing common quality assurance issues
- Scheduling and planning audits
- Analyzing evidence and applying audit evaluation methods
- Preparing audit reports and developing corrective action plans
- Improving audit performance

Corrective Action Plans Workshop

Workshop description:

This 1-day workshop is intended for individuals who may be required to respond to audit findings by developing corrective action plans. Participants will learn to develop meaningful and appropriate corrective action plans. Content covered in this workshop includes:

- Understanding management system basics as they apply to audit findings
- Understanding the fundamentals of Short Term (corrective) action plans
- Understanding and applying methods for determining the root causes of a finding
- Developing Long Term (preventative) action plans



Quality Assurance Manager Workshop

Workshop description

This 1-day workshop provides a comprehensive overview of the role and responsibilities of the Quality Assurance Manager. Content covered in this workshop includes:

- Quality improvement roles
- Quality management process
- Develop and manage an audit plan
- Manage applicable policies and procedures
- Manage compliance and non-compliance events
- Assess corrective and preventive actions
- Coach operational personnel in the development and implementation of corrective action plans (CAPs)
- Manage records and documents
- Manage QA performance and conformance

Company Aviation Safety Officer Workshop

Workshop Description

This 1-day introductory CASO course is designed to familiarize the candidate to the various roles, responsibilities and duties of a Company Aviation Safety Officer. It meets the requirements of CAR's 705.153, 573.06(8) 302.505, as well as CARs 723.07.

WORKSHOP DETAILS

| COURSE NAME | CCAA Partner | | | Others | | |
|--|--------------|--------------------------|-------|--------|--------------------------|-------|
| | QTY | PRICE (tax not included) | TOTAL | QTY | PRICE (tax not included) | TOTAL |
| Quality Systems Auditor (QSA) | | \$680.00 | | | \$850.00 | |
| Corrective Actions Plan (CAP) | | \$520.00 | | | \$650.00 | |
| Quality Assurance Manager (QAM) | | \$520.00 | | | \$650.00 | |
| Company Aviation Safety Officer (CASO) | | \$520.00 | | | \$650.00 | |

Do you have more than 5 participants? Ask about our private workshops!

Save on travel costs for your large group and have a CCAA-certified instructor come to your organization anywhere in Canada. Our instructor will deliver course material specially tailored to meet your organization's requirements, at a date/time and location of your choice anywhere in Canada. We offer group discounts and other incentives!



MAIN CONTACT & PARTICIPANT(S) INFORMATION

| | | | |
|--|--------|-------------------------|-------------|
| Main Contact Person: First Name/ Last Name | | | |
| Organization | | CCAA Partnership Number | |
| Organization Address | City | Province | Postal Code |
| Phone | E-mail | | |
| List of Participant(s): FIRST NAME / LAST NAME and EMAIL ADDRESS | | | |
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PAYMENT DETAILS

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|--|-------------------------------------|---|
| Credit Card | | |
| <input type="checkbox"/> VISA | <input type="checkbox"/> MasterCard | <input type="checkbox"/> American Express |
| Credit Card Number | Expiry Date | |
| Name of Card Holder | Signature | |
| Billing Address: (If different from the previously stated address on page 1) | | |

PLEASE RETURN THE COMPLETED FORM TO:

Sohini Famili
Coordinator, Skills Development & Partnerships
sfamili@avaerocouncil.ca
Phone #: (613) 727 8272 x 232

How did you hear about us?

- CCAA Regional Representative
- Current Employer
- CCAA Website
- Other

Cancellation Policy:

50% refund with 7 – 14 days prior notice. Less than 7 days’ notice: no refund; registration fees may be used as credit towards the next available workshop. This credit is valid within 1 year from the time of purchase. There will be no refunds or credit for participants who are absent without prior notice.
CCAA reserves the right to cancel or change workshop dates up to 2 weeks prior due to insufficient registration.

