

CCAA's Skills Development Workshops at



55 Musketeer Road East, Southport, MB, R0H 1N1

*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)*

MANITOBA AEROSPACE FACILITIES

| Date | Workshop | Duration (days) | Instructor | Town | Province |
|-----------|-------------------------|-----------------|----------------|-----------|----------|
| 25-Feb-19 | Quality Systems Auditor | 2 | Peter Boniface | Southport | MB |
| 27-Feb-19 | Corrective Actions Plan | 1 | Peter Boniface | Southport | MB |

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



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 | |

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.

