

Title	Conduct audits in an aviation environment		
Level	5	Credits	15

Purpose	People credited with this unit standard are, in an aviation environment, able to: plan, organise, and conduct an audit; evaluate audit results; record audit results; and advise on audit results.
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Classification	Aviation > Aviation - Core
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Available grade	Achieved
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Guidance Information

- 1 Resources may include but are not limited to – International Civil Aviation Organization. 2018. Doc 9859, *Safety Management Manual*. 4th ed. ICAO, available at <https://store.icao.int/en/safety-management-manual-doc-9859>.
- 2 All references to the CAA refer specifically to the Civil Aviation Authority of New Zealand.
- 3 Industry standards and recommended practices are those set in place by the CAA.
- 4 Industry texts may include but are not limited to – ICAO Safety Management Manual, CAA Rules, CAA Advisory Circulars, operator exposition.
- 5 Definition
Organisational requirements include any legal requirements, standards, codes of practice, organisational and/or site requirements, industry best practices, and manufacturers' instructions.

Outcomes and performance criteria

Outcome 1

Plan, organise, and conduct an audit in an aviation environment.

Performance criteria

- 1.1 Internal, external, and third-party audit functions and responsibilities are contrasted in accordance with industry standards and texts.
- 1.2 The resources required to conduct the audit are identified and obtained in accordance with organisational requirements.

- 1.3 All relevant parties are consulted and informed of audit plans in accordance with industry standards and texts.
- 1.4 The audit environment is assessed for personal safety in accordance with industry standards and texts.
- 1.5 The environment is assessed to ensure that it permits the audit to be fair, valid, and reliable in accordance with industry standards and texts.
- 1.6 The audit arrangements and requirements are explained to the persons involved in the audit and to all relevant parties, and their understanding of the purpose and process is confirmed.
- 1.7 Documents are sighted, and all other evidence specified in the audit procedure is gathered, and confidentiality is maintained in accordance with the organisational requirements.

Outcome 2

Evaluate audit results in an aviation environment.

Performance criteria

- 2.1 Evidence gathered is evaluated for reliability, validity, authenticity, sufficiency, currency, and consistency in the achievement of the specific standards, in accordance with industry standards and texts.
- 2.2 The assessment decision is made in accordance with the purpose and objectives of the audit and industry standards and texts.
- 2.3 If there is any doubt in the assessment decision, guidance and advice is sought from a more experienced auditor(s).

Outcome 3

Record audit results in an aviation environment.

Performance criteria

- 3.1 The audit results are recorded and processed in accordance with industry standards and texts.
- 3.2 Access to the audit record is provided only to the authorised personnel in accordance with industry standards and texts.
- 3.3 Confidentiality of the audit outcome is maintained in accordance with industry standards and texts.

Outcome 4

Advise on audit results in an aviation environment.

Performance criteria

- 4.1 Audit results are discussed, and results receipt is confirmed, with the audit client.
- 4.2 Feedback, including advice on any corrective action(s) required, is given to persons involved in the audit in accordance with industry standards and texts.
- 4.3 Any audit decision that may be disputed is reported in accordance with industry standards and texts.

Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	15 April 2011	31 December 2024
Rollover	2	26 April 2018	31 December 2024
Review	3	29 September 2022	N/A

Consent and Moderation Requirements (CMR) reference	0028
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Ringa Hora Services Workforce Development Council qualifications@ringahora.nz if you wish to suggest changes to the content of this unit standard.