

**SKILLS FRAMEWORK FOR AIR TRANSPORT  
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

<b>TSC Category</b>	Airport Engineering					
<b>TSC</b>	Engineering Standards Audit and Assessment					
<b>TSC Description</b>	Assess engineering project documentation and outcomes to ensure compliance with established standards					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
		<b>ATP-APE-2007-1.1</b>	<b>ATP-APE-3007-1.1</b>	<b>ATP-APE-4007-1.1</b>	<b>ATP-APE-5007-1.1</b>	
		Execute internal and external audits and coordinate audit schedules	Review audit submissions to ensure completion according to Standard Operating Procedures (SOPs)	Analyse audit submission packages with auditors and recommend corrective actions to address gaps identified	Develop process improvement strategies to address gaps identified in audit submissions	
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>Internal and external audit processes</li> <li>Audit parameters and data sources to obtain required information</li> <li>Data collection techniques</li> <li>Roles and responsibilities of different stakeholders and/or departments during internal and external audits</li> <li>Local and international guidelines such as International Civil Aviation Organisation (ICAO) Annex for Aerodromes</li> </ul>	<ul style="list-style-type: none"> <li>Principles and techniques for audit management</li> <li>Principles underpinning audit parameters</li> <li>Documents needed for audit submissions</li> <li>Roles and responsibilities of different stakeholders and/or departments during internal and external audits</li> <li>Local and international guidelines such as International Civil Aviation Organisation (ICAO) Annex for Aerodromes</li> </ul>	<ul style="list-style-type: none"> <li>Principles and techniques for audit management</li> <li>Overview of engineering projects in the organisation</li> <li>Factors affecting the performance and durability of engineering structures</li> <li>Internal and external audit processes</li> <li>Principles underpinning audit parameters</li> <li>Documents needed for audit submissions</li> <li>Local and international guidelines such as International Civil Aviation Organisation (ICAO) Annex for Aerodromes</li> </ul>	<ul style="list-style-type: none"> <li>Principles and techniques for audit management</li> <li>Overview of engineering projects in the organisation</li> <li>Impact of quality issues on strategic objectives of engineering projects</li> <li>Internal and external audit processes</li> <li>Negotiation techniques</li> <li>Stakeholder management</li> <li>Local and international guidelines such as International Civil Aviation Organisation (ICAO) Annex for Aerodromes</li> </ul>	
<b>Abilities</b>		<ul style="list-style-type: none"> <li>Conduct necessary preparation work for audit meetings</li> <li>Coordinate and finalise audit schedules based on availabilities of internal and external</li> </ul>	<ul style="list-style-type: none"> <li>Communicate audit schedules to relevant stakeholders and/or departments involved in the audit processes</li> </ul>	<ul style="list-style-type: none"> <li>Review audit submission packages are complete and in order</li> <li>Explain rationales for project decisions made when queried by auditors</li> </ul>	<ul style="list-style-type: none"> <li>Lead and manage all key audit meetings</li> <li>Analyse findings from auditors to develop process improvement strategies</li> </ul>	

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		<p>teams involved in the audit processes</p> <ul style="list-style-type: none"> <li>Gather the necessary information from consultants and/or contractors to perform audits</li> </ul>	<ul style="list-style-type: none"> <li>Prepare necessary documents needed for audits</li> <li>Identify missing information in audit submission packages</li> <li>Evaluate key findings to prepare audit reports</li> </ul>	<ul style="list-style-type: none"> <li>Examine areas of non-compliance highlighted by auditors</li> <li>Recommend corrective actions to address non-compliance</li> <li>Produce management reports to document feedback from auditors and follow-up actions</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate corrective actions to determine implications on different stakeholders and/or departments</li> <li>Convey and clarify the impact of process improvement strategies to relevant stakeholders and/or departments</li> </ul>	
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