

**APPENDIX A: AUDIT ENTRY MEETING**

Date of Inspection/Audit		ATO Number	RAA/
Name of the organisation			
Base of Operation			
Physical Address			
		Postal code	
Telephone Number		Fax Number	
Cell phone number		E-mail	

<b>Acknowledgements</b>
Thank the company officials for their attendance, co-operation and use of their facilities.

<b>Purpose</b>
Explain the purpose of the meeting: (a) Introduce the audit team members (if applicable): (b) Define the objective and scope of the audit (c) Define the methodology used during the audit (d) Co-ordinate staff and facilities.

<b>Introductions</b>	
Audit team: (Names of inspectors, Observers and Specialists)	
1.	2.
3.	4.
5.	6.

<b>Objective and Scope</b>
The objective and scope of this audit is: (a) To conduct an analysis of the equipment, facilities and personnel of _____ _____ (Name of ATO) to ensure they meet legislative and TPM requirements and that maximum effort is made to ensure flight safety. (b) To ensure compliance with the SA-CARs, SA-CATS, Appendices and ATO operations (TPM).

<b>Depth</b>
The audit will (a) Encompass, but not be limited to, the specialty areas identified, as covered by the appropriate audit Checklists and ATO Training Procedures Manual. (b) Cover the period from _____ (last audit date) to _____ (new audit date).

<b>Communications</b>
The following communication protocols will be observed: (a) Initial communication in each audit area will be between the auditor for that area and the company official specified by _____ (Name of ATO) as the contact for that area (b) Where problems or questions arise, team members will advise me and I will contact

\_\_\_\_\_ (company representative)  
 (c) If the company has a problem or questions, it is to contact the audit manager, who will meet with the team leaders to discuss the day's findings and address any questions.

**Methodology**

Standard audit procedures are those set out in the APM and will include:

(a) Interviews with personnel to discuss the areas of responsibility.  
**We need to have access to the following personnel during the pre-entry meeting as well as when required during the audit for questioning:**

- Accountable manager
- CFI
- Safety Officer
- Quality Assurance manager
- Person responsible for aircraft

(b) The examination of records:

- Flight authorisation sheet(s)
- Exam authorisation sheet(s) (if applicable)
- Student files
- Instructor files
- Instructor logbooks
- Student logbooks

(c) Aircraft inspections

- Aircraft documentation
- Maintenance logbooks

(d) The review of manuals and directives.

Every effort will be made to conduct all audit activities with minimal disruption to the company. The fact that flight operations are ongoing will be respected. Should an interview be requested, for example, it will be conducted at a mutually satisfactory time. We will tailor our hours to the company's normal working hours and team leaders will inform their staff of the protocol discussed at this meeting, with regard to communications in particular.

**Arrangement for equipment, personnel and facilities**

The audit team of course is not able to travel with all the equipment needed during the audit therefore the company is requested to provide access to such equipment as: photocopiers, manuals, or other hardware items; facilities needed are work areas where the team can be private and inconspicuous, (preferably lock-able so files and manuals may be left overnight, refreshment and restroom facilities etc.

**Exit Meeting**

The exit meeting is proposed for \_\_\_\_\_ (Venue of exit meeting) on \_\_\_\_\_ (Date of exit meeting) after the audit.

**Question Period**

(Inspector notes) :
