



<b>APPENDIX C: AUDIT REPORT</b>
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<b>Confidential</b>
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*The contents of this audit is the property of SACAA and the document nor any part may be distributed to any persons or organisations not entitled to be in possession of the report. This report or parts thereof may not be copied except for utilisation by the company in compliance with the recommendations and findings contained in the report.*

<b>ANNUAL AUDIT REPORT</b>
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The annual audit conducted at your facilities on \_\_\_\_\_ (date) refers. We thank you for your co-operation and hospitality during the audit.

<b>PART ONE: INTRODUCTION</b>
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The scope of the audit was to conduct oversight of training operations of \_\_\_\_\_ (ATO Name) – in terms of SA-CARS Part 141 and its Training Procedures Manual.

<b>SACAA AUDIT TEAM</b>
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Name	Representing

<b>COMPANY SUPERVISORY STRUCTURE</b>
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Name	Representing

<b>PART TWO: AUDIT SUMMARY</b>
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GENERAL.

An ATO annual audit was carried out at \_\_\_\_\_ (name of ATO) facilities for the renewal of Flying Training as per ATO certificate.

MAINTENANCE

Aircraft was checked by \_\_\_\_\_ (inspector name).

**PART THREE: AUDIT FINDINGS AND OBSERVATIONS**

GENERAL:

**DISCLAIMER**

An audit is a sampling process. The non-conformities identified during this audit are not necessarily the only non-conformities that exist in the organisation. It is the Accountable Manager's responsibility to ensure continuous surveillance of the organisation, and the identification and resolution of non-conformities.

**AVIATION ENFORCEMENT**

Aviation Enforcement routinely reviews audit reports and any findings that constitute a breach of regulations or non-compliance may result in enforcement action.

**CONCLUSION**

The ATO certificate has been issued, \_\_\_\_\_ (ATO name) is to ensure that the annual application for renewal is submitted 60 days in advance of the expiry date of the ATO Certificate and the Training Operations

Yours faithfully,

P. Laubscher  
SACAA Operations Manager