

Your Logo

INTERNAL AUDIT REPORT

PLAN - STEP ONE: [REDACTED]

Process to Audit (Audit Scope): Continuing Analysis and Surveillance System	
Audit Date(s):	Lead Auditor:
Audit #:	Other Auditor(s) on Team:
Applicable Clauses:	
	List Inputs to the process: FAA Order 8900.1, Vol 3, Ch 32, Sec 11 FAA Order 8900.1, Vol 3, Ch 43 FAA Order 8900.1, Vol 6, Ch 2, Sec 26 AC 120.16D
Applicable Sections of the Maintenance Manual:	
Revision of Maintenance Manual:	
Process Owner:	

List any other applicable documents, if any.	
Document Title	Revision

DO - STEP TWO: [REDACTED]

Read the applicable sections of the Company documents, including the Maintenance Manual. Compare with the applicable clauses.

Question	Y/N	Evidence or Notes Sheet Ref. #
In general, does the Company documentation meet the requirements of [REDACTED]		
Review any OEM requirements that may be applicable to this process. (If there are none, enter "N/A" in the middle column.) In general, does the Company documentation meet these requirements?		
Review any FAA requirements that may be applicable to this process. (If there are none, enter "N/A" in the middle column.) In general, does the Company documentation meet these requirements?		

Indicate any suggestions for improvement related to the documentation:

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CHECK - STEP THREE: [REDACTED]

Compare the requirements of the Maintenance Manual and other documentation against [REDACTED]

Requirement Reference	Question	Y/N	Evidence or Notes Sheet Ref. #
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Management Responsibility & Authority

1	[REDACTED]		
2	[REDACTED]		
3	[REDACTED]		
4	[REDACTED]		
5	[REDACTED]		
6	[REDACTED]		
7	[REDACTED]		
8	[REDACTED]		
9	[REDACTED]		
10	[REDACTED]		
11	[REDACTED]		

Maintenance Program

1	[REDACTED]		
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INTERNAL AUDIT REPORT

Compare the requirements of the Maintenance Manual and other documentation [REDACTED]

Requirement Reference	Question	Y/N	Evidence or Notes Sheet Ref. #
2	[REDACTED]		
3	[REDACTED]		
4	[REDACTED]		
5	[REDACTED]		
6	[REDACTED]		
7	[REDACTED]		
8	[REDACTED]		
9	[REDACTED]		
10	[REDACTED]		
11	[REDACTED]		
12	[REDACTED]		
13	[REDACTED]		

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Compare the requirements of the Maintenance Manual and other documentation against [REDACTED]

Requirement Reference	Question	Y/N	Evidence or Notes Sheet Ref. #
14	[REDACTED]		
15	[REDACTED]		
16	[REDACTED]		
17	[REDACTED]		
18	[REDACTED]		
19	[REDACTED]		
20	[REDACTED]		
21	[REDACTED]		
22	[REDACTED]		
23	[REDACTED]		
24	[REDACTED] is responsible for the quality of the Maintenance Program?		
25	[REDACTED]		
26	[REDACTED]		
27	[REDACTED]		

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Compare the requirements of the Maintenance Manual and other documentation against [REDACTED]

Requirement Reference	Question	Y/N	Evidence or Notes Sheet Ref. #
28	[REDACTED]		
29	[REDACTED]		
30	[REDACTED]		
31	[REDACTED]		
32	[REDACTED]		
33	[REDACTED]		

Maintenance Facility

1	<p>Are competent personnel and adequate facilities and equipment provided for the proper performance of maintenance, preventive maintenance and alterations?</p> <p><i>Related Performance JT/s:</i></p> <ol style="list-style-type: none"> 1. [REDACTED] 2. [REDACTED] 3. [REDACTED] 4. [REDACTED] 5. [REDACTED] 		
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INTERNAL AUDIT REPORT

Compare the requirements of the Maintenance Manual and other documentation against [REDACTED]

Requirement Reference	Question	Y/N	Evidence or Notes Sheet Ref. #
6.	[REDACTED]		
7.	[REDACTED]		
8.	[REDACTED]		
9.	[REDACTED]		
10.	[REDACTED]		
11.	[REDACTED]		
12.	[REDACTED]		
13.	[REDACTED]		
14.	[REDACTED]		
15.	[REDACTED]		
16.	[REDACTED]		

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Compare the requirements of the Maintenance Manual and other documentation against [REDACTED]

Requirement Reference	Question	Y/N	Evidence or Notes Sheet Ref. #
17.	[REDACTED]		
18.	[REDACTED]		
19.	[REDACTED]		
20.	[REDACTED]		
21.	[REDACTED]		
22.	[REDACTED]		
23.	[REDACTED]		
24.	[REDACTED]		
25.	[REDACTED]		

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Compare the requirements of the Maintenance Manual and other documentation against [REDACTED]

Requirement Reference	Question	Y/N	Evidence or Notes Sheet Ref. #
26.	[REDACTED]		
27.	[REDACTED]		
28.	[REDACTED]		
29.	[REDACTED]		
30.	[REDACTED]		
31.	[REDACTED]		
32.	[REDACTED]		
	<p>Is the facility able to show that competent personnel and adequate facilities and equipment were [REDACTED] used in domestic or flag operations?</p> <p><i>Related Performance JTIs:</i></p> <p>1. [REDACTED]</p> <p>2. [REDACTED]</p> <p>3. [REDACTED]</p>		

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INTERNAL AUDIT REPORT

Compare the requirements of the Maintenance Manual and other documentation against [REDACTED]

Requirement Reference	Question	Y/N	Evidence or Notes Sheet Ref. #
4.	[REDACTED]		
5.	[REDACTED]		
6.	[REDACTED]		
7.	[REDACTED]		
8.	[REDACTED]		
9.	[REDACTED]		
10.	[REDACTED]		
11.	[REDACTED]		
12.	[REDACTED]		
13.	[REDACTED]		

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Compare the requirements of the Maintenance Manual and other documentation against [REDACTED]

Requirement Reference	Question	Y/N	Evidence or Notes Sheet Ref. #
	<p>14. [REDACTED]</p> <p>15. [REDACTED]</p> <p>16. [REDACTED]</p>		
3	<p>Is the facility able to show that competent personnel and adequate facilities and equipment were [REDACTED] used in supplemental operations?</p> <p><i>Related Performance JTIs:</i></p> <p>1. [REDACTED]</p> <p>2. [REDACTED]</p> <p>3. [REDACTED]</p> <p>4. [REDACTED]</p> <p>5. [REDACTED]</p> <p>6. [REDACTED]</p>		

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INTERNAL AUDIT REPORT

Compare the requirements of the Maintenance Manual and other documentation against [REDACTED]

Requirement Reference	Question	Y/N	Evidence or Notes Sheet Ref. #
7.	[REDACTED]		
8.	[REDACTED]		
9.	[REDACTED]		
10.	[REDACTED]		
11.	[REDACTED]		
12.	[REDACTED]		
13.	[REDACTED]		
14.	[REDACTED]		
15.	[REDACTED]		
16.	[REDACTED]		

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Compare the requirements of the Maintenance Manual and other documentation against [REDACTED]

Requirement Reference	Question	Y/N	Evidence or Notes Sheet Ref. #
	[REDACTED]		
4	Are the facility's policies, procedures, instructions and information for the Maintenance Facility/Main Maintenance Base process, followed?		
5	Are the Maintenance Facility/Main Maintenance Base process controls followed?		
6	<p>Do the records for the Maintenance Facility/Main Maintenance Base process comply with [REDACTED]</p> <p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> 1. [REDACTED] 2. [REDACTED] 3. [REDACTED] 4. [REDACTED] 5. [REDACTED] 6. [REDACTED] 7. [REDACTED] 		

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Compare the requirements of the Maintenance Manual and other documentation against [REDACTED]

Requirement Reference	Question	Y/N	Evidence or Notes Sheet Ref. #
	[REDACTED]		
7	Are the process measurements for the Maintenance Facility/Main Maintenance Base process effective in [REDACTED]		
8	Do personnel properly handle the associated interfaces by [REDACTED]		

Management Responsibility & Authority

	[REDACTED]		
	[REDACTED]		
	[REDACTED]		
	[REDACTED]		
	[REDACTED]		
	[REDACTED]		
	[REDACTED]		
	[REDACTED]		
	[REDACTED]		
	[REDACTED]		

Compare the requirements of the Maintenance Manual and other documentation against [REDACTED]

Requirement Reference	Question	Y/N	Evidence or Notes Sheet Ref. #
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Continuing Analysis and Surveillance System

1	Does the facility conduct audits to determine [REDACTED]		
2	Does the facility collect and analyze data to determine [REDACTED]		
3	Does the facility initiate corrective action plans with [REDACTED]		
4	[REDACTED]		
5	[REDACTED]		
6	[REDACTED]		
7	[REDACTED]		
8	[REDACTED]		
9	[REDACTED]		
10	[REDACTED]		
11	[REDACTED]		

Compare the requirements of the Maintenance Manual and other documentation against [REDACTED]

Requirement Reference	Question	Y/N	Evidence or Notes Sheet Ref. #
12	Do personnel properly handle the associated interfaces by [REDACTED]		

Management Responsibility & Authority

1	[REDACTED]		
2	[REDACTED]		
3	[REDACTED]		
4	[REDACTED]		
5	[REDACTED]		
6	[REDACTED]		
7	[REDACTED]		
8	[REDACTED]		
9	[REDACTED]		
10	[REDACTED]		

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Review previous audits for this process. Review previous [REDACTED]

Add additional [REDACTED]

Requirement Reference	Question	Y/N	Evidence or Notes Sheet Ref. #

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ACT - STEP FOUR: [REDACTED]

Review the process for the maintenance program.		
Question	Y/N	Evidence or Notes Sheet Ref. #
Are the inputs listed by the maintenance program accurate and complete as [REDACTED]		
Are the inputs being properly [REDACTED]		
Are the process steps accurate and complete as [REDACTED]		
Are there sufficient check steps (inspections, tests, reviews, approvals, sign-offs, etc.) that ensure [REDACTED]		
Does the process appear to [REDACTED]		
Does the process appear to [REDACTED]		
Are process objectives [REDACTED]		
Does the process appear [REDACTED]		
Are objectives for [REDACTED]		
Who has responsibility/authority for [REDACTED]		
What are the inputs / outputs [REDACTED]		
Is the process controlled [REDACTED]		
Are individuals [REDACTED]		
Do individuals [REDACTED]		
How is the output [REDACTED]		
Are the objectives of the process [REDACTED]		
Who supports this process and how [REDACTED]		
Indicate any problems uncovered with the process:		
[REDACTED]		
Provide brief details on any areas that were found to be [REDACTED]		
[REDACTED]		
List Records Reviewed – attachments A/R		
[REDACTED]		

STEP FIVE: [REDACTED]
[REDACTED]

NONCONFORMITIES	
SCAR #	Describe finding as it appears in the system
1	[REDACTED]
2	[REDACTED]
3	[REDACTED]
4	[REDACTED]
5	[REDACTED]
6	[REDACTED]

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STEP FIVE: [REDACTED]

OPPORTUNITIES FOR IMPROVEMENT	
1	[REDACTED]
<input type="checkbox"/> <input type="checkbox"/>	[REDACTED]
2	[REDACTED]
<input type="checkbox"/> <input type="checkbox"/>	[REDACTED]
3	[REDACTED]
<input type="checkbox"/> <input type="checkbox"/>	[REDACTED]
4	[REDACTED]
<input type="checkbox"/> <input type="checkbox"/>	[REDACTED]

STEP SIX: [REDACTED]

All auditors on the audit team must [REDACTED]

Audit report reviewed and ready for submission:

Signature of Lead Auditor

Date

STEP SEVEN: [REDACTED]

The completed audit report must be [REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] _____

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NOTES PAGE

Note #	Notes, evidence, findings, comments, etc.

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