

Your Logo

INTERNAL AUDIT REPORT

PLAN - STEP ONE:

| | |
|--|---|
| 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 |
| | |
| | |
| | |
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| | |

DO - STEP TWO:

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] [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:

Compare the requirements of the Maintenance Manual and other documentation against

Requirement
Reference

Question

Y/N

Evidence or Notes
Sheet Ref. #**Management Responsibility & Authority**

1

2

3

4

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11

Maintenance Program

1

Compare the requirements of the Maintenance Manual and other documentation

| Requirement Reference | Question | Y/N | Evidence or Notes Sheet Ref. # |
|-----------------------|----------|-----|--------------------------------|
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
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| 8 | | | |
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| 11 | | | |
| 12 | | | |
| 13 | | | |

Compare the requirements of the Maintenance Manual and other documentation against

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

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>Related Performance JTs:</p> <p>1. [REDACTED]</p> <p>2. [REDACTED]</p> <p>3. [REDACTED]</p> <p>4. [REDACTED]</p> <p>5. [REDACTED]</p> | | |
|---|---|--|--|

Compare the requirements of the Maintenance Manual and other documentation against

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

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

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

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

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

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] | | |

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] | | |
| 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> | | |

Compare the requirements of the Maintenance Manual and other documentation against

| Requirement Reference | Question | Y/N | Evidence or Notes Sheet Ref. # |
|-----------------------|----------|-----|--------------------------------|
| | 7. | | |
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| | 9. | | |
| | 10. | | |
| | 11. | | |
| | 12. | | |
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| | 14. | | |
| | 15. | | |
| | 16. | | |

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> <p>1. [REDACTED]</p> <p>2. [REDACTED]</p> <p>3. [REDACTED]</p> <p>4. [REDACTED]</p> <p>5. [REDACTED]</p> <p>6. [REDACTED]</p> <p>7. [REDACTED]</p> | | |

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. # |
|--|--|-----|--------------------------------|
| 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] | | |

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:**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:**Provide brief details on any areas that were found to be [REDACTED]****List Records Reviewed – attachments A/R**Copyright © JnF Specialties, LLC. All rights reserved worldwide. www.quality-control-plan.com/copyright.htm

STEP FIVE:

| NONCONFORMITIES | |
|-----------------|--|
| SCAR # | Describe finding as it appears in the system |
| 1 | |
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| 6 | |
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STEP FIVE:

| OPPORTUNITIES FOR IMPROVEMENT | |
|-------------------------------|--------------------------|
| 1 | |
| <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | |
| <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | |
| <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | |
| <input type="checkbox"/> | <input type="checkbox"/> |

STEP SIX:

All auditors on the audit team must

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] _____

NOTES PAGE

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