



## **Sample Audit Schedule**

*This is an example of an audit schedule by our office. Since the Stage 1 audit may be an entirely new experience for the operator, there is commonly a third day booked on-site to allow for additional discussion. There will be an open line of communication and flexibility at each part of the process to tailor the exact timing to your specific flight department needs and availability. (Times listed are approximate and may vary greatly depending on the operation).*

### **3 Weeks Prior to On-Site Visit**

- Perform an internal audit of the flight department. We suggest this include a “safety meeting” to review the hazard reporting process or HITs, Ops Manual Revisions, and general progress of the past two years.
- The Safety Officer, or personnel responsible for maintaining your manual, should complete the IS-BAO Form 8.2 included in the most recent standards packet and forward it to the AeronomX office.

### **1 to 2 Weeks Prior to On-Site Visit**

- The AeronomX team will read your operations manual in full. We will review the completed Form 8.2 to supplement answers where we can and identify any sections that need to be discussed.
- If possible, schedule to permit that “a fair sampling” of your flight department personnel are available during any point of the two day on-site visit.

### **On-site Visit Day One – Morning**

- Opening Remarks - This will cover the details of the audit schedule for the entire on-site visit and an overview of the entire procedure. It is suggested that all flight department management available be present for introductions and briefing. (30 - 60 min).
- Abbreviated Tour of Facilities - A quick orientation walk around the hangar, office, and maintenance center. (15 - 30 min).
- IS-BAO Standards Meeting [Part 1/3] - The beginning of the IS-BAO protocol checklist review concerning your Ops Manual.

### **On-site Visit Day One - Afternoon**

- Interviews with Pilots and Personnel - These can be at any point during the afternoon or the following day, given availability. “A fair sampling” of the department is required by IS-BAO. The interviews will cover their personal experience with SMS and will be conducted privately. (5 - 10 min each).
- Aircraft Equipment Review - These can be at any point during the afternoon or the following day, given availability. “A fair sampling” of the department is required by IS-BAO. This entails a thorough

walk-through and review of all on-board equipment, as per Chapter 8 of the IS-BAO standards. Personnel familiar with the particular aircraft (pilot, maintenance, or management) should be present to assist on-board. (30 min - 60 min each).

- IS-BAO Standards Meeting [Part 2/3] - The continuation of the IS-BAO protocol checklist review.

### **On-Site Visit Day Two - Morning**

- Maintenance Meeting - This includes a thorough walk through of the maintenance facility and review of maintenance records with the Director of Maintenance or personnel responsible for coordinating maintenance procedures. (60 - 180 min).
- Hangar Facility Review - A thorough walk through of the hangar facility and pertinent office facilities with the Safety Officer, or any management personnel. (60 - 90 min).

### **On-Site Visit Day Two – Afternoon**

*The majority of the afternoon is left open for unfinished items and any area of the manual discussion that requires extra attention.*

- IS-BAO Standards Meeting [Part 3/3] - The completion of the IS-BAO protocol checklist review.
- Closing Remarks - This will be the summation of the on-site visit. All findings and suggestions of the past two days to be included in the IS-BAO report will be overviewed. It is suggested that all flight department management available be present to discuss. (60 - 90 min).

### **1 to 2 Weeks Post On-Site Visit**

- AeronomX will complete the audit report and send for review before submitting to IBAC. This allows the opportunity to confirm it as an accurate reflection of the audit and to eliminate findings if proof can be given that the issues have already been ratified since the on-site visit.
- If there are findings left to be resolved, there must be an action plan provided by the flight department before the report is submitted to IBAC.
- After approval by both parties, the report will promptly be submitted to IBAC and the result should be revealed not more than 2 weeks later.

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### **\*IS-BAO Standard Meetings**

This will be a majority of the on-site visit, as it entails the most critical portion of the audit. Given its structure and tedious nature, AeronomX prefers to review the protocol in a series of meetings according to which personnel are available, block of time allotted, and complexity of issues.

For every meeting, the Safety Officer, or personnel responsible for maintaining the manual, should be present. Depending on which sections are being discussed, additional affected management or personnel should be present. All in attendance should have a copy of the completed Form 8.2 and the most current version of the operations manual (suggested digitally). The auditor will also need to

review supplemental documents while reviewing certain aspects of the manual.

The section preferably covered first is Safety Management Systems (SMS). It is suggested to have available (if applicable): documents of minutes / list of past safety meetings, access to your HITs database, a sampling of submitted hazard reports (HITs), a sampling of RATs, and personnel involved in “safety meetings” that can discuss what progress has been made since the Stage 1 audit.

Organization, crew duties, training, SOPs and emergency procedures will require supplemental documentation which includes: crew and maintenance personnel files, crew and maintenance personnel training records, standard operating procedures manual and emergency procedures manual (if separate).

The maintenance section is usually covered separately with the Director of Maintenance. Additional documentation required for review includes: aircraft maintenance records and MSDS sheets (if applicable).