AEROBIZ

Audit Work Package

Contents

Overview

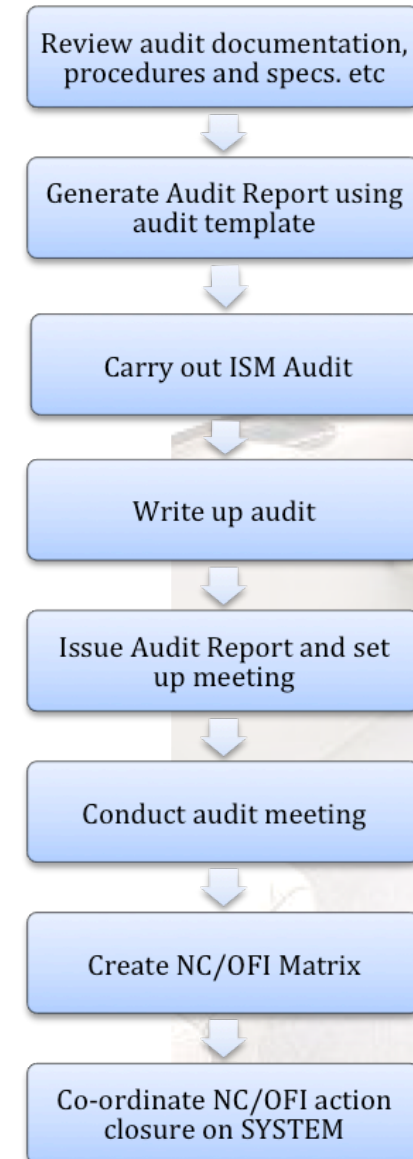Audit Process

Documented Examples

Overview

The Audit Work Package and it's documentation has been used and deployed in a number of companies for both Military and Civil Applications. Working closely with existing internal auditors and identifying opportunities for improvement during audit assessments, this assists streamlining current audit systems and reduces cost wherever possible, this is key to the development of an efficient and effective quality audit system.

- Work closely with focal
- Demonstrate benefits
- Drive through change
- Co-ordinate and manage execution of audit programme
- Identify and implement improvements
- Continually aid communication
- Demonstrate a team approach
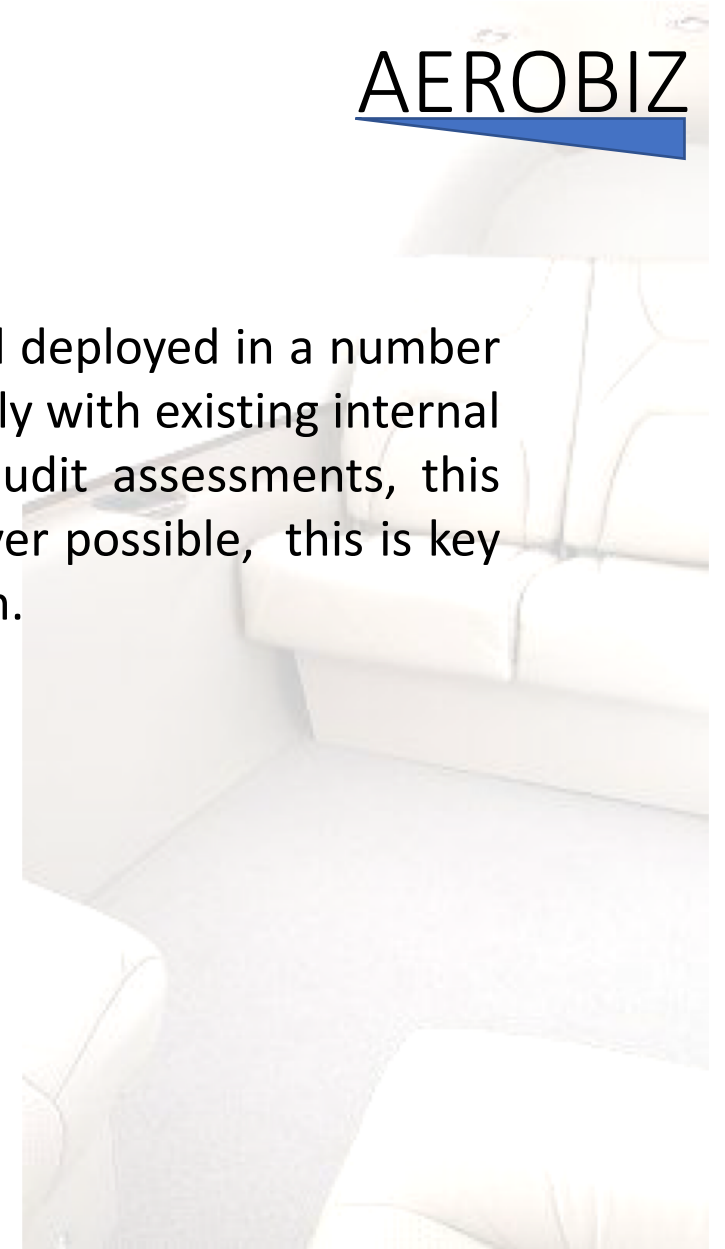
Audit Process

- An 8 stage process is implemented ensuring that steps taken are communicated at all necessary levels.

- A team approach is paramount.

- Observations raised used as an opportunity for improvement.

- Non-Conformances raised to be closed in elected timescales ensuring that whenever possible making improvements to the audit system or subject procedures.

- Communicate at all times as a team.

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Review audit documentation, procedures and specs. etc

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Generate Audit Report using audit template

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Carry out ISM Audit

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Write up audit

↓

Issue Audit Report and set up meeting

↓

Conduct audit meeting

↓

Create NC/OFI Matrix

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Co-ordinate NC/OFI action closure on SYSTEM

Detailed audit summary and question references

Document 1 (Page 1):

Internal Audit Checklist	AERO-BIZ UK LTD	Audit No: **ISM00001208**

WORK INSTRUCTIONS
Audit Number: ISM00001208

Auditor: M Hall   Date: 03/06/2013

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Document 2 (Page 2):

Audit Summary:

The Work Instruction Audit was carried out during week commencing 3ʳᵈ June 2013 at the ███████. In attendance were ███ ███████ and ███. Documentation used in support of the generation of questions within this audit ISM00001208, are referenced on page 3 of this document.

During the audit, relevant documentation and system processes were observed in detail to satisfy the audit questions being asked. Objective evidence documented throughout this audit report in support of questions being asked, form part of this audit report. These can be found as attachments to this report and are known as appendices.

This audit report itself consists of 9 pages, with a total of 18off questions being asked.

There were 7off non-conformances found during the audit in the areas of; Documentation updates, New Systems, Signatory Authorisation and Training.
6off observations were also raised for discussion during the audit wash up meeting.

Appendices:

Appendix 1 -   Business Management System – Documentation Matrix
Appendix 2 -   GSG-DOA-1516 – Work Instructions
Appendix 3 -   GSG-00-003 revision 8 section 3.0, page 3
Appendix 4 -   GSG-00-003 revision 8 section 12.1, page 6
Appendix 5 -   GSG-00-003 revision 8 section 12.8, page 7

Recommendation:

As a recommendation it may be worth removing the authorisation matrix identified in procedure ███████ location for read only activities as a separate and controlled document, therefore saving continual up issu█

Auditor █

Auditor: M Hall   Date: 03/06/2013

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Document 3 (Page 4):

Internal Audit Checklist	AERO-BIZ UK LTD	Audit No: **ISM00001208**

Documentation Reference	No.	Question/ Examination	Y/N	NC	OBS
GSG – DOA –1516 Issue 1 General	1	Please demonstrate that GSG- DOA-1516 document is referenced within the ███████ Business Management System - Documentation Matrix.	Y		
GSG – DOA –1516 Issue 1 Page 1, Section 3.0	2	Please demonstrate who is delegated the authority for approving work instructions as detailed in procedure GSG-DOA-1502 Revision 6.		NC	
GSG – DOA –1516 Issue 1 Page 1, Section 6.1	3	Please show evidence of the list of approved work instructions as described within procedure GSG-00-003, revision 8		NC	

Objective Evidence:

1) ███████ Business Management System – Documentation Matrix was demonstrated, GSG – DOA – 1516 in place. **Appendix 1 refers.**

2) No authorised signatory category identified within GSG-DOA-1502 revision 6 Document. Procedure GSG-DOA-1516 clearly defines in sections 3.1 and 6.4 that approval of work instructions is defined within procedure GSG-DOA-1502.

3) Procedure GSG-DOA-1516 identifies that a list of work instructions are listed within procedure GSG-00-003 revision 8 – Procedures, Work Instructions, Forms-New, Amend, Obsolete, however this is not the case.

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- Monthly audit reporting in support of audits carried out.

- Identification of NC's raised and Observations.

- Detail identification of audit findings.

- Categorize NC areas of concern for analytical purposes.

- Support management review activities.
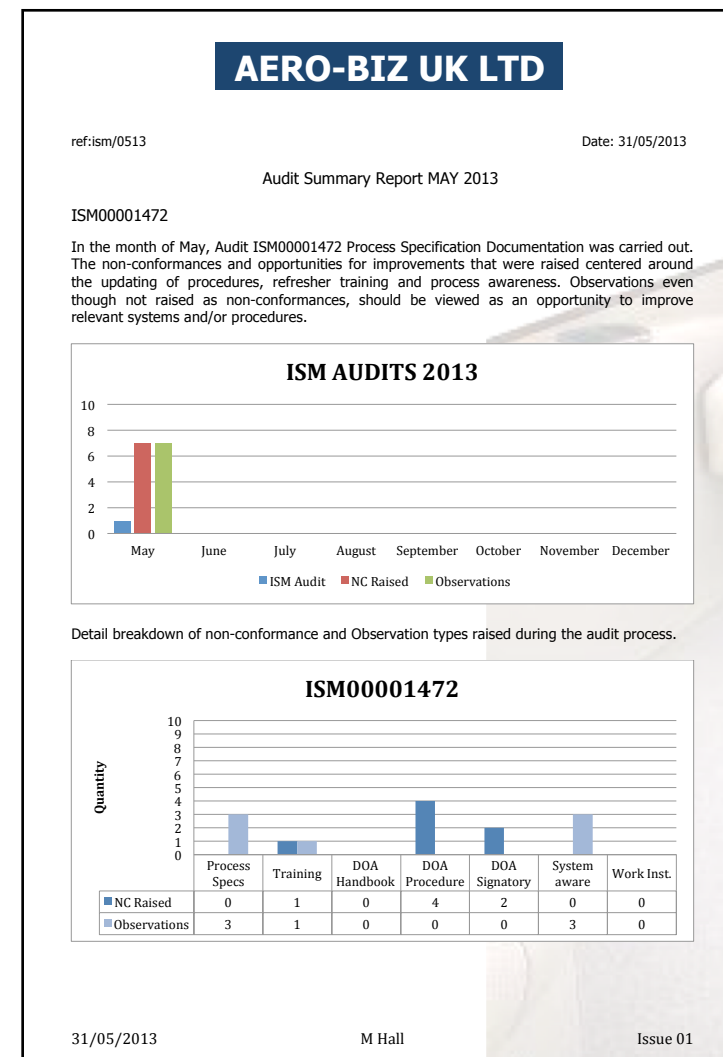
- Matrix allows good visibility of closure of OFI's and NC's.

- Identifies problem areas and bottle necks.

- Allows and supports effective/efficient use of time.

- Communicates real time status.

ISSUE 02

DATE: 20/05/2013

Item	OFI #	Status	Responsible	Date Originated	Aged Days	Date Due	Opportunity for Improvement	Comments	Percentage Complete			
1	LB000092	Accepted / Analysing Impact	M HALL	May 31, 2012	323		NCR Log reviewed and found acceptable, NCR's are created and managed using the HQMS system however no reference to this system is identified within this procedure other than reference to GSG-QA-103.	Review audit LB000092 and procedure GSG-QA-103, PROCEDURE 103 OK, UPDATE HQMS as of 03/05/2013	25%	50%	75%	100%
2	LB000042	Implementing	M HALL	July 20, 2011	639	July 20, 2012	GSG-DOA-1502 does not state that records should be maintained following cessation of authorisation. Observation: no mention that certifying staff records be maintained for 2 years after cessation of authorisation as per GM No. 1 to 21A.243(d).	Update GSG-DOA-1502 procedure, manually updated, procedure to be updated on system, UPDATE as of 03/05/2013	25%	50%	75%	100%
3	LB000036	Accepted / Analysing Impact	M HALL	July 20, 2011	639	July 25, 2012	See checklist item 22 - observation here as finding previously.	Check as per EWP closure CAR 002789 and OO2790	25%	50%	75%	100%
4	LB000035	Implementing	M HALL	July 20, 2011	639	July 20, 2012	GSG-DOA-1524 details the links between DO and PO and responsibility to meet airworthiness and design requirements and feedback issues of airworthiness and to manage these to closure. Observation: Procedure 2.1 should probably read "All B/E Aerospace products, are produced in connection to EASA, approved data".	Update Procedure GSG-DOA-1524, manually updated, procedure to be updated on system	25%	50%	75%	100%
5	LB000041	Accepted / Analysing Impact	M HALL	July 20, 2011	639	July 20, 2012	HoA maintains these records. Observation: Not all records are readily available. GM No. 1 to 21A.243(d) states that (section 3.3) that minimum information as listed here should be kept on record.	Review with Tom, ref action 8	25%	50%	75%	100%
6	LB000034	Implementing	M HALL	July 20, 2011	639	July 20, 2012	GSG-DOA-1505 Rev 3 describes such a system, how incidents are reported (either externally by customers or internally) and that they reviewed by HoA for effect on airworthiness. Observation: Procedure called section 6.3 for reporting to Agency but is actually 7.3. Just a typo to be corrected in next revision of procedure.	Change GSG-DOA-1505 Procedure, COMPLETE. Procedure at Rev 5, UPDATE as of 03/05/2013	25%	50%	75%	100%
7	LB000040	Accepted / Analysing Impact	M HALL	July 20, 2011	639	July 20, 2012	See checklist item 24 - observation here finding previously.	Update Procedure	25%	50%	75%	100%
8	LB000037	Accepted / Analysing Impact	M HALL	July 20, 2011	639	July 25, 2012	HR maintain these records. Observation: Not all records are readily available. GM No. 1 to 21A.243(d) states that (section 3.3) that minimum information as listed here should be kept on record.	Review with HR ref action 5	25%	50%	75%	100%
9	LB000038	Accepted / Analysing Impact	M HALL	July 20, 2011	639	July 25, 2012	Observation: DOA-1502 not state that records should be maintained following cessation of authorisation.	Update GSG-DOA-1502 procedure, as per action 8, UPDATE as of 03/05/2013	25%	50%	75%	100%
10	LB000072	Accepted / Analysing Impact	M HALL	April 9, 2012	375		procedure unclear as to what is signed off and by whom, procedure to be reviewed and amended. GSG-DOA-1531, section 6, page 6, para 6.6.3 refers.	GSG-DOA-1531, document reviewed and found acceptable,	25%	50%	75%	100%
11	LB000071	Accepted / Analysing Impact	M HALL	April 9, 2012	375	June 3, 2012	Compliance documentation is signed by the appropriate authorisation, however there is no printing of a name in place making it difficult to identify the signatory approving a verification of compliance.	Review procedure and update if necessary	25%	50%	75%	100%
12	LB000074	Accepted / Analysing Impact	M HALL	April 9, 2012	375	June 30, 2012	Approved changes to the Design Organisation and/or Approval are communicated by email, in addition to this Major changes are communicated site wide by the technical library, observation raised to review statement that "Approved changes are communicated by an Engineering Bulletin"	Review procedure and update if necessary	25%	50%	75%	100%
13	LB000081	Accepted / Analysing Impact	M HALL	May 29, 2012	325		Calibration equipment is calibrated in line with instrument/equipment requirements, however it could not be demonstrated that calibration dates are entered onto the HQMS System. Control of this is carried out locally. Noted and downgraded to OBS due to calibration records to be removed from HQMS and migrated to something mre appropriate. To be advised.	Review procedure and update if necessary	25%	50%	75%	100%
14	LB000086	Accepted / Analysing Impact	M HALL	May 29, 2012	325		Observationsal finding that org chart in DOH requires updating to reflect latest org structure and personnel.	Review procedure and update if necessary	25%	50%	75%	100%
15	LB000085	Accepted / Analysing Impact	M HALL	May 29, 2012	325		There did not appear to be a training plan in place for the calibration engineer employed in the area, however, skills matrix shows training received and no further skills identified as required.	Check training plan is in place	25%	50%	75%	100%
16	LB000084	Accepted / Analysing Impact	M HALL	May 29, 2012	325		HQMS System could not be demonstrated, however, it is noted and finding downgraded to OBS due to calibration records to be removed from HQMS and migrated to something more appropriate. To be advised.	as per action 13	25%	50%	75%	100%
17	LB000087	Accepted / Analysing Impact	M HALL	May 29, 2012	325		Section 1.9 does not correctly reference the new Engineering Manager for "Other Structures OEM and Aftermarket design"	Update procedure???????????	25%	50%	75%	100%
18	LB000082	Accepted / Analysing Impact	M HALL	May 29, 2012	325		Calibration unique identification numbers are being allocated outside of the HQMS System.	Review procedure and update if necessary	25%	50%	75%	100%
19	LB000088	Accepted / Analysing Impact	M HALL	May 29, 2012	325		Section 1.9 does not correctly reference the new Engineering Manager for "Other Structures OEM and Aftermarket design"	as per action 17	25%	50%	75%	100%

SAMPLE

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THE END