



Section/division

PERSONNEL LICENSING

Form Number: CA 141-24

APPENDIX B: AUDIT EXIT MEETING

Introductions

Inspector –

Executive Summaries

- Maintenance –

- Training –

Audit Findings

Where possible, explain that there will not be a discussion on findings as these have been discussed during the team's daily meetings with the company and that further discussion may take place through the Corrective Action Plan approval process.

DE – BRIEF		
Operator Representatives		
SACAA Representatives		
General Operation		
Training: General Overview		
Administration of the ATO		
Documentation		

Post-Audit
<p>Explain the next stage of the audit:</p> <p>a) Inform the attendees that the audit report will be completed in ten working days review briefly the content of the report.</p> <p>b) Explain that the report will be reviewed by the Senior Manager. State that the ATO will have thirty working days (from the date of receipt of the report) to respond with a Corrective Action Plan that highlights the short- and long term actions proposed to rectify any non-conformance.</p> <p>c) Explain that the company can expect follow-up inspections after the Corrective Action Plan has been completed to confirm the effectiveness of that action plan.</p> <p>d) Indicate that the company will be advised when the audit is formally closed.</p>

Access to Information
(Discuss briefly)

Closing Remarks
<p>Thank the representatives for the cooperation or make note of areas where employees of the ATO were not cooperative. Invite ATO Manager to make any closing comments; and</p> <p style="text-align: center;"><i>Audit Manager close meeting</i></p>

SIGNATURE OF SACAA INSPECTOR	NAME IN BLOCK LETTERS	DATE
I was de-briefed on the inspection and read the comments by the SACAA Inspector.		
SIGNATURE OF ORGANISATION'S REPRESENTATIVE	NAME IN BLOCK LETTERS	DATE