

SOUTH AFRICAN



*CIVIL AVIATION
AUTHORITY*

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**AUDIT PLAN FOR EAA ARO RENEWAL AUDIT
TO BE CONDUCTED ON MICROSOFT TEAMS
ON THURSDAY 14 MARCH 2024 AT 10:00**

Audit Team:

**Claudette George Audit Manager
Solomon Banda Airworthiness Inspector
Claude Luthaga Flight Operations Inspector**

This Audit will be conducted on Microsoft Teams, having the following items in place greatly aids the audit team in completing the audit expeditiously:

1. Access to a computer with a stable internet connection, audio, and video recording capabilities
2. A mobile device with a mobile internet connection.
3. A link to the audit will be sent via email beforehand.
4. Electronic access to all relevant documentation preferably on designated computers. These will be shared live on Teams at various points during the audit by relevant Postholders.
5. Method of submitting supporting documents e.g., scanning and email capabilities.
6. A Representative from EAA to coordinate activities throughout the Audit process.

Kindly ensure that all Post holders are available for the opening and closing meetings, and that relevant managers are available to the team when required during the audit. Please note that this schedule is flexible and subject to change due to circumstances encountered during the audit.

THE SCHEDULE WILL BE AS FOLLOWS:

10h00 **Opening Meeting**
10h15 **Organization and Management**
 - Organization
 - Manual of Procedures
 - Personnel Requirements

- Resource requirements
- Technical and Regulatory Data
- Operational and Maintenance Procedures
- Conditions for Flight
- Display Authorization
- ARO Members

10h30 **Quality Management System**

10h55 **SACAA Team Debrief**

12h00 **Closing Meeting**



Claude Luthaga
Flight Operations Inspector
South African Civil Aviation Authority