

Audit Exercise Reminder

1. Objective

Each group shall prepare the SMS audit of the Provider (Day #3) and conduct the interviews (Day#4).

2. Documents distributed to the groups

- ⇒ SMS Manual
- ⇒ Safety Events Manual
- ⇒ Compliance matrix
- ⇒ Interview form

3. Audit Preparation

- Organize internally to distribute each part of the SMS to each trainee or pair of trainees
- Make a document review (each pair on his specific requirement)
- Identify Annex 19 requirements (with the audit guide)
- Use forms to build high level checklists and low-level checklist
- Each pair of trainee makes an audit plan (identify whom you want to interview in the organization)

4. Role play - Rules of the game

- Each group will have 45mn interview on Day #4 Morning (organization will be decided depending on the number of groups and trainees)
- You may ask the trainer to be any interviewed person in the organization
- Each "white paper" given is audit evidence which is automatically compliant
- Try to gather evidence

5. Writing findings

Day #4 afternoon, organize your groups to try to write non-conformities.

Day #5 morning, we will review your findings and discuss them with the group.