

OPMF37 - NZHGPA (Inc) INTERNAL AUDIT CHECKLIST

Auditor Signed Date

1. NZHGPA (INC) Approval.

Check that NZHGPA has the correct and current approvals for all activities being carried out.

Area Checked

Non-conformance or Non-compliance:

Corrective Action:

Observations:

2. Equipment

Check equipment is adequate for the work being carried out Check condition and serviceability.

Area Checked:

Non-conformance or Non-compliance

Corrective Action:

Observations:

3. Computer

Check operation of PC. Check for current backups. Check computer for viruses. Copy directory for reference.

Area Checked:

Non-conformance or Non-compliance

Corrective Action:

Observations:

Auditor Signed Date

4. Pilot Certificates:

Check back through certificate system for compliance of subject spot-checked with procedures for attainment of certificate shown.

Area Checked:.....

Non-conformance or Non-compliance.....

Corrective Action:.....

Observations:

5. Accidents

Check that accidents reports are being received by NZHGPA (INC) and CAANZ from Club Safety Officers. Check data entry, recommendations and conclusions.

Area Checked:.....

Non-conformance or Non-compliance.....

Corrective Action:.....

Observations:

6. Incidents

Check that incidents are being reported to NZHGPA(INC) and CAANZ. Check for follow up action specified.

Area Checked:.....

Non-conformance or Non-compliance.....

Corrective Action:.....

Observations:

Auditor Signed Date

7. Defects

Check that defects are being reported to NZHGPA and CAANZ. Check for follow up action as specified.

Area Checked:

Non-conformance or Non-compliance

Corrective Action:

Observations:

8. Previous Audit

Check that any corrective action assessed necessary has been implemented.

Area Checked:

Non-conformance or Non-compliance

Corrective Action:

Observations:

9. Procedures

Check that the written procedures in the Organisation and Procedures Manual are complied with.

Area Checked:

Non-conformance or Non-compliance

Corrective Action:

Observations:

Auditor Signed Date

10. Personnel

Check for adequate Certificate Approval, Authorisation, currency and coverage. Check adequate personnel levels for all activities.

Area Checked:.....

Non-conformance or Non-compliance.....

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Corrective Action:.....

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Observations:

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11. Operations

Spot-check compliance with this Organisation and Procedures Manual, CAR and local airspace provisions.

Area Checked:.....

Non-conformance or Non-compliance.....

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Corrective Action:.....

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Observations:

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12. Documentation

Check that the appropriate forms are being correctly used as detailed in this Organisation and Procedures Manual.

Area Checked:.....

Non-conformance or Non-compliance.....

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Corrective Action:.....

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Observations:

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Auditor Signed Date

13. Technical Publications

Check that all publications required are current and available to those needing them.

Area Checked:

Non-conformance or Non-compliance

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Corrective Action:

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Observations:

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14. Pilot Certificates.

Spot check sample Ratings for correct details, validity and endorsements.

Area Checked:

Non-conformance or Non-compliance

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Corrective Action:

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Observations:

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15. Airworthiness Checks.

Spot-check sample gliders for airworthiness and issue of NZHGPA (Inc) Warrant of Fitness.

Area Checked:

Non-conformance or Non-compliance

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Corrective Action:

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Observations:

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