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## AUDIT / INSPECTION REPORT

### Part 1 Administrative details

Name of Organisation			
Certificate / Licence / Approval Number		Date(s) of Audit / Inspection	
Title of Audit / Inspection			
Location(s) of Audit / Inspection			
Name of Team Leader			
Names of Inspection Team members			

### Part 2 Scope of Audit / Inspection

**Part 3 Summary of Activities**

The following systems / documents / facilities / aircraft / equipment were inspected:

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The following personnel were interviewed / observed:

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## Part 4 Declarations

*NOTE: Wherever possible the Manager Accountable for Compliance shall sign the declaration in 4.1. In the absence of this Manager (e.g. on a ramp inspection), another representative of the organisation shall sign the declaration in 4.2.*

### 4.1 Team Leader

I declare that the audit / inspection was conducted in accordance with Namibian DCA procedures.					
Name of Team Leader		Signature		Date	

### 4.1 Manager Accountable for Compliance

On behalf of the organisation I acknowledge receipt of this report and undertake to ensure that all findings are addressed within the stated timescales					
Name of Organisation Representative		Signature		Date	

### 4.2 Other Organisation Representative

On behalf of the organisation I acknowledge receipt of this report and undertake to ensure that all findings are communicated to the Manager accountable for compliance					
Name of Organisation Representative		Signature		Date	

## Part 5 Definition of Findings

Findings shall be numbered with the following prefix codes (e.g. ORG1, PEL3 etc)

AGA	Aerodrome	AIR	Airworthiness	ANS	Air Navigation Services	OPS	Flight Operations
ORG	Organisational	PEL	Personnel Licensing	QUA	Quality System	SEC	Aviation Security

Findings shall be categorised by severity as follows:

### Level 1

A major regulatory non-compliance with immediate or short-term implications for safety or security. The audit Team Leader shall consider the severity and probability of the associated risk and assign a timescale for **rectification** between IMMEDIATE and 7 days. The operator shall send a written **response** to the DCA within 24 hours of notification of the finding (except in cases where IMMEDIATE closure is required, which require an immediate response)

*NOTE: Where a Level 1 finding is recorded, and depending on the nature of non-compliance, the audit Team Leader may impose immediate restrictions or other conditions upon the organisation. In such case he/she shall notify immediately by any means the Director of Civil Aviation or nominated Deputy.*

### Level 2

A regulatory non-compliance not defined as Level 1. The audit Team Leader shall consider the severity and probability of the associated risk and assign a timescale for **rectification** between 8 days and 90 days. . The operator shall send a written **response** to the DCA before the closure date or no later than 14 days after notification of the finding, whichever is earlier.

### Level 3 (Observation)

An observed condition which, in the judgement of the audit Team Leader, the organisation should modify, eliminate or improve in the interests of continuous improvement for safety or security. No timescale for **rectification** shall be assigned but the organisation shall provide a written **response** to the observation within 90 days.

## Part 6 Rectification of Findings

Operators should note the two separate timescales in Part 5 above: **Rectification** and **Response**.

### 6.1 Rectification

Operators should note the importance of identifying the **root cause** of the finding. While a **short-term** corrective action may be necessary in some cases, action to prevent recurrence of the finding in the **long term** requires an analysis of the organisation's management, procedures and/or systems to find the root cause and make changes to eliminate that cause. Additionally, the operator shall **monitor** the effectiveness of these changes to ensure that long-term preventative action is working in practice. Such monitoring should be integral to the operator's quality and safety management systems.

### 6.1 Response

The operator shall therefore submit a written response to each finding using Part 7B of this form which includes:

- a) Identification of the **root cause** of the finding
- b) **Short-term** corrective action (where applicable)
- c) **Long-term** preventative action
- d) Action to **monitor** effectiveness of preventative action

Where the operator needs to supply additional information which cannot be included in the table, he shall attach it to the response.

The response shall normally include the attachment of **evidence** to demonstrate that the stated actions have been carried out. Responses which do not include adequate evidence will not be accepted by the DCA.

### 6.2 Corrective Action Plans

Where the actions required for rectification involve an extended period of work and/or multiple steps to be coordinated by the operator, he should submit a corrective action plan as an attachment to the response. The corrective action plan should make clear to the DCA what, when, how and by whom the actions will be completed.

**Part 7A Record of Findings**

Finding code & number	<b>OPSXX</b>	Level	<b>X</b>	Timescale for Rectification (Days)	<b>XX</b>
Regulatory Reference(s)					
Finding <i>(including any restrictions)</i>					

**Part 7B Operator's Response**

<p><b>Root cause</b> of the finding</p>  <p><b>Short-term</b> corrective action (where applicable)</p>  <p><b>Long-term</b> preventative action</p>  <p>Action to <b>monitor</b> effectiveness of preventative action</p>
<p>The following documents are attached as evidence to support closure of the finding  <i>(Documents may include Corrective Action Plans where applicable)</i></p>

*NOTE: Inspector may copy and paste additional records of findings tables to subsequent pages as required*

**Part 7A Record of Findings**

Finding code & number	<b>OPSXX</b>	Level	<b>X</b>	Timescale for Rectification (Days)	<b>XX</b>
Regulatory Reference(s)					
Finding <i>(including any restrictions)</i>					

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**Part 7A Record of Findings**

Finding code & number		Level		Timescale for Rectification (Days)	
Regulatory Reference(s)					
<i>Finding (including any restrictions)</i>					
<p>Samsung note 7 announcements needs to be made at check-in, inside the aircraft is too late, as the device is already on-board the aircraft.</p>					

**Part 7B Operator's Response**

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**Part 7C Closing of Findings**

Follow Up Details: (Internal Use Only)							
Corrective Action (s) submitted:	Yes		No		Evidence Summited:	Yes	No
Short Term Response:	Accept		Reject		Long Term Response:	Accept	Reject
Target Completion Date:  Date Item Closed:				Target Completion Date:  Date Item Closed:			
Audit Manager/Inspector Signature:				Audit Manager/Inspector Signature:			

