

Aviation Safety & Security Audit Notification



Aviation SAFETY & Security Audit Details

Audit Number	AUD-2023-002		
Audit NOTIFICATION DATE	4 TH October 2023		
Audit DATE	Start	10 TH October 2023	End 11 th October 2023
Note: Changes in the Audit date or time will be communicated to your office through email.			
Representative (Organization)	Jeddah Management Company		
Location	Jeddah and Makkah		
Subject	Aviation Safety and Security Audit		
Objective	To briefly assess and evaluate documentation, procedures, and implementation according to GACA, IATA and FLYNAS standards.		
Standards	Flynas GHM, Safety Manual and Security Manual.		
Scope	<ol style="list-style-type: none"> 1. Authority and Responsibilities 2. Communication 3. Provision of Resources 4. Background Check 5. Record System 6. Quality Control 7. Outsource Operations 8. Reporting system 9. Screening 10. Emergency Response Plan 11. Investigation 12. Training and qualification 		
Documents to Prepare	Training Records (Airside Safety and Security) Safety and Security Manuals Safety and Security Policy		
Areas to Prepare	Safety and Security Operations		
Inspection Type	<input type="checkbox"/> Scheduled	<input type="checkbox"/> Un-Scheduled	
Inspection Classification	<input type="checkbox"/> Internal	<input checked="" type="checkbox"/> External	
	<input type="checkbox"/> Pre-Contract	<input type="checkbox"/> Start-up	
	<input type="checkbox"/> Wet-lease	<input type="checkbox"/> Dry-lease	

Lead Auditor	Capt. Costas Ieropoulos
Auditors	Akeem Oladimeji, Mohammed Almaliki
Others	

Note: The auditors reserve the right to audit other areas not listed above or ask for documents other than those listed above, depending on their observations and interviews.

Day 1	Session	Participant/s
0900	Entry Meeting- Scope and Agenda 1- Greeting and thank for cooperation 2- Purpose of the Audit 3- Standards based on which the Audit was planned. 4- Who needs to be interviewed 5- Sites are to be visited (Jeddah and Macca) 6- Breaks and lunch time timing coordination. 7- Expected closing meeting time.	1. Auditor(s) 2. Representative
0930-12:30	Documentation and Records Review 1- Safety and Security Policy/Fatigue Policy 2- Safety Reporting System 3- Training Programme 4- Security Manual 5- Safety Manual	1. Auditor(s) / 2. Representative
10:30-13:30	Break	
13:30-15:30	Evidence of implementation Training Records Operational forms	
15:30-16:00	Prayers	
16:00- 1630	Closing Briefing for the day	
1000-1200	Preparation for site visit Jeddah	
1200-1330	Transportation to Macca	
1330-1430	Macca site tour	
1630-1700	Exit Meeting. 1. Greeting and thank for cooperation 2. The achieved tasks during the day 3. Clearly disclose the findings 4. Acceptance from the vendor (findings)	

NOTE: This notice serves as a confirmation of the scheduled Audit/Inspection. Please communicate directly with the Director of Safety & Security for any concerns/comments or request for changes in the audit / inspection schedule. Your cooperation and assistance during this audit/inspection is highly appreciated.