Safety & Compliance Checklist (Internal Audit)

Safety Management System

- ☐ Is our SMS up to date?
- ☐ Does everyone understand their safety roles and responsibilities?
- ☐ Is our emergency response plan (ERP) up to date?
- ☐ Do all staff, instructors and students understand ERP actions and the use of safety equipment?
- ☐ Have we reviewed internal and external occurrences (use RAAus safety data)?
- ☐ Is our risk register up to date and contain all relevant risks and effective controls?
- ☐ How can we improve our safety and reporting culture?
- ☐ Are our training and education packages up to date and effective in managing risks?
- ☐ How can we better communicate safety information to staff, maintainers, students, the airfield operator and other airfield users?
- ☐ Have we attended our local airport safety meeting (or can we establish one?)
- ☐ Have we held a safety committee meeting in the past 6 months (or more regularly as required)?

Safety Equipment

- ☐ Check battery expiry of PLB/EPIRBs (if applicable)
- ☐ Check expiry of Lifejackets (if applicable)
- ☐ Check first aid supplies (if applicable)
- ☐ Conduct a test of EPIRB/PLBs to ensure these are functioning appropriately
- ☐ Check registration details of EPIRB/PLBs have not expired
- ☐ Check expiry and location of fire extinguishers

Emergency Drills (Using Emergency Response Plan)

- ☐ Drill: What actions are to be taken in the event of a missing aircraft?
- ☐ Drill: What actions to be taken in the event of an accident on the airfield?
- ☐ Drill: What actions are to be taken following an incident/accident of a school aircraft?

Compliance checks

- ☐ Have all instructor proficiency checks been conducted in the past 90 days (instructors), 12 months (senior instructors) or 24 months (CFI)?
- ☐ Do all instructors hold current RAAus membership?
- ☐ Do all instructors hold a current medical?
- ☐ Are all FTS aircraft currently registered?
- ☐ Do any FTS aircraft have overdue maintenance?
- ☐ Have all required service bulletins been completed on all FTS aircraft?
- ☐ Have all aircraft pitot-static instruments, transponder and fuel calibration requirements been conducted within the past 24 months?
- ☐ Do we comply will all requirements of section 3.01 of the RAAus Flight Operations Manual?
- ☐ Do we comply with all requirements of the RAAus Syllabus of Flight Training?
- ☐ Are student training records up to date including competency codes and thorough notes in accordance with the RAAus Syllabus?

NOTE: These compliance requirements are common audit findings – Failure to comply with regulatory requirements may result in risk of legal action in the event of a serious accident or incident. Non-compliance of safety critical items identified during audit may result in temporary restrictions on flight training operations or grounding of aircraft.