

AIRCARE™ Audit - Top Ten Tips



This is a brief guide on the main pitfalls to avoid, so that you can improve your chances for a successful AIRCARE™ audit.

This information is compiled from typical audit outcomes and is in no particular order.

	Common Audit Pitfalls.	Best Action to take for a successful outcome.
1	Not being prepared for the audit, making it difficult to find evidence to fulfil audit checklist requirements.	Ensure that there are cross references to the AIRCARE™ SMS Manual and relevant Codes of Practice in your SOPs / Operations Manuals.
2	Lack of prepared policies such as a noise abatement policy.	Have a noise minimisation policy and SOP prepared.
3	Insufficient records available.	Make sure that you have copies of training records, certificates, driver's licences etc. available to show the auditor.
4	Insufficient reference to AIRCARE™ codes of practice.	Ensure that Management Review form includes references to AIRCARE™ codes of practice.
5	Not having a defined process to inform the AIA of a deviation from AIRCARE™ codes of practice	Document the requirement to inform the AIA of any deviations from AIRCARE™ codes of practice within the organisations procedures.
6	Not having a comprehensive corrective action procedure, such not specifying who is responsible.	Ensure that your corrective actions procedure / form stipulates who is responsible for implementing the corrective action and date by which such action is expected to be taken.
7	Insufficient coverage and scope of the hazards that could be identified and therefore risk assessed.	Have a hazard register that lists the risks associated with each aspect of operation (or SOP). Ensure that the greatest scope is covered in the hazard identification process.
8	Not carrying out a risk assessment to review the effectiveness of the controls that have been put in place.	Ensure that hazards have been assessed against a risk matrix in both pre control implementation and again following implementation of controls.
9	Not having the latest copy of the AIRCARE™ Accreditation Rules Manual (SMS Manual)	Programme in a regular date on which a check is made to see if you have the latest AIRCARE™ documents such as at Internal Audit or Management Review times.
10	Not having your spray or spreading equipment calibrated prior to the audit.	Have arranged for spray / spreading equipment calibration well in advance of the audit.

