

	<p>Aeronautical Services</p> <p>Advisory Memorandum</p> <p>(ASAM)</p> <p>Focal Point: Gen</p>	<p>ASAM</p> <p>No: 034</p> <p>Issue 1</p> <p>Date 13/08/2018</p>
<p>Title</p>	<p>Guidance on the Competent Authority / National Supervisory Authority Ad-hoc and Special Audit Processes</p>	

1. Introduction

The objective of this document is to provide guidance to certified ANSPs and Training Organisations on the Ad-hoc and Special Audit processes. These processes are in addition and complementary to the scheduled or programmed audits carried out by the Air Navigation Services Division (ANSD) as the Competent Authority and National Supervisory Authority.

2. Scope

In accordance with Regulation (EU) 1034/2011 and Regulation (EU) 2015/340, the processes described in this document form part of the suite of ANSD procedures for the verification of ANSP and Training Organisations compliance with safety regulatory requirements.

3. Ad-hoc Audit

ANSD may initiate an Ad-hoc audit where received information or other evidence, relating to an ANSP or Training Organisation, suggests that such action is necessary. Such evidence may arise from scheduled / desktop audits, or from safety performance monitoring. When initiated, ANSD will notify the ANSP or Training Organisation, identify the audit scope and arrange a date for the onsite Ad-hoc audit.

4. Special Audit

Where there is evidence, through the safety performance monitoring process or otherwise, that an ANSP or Training Organisation is non-compliant with regulatory requirements, then ANSD, may initiate a special audit meeting to address the non-compliance to the accountable manager.

When initiated, ANSD will notify the ANSP or Training Organisation and arrange a date for the meeting. Special audits will be conducted at short notice (within five days of notification to accountable manager) and will have a scope specific to the identified non-compliance.

5. Further Information

Requests for further information on the contents of this notice should be addressed to ansdinfo@iaa.ie.