



Σημείωση: Η Υπηρεσία Πολιτικής Αεροπορίας διατηρεί το δικαίωμα να προβεί σε οποιαδήποτε κανονιστική ή νομική ενέργεια όπως αυτή κρίνει κατάλληλα σε κάθε περίπτωση ανεξάρτητα από την καταγραφή του ευρήματος.

Note: Issue of an audit finding does not in any way prejudice HCAA prerogative to take such regulatory or other legal action as may be appropriate in the particular circumstance.

Οργανισμός Πτητικής Εκπαίδευσης FTO/TRTO/RF:	Διεύθυνση / Address:	Αριθμ. Ευρήματος Audit Finding No (AF-):
Χώρος Ελέγχου / Area of Audit:	Βάση-Τοποθεσία / Base-Location:	Αριθμ. Πρωτοκόλλου Ελέγχου Audit File Ref.:
		Ημ/νία Καταγραφής του Ευρήματος Date of Issue of this AF:

Μέρος 1: Μη συμμόρφωση με: (Σχετική παραπομπή Κανονισμού)
Part 1: Non conformance with (Requirements Ref.):

Μέρος 2: Περιγραφή του Ευρήματος:
Part 2: Finding Details:

Υπογραφή Επιθεωρητού: Insp. Signature	Όνοματεπώνυμο: Printed Name	Ημ/νία: Date	Για τον Οργανισμό Witnessed for Organisation	Όνομ/επώνυμο Name	Ημ/νία Date
Βαθμός / Level:	Σύμφωνη Γνώμη Προϊσταμένου (Υπογραφή): Agreed by Audit Manager	Ημ/νία: Date	Προτεινόμενη ημ/νία κλεισίματος του ευρήματος: Proposed Resolution Date		

Μέρος 3: Σχέδιο Διορθωτικών Ενεργειών του Οργανισμού (Προσωρινό και Οριστικό):
Part 3: Organisation corrective action plan (Short and Long term):

Προσωρινό Σχέδιο Ενεργειών:
Short Term Action:

Οριστικό Σχέδιο Ενεργειών:
Long Term Action

Υπογραφή Signature	Όνοματεπώνυμο Printed Name	Θέση Position	Ημ/νία Date
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Μέρος 4: (Συμπληρώνεται από την ΥΠΑ):
Part 4: (HCAA use only):

Επανελέγχος / Re-inspection: (Επιλέξτε με «X» όπου απαιτείται)
(Mark with «X» as appropriate)

Απαιτείται
Required

Δεν απαιτείται
Not Required:

Ημ/νία επανελέγχου:
Date of Re-Inspection carried out:

Επιθεωρητής ΥΠΑ – HCAA Inspector

(Σημειώστε σχόλια στη πίσω πλευρά του εντύπου – Use reverse side for comments (details))

Προσωρινό Σχέδιο Ενεργειών / Short term action

Οριστικό Σχέδιο Ενεργειών / Long term action

Αποδεκτό
Accepted:

Μη Αποδεκτό
Not Accepted:

Αποδεκτό
Accepted:

Μη Αποδεκτό
Not Accepted:

Υπογραφή Επιθεωρητού ΥΠΑ:
CAA Inspector Signature:

Υπογραφή Επιθεωρητού ΥΠΑ:
CAA Inspector Signature:

Ημ/νία Κλεισίματος του ευρήματος:
Date Audit Finding Closed:

Αριθμ. Πρωτοκόλλου Κλεισίματος
Closing Notification Letter File Ref.:

Υπογραφή Επιθεωρητού ΥΠΑ:
CAA Inspector Signature:

Σχόλια Επανελέγχου / Re-Inspection Comments:

Audit Finding Form - Instructions

General

Name, Location, Audit Area, Date

The Organisation's Name, Location of Audit, Area of Audit and Date of Audit should be filled in the spaces provided at the top of the Finding Form. The Area of Audit is filled with the name of the Inspection.

Finding Numbers

The Audit Finding Number must be indicated in the space provided. The number assigned should be sequential for each Audit Area. For example, if there are 3 non-compliances discovered during a Quality System Inspection (FTO/TRTO/RF) three separate Finding Forms will be completed, for this Audit Area of Quality System Inspection, numbered 1,2, & 3. Separate Forms shall be used for different Audit Areas (Inspections). If there are No Findings then the Audit Finding form should be completed with a Finding number 0 (AF-0) and "No Findings" written in the *Finding Details* area of the form.

Non-Conformance Reference

In the space indicating "Non Conformance with" reference from which the non-compliance was found must be entered.

Finding Details

In the "Finding Details" space the details of the finding should be written. It is important that the description be clearly written and directly related to the requirement reference. More than one item could be stated as long as it involves the same requirement and is likely to be resolved by the same department within the organization. If this is not the case then a separate finding should be written.

Signing and Witnessing

The inspector should print and sign his/her name and insert the date on site at the time of discovering the non-compliance. It is also important at this time that the inspector(s) have someone from the organization sign as witness in the "Witnessed for Organisation" space provided. It should be explained to this person that their signature does not constitute any obligation or responsibility for the corrective action. During an Inspection, a Post Holder (preferably the Head of Training) should be the person signing as witness.

Finding Level & Proposed Resolution date

Upon returning to the office the Inspector assigns a Finding Level in the space provided and enters a "Proposed Resolution Date" corresponding to the Finding Level, in the space provided.

Findings resulting from audits have to be classified as follows*:

- **Level 1:** Safety is affected and no further operation / activity until closure of finding
- **Level 2:** Safety might be affected and to be closed within due date (max. 2 months)
- **Level 3:** Safety not affected but of importance for company and to be closed within due date agreed

*according EASA Part M (M. A. 716).

Finding Level Agreement

The space "Agreed by Audit Manager" is to confirm agreement regarding the Level of the Finding assigned by the inspector. Normally the Section Head or his representative accomplishes this agreement.

Important Note: The Audit Finding is considered closed only after application of a Long Term corrective action acceptable to the HCAA Inspector.