



# Training Guide

## AUDITING



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## Assigning Access Levels

Before users can attempt to manage audits, they must be assigned the correct access levels. Follow the steps below to assign the access levels:

- Step 1. Select **Operations > People > Personnel**. The **Personnel** screen is displayed.
- Step 2. Filter the **Personnel** screen according to your requirements.
  - Enter filter criteria in the text-box and click [Filter].
  - Select a value from the **Department** drop-down list to view personnel located in a particular department.
  - Select a value from the **Base** drop-down list to view personnel located in a particular base location.
  - Select the **Show In-Active** tick box to include personnel that are no longer active in the system. This includes personnel which have ceased employment with your organisation.
- Step 3. Click [Details] to view detailed personnel information. If you do not have the required access level to view personnel details, a warning is displayed.
- Step 4. Select 'Access Levels' from the **Personnel Profile** pane.
- Step 5. Click [Edit].
- Step 6. Select all the applicable access levels in the '**Audit**' group.

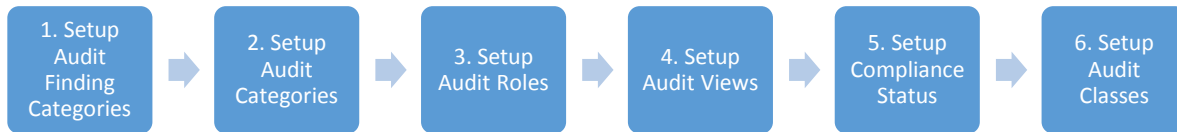
Access Level	Description
<b>View Audits &gt; View Self</b>	Allows users to view and complete audits where they have been assigned as the 'Auditor'.
<b>View Audits &gt; View All</b>	Allows users to view all audits regardless of whether they have been assigned as the 'Auditor'.
<b>Create Audits &gt; Modify All</b>	Allows users to create new audits.
<b>Audit Administration &gt; Modify All</b>	Allows users to change the setup of the Audit module.

- Step 7. Click [OK].

# Setting up Audit Options

To use the audit module effectively, you must first setup the audit categories, roles and schedule according to your organisation's requirements.

The process for setting up your organisation's audit options requires six steps:

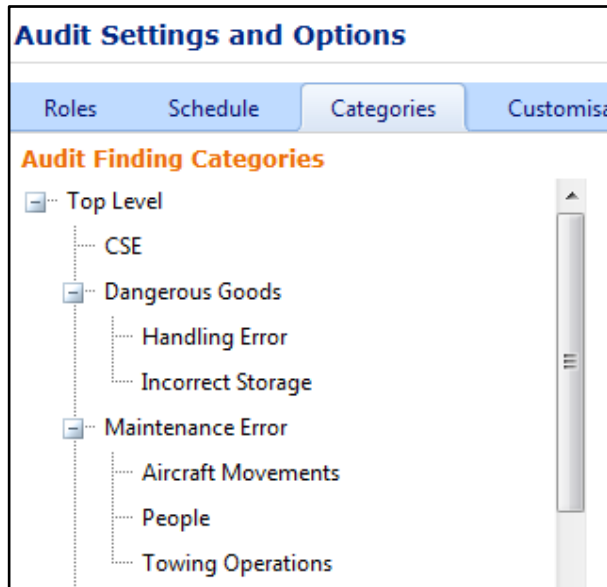


## Step 1 - Setup Audit Finding Categories

Air Maestro contains customisable finding categories that administrators can setup to meet organisational requirements. It is best practice to setup the categories during the initial system setup to prevent the corruption of audits. Audits created based on the current categories might be affected if the categories are significantly altered.

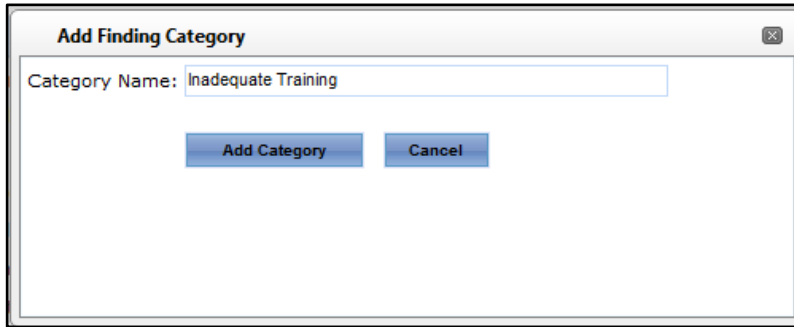
Step 1. Select **Safety > Setup > Audit Options**. The **Audit Settings and Options** screen is displayed.

Step 2. Select the **Categories** tab.



Step 3. Right-click on any item in the **Audit Finding Categories** tree and select **Add**. The **Add Finding Category** dialog box is displayed.

Step 4. Enter the name of the new category in the **Category Name** field.



The screenshot shows a dialog box titled "Add Finding Category". It has a text input field labeled "Category Name:" with the text "Inadequate Training" entered. Below the input field are two buttons: "Add Category" and "Cancel".

Step 5. Click [Add Category]. The tree is updated with the new category.

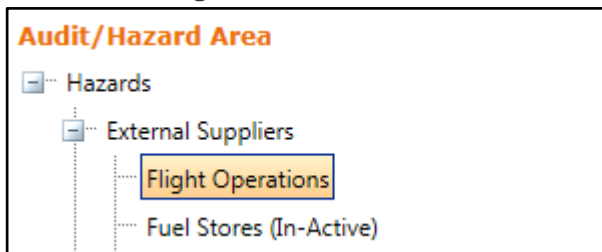


*To change the order and grouping of the categories, click the required category and drag it to the required location.*

## Step 2 - Setup Audit Categories

Step 1. Select **Safety > Setup > Audit Options**. The **Audit Settings and Options** screen is displayed.

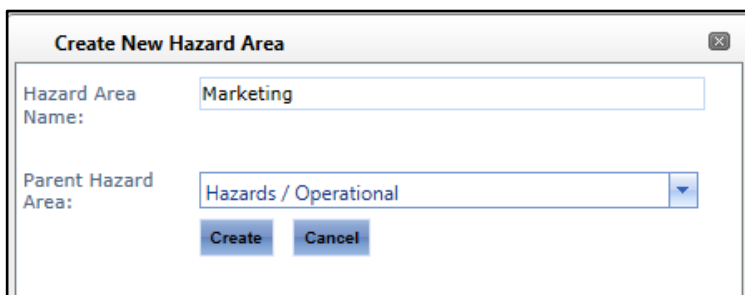
Step 2. Select the **Categories** tab and scroll to the **Audit/Hazard Area** tree.



The screenshot shows a tree view titled "Audit/Hazard Area". The tree structure is as follows: Hazards (expanded) -> External Suppliers (expanded) -> Flight Operations (highlighted with a blue box) -> Fuel Stores (In-Active). There are expand/collapse icons next to each level.

Step 3. Right-click on any item in the **Audit/Hazard Area** tree and select **Add Hazard Area**. The **Create New Hazard Area** dialog box is displayed.

Step 4. Enter the name of the new category in the **Hazard Area Name** field and select the parent hazard area.



The screenshot shows a dialog box titled "Create New Hazard Area". It has two text input fields: "Hazard Area Name:" with "Marketing" entered, and "Parent Hazard Area:" with a dropdown menu showing "Hazards / Operational". Below the input fields are two buttons: "Create" and "Cancel".

Step 5. Click [Create]. The tree is updated with the new category.

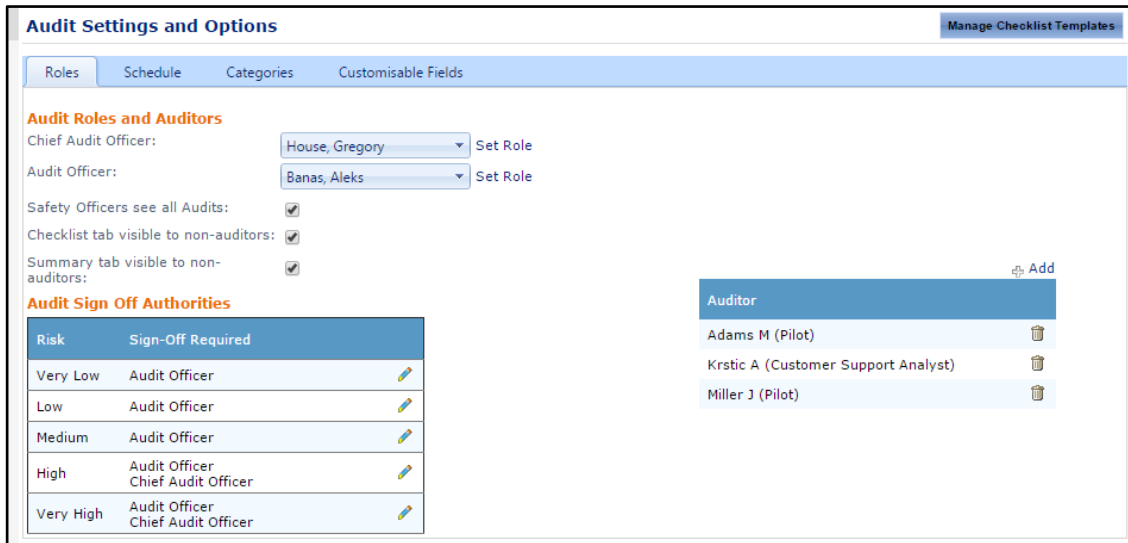


*To change the order and grouping of the categories, click the required category and drag it to the required location.*

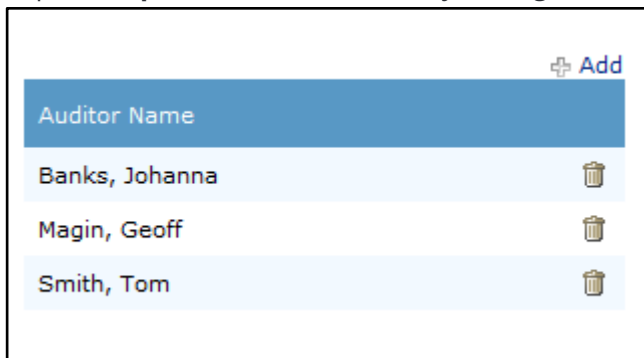
### Step 3 - Setup Audit Roles

Before you start using the Audit module, it is imperative that you setup the users who can conduct and sign-off audits in your organisation. You should also define the auditors who have visibility over all the audits in the system.

- Step 1. Select **Safety > Setup > Audit Options**. The **Audit Settings and Options** screen is displayed.
- Step 2. Select the **Chief Audit Officer** and **Audit Officer** from the relevant drop-down lists and click [Set Role]. These users have visibility and modification rights for all the audits in the system.



- Step 3. Select whether safety officers (Chief Safety Officer, Flight Safety Officer etc.) are automatically able to view all audits in the system regardless of their assigned access levels.
- Step 4. Select whether personnel who are not the auditors of the audit can view all the items in the audit checklist or just the checklist items relevant to their assigned action/s.
- Step 5. Select whether personnel who are not the auditors of the audit can view the audit summary.
- Step 6. Click [+Add] in the **Auditor Name** pane.
- Step 7. Select the auditor's name from the drop-down list and click [Insert].
- Step 8. Repeat **Steps 5-7** for all auditors in your organisation.



- Step 9. Click Edit [  ] in the **Audit Sign Off Authorities** pane for the required audit risk rating.

Step 10. Select the names of required sign-off personnel for all audits matching the risk rating and click [Update].

Audit Sign Off Authorities	
Risk	Sign-Off Required
Low	
Moderate	
High	Chief Audit Officer
Extremely High	Chief Audit Officer Banks, J (Pilot)

Step 11. Repeat **Steps 8-9** for all remaining audit risk ratings.

#### Step 4 - Setup Audit Views

The Audit Schedule can be displayed in the Quarterly, Monthly or Rolling Monthly view.


- Step 1. Select **Safety > Setup > Audit Options**. The **Audit Settings and Options** screen is displayed.
- Step 2. Select the **Schedule** tab.
- Step 3. Select the preferred display for the schedule from the **Select Calendar View** drop-down list.

The screenshot shows the 'Audit Settings and Options' interface with the 'Schedule' tab selected. Under 'Schedule Options', there is a section for 'Audit Schedule Options' containing a 'Select Calendar View' dropdown menu set to 'Monthly', a checkbox for 'Always display scheduled start date?' which is currently unchecked, and an 'Apply Option Changes' button.


Step 4. Select whether the audit must be displayed in the schedule according to the scheduled start date. If this option is unselected and your audit is scheduled to commence in March, but the actual start date becomes April, the audit is displayed in April in the **Audit Schedule** screen.

## Step 5 - Setup Compliance Status

Compliance Statuses are used when conducting an audit to assign each audit checklist item a compliance status.

- Step 1. Select **Safety > Setup > Audit Options**. The **Audit Settings and Options** screen is displayed.
- Step 2. Select the **Customisable Fields** tab.
- Step 3. Select the **ComplianceStatus** option from the drop-down list and a grid with all the different Compliance Status is displayed.
- Step 4. Click the [  ] to edit any of the attributes of a compliance status.


Field	Description
<b>ComplianceStatusID</b>	A unique identifier used by the Air Maestro system to distinguish between the different compliance statuses.
<b>ComplianceStatusName</b>	The name of the compliance status.
<b>ComplianceStatusColour</b>	The colour of the compliance status in hex color code.
<b>ShortName</b>	The short name for the compliance status. The short name is used as the text for the shortcut button.
<b>ShortcutAllowed</b>	An option to enable or disable the shortcut button. The shortcut button appears in the audit checklist and allows auditors to set the status of an audit checklist item to the applicable compliance status without having to proceed to the audit screen.
<b>ForceFinding</b>	An option to enable or disable the functionality to automatically prompt the auditor to add a finding when they set the status of an audit checklist item to the applicable compliance status.
<b>FindingName</b>	The default name of the finding. The finding name is used as the name of the finding when the force finding option has been enabled.

- Step 5. Click the [Add Record] button to add a new compliance status. A new row in the compliance status grid with blank fields in each column is displayed.
- Step 6. Click the [  ] to confirm the addition of the new compliance status OR click the [  ] to cancel the addition of the new compliance status.





## Step 6 - Setup Audit Classes

Audit Classes are used to group/categorised the different audit areas in the Audit Schedule.

- Step 1. Select **Safety > Setup > Audit Options**. The **Audit Settings and Options** screen is displayed.
- Step 2. Select the **Customisable Fields** tab.
- Step 3. Select the **AuditClass** option from the drop-down list and a grid with all the different Audit Classes is displayed.
- Step 4. Click the [  ] to edit any of the attributes of a compliance status.

Field	Description
<b>AuditClassID</b>	A unique identifier used by the Air Maestro system to distinguish between the different audit classes.
<b>AuditClassName</b>	The name of the audit class.

- Step 5. Click the [Add Record] button to add a new audit class. A new row in the audit class grid with blank fields in each column is displayed.
- Step 6. Click the [  ] to confirm the addition of the new audit class OR click the [  ] to cancel the addition of the new audit class.

# Managing Audit Checklist Templates

The process for setting up your organisation's audit checklists requires three steps:



## Step 1 – Create New Template

Step 1. Select **Safety > Audit Reports > Checklist Templates**. The **Setup Checklist Template** screen is displayed.

Checklist Name	Is Modifiable	Allow Expected Outcome / Response	Used in Audit Types	
CASA	<input type="checkbox"/>	<input type="checkbox"/>	0	
Dangerous Goods	<input type="checkbox"/>	<input type="checkbox"/>	0	
External Audit	<input type="checkbox"/>	<input type="checkbox"/>	6	

Step 2. Click [Create New Template].

Step 3. Enter the name of the checklist template. The checklist name must be a meaningful description of the items contained in the checklist. For instance, Dangerous Goods, Fuel Supplier etc.

Checklist Name	Is Modifiable	Allow Expected Outcome / Response	Used in Audit Types	
Fuel Supplier Audit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Step 4. Select whether the checklist can be modified in each new instance of an audit.

Step 5. Select whether the checklist will contain items which contain a corresponding expected outcome. If this option is selected, a new text box is displayed for each checklist item, allowing you to enter guiding instructions which will be available to the auditor during the audit process.

Step 6. Click Insert [ ]. The checklist is added to the checklist templates grid.

## Step 2 – Setup Checklist Headers

Step 1. Select **Safety > Audit Reports > Checklist Templates**. The **Setup Checklist Template** screen is displayed.

Setup Checklist Template			
Create New Template			
Checklist Name	Is Modifiable	Allow Expected Outcome / Response	Used in Audit Types
CASA	<input type="checkbox"/>	<input type="checkbox"/>	0
Dangerous Goods	<input type="checkbox"/>	<input type="checkbox"/>	0
External Audit	<input type="checkbox"/>	<input type="checkbox"/>	6

Step 2. Click View [🔍] for the new checklist. The **Edit Checklist** pane is displayed.

Edit Checklist			
Add Header			Save As Template
Add Items From an Existing Checklist			Print Checklist
Checklist Item Name	Ref. Item	Ref. Number	Description
No checklist items exist for this checklist			

Step 3. Click [Add Header].

Step 4. Enter the heading in the text box and select whether this heading can be modified in each audit where the checklist is used.

Edit Checklist			
Add Header		Save As Template	Add Items From an Existing Checklist
Checklist Item Name	Ref. Item	Ref. Number	Description
<b>Add Header</b>			
Header text:	<input type="text" value="Fuel Delivery"/>		
Is Modifiable:	<input checked="" type="checkbox"/>		
<input type="button" value="Add"/>	<input type="button" value="Cancel"/>		
No checklist items exist for this checklist			

Step 5. Click [Add]. The header name is displayed under the Headers tree.

Step 6. Repeat **Steps 3-5** to add additional headers to the checklist.

### Step 3 – Setup Checklist Items

Step 1. Select **Safety > Audit Reports > Checklist Templates**. The **Setup Checklist Template** screen is displayed.

Checklist Name	Is Modifiable	Allow Expected Outcome / Response	Used in Audit Types	
CASA	<input type="checkbox"/>	<input type="checkbox"/>	0	
Dangerous Goods	<input type="checkbox"/>	<input type="checkbox"/>	0	
External Audit	<input type="checkbox"/>	<input type="checkbox"/>	6	

Step 2. Click View [ ] for the new checklist. The **Edit Checklist** pane is displayed.

**Edit Checklist** Print Checklist

Checklist Item Name	Ref. Item	Ref. Number	Description
No checklist items exist for this checklist			

Step 3. Click [Add Checklist Item]. The **Add Checklist Item** pane is displayed.

Step 4. Enter the name of the checklist item in the **Checklist Item Name** text box.

Step 5. Enter the name of any reference material applicable to this checklist item if required. For example, refuelling procedure, operations manual etc.

Step 6. Enter the reference number of any reference material applicable to this checklist item if required.

Step 7. Enter a description of what needs to be audited for this checklist item.

Step 8. Select the header this item relates to in the drop-down list.

Step 9. Select whether this checklist item can be modified in each audit where the checklist is used.

**Add Checklist Item** Print Checklist

Checklist Item Name	Ref. Item	Ref. Number	Description
<p><b>Add Checklist Item</b></p> <p>Checklist item name: <input type="text" value="Security"/></p> <p>Reference Item: <input type="text" value="Security Manual"/></p> <p>Reference Number: <input type="text" value="Section 2.3"/></p> <p>Description: <input type="text" value="Check that all staff are familiar with airfield security procedures."/></p> <p>Header: <input type="text" value="Airfield Storage"/></p> <p>Is Modifiable: <input checked="" type="checkbox"/></p> <p><input type="button" value="Add"/> <input type="button" value="Cancel"/></p>			

Step 10. Click [Add].

Step 11. Repeat **Steps 3-10** to add the remaining checklist items.

## Managing Audit Types

Air Maestro allows you to customise the initial **Report Info** tab for each safety report type. The **Report Details** tab is displayed immediately to the reporter when they submit a new report.

- Step 1. Select **Safety > Audit Reports > Audit Type Register**. The **Audit Type** screen is displayed.
- Step 2. Check [New Audit Type].

Audit Type			
Audit Type Name	Audit Class	Audit Area	Description
AIRCRAFT TECHNICAL AUDIT	Internal	Engineering	Aircraft Audit Review
CASA External	External Auditor	Flight Operations	Aircraft Operational Review
Dangerous Goods	Internal	Flight Operations	DG

- Step 3. Enter the name of the audit type in the **Audit Type Name** text box.
- Step 4. Enter the description of the audit type in the **Description** text box.
- Step 5. Categorise the audit using the **Audit Class** and **Audit Area** drop-down lists.
- Step 6. Enter the criteria, scope and objectives of this audit type in the relevant text box.
- Step 7. Select the applicable risk index for this audit type in the **Risk Index** drop-down list.
- Step 8. Select the checklist template that is used when this audit type is conducted.
- Step 9. Click [Update].

## Scheduling Audits

Before you can start scheduling audits, you must ensure that you have created an audit type for all required audits.

- Step 1. Select **Safety > Audit Reports > Browse Schedule**. The **Audit Schedule** screen is displayed.
- Step 2. Click [New Audit] in the **Audit Reports** pane.

ID	Name	Auditor	Risk	Checklist Status	Action Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
External Audit																	
Avinet Pty Ltd																	
Fuel Audit - Risk: Medium																	
A252	Adelaide - Dec 2015	Not Set	Medium	Complete	2 of 2												

- Step 3. Select the audit type in the **Audit Type** drop-down list.
- Step 4. Enter the description of the audit in the **Audit Name** text box.
- Step 5. Select the auditor conducting this audit in the **Auditor** drop-down list.

Step 6. Select the planned start and end dates for the audit in the relevant fields.

**Audit Reports**

ID	Name	Auditor	Risk
Audit Type:	Fuel		
Audit Name:	Adelaide June 2013		
Auditor:	Banks, J		
Planned Start Date:	6/1/2013		
Planned End Date:	6/30/2013		
<input type="button" value="Add"/> <input type="button" value="Cancel"/>			

Step 7. Click [Add]. The audit is displayed in the schedule with a 'Pending' status.

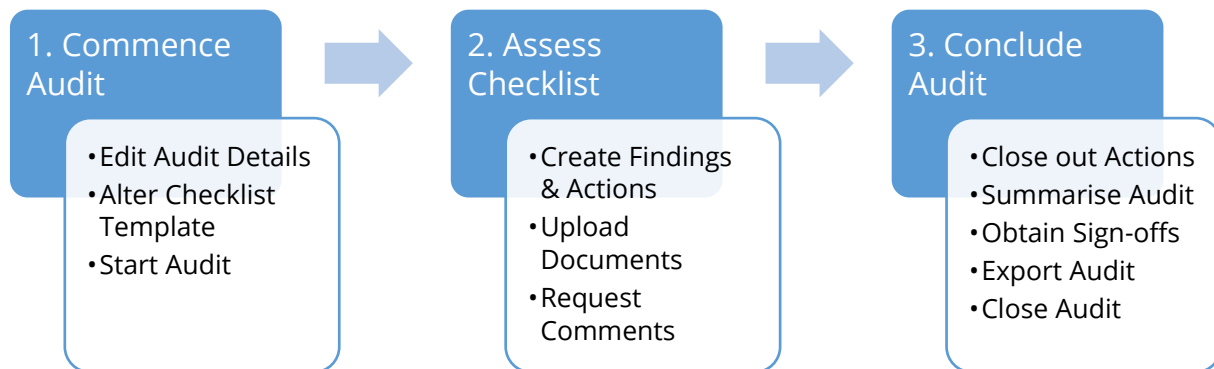
**Audit Reports** New Audit

ID	Name	Auditor	Risk	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>External</b>															
<b>Helipads</b>															
<b>Fuel - Risk: Moderate</b>															
A69	Calgary Fuel Q2	Banas, A	Moderate												
A75	Adelaide June 2013	Banks, J	Moderate												
<b>Internal</b>															
<b>Flight Operations</b>															
<b>Dangerous Goods - Risk: No Risk</b>															
A71	DG Calgary Aug 2013	Banas, A	No Risk												

**Legend**

Code	Audit Status
	Pending
	Due
	In Progress
	Awaiting Feedback
	Under Investigation
	Awaiting Review
	Closed

## Conducting Audits



### Step 1 – Commence Audit

- Step 1. Select **Safety > Audit Reports > Browse Schedule**. The **Audit Schedule** screen is displayed.
- Step 2. Click the [🔍] for the required audit in the **Audit Reports** pane. The **Details** tab is displayed.
- Step 3. Click [Edit] and modify the audit details if required.

Field	Description
<b>Audit Name</b>	Enter the name for the audit.
<b>Audit Type</b>	This field is automatically populated when you create the audit in the schedule and cannot be modified.
<b>Criteria</b>	Enter the audit criteria.
<b>Scope</b>	Enter the audit scope.
<b>Objective</b>	Enter the audit objectives.
<b>Auditor</b>	Select the name of the auditor.
<b>Name</b>	Select the primary contact for the audit. If the contact is not in the system, select 'Manual Entry' and complete the required information.
<b>Telephone</b>	Enter the primary contact's telephone number.
<b>Organisation</b>	Enter the primary contact's organisation.
<b>Email</b>	Enter the primary contact's email address.
<b>Start Date</b>	Select the actual start date for the audit. This is automatically populated when you click [Start Audit], so it is not a requirement to set this date.
<b>End Date</b>	This field is automatically populated when you complete the audit.
<b>Estimated Start Date</b>	Enter the planned start date for the audit.
<b>Estimated End Date</b>	Enter the planned finish date for the audit.

- Step 4. Click [Update].

Step 5. Select the **Checklist Setup** tab. The default checklist associated with the audit type is displayed. Modify the checklist as required.

Field	Description
<b>Checklist Drop-Down List</b>	Select the required checklist template for this audit.
<b>[Add Checklist Item]</b>	Click [Add Checklist Item] to add additional checklist items for this audit.
<b>[Add Header]</b>	Click [Add Header] to add additional checklist headers for this audit.
<b>[Allow Expected Outcomes]</b>	Click [Allow Expected Outcomes] to add an <b>Expected Outcomes</b> text box for each checklist item, which guides the auditor with the expected outcomes.
<b>[Save As Template]</b>	Click [Save As Template] to save the current checklist as a new checklist template.
<b>[Add Items From an Existing Checklist]</b>	Click [Add Items From an Existing Checklist] to incorporate an additional checklist for this audit.
<b>Print Checklist link</b>	Click the <b>'Print Checklist'</b> link to print a copy of the checklist to use during your audit.
▼ ▲	Click the up and down arrow icons to sort the order of the checklist items.
	Click the pencil icon to edit the header or checklist item for this audit.
	Click the trash icon to delete the header or checklist item for this audit. If you remove a header, all checklist items below the header are also removed.

Step 6. Click [Start Audit]. The checklist is converted from the setup to audit mode and the **Documents, Findings** and **Summary** tabs are displayed.



## Step 2 – Assess Checklist

- Step 1. Select **Safety > Audit Reports > Browse Schedule**. The **Audit Schedule** screen is displayed.
- Step 2. Click the [🔍] for the required audit in the **Audit Reports** pane. The **Details** tab is displayed.
- Step 3. Select the **Checklist** tab.

Item Name	Ref. Item	Ref. No.	Description	Note			
<b>Airfield Storage</b>							
General Cleanliness and Housekeeping	Fuel Manual	Section 1.3	Check Fuel Storage area is clean and compliant with OH&S principles.		C	N/A	Audit
Fuel Grade	Fuel Manual	Section 1.3	Check Fuel Grade.		C	N/A	Audit
Tank Vent System	Fuel Manual	Section 1.5	Check Tank Vent System		C	N/A	Audit
Leak Detection System	Fuel Manual	Section 1.6	Check Leak Detection Warning System.		C	N/A	Audit

- Step 4. Record the compliance status for each checklist item. If you do not need to create a finding or action for the checklist item, you can click the shortcut icons to record the compliance status. For example, [C] for Compliant, [NA] For Not Applicable etc. Proceed to **Step 11**.

Alternatively, if you wish to make additional comments about the checklist item and create a finding or action, click [Audit] for the required checklist item and proceed to **Step 5**.



*The compliance status options are customisable for each organisation. To setup the compliance status options, select **Safety > Setup > Audit Options** and select the **Customisable Fields** tab. Select 'Compliance Status' from the drop-down list and use the pencil icon to edit an existing status or click [Add Record] to add a new status.*

- Step 5. Select the compliance status and enter any relevant comments.

**Enter Audit Information:**

Checklist item name: Fuel Grade  
 Reference Item: Fuel Manual  
 Reference Number: Section 1.3  
 Description: Check Fuel Grade.  
 Expected Outcome:  
 Comment: Needs to be verified with supplier.

Compliance Status:

Compliant  
 Non-Conformance  
 Action Required  
 Not Applicable

- Step 6. Click [Create New Finding] if this checklist requires a finding and action to be entered. If a finding is not required, proceed to **Step 10**.
- Step 7. Complete the finding and action details and click [OK].

**Finding** [Close]

Finding: Found water in fuel tank 1. [Spell Check]

Action	Action Type	Requestee
A284.F1.A1	test	S Balmer

Action from: Average, Joe [Dropdown]

Due date: 31/12/2017 [Calendar]

Status: Awaiting Corrective Action [Dropdown]

Action type: Request for Corrective Action [Dropdown]

Cause Category: Non-Conforming Product [Dropdown]

Root Cause: Found that the fuel in fuel tank 1 was contaminated with water. [Spell Check]

Remedial Action: Inform ground crew to stop using fuel tank 1 and use fuel tank 2 when refuelling. Attempt to determine where the water could have come from and contact the supplier.

Corrective Action: Replace all the fuel from fuel tank 1 with new fuel OR remove the water from fuel tank 1. If the water was contaminating the fuel from and external source, then resolve the issue. If the fuel was contaminated due the supplier, then get a refund.

Action Required: Please verify the fuel quality with the supplier.

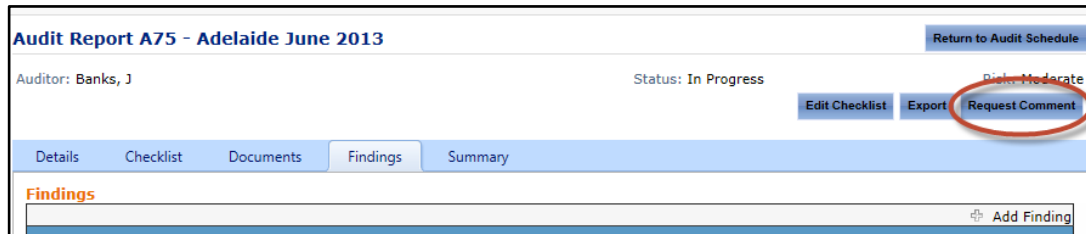
- Step 8. Continue creating additional actions for the finding and click [Create]. The system automatically assigns a number to the finding and action(s).
- Step 9. Click [Update].
- Step 10. Click [Update]. The **Checklist** tab is displayed and the compliance status is indicated with the relevant colour coding. The documents icon [📄] indicates that there are assigned actions against the checklist item.

Details	Checklist	Documents	Findings	Summary
	Item Name		Ref. Item	Ref. No.
	<b>Airfield Storage</b>			
	📄	General Cleanliness and Housekeeping	Fuel Manual	Section 1.3
	📄	Fuel Grade	Fuel Manual	Section 1.3
		Tank Vent System	Fuel Manual	Section 1.5

- Step 11. Continue **Steps 4-10** for all remaining checklist items.
- Step 12. Select the **Documents** tab.

Step 13. Upload any relevant images or documents in the **Documents** tab.

Step 14. Click [Request Comment] if you have created findings that require actions to be completed by individuals. All users with actions are sent an email prompting them to respond to their assigned actions.



### Step 3 – Conclude Audit

Step 1. Select **Safety > Audit Reports > Browse Schedule**. The **Audit Schedule** screen is displayed.

Step 2. Click the [🔍] for the required audit in the **Audit Reports** pane. The **Details** tab is displayed.

Step 3. Select the **Checklist** tab.

Click [✏️] to select the required safety officer role as the Champion/Lead Investigator for each report risk level.

Step 4. Ensure all the checklist items are assessed. Audits are unable to be closed, until all items have been assessed. Unassessed items are displayed with a grey status indicator.

The screenshot shows the 'Checklist' tab of the audit report. It displays a table with the following columns: Item Name, Ref. Item, Ref. No., and Description. The table lists several items, each with a status indicator (a vertical bar) on the left. The 'Tank Vent System' row is circled in red.

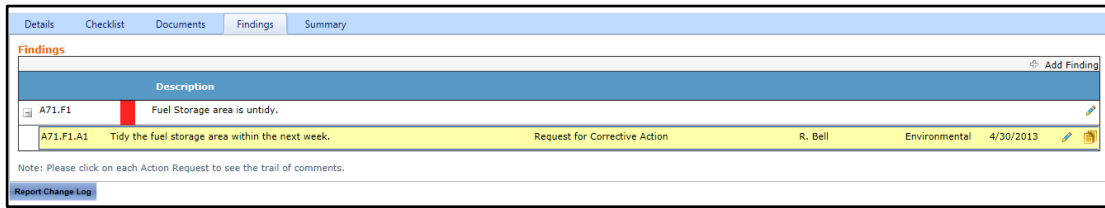
Item Name	Ref. Item	Ref. No.	Description
<b>Airfield Storage</b>			
General Cleanliness and Housekeeping	Fuel Manual	Section 1.3	Check Fuel Storage area is clean and compliant with OH&S principles.
Fuel Grade	Fuel Manual	Section 1.3	Check Fuel Grade.
Tank Vent System	Fuel Manual	Section 1.5	Check Tank Vent System
Leak Detection System	Fuel Manual	Section 1.6	Check Leak Detection Warning System.
Tank Identification	Fuel Manual	Section 1.4	Check that tanks are correctly and easily identified.
Fire Extinguishers	Fuel Manual	Section 1.3	Check that fire extinguishers are present and functioning.
Security	Security Manual	Section 2.3	Check that all staff are familiar with airfield security procedures.

Step 5. Select the **Documents** tab.

Step 6. Ensure all the relevant documents are uploaded.

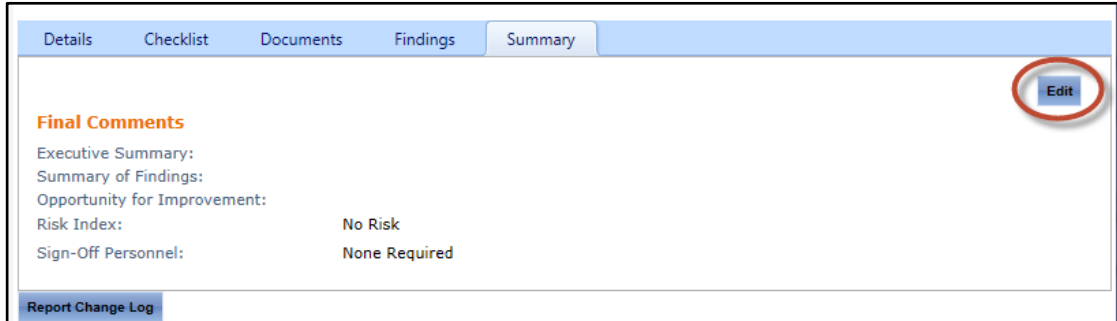
Step 7. Select the **Findings** tab.

Step 8. Ensure all actions have been processed. Actions displayed in yellow are open. To close an action, click the pencil icon and update the status to **'Completed'**.



Step 9. Select the **Summary** tab.

Step 10. Click [Edit].

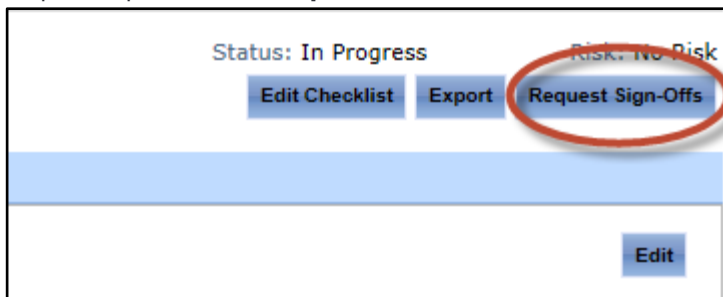


Step 11. Enter the Executive Summary, Summary of Findings, Opportunities for Improvement and adjust the risk rating if required.

Step 12. Click [Add Sign-off Personnel] to assign sign-off personnel for the audit if required. Select the required sign-off personnel and click [OK].

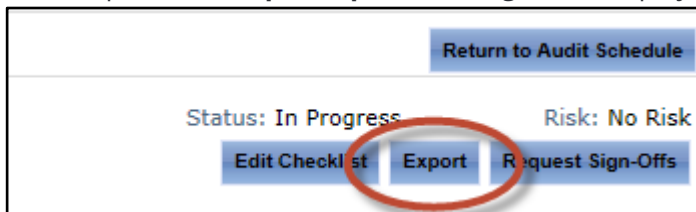
Step 13. Click [Update].

Step 14. If you have assigned sign-off personnel, click [Request Sign-offs]. The system emails all sign-off personnel instructing them to sign-off the audit. Alternatively if sign-offs are not required, proceed to **Step 15**.



Step 15. Click [Close Report]. This button is only enabled once all sign-offs have been obtained (if applicable) and all checklist items are assessed.

Step 16. Click [Export]. The **Export Options** dialog box is displayed.



Step 17. Select the required template from the Export File drop-down list.



*Air Maestro contains default export audit templates. You can customise these templates with your organisation's colours, logos and fonts if required. Contact Avinet for instructions.*

Step 18. Click [Export]. The audit report is opened in Microsoft Word 2007.



*To export the audit report to Microsoft Word, you must ensure you have Microsoft Word 2007 or later installed on your computer.*