

INTERNAL QUALITY ASSURANCE

Internal Auditing

Role

The internal Auditor shall be responsible to:
The Executive Council of the NZHGPA Inc;
The Director of Civil Aviation;
The NZHGPA membership.

The Internal Auditor shall be responsible for:

1. Auditing all associated clubs within a five year period; and
2. Auditing all commercial enterprises within a two year period or until operating under CAR Pt. 115; and
3. Auditing any new associated clubs within six months; and
4. Auditing any new commercial enterprise within six months or until operating under CAR Pt.115;
5. Monitoring NZHGPA procedures for relevance and quality aspects.
6. Monitoring accident, incident, and defect reports, and any other source deemed necessary to assess quality assurance.

Reporting

The Internal Auditor shall:

1. Provide audit reports to the Executive via the Administrator at the conclusion of each report; and
2. Provide audit reports to the Director of Civil Aviation at the conclusion of each report if issues of safety are deemed to require such notification; and
3. Provide a summary of recommendations (if any) requiring Executive action at the conclusion of each audit.

Quality Assurance Action Procedure

All information relating to Quality Assurance received from any source is to be categorised as an open Quality Item by the Administrator who shall complete a Quality item Process checklist (OPMF 92):

1. In the first instance determine if further information or reporting is required, and initiate information gathering (if required); and
2. Determine the level of urgency in consultation with Executive Council members if required; and
3. Prepare documentation for consideration immediately or at the next Executive Council meeting as required.

The Executive Council shall;

1. Determine if corrective action is required,
2. Appoint an individual Executive Council member to Head any item requiring action.

Preventative Action Procedure

Where a preventative action is deemed necessary in response to a quality item a Preventative Action shall be entered in the QA Action file specifying:

- Root cause(s) of the problem.
- Preventative action required.
- Person(s) responsible for carrying out the preventative action.
- Time in which preventative action is to be implemented.

OPMF39 is to be used for the recording of preventative actions, with supporting documentation where required.

Corrective Action Procedure

Where corrective action is required, the Item Executive Council Head shall report to the Executive Council, Internal Auditor, and (if deemed necessary) to the Director of CAA.

the:

1. Root cause(s) of the item;
 2. Corrective action(s) required;
 3. Individuals carrying out the corrective action(s); and
 4. Time schedule for implementation and completion;
- OPMF38 is to be used.

Management Review

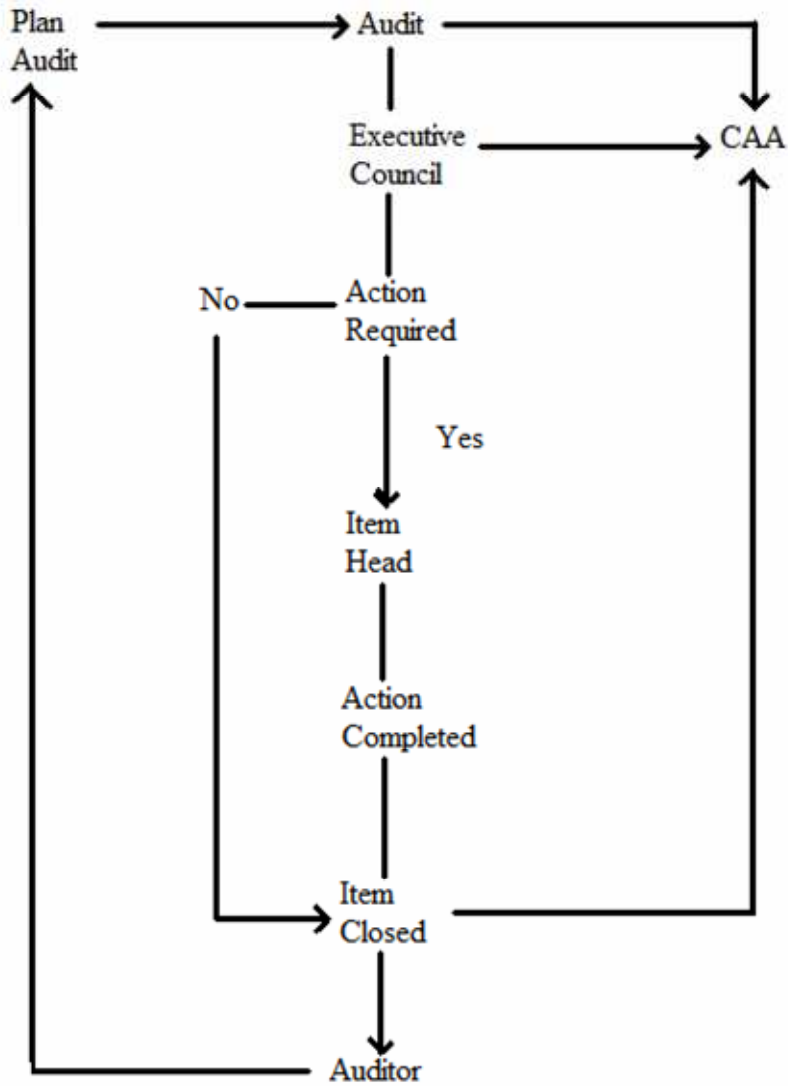
The Executive Council shall annually review;

1. Internal Audit procedures;
 2. Quality Item action in the preceding period;
- and shall;
1. Record conclusions as a Quality Item; and
 2. Provide conclusions to the Internal Auditor.

Quality Indicators

Statistical analysis of all Quality Assurance Items shall be carried out by the Executive Council annually. This shall be in relationship to, and not exclusive to, membership levels, certificate levels and where possible, number/duration of flights. Conclusions shall be recorded as a Quality Item.

Internal Audit Flow Chart



Quality Item Flow Chart

