



Inspection and Audit Notification

Attn CEO; Stephen Levesque

Address; AC Aviation Company Limited,

**222 Hangar 4426, Vibhavadi-Rangsit Road, Sanambin Don Muang,
Bangkok. 10210, Thailand**

Details

Audit Reference Number

AOC 32/2554

Organisation Name

AC Aviation Company Limited

Team Leader POI/PM

POI; Supamit Songpaisan

Audit Type

Recertification of AOC

Dates

Scheduled Start Date

16 October 2017

Scheduled End Date

20 October 2017

Overview

The objective of the audit is to confirm a safe and compliant Commercial Air Transport (CAT) operations and that the operator's management system including key management system processes in flight operations, dangerous goods, ground operations, airworthiness and training are effective. The audit schedule, including opening and closing meeting, will be conducted at the operator's premises and detail schedule as here below Audit Schedule:

Opening and Closing Meetings

Opening Meeting AC Aviation Company Limited on 16 October 2017

Closing Meeting AC Aviation Company Limited on 20 October 2017

It is respectively requested that the following persons are present at the opening and closing meeting:

Accountable Manager

Nominated person in charge of Flight Operations

Nominated person in charge of Airworthiness

Nominated person in charge of Training

Nominated person in charge of the Safety Management System

Nominated person in charge of Compliance Monitoring/Quality

Nominated person in charge of Ground Operations

Audit Scope

- ☐ Discussions with the post holders will be required at a time and dates suitable to the individuals and will address their duties and responsibilities. It is preferred that we commence with these discussions as Audit Schedule indicated date but we will be flexible if this is not convenient to you.
- ☐ The Management System as described in the with particular emphasis on the following:
 - ☐ Organisation and Accountabilities (nominated persons and safety manager, Safety Review Board);
 - ☐ Safety Policy;
 - ☐ Safety Action Group;
 - ☐ Safety Risk Management (hazard identification processes, risk assessment and mitigation processes);
 - ☐ Communication on Safety matters;
 - ☐ Handling of Mandatory Occurrence Reports and Air Safety Reports;
 - ☐ Completion of the Compliance Monitoring Programme;
 - ☐ Compliance Monitoring Follow up and Corrective Action Procedures;
 - ☐ Control of the Operations Manual;
 - ☐ Planning, recording and monitoring of recurrent training for flight crew;
 - ☐ Procedures for monitoring compliance with the company FTL Scheme;
 - ☐ Capture of regulatory information and implementation of Safety Notice recommendations.

Documentation

Documentation to be sampled will include:

- ☐ Occurrence Reports (ASRs/MORs);
- ☐ Risk Log;

- ☐ Risk Assessments;
- ☐ Minutes of the SAG meetings;
- ☐ FTL records;
- ☐ Training records;
- ☐ Returned flight documentation;
- ☐ Compliance Monitoring Reports.

CAAT Audit Team

Supamit Songpaisan*	CAAT Principle Operations Inspector
	CAAT Flight Operations Inspector
Vasan Thanomsing	CAAT Dangerous Goods Inspector
Sureerat Kumsree	CAAT Dangerous Goods Inspector
Piroj Lertpanyapornskul	CAAT Dangerous Goods Inspector Observer
Waritha Kulkusol*	CAAT Inspecting Officer
Bundit Kaewmongkol	CAAT Inspecting Officer Observer
Kajornpat Maklin*	CAAT Airworthiness Inspector
Pannatat Chaleesombut	CAAT Airworthiness Inspector Observer
Suwitcha Pantrakul	CAAT Airworthiness Inspector Observer

Audit Team Summary

Inspector	Name
FOI	1. Supamit Songpaisan
AWI	1. Kajornpat Maklin 2. Pannatat Chaleesombut 3. Suwitcha Pantrakul
IOO	1. Waritha Kulkusol 2. Bundit Kaewmongkol
DGI	1. Vasan Thanomsing 2. Sureerat Kumsree 3. Piroj Lertpanyapornskul



**AOC Recertification Phase 4.1
AC Aviation Audit Schedule**

Remark: Check T would be conducted on 5-7 October 2017.

Monday 16 th October					
Time	CAAT and CAAi Inspectors				AC Aviation Personnel/Dept.
	1. FOI	2. AWI	3. IOO	4. DGI	
0900-0930	Briefing audit team (AC Aviation Hangar 4426)				-
0930-1000					
1000-1030	Opening meeting				TBA
1030-1100					
1100-1130	Check O interview - Accountable Manager	Check O interview - Accountable Manager	Check O Interview - Safety	Interview – Dangerous Goods	DG Coordinater – Operation Manager
1130-1200					
1200-1230					
1230-1300	Lunch				
1300-1330					
1330-1400	Check O Interview - Flight Operations	Review of Form 4 applications - EM, QM, CMR	Check O Interview - Safety (continue)	Interview – Dangerous Goods (continue)	TBA
1400-1430					
1430-1500					
1500-1530	Check O Interview - Crew Training				
1530-1600					
1600-1630					



AOC Recertification Phase 4.1

AC Aviation Audit Schedule

Tuesday 17th October								
Time	CAAT Inspectors				AC Aviation Personnel/Dept.			
	1. FOI	2. AWI	3. IOO	4. DGI				
0900-0930	Check O Interview – Ground Operations	C/L 1 AW assessment C/L 3 GMM C/L11 Training program and records.	Check O Interview - Quality	Cargo- Dangerous Goods	TBA			
0930-1000								
1000-1030								
1030-1100	Check DtFC							
1100-1130								
1130-1200								
1200-1230								
1230-1300	Lunch							
1300-1330								
1330-1400	Check DtFO	C/L 13 Quality system C/L 29 SMS System C/L 14 Maint insp system	Check Q	Passenger Handling- Dangerous Goods	TBA			
1400-1430								
1430-1500								
1500-1530								
1530-1600								
1600-1630	Team review		Team review		-			
1630-1700								



AOC Recertification Phase 4.1

AC Aviation Audit Schedule

Wednesday 18th October					
Time	CAAT Inspectors				AC Aviation Personnel/Dept.
	1. FOI	2. AWI	3. IOO	4. DGI	
0900-0930	Check Dr	C/L 15Maint release C/L 16 Maint records C/L 17 Maint review C/L 24 Mods & repairs C/L 18 Tech log C/L 27 FDR/CVR	Check S	Dangerous Goods- Stores/ Spares	TBA
0930-1000					
1000-1030					
1030-1100					
1100-1130					
1130-1200					
1200-1230	Lunch				
1230-1300					
1300-1330	Check G/ R		FSDS	-	TBA
1330-1400					
1400-1430					
1430-1500					
1500-1530					
1530-1600					
1600-1700	Team review				



**AOC Recertification Phase 4.1
AC Aviation Audit Schedule**

Thursday 19th October					
Time	CAAT Inspectors				AC Aviation Personnel/Dept.
	1. FOI	2. AWI	3. IOO	4. DGI	
0900-0930	-	C/L 9 AD management C/L 7 Tech pubs C/L 5 MEL C/L 25 Authenticity of spares	Check Df	Training- Dangerous Goods	TBA
0930-1000					
1000-1030					
1030-1100					
1100-1130					
1130-1200					
1200-1230	Lunch				
1230-1300					
1300-1330	-	C/L 21 Maintenance facility C/L22 Tools and equipment C/L 19 Prep for flight	-	Compliance monitoring – Dangerous Goods	TBA
1330-1400					
1400-1430					
1430-1500					
1500-1530					
1530-1600					
1600-1630	Team Review				
1630-1700					



**AOC Recertification Phase 4.1
AC Aviation Audit Schedule**

Friday 20th October					
Time	CAAT Inspectors				AC Aviation Personnel/Dept.
	1. FOI	2. AWI	3. IOO	4. DGI	
0900-0930	Report writing	C/L 20 Special ops C/L 2&12 Leasing/Maint contract Checklist 56	Report writing	Report writing	TBA (inspected by AWI)
0930-1000					
1000-1030					
1030-1100					
1100-1130					
1130-1200					
1200-1230	Lunch				
1230-1300					
1300-1330	Inspectors debriefing				-
1330-1400					
1400-1430					
1430-1500					
1500-1530	Closing Meeting				TBA
1530-1600					
1600-1630					
1630-1700					