

# Activity

## MOCK AIR TRAFFIC SAFETY AUDIT...



# Objectives

- **Review your knowledge of performing a risk-based air traffic safety audit**
- **Practice using the processes and tools discussed in this workshop**
- **Develop strategies for successful audits**



# Audit Team Roles

- **Team Member**
- **Team Lead**



# Team Member Responsibilities

- **Follow direction of the Team Lead**
- **Carry out assigned tasks**
- **Participate in audit briefings and meetings**
- **Make logistical arrangements as requested**
- **Adhere to the audit timetable and scope**
- **Collect and verify data**
- **Document and report all observations to the Team Lead**
- **Safeguard all audit documents**
- **Maintain confidentiality**
- **Keep the Team Lead informed of progress**



# Team Lead Responsibilities

- **Lead audit team**
- **Act as the primary point of contact with ANSP and facilities**
- **Confirm logistical arrangements with audit facilities**
- **Ensure Team Members make logistical arrangements as required**
- **Resolve conflicts**
- **Keep Team Members, management, and ANSP facility personnel informed of audit progress**
- **Conduct opening and closing meetings with ANSP/facilities**
- **Analyze and organize evidence to support observations**
- **Document and/or report all observations**
- **Report audit results**



# Part I: Activity Instructions

- **Assemble in small groups**
- **Note your team role and responsibilities**
  - Team Lead or Team Member
- **Review audit prompt material**
- **Work in teams to develop an audit objective, scope, and focus areas**
- **Access the [Audit Plan](#) and [Status Briefing](#) files**
- **Complete an Audit Plan**
- **Prepare and present a Status Briefing**



# Part II: Activity Instructions

- Access the **Audit Checklist** file
- Work in teams to develop checklist(s) for the audit
- Access the **Pre-Audit Briefing** file
- Prepare and present a Pre-Audit Briefing

