

Item	Completed	Date
Draft ToR prepared?		
Peer reviewer selected and agreed		
Relevant standards developed?		
Contract Holder/HSE Personnel identified?		
Affected parties identified?		
Audit Leader & team members identified?		
Audit leader & team members confirm availability?		
Draft ToR sent to auditee?		
Audit team confirm H2S Valid		
Audit schedule : Interviews prepared?		
Audit schedule : Site visits arranged?		
Site transport & administration arranged?		
Flight bookings confirmed		
Interior accommodation confirmed		
Transport arrangements confirmed		
Opening meeting parties invited?		
TOR/Pre read / Audit schedule sent to audit team		
Download data prepared		
Documents, templates, instructions, AWP, preloaded USB		
Auditee / MD booked no surprise meeting		
Opening presentation prepared		
Team brief prepared		
Room booked week 1 interviews		
Room booked week 2 interviews		
Room booked close out meeting		
Close out meeting invitations sent		
Closing presentation		
Teleconference arrangements made		
Develop audit plan		
Audit team brief, 07:00		
Opening meeting, Presentation Auditee, 09:00		
Interview MAF Client		
Attend Internal review Air Transport		
Interview Interior sites: Team 1 Client		
Interviews, 23:00		
Field work / Visits		
Daily review and share of observations		
Daily email of observations analysis and aggregated?		
Consolidate observations into findings		
Test findings		
Create no surprise feedback and challenge data		
Independent review		
Review Agree findings Auditee		
Close out meeting		
Draft report to auditee		
Responses from auditee returned to audit team		
Final report issued		
Identify affected parties		