

## Audit Report

This is a new report for the AGM. CAA conducted their 5 yearly audit of RAANZ this year. As part of that, it was identified that RAANZ needs to increase their oversight of the members, inline with our Exposition. We have had to ramp up our audit function so this year. The activities have included

- Creating the Senior person role of Quality Manager
- undertook an audit of our members by email
- an audit across a sample of logbooks in various clubs, in conjunction with the Roadshows
- An onsite head office audit looking at the internal processes.

Key findings have been put up in our newsletters and on our Facebook page, but in summary

- From a membership point of view, part 149 requires you must be member of the Part 149 organisation. A significant percentage of members were not current, and therefore should not have been flying. It is the members responsibility to ensure that their subscription is current
- There is confusion on the requirements for people on Part 61 licenses. If they receive their rating from a Microlight instructor, then they must be flying on a microlight certificate
- The logbook audit focussed on those who have conducted their training in the last two years. Issues included Instructors not documenting properly in logbooks (particularly endoresments), syllabus not be correctly followed and pages not being totalled. These results have been communicated directly with the Instructors involved, and will be communicated in the next instructors newsletter.
- A head office audit was carried out. This identified some operational issues which have been resolved, increasing our resiliency. Some of you will have noticed increased password security – which you can blame on me!

CAA have requested RAANZ continue to ensure both compliance with the RAANZ exposition, and in some cases enhance our Exposition.

Over the next year, you may hear from me regarding our audit activities. The intention is purely to increase our overall safety and compliance, and not to penalise anyone where we find gaps. Generally, involvement in our audits to date has been positive, and I look forward to this continuing, as well as meeting more of our members.