

LEVEL	TARGET DATE		DESCRIPTION
	Corrective	Preventive	
<b>Level 1 Major</b>	Immediate (not more than 7 days)	Within 2 (two) weeks	<ul style="list-style-type: none"> <li>• Major threat to.               <ul style="list-style-type: none"> <li>○ aircraft / equipment destroyed.</li> <li>○ fatality</li> </ul> </li> <li>• Affect ERP procedure.</li> <li>• Legal incompliance / Violation to CAR (Part 145)</li> </ul>
<b>Level 2 Moderate</b>	Within 2 (two) weeks	Within 3(three) months	<ul style="list-style-type: none"> <li>• A large reduction in safety margins, physical distress, or workload such that the operators/customers cannot be relied upon to perform their tasks accurately or completely.</li> <li>• Moderate / minor threat to:               <ul style="list-style-type: none"> <li>○ Aircraft/equipment damage</li> <li>○ operation limitation</li> <li>○ serious / minor injury</li> <li>○ minor incident</li> </ul> </li> <li>• Nuisance</li> </ul>
<b>Observation</b>	For observation / information		<ul style="list-style-type: none"> <li>• Not a threat to aircraft, people, property and/ or environment</li> <li>• Finding may improve the working environment</li> </ul>
Repetitive	Repetitive finding. Refer to the level of the finding		<ul style="list-style-type: none"> <li>• Findings are found repetitive for the last 2 audits.</li> </ul>

### 13.3 AUDIT FOLLOW UP

The auditor is responsible for monitoring the follow-up of his/her audits. He/she shall ensure the record of corrective actions and he/she checks the appropriateness of proposed corrective/preventive actions regarding the non-conformity.

If the proposed corrective/preventive action is accepted, the auditor will close the non-conformity. The auditor may plan a verification of the effectiveness of the corrective/preventive action, and he/she will advise the Department accordingly and they will mutually agree on the date for the on-site verification. If the corrective action is not in accordance with the cause of the non-conformity, the auditor must advise the Department further analysis. The audit report complete with auditee corrective action implementation remarks shall be passed to the Safety Department for review and comment.