	Audit Report	
Galaxy Aerospace Airworthiness Expert	Report No.	IAR-YYYY/0XX
	Area / Scope	GAM-XXXX
	Date of audit	DD/MM/YYYY

A	**AUDIT DETAILS**	
1.	Audit Type / Category	Tick where applicable ☐ Scheduled ☐ Vendor ☐ Surveillance ☐ Product ☐ Variation to approval Specify:
2.	Audit Reference	
3.	Auditor(s)	
4.	Auditee(s)	
5.	Location	
B	**AUDIT SUMMARY**	

C	**PREPARATION AND APPROVAL**		
1.	Prepared by Signature :	Date :	
	Name :		
2.	Approved by Signature :	Date :	
	Name :		

	Audit Report	
GalaxyAerospace maintenance . repair . overhaul	Report No.	IAR-YYYY/0XX
	Area / Scope	GAM-XXXX
	Date of audit	DD/MM/YYYY

INSTRUCTION FOR COMPLETING GAM/Q-009, INTERNAL AUDIT REPORT

Report No.	Fill in audit report number, in accordance with quality department internal audit report register
Area / Scope	Fill in the department / operation that the audit focuses on. Options are as follows: GAM-CAMO GAM-APMM GAM-145 GAM-FENNEC GAM-VENDOR
Date of audit	Fill in date of audit. If the audit takes more than one day, specify each audit dates. E.g.: 01/04/2021 – 03/04/2021 **OR** 01/04/2021, 03/04/2021 – 05/04/2021
Section A (1)	Select audit type/category as applicable. The selection is not restricted to only one type/category of audit. Specify the audit type/category selected in the space provided, e.g.: Tick where applicable ☐ Scheduled ☐ Vendor ☐ Surveillance ☐ Product ☒ Variation to approval Specify: Compliance audit for additional AMO capability on Bell 429 aircraft maintenance
Section A (2)	Fill in the audit reference inclusive of regulation referred to, documents used during audit as well as procedures (manual) referred to during the audit
Section A (3)	Fill in names of auditors involved in the audit. Specify the lead auditor with a label beside the name, e.g.: Omar bin Ahmad (Lead Auditor)
Section A (4)	Fill in names of auditees involved in the audit
Section A (5)	Fill in the address of the audit location.
Section B	Fill in the summary of the audit, which could include audit methodology, audit elements, observation, and finding.
Section C (1)	Fill in signature and name of personnel that prepared the audit report, as well as the date audit report was prepared
Section C (2)	Fill in signature and name of personnel that approves the audit report, and the date of report approval.