GalaxyAerospace

Airworthiness Expert

Quality Assurance Department

Quality Assurance Personnel

Auditor's Audit - Log Book

Name	:
Staff No.	:
Department	:
Date Joined	:
Position	:

FOREWORD

This logbook in its current format is the preferred means of recording auditor's audit activity to support an application to the Galaxy Aerospace (M) Sdn Bhd Quality Assurance Department for the application or renewal of company's Quality Auditors.

The logbook consists of:

Section 1   **1.1**   **Instructions for Completing Auditor's Audit Logbook**

Section 2   **2.1**   **Auditor's Audit Logbook**

This logbook has been produced in loose-leaf form so that additional pages may be inserted selectivity as and when required, to accommodate progressive recording of ongoing audit task, and to enable removal of pages containing information which may be considered redundant or surplus to the user's current needs. The additional original documents, such as employment testimonials, training certificates or certified true copies of the same, where these may be required.

Section 1.1   Instructions for Auditor's Audit Logbook

No.	ID	Option	Description/Remarks
1.	Audit Activities	-	This field is intended to be used to provide detailed reference to the audit carried out and enter the precise reference of audit report (i.e IAR-YYYY/0XX)
2.	Audit Date	-	Date when the audit was carried out. Dates entered shall follow the format DD/MM/YYYY
3.	Audit Type	Scheduled	Select audit type as applicable. The selection is not restricted to only one type/category of audit. Specify the audit type/category selected in the space provided.
		Surveillance	
		Vendor	
		Product	
		Variation to approval	
4.	Audit Area	-	Identify the audit area using the following term (but not limited to) as being more applicable to the audit carried out. Example: (CAMO / AMO / SMS /etc)
5.	QAM Signature & Stamp	-	Fill in signature and name of QAM and Quality Assurance Stamp

Example:

No.	Audit Activities (1)	Audit Date (2)	Audit Type (3)	Audit Area (4)	QAM Signature & Stamp (5)
1.	The GAM SMS process and procedure were reviewed during the audit (IAR-2020/056)	12/11/2020	Scheduled	SMS	
2.	Audit of GAM's Main Tool Store in MIAT to check for compliance and adequacy of Main Tool Store Operation Procedure (IAR-2020/055)	11/11/2020	Scheduled	AMO	

Section 2.1   Auditor's Audit Logbook

No.	Audit Activities	Audit Date	Audit Type	Audit Area	QAM Signature & Stamp

No.	Audit Activities	Audit Date	Audit Type	Audit Area	QAM Signature & Stamp

GAM/Q-035 Rev 3 (06/24)