

HAAMC Roles **(LTF Flying OPS Structure)**

1. Conduct *6 Monthly Maintenance Audit*

1. Conduct a 6 monthly [Maintenance Audit](#).
2. Select a minimum of 20 students in total, ensuring none were chosen in the previous audit

2. Submit & Review *Audit Findings*

1. After completing each audit, make sure all the findings are recorded through the online [Submit Audit Findings](#) form.
2. Review the [Auditing Findings Register](#)
3. Make sure all the corrective actions are completed by the due date
4. Review preventive actions annually

3. Follow up *on Audit Findings*

1. *Document Audit findings Closure*

4. Join *Meetings*

1. Join Review Audit Findings & Safety Recommendations Meetings
 - a. Share maintenance audit findings
 - b. Review previous audit findings
2. Join Safety Meetings
3. Join Continuous Improvement Meetings

5. Aware *of your [Responsibilities and Audit, Meeting & Training Schedule](#)*

1. Internal audits will be conducted monthly and quarterly, details of each internal audit [can be found here](#).