**Auditor Preparation Checklist**

**Prior to Audit:**

Audit Agreement turned in by May 1 (all items complete including aircraft counts)

Audit Plan turned in one month before audit – includes dates will be doing the audit

Pre-audit Checklist sent to operator one month before audit

Pre-audit Checklist received from operator prior to arriving for audit

**During Audit:**

Conduct a flight at each geographical location

Identify discrepancies from former year and focus as Areas of Special Interest

Assure at least two best practices are highlighted

Assure all discrepancies discovered during audit that were resolved are documented

**Before turning in Audit:**

Assure all outstanding discrepancies are resolved

Double check grammar and spelling on audit checklist and report

Audit signed by both the operator and auditor

**Turn in to TOPS:**

Pre-audit checklist

Audit Checklist

Audit report (highlight any discrepancies and how they were resolved as well as any items to watch for the next year)

Final page of audit signed by both operator and auditor