



ACSF Industry Audit Standard Process Details

Prior to scheduling an audit, operators will be required to complete and submit the **Operator Pre-Audit Review Package**. This consists of evaluator checklists that will help the operator ensure preparedness for the audit and provide the audit team with a preliminary overview of the operator. This package is available for download from www.acsf.aero/audit.

Fleet Size	Typical Days On-Site for 2 Auditors	Initial Audit Fee <i>(does not include auditor travel expenses)</i>
1-15 aircraft	3 days	\$13650
16-30 aircraft	4 days	\$17280
31+ aircraft	<i>Call for price quote.</i>	

*A discount of 5% is given to all active members of the Air Charter Safety Foundation.
Prices are subject to change.*

Audit Frequency. Audit results will be valid for a 24-month period. However, operators wishing to affirm their SMS progress may request an earlier second and subsequent audit. Doing so will reset the 24-month period.

Audit Review Board. The Audit Review Board is comprised of five members selected by the ACSF. This group will review the completeness of all audits, and is responsible for the ultimate determination of whether an operator or fractional program is designated as “**ACSF Audit Registered.**”

Fleet Size Determination. At the time of the audit, the number of aircraft listed on either OpSpec D085 or in the equivalent 91K authorizations.

Payment of Fees. Operators will be required to deposit with ACSF 50% of the audit fee prior to the scheduling of the audit. This fee should be accompanied by the **Operator Pre-Audit Evaluation Package**. The remainder of the audit fee shall be submitted following the completion of the on-site audit when the audit team delivers its report to the ACSF for evaluation by the Audit Review Board. The audit company will directly bill the operator for travel expenses.

Satellite bases. If an operator uses satellite bases, there would be an additional fee for auditing a representative number of these bases. Fees will only be charged for the on-site work (\$800/day per auditor), plus travel expenses.

Second & Subsequent Audits. The example fees are based upon the “initial” audit. This will be the most intensive audit. Subsequent audits may experience a decreased cost. Significant changes to the company make-up (certificate type, changes in ownership/key staff, fleet size, and major change to aircraft types operated) will have an impact on the duration and cost for second and subsequent audits.

Two Auditors Required. Auditors typically specialize in an area – either operations or maintenance. Using two auditors for every audit will ensure a comprehensive review. Also, using one auditor for four days is the same cost as two auditors for two days.

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