



ACS F Industry Audit Standard Registration Process

Audit Company. To become ACS F Audit Registered, an operator must undergo a registration audit with an ACS F-accredited audit company to the ACS F Industry Audit Standard. A list of accredited audit companies is available at www.acsf.aero/audit.

Audit Scheduling. Prior to scheduling an audit, an operator must complete and submit the **Operator Pre-Audit Checklist** to ACS F and the audit company. Completing the checklist assists the operator in audit preparation and provides the audit team with a preliminary overview of the operator. The Pre-Audit Checklist is available upon request from audit@acsf.aero or the audit company.

Audit Pricing. Pricing for the audit is set by the audit company. A typical initial audit for an operator with less than 30 aircraft is four days or 64 man-hours on-site, with additional time required for preparation, travel, operator follow-up and report preparation.

Audit Frequency. Audit results are valid for a 24-month period. However, an operator that wants to affirm their SMS progress may request an earlier second and subsequent audit. Doing so will reset the 24-month registration period.

Audit Review Board. The Audit Review Board is comprised of three members selected by the ACS F. This group reviews the completeness of all audits, and is responsible for the ultimate determination of whether an audit report is accepted and whether an operator or fractional program is designated as "**ACS F Audit Registered.**"

Fleet Size Determination. The operator's fleet size is defined by the number of aircraft listed on the FAA OpsSpec D085, the equivalent 91K authorizations, or other authorizations by the governing regulatory authority at the time of the audit.

Payment of Audit Fees. All audit fees and related auditor travel expenses are billed directly to the operator by the audit company and must be paid before the operator can be listed on the registry.

Registration Fees. Once the audit company has submitted its final report to ACS F, a registration fee is due to ACS F from the operator before the operator can be listed on the ACS F Registry. The registration fee is \$1,500 for ACS F members; \$2,000 for non-members.

Renewal Audits. The same operations and maintenance auditors that performed the previous audit may not conduct the renewal audit.

Satellite bases. If an operator uses satellite bases, there may be an additional fee for auditing a representative number of these bases. The need to audit satellite bases will be made by the audit company.

Two Auditors Required. Auditors will specialize in either operations or maintenance. At least one operations auditor and one maintenance auditor are required for every audit.

For further information or questions regarding the ACS F Industry Audit Standard Process, contact Russ Lawton or Alison McHugh at ACS F, or one of the accredited audit companies.