



IAH P&G Edition 10  
Temporary Revision 1

Reference:	IAH.ED10.TR1
Issue date:	26-MAR-2020
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## Approval Section

Step	Name	Date
Reviewed by:	Serkan Simitcioglu Head, IOSA	March, 2020
Approved by:	Catalin Cotrut Director, Audit Programs	March, 2020

### 1. General Overview

This Temporary Revision ('TR') to the IOSA Audit Handbook Procedures and Guidance ('IAH P&G') Edition 10 is issued to address the following.

According to the IAH P&G 2.7.2, 4.3.1 and 4.4.1, IOSA Auditors are required to record the auditor actions taken in the audit software.

To provide IOSA Auditors with additional time and to reduce administrative workload, the following changes are introduced to IAH P&G.

### 2. Effective Date of the Temporary Revision

This TR will become effective as of 9 April 2020.

### 3. Temporary Revision

#### 2.7 Completing the Audit Checklists (AC) [Previously known as Questions and Responses Report (QRR)]

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#### 2.7.2 Fields of the Audit Checklists (AC)

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The document reference must be recorded by adding the reference in the 'Docs' field in the Audit Checklists, in accordance with 4.2.3.



**The Auditor Actions must be completed however they do not need to be recorded in the audit software. Please refer to 4.4.3 for detailed information.**

If there are assessments resulting in nonconformities, then a Corrective Action Record (CAR) must be raised for each nonconformity, in accordance with 2.8.

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### 4.3 Audit Evidence

#### 4.3.1 Evidence

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The Auditor Actions (AAs), are customized for each ISARP, and provide the following:

(a) guidance to auditors for the actions to be taken to confirm implementation;

(b) a record of the actions taken to confirm implementation for Operator's internal assessments;

(c) a means of standardizing the assessment of implementation.

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### 4.4 Auditor Actions

#### 4.4.1 Introduction

Auditor Actions published by IATA are action steps that have been specifically compiled for each individual IOSA Standard and Recommended Practice.

Whereas the Auditor Actions must be followed to assess and confirm the implementation of the ISARPs; IOSA Auditors are no longer required to record Auditor Actions taken in the audit software.

Auditor Actions (AAs) support the focus on implementation and auditing standardization. As internal auditors conduct separate assessments for documentation and implementation, the AAs will assist internal auditors as a key source of information for and provide guidance on the actions needed to confirm implementation. The term "Auditor Action" is defined in the IRM.

Auditor Actions accomplished by Internal Auditors must be recorded and retained to provide evidence of implementation as required by ISM Table 1.2 and IAH Chapter 4.4.3 provide detailed procedures for auditor actions.

AAs have been incorporated in the IOSA Program for the following reasons:

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