AVISTRATA
AVIATION BUSINESS PLATFORM

Internal Evaluation Program

How to run your repair station's own audits (FAA AC 145-5)

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PREPARED FOR
Quality managers and auditors

Part 145 repair stations that audit themselves before the FAA does

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At a glance

The FAA's advisory circular AC 145-5 describes an internal evaluation program: a planned cycle of self-audits, findings with corrective action, and a management review. Avistrata sets it up for you with **15 Part 145 areas**, **101 built-in checklist questions**, audits that create themselves when they come due, and a **Focus areas** screen that finds the records inspectors most often write up.

Set up the program

1. Open **Quality** → **Program** and click **Set up the AC 145-5 program** (quality managers only).
2. Avistrata adds 15 areas, from 145.103 Housing and facilities to 145.221 Service difficulty reports. The five FAA focus areas (145.109, 145.161, 145.201, 145.211 and 145.215) are audited every **6 months**, the rest every **12**.
3. Each area gets two checklists: a **compliance** checklist (each rule as a yes / no question) and a **department / process** checklist (people, resources, equipment and controls). You can edit both like any other checklist.
4. Click an area to set how often it's audited, who runs it, and the default lead auditor.

The first audits are spread over the coming weeks, focus areas first, so the whole program doesn't land in one month.

Audits that come due

When an area comes due (45 days ahead by default), Avistrata creates the audit in **Quality** → **Audits** with both checklists' questions already loaded and the default auditor as lead. This happens once a day and whenever the quality team opens the Program tab.

Area state	Meaning
On plan	Audited within its interval; next one isn't due yet
Due soon	Due within the look-ahead window; the audit will be created
Audit open	An audit is planned or in progress
Late	The due date has passed and the audit isn't done

The year calendar on the Program tab shows every area by month: done, planned and late.

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Focus areas: the records inspectors find

Quality → **Focus areas** (auditors and quality managers only) lists the records that point at a problem in each of the five areas the FAA keeps finding in surveillance:

Area	What Avistrata looks for
145.211 Quality control	Work orders closed with task cards not signed off; inspection sign-offs by people without the inspector or RII authorization; manual revisions not read and signed by their due date
145.109 Equipment, materials, data	Tools overdue for calibration and still in service; tools used past their calibration date; parts without a release certificate; technical data that's superseded or out of subscription
145.161 Personnel records	Roster out of date (changed since issued, people who left, no certificate number, no employment summary); expired training
145.201 Ratings	Work orders on aircraft or items outside the ratings you hold
145.215 Capability list	Items with no signed self-evaluation; work orders on items added after the last issued revision of the list

- Click **Raise finding** on a record to open a finding with the record already attached.
- Click **Add to audit** (or **Add all to an audit**) to turn records into questions on an open audit, so the auditor checks each one.

Draw a sample

Auditors don't have to check every record. Pick what to sample from (closed work orders, approved task cards, return-to-service entries, parts received, or people) and a date range. Avistrata counts the records and picks a random sample sized by **AC 145-5 Appendix 2, Table 1** (95% confidence): for example half of a group up to 100, 80 of 200, 280 of 1,000, never more than 370. Click **Add to audit** to put the sample on the audit.

Findings, concerns and observations

Next to Level 1, Level 2 and Observation, a finding can now be a **Concern**: something that isn't a breach yet but could become one. Concerns are due in 60 days by default (Quality → Settings). Audit questions can be marked Concern too, and the audit can't close until each one has its concern raised.

Independent, trained auditors

- A lead auditor can't audit their own work (they can't be the auditee) and can't audit an area they run. Avistrata refuses the assignment and says why.
- In **Quality** → **Settings** → **Internal evaluation program**, pick the training course(s) that qualify an auditor and choose **Off**, **Warn** or **Required to lead an audit**.
- The Program tab lists your auditors with their audit training and the areas each one can't audit.

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Management review

1. Open **Quality** → **Management review** and click **New review**. Pick the period.
2. Click **Pull in the inputs**: audits planned, closed and late, the program's late areas, findings by level and source, corrective actions, open actions from earlier reviews, and the Focus areas counts.
3. Write the discussion and conclusions, and add decisions and actions with an owner and due date.
4. The accountable manager named in Settings clicks **Sign**. After that the review is fixed; owners can still mark their actions done.

Tip

Start with the five focus areas. A finding you catch yourself costs a corrective action; one the FAA catches costs a lot more.

Questions? Call Avistrata support at **703.520.5040** or visit mrotracker.com.

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