



1. Reason for Issue

Update and supersede previous AO Alert 227 same subject.

2. Policy

Due to technical issues with the new audit software provider (Intelex) deadlines as set in previous AO Alert 227 need to be updated.

AOs shall prepare for and use the new software as of:

- On-site phase begins as of April 15th - for all initial audits
- On-site phase begins as of April 29th - for all audits

The Intelex Auditor Manual will be made available as of April 9th whereas the Intelex Auditee Manual will be made available as of April 20th.

In addition dedicated training sessions with each AO will be held in the month of April. Dates will be agreed with and communicated separately to the AOs.

AO shall ensure participation into these training sessions so that they can complete their internal trainings to all concerned.

The requirement for AOs to build the audit 14 calendar days prior to the commencement of the on-site audit (IAH P&G 2.1.3) will be waived for all audits planned with the new audit software for the month of April.

Also the Audit build request (ABR) form for any Intelex audit will not be required anymore.

For questions, contact Gonzalo Castro at castrog@iata.org

3. Conclusion

The AO shall plan internal trainings and the IOSA audits as per the above transition plan.

Andrea Rizzo

Andrea Rizzo (Apr 5, 2018)

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AO Alert 230 - New Audit Software Deployment Plan

Adobe Sign Document History

04/05/2018

Created:	04/05/2018
By:	Martin Isuster (isusterm@iata.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvizxnAL_025X2WN7zY5aFk1aCCjwvTB-

"AO Alert 230 - New Audit Software Deployment Plan" History

-  Document created by Martin Isuster (isusterm@iata.org)
04/05/2018 - 10:33:50 PM GMT+2- IP address: 144.194.1.1
-  Document emailed to Andrea Rizzo (rizzoa@iata.org) for signature
04/05/2018 - 10:34:17 PM GMT+2
-  Document viewed by Andrea Rizzo (rizzoa@iata.org)
04/05/2018 - 10:34:41 PM GMT+2- IP address: 144.194.1.1
-  Document e-signed by Andrea Rizzo (rizzoa@iata.org)
Signature Date: 04/05/2018 - 10:35:46 PM GMT+2 - Time Source: server- IP address: 144.194.1.1
-  Signed document emailed to Martin Isuster (isusterm@iata.org) and Andrea Rizzo (rizzoa@iata.org)
04/05/2018 - 10:35:46 PM GMT+2