

FINDING FORM

Oversight Type					
<input type="checkbox"/> Schedule	<input type="checkbox"/> Unscheduled	<input type="checkbox"/> Initial Certification	<input type="checkbox"/> Renewal of Certificate		
<input type="checkbox"/> Audit	<input type="checkbox"/> Inspection	<input type="checkbox"/> Special Purpose:		Date	
Service Provider					
Unit/Area(s)					
Finding Regulation/Procedure Reference				Finding Level	

PART A - Finding Description (For GACA Use Only)

Safety Recommendations (For GACA Use Only)

Drafted by	Name	Signature	Date
Reviewed & validated by	Name	Signature	Date

Findings level 1: A significant non-compliance with applicable regulations, GACA requirements, organizational procedures or manuals, or the organization's certificate terms of approval, which lowers safety or seriously endangers flight safety. The GACA Inspector shall assess the severity and risk associated with the finding and assign a timeframe for corrective action (IMMEDIATE to 7 days).

Depending on the nature of non-compliance, immediate restrictions or limitations on the organization's activities may be imposed.

Findings level 2: Any non-compliance not classified as Level 1. The GACA team leader will assess the severity and risk associated with the finding and assign a timeframe for corrective action between 8 days to 90 days.

Observation: Identified conditions that, in the judgment of the GACA Inspector, the organization should modify, eliminate, or improve for continuous safety or security improvement.

No timeframe for closure is assigned, but the organization is expected to provide a written response within 90 days.

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PART B – Corrective Action(s) & Comments on findings			
Proposed Action item(s) (If the action items exceed the size of this column, please use another form with the same reference)	Responsible	Expected Implementation Date(s)	GACA Remarks
Short term (For Operators Use Only)			
Long term (For Operators Use Only)			

Auditee Comments | Inputs / Root cause(s) of the finding:

Evidence to support closure of the finding: (Insert E-file name as uploaded)

Drafted by	Name	Signature	Date
Reviewed & validated by	Name	Signature	Date

Root Cause Analysis (RCA) Applicability:

- A root cause analysis (RCA) will be required for Level 1 and Level 2 Non-Compliance findings.
- The RCA should identify the root cause(s) of the non-compliance and analyze contributing factors.
- The RCA report should include a clear explanation of the root cause(s), proposed corrective actions to address the root cause(s) and prevent recurrence, and a timeline for implementation.

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Follow-up on finding & Corrective Actions

PART C – Review of Corrective actions & Follow-up on finding

Finding Reference		Date of Follow up	
CAP submitted on time	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Corrective actions Status & Comments	<input type="checkbox"/> Accepted & closed	<input type="checkbox"/> Rejected	

When rejected, the revised CAP must be submitted by	
Follow-up Comments/Remarks	

Need for an on-site follow-up	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proposed Date for on-site follow-up		
Follow-up Comments/Remarks		

Drafted by	Name	Signature	Date
Reviewed & validated by	Name	Signature	Date