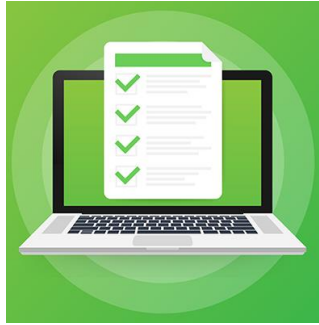




Preparatory Phase



The Standardisation team leader collects data from all available sources (databanks, answers from questionnaires received from the Authority, etc.).



Collected data is reviewed, cross checked and analysed.



A programme for the inspection is established and shared with the national Authority.

Visiting phase



During the visiting phase the inspection team and staff from the national Authorities meet, go through the programme, and have the chance to highlight and discuss issues. While this usually takes place on-site, remote inspections conducted on-line using modern videoconferencing tools are also a possibility.



The inspection team usually samples several undertakings (such as Airlines, Maintenance organisations, etc.) that are under the oversight of the national Authority, as an opportunity to cross-check and validate the outcome of the verifications performed.



At the end of the visit, the team summarises all findings and issues they have identified, and shares the information with the national Authority.

Reporting & Follow-up



Back at EASA, the team leader reviews the preliminary findings and reviews them with other qualified standardisation team leaders to confirm their final formulation and to classify their safety relevance.



A final report is prepared and issued to the national Authorities. Findings are listed and elaborated on.



A Corrective Action Plan is established, aiming at addressing all identified issues in a timely manner. Once approved by the Agency, the Action Plan is followed-up and the effective implementation of the agreed actions is assessed, until all findings raised have been closed.