

[Company Name]

**ARA Airbag Protocol Audit Execution Worksheet**

[Date]

Controls					
Control area	Control	Test in current period?	Test of controls	Control evaluation	Notes on results
Employee Training; airbag safety, extraction, handling, inspection & storage	Company has a formal training program, which addresses the elements required, to which all required employees have easy access.	Yes	Review the training material which the company has made available to its employees. Evaluate the material to ensure it addresses the required elements. Evaluate whether employees have easy access to the training material.	Effective	
Employee Testing and Certification; Airbag Technology, Inspection, Safety, Storage & Handling	Company has a formal employee testing and certification program, which evaluates competence in the the elements required, to which all required employees have easy access.	Yes	Review testing and certification material. Ensure it addresses the required elements. Ensure that on successful completion of the testing material, the employee is issued with a certificate, in his or her name, valid for a period of 12 months.		
Employee Training; Hazardous Materials regulations as they relate to airbag modules	Company has a formal training program, which addresses the elements required, to which all required employees have easy access.	Yes	Review the training material which the company has made available to its employees. Evaluate the material to ensure it addresses the required elements. Evaluate whether employees have easy access to the training material.		
Employee Testing and Certification; Hazardous Materials regs as they relate to airbag modules	Company has a formal employee testing and certification program, which evaluates competence in the the elements required, to which all required employees have easy access.	Yes	Review testing and certification material. Ensure it addresses the required elements. Ensure that on successful completion of the testing material, the employee is issued with a certificate, in his or her name, valid for a period of 36 months.		
Inspection Facility	Management has dedicated a suitable space (s) within the operations area for airbag inspection. Inspection area to be clean, dry and organized. Inspection surfaces to be non-scratching, non-sparking, non-abrading. Ample light for close inspection required. Area must be free from EM/RFI interference or excessive heat.	Yes	Visit and evaluate the inspection area and evaluate against required criteria. If possible, observe actual inspection process.		
Inspection Procedure, data capture and reporting requirements	Systems to be in place to enable efficient, effective and standardized inspection of each unit under inspection in compliance with the ARA Airbag Protocol 1.4 or later. Inspection system must address and capture these criteria: donor vehicle data, incl VIN, unit under inspection serial number, type, color and part number and or interchange number. Unit under inspection, to be visually inspected for any evidence of re-painting, flood damage/exposure, foreign matter intrusion, cover damage, tear seam separation, damage to original labels, shorting bars out of position, damage to connectors or wiring. Mechanical fasteners to be in place and secure. Unit under inspection must be checked against NHTSA Recall Database. Data and responses to each answer for each unit under inspection to be captured in a computerized database system. Database system to capture and store information and be available 24/7. On successful completion of inspection procedure each unit to receive a Certificate of Inspection, which must accompany part to customer.	Yes	Document key systems used to support inspection procedure. Check to ensure system to record data promotes standard work and addresses the required elements.		
Records retention	The company maintains a formal records retention policy, which complies with best management practices.	Yes	Review the retention policy; conduct a site visit to determine if historical records are stored in alignment with the retention policy.		
Liability Insurance	Company must maintain an insurance policy with at least a \$1 million (USD) limit per occurrence	Yes	Review the insurance policy on file.		
Physical security	Key documents, including employee records, certificates of compliance, customer information, and other confidential materials, are kept in locked or otherwise physically secure locations.	Yes	Observe the physical locations for key business-related documents to gauge whether the level of security is appropriate.		

