

[Company Name]

ARA Airbag Protocol Audit Plan Worksheet

[Date]

Controls				
Control area	Control	Include in testing?	Testing frequency	Notes
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	Annually	
Employee Testing and Certification; Airbag Technology, Inspection, Safety, Storage & Handling	Company has a formal employee testing and certification program, which evaluates competence in the elements required, to which all required employees have easy access.	Yes	Annually	
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	Annually	
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 elements required, to which all required employees have easy access.	Yes	Annually	
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 EMI/RFI interference or excessive heat.	Yes	Annually	
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	Annually	
Records retention	The company maintains a formal records retention policy, which complies with best management practices.	Yes	Annually	
Liability Insurance	Company must maintain an insurance policy with at least a \$1 million (USD) limit per occurrence	Yes	Annually	
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	Annually	