

OpsPilot

Audit & Inspection — User Manual

Evidence-Based Auditing · AI Engineering Co-Pilot



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What this guide covers — what a structured audit is, how the OpsPilot module runs one, what to have ready, and the report you receive.

1. What is a structured audit?

An audit checks whether what's supposed to happen actually happens — measuring practice against a standard, a procedure or a regulation, on the strength of evidence rather than assurances. The two ways audits fail are equal and opposite: classifying everything as a “minor” so nothing gets fixed, and accepting “yes, we do that” without ever asking to see it. OpsPilot pushes against both — demand evidence, classify findings honestly.

2. What the OpsPilot module does

Role	Responsibility
 AI Coach (OpsPilot)	Guides a structured audit — developing the checklist, collecting evidence rigorously, classifying findings correctly (not everything is a minor), and ensuring corrective actions fix root causes rather than symptoms.
 Lead Auditor (you)	Collect the evidence, conduct the interviews, and make the compliance judgements. OpsPilot structures the process and challenges you to demand evidence, not verbal assurances.

3. How it works — the process

#	Stage
1	Audit type, scope, and the standard being audited against
2	Audit plan — areas, people, documents
3	Checklist development
4	Evidence collection — observe, interview, document review
5	Findings classification — Critical NC / Major NC / Minor NC / Observation / OFI
6	Corrective action plan with root cause
7	Audit summary and compliance score

#	Stage
8	Word report

4. What you will be asked — have this ready

- The audit type (safety, quality, environmental, maintenance) and the standard it's against.
- The scope — the areas, people and documents in play.
- The evidence you'll gather — observations, interviews, records.
- Honesty about which findings are genuinely Critical or Major versus Minor.

5. What you receive — the output

A complete Audit Report with a findings register (Word): the scope and standard, the checklist, the evidence collected, findings classified Critical NC / Major NC / Minor NC / Observation / OFI, a corrective-action plan addressing root causes, and an audit summary with a compliance score.

6. Worked example (illustrative)

A maintenance audit against the site's PM procedure. The auditee says “yes, we complete PMs on time.” OpsPilot's discipline is to demand evidence — show me the last twenty PM work orders and their completion dates. The records reveal a third were closed late, several with no readings recorded. That's not an “Observation” to wave through; it's a Major non-conformance because the PM data the reliability programme depends on isn't being captured. The corrective action targets the root cause (no enforcement of reading capture at close-out), not the symptom (“remind technicians to be on time”). The compliance score reflects the real state, not the comfortable one.

7. Getting the best result

- **Demand evidence.** “We do that” is not a finding until you've seen it.
- **Classify honestly.** Calling a Major a Minor is how audits become theatre.
- **Fix root causes.** A corrective action that treats the symptom guarantees the finding returns next audit.
- **Score the real state.** A flattering compliance score helps no one.

OpsPilot — AI Engineering Co-Pilot. Learn more at opsinnovatech.com