

PART 248 – Form 248

Audit Reports

OMB NO: 2138-0004
EXPIRATION DATE: 11/30/2024

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0004. Public reporting for this collection of information is estimated to be approximately 15 minutes per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 248. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION/INSTRUCTIONS: **Form 248- Audit Report**

The Form 248 – Annual Audit Report is an external audit conducted by Certified Public Accounts and is freeform based on the carrier's operations. If no audit is conducted for any given year, then a statement to that fact must be submitted instead.

RECORD FORMAT:

The **Form 248- Audit Report** must be published as an electronic “portable document format” file format, for uploading to the eSubmit application.

The portable document format file MUST BE indicated when naming the file, by using the letters [PDF] or [pdf] following the file name, as the file name extension. You must have Adobe software downloaded on your computer in order to “save as/print” your document as a ‘pdf’ file.

While the file name is flexible and may be determined by the individual air carrier, the portable document format (pdf) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

Suggested file name: XX201003- **Form248Audit.pdf**

