



CL:

TCAA-O-AWS011A

March 2013

**MAINTENANCE ORGANISATION CERTIFICATION AND APPROVAL RENEWAL
INSPECTION CHECK LIST**

INSPECTION RECORD				
Name of Maintenance Organisation:				
Physical Address (Location):				
Postal Address:				
Date of Inspection:				
Operator's Representative:				
Inspector(s): /				
Assessment Code: YES = Satisfactory NO = Not Satisfactory N/C = Not Checked N/A = Not Applicable				
Item	Assessment			
	YES	NO	N/C	N/A
AMO Regs. Part III FACILITY REQUIREMENTS				
1. Are the following satisfactory:				
(a) Facilities for planned work (protection from weather, segregation of work areas)?				
(b) Office Accommodation (including quality, planning, technical records)?				
(c) Appropriate work environment (special requirements observed, not impair effectiveness)?				
(d) Storage facilities and conditions (restricted access, manufacturer's instructions, segregation)				
AMO Regs. Part IV AMO ADMINISTRATION				
2. Are the following satisfactory:				
(a) Trained and experienced maintenance personnel, authorized engineers and authorized aviation repair specialists where required?				
(b) Nominated management persons have a responsibility to ensure that the compliance with AMO Regulations?				
(c) Nominated senior person responsible for quality system?				
(d) Man-hour plan/sufficient personnel/procedure to reassess work?				
(e) Personnel competence procedure for maintenance, quality audits?				
(f) NDT staff qualified.				

(g) Is certification authorization issued in writing to appropriately qualified engineers for issue of CRS?				
(h) Does the authorization clearly specify the scope and limits of such certification authorization and contain a unique certification authorization number for each certifying staff?				
(i) Are components workshop personnel appropriately trained and qualified?				
(j) Are certifying staff trained and qualified as required by AMO Reg. 24?				
AMO Reg. 24 & 26 REQUIREMENTS FOR CERTIFYING STAFF				
3. Do certifying staff have adequate understanding of relevant aircraft/component and organization procedures?				
4. Do certifying staff have at least 6 months actual maintenance experience in any 2 year period?				
5. Do certifying staff have continuation training each 2 years in relevant technology, organization procedures, human factors?				
6. Is the programme for continuation training, and procedure for compliance satisfactory?				
7. Are certifying staff assessed for competence, qualification, and capability prior to issue or re-issue of authorization.				

Item	Assessment			
	YES	NO	N/C	N/A
8. Does the authorization document specify scope/limit of authorization?				
9. Is the procedure for authorizing certifying staff documented and satisfactory?				
10. Is the person responsible for the quality system also responsible for the issue of certification authorization?				
11. Is the record of certifying staff, including licence/training/scope of authorization satisfactory?				
12. Are certifying staff provided with copy of authorization document?				
13. Are certifying staff required to produce authorization document in reasonable time?				
AMO Reg. 18 EQUIPMENT, TOOLS AND MATERIAL				
14. Are the following satisfactory:				
(a) Necessary equipment, tools and material?				
(b) Control and calibration?				
(c) Records of calibration and standard used?				
AMO Reg. 34 AIRWORTHINESS DATA				
15. Hold and use applicable current approved data				
16. Minimum data to hold and use include maintenance related CARs, Advisory Circulars, Approved Maintenance Programme, MM, SRM, IPC, CPCP, SSID, NDI Manuals, Process Specifications , Service Letters & Instructions, Vendor Maintenance and Repair manuals				
17. Maintenance instructions prepared in accordance with approved MPM				
18. Procedure for appropriate action of damage assessment and use of only approved repair data				
19. Common work card or worksheet system for organization or procedures to complete ones provided by operator				

20. Is applicable maintenance data readily available				
21. Is controlled data up to date?				
22. Is there written confirmation of amendment status?				
AMO Reg. 32 MAINTENANCE CERTIFICATION				
23. Is issue of certificate of maintenance done by authorized certifying staff when all maintenance has been carried out?				
24. Does the Certificate of Release to service(CRS) contain:				
(a) Date maintenance was completed?				
(b) Details of maintenance carried out?				
(c) Name and unique authorization number of the certifying staff and his signature?				
(d) Name and certificate number of the Repair Station/AMO?				
(e) An airworthiness compliance statement?				
25. Procedure for re-certifying Used aircraft component?				
26. Is incomplete maintenance entered on CRS?				
27. Prohibiting fitment of component without appropriate release to service documents?				
28. Is it clear that a CRS must not be issued in cases of non-compliance and which could hazard flight safety?				
AMO Reg. 33 MAINTENANCE RECORDS				
29. Do the maintenance records contain a detailed record of work?				
30. Is a copy of the CRS and repair/modification data provided to the Operator?				
31. Are records retained for 2 years from date of release?				
AMO Reg. 35 REPORTING OF UNAIRWORTHY CONDITIONS				
32. Report to CAA and type certificate holder conditions hazardous to aircraft?				
33. Un airworthy report forms?				
34. Report to Operator?				
35. Report within 3 days?				

Item	Assessment			
	YES	NO	N/C	N/A
AMO Reg. 28 MAINTENANCE PROCEDURES AND QUALITY SYSTEM				
36. Is Quality policy included in MPM?				
37. Do maintenance procedures to ensure good maintenance practices comply with ? AMO Reg. 28(1) and (2)				
38. Quality system with independent audits with feedback system which ensures proper and timely corrective action?				
AMO Reg. 27 & First Schedule MAINTENANCE PROCEDURES MANUAL (MPM)				
AMO Reg. 29 & 30 PRIVILEGES OF THE AMO				
39. Maintain aircraft and components per approval?				
40. Other organizations doing maintenance under the quality system?				
41. Other location maintenance subject to need due un serviceability or occasional line per MPM procedures?				
42. Line maintenance per MPM permission and listing?				
43. CRS issued AMO Reg. 32(5).				

Chief Airworthiness Inspector Remarks and Recommendation

Remarks:

I hereby **Recommend** that the Approval Certificate of the subject Maintenance Organisation is / **not - Issued** / **Renewed** for a period of with effect from

Signature
Chief Airworthiness Inspector