



CL:

TCAA-O-AWS005A

March 2013

MAINTENANCE PROCEDURES MANUAL (MPM) EVALUATION CHECKLIST

MPM EVALUATION RECORD	
Name of Air Operator:	
Physical Address (Location):	
Type of Operation:	
Date of Evaluation:	
MPM Document No. Issue and date:	
Inspector(s): /	
Assessment Code: YES = Requirements met NO* = Requirements not met N/C = Not Checked N/A = Not Applicable	

Item	Assessment			
	YES	NO	N/C	N/A
1. Is the MPM in a format that is easy to revise?				
2. Does the MPM contain-				
(a) A list of effective pages?				
(b) An index?				
(c) All items required by Regulation 27 of the Civil Aviation [AMO] and the First Schedule are covered?				
(d) References to the applicable Regulations and Schedule?				
3. Are all systems, checks and procedures in accordance with applicable Regulations?				
4. Are all systems described in the MPM in place and operational?				
5. Are referenced manuals available and adequate for the proposed use?				
6. Does the statement compliance address all regulatory requirements?				
7. Are all references given in the Statement of Compliance adequately addressed in the MPM and adequately describe the means of compliance with the particular CAR?				
8. Does the manual contain the following sections in accordance with Regulation 27 and First Schedule of the Civil Aviation [AMO] Regulations with policy guidance and instructions presented in a clear and concise manner?				
9. Does the MPM meet the following minimum standards:				
(a) Is the Quality Manager responsible for—				
(i) Monitoring the amendment of the MPM, including associated procedures				

manuals?				
(ii) Submitting proposed amendments to the Authority?				
(b) Does the MPM include the following areas:				
(i) The management procedures covering the management and administration of the MPM?				
(ii) The maintenance procedures covering all aspects of how aircraft components may be accepted from outside sources and how aircraft shall be maintained to the required standard?				
(iii) The quality system procedures, including the methods of qualifying mechanics, inspection, certifying staff and quality audit personnel?				
(iv) Contracted air operator procedures and paperwork?				
10 Does the MPM contain the following subjects:				
(a) Part 1 – Management:				
(i) Corporate commitment by the Accountable manager?				
(ii) Management personnel?				
(iii) Duties and responsibilities of the management personnel?				
(iv) Management Organization Chart?				
(v) List of certifying staff?				

Item	Assessment			
	YES	NO	N/C	N/A
(vi) Manpower resources?				
(vii) General description of the facilities at each address intended to be approved?				
(viii) Organization's intended scope of work?				
(ix) Notification procedure to the CAA regarding changes to the activities, approval, location and personnel of the organization?				
(x) Manual amendment procedures?				
(b) Part 2 – Maintenance Procedures:				
(i) Supplier evaluation procedure?				
(ii) Acceptance and inspection of aeronautical products and material from outside contractors?				
(iii) Storage, tagging and release of aeronautical products and material to aircraft maintenance?				
(iv) Acceptance of tools and equipment?				
(v) Calibration of tools and equipment?				
(vi) Use of tooling and equipment including alternate tools by staff?				
(vii) Cleanliness standards of maintenance facilities?				
(viii) Maintenance instructions and relationship to the aeronautical product instructions of the manufacturer including updating and availability to staff?				
(ix) Repair procedure?				
(x) Aircraft maintenance programme compliance?				
(xi) Airworthiness Directives procedure?				
(xii) Optional modification procedure?				
(xiii) Maintenance documentation in use and completion of same?				
(xiv) Technical record control?				

(xv) Rectification of defects arising during base maintenance?				
(xvi) Release to service procedure?				
(xvii) Records for the air operator?				
(xviii) Reporting of defects to the Authority, Operator and the Manufacturer?				
(xix) Return of defective aircraft components to store?				
(xx) Defective components to outside contractors?				
(xxi) Control of computer maintenance record systems?				
(xxii) Reference to specific maintenance procedures such as-				
(A) Engine running procedures?				
(B) Aircraft pressure run procedures?				
(C) Aircraft towing procedures?				
(D) Aircraft taxiing procedures?				
(c) Part L2 – Additional Line Maintenance Procedures:				
(i) Line maintenance control of aircraft components, tools, equipment, etc.?				
(ii) Line maintenance procedures related to servicing/fuelling/de-icing, etc.?				
(iii) Line maintenance control of defects and repetitive defects?				
(iv) Line procedure for completion of technical log?				
(v) Line procedure for pooled parts and loan parts?				
(vi) Line procedure for return of defective parts removed from aircraft?				
(d) Part 3 – Quality System Procedures:				
(i) Quality audit of organization procedures?				
(ii) Quality audit of aircraft?				
(iii) Quality audit remedial action procedure?				

Item	Assessment			
	YES	NO	N/C	N/A
(iv) Authorized Engineer qualification and training procedures?				
(v) Authorized Engineer records?				
(vi) Quality audit personnel?				
(vii) Qualifying inspectors?				
(viii) Qualifying mechanics?				
(ix) Exemption process control?				
(x) Concession control for deviation from organizations' procedures?				
(xi) Qualification procedure for specialized activities such as non-destructive testing and welding?				
(xii) Control of working teams of the manufacturer?				
(e) Part 4 – Documentation:				
(i) Contracted air operators?				
(ii) Air operator procedures and paperwork?				
(iii) Air operator record completion?				
(f) Part 5 – Appendices:				
(i) Sample of documents?				
(ii) List of subcontractors?				
(iii) List of line maintenance locations?				
11 Does the system of inspection under Regulation 36 and 37 of the Civil Aviation [AMO] Regulations adequately express in respect to the following:				
(a) Maintenance System and Certifying Staff?				
(b) Maintenance Continuity?				

