



APPROVED ORGANISATION AUDIT CHECK LIST

1. Facilities JAR 145-25	Accommodation	Management and Admin	
		Records-Planning-Quality	
		Work Area - Adequate enclosed accommodation	
		Location and Security	
	Environment	Office and working areas	
		Appropriate	
		Work tables and equipment	
		Cleaning facilities	
		Inspection aids	
		Assembly facilities	
		Function and Test	
		Access equipment	
		Docking equipment	
		General lighting	
		Specific lighting	
Power - Air - Vacuum			
Segregation appropriate			
No contamination hazard			
Storage facilities	Equipment and Tools		
	Parts and Materials		
	Racking - Binning		
	Labelling		
2. Personnel JAR 145-30	Management	Responsibilities defined & understood at all levels	
		Control of activities & effective communication	
		Supervision of activities	
	Other personnel sufficient to :-	Plan the tasks at all level	
		Carry out the tasks at all level	
		Supervise the tasks at all level	
	Other personnel	Certify the tasks appropriately	
		Job or task description defined	
		Initial / continuation training carried out	
		Qualification of personnel appropriate to function	
		Experience of personnel appropriate to function	
		Competence established in accordance with MOE	
		Compliance with JAR 65 (E) (Or Malaysian requirement)	

3. Certifying Staff JAR 145-35	Central record information	Complete	
		Accurate	
		Up to date	
	Authorisation document	Provided to and held by staff	
		Available in Dept.	
		Scope of authorisation defined	
		Valid and covers activities being certified	
		Signed by holder	
		Control of inspection stamps	
	Names of certifying person checked		
	Authorisation references		
	Result		

4. Tools, Test Equipment & Materials JAR 145-40	Tools & Test Equipment Sufficient to perform	Approved scope of work	
		Agreed capability list	
		Departmental tasks	
		Availability satisfactory	
		Line procedures	
		Equipment recall system	
		Calibration of in use tools	
		Calibration control	
		Calibration records	
	Materials and Components	Supplier evaluation	
		Acceptance / Goods in	
		Storage & identification	
		Line procedures	
		Pool parts / customer parts / spares	
		Shelf life control	

5. Airworthiness Data JAR 145-45	Provision of data for :-	Approved scope of work	
		Departmental activities	
	Regulatory & advisory information	Available	
		Up to date	
	Publications available	Aircraft manufacturers	
		Component manufacturers	
	Condition of manuals	Manual amendments	
		Aircraft manufacturers	
	Reader / Printer / Terminal	Availability	
		Serviceability	

6. Certificate of Maintenance JAR 145-50	CRS issued	By properly authorised staff	
		Inspection stamp legibility	
		Duplicate inspections	
		Completion details adequacy	
	CRS contains details of	Maintenance carried out	
		Date of maintenance recorded	
		Staff authorisation reference	
		Organisation approval reference	

Shift work handovers including Base to Line	Task itemisation	
	Handover recording	
	Certification control	
	Worksheet task breakdown	

DCA ARC / AAT latest issue used :	
Work order checked :	
DCA ARC / AAT reference	
Result	

7. Maintenance Records JAR 145-55	Detailed record of work :	Carried out retained (for 2 years from CRS or as required by JAR-OPS 1 & 3) Records provided to operator	
	Work cards	Fully completed and signed CRS / DCA ARC / AAT raised Updated to the latest schedule revision	
	All work details recorded	In an acceptable manner Copies retained for 2 years Retained in safe place Storage environment Computer backup & storage satisfactory	
	Work order checked Aircraft / Component Result		

8. Occurrence Reporting Procedures JAR 145-60	Reports made	To the appropriate national authorities To the operator To the manufacturer Within the prescribed period Standard of completion What reporting form used Follow up / tracking effective Dissemination of findings Review meeting / bodies	
	MOR Reference checked :		
	Result		

9. Procedures - Departmental JAR 145-65	MOE procedures relavent to the Department	Readily available to all staff Being followed in practice Reflects QA policy statements Review / control procedure Adequately descriptive Procedure ownership	
	Do they fully cover :-	Departmental practices Method of work control Certification procedures Variations or concessions	
	Procedures audited subject Reference Result		

10. Quality System - Central JAR 145-65	QA System includes :-	Audit plan	
		Procedures audits	
		Aircraft audits	
		Monitoring shift work	
		Remedial actions	
	Certifying staff	Qualification procedures	
		Training	
		Records	
		Job description	
	Non-certifying staff	Job description	
		Training	
		Competency testing	
		Records	
	Name Non-cert staff checked		

11. Quality Audits - Departmental JAR 145-65	Internal company audits of the department covers :-	Audit of all products	
		Audit of workshop activities	
		Personnel qualifications	
		Work card / tech log completion	
		Maintenance requirement variations	
		Process exemptions	
		Special process control	
		Audits for operators	
	Internal audits carried out :-	To a plan	
		Audit findings identified	
		Audit closed	
		Feed back system working	
	QA Dept :-	Findings notified	
		Follow up appropriate	
		Senior manager involvement	
		Training of auditors	
	Date of last audit		

12. Limitation JAR 145-80	Details of items checked :-	For the provision of :-	
	Aircraft types	Facilities	
		Equipment	
		Tooling	
		Materials	
		Technical data	
		Certifying staff	
	Engine / APU types	Facilities	
		Equipment	
		Tooling	
		Materials	
		Technical data	
		Certifying staff	

C Ratings	Facilities	
	Equipment	
	Tooling	
	Materials	
	Technical data	
	Certifying staff	

Conform no changes have occurred to the following :-	The name of the organisation	
	The location of the organisation	
	Additional locations of the organisation	
	The accountable manager	
	Any of the senior / nominated persons	
	The facilities, equipment, tools, material, etc	
	Company procedures	
	Approved scope of work	
	Certifying staff	
	Adherence to Amendment Procedures	
	Notification to the Authority	
	Changes to Capability Lists controlled & recorded	

Other DCA Procedural Requirements :-	Accountable Manager interview	
	Review all outstanding non-compliance findings	
	CRS requirements	
	CMR requirements	
	C of A renewal process	
	Certificate of Fitness for Flight issue	
	Amendments to Approved Manuals	
	Control of welders approval	