

JPA25B Mar-03

# AIRWORTHINESS DIVISION DCA MALAYSIA

Name Of Operator:

## MAINTENANCE MANAGEMENT EXPOSITION CHECK LIST FOR AIR OPERATOR (AOC HOLDER) WHO IS NOT AN APPROVED AIRCRAFT MAINTENANCE ORGANISATION

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#### PART 0 GENERAL ORGANISATION

- 0.1 Corporate Commitment By The Operator
- 0.2 General Information :

Brief description of organisation Relationship with other organisations Fleet composition - Type of operation Line station locations Base location

- 0.3 Maintenance Management Personnel: Accountable Manager Nominated Postholder Maintenance Co-ordination Duties And Responsibilities Organisation Chart Manpower Resources And Training Policy
- 0.4 Notification Procedure To The DCA Regarding Changes To The Operator's Maintenance Arrangements/Locations/Personnel/Activities/Approval
- 0.5 Exposition Amendment Procedures

# PART 1 AIR OPERATOR MAINTENANCE PROCEDURES

- 1.1 Aircraft Logbook Utilisation And MEL Application
- 1.2 Aircraft Maintenance Programme Development And Amendment

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- 1.3 Time And Maintenance Records, Responsibilities, Retention, Access
- 1.4 Accomplishment And Control Of Airworthiness Directives
- 1.5 Analysis Of The Effectiveness Of The Maintenance Programme
- 1.6 Non-Mandatory Modification Embodiment Policy
- 1.7 Major Modification Standards
- 1.8 **Defect Reports :** Analysis Liason With Manufacturers And Regulatory Authorities **Deferred Defect Policy**
- 1.9 **Engineering Activity**
- Reliability Programs : 1.10 Airframe Propulsion Components
- 1.11 Pre-flight Inspection :

Preparation Of Aircraft For Flight Sub-contracted Ground Handling Functions Security Of Cargo And Baggage Loading Control Of Refuelling, Quantity/Quality Control Of Snow, Ice, Dust And Sand Contamination To An Approved Standard

- 1.12 Aircraft Weighing
- 1.13 Flight Test Procedures
- 1.14 Sample Of Documents, Tags And Forms Used

#### PART 2 **QUALITY SYSTEM**

- Maintenance Quality Policy, Plan And Audit Procedures 2.1
- 2.2 Monitoring Of Maintenance Management Activities
- 2.3 Monitoring The Effectiveness Of The Maintenance Program


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2.4 Monitoring That All Maintenance Is Carried Out By An Appropriate Approved Maintenance Organisation:

Aeroplane Mainter	nance
Engines	
Components	

- 2.5 Monitoring That All Contracted Maintenance Is Carried Out In Accordance With The Contract, Including Sub-Contractors Used By The Maintenance Contractor
- 2.6 Quality Audit Personnel

## PART 3 CONTRACTED MAINTENANCE

- 3.1 Maintenance Contractor selection Procedure
- 3.2 Detailed List Of Maintenance Contractor
- 3.3 Relevant Technical Procedures Identified In The Maintenance Contract

Inspectors' Name:

Date: