



**AIRWORTHINESS DIVISION
DCA MALAYSIA**

Name Of Organisation:

**MAINTENANCE ORGANISATION EXPOSITION CHECK LIST FOR
AN APPROVED AIRCRAFT MAINTENANCE ORGANISATION**

List Of Contents
Page Effectivity List
Amendment Record
Distribution List

PART 1 MANAGEMENT

1.1 Corporate Commitment By The Accountable Manager

--

1.2 Safety And Quality Policy

--

1.3 Management Personnel

--

1.4 Duties And Responsibilities of Management Personnel

Term of reference for Accountable Manager

Term of reference for Engineering Manager

Term of reference for Quality Assurance Manager

Term of reference for Workshop Manager

Term of reference for Base Maintenance Manager

Term of reference for Line Maintenance Manager

1.5 Management Organisation Chart

--

1.6 List of Certifying Staff

--

1.7 Manpower Resources

--

1.8 General Description Of The Facilities At Each Address Intended To
Be Approved

--

1.9 Organisations Intended Scope Of Work

--

1.10 Notification Procedure to DCA Regarding Changes to the Organisation's Activities / Approval / Location / Personnel
Accountable Manager
Senior Nominated Personnel
Changes Of Company Name/Approved Locations
Changes In Company Activities

1.11 Exposition Amendment Procedures

PART 2 MAINTENANCE PROCEDURES

2.1 Supplier Evaluation Procedure And Subcontract Control Procedure

2.2 Acceptance / Inspection Of Aircraft Components And Materials From Outside Contractors

2.3 Storage, Tagging And Release Of Aircraft Components And Materials To Aircraft Maintenance

2.4 Acceptance Of Tools and Equipment

2.5 Calibration Of Tools and Equipment

2.6 Use Of Tooling And Equipment By Staff (Including Alternate Tools)

2.7 Cleanliness Standards Of Maintenance Facilities

2.8 Maintenance Instructions And Relationship To Aircraft / Aircraft Component Manufacturer's Instructions Including Updating And Availability To Staff

2.9 Repair Procedure

2.10 Aircraft Maintenance Programme Compliance

2.11 Airworthiness Directive Procedure

2.12 Optional Modification Procedure

2.13 Maintenance Documentation In Use And Its Completion Of Same

2.14 Technical Record Control

2.15 Rectification Of Defects Arising During Base Maintenance

2.16 Release To Service Procedure

- 2.17 Records For the Air Operator
- 2.18 Reporting Of Defects To The DCA / Operator / Manufacturer
- 2.19 Return Of Defective Aircraft Components To Store
- 2.20 Defective Components To Outside Contractors
- 2.21 Control Of Computer Maintenance Record System
- 2.22 Control Of Man-Hour Planning Versus Scheduled Maintenance Work
- 2.23 Control Of Critical Tasks Per AMC 145.65(b)(4)
- 2.24 Reference To Specific Maintenance Procedures:
 - Engine Running Procedures
 - Aircraft Pressure Run Procedures
 - Aircraft Towing Procedures
- 2.25 Procedures To Detect And Rectify Maintenance Errors
- 2.26 Shift/Task Handover Procedures
- 2.27 Procedures For Notification Of Maintenance Data Inaccuracies And Ambiguities To The Author/Originator

PART L2 ADDITIONAL LINE MAINTENANCE PROCEDURES

- L2.1 Line Maintenance Control Of Aircraft Components, Tools, Equipment etc.
- L2.2 Line Maintenance Procedures Related to Servicing/Fuelling/De-icing etc.
- L2.3 Line Maintenance Control Of Defects And Repetitive Defects
- L2.4 Line Procedure For Completion Of The Technical Log
- L2.5 Line Procedure For Pooled Parts And Loan Parts
- L2.6 Line Procedure For Return Of Defective Parts Removed From Aircraft
- L2.7 Line Procedure Control Of Critical Tasks Per AMC 145.65(b)(4)

PART 3 QUALITY PROCEDURES

- 3.1 Quality Audit Of Organisation Procedures

3.2	Quality Audit Of Aircraft	<input type="checkbox"/>
3.3	Quality Audit Remedial Action Procedure	<input type="checkbox"/>
3.4	Certifying Staff Qualification And Training Procedures	<input type="checkbox"/>
3.5	Certifying Staff Records	<input type="checkbox"/>
3.6	Quality Audit Personnel	<input type="checkbox"/>
3.7	Qualifying Inspectors	<input type="checkbox"/>
3.8	Qualifying Mechanics	<input type="checkbox"/>
3.9	Aircraft Or Aircraft Component Maintenance Tasks Exemption Process Control	<input type="checkbox"/>
3.10	Concession Control For Deviation From Organisations' Procedures	<input type="checkbox"/>
3.11	Qualification Procedures For Specialised Activities Such As NDT, Welding etc	<input type="checkbox"/>
3.12	Control Of Manufacturer's And Other Maintenance Working Teams	<input type="checkbox"/>
3.13	Human Factors Training Procedures	<input type="checkbox"/>
PART 4	CONTRACTED AIR OPERATORS	
4.1	Contracted Air Operators	<input type="checkbox"/>
4.2	Air Operator Procedures And Paperwork	<input type="checkbox"/>
4.3	Air Operator Record Completion	<input type="checkbox"/>
PART 5	APPENDICES	
5.1	Sample of Documents	<input type="checkbox"/>
5.2	List Of Subcontractors Per JAR 145.75(b)	<input type="checkbox"/>
5.3	List Of Line Maintenance Locations Per JAR 145.75(d)	<input type="checkbox"/>
5.4	List Of Contracted Maintenance Organisations (as per JAR 145.70(a)(15))	<input type="checkbox"/>

Inspectors' Name:

Date: