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|  | **CIVIL AVIATION AUTHORITY OF MALAYSIA** |
| **APPROVED MAINTENANCE ORGANISATION EXPOSITION** **COMPLIANCE CHECKLIST***(Civil Aviation Regulation 2016)* |
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| The purpose of the Maintenance Organisation Exposition (MOE) compliance checklist is to assist maintenance organisation to obtain CAAM Approved Maintenance Organisation (AMO) approval. The checklist includes suggested subject headings and all the relevant information as detailed in CAD 8601. The checklist should show compliance by referring in the “MOE reference / comment” where the information in the MOE is located and explanation if not applicable. This checklist when completed, should be submitted with the draft MOE. |
| **SECTION 1 – ORGANISATION SECTION** |  |
|  |  |
| 1.1 | Organisation Nameand Address | **:** |  |  |
|  |  |  |  |  |
| 1.2 | Organisation Approval/ ProvisionalApproval No. | **:** |       |  |
|  |  |  |  |  |
|  |
| 1.3 | Exposition Reference(Issue, Revision & Date) | **:** |  | 1.4 Purpose of  Exposition**:** | **[ ]**  | **Initial** | **[ ]**  | **Variation** |
|  |  |  |
| 1.5 | Contact Person(Position & Email) | **:** |  |  |
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| **SECTION 2 – EXPOSITION COMPLIANCE CHECKLIST** |

| **CAAM USE** | **Content** | **Reference** | **Operator’s MOE reference / comment** | **Remarks****(CAAM USE)** |
| --- | --- | --- | --- | --- |
|  | **Cover page** |  |  |  |
| **[ ]**  | Maintenance Organisation Exposition |  |       |       |
| **[ ]**  | Unique identification number given to the MOE (e.g. AMONAME-CAAM-DOC1) |  |       |       |
| **[ ]**  | The official name of the organisation as defined on AMO application Form |  |       |       |
| **[ ]**  | The address, telephone of the Principal Place of Business of the Organisation |  |       |       |
| **[ ]**  | The approval reference of the AMO |  |       |       |
| **[ ]**  | The copy number from the distribution list |  |       |       |
|  | **Part 0 – Introduction** |  |  |  |
| **[ ]**  | Foreword |  |       |       |
| **[ ]**  | Table of content |  |       |       |
| **[ ]**  | List of effective page[ ]  Internal review organisation approval [ ]  Review by (name & position)[ ]  Date and signature |  |       |       |
| **[ ]**  | List of issues / amendments or record of revision[ ]  Issue number[ ]  Issue date [ ]  Revision number[ ]  Revision date[ ]  Revision type[ ]  Reason for change |  |       |       |
| **[ ]**  | Distribution list[ ]  MOE copy number[ ]  Location of copies[ ]  Holders of the copies |  |       |       |
| **[ ]**  | Definitions and Abbreviations |  |       |       |
|  | **Part 1 – Management** |  |  |  |
| **[ ]**  | * 1. Corporate Commitment by the Accountable Manager (AM)

[ ]  define the organisation and procedures upon which CAAM approval is based as required by CAD 8601[ ]  These procedures approved by the undersigned and must be complied with at all time and when work/orders are being progressed under the terms of approval.[ ]  do not override the necessity of complying with any new or amended regulation published by CAAM from time to time [ ]  Commitment signed by AM and dated[ ]  If the Accountable Manager is not the highest level responsible of the organisation, the on behalf of the organisation must then countersign the statement. | CAD 8601 para 5.13 (a) (1) |       |       |
| **[ ]**  | 1.2 Quality and Safety PolicyThe Quality and Safety Policy should, as a minimum, include a statement committing the organisation to:[ ]  Apply human factors principles.[ ]  Encourage personnel to report maintenance related errors/incidents to meet CAD 8601 requirements.[ ]  Recognise safety as a prime consideration in all activities at all times for all the staff within the organisation.[ ]  Recognise that compliance with procedures, quality standards and regulations is the duty of all personnel.[ ]  Recognise the need for all personnel to cooperate with the quality auditors.[ ]  Ensure that safety standards are not reduced by commercial imperatives.[ ]  Ensure good use of resources and pay particular attention to carry out correct maintenance at the first attempt.[ ]  Train all organisation staff to be aware of human factors and set a continuous training programme in this field. | CAD 8601 para 5.13 (a) (2) |       |       |
| **[ ]**  | 1.3 Management Personnel[ ]  1.3.1 Accountable Manager;[ ]  1.3.2 Nominated Persons; [ ]  1.3.3 Deputy Nominated Personnel; [ ]  1.3.4 Managers (if applicable); [ ]  1.3.5 Responsible NDT Level 3 (if applicable)*This chapter shall identify the maintenance management personnel of the organisation by listing, as minimum, the title and names of the Accountable manager plus all the nominated persons. The MOE chapter 1.3 needs to be at any time consistent with the MOE chapters 1.4 and 1.5 and shall represent the up-to-date description of the maintenance management structure of the organisation.* | CAD 8601 para 5.13 (a) (3),CAD 8601 para 5.2 (a),CAD 8601 para 5.2 (b)(1),CAD 8601 para 5.2 (b)(2),CAD 8601 para 5.2 (b)(4),CAD 8601 para 5.2 (f) |       |       |
| **[ ]**  | 1.4 Duties and Responsibilities of Management Personnel[ ]  **The Accountable Manager** shall be the person having the corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by CAAM CAD 8601;[ ]  **The nominated personnel** shall be the group of person who is/are responsible for ensuring that the maintenance organisation complies with CAD 8601. In any case these personnel shall directly report to the accountable manager. This (ese) manager(s) may delegate CAD 8601 functions to other manager(s) working directly under their respective responsibility;[ ]  **The deputy nominated personnel** shall be the group of person who are nominated to deputise any particular nominated personnel in case of lengthy absence of the said person[ ]  **Other Manager(s)** depending either on the size of the maintenance organisation or on the decision of the Accountable Manager, the maintenance organisation may appoint additional managers for any CAD 8601 function(s). This (ese) manager(s) shall report ultimately to the nominated personnel identified to be responsible for the related CAD 8601 function(s) and therefore by definition are not to be considered themselves as nominated personnel. As a consequence a manager can be only assigned duties (not responsibilities) of the nominated personnel to whom he/she reports[ ]  **The responsible NDT level III** shall be the person designated by the maintenance organisation to ensure that personnel who carry out and/or control a continued airworthiness non-destructive test of aircraft structures and/or components are appropriately qualified for the particular non- destructive test in accordance with the CAD 8704.*The duties and responsibilities of all management personnel identified in the MOE chapter 1.3 must be detailed in this chapter. It shall be ensured that all CAD 8601 functions are addressed, as applicable to the organisation. Any part CAD 8601 function, which is applicable to the organisation (e.g. To perform the independent audit, to issue the AMO c/s individual authorisation, to have available appropriate facilities, tools and equipment, to issue a maintenance release, etc.) shall be under the responsibility of a nominated person as listed in MOE chapter 1.3 who shall ensure compliance of that function with the relevant CAD 8601 requirements. The responsibilities of a nominated person cannot be delegated to other manager(s), unless such manager(s) is/are identified as “deputy nominated person” for the related function (e.g. Deputy maintenance manager). The duties of any nominated person may be delegated to other manager(s) who are reporting to him/her. The MOE chapter 1.4 needs to be at any time consistent with the MOE chapters 1.3 and 1.5 and shall represent the upto-date description of the maintenance management structure of the organisation.* | CAD 8601 para 5.13 (a) (4),CAD 8601 para 5.2 (a)(1),CAD 8601 para 5.2 (a)(2),CAD 8601 para 5.2 (b)(1),CAD 8601 para 5.2 (d),CAD 8601 para 5.12 (c)(1),CAD 8601 para 5.12 (c)(2),CAD 8601 para 5.12 (c)(2),CAD 8601 para 5.13 (a),CAD 8601 para 5.3 (f),CAD 8601 para 7.2 (e), |       |       |
| **[ ]**  | * + 1. Accountable Manager.

[ ]  The Accountable Manager is responsible for ensuring that maintenance carried out by the approved organisation meets the standards required by CAAM;[ ]  He/she is responsible for establishing and promoting the safety and quality policy; [ ]  He/she is responsible for nominating the management staff; [ ]  He/she is responsible for ensuring that the necessary finance, manpower resources and facilities are available to enable the company to perform the maintenance to which it is committed for contracted operators and any additional work which may be undertaken; [ ]  He/she is responsible for the supervision of the progress of the corrective actions/review of the overall results in terms of quality; [ ]  He/she is responsible for ensuring the competence of all personnel including management personnel has been assessed; [ ]  He/she is responsible for ensuring that any charges are paid, as prescribed by CAAM i.a.w the Civil Aviation (Fees And Charges) Regulations 2016. [ ]  He/she is responsible to return the approval to the CAAM in case of surrender or revocation*Note: Any additional duties and responsibilities may be added provided that they do not conflict with those of the other management personnel. Depending on the structure of the organisation some duties may be distributed differently. In case the accountable manager is not the chief executive officer, the competent authority needs to be assured that he/she has direct access to the chief executive officer and has sufficiency of “maintenance funding” allocation.* |  |       |       |
| **[ ]**  | 1.4.2 Quality Manager Duties and Responsibilities. The Quality Manager is responsible for establishing an independent quality assurance system to monitor compliance of the CAD 8601 requirements; [ ]  He/she shall have direct access to the Accountable Manager on matters concerning the quality system; [ ]  Defines the human factors principles to be implemented within the organisation; [ ]  He/she is responsible for implementing a quality audit programme in which compliance with all maintenance procedures is reviewed at regular intervals in relation to each type of aircraft (or component) maintained (including the management and completion of audits and production of audit reports).[ ]  He/she should ensure that any observed non- compliances or poor standards are brought to the attention of the person concerned via his/her manager; [ ]  He/she is responsible for follow up and closure of any non-conformance; The Quality Manager should establish regular meetings with the Accountable Manager to appraise the effectiveness of the quality system. This will include details of any reported discrepancy not being adequately addressed by the relevant person or in respect of any disagreement concerning the nature of a discrepancy; [ ]  He/she is responsible for monitoring the amendment of the organisation’s procedures and standard practices (MOE, including the associated procedure(s)) and their compliance with the current revision CAD 8601 plus any other applicable regulatory requirement and guidance material issued by CAAM;[ ]  He/she is responsible for submission of the MOE and any associated amendments, to the competent authority for approval (which includes completion of and submission of CAAM Form 4 or equivalent); [ ]  He/she is responsible for assessing providers of materials, standard parts, components and contracted organisations for satisfactory product quality in relation to the needs of the organisation; [ ]  He/she is responsible for assessing subcontractors working under the quality system and maintaining the expertise necessary to be able to do so, to the satisfaction of CAAM. [ ]  He/she is responsible for issue /renewal/cancellation of AMO C/S individual authorisation; [ ]  He/she is responsible for co-ordinating action on airworthiness occurrences and for initiating any necessary further investigation and follow-up activity; [ ]  He/she is responsible for establishing feedback from maintenance incidents/issues and feeding these back into the continuation training programme; [ ]  He/she is responsible for acceptance on temporary or occasional cases base maintenance tasks (AD’s, SB’s) to be performed by a line maintenance organisation. [ ]  He/she is responsible for the notification to the competent authority, as applicable according to the procedures established in the MOE, of maintenance activities conducted outside the approved locations |  |       |       |
| **[ ]**  | 1.4.3 Maintenance Manager (may be Aircraft Base MM and/or Aircraft Line MM and/or Workshop MM). [ ]  He/she is responsible for the satisfactory completion and certification of all work required by contracted operators/customers in accordance with the work specification (Work Order and approved MOE procedures); [ ]  He/she is responsible for ensuring that the organisation's procedures and standards are complied with when carrying out maintenance; [ ]  He/she is responsible for ensuring the competence of all personnel engaged in maintenance; [ ]  He/she is responsible of establishing a programme of training and continuation training using internal and/or external sources (this responsibility may be also under the Quality Manager); [ ]  He/she is responsible for ensuring that any work for internal workshops or external contracted/subcontracted organisations are correctly detailed in a work order/contract and that the requirements of the contract/work order are fulfilled in respect of inspection; [ ]  He/she is responsible for providing feedback to the Quality System about the services provided by contracted Organisations, Subcontractors; [ ]  He/she is responsible for responding to quality deficiencies in the area of activity for which he/she is responsible, which arise from independent quality audits; [ ]  He/she is responsible for ensuring, through the workforce under his/her control, that the quality of workmanship in the final product is to a standard acceptable to the organisation and CAAM; [ ]  He/she is responsible for the implementation of the safety policy and human factor issues; [ ]  He/she is responsible for availability of facilities appropriate to the planned work including hangars, workshops office accommodation, stores as applicable for the planned work; [ ]  He/she is responsible for availability of a working environment appropriate to the tasks being undertaken; [ ]  He/she is responsible for the incoming inspection of components, parts, materials, tools and equipment, the related classification, segregation and storage according to the manufacturer’s recommendations ; [ ]  He/she is responsible to develop a production planning system appropriate to the amount and complexity of the maintenance scope of work; He/she is responsible for availability of tools, equipment and materials to perform the planned tasks; [ ]  He/she is responsible for availability of sufficient competent personnel to plan, perform, supervise, inspect and certify the work being performed; He/she is responsible for availability of all necessary maintenance data; [ ]  He/she is responsible to record and notify any inaccurate, incomplete or ambiguous procedure, practice information or maintenance instruction contained in the maintenance data used by maintenance personnel to the author of maintenance data; [ ]  He/she is responsible to provide a common work card or worksheet system to be used throughout relevant parts of the organisation and ensure such documents comply with CAD8601 [ ]  He/she is responsible for notifying the Accountable Manager whenever deficiencies emerge which require his attention in respect of finance and the acceptability of standards (Accountable Manager and Quality Manager to be officially informed of any lack of 25% of available man-hours over a calendar month); [ ]  He/she is responsible for supplying the necessary technical documents for customers and storage of the organisation’s technical records;*Note: Any additional duties and responsibilities may be added provided they do not conflict with those of other management personnel. Depending on the Organisation structure, some of the maintenance duties may be delegated to one or several managers who report to the Maintenance Manager (may be Base MM and/or Line MM and/or Workshop MM). and are therefore not subject to an CAAM Form 4.* |  |       |       |
| **[ ]**  | * + 1. Responsible NDT Level 3

[ ]  He/she is responsible to ensure that the applicable NDT requirements (CAD 8601 para 7.2 (e), EN4179, etc.) are met and to act on behalf of the employer in this area; [ ]  He/she is responsible to develop the MOE 3.11 procedures related to the qualification of NDT staff. He/she is responsible to develop and approve the NDT Manual for specific technique(s) within each method used within the maintenance organisation. | CAD 8601 Para 5.2 (f), |  |  |
| **[ ]**  | * 1. Management Organisation Chart

[ ]  The organisation chart shall show the associated chains of responsibility of the “nominated persons” identified in Chapter 1.3.[ ]  The Organisation chart of this chapter needs to be at any time consistent with the MOE chapters 1.3 and 1.4 [ ]  Shall represent the up to date description of the maintenance management structure of the organisation[ ]  The Form 4 Post-holders shall be clearly identified in the chart[ ]  Quality compliance monitoring staff (e.g. quality auditor) must be shown to be independent from the Maintenance Managers*Note: Certifying staff may report to any of the managers specified, excluding the person responsible for the Quality System to ensure the quality compliance monitoring staff remain independent.* | CAD 8601 Para 5.13 (a)(5), |  |  |
| **[ ]**  | 1.6 List of certifying staff – must include as applicable1.6.1 Content of the list(s).[ ]  Full name of the certifying staff[ ]  Identification number of the authorisation[ ]  Base certifying staff – category B1,B2 and C[ ]  Line certifying staff – category A, B1, B2 [ ]  Engine shop certifying staff[ ]  Component certifying staff [ ]  Certifying staff under D rating, specialised services 1.6.2 Management of the list(s). This procedure shall detail the following: [ ]  Identification and management of the list(s); [ ]  Approval of the list in conjunction with MOE chapter 1.10 and 1.11; [ ]  Retention of records: [ ]  Duration / location;[ ]  Type of documents (evidences, ). *The list(s) may be directly inserted in this chapter of the MOE or managed as a separate associated lists. For example, it is possible to cross-refer from this chapter 1.6 to another record (including a computer record) where a list of the certifying staff is kept. In this case an explanation of where the list is maintained and how it is updated shall be included in this paragraph thereby meeting the intent of the CAAM requirement. This list(s), whatever included to or separated from the basic MOE, is an integral part of the approval. This means that it shall be approved (directly by the authority or by the organisation, through a procedure which has been previously approved by the CAAM (refers to Chapter 1.10, 1.11).*When the organisation is making use of task trained certifying staff (such as cat. A certifying staff, etc.), the specific list of authorised task (as applicable to the scope of work of the organisation) shall be agreed by CAAM by means of an MOE procedure in this chapter. The typical tasks which may be permitted after task training. [ ]  Engines certifying staff; [ ]  Components certifying staff; [ ]  Specialised Services (NDT) certifying staff. | CAD 8601 Para 5.2 (g),CAD 8601 Para 5.2 (h)(2),CAD 8601 Para 5.2 (j)(2),CAD 8601 Para 5.2 (j)(2),CAD 8601 Para 5.2 (j),CAD 8601 Para 5.2 ,CAD 8601 Para 5.3(a), CAD 8601 Para 7.2,CAD 8601 Para 5.13(a)(6),  |  |  |
| **[ ]**  | * 1. Manpower resources

[ ]  Summary indication of the total number of staff. The number of staff declared in this MOE shall remain consistent. [ ]  Splitting of the total staff number in the various staff categories. A summary table is expected [ ]  Management personnel [ ]  Technical [ ]  Quality system staff [ ]  Certifying staff [ ]  Maintenance technical staff other than certifying staff[ ]  Store and purchasing department staff [ ]  Training staff [ ]  Contracted staff*Notes:**The organisation must be able to demonstrate that they have adequate manpower resources to support the entire scope of approval.**The organisation shall not declare a percentage of staff used but shall indicate the number of staff needed to comply with AMO requirements.**There is no need to amend this chapter as result of routine fluctuations, however any significant re-deployment or loss of staff or any staff change having impact on the approval shall be captured and notified to CAAM according to the criteria specified in the MOE 1.10.**In addition to the above, the organisation should have maintenance man-hour plan that take into account all maintenance activities carried out within and outside the AMO approval. The planned absence (for training, vacation etc.) should be considered when developing the man-hour plan.**Contracted staff to be considered are all external staff who are not directly / permanently employed by the maintenance organisation and who are involved in the maintenance activities. Only the long term contracted staff need to be considered under this chapter for the purpose of defining the organization`s staff number. This does not release the maintenance organisation from complying with the relevant requirements also when using contracted staff for short term periods.* | CAD 8601 Para 5.13 (a)(7),CAD 8601 Para 5.2 (d), |  |  |
| **[ ]**  | * 1. Facilities

[ ]  Shall describe each of the facilities[ ]  All the facilities need to be identified in this chapter (a clear picture of what CAAM asked to approve)[ ]  The system of protection against weather, dust and other airborne contaminants (paint, smoke...), ground water protection, heating/air conditioning, lighting, noise protection, safety system (limited accesses, fire, staff security...) should be described either in the diagram or in the associated text* + 1. Principal Place of Business

[ ]  Location where CAD 8601 requirements are exercised* + 1. Base maintenance facilities

[ ]  Hangar Layout (include various allowed aircraft parking configuration[ ]  Information maximum of aircraft which can be accommodated at the same time[ ]  Aircraft access equipment/platforms/docking [ ]  Specialised workshops [ ]  Environmental provisions [ ]  Office accommodation for: (planning, technical records, Quality, technical reference area, Storage, etc)* + 1. Line maintenance facilities (at each location)

[ ]  Hangar availability (specify if rented or owned) 1.8.5 Engines / APU and Component maintenance facilities.[ ]  availability (specify if rented or owned) 1.8.6 Layout of premises | CAD 8601 Para 5.13(a)(8),CAD 8601 Para 5.1(a)(1),CAD 8601 Para 5.1(a)(2),CAD 8601 Para 5.1(b),CAD 8601 Para 5.1(c)(1),CAD 8601 Para 5.1(c)(2),CAD 8601 Para 5.1(c)(3),CAD 8601 Para 5.1(c)(4),CAD 8601 Para 5.1(c)(5),CAD 8601 Para 5.1(c)(6),CAD 8601 Para 6.1(d),CAD 8601 Para 5.4(a)(3),CAD 8601 Para Appendix III, |  |  |
| **[ ]**  | 1.9 Scope of WorkAircraft Maintenance ‘A’ rating[ ]  Rating[ ]  TC Holder[ ]  Aircraft Type/Group rating[ ]  Limitation (Aircraft Model)[ ]  Maintenance Level[ ]  Base/LineEngine Maintenance[ ]  Rating[ ]  Engine/APU Type[ ]  Limitation (Engine/APU Model)[ ]  Maintenance LevelComponent Maintenance[ ]  Rating[ ]  ATA[ ]  P/N[ ]  Designation[ ]  Manufacture[ ]  Reference of the CMM[ ]  Level of maintenance[ ]  Workshop[ ]  Capability list referenceOther Specialised Activities D rating[ ]  Rating[ ]  Limitation[ ]  Detail of limitation (techniques in accordance to the NDT Manual reference XXXX, approved by the Nominated NDT level 3)Specialized Services other than D rating[ ]  Rating[ ]  Limitation[ ]  Detail of limitation | CAD 8601 Para 5.13(a)(9), CAD 8601 Para 5.5(b) CAD 8601 Para 6.1(a), CAD 8601 Para 6.1(b), CAD 8601 Para 6.1(c),CAD 8601 Para 6.1(d), CAD 8601 Para 6.1(e), CAD 8601 Para 6.1(f), CAD 8601 Para Appendix II, CAD 8601 Para Appendix III |  |  |
| **[ ]**  | 1.10 Notification Procedure to CAAM Regarding Changes to the Organisation's Activities / Approval / Location / Personnel. Changes that must be notified are:[ ]  Name of the organisation.[ ]  Approved maintenance locations / bases[ ]  Addition or cancellation of approved maintenance location / bases[ ]  Change of Accountable Manager[ ]  Change of nominated personnel[ ]  Any changes in company activities that could affect the scope of approval as per form CAAM/AW/8601-01 or MOE chapter 1.9, including capability lists and related to: [ ]  Facilities [ ]  Equipment [ ]  Tools [ ]  Material[ ]  Maintenance data [ ]  Procedures [ ]  Work scope [ ]  Certifying staff*CAAM approval is based on the management, organisation, resources, facilities and scope of work described in this Part 1 of the Exposition. Any significant change therefore affects the conditions under which the approval was granted and has been allowed to continue. According to CAD 8601 para 9.1 this part of the Exposition must show how the company would notify CAAM of the above items.**In accordance with CAD 8601 para 9.1, the procedure must specify when and how (notification and submission process) the organisation will advise CAAM of any reportable changes to the organisation prior to taking place or at the earliest opportunity within a month.* *In case of addition to the scope or location a statement signed by the Organisation Quality Manager shall always be provided (before CAAM audit takes place) confirming that processes, areas and personnel subject to the application have been reviewed and audited showing satisfactory compliance with all applicable CAAM Part-145 requirements. The relevant audit report shall be provided to CAAM on request.* | CAD 8601 Para 5.13(a)(10), |  |  |
| **[ ]**  | 1.11 Exposition Amendment Procedures (including, delegated procedures)[ ]  Person responsible for amending the Exposition.[ ]  Normally the Quality Manager is responsible for the monitoring and amendment of the Exposition, including associated procedures manuals, and the submission of proposed amendments to the CAAM [ ]  Sources of proposed amendments within the organisation[ ]  Internal approval process[ ]  Verifying and validation of amended procedures before use [ ]  Technical Manager and Quality Manager sign the internal approval page[ ]  Approval process with CAAM[ ]  Revision acknowledge receipt process[ ]  Definition of minor amendments to the Exposition that can be amended without the prior approval of the CAAM, if applicable and agreed[ ]  In case of minor amendment the Quality Manager may be delegated for indirect approval provided the appropriate procedure within this paragraph of the MOE is approved by CAAM. Such a delegation is to be based upon the ability of the Quality System to deal adequately with the AMO requirements. This ability cannot be therefore demonstrated at the time of the initial approval. Therefore an indirect approval procedure cannot be detailed in the MOE before the first 2 year period has been completed. In any case the CAAM must continue to receive a copy and acknowledge receipt of all such minor changes when “indirectly” approved.[ ]  Summary of documents, including "lower order" documents, constituting the total Exposition, if applicable[ ]  Procedures for the control and amendment of capability list[ ]  Procedure for the control and amendment of the list of certifying [ ]  Effective date of the amendment | CAD 8601 Para 5.13(a)(11), CAD 8601 Para 5.13(a)(12), CAD 8601 Para 5.13(b), CAD 8601 Para 5.13(c), CAD 8601 Para 9.0, CAD 8601 Para 7.12(b)(2) |  |  |
|  | **Part 2 – Maintenance Procedures** |  |  |  |
| **[ ]**  | 2.1.1 Type of Supplier[ ]  Suppliers of materials, standard parts, components[ ]  Sources of supplies (e.g. constructor, original manufacturer (OEM), distributor approved by the manufacturer, retailer, airline, ...)[ ]  Types of (e.g. components, consumables, standards, materials, ingredients, …)[ ]  Contracted organisations[ ]  Sources of services ( Part 145 approved maintenance organisation and related approved ratings)[ ]  Types of services (e.g. specialised work, line maintenance, component maintenance, ..)[ ]  Subcontracted organisations [ ]  Sources of services (non- Part 145 approved organisation and related qualification)[ ]  Types of services (e.g. specialised work, line maintenance, component maintenance, ..)2.1.2 Monitoring the Suppliers.[ ]  Initial approval of suppliers, contracted organisations and subcontractors:[ ]  Selection processes;[ ]  Internal acceptance process;[ ]  Issuance of the internal authorisations (e.g. scope of authorisation, validity, ...);[ ]  Producing the list of suppliers, contracted organisations and subcontractors; [ ]  Internal distribution of the list – access / authorisation of computerised list[ ]  Monitoring of the list of suppliers, contracted organisations and subcontractors versus internal authorisation:[ ]  Incoming inspection results, audit results, possible internal limitation…[ ]  Assessment of the service provided[ ]  Updating of the list[ ]  Withdraw of the internal authorisation, when applicable [ ]  Management of the purchase orders according to the approved suppliers/ subcontractors.[ ]  Records of suppliers, contracted organisations and subcontractors information:[ ]  Files;[ ]  Duration / location;[ ]  Type of documents (Certificates, audit reports, list of suppliers, incoming inspection results, …) | CAD 8601 Para 5.5(b), |  |  |
| **[ ]**  | 2.2 Acceptance / Inspection of Aircraft Components and Materials from Outside Customers2.2.1 Component / Material certification.[ ]  New Parts [ ]  Type of part/material[ ]  Document to be expected[ ]  Used Parts[ ]  Type of part/material[ ]  Document to be expected[ ]  Depending on the type of components the organisation shall additional describe the specific requirements applicable to PMA parts, Life Limited parts, used parts, etc.2.2.2 Receiving inspection procedure.[ ]  Incoming inspection for Components / Materials/ Standard Parts received from external sources: [ ]  Required documentation[ ]  Compliance with order / condition[ ]  Conformity with company requirements (e.g. type of release requested, Sources[ ]  Identification of parts/material after receiving inspection (e.g. tag)[ ]  Materials/standard parts received in batches and related traceability (e.g. split of batches) [ ]  Traceability of parts and materials to the related documentation (e.g. internal tracking number)[ ]  Receiving inspection records[ ]  "Quarantine" procedure[ ]  Modification Standard and AD compliance[ ]  Identification of storage limitation/ life limits[ ]  Acceptance and incoming inspection of components from internal sources (e.g. transfer between stores, from the workshops): [ ]  Conformity with company requirements,[ ]  Records[ ]  Required documentation[ ]  Compliance with order, condition,[ ]  "Quarantine" procedure[ ]  Identification of storage limitation/ life limits[ ]  Acceptance and incoming inspection of internal fabricated parts.[ ]  Acceptance and incoming inspection Components removed serviceable from aircraft. [ ]  Acceptance of components received in AOG (these parts are normally received directly at the AOG location and dedicated procedures need to be in place)[ ]  Procedure of treatment of a suspected unapproved part « bogus part » [ ]  Identification[ ]  Record[ ]  notification to the Authority[ ]  Form used (e.g. refer to the MOE 2.18 occurrence reporting procedure/form)[ ]  notification address to CAAM[ ]  etc.... | CAD 8601 Para 5.5(a)(1)/(2)/(3)/(4)/(5), |  |  |
| **[ ]**  | 2.3 Storage, Tagging and Release of Aircraft Components and Materials to Aircraft Maintenance[ ]  Procedures for maintaining satisfactory storage conditions (including segregation) of:[ ]  Routable[ ]  Perishables, raw material[ ]  Flammable fluids[ ]  Engines[ ]  Bulky assemblies[ ]  Record of position in the store (s)[ ]  Etc. [ ]  System and procedure to control shelf life / Life limit and modification standard.[ ]  Special storage requirements (condition and limitation) e.g.: ESD sensitive devices, rubber.[ ]  Tagging / Labelling system and storage areas [ ]  Serviceable parts /material[ ]  Unserviceable[ ]  Unsalvageable components [ ]  Quarantine[ ]  Batch number[ ]  Scrap (etc.)[ ]  Issue of components to the maintenance process [ ]  Free-issue dispensing of standard parts (control, identification, segregation) | CAD 8601 Para 5.1(d),  |  |  |
| **[ ]**  | 2.4 Acceptance of Tools and Equipment [ ]  Tools and equipment acceptance procedure[ ]  Sources[ ]  Conformity with company requirements (e.g. certification, ...)[ ]  Records[ ]  Incoming inspection for tools[ ]  Required documentation[ ]  Compliance with order / condition[ ]  "Quarantine" procedure[ ]  Internal identification[ ]  Verification of necessary control / calibration[ ]  Monitoring of tool service providers[ ]  Selection process[ ]  internal authorisation process[ ]  Monitoring of the internal authorisations (e.g. scope of authorisation, validity, ... )[ ]  Withdrawal of the internal authorisation[ ]  List of tools service providers | CAD 8601 Para 5.4(a)(1)CAD 8601 Para 5.4(b) |  |  |
| **[ ]**  | 2.5 Calibration of Tools and Equipment[ ]  Inspection, servicing and calibration programme / equipment and calibrated tool register.[ ]  Establishment of inspection, servicing and calibration time periods and frequencies.[ ]  Person/ department responsible for the calibration programme, the register, the follow-up, time period and frequencies (link between departments if necessary).[ ]  Identification of servicing / calibration due dates.[ ]  Management of personal or loaned calibrated tools[ ]  Procedure for tools found out of tolerance during calibration (e.g. feedback to production, safety assessment, process to identify affected components/products and to inform the customer/operator for further actions in case of safety concerns, etc.) | CAD 8601 Para 5.4(b) |  |  |
| **[ ]**  | 2.6 Use of Tooling and Equipment by Staff (including alternate tools)[ ]  Distribution of tools[ ]  record of user[ ]  location of use[ ]  Verification of A/C or component is clear of all tools after completion of maintenance[ ]  Determining tool serviceability prior to issue.[ ]  Training and control of personnel in the use of tools and equipment (records of training). Personal (own) instrument / tool control.[ ]  Loan tool control and audit. Control of alternative tools:[ ]  Demonstration of equivalence between design/manufacturing data of alternative tools and the data/features of the tools recommended in the maintenance data of the manufacturers[ ]  In-house identification rule of alternative tools (PN, SN)[ ]  Alternative tools validation process[ ]  Register of alternative tools /tagging/relation between the references of origin tools and alternative tools.[ ]  Treatment of possible changes of maintenance data according to the new references of alternative tooling (modifications limited to the references of the tooling to be used and/or adaptation of maintenance data regarding alternative tooling)[ ]  Use/storage/maintenance manuals according to the need[ ]  In-house approval of each alternative tooling before servicing[ ]  Storage of the records of alternative tooling. | CAD 8601 Para 5.4 (a)(1), CAD 8601 Para 5.4(a)(2), CAD 8601 Para 5.4(b) |  |  |
| **[ ]**  | 2.7 Cleanliness Standards of Maintenance Facilities[ ]  Organisation of the cleaning of the facilities:[ ]  “Foreign Object" exclusion programme [ ]  Cleaning programme[ ]  Individual responsibilities[ ]  Timescales[ ]  Waste material disposal[ ]  Special procedure for some facilities (painting, white room, parts cleaning)[ ]  Segregation of facilities to prevent cross contamination | CAD 8601 Para 5.1(d),  |  |  |
| **[ ]**  | 2.8 Maintenance Instructions and Relationship to Aircraft / Aircraft Component Manufacturer’s Instructions including Updating and Availability to Staff 2.8.1 Maintenance Data Coming from External Sources.[ ]  Control of information[ ]  Technical library[ ]  Subscriptions control[ ]  Information held / need regarding the scope of work[ ]  Issue / amendment control[ ]  Technical information amendment procedures[ ]  Manuals[ ]  Service Information (AD - SB – SIL, etc.)[ ]  Distribution: access to the staff[ ]  Control of customer supplied maintenance data (refers also to Chapter 2.13)2.8.2 Documentation/Maintenance Instructions Issued by the maintenance organisation.[ ]  Modification of maintenance instructions by the organisation, if applicable;[ ]  Maintenance instructions issued in conformity to approved data in order to facilitate/customise the maintenance (e.g. work card/work sheet, engineering orders, technical specifications, etc.) as applicable[ ]  paper or computer generated work cards and related amendment control[ ]  qualification requirements for staff involved in preparation/approval of work cards/work sheets, etc.[ ]  Incorporation of best practice and human factors principles:[ ]  Complex tasks subdivided into clear stages to allow recording what was actually accomplished by each individual[ ]  differentiation of disassembly, accomplishment, reassembly, testing tasks[ ]  compliance and traceability with FTS/CDCCL instructions[ ]  Documentation issued for internal information purposes (e.g. quality information bulletins, quality alerts, occurrence investigation reports, etc.) as applicable;[ ]  procedure to ensure awareness by the staff[ ]  Control of information[ ]  Technical library[ ]  Issue / amendment control[ ]  Distribution: access to the staff | CAD 8601 Para 5.6 (a), CAD 8601 Para 5.6 b)(1), CAD 8601 Para 5.6 (b)(2), CAD 8601 Para 5.6 (b)(3), CAD 8601 Para 5.6 (b)(4)CAD 8601 Para 5.6 (b)(5),CAD 8601 Para 5.6 (d),CAD 8601 Para 5.6 (e),CAD 8601 Para 5.6 (f), CAD 8601 Para 5.6 (g) |  |  |
| **[ ]**  | 2.9 Repair Procedure[ ]  Repairs according to already available maintenance data[ ]  Repairs in accordance with AMM, SRM, CMM or other maintenance data published by the TCH, STCH, etc.[ ]  Repairs approved by CAAM Part 21 DOA or CAAM.[ ]  Internal process in use and forms to manage the repairs[ ]  Repairs requiring a new approval (not already included in the available maintenance data)[ ]  Sources of repair approval (e.g.: Part 21 DOA, CAAM, etc.)[ ]  Acceptance of minor/major repairs approvals (it is recommended to develop a table listing the various cases, including the acceptance of repairs under bilateral agreements)[ ]  Work order[ ]  internal process in use and forms to manage the repairs[ ]  Maintenance instruction (job cards,..)[ ]  Control of the scope of work versus the requested repair (limitations and conditions). | CAD 8601 Para 5.5 (b)(3) CAD 8601 Para 5.6 (a)CAD 8601 Para 5.8(d)  |  |  |
| **[ ]**  | 2.9.2 Fabrication of Parts.[ ]  items fabricated may be only installed on products and/or components undergoing maintenance at the same maintenance organisation which is fabricating the parts;[ ]  the item is fabricated under an approved rating (e.g. as part of the maintenance carried out on aircraft under rating A1, engines under rating B1, components under a C rating);[ ]  the long-term storage of fabricated parts is not permitted. This means they may be only stored for limited time as justified by the duration of the on-going maintenance for which they have been fabricated;[ ]  the fabrication of parts shall be done within the maintenance organisation`s facilities;[ ]  the maintenance organisation fabricating the part may subcontract special processes but cannot subcontract the overall fabrication process;[ ]  the parts do not qualify for certification with CAAM Form 1.[ ]  the fabrication of the following type of parts is not permitted:[ ]  critical parts (as defined by the design approval holder);[ ]  complete primary structural elements;[ ]  prototype parts (conformity only to non-approved data).[ ]  All necessary data to fabricate the part shall be approved either by the CAAM or the type certificate (TC) holder or design organisation approval holder, or supplemental type certificate (STC) holder.[ ]  Fabrication process -work card/worksheet system[ ]  Final inspection and conformity statement[ ]  the final inspection shall be done before, separately, and independently from, any inspection required at the installation of the part.[ ]  Check for compliance to the MOE 2.9 procedure related to the fabrication of parts;[ ]  Check completion of the fabrication file[ ]  Physical inspection of the part manufactured, to confirm the part conforms to the approved data for fabrication.[ ]  the results of the final inspection shall be recorded and formalised[ ]  Composition of the fabrication file[ ]  Marking[ ]  Fabrication records[ ]  all the prescribed stages of the fabrication process have been satisfactorily completed;[ ]  compliance with the approved data for fabrication has been achieved;[ ]  traceability from the part to the approved data is ensured.[ ]  describe the organisation of the archiving system (i.e. location, paper/electronic format, responsibility);[ ]  clarify conditions for access to the information (e.g., by P/N-batch of the fabricated parts, or by identification of the component/engine/aircraft on which the fabricated part is installed);[ ]  Ensure that, when a subcontractor is used the records retention function is not subcontracted and the records are duly retained by the maintenance organisation. |  |  |  |
| **[ ]**  | * 1. Aircraft Maintenance Programme Compliance

This chapter only applies to organisations holding Ax ratings and should be otherwise identified as “not applicable”. A procedure is to be included, with intent to explain how the maintenance organisations ensures the operator’s maintenance programme is taken into account to comply with the contract for aircraft maintenance. [ ]  Identification of the maintenance programme under which the maintenance has to be carried out[ ]  Maintenance programme access by the maintenance organisation as part of the work order/contract[ ]  Procedure to ensure a maintenance release is done in compliance with the approved operator’s maintenance programme (this procedure may cross-refer to the MOE 2.16 chapter)The certificate maintenance release should relate to the task specified in the (S)TC holder’s or operator’s instructions or the aircraft maintenance programme which itself may cross-refer to maintenance data.[ ]  Support the maintenance organisation may provide to the operator in order to substantiate a deviation request from the maintenance programme*Deviations from the maintenance programme have to be managed by the CAMO. The contract between the maintenance organisation and the CAMO should specify the support expected by the maintenance organisation on this regard. This MOE chapter is to be used to detail the policy in place on this matter, while dedicated procedures applicable to each customer operator should be included in MOE Part-4 or is separate interface documents.* |  |  |  |
| **[ ]**  | * 1. Airworthiness Directives Procedure

[ ]  Identification of the responsibilities of the maintenance organisation with regards to Airworthiness directives, such as but not limited to establishing compliance with the following:[ ]  procedure for control of ADs applicable to components in the store(s) of the maintenance organisationWhen the airworthiness control is directly ensured by the owner/operator, the maintenance organisation shall demonstrate that a contract is in place, attributing the responsibilities related to the ADs to such owner/operator. This also applies to component(s) directly delivered by the operator to the line stations;When the maintenance organisation retains control of the airworthiness status of the component(s) (e.g. the maintenance organisation owns the component), the maintenance organisation shall ensure that all applicable ADs are embodied to the parts they have in store. The maintenance organisation shall employ qualified staff for the AD analysis, issuing internal work orders, performing the AD compliance follow-up[ ]  procedure to hold and use applicable current airworthiness directives (e.g. ordered by the customer, needed for the control of components in store, etc.)[ ]  access to the relevant ADs[ ]  verification that, prior to installation on an aircraft, a component is eligible to be fitted when different airworthiness directive configuration may be applicable[ ]  procedure to ensure that a maintenance release is not issued in case of any non-compliance which is known to endanger flight safety (e.g. overdue AD known by the maintenance organisation, etc.)[ ]  Accomplishment of Aircraft/components/engines ADs / work orders specifying the status of the document to be used[ ]  Awareness of the mandatory character of the associated maintenance data Identification of the mandatory requirement in the maintenance documentation | CAD 8601 Para 5.6 (b)(2), |  |  |
| **[ ]**  | 2.12 Optional Modification Procedure[ ]  Company policy [ ]  Sources of modification approval (DOA, CAAM etc…)[ ]  Internal modification[ ]  External modification including embodiment of STCs’  | CAD 8601 Para 5.6 (d), CAD 8601 Para 5.8 (d), |  |  |
| **[ ]**  | 2.13 Maintenance Documentation in use and its Completion2.13.1 Templates in use to record maintenance.[ ]  Identification of the templates in use to record maintenance[ ]  Analysis and implementation of Manufacturer data revisions Initial approval and revision of the template2.13.2 Composition of the work package[ ]  List of maintenance documents which build up a standard work package (e.g. front page with General information, list of tasks required, work cards, associated work orders, expected maintenance release…)[ ]  Assembly of work packages for issue to maintenance activity Worksheets for non- routine task[ ]  Assembly of completed work package for certification Control and use of customer supplied work card/worksheets* + 1. Completion of Maintenance Documentation.

[ ]  This procedure shall describe the completion of each of the documents identified in the previous paragraph. This may be done by reference to MOE chapter 5.1 where the related sample document is included together with its related filling instructions.[ ]  Process of declaring a task not applicable including conditional tasks Process of recording test results and dimensions[ ]  Process of recording materials/parts replaced together with the related traceability to the accompanying documents[ ]  Record and management of additional works Record and management of deferred items[ ]  Process to correct a maintenance record imperfectly/incorrectly entered during the performance of maintenance. This cannot obviously be done after maintenance release issuance[ ]  Worksheet / work card completion and maintenance / independent inspection sign-off[ ]  procedure to ensure correct completion of customer provided work cards (e.g. training on customer paperwork, etc.)[ ]  Use of personal stamps | CAD 8601 Para 5.6 (g), CAD 8601 Para 5.6 (e), CAD 8601 Para 5.6 (f), CAD 8601 Para 5.10(a), |  |  |
| **[ ]**  | 2.14 Technical Records Control[ ]  Composition of maintenance records retained by the maintenance organisation[ ]  maintenance release copy as applicable to aircraft/engines/components/NDT ratings (e.g. ATL, base maintenance release)[ ]  copy of any detailed maintenance record associated with the work carried out[ ]  Release documents of components, standard parts installed and consumable/ raw materials used Where the release documents are not included in the maintenance records the organisation shall demonstrate traceability is available in the maintenance records to the release documents and that they can be retrieved at any time for all the period to which the records retention requirements apply.[ ]  In the case of release documents related to aircraft components, the customer/operator agreement is necessary where those documents are only traceable but not included in the maintenance records provided to the customer/operator.[ ]  Format of the maintenance records[ ]  Paper and/or;[ ]  Computer system and related backup[ ]  All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition[ ]  Records storage conditions (fire extinguisher system, fire detection, ) and retrieval of records (paper or computer based)[ ]  Control of access to records (paper and / or computer based records)[ ]  Retention of records[ ]  Periods[ ]  Methods and security[ ]  Minimum records retention period is three years from the date the aircraft or component to which the work relates was released by the maintenance organisation[ ]  commitment that all retained maintenance records covering the last three years shall be distributed to the last owner or customer of the respective aircraft or component in case the maintenance organisation terminates its operation. | CAD 8601 Para 5.10, |  |  |
| **[ ]**  | 2.15 Rectification of Defects Arising During Base Maintenance[ ]  Procedure to record defects arising during maintenance Analysis of defects and rectification[ ]  Notification process (when necessary) to the customer/operator, manufacturer and authority[ ]  Report to the operator/ approval of the customer to launch the rectification according to the contract | CAD 8601 Para 5.9 (c), CAD 8601 Para 5.9(e) |  |  |
| **[ ]**  | 2.16 Maintenance release[ ]  Company procedures (maintenance release statement)[ ]  Base maintenance maintenance release large aircraft[ ]  Base maintenance maintenance release other than large aircraft if different from large aircraft[ ]  Line maintenance maintenance release[ ]  maintenance release in AJTL[ ]  Issue of a maintenance release by flight crew, if applicable[ ]  Component maintenance release (issue of CAAM Form 1)[ ]  Component maintenance release (internal release without CAAM Form 1)[ ]  Component removed as serviceable from an aircraft, issue of CAAM Form 1[ ]  D1 rating maintenance release (NDT) [ ]  maintenance release after embodiment of a Standard Changes or a Standard Repair [ ]  Issue of a maintenance release with incomplete work[ ]  maintenance release should contain the following:[ ]  Cross-reference to work packs, if applicable[ ]  Reference to maintenance data used, including its revision status (mandatory)[ ]  Task(s) specified in the (S)TC holder’s[ ]  Task(s) specified in the operator/owner instructions or AMP[ ]  Date/FH/Cycles/Landings etc. as appropriate, when such maintenance was carried out[ ]  CAAM Part-145 approval number[ ]  the identity of the person or persons signing the release.[ ]  The use of abbreviations (“OK” should not be acceptable), capital letters, ball point pen (black or blue) [ ]  Issue of a one-off certification authorisation maintenance release[ ]  Certification authorisation (identity, qualified staff)The following cases should be addressed in this paragraph: [ ]  The impossibility to sign a release certificate that could hazard flight safety (AD owed and not enforced, work carried out not in accordance with the approved data, without approved data, discrepancies that may have consequences on the airworthiness of the aircraft/ equipment/ engine. [ ]  The temporary fitting an aircraft component without appropriate release certificate in case of AOG in stopover and associated conditions (30 hours of flight, agreement of the customer, acceptable certificate, checking the status of the equipment, technical log record, corrective action when the aircraft returns to its maintenance base...).[ ]  Address specially maintenance release by different staff i.e. A, B1, B2, B3, component and NDT staff as applicable.  | CAD 8601 Para 5.2(g), CAD 8601 Para 5.2(h)(1), CAD 8601 Para 5.2(h)(2), CAD 8601 Para 5.2(i), CAD 8601 Para 5.2(j)(5), CAD 8601 Para 5.8(a), CAD 8601 Para 5.9(a), CAD 8601 Para 5.9(b), CAD 8601 Para 5.9(c), CAD 8601 Para 5.9(e), CAD 8601 Para 5.9(d),CAD 8601 Para 5.9(f),CAD 8601 Para 6.2,CAD 8601 Para 5.3(a), CAD 8601 Para 5.10(a), CAD 8601 Para 6.0(e), CAD 8601 Para 6.0(c), CAD 8601 Para 5.2(j)(3),CAD 8601 Para 5.2(j)(4) |  |  |
| **[ ]**  | 2.17 Records for the Operator[ ]  Composition of maintenance records to be provided to the customer/operator[ ]  Contracted record keeping for operators/Arrangements for processing and retention of Operator's maintenance records | CAD 8601 Para 5.10(b) |  |  |
| **[ ]**  | 2.18 Reporting of Defects to the Competent Authority/ Operator/ Manufacturer2.18.1 Internal Occurrence Reporting System.[ ]  Process to report and collect occurrences identified internally within the organisation and just culture Collection of occurrence reports received from external sources (e.g. maintenance error identified and notified by a customer following maintenance carried out at the organisation, etc.)[ ]  Description of process to record occurrences (e.g. occurrence database, etc,)[ ]  Extraction of occurrences to be reported [ ]  Evaluation of reports to identify adverse trends;[ ]  Description of the process to investigate occurrences (e.g. criteria to identify occurrences to be investigated, investigation report format, methods of maintenance errors investigation such as “maintenance errors decision aid-MEDA” process, corrective actions in response to investigation findings, follow-up system, feedback to staff, etc.)[ ]  Maintenance errors identified to be used for internal human factors training and for amendment of the procedure for critical maintenance tasks (may cross refer to MOE chapter 2.23)* + 1. Reportable Occurrences

[ ]  List of Reportable occurrences as [ ]  Shall also include, notification to CAAM of all cases where an occurrence is originated as a result of maintenance carried out by the organisation, regardless of the registration of the aircraft or customer and besides any other reporting responsibility to the competent authority responsible for the approval under which the maintenance was carried out[ ]  Method to report occurrences[ ]  Methods for reporting to:[ ]  State of Registry, when applicable[ ]  Organisation responsible for design[ ]  Operator[ ]  Reporting timescale[ ]  Reports must contain pertinent information and evaluation of results (where known) Persons responsible for reporting[ ]  Occurrences reported by subcontractors | CAD 8601 Para 5.11(a),CAD 8601 Para 5.11(b),CAD 8601 Para 5.11(c),CAD 8601 Para 5.11(d),CAD 8601 Para 5.11(e), |  |  |
| **[ ]**  | 2.19 Return of Defective Aircraft Components to Store[ ]  Aircraft component received in serviceable status but found “defective” at installation (e.g. involvement of quality system for investigation, possible need to report the occurrence as per MOE 2.18)[ ]  Labelling and handling of unserviceable components (link between involved departments) Labelling and handling of unsalvageable components (link between involved departments) | CAD 8601 Para 5.5(a)(3), |  |  |
| **[ ]**  | 2.20 Defective Components to Outside Contractors[ ]  Dispatch of components for repair / overhaul / modification / calibration[ ]  Identification of required work[ ]  Control of dispatch, location and return[ ]  Return of unserviceable loan parts[ ]  Management of the packaging and special transportation condition (e.g.: Wheels – oxygen bottles)  | CAD 8601 Para 6.1(b), |  |  |
| **[ ]**  | 2.21 Control of Computer Maintenance Records System[ ]  Description of the computer records system in use and relate objectives (e.g. AMOS to track on-going maintenance in the hangar, etc.)[ ]  Information retrieval[ ]  Back-up systems (frequency, means, and delay) and second site storage (frequency, means and delay) Security and safeguards to unauthorised access | CAD 8601 Para 5.6(e), CAD 8601 Para 5.10(c)(2),  |  |  |
| **[ ]**  | 2.22 Control of Man-Hour Planning versus Scheduled Maintenance Work[ ]  Maintenance man-hour plan (taking into account also maintenance activities carried out outside the scope of the Part-145 approval)[ ]  Reviewed at least every 3 months and updated when necessary[ ]  Covering all staff (e.g. certifying staff, inspectors, mechanics, planners, quality auditors, etc.)Particular attention shall be given to the situation when the same person is acting with different roles during a particular maintenance check (e.g. a person who is acting at the same time as cat. C certifying staff and B1 during a particular base maintenance check, a person who is acting at the same time as component certifying staff and sign-off staff during a particular component workshop maintenance, etc.). In such cases the man-hour plan for the particular maintenance check should take into account this aspect to ensure the person is allocated enough time to carry out the necessary activities required for each of the different roles he/she undertakes and appropriate consideration is given to human performance limitations.[ ]  Hangar visit plan versus man-hour plan[ ]  The "hangar visit plan" shall be made available to demonstrate sufficiency of hangar space to carry out planned base maintenance. The relation between the hangar visit plan and the man-hour plan shall be described. The hangar visit plan shall also include non- commercial air transport or other activities.[ ]  Management system of company planning versus time available (e.g. A/C or components base maintenance activity …)[ ]  Type of planning (man hours availability versus work load) Type of factors taken into account in the planning[ ]  Human performance limitations[ ]  Complexity of work[ ]  Additional factors[ ]  Planning revision process[ ]  Organisation of shifts[ ]  Use of contracted personnel[ ]  At least half the staff that perform maintenance in each workshop, hangar or flight line on any shift shall be employed to ensure organisational stability[ ]  Notification to the Quality Manager and Accountable Manager of deviations exceeding 25% between the work load and the man hour availability | CAD 8601 Para 5.7(b), CAD 8601 Para 5.7(c), CAD 8601 Para 5.2(d),CAD 8601 Para 5.1(a)(1), CAD 8601 Para 5.1(a)(2),  |  |  |
| **[ ]**  | 2.23 Control of Critical tasks[ ]  Critical maintenance tasks[ ]  Definition of “critical maintenance task”[ ]  Procedure to identify of a list of “critical maintenance tasks” defined by the maintenance organisation (e.g. tasks that may affect aircraft stability control systems such as autopilot or fuel transfer, tasks that may affect the propulsive force of the aircraft including installation of engines/propellers/rotors, etc.)[ ]  Person responsible to amend the list[ ]  Data sources used to identify and amend the list of “critical maintenance tasks” (TCH data, occurrence reporting, results of audit, feedback from training, etc.)Error-capturing methods[ ]  Identification of the error-capturing method(s) to be used:[ ]  The primary error-capturing method to be used shall be the independent inspection[ ]  Re-inspection (limited to unforeseen cases when only one person is available)[ ]  Independent inspection procedure[ ]  Definition of independent inspection[ ]  Personnel authorised for the independent inspections[ ]  How to perform an independent inspection[ ]  What has to be checked (e.g. all those parts of the system that have actually been disconnected or disturbed shall be inspected for correct assembly and locking, etc.)[ ]  How a task requiring independent inspection is signed-off[ ]  Reinspection procedure[ ]  Definition of reinspection[ ]  how to perform a reinspection by the same person[ ]  how to record the identification and the details of the reinspection | CAD 8601 Para 5.8(b), |  |  |
| **[ ]**  | 2.24 Reference to Specific Maintenance Procedures[ ]  Maintenance outside the approved location (s)[ ]  Special Maintenance tasks, e.g.:[ ]  Engine run up[ ]  Aircraft pressure run[ ]  Aircraft towing[ ]  Aircraft taxiing[ ]  Technical wash[ ]  Control/ supervision of de-icing systems[ ]  Maintenance check flight | CAD 8601 Para 6.1(c),  |  |  |
| **[ ]**  | 2.25 Procedures to detect and rectify Maintenance Errors[ ]  Procedure to minimise the risk of multiple errors and preventing omissions[ ]  Policy to ensure every maintenance task is signed-off only after completion[ ]  Describe how the grouping of tasks for the purpose of sign-off allows critical steps to be clearly identified[ ]  Procedure to ensure work performed by non- authorised personnel (e.g. temporary staff, trainees) is checked and signed-off by an authorised person[ ]  Procedure to minimise the risk of errors being repeated in identical maintenance tasks compromising more than one system or function[ ]  Criteria to define the identical maintenance tasks[ ]  Identification of methods in use to minimise the risks[ ]  Planning method (only applicable to identical maintenance tasks)[ ]  Identification of the error-capturing method(s) to be used (the specific procedure on how each error capturing method is accomplished shall be detailed in the MOE 2.23). | CAD 8601 Para 5.8(c), |  |  |
| **[ ]**  | 2.26 Shift / Task Handover Procedures[ ]  Aims and objectives of the shift handover[ ]  Training of personnel in shift/task handover processes[ ]  Recording of shift/task handover[ ]  Description of shift handover process and required information [ ]  Facility status[ ]  Work status[ ]  Manning status[ ]  Outstanding issues[ ]  Other possible information [ ]  Responsible person for managing and filling up the shift / task handover | CAD 8601 Para 5.7(c),  |  |  |
| **[ ]**  | 2.27 Procedures for Notification of Maintenance Data Inaccuracies and Ambiguities to the Type Certificate Holder[ ]  Definitions of maintenance data ambiguities[ ]  Method of internal (2.25.1) reporting of maintenance data ambiguities[ ]  Method of external reporting of maintenance data ambiguities to the authors of that data[ ]  Feedback to staff and implementation of TC Holder/Manufacturer corrections[ ]  Impact of the data ambiguity on the on-going maintenance taskThe authors are: [ ]  Aircraft / component design organisation (AMM, SB, SRM..) [ ]  The competent authority AD [ ]  The organisation itself in the case of organisation job cards [ ]  The customers in the case of job cards issued and furnished by the customers | CAD 8601 Para 5.6(c),  |  |  |
| **[ ]**  | 2.28 Production Planning Procedures[ ]  Decision Making Process. Analysis of the work order to ensure:[ ]  A clear work order or contract has been agreed between the maintenance organisation and the customer/operator to clearly establish the maintenance to be carried out[ ]  the requested maintenance remains within the approved scope of approval[ ]  need of special facilities[ ]  Verification that the maintenance work package provided by the customer is utilizable by the maintenance organisation. In any case the organisation shall issue an internal work package as detailed in MOE Chapter 2.13:[ ]  Case 1: customer job cards to be used (with appropriate training)[ ]  Case 2: work package to be developed and prepared by the maintenance organisation based on the customer work order[ ]  Control of the availability and update of maintenance documents (list + MM / job cards /…)[ ]  Procedure for establishing all necessary resources are available before commencement of work (e.g. hangar, manpower with required capabilities, staff, facilities, tools, equipment, parts, documentation, etc.)[ ]  Procedure for outsourcing contractors as necessary.[ ]  Procedure for organizing maintenance personnel and providing all necessary support during maintenance Consideration of human performance limitations (Circadian rhythm / 24 hours body cycle...)[ ]  Planning of critical maintenance tasks[ ]  Airworthiness review procedures and records.[ ]  Procedures to perform the airworthiness reviews and issue the corresponding airworthiness review certificate[ ]  records retention related to airworthiness review | CAD 8601 Para 5.7(a), CAD 8601 Para 5.7(b),  |  |  |
|  | [ ]  **Part L2 – Additional Line Maintenance Procedures** |  |  |  |
| **[ ]**  | L2.1 Line Maintenance Control of Aircraft Components, Tools, Equipment, etc.[ ]  Component / Material acceptance - (required documentation, condition, "Quarantine" procedure) Components removed serviceable from aircraft;[ ]  Procedures to maintain satisfactory storage conditions - (routable, perishables, flammable fluids, engines, bulky assemblies, special storage requirements)[ ]  System for control of shelf life and modification standard[ ]  Tagging / labelling system (serviceable, unserviceable, scrap, etc.) Release of components to the maintenance process[ ]  Tools and test equipment, servicing and calibration programme / equipment register [ ]  Identification of servicing / calibration due dates | CAD 8601 Para 6.1(d), |  |  |
| **[ ]**  | L2.2 Line Maintenance Procedure related to Servicing / Fuelling / De-icing / etc.[ ]  Technical and maintenance documentation management (control and amendment) [ ]  Company Technical Procedures / Instructions management [ ]  Fuel supply quality monitoring (bulk storage / aircraft re-fuelling) [ ]  Ground de-icing (procedures / monitoring of sub-contractors)[ ]  Maintenance of ground support equipment[ ]  Monitoring of sub-contracted ground handling and servicing | CAD 8601 Para 6.1(d), |  |  |
| **[ ]**  | L2.3 Line Maintenance Control of Defects and repetitive Defects[ ]  Rules for deferring (periods - review - permitted personnel - conformity with MEL /CDL provisions) Awareness of deferred defects carried by aircraft[ ]  Analysis of tech log (repetitive defects – crew complaints - Analysis and transfer of cabin log items as required)[ ]  Co-ordination with the operator[ ]  Procedure on how to deal with defects requiring B2 certifying staff in the case of line stations where such staff is not permanently availableThis chapter must describe the additional procedures of management/completion of the technical log(s) in use. It must also cover the procedures for ETOPS release where applicable. These procedures must be associated to chapters 2.13, 2.16 of the MOE. | CAD 8601 Para 6.1(d), |  |  |
| **[ ]**  | L2.4 Line Procedure for completion of Journey Log[ ]  Journey Log system: [ ]  Taking into account Operator Procedure[ ]  Completion of Sector Record Page[ ]  Distribution of copies [ ]  Certification / Sign-off (Maintenance Statements)[ ]  Maintenance Duplicate Inspections[ ]  ETOPS Certification[ ]  Retention of records [ ]  Periods[ ]  Methods and securityThis paragraph must describe the additional procedures of management/completion of the technical log(s) in use. It must also cover the procedures for ETOPS release where applicable. These procedures must be associated to paragraphs 2.13, 2.16 of the MOE. | CAD 8601 Para 6.1(d), |  |  |
| **[ ]**  | L2.5 Line Procedure for pooled Parts and loan Parts[ ]  Verification of approved sources of parts (sources, conformity with company requirements, Modification Standard and AD compliance, records) [ ]  Compliance with loan and contract requirements [ ]  Tracking and control[ ]  Required documentation [ ]  Processing removed loan parts for return to source (service records)*This paragraph must describe the additional management procedures for pooled or loaned parts specific to the line maintenance activity. It should also cover the removal of serviceable parts from aircraft for use on another aircraft. These procedures must be associated to paragraphs 2.2, 2.3, 2.19, 2.20 of the MOE.* | CAD 8601 Para 6.1(d), |  |  |
| **[ ]**  | L2.6 Line Procedure for Return of Defective Parts Removed from Aircraft[ ]  Required documentation[ ]  Service record Processing advice of removal (W/O) and dispatch to technical records[ ]  Dispatch of the part for rectification*This paragraph must describe the additional management procedures for treatment of defective components associated with the line maintenance activity. These procedures must cover the same subjects specified in paragraphs 2.19, 2.20 (return of removed components, sending components...) of the MOE.* | CAD 8601 Para 6.1(d), |  |  |
| **[ ]**  | L2.7 Line Procedure Control of critical TasksThis paragraph is the equivalent of the paragraph 2.23 of the MOE for the line maintenance activity. | CAD 8601 Para 6.1(d), |  |  |
|  | **Part 3 – Quality System Procedures** |  |  |  |
| **[ ]**  | QUALITY SYSTEM PROCEDURES3.1 Quality Audit of Organisation Procedures[ ]  Definition of the “system/procedure” audit[ ]  “System/procedure” Audit programme[ ]  Principles of annual audit procedure planning [ ]  Grouping of audits [ ]  Dates and timescales. [ ]  Audit of the Quality system by an independent auditor, being either: [ ]  A person employed by the maintenance organisation and working in another department (e.g. production), or; [ ]  A person contracted by the maintenance organisation (part-time basis or short time contract based on the CAD 8601 Para 7.2 (d) contracted personnel) to perform audits on the quality system procedures. This case does not mean subcontracting the quality system. [ ]  Audit of contracted organisations /Subcontractors/suppliers, as applicable depending to the monitoring criteria defined in MOE chapter 2.1. [ ]  Scheduled audits and unannounced audits to be carried out during maintenance including night shifts. [ ]  Validation/internal approval of the audit programme and management of changes to the programme [ ]  Follow up of the audit program: scheduled, performed, audit report issued, open/close – link with chapter 3.3 Company Audit Policy including compliance audit:[ ]  Audit notification; [ ]  Audit reports (documents used, writer, issue, points checked and deviations noted, deadline for rectification) [ ]  Reference can be made to MOE chapter 3.3 detailing the process to manage findings [ ]  Allocation of resources to the audit (audit team, team leader, etc.) [ ]  Principles when deviations are noted on a line of productQuality audit reports retention [ ]  Duration (At least duration of 2 years from the date of the findings closure) / location [ ]  Type of documents (notification, audit reports, check list, audit programs) | CAD 8601 para 5.12(c)(1) |  |  |
| **[ ]**  | 3.2 Quality audit of aircraft (and / or equipment)[ ]  Definition of “Product” audit[ ]  The sample check of a product means to witness any relevant testing and visually inspect the product and associated documentation. The sample check should not involve repeat disassembly or testing unless the sample check identifies findings requiring such action[ ]  Company “Product” Audit Policy [ ]  A dedicated “Product” audit policy may be added, provided it does not conflict with the one describe in the previous chapter. The Company audit procedure shall include the quality audit of aircraft (and/or component)[ ]  “Product” Audit programme[ ]  Product samples for each line of product (aircraft and / or components and/or engines and/or specialised services)[ ]  Dates and timescales[ ]  “Product” Auditing methods[ ]  Sampling[ ]  "Trail" / “investigation” audits[ ]  Records of “Product” audit reports[ ]  Duration (At least duration of 2 years from the date of the findings closure) / location[ ]  Type of documents (notification, audit reports, check list, audit programs, …) | CAD 8601 para 5.12(c)(1) |  |  |
| **[ ]**  | 3.3 Quality audit corrective action procedure[ ]  Description of the quality audit report feedback system[ ]  Corrective action and timescale[ ]  Corrective action planning and follow up e.g. notified, answered, corrective action accepted, open/closed[ ]  The corrective action plan shall be designed in a way which allows identifying and recording the finding, the root cause, the relevant immediate and long term preventive action with the appropriate timescales.[ ]  Management of finding due dates [ ]  Alert system, finding database[ ]  Extension of the due date[ ]  Procedure describing the organisation actions when the corrective action deadline has to be postponed or when the answer has not been received on time.[ ]  Management responsibilities for corrective action and follow-up[ ]  Review of the Quality system overall results[ ]  Meeting with the Accountable Manager. (including record of meeting procedure) [ ]  Regular meetings to check the progress of corrective actions | CAD 8601 para 5.12(c)(2), CAD 8601 Para 7.3(a), CAD 8601 Para 7.3(c), |  |  |
| **[ ]**  | 3.4 Certifying staff qualification and training procedures3.4.1 Aircraft Certifying Staff[ ]  The minimum age for certifying staff is 21 years.[ ]  Experience, training and competence requirements (including compliance with CAD 8601 Appendix I for staff not qualified to CAD 1801[ ]  C/S individual authorisation: requirements for initial issue, extension (scope of work), renewal, withdrawal of the authorisation, including, as applicable:[ ]  “Certification Authorization” for aircraft line/base maintenance certifying staff (Cat. A, B1, B2, C as applicable);[ ]  Continuation training procedures (Organisation procedures, new technology, human factor issues, etc.)[ ]  Demonstration of 6/24 months maintenance experience including a table of similar aircraft types (relevant to the scope of work held by the maintenance organisation) to be used for the demonstration of 6/24 months requirement.[ ]  A recording of a total of 180 tasks at different dates in the 2 years period would be the minimum expected record to demonstrate the “duration” requirement (but not necessarily the “nature of experience” requirement, which shall meet the criteria of the following chapter).[ ]  The 180 tasks may be replaced by a record of 100 working days of maintenance experience in accordance with the privileges. In this case each recorded day is intended to be a full working day, which for example means for base maintenance activity around 7/8 working hours per day. The duration should be recorded in days or half- days.[ ]  Having recorded 180 tasks or 100 days only during the first year of the 2-year period cannot be considered as acceptable. The experience shall be spread over the period to avoid a too long interval without activity.[ ]  The tasks recorded need to be representative of the nature of the experience by[ ]  being related to a combination of activities which is appropriate to the individual authorisation hold (i.e. only records of service and ground handling for an aircraft B1 C/S in not acceptable, etc.) [ ]  being representative of each of the CAAM Part-145 C/S individual authorisation hold according to the criteria stated in the following chapter. [ ]  being not limited to simple tasks (i.e. a bulb replacement for an aircraft B2 C/S or wheel exchange for an aircraft B1 C/S, etc.). In addition, having recorded a majority of identical tasks or tasks not covering the overall individual authorisation privileges cannot be considered as acceptable. For instance, a Component C/S authorised to release under the C14 rating wheels, brakes and landing gears, should demonstrate experience on wheels, brakes and landing gears to keep the full C14 scope of authorisation[ ]  One-off certification authorisation (maintenance release procedure following one-off authorisation to be included in MOE 2.16) | CAD 8601 Para 5.2(e), CAD 8601 Para 5.2(f), CAD 8601 Para 5.2(g), CAD 8601 Para 5.2(h)(1), CAD 8601 Para 5.2(h)(2), CAD 8601 Para 5.2(i),CAD 8601 Para 5.2(j)(1), CAD 8601 Para 5.2(j)(2),CAD 8601 Para 5.3(a), CAD 8601 Para 5.3(b), CAD 8601 Para 5.3(c), CAD 8601 Para 5.3(d), CAD 8601 Para 5.3(e),CAD 8601 Para 5.3(f), CAD 8601 Para 5.3(g), CAD 8601 Para 5.3(h), CAD 8601 Para 5.3(m), CAD 8601 Para 5.3(n), CAD 8601 Para 5.3(o),  |  |  |
| **[ ]**  | 3.4.2. Components/Engines/APU Certifying Staff.[ ]  The minimum age for certifying staff is 21 years. [ ]  Experience, training and competence requirements[ ]  AMO C/S individual authorisation: initial issue, extension (scope of work), renewal, withdrawal procedures.[ ]  Continuation training procedures (Organisation procedures, new technology, human factor issues, etc..)[ ]  Demonstration of 6/24 months maintenance experience including criteria to define similarity of engines /components/APUs (relevant to the scope of work held by the maintenance organisation) to be used for the demonstration of 6/24 months requirement.(Refer to 3.4.1) | - CAD 8601 Appendix III |  |  |
| **[ ]**  | 3.4.3. Specialised Services (NDT) Certifying Staff.[ ]  The minimum age for certifying staff and is 21 years.[ ]  Internal Experience, training and competence requirements in addition to EN4179[ ]  C/S individual authorisation: initial issue, extension (scope of work), renewal, withdrawal procedures.[ ]  Continuation training procedures (Organisation procedures, new technology, human factor issues, etc.,..)[ ]  Demonstration of 6/24 months maintenance experience. (Refer to 3.4.1) |  |  |  |
| **[ ]**  | 3.5 Certifying staff records[ ]  Constitution of the records including:[ ]  Identity, date of birth, AMO C/S individual authorisation reference number, experience, scope of the authorisation, date of issue, validity, copy of the licence, copy of diplomas, copy of training certificate, continuation training, copy of the CAAM Part-145 C/S individual authorisation, summary sheet, C/S assessment check lists and associated documents / material, ...)[ ]  Type of record: electronic or paper copy [ ]  Management of certifying staff records[ ]  Retention of records[ ]  Duration / location[ ]  Type of documents[ ]  Format of the AMO C/S individual authorisation document and authorisation codes[ ]  procedure to ensure certifying staff may produce their certification authorisation to any authorised person within 24 hours (including line maintenance locations, activities outside the approved locations, etc.)[ ]  Control of certifying staff records[ ]  Authorized persons[ ]  AMO personnel[ ]  Authorized managers[ ]  Delivery of a copy of their AMO C/S individual authorisation in either a documented or electronic format. The scope of work has to be detailed, including limitations when applicable[ ]  Access to records[ ]  C/S shall be given access on request to their personal records[ ]  upon request, the maintenance organisation shall furnish C/S with a copy of their personal record on leaving the organisation | CAD 8601 Para 5.3(j),CAD 8601 Para 5.3(k), CAD 8601 Para 5.3(l), CAD 8601 Para 5.3(h), |  |  |
| **[ ]**  | 3.6 Quality Audit Personnel[ ]  Required experience and competence (professional background and minimum number of audits performed under supervision)[ ]  Required training including audit techniques, Regulation, MOE and continuation training[ ]  Specific experience and/or technical training in order to be authorised to audit specific areas or to cover specific audit functions, as applicable to the organisation (e.g. audit of NDT areas, Lead auditor, etc.) Scope of authorisation for auditors (e.g. Product auditor, System Auditor, NDT auditor, etc.)[ ]  Authorizations issue, extension, renewal or withdrawal procedures | CAD 8601 Para 5.2(e), |  |  |
| **[ ]**  | 3.7 Qualifying Inspectors[ ]  Identification of the various types of Inspectors in the maintenance organisation[ ]  Aeronautical and practical Experience,[ ]  General Training (FTS, CDCCL, EWIS when needed and Human Factor, MOE, standard practices,…) Specific training requirements applicable to the scope of activity (aircraft, engine, store etc.) Knowledge of the language in which the maintenance approved data are written.[ ]  Authorizations issue, extension, renewal or withdrawal procedures including scope of authorisation[ ]  Continuation training procedures including[ ]  Training Programme (MOE and associated procedures, CAD 6801, HF, special requirements, …)[ ]  Training setting up[ ]  Duration, intervals [ ]  Retention of records[ ]  Duration / location[ ]  Type of documents | CAD 8601 Para 5.2(e), |  |  |
| **[ ]**  | 3.8 Qualifying mechanics [ ]  Identification of the various types of Mechanics in the maintenance organisation[ ]  Experience, training and competence requirements Aeronautical and practical Experience,[ ]  General Training (FTS, CDCCL, EWIS when needed and Human Factor, MOE, standard practices,…) Specific training requirements applicable to the scope of activity (aircraft, engine, etc.) Knowledge of the language in which the maintenance approved data are written.[ ]  Authorizations issue, extension, renewal or withdrawal procedures including scope of authorisation[ ]  Continuation training procedures including[ ]  Training Programme (MOE and associated procedures, AMO, Human Factors, specific technical requirements, …)[ ]  Training setting up[ ]  Duration, intervals[ ]  Retention of records[ ]  Duration / location[ ]  Type of documents | CAD 8601 Para 5.2(e), |  |  |
| **[ ]**  | 3.9 Aircraft or aircraft component maintenance tasks exemption process control[ ]  System for control and processing with the CAAM which includes:[ ]  Support to operator/customer for one-time extension of task interval due to unavailability of tools, materials, parts, etc.[ ]  Relations with the operator/ customer in case of derogation for an intervention in progress by the workshop[ ]  Supply to the customer/ operator of information enabling to write out requests for exceptional authorisation applications.[ ]  Control of the approval by the competent authority (linked with maintenance release) | CAD 8601 para 5.12(b)(1), |  |  |
| **[ ]**  | 3.10 Concession control for deviation from the organisations’ procedures[ ]  Concession criteria [ ]  Object, procedures involved, justifications, compensatory conditions, period of validity, etc. [ ]  Concession management procedure [ ]  Internal evaluation[ ]  Drafting process[ ]  Response[ ]  Internal validation process and follow-up [ ]  System of approval and control of concession[ ]  Feedback from the Quality system to CAAM.[ ]  Any concession shall be approved by CAAM. |  |  |  |
| **[ ]**  | 3.11 Qualification procedure for specialized activities such as non-destructive testing, welding etc.[ ]  NDT staff [ ]  List of non-destructive testing personnel[ ]  Levels of qualification and authorisation[ ]  Role and privileges of these staff (including responsible level 3 person who should approve the organisation’s NDT procedures and written practice for training and certification of NDT personnel.) [ ]  Experience & qualification[ ]  Criteria regarding experience, training and skills[ ]  Experience required by NDT method for each level of authorisation [ ]  Training[ ]  Basic NDT training for each level of authorisation[ ]  Training on the NDT procedures of the organisation [ ]  Examination[ ]  Procedure of skills assessment (practical assessment and/or examination related to the job card)[ ]  General examination on the fundamentals of the NDT methods [ ]  Specific examination by NDT method[ ]  Practical examination by level of authorisation[ ]  Medical examination[ ]  Eyesight testing [ ]  Continuation training and testing[ ]  Auditing of staff and system[ ]  Authorisations issue, renewal or withdraw procedures [ ]  Retention of NDT staff records [ ]  Duration / location[ ]  Type of documents [ ]  Contract arrangement  | CAD 8601 Para 5.2(f),  |  |  |
| **[ ]**  | 3.11.2 Other specialised activities personnel (e.g. welders, painters, etc.)[ ]  Identification of the various types of specialised activities personnel in the maintenance organisation |  |  |  |
| **[ ]**  | 3.12 Control of manufacturers’ and other maintenance working teams3.12.1 External Team Working under their own CAAM AMO Approval.In this case at the end of the work, the external team will issue their own maintenance release for the work done (aircraft maintenance release or CAAM Form 1, as applicable).[ ]  Segregation between the two maintenance organisations working in the same premises [ ]  Clear work order provided to the external working team[ ]  Type of support (tools/equipment, facilities,…) made available to the External Team Working [ ]  Management of the progress of work (meetings, etc.)[ ]  CAAM AMO release to service to be expected from the working team3.12.2 External Working Team not holding an CAAM AMO Approval.In this case, the external working team shall be considered as a “Subcontractor” and the applicable procedures developed in MOE chapter 2.1 shall be followed. The Organisation shall be listed in MOE 5.2 together with the scope of authorisation.[ ]  Control of the Subcontractor[ ]  System for control of materials, tools, working instructions and procedures[ ]  System for control of documentation such as drawings, modification, repairs instructions Management of the progress of work (meetings, etc)[ ]  Certification procedure for work performed by the outside team such as: repair, replacement, modification, overhaul, test, inspection.[ ]  Environmental conditions[ ]  Final certification[ ]  Training on the internal procedures to external staff | CAD 8601 Para 6.1(b), CAD 8601 Para 5.10(a) |  |  |
| **[ ]**  | * 1. Human factors training procedure

3.13.1 Initial Training (except C/S)[ ]  Aims and objectives[ ]  Categories of staff to be trained Implementation time frame[ ]  Training methods and syllabus, Duration of training[ ]  Validation of the training courses (syllabus and duration) Requirements for trainers[ ]  Training Records[ ]  Duration / location[ ]  Type of documents* + 1. All Maintenance staff Continuation Training

[ ]  Aims and objectives[ ]  Categories of staff to be trained[ ]  Training methods and syllabus: tailored to the audience + audit findings + feedback in relation to relevant quality audit findings and other internal/external sources of information available to the organisation on human errors in maintenance[ ]  Duration of training[ ]  Validation of the training courses (syllabus and duration) Requirements for trainers[ ]  Training Records[ ]  Duration / location[ ]  Type of documents | CAD 8601 Para 5.2(e),  |  |  |
|  **[ ]**  | 3.14 Competence assessment of personnel[ ]  Management of competence assessment[ ]  Assessment procedures for initial, extension and renewal of an authorisation (process/method used)[ ]  Procedure for competency training (including initial and continuation/refresher training) for all personnel appropriate to their assigned tasks and responsibility.[ ]  Person responsible for this process on behalf of the Organisation[ ]  When the assessment shall take place[ ]  Assessors[ ]  Commission/ examination[ ]  Actions to be taken when the assessment is not satisfactory.[ ]  The competence assessment shall include:[ ]  Verification that all the applicable qualification requirements for the specific category of staff as detailed in the relevant MOE chapter/Job Description (e.g. 3.4 in the case of certifying staff, etc.) are met[ ]  Verification of the competences include verification of:[ ]  relevant knowledge skills and experience on the product/technical area as applicable to the job function appropriate attitude towards safety and observance of procedures[ ]  knowledge of the procedures (e.g. handling and identification of components, MEL use, etc.) as applicable to the job function[ ]  The competence assessment shall be based on:[ ]  Review of personnel records[ ]  Interview[ ]  evaluation of competence “On-the- Job performance” and/or testing of knowledge by appropriately qualified staff (e.g. in the case where the assessment is related to a new activity for which the maintenance organisation is not yet approved such as a new aircraft type, new component, new maintenance level, etc.),[ ]  Assessment records[ ]  Location[ ]  Type of documents[ ]  Clear identification of the scope of the assessment (initial, extension or renewal of an AMO C/S-S/S individual authorisation). [ ]  upon request, the maintenance organisation shall furnish any staff with a copy of their personal records on leaving the organisation (for C/S-S/S also refer to MOE 3.5). | CAD 8601 Para 5.2(a)(3),CAD 8601 Para 5.2(b)(3),CAD 8601 Para 5.2(e),CAD 8601 Para 5.3(a) |  |  |
| **[ ]**  | 3.15 Training procedure for on-the-job training as per Section 6 of Appendix III to Part-66 (limited to the case where the competent authority for the AMO approval and for the Part-66 licence is the same).[ ]  Content of the OJT: the list of tasks that should be performed during the OJT or a list of generic tasks and the process how to develop a list of particular tasks out of this list of generic tasks,[ ]  Qualifications of the assessor and supervisors performing the OJT,[ ]  OJT logbook/worksheets format and content,[ ]  OJT compliance report format and content,[ ]  Production planning for the implementation of OJT (how to plan the tasks),[ ]  Supervision process and the assessment process, what to do if the assessment is not positive,[ ]  Safe release to service of the aircraft after OJT. | CAD 1801 |  |  |
| **[ ]**  | 3.16 Procedure for the issue of a recommendation to the CAAM for the issue of a Part-66 licence in accordance with CAD 1801 (limited to the case where the competent authority for the AMO approval and for the Part-66 licence is the same[ ]  the responsibility on behalf of the organisation that the maintenance experience/OJT program comply to the requirement of CAD 1801[ ]  the validator;[ ]  An appropriately qualified ATO training instructor authorised by the organisation under the terms of its approval to conduct practical training or OJT (on the job training).[ ]  An appropriately qualified licensed aircraft maintenance engineer employed by a maintenance organisation and authorised to conduct OJT.[ ]  Qualification procedure for validator[ ]  The validator shall confirm the required entries by appending his/her name, signature and licence number in the appropriate column. |  |  |  |
|  | **Part 4** |  |  |  |
| **[ ]**  | 4.1 Contracting OperatorsList those operators for whom maintenance is provided, with details of the types of aircraft (and/or engines/APU) and the scope of work undertaken, e.g. Base maintenance, Line maintenance, defect rectification etc., with any limitations.It should be shown whether the contract is solely for carrying out maintenance or also for performing the Operator's maintenance management tasks.  | CAD 8601 Para 5.13(a)(13), |  |  |
| **[ ]**  | 4.2 Operator Procedures and PaperworkThis paragraph must describe for each contracting operator, the special mode of operation (procedures/ documents/ exchange of information, planning meetings, technical, quality, reliability) between the organisation and its customer. [ ]  Need to receive training on customer operator procedures[ ]  Procedure to ensure correct completion of customer provided work cards (e.g. training on customer paperwork, etc.) | CAD 8601 para 5.12(b)(1),  |  |  |
| **[ ]**  | 4.3 Operator record completionThis paragraph must describe (for each contracted operator) how the organisation: [ ]  Completes operator's log books[ ]  Keeps the operator's technical records[ ]  Retains records on behalf of the operators [ ]  Communicates with the operator | CAD 8601 Para 5.11(d), CAD 8601 para 5.12(b), CAD 8601 Para 5.10(b), CAD 8601 Para 5.10(c)(1),CAD 8601 Para 5.10(c)(2), CAD 8601 Para 5.10(c)(3) |  |  |
|  | **Part 5** |  |  |  |
| **[ ]**  | 5.1 Sample of Documents[ ]  Sample of all forms used and referred to in the procedures[ ]  CAAM forms e.g. CAAM Form 1 [ ]  Example of forms:[ ]  Request to CAAM for approval of an Exposition amendment[ ]  MOE revision acknowledgement form[ ]  Request to CAAM for acceptance of a Capability List change[ ]  Material tags: [ ]  Serviceable[ ]  Unserviceable[ ]  Robbery[ ]  Quarantine[ ]  Unsalvageable / Scrap labels[ ]  Tooling identification and calibration due tag[ ]  Register of calibrated and special tools[ ]  Register of equipment’s[ ]  AD control card / record[ ]  Maintenance Task Card (Scheduled Maintenance)[ ]  Maintenance Task Card (Additional Defects)[ ]  Base Maintenance maintenance release[ ]  Line Maintenance maintenance release[ ]  CAAM Form 1[ ]  Un-airworthy Conditions Report Form (incl. MOR)[ ]  Quality Audit Report Form[ ]  Quality Audit Remedial / Corrective Action Report Form[ ]  Personnel Training Record[ ]  Certifying Staff Authorisation Record[ ]  Certifying Staff Authorisation[ ]  Concession Application and Approval [ ]  Staff assessment form[ ]  All forms should have form number and revision status.This is a typical List of company Forms and is not intended to be exhaustive or to represent the forms required for any particular organisation. The approved organisation must include those Forms with which it controls and records its maintenance work and procedures. |  |  |  |
| **[ ]**  | 5.2 List of Subcontractors [ ]  This paragraph must list the none AMO subcontractors under cover of the maintenance organisation quality system[ ]  Any approved maintenance organisation that carries out maintenance for another approved maintenance organisation within its own approval scope is not considered to be subcontracting. | CAD 8601 Para 5.13(a)(14), |  |  |
| **[ ]**  | 5.3 List of Line Maintenance Locations [ ]  This paragraph must list the line station locations – linked with PART 1 item 1.8 – (airport and addresses)[ ]  For organisations that are not adding or deleting line stations frequently must list the line stations in this part i.e. cannot refer to a separate list or document | CAD 8601 Para 5.13(a)(15), CAD 8601 Para 6.1(d) |  |  |
| **[ ]**  | 5.4 List of Contracted Organisations as per CAD 8601 Para 7.13 (a) (16)[ ]  This paragraph must provide the list of contracted organisation such as but not limited to AMO.[ ]  NDT contractors  | CAD 8601 Para 5.13(a)(16) |  |  |
| **SECTION 3 – COMPLIANCE CHECKLIST DECLARATION**  |  |
|  |  |  |  |  |
| 1. I declare that the information provided in this form is true and correct.
2. I fully understand that for CAAM to approve the exposition, on-site visit/audit may be required, which incurred some cost under CAR 2016 - Fee and Charges Regulation. All related cost shall be borne by the organisation.
3. I fully understand that any false statement and wrong information in this checklist may delay organisation’s approval.
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|  |  |  |  |  |  |  |  |
|  | Name of Quality Manager |  | Signature |  | Date |  |
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| **SECTION 4 – CAAM OFFICIAL USE ONLY** |  |
|  |  |  |  |  |
|  | Reviewed by | **:** |  | Date | **:** |  |  |
|  |  |  |  |  |  |  |  |
|  | Comments | **:** |  |  |
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| **INSTRUCTIONS** |
| SECTION 1 – AMO details |
| 1.1 | Fill up AMO name and address. |  |
| 1.2 | Fill up the AMO approval issued by CAAM. (if applicable) |  |
| 1.3 | Fill up the organisation MOE reference.  |  |
| 1.4 | Tick (√) for status of application either issuance or revision. |  |
| 1.5 | Fill up name of contact person together with position and email |  |
| SECTION 2 – Exposition Compliance Checklist |  |
|  | To be completed by Quality Manager |  |
|  | When completing this document it is important to make a statement showing how the organisation complies with any relevant part of the CAD 8601 requirement through the content by indicating in the MOE reference, |  |
|  | Requirement which is not related, AMO should indicate with N/A and justify why the requirement is not applicable. Please tick (√) in the box appropriately. |  |
| SECTION 3 – Compliance Checklist Declaration |
|  | Fill up name of authorized person under the exposition for the submission together with signature and date. |  |
| SECTION 4 – CAAM Official use only |  |
|  | To be filled up by CAAM |  |