

## Approved Maintenance Organization Facility Inspection Checklists (Initial Issue)

### *Table of Contents*

AMO-01	Previous Namibia Civil Aviation Audit.....	2
AMO-02	Maintenance Policy Manual.....	3
AMO-03	Person Responsible for Maintenance.....	7
AMO-04	Facilities - General.....	8
AMO-05	Technical / Regulatory Publications .....	10
AMO-06	Maintenance Records.....	13
AMO-07	Maintenance Procedures.....	15
AMO-08	Quality System .....	17
AMO-09	Maintenance Release.....	21
AMO-10	Qualification & Training Program.....	25
AMO-11	Personnel Records .....	28
AMO-12	Control of Parts - Aeronautical Supplies.....	30
AMO-13	Support, Overhaul Shops .....	33
AMO-14	Test, Measuring Equipment.....	35
AMO-15	Maintenance Arrangements .....	37
AMO-16	Service Difficulty Reporting .....	41
AMO-17	NDT, Personnel Certification .....	42
AMO-18	NDT, Liquid Penetrant .....	45
AMO-19	NDT, Eddy Current .....	49
AMO-20	NDT, Magnetic Particle.....	51
AMO-21	NDT, Radiographic (X-ray) .....	54
AMO-22	NDT, Ultrasonic .....	57
AMO-23	Welding .....	60

Company: \_\_\_\_\_

Date: \_\_\_\_\_

1. Check **OK** box if you reviewed the record, procedure or event and have no comment.
2. Check **FINDING** box if you reviewed the record, procedure or event and have a comment.
3. Check **NOT CHECKED** box if you did not review the record, procedure or event *or you do have adequate information to make a valid comment*
4. Check **"N/A"** in the box, if the line item is not required in this particular situation.
5. Enter any notes on reverse side regarding a FINDING answer for transfer to the Safety Issues Resolution Report.
6. For later reference, proceed any notes with the appropriate question number.

<b>AMO-01 Previous Namibia CAA Audit</b>					
1.	What was the purpose and date of the previous audit?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Were there a significant number of Audit Findings? <ul style="list-style-type: none"> <li>• What conclusions were drawn from the audit?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Was the audit follow-up completed? <ul style="list-style-type: none"> <li>• List any outstanding audit findings respecting the previous audit?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Since the last audit, are there indications of high managerial staff turnover?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Is there any indications of high staff, flight crew or maintenance personnel turnover?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Have there been any changes in the company's scope, size, aircraft, type of service since the previous audit?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Have there been any additional Operations Specifications or a change to the Maintenance Scope of Approval / Authorized since the previous audit?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:** \_\_\_\_\_

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

<b>AMO-02 Maintenance Policy Manual</b>	
<b>Administrative</b>	
1.	<p>Does the manual have: N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>a table of contents?</li> <li>reflect the legal business and if applicable trade name?</li> </ul>
2.	<p>Does the manual have a description or state: N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>of the organization and size,</li> <li>the geographic location and sub base facilities,</li> <li>the general layout of the facilities,</li> <li>the scope of work intended to be performed?</li> <li>Is this description current?</li> <li>Does the manual include an organization chart that shows, by title, each manager with authority to act on behalf of the AMO?</li> <li>Are the titles for the positions the same throughout the manual?</li> <li>Does the organizational chart show separation of maintenance and inspection departments (if applicable)?</li> </ul>
3.	<p>Does the AMO certificate and limitation sheet(s) reflect the privileges approved in the organization's MPM? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Is it current?</li> </ul>
4.	<p>Is there any evidence that the company may have exceeded the limitations of its approval? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
5.	<p>Is there a signed statement by the AMO certificate holder confirming that the MPM and documents incorporated by reference reflect the certificate holders means of compliance with the regulations? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>

## AMO-02 Maintenance Policy Manual

6.	<p>If the manual utilizes “Incorporated by Reference Documents”, is there a reference list or clear reference to the incorporation embodied in the manual?</p> <ul style="list-style-type: none"> <li>has each reference document and each amendment thereto been certified by the as meeting the requirements of the policy document?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	<p>Does the manual describe an amendment procedure or process?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	<p>Is the amendment procedure followed and signed off at the appropriate stages?</p> <p>Who will initiate, write, and submit revisions to the NCAA for review and acceptance?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	<p>Does the manual describe the page identification process?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>Do the pages contained in the manual match those listed in the LEP?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	<p>Does the manual specify a distribution system and the identity of manual holders / locations?</p> <ul style="list-style-type: none"> <li>Are distribution procedures followed?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	<p>Do manual holders keep their copies up to date?</p> <p>How and where is the acceptance of the manual noted, including how the NCAA will receive its revisions?</p> <p>How will the revisions be distributed?</p> <p>Does the procedure ensure that each manual holder receives each revision?</p> <p>Will the revised text of each affected page be clearly identified?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AMO-02 Maintenance Policy Manual

	<p>Do the procedures include control of sections of the manual, such as identification, revision status, page numbering, issue date, and approvals/acceptance?</p> <p>Do the procedures to control sections of the manual address (as applicable) identification, revision status, page numbering, issue date, and approvals of internal personnel responsible for the manual and revisions?</p>				
13.	Is the distribution sufficient to ensure individuals performing maintenance have access to the document?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	Complete separate PRM Checklist .... (also complete one for individuals holding managerial responsibility for the quality and production functions)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	Have management functions (which ensure compliance with the NAMCARs) been assigned to persons other than the PRM, and are the extent of those functions and the specific duties described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	If persons are assigned total management responsibility for Quality or Production activities, do they meet the standards of competence required by the NCAA.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
17.	<p>Does the manual contain a chart depicting the organizational responsibilities?</p> <ul style="list-style-type: none"> <li>Is an organizational chart required for clarity?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
18.	Is there a process for company personnel to identify or recommend a change to the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
19.	Does the manual contain any information which contradicts Civil Aviation Regulations?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	<b>Required Content</b>				

## AMO-02 Maintenance Policy Manual

20.	Complete separate Facilities - General Checklist ....	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
21.	Complete separate Technical, Regulatory Publications Checklist	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
22.	Complete separate Maintenance Records Checklist ....	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
23.	Complete separate Maintenance Procedures Checklist .... <b>2 instructions, job cards</b>	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
24.	Complete separate Quality Program Checklist ....	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
25.	Complete separate Maintenance Release Checklist ....	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
26.	Complete separate Qualifications - Training Program Checklist ....	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
27.	Complete separate Personnel Records Checklist ....	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
28.	Complete separate Control of Parts - Aeronautical Products Checklist ....	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
29.	Complete separate Certification of Maintenance Checklist ....	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
30.	Complete separate Support - Overhaul Shops Checklist ....	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
31.	Complete separate Test - Measuring Equipment Checklist	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
32.	Complete separate Maintenance Arrangements Checklist ....	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
33.	Complete separate SDR Checklist ....	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>

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Items completed by:  Date:

### AMO-03 Person Responsible for Maintenance

1.	<p>Review NCAA company files, is there documentation to support the evaluation of the PRM?</p> <ul style="list-style-type: none"> <li>• completion of the CARs examination? (AMEs exempt)</li> <li>• check for convictions are experience requirements appropriate to the type of AMO?</li> <li>• assessment by interview?</li> <li>• Is there a letter on file from the PRM accepting his/her responsibilities for the position?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	<p>If the AMO Certificate holder also holds an AOC, is the PRM for the Air Operator the same person as the PRM for the AMO?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	<p>Has the PRM continued to demonstrate their competence and ability to fulfill the responsibilities of the position?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

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Items completed by:

.....

Date:

.....

## AMO-04 Facilities – General

1.	<p>Does the organization have suitable heated and lighted hangars, docks, workshops, clean rooms and other housing facilities to enable maintenance to be performed in clean conditions and protected from the elements?</p> <p>Does the manual include a drawing showing the facility's floor plan, shops, and equipment?</p> <p>Does the description include a generic overview of the equipment?</p> <p>If the AMO leases or rents space, equipment, does the manual contain procedures describing the lease/rent process and who is responsible for managing the program?</p> <p>How does the AMO ensure equipment is in place and under its control when the work is performed?</p> <p>If the AMO is using special equipment or tools other than those recommended by the manufacturer, does the manual include procedures for determining equivalency?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	<p>Are these facilities capable of accommodating the largest aircraft listed in the scope of approval?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	<p>Is maintenance, other than unforeseen or routine line maintenance as defined in the MPM, performed in the specified facilities?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	<p>In the case of conducting maintenance outside of the specified facilities in support of a maintenance arrangement, is the</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AMO-04 Facilities – General

maintenance controlled in accordance with the MPM?

5. Does the organization have suitable tools, jigs, fixtures, inspection aids, measuring devices and other equipment for the type of work undertaken? N/A  OK  Finding  Not Checked

6. Are the maintenance facilities, equipment and level of work performed at each base as described in the MPM? N/A  OK  Finding  Not Checked

**Comments/Summary:**

Items completed by: \_\_\_\_\_

Date: \_\_\_\_\_

## AMO-05 Technical / Regulatory Publications

1. Is the person responsible for keeping publications current aware of his / her responsibilities? N/A  OK  Finding  Not Checked

What is the title of the person responsible for revising and maintaining the technical data?

How does the AMO ensure that the technical data is current?

How is the technical data distributed throughout the company?

How does the AMO ensure that current technical data is available to the staff?

What is the title of the person responsible for control and distribution of the technical documents?

If the technical data require translation, who is responsible for performing the translation and quality checks? How will the data be revised and distributed?

If computer software is used for component testing, how are revisions made and distributed?

Who is responsible for ensuring that the software is operating properly and that the current revision is in use?

2. Does the organization have technical and regulatory publications according to scope of work performed or listed in their approved manual? Refer to company MPM for identification of publications. The following is a possible list .... N/A  OK  Finding  Not Checked

Does the organization have technical and regulatory publications according to scope of work performed or listed in their approved manual? Refer to company MPM for identification of publications. The following is a possible list ....

- Aeronautics Act
- Namibia Civil Aviation Regulations & appropriate Standards

## AMO-05 Technical / Regulatory Publications

	<ul style="list-style-type: none"> <li>• Type Certificates;</li> <li>• Supplemental Type Certificates;</li> <li>• Airworthiness Directives, applicable to the aircraft / equipment operated;</li> <li>• manufacturer's maintenance, illustrated parts, overhaul manuals, and service bulletin and service letters,</li> <li>• MCM or MPM</li> </ul>				
3.	Are publications / manuals current, i.e. amendments up-to-date?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	<p>Is the system for monitoring the currency of publications effective?</p> <ul style="list-style-type: none"> <li>• Does this include publications received from and provided to outside sources?</li> <li>• Is there a list which identifies each publications' status and location?</li> <li>• Does the list cover publications at sub-bases?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Are there publications which the company should have but do not currently hold?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	<p>Are appropriate portions of publications made available, as outlined to:</p> <ul style="list-style-type: none"> <li>• company personnel, contractors?</li> <li>• shops,(i.e. those in shops and sub-bases, management, and contractors)?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Where technical information is available in different mediums, does the company have equipment, i.e. Computers, fiche reader / printer etc., necessary for reading and reproducing this information?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	If applicable, has the company demonstrated their ability to access Internet publications?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	*Are all training materials and	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**AMO-05 Technical / Regulatory Publications**

manuals clearly marked "for training purposes only"?

**Comments/Summary:**

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.....

.....

Items completed by:

.....

Date:

.....

<b>AMO-06 Maintenance Records</b>		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
1.	<p>Does the organization follow its approved methods, as described in the MPM, for recording of work performed and ensuring defects are recorded in appropriate documents?</p> <ul style="list-style-type: none"> <li>• Are the methods effective / appropriate?</li> <li>• Who (by title) is responsible for maintaining the recordkeeping system?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	<p>Is the process or procedure used to transmit maintenance information between bases / personnel as described in the MPM?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	<p>*Does the manual identify the standards, if other than those required by Part 145, utilized for the performance of work?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	<p>Does the MPM describe the system being used to record the performance of work?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	<p>What documents are included in a typical records package? What additional forms may be included?</p> <p>Are maintenance records complete?</p> <p>Where are the records stored?</p> <p>Who (by title) reviews records for accuracy and completeness before approval for return to service? Is the individual trained?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	<p>Does the manual describe the procedures being used to control the distribution of and completion of assigned tasks?</p> <ul style="list-style-type: none"> <li>• Are the work packages used as described in the MPM?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	<p>Does the manual specify how maintenance tasks are to be recorded?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AMO-06 Maintenance Records

8. Who (by title) reviews records for accuracy and completeness before approval for return to service? Is the individual trained? N/A  OK  Finding  Not Checked

9. If the AMO uses electronic records, does the manual describe the procedures, including security, back-up, and retrieval? N/A  OK  Finding  Not Checked

Are the records in English, and do they meet (at a minimum) the requirements of Part 43?

What records will be provided to the owner/operator?

How will the AMO process records received from contractors?

### Comments/Summary:

Items completed by:

Date:

## AMO-07 Maintenance Procedures

*Note: Procedures are often specific to the organization, therefore supplement checklist questions should be developed based on those procedures.*

- |    |   |                              |                             |                                  |                                      |
|----|---|------------------------------|-----------------------------|----------------------------------|--------------------------------------|
| 1. | Is there sufficient number of personnel to conduct all of the required maintenance, scheduling, elementary work, servicing? | N/A <input type="checkbox"/> | OK <input type="checkbox"/> | Finding <input type="checkbox"/> | Not Checked <input type="checkbox"/> |
|----|---|------------------------------|-----------------------------|----------------------------------|--------------------------------------|

## AMO-07A Inspection System - General

*Note: Procedures are often specific to the organization, therefore supplement checklist questions should be developed based on those procedures.*

- |    |   |                              |                             |                                  |                                      |
|----|---|------------------------------|-----------------------------|----------------------------------|--------------------------------------|
| 2. | Is there sufficient number of personnel to conduct all of the required maintenance, scheduling, elementary work, servicing? | N/A <input type="checkbox"/> | OK <input type="checkbox"/> | Finding <input type="checkbox"/> | Not Checked <input type="checkbox"/> |
|----|---|------------------------------|-----------------------------|----------------------------------|--------------------------------------|

## AMO-07B Receiving Policy

*Note: Procedures are often specific to the organization, therefore supplement checklist questions should be developed based on those procedures.*

- |    |   |                              |                             |                                  |                                      |
|----|---|------------------------------|-----------------------------|----------------------------------|--------------------------------------|
| 3. | Is there sufficient number of personnel to conduct all of the required maintenance, scheduling, elementary work, servicing? | N/A <input type="checkbox"/> | OK <input type="checkbox"/> | Finding <input type="checkbox"/> | Not Checked <input type="checkbox"/> |
|----|---|------------------------------|-----------------------------|----------------------------------|--------------------------------------|

## AMO-07C Incoming Inspection

*Note: Procedures are often specific to the organization, therefore supplement checklist questions should be developed based on those procedures.*

- |    |   |                              |                             |                                  |                                      |
|----|---|------------------------------|-----------------------------|----------------------------------|--------------------------------------|
| 4. | Is there sufficient number of personnel to conduct all of the required maintenance, scheduling, elementary work, servicing? | N/A <input type="checkbox"/> | OK <input type="checkbox"/> | Finding <input type="checkbox"/> | Not Checked <input type="checkbox"/> |
|----|---|------------------------------|-----------------------------|----------------------------------|--------------------------------------|

**AMO-07A Inspection System - General**

**AMO-07D Hidden Damage Inspection**

*Note: Procedures are often specific to the organization, therefore supplement checklist questions should be developed based on those procedures.*

5. Is there sufficient number of personnel to conduct all of the required maintenance, scheduling, elementary work, servicing? N/A  OK  Finding  Not Checked

**AMO-07E In-Process Inspection**

*Note: Procedures are often specific to the organization, therefore supplement checklist questions should be developed based on those procedures.*

6. Is there sufficient number of personnel to conduct all of the required maintenance, scheduling, elementary work, servicing? N/A  OK  Finding  Not Checked

**AMO-07F Final Inspection**

*Note: Procedures are often specific to the organization, therefore supplement checklist questions should be developed based on those procedures.*

7. Is there sufficient number of personnel to conduct all of the required maintenance, scheduling, elementary work, servicing? N/A  OK  Finding  Not Checked

**AMO-07G Work Sign-Off**

*Note: Procedures are often specific to the organization, therefore supplement checklist questions should be developed based on those procedures.*

8. Is there sufficient number of personnel to conduct all of the required maintenance, scheduling, elementary work, servicing? N/A  OK  Finding  Not Checked

## AMO-07A Inspection System - General

**Comments/Summary:** \_\_\_\_\_

Items completed by: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AMO-08 Quality System</b>			
1.	Does the MPM contain a detailed description of the quality assurance system?	N/A <input type="checkbox"/>	OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/> Apart from the MPM they have a separate quality assurance procedures manual
2.	Does the internal audit program include all functions defined in the MPM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Is the Quality program under the sole control of either the PRM, or a person assigned this management function?	N/A <input type="checkbox"/>	OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/> Control of the quality manager
4.	Does the quality program include all elements necessary to confirm that the AMO is in compliance with the applicable regulations and the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Does the quality program ensure that all referenced procedures remain applicable and effective?	N/A <input type="checkbox"/>	OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Is the quality program responsive to any changes within the AMO that could affect the manual and/or the AMO certificate ratings?  <ul style="list-style-type: none"> <li>• Is, or has, the MPM been reviewed to ensure it remains compliance with current regulations?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

<b>AMO-08 Quality System</b>					
7.	Does the quality program address the need for manual amendments resulting from such changes?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Does the quality assurance programme of surveillance or internal audit provide check of the system's own effectiveness	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Does the quality program employ audit checklists to identify all functions controlled by the MPM?  <ul style="list-style-type: none"> <li>• sub-bases and deployed maintenance</li> <li>• any maintenance arrangements</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Are checklists sufficiently detailed to ensure that all maintenance functions are addressed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Has an <u>initial</u> internal audit been completed within 12 months of the certificate is issue.  Did the audit checklists cover all aspects of the AMO's technical activities	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	Is the recurring cycle of internal audits, conducted at intervals established in the approved manual? (audits may be conducted on a progressive or segmented basis provided that the entire organization system is verified within the applicable interval)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	Are records of findings of compliance and non compliance resulting from these audits available?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	Are there procedures to ensure that the findings of the audits are communicated to the PRM and AMO Certificate holder?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	Have immediate and long term actions to correct the root cause of each non-compliance been noted, developed and/or actioned?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	Have follow-up procedures been	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**AMO-08 Quality System**

carried out to ensure that corrective actions (both immediate and long term) instituted by the AMO are effective?

17. Is there a record detailing audit findings, corrective actions, and follow up inspections? N/A  OK  Finding  Not Checked

18. Do these records go back two complete audit cycles? N/A  OK  Finding  Not Checked

19. Individuals that performing quality assurance duties are not to have been directly involved in specific function or performance or certification of those tasks? Is there any evidence of such? N/A  OK  Finding  Not Checked

20. Does the organization ensure that quality assurance takes precedence for personnel with responsibilities relating to both the quality system and other functional areas? N/A  OK  Finding  Not Checked

21. When performing quality assurance functions, do the individuals report solely / directly to the quality manager? N/A  OK  Finding  Not Checked

22. Are functions related to quality assurance performed by external agents? N/A  OK  Finding  Not Checked

23. Where contracted training is utilized, does the organization perform a quality assurance review of the training? N/A  OK  Finding  Not Checked

**Comments/Summary:**

Items completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AMO-08A Taking Corrective Action</b>					
1.	Who (by title) is responsible for the program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	How is the root cause of the problem determined?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Who (by title) will initiate corrective action?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	How much time will be allowed to implement the corrective action?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Who (by title) will perform a follow-up audit of the corrective action to ensure that it was effective?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	What records will be maintained of the cause and corrective action taken?				

<b>AMO-09 Maintenance Release</b>	
1.	<p>Does the organization have a system to authorize staff for signing a maintenance release?</p> <p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Does the organization follow the system stated?</li> </ul>
2.	<p>How does the organization evaluate candidates for maintenance release authorization?</p> <p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Do they follow this process?</li> </ul>
3.	<p>Do maintenance personnel which have been authorized to sign maintenance releases meet one of the following criteria:</p> <p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>holder of a valid AME license?</li> <li>person approved under a foreign state (party to an agreement)?</li> <li>knowledgeable (determined to be equivalent by the accountable Manager)?</li> </ul> <p>For commercially operated aircraft or parts:</p> <ul style="list-style-type: none"> <li>are authorized by the MPM?</li> <li>a person from an approved foreign organization pursuant to local regulations and the organization has approved that individual to make a maintenance release (party to an agreement)?</li> <li>is a holder of an Restricted Certification Authority?</li> <li>for parts, an authorized person that is a member of International Airlines Technical Pool?</li> </ul>
4.	<p>Have individuals, authorized to sign a maintenance release, been trained according to the manual's requirements?</p> <p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Are training records available to support the authorization</li> </ul>

## AMO-09 Maintenance Release

	process?				
5.	For organizations that have implemented a Shop Certification Authority (SCA) process, were personnel evaluated according to the manual's requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Do the personnel records for ACA & SCA holders reflect the evaluation of their knowledge and experience? <ul style="list-style-type: none"> <li>Does the AMO assure itself of the holder's understanding of the regulatory requirements for the work to be performed?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Where an organization has accepted the holders experience as the basis for the SCA: <ul style="list-style-type: none"> <li>is there a record to support the authorization in the individual's file?</li> <li>Did the experience requirement meet regulatory minimums?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Have they implemented an MPM policy for issuing of maintenance release authorization credential to each individual holder? <ul style="list-style-type: none"> <li>Are they following the policy?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Does the system ensure that only qualified personnel are authorized to sign a maintenance release? Does the system monitor or cater to: <ul style="list-style-type: none"> <li>individuals for expired licenses?</li> <li>staff departures?</li> <li>individuals that are not qualified to certify all aircraft maintained by the organization?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	How do they identify the holder of an ACA and/or SCA? <ul style="list-style-type: none"> <li>If the organization uses approval stamps, are the stamps properly maintained and controlled?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AMO-09 Maintenance Release

	<ul style="list-style-type: none"> <li>If the organization uses electronic signatures, how are they controlled?</li> </ul>				
11.	<p>Does the stamp control process cover how the organization will deal with replacement of stamps?</p> <ul style="list-style-type: none"> <li>lost / stolen?</li> <li>worn out?</li> <li>succession? (N/A)</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	<p>Are maintenance releases actioned by electronic methods?</p> <ul style="list-style-type: none"> <li>If so does the organization have a system or method back up and protect the electronic record system?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	<p>For individual permitted to certify at the sub task level, have they been provided sufficient training in the task undertaken?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	<p>Does the organization permit limited NDT work to be carried out under Appendix K requirements?</p> <ul style="list-style-type: none"> <li>Are they following the policy?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	<p>Does the form meet the requirements of Part 43?</p> <p>Who (by title) is authorized to complete the form? How is he/she authorized?</p> <p>Do the procedures ensure that a qualified and authorized person can assume the responsibilities of this task if the person who normally performs it is not available (e.g., sick, on vacation, etc.)?</p> <p>Does the maintenance release document include or reference a list of approved parts?</p> <p>Do the procedures ensure that only those articles for which the AMO is rated are approved for return to service?</p> <p>Do the procedures describe how the AMO will determine if the repair or alteration is major? If the maintenance was a major repair</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AMO-09 Maintenance Release

or major alteration, do the procedures describe how it will be recorded?

What records are given to the customer, and what records are maintained on file at the AMO?

Items completed by:

Date:

<b>AMO-10 Qualification &amp; Training Program</b>					
1.	Does the company follow the training policy described in their MPM	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Is the person responsible for the training program knowledgeable about his or her duties and responsibilities?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Does the training program cover initial, update or additional training?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Does the initial training program cover training in regulations, standards and the approved manual? <ul style="list-style-type: none"> <li>• Have all employees with technical responsibilities received the required initial training, as specified in MPM?</li> <li>• Does initial training cover all technical employees, not just ACA or SCA holders?</li> <li>•</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Is "update training" conducted on an initial 3 year cycle, unless modified by the results of a quality assurance program? <ul style="list-style-type: none"> <li>• Has update training been completed?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Does the organization have a process to determine or identify what "additional training" is and when it is required? <ul style="list-style-type: none"> <li>• Are there examples of this being carried out?</li> <li>• Who is responsible for submitting training program revisions to the NCAA?</li> <li>• When will the revision be submitted?</li> <li>• How often will the training program be reviewed for currency and completeness?</li> <li>• Who will perform the review?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AMO-10 Qualification & Training Program

	<ul style="list-style-type: none"> <li>How will revisions be recorded and implemented?</li> </ul>				
7.	Is there an accurate and current record-keeping system tracking all training as described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Does the personnel record contain training documentation necessary to support the individuals' present duties and responsibilities?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Are non-NCAA approved aircraft training courses controlled to ensure the quality?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Is there a training program for specialists (e.g., shop personnel, (NDT personnel, supervisors) and is it followed as described in the manual	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Does the training provided assure that all staff with technical responsibilities are competent in the areas for which they are responsible?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	Does the organization hold an approval to conduct aircraft type courses? <ul style="list-style-type: none"> <li>If so, use the Approved Training Organizations checklist,</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	Do the records reflect: (see Personnel Records) <ul style="list-style-type: none"> <li>the type of training;</li> <li>the location;</li> <li>the duration of training;</li> <li>the recurrent training program;</li> <li>examination control;</li> <li>the certificates issued; and</li> <li>the failure rate?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	*Does the quality assurance program influence the need for or when training is required within the organization?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	*Are all training materials and manuals clearly marked "for	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AMO-10 Qualification & Training Program

training purposes only"?

16. \*For individual permitted to certify at the sub task level, have they been provided sufficient training in the task undertaken?
- N/A  OK  Finding  Not Checked
- N/A  OK  Finding  Not Checked

How are minimum qualifications for inspection personnel established? Who makes this determination?

How will the inspector maintain proficiency? Training? On-the-job training? What methods are used?

Do the records of training indicate the method, length, instructor, and dates? Are they current?

Who is responsible for ensuring that inspectors maintain proficiency?

Does the final inspector authorize approval for return to service? If so, is this inspector certificated (if within Namibia)?

Will the inspectors require any special training, (i.e., NDT)? Who will be responsible for the training? How will inspectors continue to meet any required industry standards?

**Comments/Summary:**

Items completed by:

Date:

<b>AMO-11 Personnel &amp; Personnel Records</b>					
1.	Are personnel records kept as described in the manual, maintained?  • Are there records in use which are not described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Does the certificate holder keep records of training provided for two years since the last entry?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Is there examples of training records or certificates provided to the individual that has undergone training?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Is a record provided to the person who has received the authorization?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	*Is there a list of personnel indicating their qualifications and authorizations?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Does the manual specify other documents separate from it, for which the recording of authorizations are to be kept?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Do the personnel records contain "qualifications" for management assigned personnel?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Is any management functions sub delegated? If so, is there a record of the individuals' qualifications available?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Do the records reflect: (see Qualifications & Training)  • the type of training; • the location; • the duration of training; • the recurrent training program; • examination control; • the certificates issued; and • the failure rate?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Does the manual describe the	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

Company: HAVANA AEONAUTICAL REPAIR WORKSHOP

Date: 17<sup>TH</sup> -23<sup>RD</sup> JULY 2003

### AMO-11 Personnel & Personnel Records

duties and responsibilities, including the area of responsibility assigned, of each management

- Does the narrative describe what each person does?
- Do the procedures ensure that their duties and responsibilities are performed in each person's absence?
- Does the manual include procedures for maintaining and revising the rosters required by section .....?
- Does the manual include procedures for maintaining the employment summaries for each person whose name is on the roster?
- Does the manual include procedures for applying for additional AME's and for maintaining the certificates?
- 

Items completed by:

Date:

<b>AMO-12 Control of Parts - Aeronautical Supplies</b>					
<b>Receiving Inspections</b>					
1.	Is the individual responsible for receiving inspections knowledgeable with the procedures described in the MPM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Does the receiving inspector ensure that parts, material and components are properly identified with traceability back to the originator?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Does the receiving inspection process identify unapproved parts and ensure that they are quarantined for further action?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Does the receiving inspector ensure that compliance with airworthiness directives regarding parts, materials and components upon receipt?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Does the organization follow the policies and procedures for receiving inspections as described in the MPM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Control of Parts / Material</b>					
6.	Is the individual responsible for the control of parts / material knowledgeable about the procedures described in the MPM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Is access to bonded stores restricted and controlled as described in the MPM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Does the system provide traceability back to the original certification?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Are aeronautical products properly certified or re-certified as described in the MPM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Is material batch coding utilized and are batches numbered as described in the MPM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Are aeronautical products stored in an organized manner?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### AMO-12 Control of Parts - Aeronautical Supplies

	<ul style="list-style-type: none"> <li>Are aeronautical products isolated from non-aeronautical products?</li> </ul>				
12.	Is raw material stock (e.g. sheet, bars, and extrusions) identified and stored as described in the MPM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	Does the company's system ensure that there are no unserviceable or unidentified or untagged parts located in the bonded stores	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	Does the organization follow the procedures in the MPM for the control of shelf-life items? <ul style="list-style-type: none"> <li>Are there items located in the stores area past their expiration date?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	Is there a system of quarantine? <ul style="list-style-type: none"> <li>is it segregated?</li> <li>lockable?</li> <li>contain unserviceable parts, components, material and equipment which have been stored for an excessive amount of time?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	Are quarantine items properly identified including those held in temporary transit status?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
17.	Does the company redistribute parts? If so, is this specified in its letter of approval? <ul style="list-style-type: none"> <li>If not approved to do so, do they provide the original certification when distributing the part?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
18.	Are flammable fluids / materials stored in a fireproof cabinet, located in a separate area?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
19.	Are scrap items mutilated as described in the MPM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	Are customer-returned or unserviceable parts held in quarantine?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
21.	Are airworthiness certifications attached to products and verified prior to packaging and shipping?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**AMO-12 Control of Parts - Aeronautical Supplies**

22.	Does the organization follow the policies and procedures for control of parts/material as described in the MPM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
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**Comments/Summary:** \_\_\_\_\_

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

<b>AMO-13 Support, Overhaul Shops</b>					
6.	Does the organization follow the policies and procedures for shops as described in the MPM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Is the individual responsible for the shop knowledgeable about the procedures described in the MPM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Does the organization ensure the competence of shop personnel through training as described in the MPM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	How the shop supervisor is made aware of the technicians training and qualifications for the work under process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Do shops have the up-to-date manuals required to accomplish the task as described in the MPM?  <ul style="list-style-type: none"> <li>• Compare manuals to the location register.</li> <li>• Do shop personnel have access to the MPM?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Do shops follow control and traceability procedures for all incoming and outgoing parts, materials and components as described in the MPM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	Does the organization ensure that work orders and inspection sheets are completed in accordance with the MPM	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	Are inspection sheets as described in the MPM utilized and kept up to date?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	How does the technician record additional defects discovered during the inspection process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	Are the individual technicians permitted to change the work scope?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	For work that is temporarily suspended or delayed, is there an	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**AMO-13 Support, Overhaul Shops**

	adequate technical pass over system for the work when restarted?				
17.	Does the company utilize computer software for the control of work processes?  • Is the computer record the sole historical record? If so, is there a back up data process or method?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
18.	Have individual shops developed unique work processes / processes that should be included in the MPM or a procedures manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
19.	Do the shops contain adequate tooling, fixtures, jigs and specialty tools for the intended work?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	Do shops have special tools and equipment properly calibrated to accomplish the tasks required as described in the MPM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

## AMO-14 Test, Measuring Equipment & Calibration

1. Does the organization follow the policies and procedures for control and calibration of test and measuring equipment as described in the MPM?      N/A       OK       Finding       Not Checked

2. Who (by title) is responsible for the calibration system?      N/A       OK       Finding       Not Checked

Is the individual responsible for this control knowledgeable about the procedures detailed in the MPM?

What is the basis for the test intervals, such as manufacturer, standard industry practice, and so forth?

Is the calibration technique recommended by the manufacturer or standard industry practice?

Is the calibration technique recommended by the Manufacturer or standard industry practice?

Is the calibration technique documented?

What procedure is used to change calibration intervals?

Are actual calibration results recorded to justify changes to calibration intervals?

Do the procedures ensure that calibration is traceable to NIST, the manufacturer, or an acceptable foreign or international standard?

Do the procedures ensure that equipment is removed from service and calibrated when due?

Do the procedures include recall of any product inspected if the measuring equipment was out of tolerance when the work was performed?

How is equipment that is not submitted for calibration when it is

### AMO-14 Test, Measuring Equipment & Calibration

due handled, i.e., lost or overdue?

3. Does the system provide traceability for all calibrated equipment N/A  OK  Finding  Not Checked

4. Are these items properly identified and maintained? N/A  OK  Finding  Not Checked

5. How is calibration recorded? Are the actual results at each test point recorded? If automated test equipment is used, is it included in the calibration system? N/A  OK  Finding  Not Checked

Does the company ensure that all test and measuring equipment is controlled and that calibration is up to date?

Does the procedure describe the information on the calibration label of the equipment?

How is equipment that must be calibrated before each use identified and recorded?

Do the procedures address the acceptance of new precision test equipment into the inventory?

Do the procedures address calibration performed by an outside contractor?

Do the procedures address calibration of employee-owned tools?

Who (by title) is responsible for records of calibration received from outside contractors?

Do the procedures address calibration requirements, standards, documentation, and traceability of tools that the AMO has leased?

Do the procedures describe the review of the contracted calibration facility's records for traceability, accuracy, and acceptability?

If the facility includes an engine or auxiliary power unit test cell, does the manual include procedures for correlation, calibration, and

Company: \_\_\_\_\_

Date: \_\_\_\_\_

### AMO-14 Test, Measuring Equipment & Calibration

limitations, if any?

If Non-destructive Testing (NDT) is performed, does the manual include procedures for certification of company-manufactured NDT inspection standards (if any are used)?

6. Does the organization clearly state which equipment will require calibration, e.g. Measuring equipment utilized to verify maintenance specifications / parameters?      N/A     OK     Finding     Not Checked

**Comments/Summary:** \_\_\_\_\_

Items completed by: \_\_\_\_\_

Date: \_\_\_\_\_

### AMO-15 Maintenance Arrangements

1. Has the AMO developed specific and administrative approval procedures governing maintenance arrangements entered into by the AMO?      N/A     OK     Finding     Not Checked

- If not, are contracts submitted individually to the Minister for approval?

2. Does the AMO contracting out the work specify the tasks to be performed?      N/A     OK     Finding     Not Checked

- Do they also specify who is responsible for the completion

### AMO-15 Maintenance Arrangements

and certification of the work to be performed?

- What is the title of the person responsible for the contract maintenance program?
- What is the title of the person maintaining the list of contracted facilities and contract maintenance functions?
- What is the title of the person responsible for forwarding revisions of the list to the NCAA?
- When and how will the NCAA be notified of revisions to the list?
- How will the AMO determine if the contracted facility is properly rated?
- Are the auditors who inspect contract maintenance sources trained?
- How do the receiving inspectors inspect articles returned after maintenance from certificated and non-certificated sources? Are they trained?
- Are discrepancies with contracted sources included in the corrective action program?

3. Where the work is undertaken by a non-approved organization, who is responsible to certify the work? N/A  OK  Finding  Not Checked

- Did the AMO personnel certifying the work have "direct supervision" over the person from the organization tasked with completion of the work?

4. Is the quality assurance group involved in assessing the contract before it's awarded? N/A  OK  Finding  Not Checked

- Does QA audit the proposed contractor for facilities, work

### AMO-15 Maintenance Arrangements

	<p>scope and capabilities prior to the work starting?</p> <ul style="list-style-type: none"> <li>Are all parties' responsibilities clearly defined in the manual and the contract?</li> </ul>				
5.	Have the applicability and authority of the publications been delineated in the contract?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	<p>Has the AMO adopted any of contract facility publications, i.e. repair methods and techniques?</p> <ul style="list-style-type: none"> <li>Do these methods / techniques require TCCA approval?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Does the contract include capturing information which may affect an approved reliability program, therefore required to be submitted to the aircraft or aeronautic products owner?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Does the sub contractor in turn, subcontract any part of the work?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Have all phases of the subcontractor's arrangements been investigated using the same procedures as for the main contractor?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Does the organization follow the policy and procedures specified in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	<p>Where the work is to be performed outside of Namibia, has the person been approved by a manual approved under the Foreign States' requirements?</p> <p>For a one-time special circumstance: Who will notify the NCAA, and how? How and where will the approval / denial be recorded?</p> <p>If the AMO intends to perform work at another location on a regular basis, does the manual include procedures?</p> <p>Who is responsible (by title) for keeping a file of the air carrier's procedures, including the</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**AMO-15 Maintenance Arrangements**

necessary technical data?

**Comments/Summary:**

Items completed by:

Date:

<b>AMO-16 Service Difficulty Reporting</b>					
1.	Are other personnel knowledgeable about the procedures to be followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Do company personnel have a clear understanding of what a service difficulty is?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Does the AMO submit service difficulty reports (SDRs) as described in the manual? <ul style="list-style-type: none"> <li>• each time the same or a similar defect is encountered?</li> <li>• How do they report or advise aircraft or aeronautical product owner that an SDR was submitted is that one is required to be?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Sample defect entries / maintenance worksheets, are service difficulties being reported? <ul style="list-style-type: none"> <li>• Is there evidence that the operator is not filing Service Difficulty Reports?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Does the AMO report unapproved parts via the SDR system?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Are the reports forwarded within the time frames established in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Are SDR records maintained as described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Is the operator's responsibility for the SDRs, which are discovered by the maintenance contractor, covered in the manual or specified in the maintenance contract? <ul style="list-style-type: none"> <li>• Are these requirements met?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Are all data sources feeding the SDR functioning as described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

Items completed by:		Date:	
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## AMO-17 NDT, Personnel Certification

**Notice to audit personnel:** *The quality of an audit of this area is dependent upon the auditor becoming familiar with the Standard utilized. For pre audit activities, ensure that a copy of the Standard is available and that supplement checklist questions are derived directly from the requirements contained in the Standard.*

1.	<p>Identify which Standard the organization has qualified/certified personnel to :</p> <ul style="list-style-type: none"> <li>• National Aerospace Standard (NAS)?</li> <li>• International Standard ISO 9, Nondestructive Testing - Qualification and Certification of Personnel?</li> <li>• European NDT Standard EN 473, Qualification and Certification of NDT Personnel - General Principles?</li> <li>• Is an alternate Standard in use? If so, does this publication have an identification number?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	<p>Is the Standard identified the most recent or latest version?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	<p>Are qualification /certification records up-to-date and available for <u>each</u> of the NDT personnel?</p> <ul style="list-style-type: none"> <li>• do they specify level, method, and techniques for which individual is certified?</li> <li>• Identify current certification expiration(s) date(s)?</li> <li>• training history identifying source / dates of training, course hours, grades?</li> <li>• for in-house certification systems, do they contain test scores of qualification examinations?</li> <li>• contain results of physical examinations ?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<p>demonstrate a history sufficient to satisfy experience requirements</p>					

## AMO-17 NDT, Personnel Certification

	for certification?				
4.	<p>For those organizations that adopt an in-house technician qualification / certification process, are procedures adequate to control or reflect information concerning:</p> <ul style="list-style-type: none"> <li>• is there re examination required under this system ?</li> <li>• are tests periodically revised or changed ?</li> <li>• is there a grading system ?</li> <li>• is there minimum number of questions and does the question content cover the level and method being reviewed ?</li> <li>• do examination questions reflect the equipment and procedures in use at the facility ?</li> <li>• do the Level II practical tests state the number of parts to be evaluated?</li> <li>• does the Level III technician meet the requirements of the certification standard?</li> <li>• are tests results filed and available for review ?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
		*auditors may utilize appropriate ATO checklists for the control of training program elements if required.			
5.	<p>Do technicians undergo eye examinations at the required frequency?</p> <ul style="list-style-type: none"> <li>• do the test results meet the requirements of the standard?</li> <li>• was the examination carried out by a recognized organization or by someone approved by an appropriate individual?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	<p>Is the level of NDT activity sufficient to allow technicians to maintain their qualifications?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	<p>Does the organization follow any type of re-currency training for personnel as it applies to the NDT process or by equipment changes?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	<p>For NDT Radiographic, do the technicians hold a certified device</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AMO-17 NDT, Personnel Certification

operator permit for handling isotopes?

### Appendix K

9.	<p>Has the (AMO) technician complied with the training requirements?</p> <ul style="list-style-type: none"> <li>received specified training to carry-out the applicable Appendix K task and procedure within the method</li> <li>is the trainer certified for the appropriate NDT method?</li> <li>does the training meet the level I standard for the method?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>Review records for comparison to confirm Appendix K operations restricted to the training received.</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	<p>Is a contract in place with a recognized training organization or an AMO holding appropriate ratings?</p> <ul style="list-style-type: none"> <li>does the contract provide for MPM quality system input and on-going support?</li> <li>does the contract include provisions to audit the applicant annually?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	<p>Is documented evidence of successful training and test completion available?</p> <ul style="list-style-type: none"> <li>does documentation cover all procedures that are authorized</li> <li>are training records retained</li> <li>are examinations and test parts available?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	<p>Is allowable scope of NDT work listed in the AMO's personnel training records?</p> <ul style="list-style-type: none"> <li>is a record of work kept by the AMO?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### Comments/Summary:

Items completed by: \_\_\_\_\_

Date: \_\_\_\_\_

## AMO-18 NDT, Liquid Penetrant

**Notice to audit personnel:** *The quality of an audit of this area is dependent upon the auditor becoming familiar with the Standard utilized. For pre audit activities, ensure that a copy of the Standard is available and that supplement checklist questions are derived directly from the requirements contained in the Standard.*

1. Are liquid penetrant inspections conducted in accordance with the following standard(s):  
 N/A  OK  Finding  Not Checked

- SAE Aerospace Material Specification (AMS)?
- American Society for Testing and Materials (ASTM)?
- International Standard (ISO)?
- Other standards? (List \_\_\_\_)

Note: OEM may provide process, standard or procedure.

2. Is the Standard identified the most recent or latest version?  
 N/A  OK  Finding  Not Checked

3. Is the organization utilizing a comprehensive checklist / survey procedure for the purposes of conducting a self audit?  
 N/A  OK  Finding  Not Checked

Note: industry developed checklists are available for comparison

4. Does the organization follow a standard for the development of written procedures?  
 N/A  OK  Finding  Not Checked

- If so, do written procedures conform?

Note: Industry guidance is available in ATA 100 and ASNT

5. Are NDT procedures approved by Level III or traceable to an OEM certification?  
 N/A  OK  Finding  Not Checked

ONLY DO UPTO LEVEL 2

- Is Level III services provided by the use of outside agency?

### Part Preparation / Pre-cleaning

6. Does the part preparation / pre-cleaning process adequately prepare the surface for application of the penetrant?  
 N/A  OK  Finding  Not Checked

7. Are the prescribed inspection procedures and/or instructions available and followed?  
 N/A  OK  Finding  Not Checked

### Penetrant Selection and Application

8. Are the penetrant/emulsifier tanks clearly marked to identify their  
 N/A  OK  Finding  Not Checked

## AMO-18 NDT, Liquid Penetrant

contents?

9. Do the materials used in the inspection process meet the requirements of the approved process specification? N/A  OK  Finding  Not Checked

10. Are the materials used in the inspection process protected from contamination? N/A  OK  Finding  Not Checked

11. Is there a means to verify parameters such as dwell times or temperatures? N/A  OK  Finding  Not Checked

### Dryer Controls

12. Are temperatures controls and levels monitored according to procedures? N/A  OK  Finding  Not Checked

### System Performance Checks

\*For the items 13 - 20 below, the following questions may apply to each:

- a) Has a check / test procedure been developed? Is one required?
- b) Does the procedure require the use of special tools to be used in the performance of the check / test?
- c) Is the individual performing the check / test been trained to do so?
- d) What is the frequency of the check / test?
- e) Are there records of the checks / tests and do they indicate acceptable results?

13. Are the following quality assurance tests performed on penetrants: N/A  OK  Finding  Not Checked

- penetrant sensitivity?
- water wash-ability?
- penetrant brightness test
- water content of water-washable penetrants (reused)

14. Are the following quality assurance tests performed on the emulsifier: N/A  OK  Finding  Not Checked

- sensitivity?
- water wash-ability?
- contamination with penetrant?
- contamination with water?
- Lipophilic Emulsifiers water

## AMO-18 NDT, Liquid Penetrant

	content (reused)				
	<ul style="list-style-type: none"> <li>Hydrophilic Emulsifiers concentration</li> </ul>				
15.	Are quality assurance tests performed on the developer, if applicable: <ul style="list-style-type: none"> <li>dry developer characteristics?</li> <li>aqueous developer characteristics / concentration (soluble and suspended) ?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	Is a penetrant system performance check carried out using a known defect standard and applicable acceptance criteria (for example nickel-chrome cracked panels)?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
17.	Are records available for all of the quality assurance tests performed ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Lighting</b>					
18.	Are the ultraviolet (black) lights checked for intensity and for operating condition in accordance with specifications? <ul style="list-style-type: none"> <li>are calibrated meters available?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
19.	Are white light levels monitored and within specifications? <ul style="list-style-type: none"> <li>are calibrated meters available?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	Are records available for all of the quality assurance tests performed ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Inspection</b>					
21.	Do the inspectors practice dark adaptation prior to commencing inspection?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
22.	Are steps taken to eliminate extraneous visible light sources from the darkened inspection area?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
23.	Is the inspection performed at the proper stage of the	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AMO-18 NDT, Liquid Penetrant

manufacturing /overhaul  
process?

### Post Cleaning

24. Are parts properly cleaned following the inspection process? N/A  OK  Finding  Not Checked

### Part Disposition

25. Are there steps in place for proper disposition of the part after inspection? N/A  OK  Finding  Not Checked

26. Does the handling of the part, (for example - work processing, routing documents / travelers, tagging, and certification) follow general AMO procedures or is a unique system in use for NDT? N/A  OK  Finding  Not Checked

27. Does the company calibration procedures ensure NDT equipment is controlled / removed from service at the appropriate interval? N/A  OK  Finding  Not Checked

**Comments/Summary:**

Items completed by:

Date:

## AMO-19 NDT, Eddy Current

**Notice to audit personnel:** *The quality of an audit of this area is dependent upon the auditor becoming familiar with the Standard utilized. For pre audit activities, ensure that a copy of the Standard is available and that supplement checklist questions are derived directly from the requirements contained in the Standard.*

1.	Are eddy current inspections conducted in accordance with the following standards :  <ul style="list-style-type: none"> <li>• SAE Aerospace Material Specification (AMS)?</li> <li>• American Society for Testing and Materials (ASTM)?</li> <li>• International Standard (ISO)?</li> <li>• Other standards (List _____)</li> </ul> <p>Note: OEM may provide process, standard or procedure.</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Is the Standard identified the most recent or latest version?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Is the organization utilizing a comprehensive checklist / survey procedure for the purposes of conducting a self audit?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
		Note: industry developed checklists are available for comparison			
4.	Does the organization follow a standard for the development of written procedures?  <ul style="list-style-type: none"> <li>• If so, do written procedures conform?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
		Note: Industry guidance is available in ATA 100 and ASNT			
5.	Are NDT procedures approved by Level III or traceable to an OEM certification?  <ul style="list-style-type: none"> <li>• Are Level III services provided by the use of outside agency?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Is the eddy current test equipment calibrated prior to each inspection, using the prescribed reference standard?  <ul style="list-style-type: none"> <li>• is the correct probe in use?</li> <li>• correct conductivity standards used?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Are the prescribed inspection procedures and/or technical	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AMO-19 NDT, Eddy Current

	instructions followed? <ul style="list-style-type: none"> <li>Are the appropriate reference standards and / or test pieces and the correct eddy current probes clearly identified in the inspection procedures / technical instructions?</li> </ul>				
8.	Are parts / components properly cleaned prior to eddy current testing?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Is the operator using the specified eddy current testers?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Is the eddy current equipment periodically calibrated to the equipment manufacturer's original electrical / electronic design standards?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Are the reference standards, probes and probe cables stored properly when not in use?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	Does the handling of the part, (for example - work processing, routing documents / travelers, tagging, and certification) follow general AMO procedures or is a unique system in use for NDT?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	Does the company calibration procedures ensure NDT equipment is controlled / removed from service at the appropriate interval?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

Items completed by:		Date:	
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## AMO-20 NDT, Magnetic Particle

**Notice to audit personnel:** *The quality of an audit of this area is dependent upon the auditor becoming familiar with the Standard utilized. For pre audit activities, ensure that a copy of the Standard is available and that supplement checklist questions are derived directly from the requirements contained in the Standard.*

1.	<p>Are magnetic particle inspections conducted in accordance with the following standards:</p> <ul style="list-style-type: none"> <li>• SAE Aerospace Material Specification (AMS)?</li> <li>• American Society for Testing and Materials (ASTM)? <input type="checkbox"/></li> <li>• International Standard (ISO)?</li> <li>• Other standards? (List _____)</li> </ul> <p>Note: OEM may provide process, standard or procedure.</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	<p>Is the Standard identified the most recent or latest version?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	<p>Is the organization utilizing a comprehensive checklist / survey procedure for the purposes of conducting a self audit?</p> <p>Note: industry developed checklists are available for comparison</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	<p>Does the organization follow a standard for the development of written procedures?</p> <ul style="list-style-type: none"> <li>• If so, do written procedures conform?</li> </ul> <p>Note: Industry guidance is available in ATA 100 and ASNT</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	<p>Are NDT procedures approved by Level III or traceable to an OEM certification?</p> <ul style="list-style-type: none"> <li>• Is Level III services provided by the use of outside agency?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	<p>Does the pre-cleaning process adequately prepare the surface for application of the magnetic particles?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	<p>Are the prescribed inspection procedures and/or instructions followed?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	<p>Do the materials used in the inspection process meet the requirements of the approved</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AMO-20 NDT, Magnetic Particle

	process specification				
9.	Are the materials used in the inspection process adequately protected from contamination?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Do the inspectors practice dark adaptation prior to commencing inspection?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Are steps taken to eliminate extraneous visible light sources from the darkened inspection area?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<p>*For the items 12-19 below the following questions may apply to each:</p> <p>a) Has a check / test procedure been developed? Is one required?</p> <p>b) Does the procedure require the use of special tools to be used in the performance of the check / test?</p> <p>c) Is the individual performing the check / test been trained to do so?</p> <p>d) What is the frequency of the check / test?</p> <p>e) Are there records of the checks / tests and do they indicate acceptable results?</p>					
12.	Are magnetic particle settling tests and viscosity tests performed to monitor bath concentration?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	Do the bath concentration settling test records show that the concentration levels meet or have been adjusted to those of the prescribed standard?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	Are the ultraviolet (black) lights checked for intensity and for operating condition?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	Is the visible inspection light source checked for intensity?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	Is a light intensity check for visible light performed in the black light inspection area?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
17.	Do the light intensity records show that the light intensity levels meet the acceptability standards?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
18.	Is a calibration for magnetizing current output performed on the magnetic particle inspection unit? <ul style="list-style-type: none"> <li>• Is the ammeter gauge calibrated?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
19.	Is a calibration check (dead	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AMO-20 NDT, Magnetic Particle

	weight lift) performed on each magnetic yoke?				
20.	Are the calibration records available for the applicable checks?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
21.	Are the parts checked for residual magnetism after demagnetization?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
22.	Are field indicators tested?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
23.	Are the parts properly cleaned following the inspection process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
24.	Are there steps in place for proper disposition of the part after inspection?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
25.	Is the inspection performed at the proper stage of the manufacturing / overhaul process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
26.	Does the handling of the part, (for example - work processing, routing documents / travelers, tagging, and certification) follow general AMO procedures or is a unique system in use for NDT?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
27.	Does the company calibration procedures ensure NDT equipment is controlled / removed from service at the appropriate interval?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

Items completed by:

Date:

## AMO-21 NDT, Radiographic (X-ray)

**Notice to audit personnel:** *The quality of an audit of this area is dependent upon the auditor becoming familiar with the Standard utilized. For pre audit activities, ensure that a copy of the Standard is available and that supplement checklist questions are derived directly from the requirements contained in the Standard.*

1.	Are radiographic inspections conducted in accordance with the following standards: <ul style="list-style-type: none"> <li>• SAE Aerospace Material Specification (AMS)?</li> <li>• American Society for Testing and Materials (ASTM)?</li> <li>• International Standard (ISO)?</li> <li>• Other standard? (List _____)</li> </ul> <p>Note: OEM may provide process, standard or procedure.</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Is the Standard identified the most recent or latest version?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Is the organization utilizing a comprehensive checklist / survey procedure for the purposes of conducting a self audit?  note: industry developed checklists are available for comparison	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Does the organization follow a standard for the development of written procedures? <ul style="list-style-type: none"> <li>• If so, do written procedures conform?</li> </ul> <p>Note: Industry guidance is available in ATA 100 and ASNT</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Are NDT procedures approved by Level III or traceable to an OEM certification? <ul style="list-style-type: none"> <li>• Is Level III services provided by the use of outside agency?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Are the prescribed inspection procedures and/or instructions followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Are current calibration curves available for each X-Ray generating device?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Are the specified penetrameters or image quality indicators visible in the radiographs?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AMO-21 NDT, Radiographic (X-ray)

9.	Are the densitometers correctly calibrated at the prescribed intervals?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Are the radiographs properly identified with the following information: <ul style="list-style-type: none"> <li>the date of exposure?</li> <li>the aircraft registration or part/serial number?</li> <li>the inspection technique, exposure and film location numbers?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Are appropriately certified film interpretation reports available for each inspection?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	Are appropriate facilities and equipment available for film development?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<p>*For the items 13, 14 below the following questions may apply to each:</p> <p>a) Has a check / test procedure been developed? Is one required?</p> <p>b) Does the procedure require the use of special tools to be used in the performance of the check / test?</p> <p>c) Is the individual performing the check / test been trained to do so?</p> <p>d) What is the frequency of the check / test?</p> <p>e) Are there records of the checks / tests and do they indicate acceptable results?</p>					
13.	Are developer solution control checks performed at a specified periodicity and is a log of the results maintained?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	Are film viewer intensity checks performed at prescribed intervals and are records maintained?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	Are appropriate facilities and equipment available for film interpretation?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	Are the maximum readable film densities posted on each film viewer?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
17.	Is the illumination (lighting / reflections) in the film interpretation area such that there	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AMO-21 NDT, Radiographic (X-ray)

	are no reflections on the film under examination?				
18.	Is the film handled, processed and stored in accordance with manufacturer recommendations?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
19.	Are radiographic procedures performed so that persons do not receive radiation dosages exceeding the maximum allowed by the applicable radiation safety codes?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	Are appropriate radiation safety measures in place? <ul style="list-style-type: none"> <li>are personnel radiation safety records kept?</li> <li>are badges, meters, dosimeters utilized?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
21.	Does the handling of the part, (for example - work processing, routing documents / travelers, tagging, and certification) follow general AMO procedures or is a unique system in use for NDT?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
22.	Does the company calibration procedures ensure NDT equipment is controlled / removed from service at the appropriate interval?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### COMMENTS:

Items completed by:

Date:

## AMO-22 NDT, Ultrasonic

**Notice to audit personnel:** *The quality of an audit of this area is dependent upon the auditor becoming familiar with the Standard utilized. For pre audit activities, ensure that a copy of the Standard is available and that supplement checklist questions are derived directly from the requirements contained in the Standard.*

1.	Are ultrasonic inspections conducted in accordance with the following standard(s) :  <ul style="list-style-type: none"> <li>• SAE Aerospace Material Specification (AMS)</li> <li>• American Society for Testing and Materials (ASTM)</li> <li>• International Standards Organization (ISO)</li> <li>• Other standards? (List _____).</li> </ul> <p>Note: OEM may provide process, standard or procedure.</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Is the standard which is identified, the most recent or latest version?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Does the organization utilize a checklist / survey procedure for the purpose of conducting self-audits?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Does the organization follow a standard for the development of written ultrasonic inspection procedures?  <ul style="list-style-type: none"> <li>• Do the procedures conform to the standard?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Is the approval of ultrasonic inspection procedures traceable to a Level III or OEM certification?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Are part surfaces adequately prepared prior to commencement of the ultrasonic inspection?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Are the prescribed inspection procedures and/or instructions followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Are the testers, electrical cables and transducers properly maintained and stored?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

\*For the item 9 below the following questions may apply to each:

## AMO-22 NDT, Ultrasonic

- a) Has a check / test procedure been developed? Is one required?
- b) Does the procedure require the use of special tools to be used in the performance of the check / test?
- c) Is the individual performing the check / test been trained to do so?
- d) What is the frequency of the check / test?
- e) Are there records of the checks / tests and do they indicate acceptable results?

9.	Is the equipment calibrated in accordance with a company calibration system?  If not, is it checked / tested for: <ul style="list-style-type: none"> <li>• for linearity of the time base and amplifier?</li> <li>• for scale calibration for transverse waves?</li> <li>• for sensitivity?</li> <li>• for resolution?</li> <li>• for zero point of angle transducers?</li> <li>• for exit point of angle transducers?</li> <li>• for refracted angle of angle transducers?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Is the equipment tested prior to / and during each inspection using a test piece prescribed in the inspection procedures?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Are calibration records available for each item calibrated?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	Are the test pieces and calibration standards properly identified and stored?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	Are parts properly cleaned after the inspection process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	Is the inspection performed at the proper stage of the manufacturing / overhaul process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	Are there procedures in place, and followed for proper disposition of the part after inspection?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

**AMO-22 NDT, Ultrasonic**

Items completed by:

Date:

## AMO-23 Welding

**Notice to audit personnel:** *The quality of an audit of this area is dependent upon the auditor becoming familiar with the Standard utilized. For pre audit activities, ensure that a copy of the Standard is available and that supplement checklist questions are derived directly from the requirements contained in the Standard.*

### Personnel Certification

- |    |  |                              |                             |                                  |                                      |
|----|--|------------------------------|-----------------------------|----------------------------------|--------------------------------------|
| 1. | Identify which Standard the organization has qualified / certified personnel to:   | N/A <input type="checkbox"/> | OK <input type="checkbox"/> | Finding <input type="checkbox"/> | Not Checked <input type="checkbox"/> |
|    | <ul style="list-style-type: none"> <li>• SAE Standard AMS-STD-1595</li> <li>• Is an alternate Standard in use? If so, does this publication have an identification number?</li> </ul>  |                              |                             |                                  |                                      |
| 2. | Is the Standard identified the most recent or latest version?  | N/A <input type="checkbox"/> | OK <input type="checkbox"/> | Finding <input type="checkbox"/> | Not Checked <input type="checkbox"/> |
| 3. | Are qualification /certification records up-to-date and available for <u>each</u> of the Welding personnel?  | N/A <input type="checkbox"/> | OK <input type="checkbox"/> | Finding <input type="checkbox"/> | Not Checked <input type="checkbox"/> |
|    | <ul style="list-style-type: none"> <li>• do they specify level, method, and techniques for which individual is certified?</li> <li>• identify current certification expiration(s) date(s)?</li> <li>• training history identifying source / dates of training, course hours, grades?</li> <li>• for in-house certification systems, do they contain test scores of qualification examinations?</li> <li>• contain results of physical examinations?</li> <li>• demonstrate a history sufficient to satisfy experience requirements for certification?</li> </ul> |                              |                             |                                  |                                      |

### Metallic Arc Welding

- |    |   |                              |                             |                                  |                                      |
|----|---|------------------------------|-----------------------------|----------------------------------|--------------------------------------|
| 4. | Does the organization utilize a Standard for the performance of the work? | N/A <input type="checkbox"/> | OK <input type="checkbox"/> | Finding <input type="checkbox"/> | Not Checked <input type="checkbox"/> |
|----|---|------------------------------|-----------------------------|----------------------------------|--------------------------------------|

Note: OEM may provide process,

## AMO-23 Welding

	standard or procedure.				
5.	Are the electrode manufacturer's recommendations or drawing requirements observed with regard to current, polarity, and so on?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Is the type of electrode used suitable for the material being welded?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Are pre-heat and post-heat requirements adhered to?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Are electrodes identified and properly stored?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Tungsten Inert Gas (TIG) Shielded-Arc Welding</b>					
9.	Does the organization utilize a Standard for the performance of the work?  Note: OEM may provide process, standard or procedure.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Are the various types of metals to be welded cleaned in compliance with the process standards applicable to each type?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Is the time lapse between cleaning and welding minimized?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	Are welding rods identified and properly stored?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	Is the post-heat furnace temperature controlled?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	Are titanium parts inspected to ensure that they are free from oxide, scale, oil, grease or other contaminants prior to welding?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	Are titanium parts visually inspected for discoloration (which is acceptable when welded surfaces are silver to light straw-yellow in colour)?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	Are titanium parts welded in the open air or in a vacuum chamber?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
17.	Are titanium test coupons used for contamination checks of the inert atmosphere in the welding chamber?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AMO-23 Welding

### Fusion Welding

18.	Does the organization utilize a standard or specification for the performance of the work?  • If so, what is the identity of the document?  Note: OEM may provide process, standard or procedure.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
19.	Are the surfaces of all parts to be joined free from foreign matter (oil, grease, paint, dirt, scale, electroplating or other contaminants)?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	Are the interior walls of all tubing thoroughly cleaned of filings, chips and other foreign matter?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
21.	Are welded joints free from slag, flux, and so on?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
22.	Are fusion-welded parts visually inspected for:  • convexity, concavity and size beads?  • undercutting, overlapping and excessive penetration?  • cracks, porosity and inclusions?  • other metallic discontinuities?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
23.	Are NDT or pressure-test inspections carried out in accordance with the relevant schedule?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

Items completed by:

Date:

## AMO-24 Capability List

1. Who (by title) will maintain the capability list? N/A  OK  Finding  Not Checked
- How will the self-evaluation be performed?
- Who will perform the self-evaluation?
- Do the checklists and forms address all of the applicable requirements of part 145 (e.g., housing, facilities, equipment, tools, technical data, and personnel)?
- How will results of the self-evaluation be reported to management?
- Does the procedure describe how items are added to and deleted from the list?
- Are changes to the list clearly indicated on the document?

*FOR OFFICIAL USE ONLY*

**Recommendation/observation:** .....

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**Inspector's Name & ASI #** **Signature** **Date**

**Airworthiness chief's Remarks:**

The above requirements have been evaluated against the operator submissions and is hereby approved / **not approved and recommended** / **not recommended** to be issued the appropriate Authorization / Ops-Specs.

**Name / Signature / Date:** .....