



**Instructions for Use:**

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.

**MAINTENANCE ORGANISATION CERTIFICATION AND APPROVAL /  
RENEWAL INSPECTION CHECK LIST**

Location: .....

Name Of Maintenance Organization: .....

Physical Address (Location): .....

Postal Address: .....

Date Of Inspection: .....

Operator's Representative: .....

Inspector(S): .....

**Previous NCAA Audit**

A. What was the purpose and date of the previous audit? N/A  OK  Finding  Not Checked

B. Were there a significant number of Audit Findings? N/A  OK  Finding  Not Checked   
 • What conclusions were drawn from the audit?

C. Was the audit follow-up completed? N/A  OK  Finding  Not Checked   
 • List any outstanding audit findings in respect of the previous audit?

D. Since the last audit, are there indications of high managerial staff turnover? N/A  OK  Finding  Not Checked

E.	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"/>
F.	Have there been any changes in the company's scope, size, aircraft and 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"/>
G.	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"/>

**FACILITY REQUIREMENTS**

1.	Are the following satisfactory:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	(a) Facilities for planned work (protection from weather, segregation of work	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Areas)?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	(b) Office Accommodation (including quality, planning, technical records)?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	(c) Appropriate work environment (special requirements observed, not impair	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	(d) Storage facilities and conditions (restricted access, manufacturer's instructions, segregation)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**AMO ADMINISTRATION**

7.	Are the following satisfactory:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	(a) Trained and experienced maintenance personnel, authorized engineers and	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Authorized aviation repair specialists where required?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	(b) Nominated management persons have a responsibility to ensure that there is; -	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Compliance with AMO Regulations?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	(c) Nominated senior person responsible for quality system?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	(d) Man-hour plan/sufficient personnel/procedure to reassess work?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	(e) Personnel competence procedure for maintenance, quality audits?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	(f) NDT staff qualified.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	(g) Is certification authorization issued in writing to appropriately qualified engineers	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
17.	(h) Does the authorization clearly specify the scope and limits of such certification authorization and contain a unique certification authorization number for each certifying staff?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
18.	(i) Are components workshop personnel appropriately trained and qualified?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

19.	(j) Are certifying staff trained and qualified as required by Part 145 NAMCAR's?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
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**REQUIREMENTS FOR CERTIFYING STAFF**

20.	Do certifying staff have adequate understanding of relevant aircraft/component and	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
21.	Organization procedures?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
22.	Do certifying staff have at least 6 months actual maintenance experience in any 2 year period?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
23.	Do certifying staff have continuation training each 2 years in relevant technology, organization procedures, and human factors?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
24.	Is the programme for continuation training, and procedure for compliance satisfactory?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
25.	Are certifying staff assessed for competence, qualification, and capability prior to issue or re-issue of authorization.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
26.	Does the authorization document specify scope/limit of authorization?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
27.	Is the procedure for authorizing certifying staff documented and satisfactory?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
28.	Is the person responsible for the quality system also responsible for the issue of certification authorization?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
29.	Is the record of certifying staff, including license/training/scope of authorization satisfactory?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
30.	Are certifying staff provided with copy of authorization document?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
31.	Are certifying staff required to produce authorization document in reasonable time?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**EQUIPMENT, TOOLS AND MATERIAL**

32.	Are the following satisfactory: (a) Necessary equipment, tools and material? (b) Control and calibration? (c) Records of calibration and standard used?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
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**AIRWORTHINESS DATA**

33.	Hold and use applicable current approved data	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
34.	Minimum data to hold and use include maintenance related CARs, Advisory	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
35.	Circulars, Approved Maintenance Programme, MM, SRM, IPC, CPCP, SSID, NDI	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
36.	Manuals, Process Specifications , Service Letters & Instructions, Vendor	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
37.	Maintenance and Repair manuals	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
38.	Maintenance instructions prepared in accordance with approved MPM	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
39.	Procedure for appropriate action of damage assessment and use of only approved repair data	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
40.	Common work card or worksheet system for organization or procedures to complete ones provided by operator	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
41.	Is applicable maintenance data readily available	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

42.	is controlled data up to date?	
43.	is there written confirmation of amendment status?	
<b>MAINTENANCE CERTIFICATION</b>		
44.	Is issue of certificate of maintenance done by authorized certifying staff when all maintenance has been carried out?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
45.	Does the Certificate of Release to service(CRS) contain: (a) Date maintenance was completed? (b) Details of maintenance carried out?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
46.	(c) Name and unique authorization number of the certifying staff and his signature?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
47.	(d) Name and certificate number of the Repair Station/AMO?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
48.	(e) An airworthiness compliance statement?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
49.	Procedure for re-certifying Used aircraft component?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
50.	Is incomplete maintenance entered on CRS?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
51.	Prohibiting fitment of component without appropriate release to service documents?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
52.	Is it clear that a CRS must not be issued in cases of non-compliance and which could hazard flight safety?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>MAINTENANCE RECORDS</b>		
53.	Do the maintenance records contain a detailed record of work?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
54.	Is a copy of the CRS and repair/modification data provided to the Operator?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
55.	Are records retained for 2 years from date of release?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
56.	Do the maintenance records contain a detailed record of work?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
57.	Is a copy of the CRS and repair/modification data provided to the Operator?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
58.	Are records retained for 2 years from date of release?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
59.	Report to CAA and type certificate holder conditions hazardous to aircraft?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
60.	Un airworthy report forms?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
61.	Report to Operator?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
62.	Report within 3 days?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>MAINTENANCE PROCEDURES AND QUALITY SYSTEM</b>		
63.	Is Quality policy included in MPM?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
64.	Do maintenance procedures to ensure good maintenance practices comply with AMO?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
65.	Quality system with independent audits with feedback system which ensures	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
66.	Proper and timely corrective action?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>



