



Modules (1-16)	1 FACILITIES						9 DETAILED PROCEDURES												
Audit Cycle	2 PERSONNEL					10 QUALITY SYSTEM : CENTRAL													
From :						11 QUALITY SYSTEMS : AUDITS													
To :						12 PRIVILEGES													
Audit Number						13 LIMITATIONS													
						14 CHANGES													
						6 CERT OF MAINTENANCE													
						7 MAINTENANCE RECORDS													
						8 MOR													
						15 PRODUCT (type of)													
						AUDITOR/INSPECTOR													
						Targ et Date													
						Visit Date													
						Clos ure Date													

1.5- List of Certifying Staff -		2.11- Airworthiness Directives Procedures		L2.5- Line procedures Pooled and Loaned Parts		4.1- Contracted Air Operators			
1.6- Manpower Resource -		2.12- Optional Alteration Procedures		L2.6- Line procedures Return of Defective parts		4.2- Air Operators procedures and paperwork			
1.7- General Description of Facilities -		2.13- Maintenance Documentation in use & Completion...		Part 3 Quality System Procedures		4.3- Air Operators record completion			
1.8- Organization Intended Scope of Work -		2.14- Technical Records Control		3.1- Quality Audit of Org. procedures					
1.9- Notification procedure to the Authority regarding changes to the organization's activities/approval/locate on/personnel		2.15- Rectification of Defects/Defect Control		3.2- Quality Audit of aircraft		Part 5 Examples of Documents: Lists			
1.10- Manual Amendment.		2.16- Release to Service Procedures		3.3- Quality Audit remedial actions		5.1- Sample of documents			
Part 2 Maintenance Procedures		2.17- Records to Service Procedures		3.4- Certifying staff qualifications & training		5.2- Listed sub-contractors			
2.1- Supplier Evaluation Procedures		2.18- Reporting of defects		3.5- Certifying staff records		5.3- List of line maintenance locations			
2.2- Acceptance /Inspection of components etc.		2.19- Return of Defective aircraft components		3.6- Quality audit personnel		5.4- List of contracted Organization			
2.3- Storage & tagging and release of aircraft component		2.20- Defective components Shipped to contractors		3.7- Qualifying inspectors					
2.4- Acceptance of tools and equipment		2.21- Control of computer maintenance record systems		3.8- Qualifying mechanics					
2.5- Calibration of tools		2.22- Reference to Specific procedures		3.9- Exemption process control		AW Inspector Signature			

3 Complete the right part of each box with one of two indicators:

- A cross (X) which means in compliance
- N/A which means the requirement is NOT Relevant according to the MOE

AMO MODULAR AUDIT AND REPORTING SYSTEM				
Part 2: Nam. CAR Part 145 Audit Modules – Guidance & Report				
Name of Organization				Approval ref
MPM Reference		Audit number		Audit date
Location & Participants				

Complete the right part of each box with one of three indicators:

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1 Housing and facilities Requirements				
Regulations				
Accommodation	Environment	Inspection Aids	General lighting	Storage Facilities

Central Record information		Authorization document		Names of certifying persons checked		Authorization references		Result	
Complete		Provided to and held by staff		Valid & covers activities certified					
Accurate		Available in the Department		Signed by holder					
Up to date		Scope of authorization defined		Control of inspection stamps					
Control of records/data		Training: basic, type, comp.-proc, continuous							
Retention of records		Human Factors training							
					AW Inspector Signature				
4 Tools Test Equipment & Materials		Regulations							
Tools & Test Equipment Sufficient to Perform				Materials and Components					
... approved Scope of Work		Availability Satisfactory		Calibration of in use tools		Supplier Evaluation		Line procedures	
....agreed Capability List		Line Procedures		Calibration Control		Acceptance/Goods In		Pool parts/spares	
....departmental Tasks		Equipment Recall System		Calibration Records		Storage & identification		Shelf life control	
Rarely used tools/equipment		Control of Personnel tools		Traceable standard of calibration		Provisioning of spare parts			
Alternative tool/equip.						Manufactured repair parts			
					AW Inspector Signature				
5 Airworthiness Data		Regulations							
Provision of Data for:		Regulatory & Advisory Information		Publications Available		Condition of Manuals.		Reader / Printer/ Terminal	
Approved Scope of Work		Available		Aircraft Manufacturers		Aircraft Manufacturer		Availability	
Departmental activities		Up to Date		Component Manufacturer		Engine Manufacturer		Serviceability	
Customer request. Maintenance activity		Subscription of		Subscription of		Components		Location, number	
AMO own-developed data		TC-holder's CAA AD-notes		Customized Maintenance Program.		Manual Amendments			
		Adoption of NAM. CARs		Control of current status					
					AW Inspector Signature				

AMO MODULAR AUDIT AND REPORTING SYSTEM

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6 Certification of Maintenance	Regulation	Airworthiness Release Forms sampled:
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C.R.S issued	C.R.S contains details of	Shift Wok Handovers inc Base to Line	Work Order Checked:-	Airworthiness Tag Ref.	Result
By properly authorized staff	Maintenance carried out, (ref to approved data)	Task Itemization			
Inspection stamp legibility	Date of Maintenance Recorded	Handover Recording			
Duplicate Inspections	Staff Authorization Ref & signature	Certification Control			
Completion details. Adequacy	Organization Approval Reference	Worksheet Task Breakdown			
At time & place of maintenance	CRS statement				
Internal release	Reference to enclosures				
Electronic originated CRS	Special approval Data enclosed				
On Customer work package					
			AW Inspector	Signature	

7 Maintenance Records		Regulations				
Detailed record of work		Work Cards	All Work Details Records	Work Order Checked	Aircraft/Compon't	Result
Carried out retained		Fully completed and signed	In an acceptable manner			
(for 2 yrs. from CRS or as required by		CRS / Airworthiness Approval Tag raised	Copies retained for 2 years			
AOC Records		Updated to latest schedule	Retained in safe place			
Legible during archiving		Revision status	Storage environment			
Records Provided to operator		Approved data reference documented	Computer backup and storage satisfactory			
Approved data used retained						
				AW Inspector	Signature	

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8 Occurrence Reporting Procedures		Regulation					
Reports made						MOR Reference Checked	Result
To the NCAA		Within the prescribed period		Follow up/tracking effective			
To the Operator		Standard of Completion		Dissemination of findings			
To the Manufacturer		Reporting From Used		Review meetings/bodies			
Sample reports							
						AW Inspector	Signature
9 Detailed Procedures		Regulations					
MPM & MPM Procedures relevant to the Department			Do they fully cover:-		Procedures Audited Subject	Reference	Result
MPM Readily available to all staff		Review/Control Procedure		Departmental Practices			
Approval of MPM		Approval of procedures		Method of Work Control			
MPM edition controlled		Amendments / changes		Certification Procedures			
MPM Supplements		Adequately Descriptive		Variations or concessions			
Procedures readily available to all staff		Procedure Ownership					
Being followed in practice		Standardized Structure					
Reflects QA Policy Statements		All aspects covered adequate					
						AW Inspector	Signature

AMO MODULAR AUDIT AND REPORTING SYSTEM

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10 Quality System Central		Regulations				
QA System includes:				Certifying staff	Non Certifying Staff	Name Non cert. Staff Checked
Audit Plan		Remedial Actions		Qualification Procedures	Job Description	
Procedures Audit		Follow up/closing		Training	Training	
Product Audits (aircraft/component)		Feedback to Account Manager		Records	Competency Testing	
Monitoring Shift Work		Review outstanding Non-Compliances		Job Description	Records	
Logic of audit sequence						
Line stations						
Satellite facility						
subcontractors						
					AW Inspector	Signature

11 Quality Audits Departmental		Regulations				
Internal Company Audits of the Departmental Covers		Internal Audits carried out		QA Dept.		Date of Last Audit
Audits of all Products		Maintenance Requirements Variations		To an Audit Plan	Findings Notified	
Audit of Workshop Activities		Process Exemptions		Audit Finding Identified	Follow up Appropriate	
Personnel Qualifications (competence)		Special Process Control		Audit Closed	Senior Manager Involvement	
Work Card/Technical Log Completion		Audits of Operators		Feed Back System Working	Training of Auditors	
Responsibility / reporting to		Equipment / tooling				
Variation of normal proceeding		Instructions, Verbal/written				
					AW Inspector	Signature

AMO MODULAR AUDIT AND REPORTING SYSTEM			
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12 Privileges of the Approval		Regulations					
Work Scope Description		Work Sharing of Satellites		Subcontracting (Activity, list)			Other privileges
Approval Schedule/work Scope		Work at Line Stations				Location(s) of Occasional Maintenance	
				Manufacture of repair-parts			
Location(s)							
		Working parties away from Org. facility				Minor maintenance at line station	
CRS in accordance with approval schedule						AW Inspector Signature	
13 Limitations on the AMO		Regulations					
Maintenance activities versus Approval Operations specifications (Ops-specs) including Work Scope definition in relation to:							
Airframe Ratings Checked:-	Power-plant and Propeller Ratings Checked	Avionics/Radio Instruments and Accessories Ratings Checked	NDT, Emergency Equipment and Other Ratings Checked	For the Provision of-			
							Facilities
							Equipment
							Tooling
							Materials
							Technical Data
							Certifying Staff
							Competence of Personnel (NDI, etc)
				Capability List			
						AW Inspector Signature	

AMO MODULAR AUDIT AND REPORTING SYSTEM			
Part 2: Nam. CAR Part 145 Audit Modules – Guidance & Report			
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MPM Reference		Audit number		Audit date	
Location & Participants					

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14 Changes to the Approval		Regulations					
A. Confirm No Changes Have Occurred to the Following							
1	The name of the organization.		7	Company procedures			
2	The location of the organization.		8	Approved scope of work.			
3	Additional locations of the organization		9	Certifying staff.			
4	The accountable manager		10	Adherence to Amendment Procedures			
5	Any of the senior/nominated persons		11	Notification to the Authority			
6	The facilities, equipment, tools, material, etc.		12	Changes to Capability Lists Controlled and recorded			
				AW Inspector	Signature		
B. If changes proposed, will these influence (Audit module)							
Management (2)		Equipment , Tooling (4)		Certif. Staff (3)		Procedures Departmental (9)	MOE (12)
Accountable Manager (2)		AMO procedures (9)		Competence of Personnel (2)		Audit System (10,11)	Facility
Organization Chart (2)		Approved Data (5)		Work sharing of Facilities		Approval Certif. (14)	Occurrence rep. Procedure (8)
Location facility (1,13)							
				AW Inspector	Signature		
C. Approval Conditions (special defined)							
Additional							
Time Limited							
				AW Inspector	Signature		

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15	Product Audit of (Description)	P/N	S/N	Work Order #
	Final Inspection		Worksheet Package	Subcontract
Transfer to Customer				
	Approved Data		Routing Card	
Packaging				
Release to Service	Customer Order		Changes to Work Order Sheet / Routing	
Authority of Certifying Staff	Order Review			
	Internal Order			History of parts assembled
Completion of CRS			Work accomplished	"Local manufactured parts"
			Competence of mech.	
Information to customer				
	Incomplete Inspection results transferred into W/O			History of furnished parts
	test			
				AW Inspector Signature

AMO MODULAR AUDIT RECORD AND REPORTING SYSTEM		
Part 3: Nam. CAR Part 145 Approval – Findings & Recommendations		<i>Approval reference</i>
Name of Organization →		

Note: - Each finding or recommendation must be identified by a number cross-related to the same number in Form 6 part 2 audit modules. The first column of the array must contain that number. The second Column must contain the associated Nam. CAR Part 145 reference and/or MPM &.
 - Any finding or recommendation recorded in this part must be copied or the content made known to the organization surveyed. Greyed column is reserved for the organization comments and answer.

Item	Nam. CAR Part 145/ MPM	Findings / recommendations	Level	Delay	Clearance	Closure
Part 2					Answer / Comments / ref rep.	date

Item	Nam. CAR Part 145/ MPM	Findings / recommendations	Level	Delay	Clearance	Closure
Part 2					Answer / Comments / ref rep.	date

Item	Nam. CAR Part 145/ MPM	Findings / recommendations	Level	Delay	Clearance Answer / Comments / ref rep.	Closure date
Part 2						
Level 1 & 2 Findings acceptance. Corrective actions & schedule proposal : (date, name and signature of the surveyed organization representative or acceptance letter reference)						
Level 1 & 2 Proposed corrective actions and schedule acceptance : (date, name and signature of the inspector)						
RECOMMENDATION REPORT TO SUPPORT NAM. CAR PART 145 APPROVAL ISSUE / RENEWAL / CONTINUATION / VARIATION <u>Comments:</u> Date, name and signature of the AW Inspector:						

DEFICIENCIES:

(Note: Have as many deficiencies rectified before you depart the AMO and have the Quality Manager transfer the remainder into his audit report procedure).

Level 1 Finding

Means any significant non-compliance with Nam. CARS Part 145, which would lower the maintenance standards and probably hazard an aircraft. It includes non-compliance on aircraft components that the AMO may have on their scope of approval.

Action for level 1 finding

In the case of an initial application for approval, no approval shall be issued until all level 1 findings are corrected.

In the case of a re-issue or surveillance, the AMO approval should be provisionally suspended in whole or in part depending upon the extent of the level 1 finding until corrective action has been taken. A follow up visit to the AMO may be necessary to verify corrective action depending on the nature of the level 1 finding.

Level 2 Finding

Means any non-compliance with Nam. CAR Part 145 which could lower the maintenance standard and possibly hazard an aircraft. It also includes non-compliance on aircraft components.

Action for level 2 finding

In the case of an initial application for approval a provisional valid for a maximum 3-month period may be given to allow time for the level 2 findings to be corrected.

In the case of a re-issue or surveillance, the AMO should be given a maximum of 3 months extension to their approval to complete the corrective action and written notice to that effect should be given to the AMO. Failure to comply with the 3-month time scale will cause the approval to expire. A follow up visit to the AMO may be necessary depending on the nature of the level 2 finding.

Level 3 finding

An observation intended to give background information. A level 3 must not include any information suggesting non-compliance with Nam. CAR Part 145

Action for level 3 findings

Inform the company

Note A:

This questionnaire follows the numbering system of the "Maintenance Implementation Procedures".

Check the box if in compliance or put a number in the box and make a comment in the Part 3.

AMO MODULAR AUDIT RECORD AND REPORTING SYSTEM		
<i>Part 4 Supplement Additional Requirements</i>		<i>Approval reference</i>
Name of Organization →		

Additional Special Conditions:

1. FAA Suspended Unapproved Parts Program (FAA Order 8120.10 and AC No. 21-29).

Is the maintenance organization in compliance with or has the AMO submitted reports to the FAA in accordance with the FAA suspected unapproved parts program as detailed in FAA order 8120-10 "suspected unapproved parts program" and advisory circular AC: No. 21-29 detecting and reporting of suspected unapproved parts (Compliance with the procedure)?

Note: Reference Part 3 of this document for all comment!

Recommendation for AMO Approval

.....

Station was found to comply with the requirements of Nam. CAR Part 145

Station was found to comply with the requirements of Nam. CAR Part 145 except for deficiencies listed in Part 3 of this Document. AMO must forward a letter to the NCAA addressing corrective action to inspection findings and/or submit a corrective action plan before an AMO Certificate is issued.

.....

Recommended certificate with rating applied for on application be issued

Recommended certificate with rating applied for on application (except those listed in Form CL: O-AWS010 Part 3) be issued

.....

The NCAA hereby accepts the AMO corrective action and/or corrective plan.

Name of NCAA Inspector making Recommendations: _____

Signature of Inspector making Recommendations: _____

AW Office: _____ Date: _____