



SURVEILLANCE CHECK SHEET FOR ENGINE AND AIRFRAME MAINTENANCE FACILITIES

AMO Number		Name of organization							
Physical Address									
Postal address		code							
			Postal code						
Telephone number		Fax number							
Cell phone number		E-mail address							
Expiry date:									
Categories approved for	A	B	C	D	E	W	X		
Date for last audit									
Date of this surveillance									
Audit team									
ORGANIZATION REPRESENTATIVES									
ACCOUNTABLE MANAGER:									
QUALITY ASSUREANCE MANAGER:									
OTHER:									
A	MANAGEMENT RESPONSIBILITY					Yes	No	N/A	Note Nr
1	Is the maintenance organisation approval displayed in a prominent place, generally accessible to the public at such holder's principal place of business? (CAR 145.01.3)								
2	Are the approved operations specifications readily available at the place where the certificate of approval is displayed? <i>Carry out a general cursory review of the document.</i>								
3	Is the approve statement of compliance available? <i>Carry out a general cursory review of the document.</i>								
4	Does the organization have a copy of its manual of procedure and is it approved by the Director of Civil Aviation? 145.02.1								
5	Has the organization established and documented a quality control system for the control and supervision of all maintenance activities?								
6	Has the organization employed or contracted adequate personnel to plan, perform, supervise inspect and certify all maintenance undertaken by the organization. 145.02.4(1)(c) and 145.02.4(3)(a)								
7	Is there full and efficient co-ordination between departments and within departments in respect of airworthiness matters? (CAR 145.02.4(3)(b))								
8	Are additional procedures referenced in the manual of procedure available? (CAR								
B	QUALITY								
1	Have all corrective actions relating to previous CAA audit findings been implemented and are there actions taken to prevent								

	recurrence of such non-compliance? (NAM-CATS-AMO 145.02.2(c), <i>follow up on previous audit report to be done.</i>				
2	Is the quality document part of the manual of procedure? NAM-CATS-AMO 145.02.2(4) or is the quality document referenced in the manual of procedure.				
3	Does the organization have an internal quality audit plan?				
4	Does the audit plan cover all areas of the organizations activities including personnel within a period of 12 months?				
5	Can the organization show evidence of any internal audits conducted as per the audit plan? (NAM-CATS-AMO 145.02.2 1(2)(a) <i>Review the company records to verify compliance and effectiveness of the QC system.</i>				
6	Is every non-compliance investigated, corrected and are measures put in place to prevent recurrence of such non-compliance? (NAM-CATS-AMO 145.02.2 (2)(c)				
7	Can the organization show evidence of management reviews conducted and do the management review (NAM-CATS-AMO 145.02.2 (2)(d) quality indicators and take appropriate action decided and implemented to maintain an adequate level of conformance to airworthiness requirements?				
C	PERSONNEL AND TRAINING				
1	Has the organization established & developed a training programme for its maintenance personnel CAR 145.01.12 (1)				
2	Does the training programme ensure that personnel receive or has received type or model-specific training in respect of the aircraft or aircraft components for which the organization has approval CAR 145.01.12 (2)(a)				
3	Does the training programme ensure that personnel receive periodically recurrent training with specific attention to new technologies and maintenance techniques; as prescribed in Document CAR 145.02.4?				
4	Are personnel in technical departments of sufficient numbers and experience to plan, perform, supervise and inspect the work and have they been given the appropriate authority? (CAR 145.02.4 (3)(a)				
5	How many Personnel:		Licensed:		Qualified:
6	Are the auditors suitably qualified? (NAM-CATS-AMO 145.02.2 (2)(g). <i>Review training & qualification records.</i>				
7	Are all the ratings supported by qualified AMEs? (Check ratings on AMO license and capability list)				
8	Review the personnel records for compliance with the approved MOP requirements. Do the records comply?				
D	CONTROL OF AIRWORTHINESS DATA				
1	Is the organization enrolled to receive amendments for all airworthiness data required to support its approvals?				
2	If the organization depends on customer or other sources for airworthiness data, is this arrangement effective?				
3	Does the organization hold the latest documentation? (Check documentation holding list with manufacturer's revision status list)				
4	Is there evidence that the amendments are received, are up to date, and are correctly embodied? (Check library documents with the documentation holding list and method of embodiment.)				
5	Is there further distribution of documents by the library satisfactory (where applicable)?				
6	Is the information (amendments) brought to the attention of the persons who need to use it?				
7	Does the organization have a complete set of Ads affecting the products supported and does thee personnel know how to use this?				
8	Is the organization in possession of the latest updated volumes of the Aviation Legislation in Namibia?				

E	TOOLS AND EQUIPMENT				
1	Does the organization have the necessary tools and equipment to support its ratings (capability)? CAR 145.02.5 (a)				
2	Is an up to date inventory of tools and equipment available?				
3	Is there a system for the control of tools and equipment and is this system effective? CAR 145.02.5				
4	Are all special tools that require calibration within calibrated frequencies and to an appropriate standard?				
5	Are calibration records and verification standards kept for at least five years? (CAR 145.02.5)				
F	HANGAR				
1	Is the controlling Manual available and accessible by every person who needs access?				
2	Is the hangar kept neat and clean?				
3	Are the personnel operating within their approval? (Check some personal authorizations)				
4	Is the maintenance documentation (inspection sheets) available at the work station and in use? (Filled in as work progress?)				
5	Is the appropriate airworthiness data (Maintenance manuals, Ads, SBs, or other approved data) available at work station? (Check revision status against library holding)				
6	Is the method of controlling copied documents acceptable?				
7	Is measuring equipment within calibration? (Check some of equipment in hangar)				
8	Are items removed from aircraft properly identified and stored? (with respect to source and status)				
9	Have replacement spares been inspected and are these traceable to source?				
10	In respect of specialised equipment:				
	10.1 Are operating instructions available?				
	10.2 Are personnel trained to use this equipment?				
11	In respect of hangar equipment: (Check the system for maintenance and operation of following where applicable)				
	11.1 Fire fighting equipment				
	11.2 Pressure equipment				
	11.3 Overhead cranes and slings				
	11.4 Aircraft jacks				
	11.5 Docking equipment and stands				
	11.6 Personal safety equipment				
12	Is the facility adequate and can it fit all aircraft type as approved? (CAR 145.02.3(a))				
G	WORKSHOP				
1	Name/Type of workshop				
2	Is the controlling Manual available and accessible by every person who needs access?				
3	Is the workshop kept neat and clean?				
4	Are the personnel operating within their approval? (Check some personal authorisations)				
5	Is the maintenance documentation (inspection sheets) available at the work station and in use? (Filled in as work progress?)				
6	Is the appropriate airworthiness data, where applicable, (Maintenance manuals, Ads, SBs or other approved data) available? (Check revision status against library holding)				
7	Is the method of controlling copied documents acceptable?				
8	Is the inspection status of the work piece properly identified?				
9	Have replacement spares been inspected and are these traceable to source?				
10	Is measuring equipment within calibration?				
11	Are tools properly controlled? (Check company tools and personal tools)				
12	Are test benches operating instructions available?				

13	Are test benches trained to use this equipment?				
14	In respect of workshop equipment: (Check the system for maintenance and operation of following where applicable)				
	14.1 Fire fighting equipment				
	14.2 Specialised equipment used in this workshop				
	14.3 Are safety measures in the workshop adequate? Check where applicable:				
	14.4 Personal safety equipment				
H	PURCHASING AND STORES				
1	Does the organization purchase only from reputable suppliers (check purchasing records)				
2	If a system for supplier control has been implemented, does the organization comply with own procedures?				
3	Does incoming inspection take place in accordance with own procedures?				
4	Is access to the stores controlled?				
5	Are parts in the store correctly identified (check match between part no, bin identification, stores inventory?)				
6	Are all "lifer" items controlled by expiry date and on a first in first out system?				
7	Is storage of rubber products acceptable (Check packaging, environment control, rotation of tyres?)				
8	If items are returned to the store, is the control system adequate?				
9	Is the control and storage of U/S, flammable goods and repairable items acceptable?				
10	Is there suitable accommodation for the proper storage, segregation and protection of the products, parts or appliances concerned and for the materials and supplies to be used and is this documented in the manual of procedures? (CAR 145.02.3 (c))				
I	PROCESS CONTROL AND MAINTENANCE RECORDS				
1	Has a capability lists been established for work on categories B, D and X				
2	Can all work performed be traced to the person doing the work?				
3	Does the system allow for an inspector to counter sign upon completion of the work performed?				
4	Is reference to the manuals and special tools used entered on all maintenance work sheets?				
5	Does the organization comply with all the procedures for completion of records? (CAR 145.02.16)				
6	Review some of the CRMA's issued during the past year. Do these meet with requirements?				
7	Review some of the logbooks available in the AMO. Are these log books filled in completely and correctly?				
8	Are maintenance records kept for a period of five year? (CAR 145.02.15 (2) (d))				
J	SPECIAL PROCESS				
1	Does the organization apply any of the following special processes:				
	1.1 NDT				
	1.2 Welding				
	1.3 Heat treatment				
	1.4 Plating				
2	IF YES:				
	2.1 Are the procedures for applying specialised activities documented in the manual of procedures? (NAM-CATS-AMO 145.02.2 (1)(j))				
	2.2 Are the quality control requirements for the specialised activities documented?				
3	Are the quality control requirements implemented, i.e.:				
	3.1 periodic checks and recording thereof				
	3.2 safety precautions				
	3.3 training personnel, etc				

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Name of Inspector:

Date:

Signature:

Airworthiness chief's Remarks:

The above requirements have been evaluated against the operator / organisation submissions and is hereby approved / **not approved** for authorization and **recommended / not recommended** to be issued the appropriate approval.

Name/Signature / Date:

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