



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.

**FOREIGN MAINTENANCE ORGANISATION APPROVAL DESKTOP
AUDIT 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 <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
B.	Were there a significant number of Audit Findings? • What conclusions were drawn from the audit?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
C.	Was the audit follow-up completed? • List any outstanding audit findings respecting the previous audit?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
D.	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"/>
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"/>
1.	Are the following satisfactory:				
2.	Duly completed AMO application form.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	The payment of any changes prescribed by the authority	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Is the review of the MOP/MPM satisfactory	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Most recent internal quality assurance audit report:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Most recent national CAA audit report:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Review previous audits and surveillance reports, including follow-up action. Discuss discrepancies with the chief of airworthiness. Get evidence of corrective action (if applicable).	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Most recent foreign AMO approval certificate plus operations specifications.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Does the company's Certificate of Approvals accurately reflect its limitations?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Review the certificate holder's scope of activities.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Review the status of the authorization documents issued by the NCAA.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	NAMCARs 145 compliance statement	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	Is the review of the compliance statement satisfactory?				
14.	Foreign CAAs compliance with the 8 critical elements. (ASI to Check on the ICAO – CMA online)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	Copy of approved MPM/MOP - (Does the company have a control manual approved to the applicable NCAA standards?)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	Is the review of the MOP / MPM satisfactory? Review the approved control manual for discrepancies. Develop questions and confirmation requests to address specific concerns. Use the FSS-AIR-FORM031/11 checklists as a guide.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

INSPECTOR REMARKS

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