



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.

**Base Inspection Guidelines – Maintenance Requirements (AOC)
PART 121 OPERATOR**

Operator:

Location:

AOC – 01 Previous NCAA Inspection

1.	What was the date of the previous inspection?	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 Inspection Findings? • What conclusions were drawn from the inspection?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Was the inspection follow-up completed? • List any outstanding inspection findings respecting the previous inspection?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Since the last inspection, 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, and type of service since the previous inspection?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Have there been any additional SOPS or a change to the Maintenance Scope of Approval / Authorized since the previous inspection? No	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC – 02 Maintenance Control Manual – Administrative

8.	Does the manual have a table of contents?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Does the manual reflect the business or trade name?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Does the company have a fixed place of business?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Does the manual have a description of the • organization and size? • state the geographic location and sub base facilities? • state the type and number of aircraft operated?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

	<ul style="list-style-type: none"> the nature of operation? 				
12.	Does the statement reflect approvals listed on the SOPS?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	<p>Is there a signed statement (by the accountable manager) indicating that the manual is their means of complying with the NAMCARs?</p> <ul style="list-style-type: none"> Is there a listing of the incorporated documents? Is the list covered by the certification statement made by the accountable manager? Has each incorporated document been "certified" by the accountable manager or person responsible for that management function as the Air Operator's means of compliance with the NAMCARs? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	Does the manual describe an amendment procedure?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	Does the manual describe the page identification process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	Is there an LEP and is it approved by NCAA?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
17.	Do the pages contained in the manual match those listed in the LEP?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
18.	Does the manual specify distribution procedures and the identity of manual holders / locations?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
19.	Is the amendment procedure followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	Are manuals up to date?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
21.	Are manuals physically located at the designated site or with the specified person?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
22.	Are distribution procedures followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
23.	Does the manual contain the organizational chart depicting the responsibilities?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
24.	Does the manual state the communication equipment to be used in the conduct of the type of business intended? Is it adequate?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
25.	Are they able to contact the aircraft / crew when away from the main base or remotely operated?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
26.	How is updating of the control manual generated?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
27.	Does the company have facilities adequate for the control of maintenance, elementary work and servicing?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Operational					
28.	Is there sufficient number of personnel to control all of the required maintenance, scheduling, elementary work, servicing, etc?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
29.	Does the manual specify how maintenance actions are to be recorded?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
30.	Is there a person identified that is responsible for developing a maintenance schedule?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
31.	<p>Does the manual identify the maintenance schedules appropriate to the type of equipment / aircraft operated by the company?</p> <ul style="list-style-type: none"> Have any maintenance schedules been omitted? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
32.	<p>Does the manual indicate a procedure for adding additional aircraft to the AOC?</p> <ul style="list-style-type: none"> If so, do they follow the procedure? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
33.	Are sufficient spare parts available, located where	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

	needed?				
34.	Are sufficient supplies and spare parts available to ensure timely rectification of defects / MEL provisions?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
AOC – 03 Person Responsible for Maintenance (PRM)					
35.	Is there documentation in the personnel files to support the evaluation of the PRM? • assessment by interview?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
36.	If the AOC holder also holds an AMO Certificate, is the PRM for the Air Operator the same person as that of the AMO?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
37.	Does the PRM fully understand the responsibilities of the position?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
38.	Is there evidence to suggest that the PRM did not remove aircraft from service when they failed to comply with airworthiness or operational requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
39.	Does the PRM delegate any of the responsibility? • If so, is the identity / position of the individual and their duties fully described in the manual? • Does the description specify which functions or activities are delegated? • Is this delegation conveyed in a letter form?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
AOC – 04 Quality Control					
40.	Is a QC program identified in the manual?)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
41.	Is the person responsible for QC identified in the manual? If not the PRM, are this person's duties clearly defined in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
42.	Has the QC conducted an internal audit during the 12 months period?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
43.	Does the audit program cover all functions defined in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
44.	Does the audit program cover regulatory changes?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
45.	Is there evidence (records) indicating that formal review of maintenance requirements have been undertaken? • Were records kept according to the requirements specified in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
46.	Does the operator use checklists for the audit process? • Are examples available and are they comprehensive?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
47.	Does the operator follow the frequency of audit as specified in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
48.	Does the operator follow the stated corrective action process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
49.	Are the correct forms as stated in the manual in use? (Sample, are persons required to provide input in the process, involved?)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
50.	Has action taken as a result of a non-compliance finding included immediate and long term action to correct the root cause of the finding?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
51.	Is there any evidence to suggest that follow-up activities have been carried out?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
52.	Is there any record of a maintenance schedule review being carried out or the evaluation of supplemental maintenance requirements for applicability and inclusion to the operators program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

	<ul style="list-style-type: none"> Were they included? Does the outcome deviate from manufacturers recommendations; are the conclusions stated and decisions substantiated? 	
53.	Are aircraft operational and environmental conditions considered in the audit program?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
54.	<p>Is there evidence that the operator has reviewed and evaluated ADs, SBs and other technical information for applicability to their fleet?</p> <ul style="list-style-type: none"> Is there evidence of a maintenance specialist being involved in the decision process? 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
55.	How does the company handle emergency ADs/SBs which affects their fleet? (<i>Sample & interview, does the response reflect stated procedures, follow process through?</i>)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

AOC – 05 Technical / Regulatory Publications

56.	Is the person responsible for keeping publications current aware of his / her responsibilities? (interview)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input checked="" type="checkbox"/> Not Checked <input type="checkbox"/>
57.	Are publications / manuals current, i.e. amendments up-to-date?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input checked="" type="checkbox"/> Not Checked <input type="checkbox"/>
58.	Is the system for monitoring manual currency effective?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input checked="" type="checkbox"/> Not Checked <input type="checkbox"/>
59.	<p>Does the operator have technical and regulatory publications according to the list in their approved manual?</p> <ul style="list-style-type: none"> NCAA Act, NAMCARs Type Certificates; Supplemental Type Certificates; FAA Advisory Circulars 43.13 Airworthiness Directives, applicable to the aircraft / equipment operated; manufacturer's maintenance, illustrated parts catalog, overhaul manuals, and service bulletins and service letters, MCM or MPM 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input checked="" type="checkbox"/> Not Checked <input type="checkbox"/>
60.	Are appropriate portions of publications made available to company personnel, contractors as outlined in the manual?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
61.	How is the operator made aware of technical information, updates, bulletins, etc. applicable to the aircraft type they operate?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
62.	<p>Does the company have equipment, i.e. Computers, fiche reader / printer etc., necessary for reproducing this information?</p> <ul style="list-style-type: none"> Does the equipment function? 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
63.	If regulatory publications are to be available via the Internet, have the company demonstrate their access to and navigate the information.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
64.	If publications are to be made available to the operator via a contract for maintenance, does the operator ensure that the technical manual applies to their particular aircraft via serial number or model or year?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
65.	How does the operator control out of date / historical publications / training notes?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
66.	Does the library maintain a master list which identifies	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

	each publication and location? (sample locations)				
AOC – 06 Technical Records					
67.	Is the location of records in accordance with the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
68.	Does the use of job / segmented / task cards, require the operator to update a computer software program after completion? <ul style="list-style-type: none"> If so, is there any evidence of missed entries or incorrect times being input? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
69.	Supplemental worksheets used for recording and rectifying defects discovered during maintenance activities, are they the operator's or the AMO's? <ul style="list-style-type: none"> Is this according to manual requirements? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
70.	Does the operator ensure that completed inspection packages are reviewed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
71.	Are the maintenance check sheets used as described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
72.	Cross check completed check sheets with the aircraft log books, is there evidence of maintenance being completed prior to certifying the Technical Log entry? (Sample).	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
73.	Are maintenance records acceptable for completeness and final certification? (sample)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
74.	Sample aircraft technical records (including Journey Log). Do the recorded actions meet regulatory requirements? For example: <ul style="list-style-type: none"> certifications; time between checks; weight and balance report; inspections completed on time; 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
75.	Are established procedures being followed to record and control maintenance items? For example: <ul style="list-style-type: none"> scheduled maintenance and inspection; Ad's and special instructions; components; TBOs and life-limited times; calendar-time items; pitot-static and altimeter calibration checks; compass calibration; mass and balance; independent control checks / CMR / critical maintenance tasks. 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
76.	Does the operator transfer information from the journey log to the permanent technical record in accordance to regulatory and MCM requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
77.	Does the operator maintain technical records in a dry, secure area?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
78.	Do company personnel record information and defects in the journey log or other technical record in accordance with MCM procedures?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
79.	Is the technical record (including journey log) a consecutive, unbroken history?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
80.	Is computer software used as a sole support technical history? <ul style="list-style-type: none"> If so, is there evidence of entries being updated? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

	<ul style="list-style-type: none"> Is the original entry protected? Is there a backup system? 				
81.	<p>Is the primary method for controlling maintenance tasks generated / tracked by computer?</p> <ul style="list-style-type: none"> If so, is it a secure system, (see technical records)? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
AOC – 07 Mass & Balance					
82.	Is the person responsible for mass and balance control knowledgeable of their duties and responsibilities?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
83.	Are any of the aircraft operated subject to the five year re-weigh requirement? (sample)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
84.	<p>Are mass and balance reports carried on board each aircraft?</p> <ul style="list-style-type: none"> Is there more than one report which may be contradictory? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
85.	Is there evidence of changes being made to aircraft basic weight without amendments to the mass and balance report?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
86.	Does each amendment to the mass and balance report include revision dates and revised equipment lists?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
87.	Are empty weight and c of g calculations computed in the amended report?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
88.	Has a maintenance release been signed for each change to the mass & balance report?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
89.	Does each aircraft's mass & balance report show continuity back to the time the aircraft was weighed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
90.	Do company personnel follow the approved procedures when moving from one aircraft configuration to another?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
91.	Does the system of control ensure accurate weight and balance information is used by the pilot-in-command?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
92.	<p>Does the weight and balance report / equipment list include all items specified in the aircraft type certificate?</p> <ul style="list-style-type: none"> Does it also include additional equipment required / installed for the operation of the aircraft? Does it include any equipment installed as a result of an STC or modification? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
AOC – 08 Maintenance Planning Data (MPD) – Program Application					
93.	Does the manual state the objective of the MPD?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
94.	Does the manual state policy of how MPD activities will influence the maintenance schedule?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
95.	Is the maintenance schedule / program, or portion thereof, to be affected by the MPD clearly defined?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
96.	Does the operator have internal maintenance capabilities i.e. QA / production systems (essential for effective control) and access to engineering support (aid in evaluating)?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Administration					
97.	<p>Is the MPD a self contained document?</p> <ul style="list-style-type: none"> If so, does the MCM enable its use by reference? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
98.	If self contained, is there an amendment process described?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Policy Changes & Authority					
99.	Does the maintenance program require NAMNCAA's approval before changes are to be instituted?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
100.	Does the document specify procedures for establishing or policy with regards to the program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

101.	Is there a reliability program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Initial Maintenance Requirements					
102.	Does the manual describe how an initial maintenance schedule is to be developed or what it is based upon? • Is it based upon an MRB and other operator data?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
103.	Does the manual specify the amount of in service data needed prior to making considering changes to the maintenance schedule?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
104.	Is the MPD process dependent on reliability monitoring process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Evaluation of Information					
105.	Does the program consider information from other sources, for example: manufacturers, other operators, airworthiness authorities?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
106.	How is this information obtained from other sources controlled and processed within the organization?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
107.	Does the description of the program contain a diagram of the organizational structure? • If not, is one required for clarity?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
108.	Does the manual define lines of authority and responsibility	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
109.	Does the scope of maintenance activity to be control under this program require a comprehensive system for evaluating aircraft fleet / or product performance or is simple means acceptable?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Performance Influences					
110.	Does the program consider the operating environment, where and when aircraft fly, land and layover such as hot, cold, humid, dusty, salty, etc.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
111.	Does the program consider the operating schedule, flight hours per cycle, cycles per day, flight hours per day, variation within fleets due to short / long routing?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
112.	Does the program consider the effect of adding or deleting aircraft on the population samples, resource and maintenance capabilities?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
113.	Does the program consider the modification status of components in the program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
114.	Does the program consider the integration of used equipment / aircraft?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
115.	Is the system of data collection fully described and does it specify typical sources of information?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
116.	If sampling is used, the method, number of samples, time on the samples, when sampling and intervals spelled out.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
117.	Does the operator define tasks such as "inspection", "check" for their scope of purpose?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
118.	Escalation procedure - required series or sequence of checks?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
119.	Are task interval parameters tailored to operator's desired units?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
120.	Does the operator participate in the MRB process? • If so is their utilization comparable to that of the world fleet leaders?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

121.	Are alternate or substitute inspection methods used to qualify maintenance requirements, i.e. X-ray substituted for ultrasonic?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
122.	Does the operator have a procedure or the capability to enhance manufacturer's maintenance instructions?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
123.	Are the enhancements driven by reliability processes or other feedback mechanisms?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
124.	Procedures for making other changes from one primary maintenance process to another, for example changing from Hard Time to On Condition	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
125.	Does the system obtain data from units only under operational conditions?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
126.	Does the manual provide samples of how data justifying actions is to be collected?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Data Analysis & Application to the Maintenance Program					
127.	Does it describe how data analysis will influence adjustments to maintenance control?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
128.	Are the duties and responsibilities for initiating program revision clearly defined?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
129.	Does the operator use trending as a means for determining maintenance requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
130.	Is the documentation required to be used to effect changes in maintenance program described?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
131.	Procedures provided to assure that any TBO adjustment or other program change does not conflict with a corrective action program established by a previous reliability analysis.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
132.	Program contains a statement that the NCAA will be advised when increases to time limitations or other program changes controlled by the program occur.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
133.	Does the program include a graphic display of major system/component TBO escalation?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Maintenance Schedule Amendment					
134.	Does the program identify organizational elements responsible for approval of amendments to the maintenance schedule?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Procedures for Maintenance Control Changes					
135.	Program describes the procedures used for making changes to maintenance controls.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
136.	Organizational elements responsible to prepare substantiation reports to justify maintenance control changes identified.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
137.	Procedures included relative to manual revisions concerning time increases and what will be required prior to pursuing a subsequent time increase.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
138.	Procedures provided for revision to the Operations Specifications when and if required.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
AOC – 9 Reliability Monitoring Programs – Program Application					
139.	Does the reliability program clearly define the components, systems, or complete aircraft which are to be controlled?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
140.	Is the maintenance program, or portion thereof, to be controlled by reliability program clearly defined?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
141.	Does the program reference the operator's MCM where details pertaining to overhaul and inspections periods, work	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

	content, and other maintenance program activities that are guided by the program may be found?				
Organizational Structure					
142.	Does the description of the program contain a diagram of the organizational structure? • If not, is one required for clarity?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
143.	Does the manual define lines of authority and responsibility?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
144.	Is the appropriate authority delegated to each organizational element?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Definitions					
145.	Does the program clearly define significant terms?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
146.	Are acronyms or abbreviations peculiar to the program defined?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Data Collection System					
147.	Is the data collection system fully described and does it specify typical sources of information?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
148.	Does the system obtain data from units only under operational conditions?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
149.	Does the data relate directly to established levels of performance?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
150.	Does the manual provide samples of data and how it is to be collected?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
151.	If sampling techniques are to be used, is the method of sampling - number of / in service time / intervals, specified?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Establishing Performance Standards and Revision					
152.	Does the program include an initial performance standard that defines acceptable performance requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
153.	Does the manual describe methods used to evaluate and control performance? Are various methods in use?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
154.	Are performance standards for system or component failures expressed in mathematical terms? For example: • 1000 hours of aircraft operation? • Number of landings? • Operating cycles? • Departure delays? • Pilot reports? • Other findings under operational conditions?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
155.	When a performance standard is exceeded, is an active investigation required?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
156.	Are statistical techniques used in reliability measurement supportive of maintenance control actions? • Are actuarial or engineering studies used to determine maintenance changes? • Are studies made involving inspection frequency and content, overhaul limits and times? • Do they show aircraft, system, or component modification? • Does it show other actions peculiar to prevailing conditions?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

157.	Are there provisions for the re-evaluating performance standards that lose their value?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
158.	Are there provisions to establish initial performance standards for new aircraft being placed in service?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
159.	Are there provisions for the initial alert values to be adjusted based on carrier's first year of experience?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
160.	If PIREPS per 1000 departures is the standard, is 5 PIREPS per 1000 added to rate for past year to set alert value?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
161.	Are alert levels set up on a combination of past performance plus "good judgment"?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
162.	Is a statistical approach used to establish alerts?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
163.	Are alert values equal to mean plus 3 standard deviations? • If not, what criterion is used?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
Data Analysis Methodology & Application to Maintenance		
164.	Does the manual contain a description of the data analysis process?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
165.	Does it describe how the analysis will influence adjustments to maintenance control?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
166.	Types of action appropriate to the trend or level of reliability experienced.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
167.	Are procedures for evaluating critical failures established?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
168.	Are the statistical techniques that are used to determine reliability levels described?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
169.	Is the manner in which information is exchanged between organizational elements fully described?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
170.	Are the activities and responsibility of each organizational element defined?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
171.	Does the program include a graphic portrayal of the program operation? • Is one required for clarity? (process chart)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
Data Display & Corrective Action Process		
172.	Does the program describe the reports, charts, operating experience in use?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
173.	Does the description contain essential information for each item controlled by program?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
174.	Is each system and component identified by appropriate ATA code number? If not what method is used?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
175.	Does the data display method show trends as well as the current month's performance?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
176.	Is there a description of the corrective action process?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
177.	Does the corrective action process include a requirement to establish planned completion dates?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
178.	Is there a status (real time) of corrective action available?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
179.	Is corrective action description appropriate to circumstances?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
Program Revision		
180.	Does the manual contain procedures for implementing	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

	changes to the reliability program?				
181.	Does the program identify which organizational elements are responsible for approving amendments to the reliability program? • Is this a quorum approach?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
182.	Are the duties and responsibilities for initiating program revision clearly defined?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
183.	Do procedures identify and isolate areas which will require Namibia Civil Aviation Authority approval prior to implementation?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
184.	Does the program require periodic reviews be accomplished which would validate the performance standard in use is still realistic?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
185.	Is a method of distribution and implementation of approved revisions to the reliability program included in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Procedures for Implementing Maintenance Control Changes					
186.	Does the program describe procedures which are used for making changes to maintenance controls?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
187.	Is the documentation used to effect changes in maintenance program described?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
188.	Are substantiation reports justifying maintenance control changes required / prepared / produced by the organizational elements responsible for such changes?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
189.	Are specific parameters identified which are to be used to determine changes in maintenance control?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
190.	Are procedures provided which cover all maintenance program activities controlled by the reliability program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
191.	Are procedures specified for changing items from "Hard Time" to "On Condition" or "Condition Monitoring?"	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
192.	Are procedures specified for making other changes from one primary maintenance process to another?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
193.	Are procedures included concerning maintenance interval changes and the subsequent action required should an additional time increase be pursued?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
194.	Is a feedback process described for influencing revision to Operations Specifications if and when required?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
195.	Has a procedure been established to ensure that any program change / TBO adjustment, does not conflict with a corrective action process established by a previous reliability analysis?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
196.	Does the program include a graphic display detailing major system / component TBO escalation process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
197.	Are details of Airworthiness Directives or Service Bulletins taken into consideration or evaluated for applicability to the program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Program Approval					
198.	Are procedure describing approval process clearly identified?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
199.	Does the manual contain a requirement to notify / advise the Namibia Civil Aviation Office responsible when increases to time limitations or other processes /	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

	changes controlled by the program occur?	
AOC – 10 Maintenance Planning		
200.	Is the individual responsible for the program knowledgeable of the procedures described in the manual?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
201.	Is the method or process used to monitor / schedule maintenance activities / repetitive AD's (computer / status system / other) being followed by the organization? <ul style="list-style-type: none"> Does this include supplemental maintenance items (such as STC added after maintenance schedule approval, floats & skis etc., safety equipment)? 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
202.	Are the same method(s) used at all locations and sub bases?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
203.	Is the primary method for controlling maintenance tasks generated / tracked by computer? <ul style="list-style-type: none"> If so is it a secure system, (see technical records)? 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
204.	Is the method used up-to-date and current?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
205.	Is there operational or additional equipment that is not addressed in the maintenance schedule? (sample)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
206.	Is there evidence that maintenance requirements have been missed or actioned late?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
207.	Are there service bulletins that were or should have been adopted / installed / integrated into the maintenance program? (sample)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
208.	Is the frequency and use of tolerances planned or excessive?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
209.	Are maintenance releases made to facilitate the use of the tolerance prior to its use?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
210.	Is aircraft operating information (aircraft daily flight time / condition / status) relayed to the individual making decisions on maintenance requirements? <ul style="list-style-type: none"> Is this in accordance with the instruction / procedures specified in the manual? Does this information include a requirement for - defects, MELs, special inspections, hard landings, lighting strikes, etc 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
211.	For aircraft operating under MEL authorities, how is repair interval planned and actioned?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
212.	Is the liaison between the operator and the maintenance contractor effective? <ul style="list-style-type: none"> Is there any evidence that the communication process does not work? 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
213.	Is the maintenance contractor consulted in the defect deferral process?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
214.	Are maintenance requirements communicated to the AMO in accordance with manual requirements?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
215.	Does the operator maintain current inspection sheets as identified in the Maintenance Schedule?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
216.	Do inspection sheets cover all applicable areas of the aircraft as described in the program? (Complete maintenance schedule checklist.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
217.	Are the appropriate forms and information supplied to	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

	the maintenance organization or are they to be reproduced by the AMO? <ul style="list-style-type: none"> Is this in accordance with the stated process? 	
218.	Did AMO personnel use the latest check sheet (revision) during the last few inspections?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
219.	Where the operator writes or re-writes job / segmented / task cards, does the operator follow the process stated in the manual for controlling revision of the cards? <ul style="list-style-type: none"> Does the card contain a reference link to the original instructions? 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
220.	For computer controlled maintenance planning, is the repeat interval self generated or is this a manual input operation? <ul style="list-style-type: none"> Is the process consistent with the description in the manual? Is there any evidence that repeat interval maintenance requirements have been overlooked or entered incorrectly? 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
AOC – 11 Defect Recording, Rectification, Deferral, and Control Procedures		
221.	Does the company record defects in accordance with the procedures specified in the manual?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
222.	Are defects recorded in the proper record / log; are they identified appropriately and handled in accordance with stated procedures?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
223.	Does this recording procedure apply to defects found by flight crew during normal operations? <ul style="list-style-type: none"> Does the method indicated conflict with regulatory requirements? 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

224.	Are defects found during maintenance recorded in accordance with procedures stated by the operator or by the maintenance contractor?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
225.	Supplemental worksheets used for recording and rectifying defects discovered during maintenance activities, are they the operator's or the AMO's? <ul style="list-style-type: none"> Is this according to manual requirements? 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
226.	Is there evidence of defects not being recorded: <ul style="list-style-type: none"> by the flight crew? while the aircraft is away from base? during maintenance? 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
227.	How does the company handle self generated / recorded fault logs (Built In Test Equipment)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

Deferral		
228.	How does the operator determine a defects suitability for deferral? <ul style="list-style-type: none"> Are technical / regulatory manuals and type certificate information available / consulted in the process? 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
229.	Are defects assessed against mandatory or required operating equipment limitations (also includes Type Certificates Data Sheets and basis of certification)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
230.	Are environmental factors and operational role of the aircraft considered in the defect's assessment?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
231.	Is the maintenance contractor consulted in the deferral	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

	process?								
232.	Are deferrals entered in the journey log or other recording system in accordance with stated procedures?	N/A	<input type="checkbox"/>	OK	<input type="checkbox"/>	Finding	<input type="checkbox"/>	Not Checked	<input type="checkbox"/>
233.	Are procedures for placarding deferred defects being followed?	N/A	<input type="checkbox"/>	OK	<input type="checkbox"/>	Finding	<input type="checkbox"/>	Not Checked	<input type="checkbox"/>
234.	Are personnel that defer authorized?	N/A	<input type="checkbox"/>	OK	<input type="checkbox"/>	Finding	<input type="checkbox"/>	Not Checked	<input type="checkbox"/>
Recurring Defect									
235.	Is there any evidence indicating recurring defects are not being addressed according to stated procedures?	N/A	<input type="checkbox"/>	OK	<input type="checkbox"/>	Finding	<input type="checkbox"/>	Not Checked	<input type="checkbox"/>
236.	Is the operator's stated procedure effective in detecting the recurrence of defects? • Does the defect system highlight defects that recur to the flight crew and maintenance organization?	N/A	<input type="checkbox"/>	OK	<input type="checkbox"/>	Finding	<input type="checkbox"/>	Not Checked	<input type="checkbox"/>
237.	Does the operator's criteria, for classifying recurring defects, meet regulatory requirements?	N/A	<input type="checkbox"/>	OK	<input type="checkbox"/>	Finding	<input type="checkbox"/>	Not Checked	<input type="checkbox"/>
Control									
238.	For aircraft operating under MEL authorities, how is repair interval planned and actioned?	N/A	<input type="checkbox"/>	OK	<input type="checkbox"/>	Finding	<input type="checkbox"/>	Not Checked	<input type="checkbox"/>
239.	Troubleshooting, part removal. Does the manual indicate how a part removed for troubleshooting purposes must be handled? • If so, does the company follow procedures for storage, time limits and maintenance release requirements? • parts removed from another aircraft for troubleshooting?	N/A	<input type="checkbox"/>	OK	<input type="checkbox"/>	Finding	<input type="checkbox"/>	Not Checked	<input type="checkbox"/>
AOC – 12 Airworthiness Directives & Service Bulletins									
240.	Does the operator have all Airworthiness Directives applicable to their fleet?	N/A	<input type="checkbox"/>	OK	<input type="checkbox"/>	Finding	<input type="checkbox"/>	Not Checked	<input type="checkbox"/>
241.	Does the operator ensure timely action of Airworthiness Directives?	N/A	<input type="checkbox"/>	OK	<input type="checkbox"/>	Finding	<input type="checkbox"/>	Not Checked	<input type="checkbox"/>
242.	Are the details, of maintenance actions used during the accomplishment of Airworthiness Directives, recorded in the appropriate technical record? • For Service Bulletins?	N/A	<input type="checkbox"/>	OK	<input type="checkbox"/>	Finding	<input type="checkbox"/>	Not Checked	<input type="checkbox"/>
243.	Does the operator have direct access to Service Bulletin and other technical information applicable to their fleet? • If access is by way of a contract, is the access adequate? (sample, have operator demonstrate)	N/A	<input type="checkbox"/>	OK	<input type="checkbox"/>	Finding	<input type="checkbox"/>	Not Checked	<input type="checkbox"/>
244.	Is there evidence that the operator has reviewed and evaluated Service Bulletins and other technical information for applicability to their fleet? • Is there evidence of a maintenance specialist being involved in the decision process?	N/A	<input type="checkbox"/>	OK	<input type="checkbox"/>	Finding	<input type="checkbox"/>	Not Checked	<input type="checkbox"/>
245.	Is the implementation of AD / SB or other technical information actioned directly from the manufacturer's technical information or is the process rewritten into task cards or action sheets? • If rewritten, is there a control process or review mechanism in place which ensures the accuracy of the information?	N/A	<input type="checkbox"/>	OK	<input type="checkbox"/>	Finding	<input type="checkbox"/>	Not Checked	<input type="checkbox"/>
AOC – 13 Minimum Equipment List (MEL)									
246.	Is the MEL NCAA approved?	N/A	<input type="checkbox"/>	OK	<input type="checkbox"/>	Finding	<input type="checkbox"/>	Not Checked	<input type="checkbox"/>
247.	Does the operator have a MEL training program? • Does the program include training of contract	N/A	<input type="checkbox"/>	OK	<input type="checkbox"/>	Finding	<input type="checkbox"/>	Not Checked	<input type="checkbox"/>

	maintenance personnel?				
248.	Is a copy of the approved MEL carried on board the aircraft? (sample)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
249.	Is the on-board copy a current revision? (sample)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
250.	Are MEL numbers entered in the journey log for deferred MEL items?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
251.	Are only <u>authorized personnel</u> releasing or dispatching aircraft with inoperative items?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
252.	Are appropriate maintenance instructions carried on board the aircraft to facilitate conformance to the MEL?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
253.	Are aircraft with multiple deferred MEL items operated for extended periods through maintenance bases and terminating airports?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
254.	For aircraft that released under MEL authority, are they done so in accordance with the correct procedure? <ul style="list-style-type: none"> • placarding • authorized person • category • time limits 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
255.	Does the operator implement revisions to their MEL within a reasonable time after the release of a revision to the Master MEL?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
256.	Does the company have MEL self extension authority? <ul style="list-style-type: none"> • Are MEL self extensions coordinated between operations and maintenance? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
257.	Is there any evidence to suggest that this privilege is being abused, i.e. excessive or repetitive extensions for the same item; late or untimely actioning of the defect?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
258.	Is there evidence of notification being sent to NCAA when MEL self-extensions are granted?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
259.	Does the organization follow the policies and procedures for conformance to the MEL as described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
260.	Does the operator release aircraft participating in the ETOPS program in accordance with the approved MEL document?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
261.	Have individual aircraft MELs been reviewed / amended to reflect the additional maintenance procedures necessary for the ETOPS operation?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
262.	Does the ETOPS departure check cover items such as maintenance sensitive items, MEL deferral review, deferred item review, system verification, and log-book review?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
263.	How aircraft configuration management (CMP) is integrated / factored / coordinated into the ETOPS and MEL processes?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
AOC – 14 Technical Dispatch Procedures					
264.	Are maintenance entries attesting to serviceability and continuation of safe operation made each time a tolerance is used?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
265.	Have authorized personnel issued the tolerance in accordance with the manual requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
266.	Is there any evidence to suggest that Airworthiness Directives are also given the tolerance?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
267.	Does tolerance use conflict with the requirements outlined in the respective maintenance schedules?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

268.	Is there any evidence to suggest that the pilot-in-command is given adequate notification of the next scheduled maintenance activity? (particular attention to operations from remote locations)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
269.	Do the procedures ensure that aircraft are not operated in an un-airworthy condition?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
270.	How is the PRM advised of the status while aircraft are away from base?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
271.	Are environmental factors and operational role of the aircraft considered in the dispatch of an aircraft with a defect?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
272.	Is the procedure followed for returning the aircraft to service when aircraft become unserviceable away from base?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
273.	Are procedures followed for transmitting maintenance information to aircraft operating away from the base?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
274.	Is deferred maintenance taken into consideration when dispatching aircraft?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
275.	For aircraft that have additional (dual) flight authorities, are procedures followed for invoking the applicable flight authority?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
276.	For companies that have self flight permit authority issuance privileges, are procedures followed for invoking or issuing the flight permit? <ul style="list-style-type: none"> Check Company Operations Manual for complimentary procedures? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
277.	Does the fleet mass and balance control program for dispatching aircraft meet requirements? <ul style="list-style-type: none"> Is the pilot-in-command always aware of the aircraft's operating weight and configuration? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
278.	Are maintenance entries regarding aircraft mass and balance status recorded in the journey log?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
279.	For aircraft operated under ETOPS or AWO, are the operations and technical dispatch in accordance with stated procedures. (refer to separate checklists)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
AOC – 15 Flight Authorities – Test / Ferry					
280.	Does the technical dispatch system flag to the pilot-in-command when test flight requirements are to be used? <ul style="list-style-type: none"> Are operations and maintenance required to communicate with each other? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
281.	For maintenance test flights, is the final certification of "satisfactory flight" made by the pilot in command? <ul style="list-style-type: none"> Is there any evidence to suggest passengers may have carried on board during the test flight? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
282.	For aircraft that have additional (dual) flight authorities are procedures followed for invoking the applicable flight authority?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
283.	Are flight and maintenance crews familiar with "away from base" ferry-flight procedures as described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
284.	Does the operator follow the procedures described in the manual when exercising ferry-flight authorization?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
285.	Where self flight permit authorization is given, when used has the company followed procedures and have	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

	the required company authorizations been obtained?				
286.	Is the proper (company) form being used? Does the F/P form become part of the permanent record?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
287.	Is there any evidence of misuse or aircraft positioning that may have taken place under flight permit authority? <ul style="list-style-type: none"> Do the conditions specified seem reasonable or complete? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
288.	Are ferry flights being reported to the NCAA as described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
AOC – 16 Maintenance Arrangements					
289.	Does the manual state a policy for initiating or governing maintenance contracts?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
290.	Does the manual specify criteria which must be identified or included in the maintenance contract? <ul style="list-style-type: none"> Does it include a description of contract administration and the scope of work? If the manual does not contain specific procedures, are maintenance contracts to be individually approved by NCAA? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
291.	How is the provision of emergency maintenance services addressed? <ul style="list-style-type: none"> Does the manual specify procedures for obtaining these services? If so, is the process followed? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
292.	Is a communication procedure included in the arrangement to advise maintenance contractors of planned or unscheduled maintenance requirements? <ul style="list-style-type: none"> Does the procedure identify responsibilities of the maintenance coordinator? Does this include how AD requirements are to be communicated between the parties? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
293.	Is direction included specifying which maintenance instructions are to be used by the contractor when performing maintenance? <ul style="list-style-type: none"> Does the process include the provision / use of forms and for providing copies of the appropriate maintenance schedules? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
294.	Are all contracts entered into, identified in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
295.	Does the contract permit operator evaluation (quality control program) of the contracted organization?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
296.	For individual contracts, <ul style="list-style-type: none"> Are all parties' responsibilities clearly defined in the manual and the contract? Does the company follow the procedures for transmitting records between parties as established in the manual? Are requirements for maintenance releases specified, which documents and what entries in which technical record? Is a requirement for contractor feedback specified in the maintenance arrangement, i.e. problems, SDR information, evaluation program, etc? Does it include providing feedback information in support approved reliability program where required? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
297.	Where the work is performed outside of The State, has the person been approved as an AMO?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

298.	Are both parties in possession of contract-substantiating documents for reliability programs and MPM/MCM?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
299.	Does the contractor have the facilities, capability and the excess capacity to perform the additional work?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
300.	Is the contractor approved to operate and maintain the same type of aircraft as the operator? <ul style="list-style-type: none"> • If the operator utilizes the contractor's maintenance information / systems, has compatibility been established between the operator's and the contractor's aircraft? • Does the maintenance program address equipment unique to the operator? • Have inspections intervals, cycle / calendar time and other variances been adjusted to suit the operator?) 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
301.	Have the applicability and authority of the publications been delineated in the contract? <ul style="list-style-type: none"> • Has the operator adopted any contract facility processes, i.e. repair methods and/or techniques? 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
302.	Does the contract state the responsibilities and involvement of both parties in all or part of the reliability program? <ul style="list-style-type: none"> • Is the operator's fleet combined with the contractors aircraft for reliability and statistical purposes? • Do the aircraft operate in similar environments? 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
303.	Does the contractor subcontract to a third party any part of the work? <ul style="list-style-type: none"> • Does the main contract identify the contracting responsibilities between the operator and the first AMO? • 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"/>
304.	Is the contract significant enough to warrant NCAA review?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
305.	Have all phases of aircraft maintenance (e.g. heavy and light engine maintenance / structural maintenance) been established?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
AOC – 17 Training Program		
306.	Does the operator state a policy with respect to training for those individuals required to action functions of the organization?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
307.	Does the operator's manual contain a description of training requirements with respect to other duties carried out as per NAMCAR requirements? (Note: this statement is broadly applied, training may be required for technical dispatch, weight and balance, etc.) <ul style="list-style-type: none"> • Has training covering regulations and standards pertinent to the activity or function, been carried out? 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
308.	Has training for critical or independent maintenance tasks been provided to those individuals who will exercise the privilege?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
309.	Are training records for Elementary Work and Servicing available?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
310.	Is training conducted according to the training cycle specified in the approved manual or is it driven by the results of the quality audit?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
311.	Does the manual specify an update training cycle (3	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

	years) or is it driven by the results of the quality audit?				
312.	Is there evidence of update training that has been carried out? <ul style="list-style-type: none"> Was it conducted as a result of regulatory or operator program changes? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
313.	Is there evidence of training that is / was a direct result of a finding made in conjunction with the quality audit? <ul style="list-style-type: none"> Is there training that should have transpired as a result of a finding made under this audit? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
314.	The NAMCAR permits certain elements of the training program to be administered under an AMO's MPM. <ul style="list-style-type: none"> If so, does the MCM make reference to items contained in the MPM? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
AOC – 18 Personnel Records					
315.	Do personnel records consist of the items described in the manual and are they being maintained?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
316.	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"/>
317.	Does the operator 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"/>
318.	Is a record provided to the person who has received the authorization to accomplish the function?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
319.	Do the personnel records for management assigned personnel contain their "qualifications"?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
320.	Are any management functions sub delegated? If so, is there a record of the individuals qualifications	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
321.	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"/>
AOC – 19 Elementary Work, Servicing					
322.	Does the company use procedures other than manufacturers stated in the performance of Elementary Work or Servicing? <ul style="list-style-type: none"> Are these procedures specified in the manual? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
323.	Are authorization records for elementary work and servicing available and current? <ul style="list-style-type: none"> Does the company follow the training process as described in the manual? Are the authorizations supported by an available training record? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
324.	Do authorizations include the performance of certain AD requirements? <ul style="list-style-type: none"> If so, has the training remained up to date with revisions to the AD, if issued? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
325.	Is the system of control for Elementary Work and Servicing adequate?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
326.	Does the company follow procedures for the recording of Elementary Work and Servicing?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
327.	For flight crew members that request contract servicing, have they been trained in the proper methods and techniques themselves?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
328.	Are the necessary tools and equipment for elementary work and servicing available?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
329.	Does the company have facilities adequate for the performance of maintenance and servicing?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC – 20 Servicing – Fueling, De-fueling & Lubrication, Oxygen					
330.	Does the company follow stated procedures for fuel handling and controlling?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
331.	Is the fuel regularly monitored and tested for quality?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
332.	What standard is used for the companies in support of their fuel handling? • Are their practices in conformance with the standard?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
333.	Are there records for inspection of the fueling facility? • For each base or fueling facility?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
334.	Drum fueling; is the method used to filter the fuel as described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
335.	Is there a time limit for storage of fuel in being respected as described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
336.	Is the condition of the fueling facility, i.e., hoses (bonded), nozzle caps, filters, grounding cables and fire extinguishers being monitored?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
337.	Is the fueling / defueling equipment properly identified and maintained?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
338.	Are the aircraft refueling points properly identified and placarded?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
339.	Is the training program for personnel operating fueling / defueling equipment followed as described in the MCM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
AOC – 21 Control of Parts, Parts Pooling					
340.	Are parts and materials owned or used by the company acquired and stored per the procedures described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
341.	Is the individual responsible for the control of parts / material knowledgeable about the procedures described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
342.	Does the company use a quarantine storage system? • Are there procedures stated for limited access and control? • Is it segregated, locked?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
343.	Does the quarantine store contain unserviceable parts, components, material and equipment? • Are these parts being handled according to procedures? • Are these items properly identified and held in temporary transit status?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
344.	Does the company's system ensure that there are no unserviceable, unidentified or untagged parts in bonded stores?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
345.	Is there a stated policy and requirement for the acquisition of parts and materials used during the performance of elementary work and servicing?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
346.	Are shelf-life items controlled as described in the MPM/MCM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
347.	Are flammable fluids and materials stored in fireproof cabinets in a separate area?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
348.	Are material batches numbered as described in the	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

	MPM/MCM?				
349.	Are scrap items mutilated as described in the MPM/MCM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
350.	Does the acquisition procedure involve parts pooling agreements with other operators? <ul style="list-style-type: none"> If parts pooling is used, are limits on their use, and certification requirements specified in the manual / contract? Is traceability back to the original certification available? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
AOC – 22 Service Difficulty Reporting SDR					
351.	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"/>
352.	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"/>
353.	Does the Operator submit SDRs as described in the manual? <ul style="list-style-type: none"> each time the same or a similar defect is encountered? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
354.	Sample defect entries / maintenance worksheets, are service difficulties being reported? <ul style="list-style-type: none"> Is there evidence that the operator is not filing SDRs? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
355.	Does the Operator 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"/>
356.	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"/>
357.	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"/>
358.	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"> Are these requirements met? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
359.	Are all data sources feeding the SDR system functioning as described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
AOC – 23 All Weather Operations–Category II, III					
360.	Does the operator have All Weather Operations (AWO) approval to Category II - III limits?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
361.	Does the operator have an approved maintenance program in support of the AWO?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
362.	Are aircraft downgraded / returned to Category II - III status in accordance with approved procedures?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
363.	Are the equipment and systems required for an AWO maintained in accordance with the approved maintenance schedule?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
364.	Are modifications to Category II - III equipment and systems approved in accordance with their Airworthiness Manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
365.	Does the operator maintain a current list of personnel authorized to certify the company aircraft to Category II - III? <ul style="list-style-type: none"> Is the list available to the person responsible for dispatching the aircraft? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
366.	Have Category II - III certified maintenance personnel received initial and recurrent training?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

367.	Does the operator utilize contract maintenance? <ul style="list-style-type: none"> If so, can it be verified that the contracting maintenance organization is approved by NCAA to properly maintain the Category II - III systems? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
368.	If a foreign maintenance organization is used, does it meet the minimum requirements for approval to properly maintain the Category II - III systems?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
369.	Are defects which affect AW Operations rectified in a timely manner?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
370.	Is there any evidence to suggest that aircraft are operated to limits which do not meet configuration requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC – 24 De-icing Procedures

Note: may be covered under the company's operations manual.

371.	Does the manual have a policy statement regarding de-icing activities?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
372.	Does the operator have its own de-icing capabilities or is this function contracted? <ul style="list-style-type: none"> Does this include de-icing activities at any of the line stations? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
373.	Does the manual specify how de-icing will be conducted by the contractor? <ul style="list-style-type: none"> Where a de-icing contractor is utilized, is the requirement for inspecting the contractor and equipment specified in the manual? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
374.	Are personnel conducting the de-icing operation trained and knowledgeable with de-icing procedures?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
375.	Is a record of training held by the operator?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
376.	Does the manual specify the type of fluids to be used? <ul style="list-style-type: none"> Are these fluids types considered for maintenance problems? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
377.	Is there a requirement to identify container of de-icing fluids?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC – 25 ETOPS–Extended Range Operations

378.	Is the individual responsible for the program knowledgeable of the procedures described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
379.	Is propulsion system reliability data forwarded to Namibia Civil Aviation on a monthly basis?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
380.	Is the engine and APU oil consumption being monitored as described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
381.	Does the curriculum for the ETOPS training consider all factors and consideration of the program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
382.	Have personnel that certify ETOPS departure checks been trained and authorized? (sample)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
383.	Parts / components may be sensitive to ETOPS requirements; does the operator have a program to control modification status of individual components?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
384.	Do part pooling activities consider ETOPS CMP requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
385.	Does the aircraft configuration and modification status conform to the requirements specified in the CMP document? (sample, component changes)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
386.	Is there any evidence to suggest that the operator has	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

Airworthiness chief's Remarks:

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

Name / Signature / Date: