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BASE INSPECTION CHECKLIST FOR NAMCAR PART AERIAL WORK (Maintenance Requirement)

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.

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AOC-01 Previous Namibia CAA Audit

1.	What was the purpose and date of the previous audit?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Were there a significant number of Audit Findings? <ul style="list-style-type: none">• What conclusions were drawn from the audit?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Was the audit follow-up completed? <ul style="list-style-type: none">• List any outstanding audit findings respecting the previous audit?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Since the last audit, are there indications of high managerial staff turnover?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
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, type of service since the previous audit?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC-02 Maintenance Control Manual

Maintenance Control - Administrative

1.	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"/>
2.	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"/>
3.	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"/>
4.	Does the manual have a description of the <ul style="list-style-type: none"> • organization and size? • state the geographic location and sub base facilities? • state the type and number of aircraft operated? • the nature and operation? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Does the statement reflect approvals listed on the Operations Certificates / Limitations?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Is there a signed statement (by the certificate holder) indicating that the manual is their means of complying with the Namibian Civil Aviation Regulations? <ul style="list-style-type: none"> • Is there a listing of the 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC-02 Maintenance Control Manual

	<p>incorporated documents?</p> <ul style="list-style-type: none"> Is the list covered by the certification statement made by the certificated holder? <p>Note: there's no compelling regulation for the AOC to change certification if the certificate holder position changes</p>	
7.	<p>Has each Incorporated by Reference Document been "certified" by the PRM or person responsible for that management function as the Air Operator's means of compliance with the CARs?</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
8.	<p>Does the manual describe an amendment procedure?</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
9.	<p>Does the manual describe the page identification process?</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
10.	<p>Is there an LEP and is it approved by Namibia Civil Aviation Authority?</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
11.	<p>Do the pages contained in the manual match those listed in the LEP?</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>

AOC-02 Maintenance Control Manual

12.	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"/>
13.	Is the amendment procedure followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	Are manuals up to date?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	Are distribution procedures followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	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"/>
17.	Complete separate PRM Checklist	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
18.	Does the manual contain a chart depicting the organizational responsibilities? • 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"/>
19.	Does the manual state the	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC-02 Maintenance Control Manual

	<p>communication equipment to be used in the conduct of the type of business intended?</p> <ul style="list-style-type: none"> Is it adequate? 				
20.	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"/>
21.	How is updating of the control manual actioned or the need generated?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
22.	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"/>
23.	Complete separate Evaluation Program Checklist	N/A <input type="checkbox"/>		Not Checked <input type="checkbox"/>	
Maintenance Control - Operational					
24.	Is there sufficient number of personnel to control all of the required maintenance, scheduling, elementary work, servicing?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
25.	Complete separate Technical, Regulatory Publication Checklist ...	N/A <input type="checkbox"/>		Not Checked <input type="checkbox"/>	
26.	Complete separate Technical Records Checklist ...	N/A <input type="checkbox"/>		Not Checked <input type="checkbox"/>	
27.	Complete separate Weight & Balance Checklist ...	N/A <input type="checkbox"/>		Not Checked <input type="checkbox"/>	
28.	Does the manual specify how	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC-02 Maintenance Control Manual

	maintenance actions are to be recorded?				
29.	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"/>
30.	Does the manual identify the maintenance schedules appropriate to the type of equipment / aircraft operated by the company? • Have any maintenance schedules been omitted?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
31.	Does the manual indicate a procedure for adding additional aircraft to the operating certificate? • 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"/>
32.	Complete separate Maintenance Planning Checklist ...	N/A <input type="checkbox"/>		Not Checked <input type="checkbox"/>	
33.	Complete separate Defect Control Checklist ...	N/A <input type="checkbox"/>		Not Checked <input type="checkbox"/>	
34.	Complete separate Airworthiness Directive / Service Bulletin Checklist ...	N/A <input type="checkbox"/>		Not Checked <input type="checkbox"/>	
35.	Complete separate instructions, job cards ...	N/A <input type="checkbox"/>		Not Checked <input type="checkbox"/>	
36.	Complete separate Technical Dispatch Checklist ...	N/A <input type="checkbox"/>		Not Checked <input type="checkbox"/>	
37.	Complete separate Flight Authority - Test - Ferry Flight Checklist	N/A <input type="checkbox"/>		Not Checked <input type="checkbox"/>	
38.	Complete separate Maintenance Arrangements	N/A <input type="checkbox"/>		Not Checked <input type="checkbox"/>	

AOC-02 Maintenance Control Manual

Checklist					
39.	Complete separate Training Program Checklist	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
40.	Complete separate Personnel Records Checklist	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
41.	Complete separate Elementary Work / Servicing Checklist	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
42.	Complete separate Ramp Procedures Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
43.	Complete separate De-Icing Procedures Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
44.	Complete separate Complete separate Servicing - fuel, oil, lubricants Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
45.	Complete separate Control of Parts / Parts Pooling Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
46.	Are sufficient spare parts available, located where needed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
47.	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"/>
48.	Complete separate SDR Checklist	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
49.	Complete separate Sample Aircraft Checklist	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
50.		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC-03 Person Responsible for Maintenance

<p>1.</p>	<p>Review TC company files, is there documentation to support the evaluation of the PRM?</p> <ul style="list-style-type: none"> • completion of the CARs examination (AMEs exempt)? • check for convictions under Section 7.3 of the AA or CAR 605.84/85/86? • assessment by interview? 	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>
<p>2.</p>	<p>If the AOC holder also holds an AMO Certificate, is the PRM for the Air Operator the same person as the PRM for the AMO?</p>	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>
<p>3.</p>	<p>Does the PRM fully understand the responsibilities of the position?</p>	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>
<p>4.</p>	<p>Is there evidence to suggest that the PRM did not remove aircraft from service when they failed to comply with airworthiness or operational requirements?</p>	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>
<p>5.</p>	<p>Does the PRM sub delegate any of the responsibility?</p> <ul style="list-style-type: none"> • 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 that are to be assigned? 	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>
<p>6.</p>		<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>

AOC-03 Person Responsible for Maintenance

Comments/Summary:

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Items completed by: _____ Date: _____

AOC-04 Evaluation Program

1.	Is the requirement to evaluate the company maintenance system identified in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Is the person responsible for evaluating the program 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"/>
3.	Has the operator conducted an initial evaluation at the end of 12 months?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Does the evaluation 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"/>
5.	Does the evaluation program cover regulatory changes?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	<p>Is there evidence (records) indicating that formal review of maintenance requirements have been undertaken?</p> <ul style="list-style-type: none"> 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"/>

AOC-04 Evaluation Program

7.	Does the operator use checklists for the evaluation process? <ul style="list-style-type: none">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"/>
8.	Does the operator follow the frequency of evaluation as specified in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Does the operator follow the stated corrective action process? (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"/>
10.	Are the correct forms as stated in the manual in use?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	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"/>
12.	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"/>
13.	Is there any record of a maintenance schedule review being carried out or the evaluation of supplemental maintenance requirements for applicability and	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC-04 Evaluation Program

inclusion to the operators program?

- Were they included?
- Does the outcome deviate from manufacturers recommendations; are the conclusions stated and decisions substantiated?

14. Are aircraft operational and environmental conditions considered in the evaluation program? (sample, review actual process) N/A OK Finding Not Checked

15. *Is there evidence that the operator has reviewed and evaluated Service Bulletins and other technical information for applicability to their fleet? N/A OK Finding Not Checked

- Is there evidence of a maintenance specialist being involved in the decision process?

16. How would the company handle a service bulletin issued today which affects their fleet? (Sample/ interview, does the response reflect stated procedures, follow process through?) N/A OK Finding Not Checked

Comments/Summary:

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Items completed by: _____ Date: _____

AOC-05 Technical / Regulatory Publications

1.	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 type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	<p>Does the operator have technical and regulatory publications according to the list in their approved manual?</p> <ul style="list-style-type: none"> • Namibia civil Aviation Act 2016 • Namibia Civil Aviation Regulations & appropriate standards • type certificates; • supplemental type certificates; • FAA Advisory Circulars 43.13 • Airworthiness Directives, applicable to the aircraft / equipment operated; • manufacturer's maintenance, illustrated parts, overhaul manuals, and service bulletin and service letters, • MCM or MPM 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Are publications / manuals current, i.e. amendments up-to-date?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	*Is the system for monitoring manual currency effective?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC-05 Technical / Regulatory Publications

5.	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"/>
6.	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"/>
7.	Does the company have equipment, i.e. Computers, fiche reader / printer etc., necessary for reproducing this information? <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"/>
8.	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"/>
9.	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"/>
10.	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"/>

AOC-05 Technical / Regulatory Publications

11. Is the library distributed and is there a master list which identifies each publication and location? (sample locations) N/A OK Finding Not Checked

Comments/Summary:

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Items completed by: _____ Date: _____

AOC-06 Technical Records

1.	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"/>
2.	Does the use of job / segmented / task cards, require the operator to update a computer software program after completion? • 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"/>
3.	*Supplemental worksheets used for recording and actioning defects discovered during maintenance activities, are they the operator's or the AMO's? • Is this according to manual requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	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"/>
5.	Are the maintenance check sheets used as described in the manual? Ref: Approved Maintenance Schedule	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	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"/>

AOC-06 Technical Records

7.	<p>Sample aircraft technical records (including Journey Log). Do the recorded actions meet regulatory requirements? For example:</p> <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"/>
8.	<p>Are established procedures being followed to record and control maintenance items? For example:</p> <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; • weight 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"/>
9.	<p>Are maintenance records acceptable for completeness and final certification? (sample)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>Does the operator transfer information from the journey log to the permanent technical record in accordance to regulatory and MCM requirements?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	<p>Does the operator maintain</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC-06 Technical Records

	technical records in a dry, secure area?				
12.	*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"/>
13.	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"/>
14.	Is computer software used as a sole support technical history? <ul style="list-style-type: none"> If so, is there evidence of original entries being updated? Is the original entry protected? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	*Is the primary method for controlling maintenance tasks generated / tracked by computer? <ul style="list-style-type: none"> If so, it must be a secure system, (see technical records)? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	Where computer maintenance software is used, is the ACA holder identified in the computerized record?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
17.	Is there evidence of maintenance	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC-06 Technical Records

releases, which are issued
"subject to satisfactory test flight",
not having the corresponding final
certification by the pilot-in-
command?

Comments/Summary:

Items completed by: _____ Date: _____

AOC-07 Weight & Balance

1.	Is the person responsible for weight 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"/>
2.	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"/>
3.	<p>Are weight 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"/>
4.	Is there evidence of changes being made to aircraft basic weight without amendments to the weight and balance report?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Does each amendment to the weight 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"/>
6.	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"/>
7.	Has a maintenance release been signed for each change to the weight & balance report?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC-07 Weight & Balance

8.	Does each aircraft's weight & balance report demonstrate 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"/>
9.	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"/>
10.	For each aircraft configuration established, has a maintenance release been signed? (note: the current configuration must be identified however a maintenance release is not required for the entry when changing from one configuration to another)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	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"/>
12.	Does the weight and balance report / equipment list include all items specified in the aircraft type certificate? <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"/>
13.		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

Comments/Summary:

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Items completed by: _____ Date: _____

AOC-08 Reserved

Reserved

AOC-09 Reserved

Reserved

AOC-10 Reserved

Reserved

Reserved

AOC-11 Maintenance Planning

Note: As maintenance planning is procedural specific to the operator, a supplemental checklist may need to be developed from the approved manual in support of the audit.

1.	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"/>
2.	Is the method or process used to monitor / schedule maintenance activities / repetitive AD's (computer / status system / other) being followed by the organization? • Does this include supplemental maintenance items (such as STC's added after MS approval, floats & skis etc., safety equipment)?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	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"/>
4.	*Is the primary method for controlling maintenance tasks generated / tracked by computer? • 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"/>
5.	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"/>
6.	*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"/>
7.	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"/>
8.	Are there service bulletins that	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC-11 Maintenance Planning

	were or should have been adopted / installed / integrated into the maintenance program? (sample)				
9.	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"/>
10.	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"/>
11.	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, lightning strikes, etc 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	*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"/>
13.	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"/>
14.	*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"/>
15.	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"/>

AOC-11 Maintenance Planning

16.	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"/>
17.	Do inspection sheets cover all applicable areas of the aircraft as described in the program? Move to MS Checklist!!	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
18.	Are the appropriate forms and information supplied to 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?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
19.	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"/>
20.	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"/>
21.	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"/>
22.		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

Comments/Summary:

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Items completed by: _____ Date: _____

AOC-12 Defect Recording, Rectification, Deferral, and Control Procedures**Recording**

1.	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"/>
2.	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"/>
3.	Does this recording procedure apply to defects found by flight crew during normal operations? • 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"/>
4.	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"/>
5.	*Supplemental worksheets used for recording and actioning defects discovered during maintenance activities, are they the operator's or the AMO's? • Is this according to manual requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Is there evidence of defects not being recorded: • 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"/>
7.	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					
8.	For aircraft that released under MEL authority, complete MEL Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
9.	How does the operator determine	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC-12 Defect Recording, Rectification, Deferral, and Control Procedures

	a defects suitability for deferral? <ul style="list-style-type: none"> Are technical / regulatory manuals and type certificate information available / consulted in the process? 				
10.	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"/>
11.	*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"/>
12.	*Is the maintenance contractor consulted in the deferral process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	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"/>
14.	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"/>
15.	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					
16.	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"/>
17.	Is the operator's stated procedure effective in detecting the reoccurrence of defects? <ul style="list-style-type: none"> 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"/>

AOC-13 Airworthiness Directive, Service Bulletin

1.	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"/>
2.	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"/>
3.	Are the details, of maintenance actions used during the accomplishment of Airworthiness Directives, recorded in the appropriate technical record? <ul style="list-style-type: none"> • For Service Bulletins? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Does the operator have direct access to Service Bulletin and other technical information applicable to their fleet? <ul style="list-style-type: none"> • 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"/>
5.	*Is there evidence that the operator has reviewed and evaluated Service Bulletins and other technical information for applicability to their fleet? <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"/>
6.	Is the implementation of AD / SB or other technical information actioned directly from the manufacturers technical	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC-14 Reserved

Reserved

AOC-15 Reserved

Reserved

AOC-16 Reserved

Reserved

AOC-17 Technical Dispatch Procedures

1.	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"/>
2.	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"/>
3.	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"/>
4.	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"/>
5.	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"/>
6.	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"/>
7.	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"/>
8.	*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"/>
9.	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"/>
10.	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"/>
11.	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"/>

AOC-18 Flight Authorities - Test / Ferry

1.	<p>*Does the technical dispatch system flag to the pilot-in-command when test flight requirements are to be used?</p> <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"/>
2.	<p>For maintenance test flights, is the final certification of "satisfactory flight" made by the pilot in command?</p> <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"/>
3.	<p>*For aircraft that have additional (dual) flight authorities are procedures followed for invoking the applicable flight authority?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	<p>Are flight and maintenance crews familiar with "away from base" ferry-flight procedures as described in the manual?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	<p>Does the operator follow the procedures described in the manual when exercising ferry-flight authorization?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	<p>Where self flight permit authorization is given, when used has the company followed procedures and have the required company authorizations been obtained?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	<p>Is the proper (company) form being used? Does the F/P form become part of the permanent record?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	<p>Is there any evidence of misuse or aircraft positioning that may have taken place under flight permit authority?</p> <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"/>

AOC-18 Flight Authorities - Test / Ferry

9. Are ferry flights being reported to the TC Civil Aviation as described in the manual? N/A OK Finding Not Checked

Comments/Summary:

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Items completed by: _____ Date: _____

AOC-19 Maintenance Arrangements

1.	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"/>
2.	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 TC? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	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"/>
4.	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"/>
5.	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"/>
6.	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"/>
7.	*Does the contract permit	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC-19 Maintenance Arrangements

	operator evaluation (evaluation program) of the contracted organization? :				
8.	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? 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"/>
9.	Where the work is performed outside of Namibia, has the person been approved by a manual approved under the Foreign States' requirements? <ul style="list-style-type: none"> Is a "maintenance specification" required for work that is routinely carried out in a Foreign State? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	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"/>
11.	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"/>
12.	Is the contractor approved to operate and maintain the same	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC-19 Maintenance Arrangements

	<p>type of aircraft as the operator?</p> <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? 					
13.	<p>Have the applicability and authority of the publications been delineated in the contract?</p> <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"/>
14.	<p>Does the contract state the responsibilities and involvement of both parties in all or part of the reliability program?</p> <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"/>
15.	<p>Does the contractor subcontract to a third party any part of the work?</p> <ul style="list-style-type: none"> • Where actioned, 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"/>

AOC-20 Training Program

1.	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"/>
2.	<p>Does the operator's manual contain a description of training requirements with respect to other duties?</p> <p>(Note: this statement is broadly applied, training may be required for technical dispatch, weight and balance, etc.)</p> <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"/>
3.	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"/>
4.	<p>*Are training records for Elementary Work and Servicing available?</p> <p>Ref:</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Is training conducted according to the training cycle specified in the approved manual or is it driven by the results of the evaluation program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Does the manual specify an update training cycle (3 years) or is it driven by the results of the evaluation program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	<p>Is there evidence of update training that has been carried out?</p> <ul style="list-style-type: none"> Was it conducted as a result 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC-21 Personnel Records

1.	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"/>
2.	Are there records in use which are not described in the manual? Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	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"/>
4.	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"/>
5.	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"/>
6.	Are any management functions sub delegated? • If so, is there a record of the individual qualifications available?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	*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-22 De-Icing Procedures

Note: check with C&BA de-icing requirements may be covered under the company's COM.

1.	Does the manual have a policy statement regarding de-icing activities? Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	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? Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	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? Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Are personnel conducting the de-icing operation trained and knowledgeable with de-icing procedures? Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Is a record of training held by the operator? Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Does the manual specify the type of fluids to be used? <ul style="list-style-type: none"> Are these fluids types considered for maintenance 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC-22 De-Icing Procedures

problems?

Ref:

7. Is there a requirement to identify container of de-icing fluids? N/A OK Finding Not Checked

Ref:

Comments/Summary:

Items completed by: _____ Date: _____

AOC-23 Elementary Work, Servicing

1.	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"/>
2.	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"/>
3.	Do any of the authorized tasks conflict with Appendix A, Subpart 625? Ref: Std. 726.10	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	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? Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Is the system of control for Elementary Work and Servicing adequate? Ref: CAR 706.11 / Std. 726.08(1)(j)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	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"/>

AOC-24 Reserved

Reserved

AOC-25 Servicing - Fueling, De-fueling & Lubrication, Oxygen

1.	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"/>
<p>Ref: Std. 706.08(1)(r)</p>					
2.	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"/>
<p>Ref:</p>					
3.	<p>What standard is used for the companies in support of their fuel handling?</p> <ul style="list-style-type: none"> 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"/>
<p>Ref:</p>					
4.	<p>Are there records for inspection of the fueling facility?</p> <ul style="list-style-type: none"> For each base or fueling facility? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<p>Ref:</p>					
5.	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"/>
<p>Ref:</p>					
6.	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"/>
<p>Ref:</p>					
7.	Is the condition of the fueling facility, i.e., hoses (bonded), nozzle caps, filters, grounding	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC-26 Control of Parts, Parts Pooling

1.	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"/>
Ref:					
2.	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"/>
Ref:					
3.	Does the company use a quarantine storage system? <ul style="list-style-type: none"> • 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"/>
Ref:					
4.	Does the quarantine store contain unserviceable parts, components, material and equipment? <ul style="list-style-type: none"> • Are these parts being handling 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"/>
Ref:					
5.	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"/>
Ref:					
6.	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"/>
Ref: Std. 706.08(1)(r)					

AOC-27 Service Difficulty Reporting SDR

1.	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"/>
Ref: CAR 706.14 / Std: 726.08(1)(p) / Std 591.01					
2.	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"/>
Ref: CAR 706.14 / Std: 726.08(1)(p) / Std 591.01					
3.	Does the Operator submit service difficulty reports (SDRs) as described in the manual? • 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"/>
Ref: Std. 726.14 / Std 591.01					
4.	Sample defect entries / maintenance worksheets, are service difficulties being reported? • Is there evidence that the operator is not filing Service Difficulty Reports?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 726.14 / Std 591.01					
5.	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"/>
Ref: Std 591.01 Appendix D					
6.	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"/>
Ref: Std. 591.01					
7.	Are SDR records maintained as	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

