



CHECKLIST FOR MANUFACTURING ORGANISATION'S MANUAL OF PROCEDURES (MMOP)

	ITEM	YES	NO	REMARKS
	Preface			
	<ul style="list-style-type: none"> - Title page - Content - List of effective pages - Revision highlights - Corporate Commitment - Introduction to the MMOP - Abbreviations & Definitions - Referenced documents - Compliance Checklist with Requirements of NAMCAR PART 148 & Manuf. Organization - Description of Facility - Scope of work - Notification procedures to the NCAA - Manual amendment procedures 			
	Chapter 1 The Design Organisation			
	<ul style="list-style-type: none"> - Organisational Structure, description and charts <ul style="list-style-type: none"> o Chief Executive o Head of the Manuf. Organisation o Head of the Manuf Assurance Department o Head of the Office of Airworthiness o Staff of the Office of Airworthiness o Compliance Verification Engineers o Other responsible managers/staff in 			

	<p>Manuf. and Engineering section</p> <ul style="list-style-type: none"> ○ Operational responsibilities ○ Functional responsibilities ○ Human resource management ○ Qualifications of nominated staff ○ Training ○ Vendors; outsourcing 			
	Chapter 2 Terms of Approval			
	<ul style="list-style-type: none"> - DOA certificate in use - Scope of Work - Privileges - Changes in the Scope of Work - Surrender or revocation of the DOA 			
	Chapter 3 The Design Assurance System			
	<ul style="list-style-type: none"> - Introduction <ul style="list-style-type: none"> ○ Definition of the DAS ○ Purpose of the DAS ○ Integration into the organisation ○ Changes to the DAS ○ Functional relationship with Third Parties ○ Audit Functions ○ Audit Procedures ○ Audit Programme 			
	Chapter 4 Type Certification Procedures			
	<ul style="list-style-type: none"> - Introduction <ul style="list-style-type: none"> ○ Definition of the Type Design ○ Determination of the Type Certificate Basis ○ Certification Review Item (CRI) Procedure ○ Action Item (AI) Procedure ○ Certification Programme definition 			

	<ul style="list-style-type: none"> ▪ Proposed Means of Compliance determination ▪ Involvement of NCAA ○ CVE approval procedure ○ Coordination with production ○ Coordination with NCAA ○ Test preparation and witnessing ○ Report preparation and approval, including CVE statement ○ Data submittal to NCAA ○ Preparation of the Compliance Checklist ○ Final Statement of Compliance Procedure ○ Issuance of approved data; manuals etc. 			
Chapter 5 Changes to the Type Design				
	<ul style="list-style-type: none"> - Introduction <ul style="list-style-type: none"> ○ Definition of the Change to the Type Certificate ○ Classification procedure minor/major ○ Approval Procedure for Minor Changes <ul style="list-style-type: none"> ▪ Minor changes requiring certification substantiation ▪ Minor changes not requiring certification substantiation ○ Approval procedure for Major Changes <ul style="list-style-type: none"> ▪ Determination of the TC basis ▪ Proposed means of compliance determination ▪ Involvement of NCAA ▪ Involvement of TC/STC Holder ○ Report preparation and approval, including CVE statement ○ Data submittal to NCAA ○ Preparation of the Compliance 			

	<ul style="list-style-type: none"> ○ Checklist ○ Final Statement of Compliance Procedure ○ Amendment procedure of approved data; manuals etc. ○ Issuance of approved data; manuals etc. 			
	Chapter 6 Repairs			
	<ul style="list-style-type: none"> - Introduction <ul style="list-style-type: none"> ○ Definition of the Repair, e.g. damage assessment ○ Classification procedure ○ Approval Procedure for Minor Repairs <ul style="list-style-type: none"> ▪ Minor repairs requiring certification substantiation ▪ Minor Repairs not requiring certification substantiation ○ Approval procedure for Major Repairs <ul style="list-style-type: none"> ▪ Determination of the TC basis ▪ Proposed means of compliance determination ▪ Involvement of NCAA (not applicable for Repairs designed by TC/SCT Holder) ▪ Involvement of TC/STC Holder ○ Report preparation and approval, including CVE statement ○ Data submittal to NCAA ○ Final Statement of Compliance Procedure ○ Amendment procedure of approved data; manuals etc. ○ Issuance of approved data; manuals etc. 			
	Chapter 7 Continued Airworthiness			

	<ul style="list-style-type: none"> - Introduction <ul style="list-style-type: none"> o Service Difficulty Reporting and processing o Incident/accident investigation o Service Bulletin preparation o Coordination with NCAA 			
	Chapter 8 Third parties (Partners, subcontractors, vendors.)			
	<ul style="list-style-type: none"> - Introduction <ul style="list-style-type: none"> o Scope of work o Interface procedure <ul style="list-style-type: none"> ▪ With usage of Third Party DOA ▪ Third Party without DOA o Direct Delivery Authorisation o Continued Airworthiness procedures o Support procedure for Service Difficulties; Incidents; Accidents o Amendment procedure of approved data; manuals etc. o Issuance of approved data; manuals etc. o Audit Programme 			
	Appendix 1 Personnel Data (confidential)			
	<ul style="list-style-type: none"> - Introduction <ul style="list-style-type: none"> o Curriculum Vitae of responsible staff o Training needs and training performed 			

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NOTE: Describe what action you would Recommend as a result of the document's evaluation. Will you **accept** And **Approve?** , **Reject** and Contact the applicant and **discuss?** or **Other?** .

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ASI NO.

SIGNATURE

DATE

Airworthiness chief's Remarks:

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

Signature / Date: