



**FSS-AIR-FORM 112E/12**

**CHECKLIST FOR DESIGN ORGANISATIONS MANUAL OF PROCEDURES (DMOP)**

ITEM	YES	NO	REMARKS
<b>Preface</b>			
<ul style="list-style-type: none"> <li>- Title page</li> <li>- Content</li> <li>- List of effective pages</li> <li>- Revision highlights</li> <li>- Corporate Commitment</li> <li>- Introduction to the DOM</li> <li>- Abbreviations &amp; Definitions</li> <li>- Referenced documents</li> <li>- Compliance Checklist with Requirements of NAMCAR PART 147 &amp; NAMCAT-DO.</li> <li>- Description of Facility</li> <li>- Scope of work</li> <li>- Notification procedures to the NCAA</li> <li>- Manual amendment procedures</li> </ul>			
<b>Chapter 1 The Design Organisation</b>			
<ul style="list-style-type: none"> <li>- Organisational Structure, description and charts               <ul style="list-style-type: none"> <li>o Chief Executive</li> <li>o Head of the Design Organisation</li> <li>o Head of the Design Assurance Department</li> <li>o Head of the Office of Airworthiness</li> <li>o Staff of the Office of Airworthiness</li> </ul> </li> </ul>			

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

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

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

	<b>Chapter 7 Continued Airworthiness</b>			
	<ul style="list-style-type: none"> <li>- Introduction <ul style="list-style-type: none"> <li>o Service Difficulty Reporting and processing</li> <li>o Incident/accident investigation</li> <li>o Service Bulletin preparation</li> <li>o Coordination with NCAA</li> </ul> </li> </ul>			
	<b>Chapter 8 Third parties (Partners, subcontractors, vendors.)</b>			
	<ul style="list-style-type: none"> <li>- Introduction <ul style="list-style-type: none"> <li>o Scope of work</li> <li>o Interface procedure <ul style="list-style-type: none"> <li>▪ With usage of Third Party DOA</li> <li>▪ Third Party without DOA</li> </ul> </li> <li>o Direct Delivery Authorisation</li> <li>o Continued Airworthiness procedures</li> <li>o Support procedure for Service Difficulties; Incidents; Accidents</li> <li>o Amendment procedure of approved data; manuals etc.</li> <li>o Issuance of approved data; manuals etc.</li> <li>o Audit Programme</li> </ul> </li> </ul>			
	<b>Appendix 1 Personnel Data (confidential)</b>			
	<ul style="list-style-type: none"> <li>- Introduction <ul style="list-style-type: none"> <li>o Curriculum Vitae of responsible staff</li> <li>o Training needs and training performed</li> </ul> </li> </ul>			

