NAMIBIA CIVIL AVIATION AUTHORITY

Private Bag 12003 Windhoek Namibia | (Tel) +264 61 702 212 | Web: http://www.dca.com.na

SURVEILLANCE CHECK SHEET FOR AIRCRAFT ELECTRICAL INSTRUMENTS AND AVIONICS MAINTENANCE ORGANIZATIONS

1.	**COMPANY DETAILS**	
1.1	AMO Number:	1.2 Date of Inspection:
1.3	Name of Organization;	
1.4	Accountable Manager:	
1.5	First Alternate Accountable Manager:	
1.6	Second Alternate Accountable Manager:	
1.7	QA Manager:	
1.8	AMO License Displayed:	1.9 Expiry Date:
1.10	How many personnel: Licensed:	Qualified:

2	**MANUAL OF PROCEDURE & QUALITY SYSTEM**	**Yes**	**No**	**N/A**	**Note Nr**
2.1	Is there an updated Manual of Procedure available?				
2.2	Is the MOP complied i.a.w CAR 145?				
2.3	Is maintenance away from base addressed in the MOP?				
2.4	Do staff members have ready access to the MOP and all other documents issued by the Executive Director of Civil Aviation Authority?				
2.5	Are staff members trained as required?				
2.6	Is the QA auditor also a certifying technician?				
2.7	Where necessary corrective actions taken on the last audit?				
2.8	Is a copy of this report available?				
2.9	Does the AMO have an update publications list?				
2.10	Is the organization in possession of the latest update volumes of the Aviation Legislation in Namibia?				
3.	**TCHNICAL PUBLICATIONS**				
3.1	Does the organization have a comprehensive holding list for all Maintenance Publication held?				
3.2	Is a complete set of AD's available?				
3.3	Are SB's and other pertinent service information available and up to date?				
3.4	Is AC 43.13 available?				
4.	**MAINTENANCE & LOGBOOKS**				
4.1	Scrutinize completed job cards / work packs and check for the following: - Does the system allow for an Inspector to counter sign on completion of maintenance? - Can all work carried out be traced to the person who actually performed the task? - Is the origin of all parts replaced, readily available and traceable? - Are all CRMA's strictly i.a.w the CAR 43, subpart NAMCATS 43.04.1?				
4.2	Check validity of licenses held.				
5.	**FACILITIES**				

5.1	Does the floor plan in the MOP indicate where the Organization is situated in relation to other buildings or facilities?				
5.2	Does the facility comply with the local authorities requirements, and are the fire extinguishers serviced regularly?				
5.3	Is a battery shop available? If YES, do you consider it: - In a practical location? - Is it properly ventilated? - Are all batteries labeled? - Is the storage of batteries during charging considered to be satisfactory? - Is the separation between lead-acid ni-cad batteries applicable and satisfactory? - Are protective clothing and equipment available? - Are facilities available for the correct disposal of battery electrolyte?				
6.	**STORES**				
6.1	Is the store tidy and properly laid out?				
6.2	Is the space adequate, and the lightening and environmental control sufficient?				
6.3	Are parts correctly labeled and binned?				
6.4	Do the labels indicate clearly the service life and maintenance required to restore these parts to an airworthy condition?				
6.5	Do all parts have traceable histories and are the applicable invoices or delivery notes available?				
6.6	Is the store control effective?				
6.7	Is a system in place to dispose of the scrap?				
7	**TOOLS AND EQUIPMENT (LS/6)**				
7.1	**ELECTRICAL WORKSHOPS** ➢ Digital Voltmeter ➢ Multimeter (VOM) ➢ Megger ➢ Bonding Tester ➢ Growler ➢ HT Tester ➢ Magneto Timing Light ➢ Capacitance Tester ➢ Pulley and Bearing Extractors ➢ Cleaning Bath ➢ Press ➢ Test Bench for Alternator, Generator, Starter ➢ Battery Charger ➢ Ni-cad Batter Charger (Deep Cycle) ➢ Magneto Test Bench				
7.2	**INSTRUMENT WORKSHOP** ➢ Regulated Pressure and Suction Supply ➢ 12V and 24V DC Electrical Supply ➢ 26V and 115V AC 400 Hz Electrical Supply ➢ Mercury Barometer ➢ Vacuum Chamber with Vibrator and necessary valves ➢ VSI Tester ➢ Water – Mercury Manometer ➢ Stopwatch ➢ Magnetizer ➢ Potentiometer Tester ➢ Mercury Thermometer calibration in ◦C ➢ Resistance/Impendence Bridge ➢ Multimeter (VOM) ➢ Megger ➢ Tachometer Tester and Drives				

	➢ Till Table ➢ Spirit levels ➢ Dead Weight Tester with appropriate weights ➢ Landing Compass				
7.3	**AVIONICS WORKSHOPS** ➢ Stabilized DC Supply				

NOTES:

AUDIT DEBRIEF REGISTER

Note: The debriefing is based on the outcome of the audit that will be detailed on the audit report issued at the conclusion of this audit.

SIGNATURE AIRWORTHINESS INSPECTOR	**NAME IN BLOCK LETTERS**	**DATE**

I was de-briefed on the inspection/audit, have read and accept*/do not accept*the findings and observations of the airworthiness inspector/s.

Delete which is not applicable

SIGNATURE OF ORGANIZATION QUALITY MANAGER (REPRESENTATIVE)	**NAME IN BLOCK LETTERS**	**DATE**