



**AIRCRAFT MAINTENANCE ORGANISATION WHEEL ASSEMBLY FACILITY  
INSPECTION REPORTS -  
(FOR ISSUE / RENEWAL OF APPROVAL CERTIFICATE)**

1. **Name of Organization:** .....
2. **Address of Survey:** .....
3. **Other Address (if any)** .....
4. **Approval ref. (if any)** .....
5. **Other Approvals held** .....
6. **Types(s) of Approval Sought** .....
7. **Survey/Audit of Company** .....
- 7.1 Company/Organisation Management Exposition
  - i. Status: (is it satisfactory)
  - ii. Last revision (number & date)
  - iii. Related documents: (indicate availability)
- 7.2 Accommodation
  - i. Offices (state adequacy of)
  - ii. Work shop (state adequacy)
    - a. Size(s): (can it / they accommodate work for which approval is sought?)
    - b. Facilities: (socket outlets, overhead, cranes, rail dock etc)
  - iii. Lighting
  - iv. Ventilation
  - v. Method of heating / Air-conditioning
8. **Equipment Identification**
  - 8.1 Type in use
  - 8.2 Check management exposition for conformance with type in use
  - 8.3 Technical facilities
    - i. Can facilities perform work in accordance with operators' management Exposition?
    - ii. Inspect special equipment: (special stand, hand tools, tools etc)
    - iii. Dust free environment?

**9. Technical Library**

- 9.1 Ensure the required data is available and current and subscription for constant revision and amendments are in place
- i. Ops Specs
  - ii. OMME
  - iii. Overhaul and repair manuals (Bendix, Dunlop and Goodyear etc.)
  - iv. Applicable Airworthiness Directives, Manufacturers/vendors service bulletins/letters etc.

9.2 Technical Records

- i. Brake Overhaul worksheet
- ii. Wheel Assy Overhaul works sheet
- iii. Organization maintenance/overhaul records

## 10. Inspect Maintenance Organisations

Ensure the following that:

- i. Staffing meets the need based on the complexity of works
- ii. Responsibilities are separated between inspection and maintenance (production) sections
- iii. Maintenance and inspection management personnel are qualified.

## 11. Parts and Storages Areas

Ensure the adequacy of the following:

- i. Adequate spare parts are available to support complexity of work to be performed
- ii. Shelf life-limits are established for items
- iii. Components and hardware are properly identified, protected, and classified.
- iv. Segregation of serviceable and unserviceable components
- v. Hazardous materials are suitably segregated and stored

## 12. Special Tools and test equipment, to ensure:

- i. Serviceability and calibration are accomplished in accordance with operators' manual.
- ii. Calibration criteria, including traceability to one of the following: -
  - a. Namibian standards organization Weights and Measures department.
  - b. Standards established by the items' manufacturer
  - c. If foreign manufactured, the standards of the country where manufactured.
- iii. Appropriate types and Quantities are available.

## 13. Analyze Findings

- i. Upon completion of the inspection, record all deficiencies noted

## 14. Task Out come

- i. A letter informing the organization of the inspections results
- ii. Enforcement investigation report as necessary
- iii. File all supporting paperwork in operator's office file

