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### MPM/MOE/MOP EVALUATION JOB AID

Name of AMO:		AMO Number:	
Revision No.		Telephone number:	
Date of approval of manual (if applicable)		Expiry date of AMO Certificate	
<b>ITEMS</b>		<b>YES</b>	<b>NO</b>
<b>CONTENT</b>			
TABLE OF CONTENTS <ul style="list-style-type: none"> <li>• SECTIONS</li> <li>• DESCRIPTIONS</li> </ul> PAGE NUMBER			
AMO NAME AND IDENTITY <ul style="list-style-type: none"> <li>• LEGAL</li> </ul> “DOING BUSINESS AS” (D.B.A.)			
AMO DESCRIPTION <ul style="list-style-type: none"> <li>• CORPORATE OFFICE LOCATION</li> <li>• SIZE</li> <li>• NUMBER OF EMPLOYEES</li> </ul> FACILITIES (GENERAL DESCRIPTION)			
SCOPE OF WORK <ul style="list-style-type: none"> <li>• RATINGS (AIRCRAFT, ENGINE, STRUCTURES, ETC.)</li> </ul> SCOPE (ALL NON-SPECIALIZED WORK, PT6 SERIES, SHEET METAL STRUCTURES, ETC.)			
<b>REMARKS</b>			

<p>AMENDMENT DISTRIBUTION AND CONTROL</p> <ul style="list-style-type: none"> <li>• AMENDMENT PROCEDURES</li> <li>• DISTRIBUTION</li> </ul> <p>METHOD TO ENSURE THAT EACH COPY OF THE MPM IS AMENDED WITHIN 30 DAYS OF APPROVAL</p> <p>COMPLIANCE STATEMENT (MANUAL CERTIFICATION)</p> <ul style="list-style-type: none"> <li>• APPROPRIATE CERTIFICATION STATEMENT CONFIRMING THAT THE MPM AND ANY INCORPORATED DOCUMENT IDENTIFIED THEREIN REFLECT THE AMO CERTIFICATE HOLDER'S MEANS OF COMPLIANCE WITH NAMCARS PART 145.</li> <li>• SIGNED BY CERTIFICATE HOLDER</li> </ul> <p>PROVISION FOR NCAA APPROVAL SIGNATURE</p>			
ITEMS	YES	NO	REMARKS
<p>LIST OF EFFECTIVE PAGES</p> <ul style="list-style-type: none"> <li>• IDENTIFY EACH PAGE OF THE MPM</li> </ul> <p>IDENTIFY THE AMENDMENT STATUS OF EACH PAGE</p> <ul style="list-style-type: none"> <li>• BY DATE AND/OR REVISION NUMBER</li> </ul> <p>MANUAL DISTRIBUTION</p> <ul style="list-style-type: none"> <li>• NAME OR TITLE OF EACH PERSON WHO HOLDS A COPY</li> </ul> <p>METHOD OF CONTROL (I.E. SERIAL NUMBER)</p>			
<b>MANAGEMENT PERSONNEL LISTED</b>			
The general policy section must include for management personnel:			
<p>1. Duties</p> <p>1.1 Accountable Manager (CEO)</p> <p>1.2 Technical Manager</p> <p>1.3 Quality control manager</p> <p>1.4 Maintenance Manager</p> <p>1.5 Operations Manager</p> <p>1.6 Commercial &amp; Administrative manager</p> <p>1.7 Financial Manager</p>			
<p>2. Responsibilities</p>			

3. Authority			
Person designated as responsible for amending the manual, particularly in the case where the manual consist of several parts as per NAMCAT-AMO			
ITEMS	YES	NO	REMARKS
Is the Quality Manager responsible for monitoring and amendment of the MPM, including associated procedures manual			
<p>If so include description</p> <p>ASSIGNMENT OF RESPONSIBILITY</p> <ul style="list-style-type: none"> <li>• NAME AND TITLE OF PERSON (I.E. ORG CHART)</li> </ul> <p>DETAILS OF ASSIGNED FUNCTIONS</p> <p>Does the manual address the following main areas:</p> <ol style="list-style-type: none"> <li>1. The management procedures manual covering the parts previously specified</li> <li>2. The maintenance procedures covering all aspects of how aircraft components may be accepted from outside sources an how aircraft will be maintained to the required standards;</li> <li>3. The quality system procedures, including the methods of quality mechanics, inspection, certifying staff and quality audit personnel; and</li> <li>4. Contracted AOC holder procedures and paperwork.</li> </ol>			

<p>5. The management procedures manual covering the parts previously specified</p> <p>6. The maintenance procedures covering all aspects of how aircraft components may be accepted from outside sources and how aircraft will be maintained to the required standards;</p>			
ITEMS	YES	NO	REMARKS
<p>7. Contains a statement that the manual contains maintenance and operational instruments that are to be complied with by the relevant personnel in the performance of their duties</p>			
<p>8. Contains a list and brief description of the various Maintenance Procedures Manual parts, their contents, applicability and use.</p>			
<p>9. Contains an explanation and definitions of terms and words used in the manual</p>			
<p>10. Contains date of last revision/ revision number on each page.</p>			
<p>11. Contains procedures for reporting and recording mechanical irregularities</p>			
<p>Contains hazardous material (haz mat) procedures and instructions to enable personnel to recognize haz mat as defined in part 91 of the NAMCARs, and if these materials are to be handled, carried or stored including?</p>			

ITEMS	YES	NO	REMARKS
1. Accepting for shipment proper documents compatibility of articles, proper packing, marking, labeling, and instructions on their loading and storage.			
2. Contains procedures for notification and reporting of haz mat incidents			
<b>SYSTEM OF AMENDMENT AND REVISION</b>			
1. Contains a system of describing who is responsible for the issuance and insertion of amendments and revisions			
2. Contains a record of amendments and revisions with insertion dates and effective dates as required			
3. Contains a statement stating that hand-written amendments and revisions are not permitted except in situations requiring immediate amendments or revisions in the interest of safety			
4. Contains a description of the system for the annotation of pages and their effective dates			
<b>ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
5. Contains a list of effective pages and their effective dates			

6. Contains an annotation of changes (on text pages and as practicable, on charts and diagrams)			
7. Contains a system for recording temporary revisions			
8. Contains a description of the distribution system for the manuals, amendments and revisions			
9. Contains a statement of who is responsible for notifying the Authority of proposed changes and working with the Authority on changes requiring Authority approval.			
<b>GENERAL ORGANISATION</b>			
1. Contains a brief description of organization			
2. Relationship with other organization			
3. Contains capability list – type of operation			
<b>ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
4. Appropriate portions available to ground crew.			
5. Contains line station locations			
<b>MAINTENANCE MANAGEMENT PERSONNEL</b>			
1. Corporate commitment by the Accountable manager			
2. Management personnel			

3. Duties and responsibility of management personnel			
4. Management Organization charts.			
5. List of certifying staff note a separate document may be referenced			
6. Man power resources and training policy			
7. General description of the facilities at each address intended to be approved			
8. Organization intended scope of work			
9. Notification procedures to the Authority regarding changes to the organization's activities/ approval / location / personnel			
10. Manual amendment procedures			
<b>ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
<b>MAINTENANCE STANDARDS</b> 1. DETAILS OF ANY STANDARDS OTHER THAN MANUFACTURES RECOMMENDATIONS			
<b>REGULATORY AND TECHNICAL INFORMATION</b> <ul style="list-style-type: none"> <li>• LIST OF REGULATORY AND TECHNICAL DATA AVAILABLE</li> </ul> DESCRIPTION OF HOW THE COMPANY ENSURES THAT APPROPRIATE INFORMATION IS AVAILABLE WHEN AND WHERE NEEDED			
<b>TECHNICAL RECORDS</b> <ul style="list-style-type: none"> <li>• MAINTENANCE RECORD KEEPING METHOD</li> </ul> <b>RECORDING OF DEFECTS</b>			

<p><b>MAINTENANCE AND RETENTION OF TECHNICAL RECORDS</b></p> <ul style="list-style-type: none"> <li>• DESCRIPTION OF RECORD KEEPING SYSTEM</li> <li>• TYPES OF RECORDS KEPT</li> <li>• RECORDS MUST BE RETAINED FOR AT LEAST 2 YEARS</li> </ul> <p>SECURITY OF ELECTRONIC RECORDING KEEPING SYSTEM, IF USED</p>			
<b>MAINTENANCE PROCEDURES</b>			
1. Supplier evaluation procedure			
2. Acceptance/inspection of aircraft components and material from outside contractors.			
3. Storage, tagging and release of aircraft components and material to aircraft maintenance			
4. Acceptance of tools and equipment			
5. Calibration of tools and equipment			
6. Use of tooling and equipment by staff (including alternate tools)			
7. Cleanliness standards of maintenance facilities			
<b>ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
8. Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff			
9. Repair procedure			
10. Aircraft maintenance program compliance			
11. Airworthiness Directives procedure			
12. Optional modification procedure			

<p><b>MAINTENANCE PROCESS CONTROL</b></p> <ul style="list-style-type: none"> <li>• DESCRIPTION OF TASK TRACKING TO ENSURE THAT ALL WORK IS COMPLETED BEFORE THE MAINTENANCE RELEASE IS SIGNED</li> </ul> <p>LIST OF COMPANY FORMS, IF USED</p>			
13. Maintenance documentation in use and completion of same			
14. Technical record control			
15. Rectification of defects arising during base maintenance			
16. Release to service procedure			
17. Records for the air carrier operator			
18. Reporting of defects to the Authority/Operator/Manufacturer			
19. Return of defective aircraft components to store			
20. Defective components to outside contractors			
21. Control of computer maintenance record systems			
22. Reference to specific maintenance procedures such as:			
<b>ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
A - Engine running procedures,			
B - Aircraft pressure run Procedures,			
C - Aircraft towing procedures,			

D - Aircraft taxiing procedures. E. Compass swing procedures F. Pitot static test procedure. G. Transponder test procedures H. ELT test/programming procedures.			
<b>ADDITIONAL LINE MAINTENANCE PROCEDURES</b>			
1. Line maintenance control of aircraft components, tools, equipment, etc.			
2. Line maintenance procedures related to servicing/fuelling/de-icing, etc.			
3. Line maintenance control of defects and repetitive defects			
4. Line procedure for completion of technical log			
5. Line procedure for pooled parts and loan parts			
6. Line procedure for return of defective parts removed from aircraft			
<b>QUALITY SYSTEM PROCEDURE</b>			
1. Quality audit of organization procedures			
<b>ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
2. Quality audit of aircraft			
3. Quality audit remedial action procedure			
4. Certifying staff qualification and training procedures			
5. Certifying staff records			
6. Quality audit personnel			
7. Qualifying inspectors			

8. Qualifying mechanics			
9. Exemption process control			
10. Concession control for deviation from Organizations' procedures			
11. Qualification procedure for specialized activities such as non-destructive testing, welding, etc.			
<b>QUALITY ASSURANCE PROGRAM</b> <ul style="list-style-type: none"> <li>• DESCRIPTION OF QA PROGRAM</li> <li>• INTERNAL AND EXTERNAL AUDIT FREQUENCY</li> <li>• RECORDING FINDINGS AND CORRECTIVE ACTIONS</li> <li>• IMPLEMENTING CORRECTIVE ACTIONS</li> <li>• FOLLOW-UP ACTIONS TO ENSURE EFFECTIVE CORRECTIVE ACTION</li> </ul> CARRY OVER RESULTS TO THE TRAINING PROGRAM FOR EMPLOYEE UPDATE TRAINING			
<b>ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
<b>PARTS AND MATERIALS</b> <ul style="list-style-type: none"> <li>• RECEIVING INSPECTION</li> <li>• STORAGE OF PARTS AND MATERIALS</li> <li>• DOCUMENTATION VERIFICATION</li> </ul> DESCRIPTION OF UNDOCUMENTED PARTS			
<b>AUTHORIZED SIGNATURES</b> <ul style="list-style-type: none"> <li>• LIST OF AUTHORIZED PERSONS</li> <li>• METHOD OF CONTROLLING SIGNATURES (ACA NUMBER, SAMPLE SIGNATURES, ELECTRONIC SIGNATURES, ETC.)</li> <li>• LIST OF PERSONAL AUTHORIZATIONS (RATINGS, LIMITATIONS, ETC.)</li> </ul> AUTHORIZATION EFFECTIVITY DATES FOR EACH PERSON			
<b>NON-DESTRUCTIVE TESTING</b> <ul style="list-style-type: none"> <li>• NDT METHODS</li> <li>• PERSONS TRAINED AND AUTHORIZED</li> </ul> PERSONAL QUALIFICATIONS			
<b>ORGANIZATION OVERVIEW</b> DETAILS OF THE SCOPE OF WORK LISTED ON THE AMO CERTIFICATE			

AIRCRAFT CERTIFICATION AUTHORITY AND/OR SHOP CERTIFICATION AUTHORITY (ACA/SCA) <ul style="list-style-type: none"> <li>DESCRIPTION OF REQUIRED TRAINING</li> </ul> PERSONAL QUALIFICATION ASSESSMENT			
ITEMS	YES	NO	REMARKS
TRAINING AND TRAINING RECORDS <ul style="list-style-type: none"> <li>INITIAL TRAINING</li> <li>UPDATE TRAINING</li> <li>ADDITIONAL TRAINING</li> <li>HUMAN FACTORS TRAINING</li> </ul> METHOD OF EVALUATING THE TRAINING FOR EACH INDIVIDUAL (WRITTEN OR ORAL <ul style="list-style-type: none"> <li>EXAMINATIONS, PRACTICAL TESTS, ETC.)</li> <li>TRAINING CYCLE</li> </ul> RECORD KEEPING FOR TRAINING			
PERSONAL RECORDS <ul style="list-style-type: none"> <li>WHAT RECORDS ARE KEPT</li> <li>MUST BE RETAINED FOR TWO YEARS</li> </ul> A COPY MUST BE GIVEN TO EACH EMPLOYEE			
LEVEL OF WORK <ul style="list-style-type: none"> <li>BREAKDOWN OF WORK DONE AT EACH FACILITY</li> <li>CONTRACTUAL ARRANGEMENTS FOR EXTERNAL FACILITIES SUCH AS HANGERS, ETC.</li> </ul> PROVISIONS FOR WORK CARRIED OUT AT LOCATIONS WHERE FACILITIES ARE NOT AVAILABLE			
MAINTENANCE ARRANGEMENTS <ul style="list-style-type: none"> <li>METHOD OF CONTROLLING WORK PERFORMED BY SUB-CONTRACTORS</li> <li>SUPERVISION OF WORK</li> <li>CERTIFICATION OF WORK</li> </ul> QA PROCEDURES			
SERVICE DIFFICULTY REPORTING <ul style="list-style-type: none"> <li>DESCRIPTION OF WHAT IS TO BE REPORTED</li> <li>REPORTING METHOD</li> </ul> PERSON RESPONSIBLE FOR REPORTING SYSTEM			

ITEMS	YES	NO	REMARKS
CALIBRATION OF TOOLS AND EQUIPMENT <ul style="list-style-type: none"> <li>• LIST OF CALIBRATED TOOLS</li> </ul> METHOD OF CONTROLLING CALIBRATION SCHEDULE			
<b>DOCUMENTATION</b>			
1. Contracted air operators			
2. Air operator procedures and paperwork			
3. Air operator record completion			
<b>APPENDICES</b>			
1. Sample of documents			
2. List of subcontractors			
3. List of line maintenance locations			
<b>FOR FURTHER GUIDANCE AND ADDITIONAL INFORMATION PLEASE REFER TO NAMCATS – AMO.</b>			

**FOR OFFICIAL USE ONLY**

REMARKS: .....

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Inspector's Name & ASI #

Signature

Date

**FOR OFFICIAL USE ONLY**

**Recommendation / observation:** .....

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<b>Inspector's Name &amp; ASI #</b>	<b>Signature</b>	<b>Date</b>
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**Airworthiness chief's Remarks:**

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

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<b>Name</b>	<b>Signature</b>	<b>Date</b>
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