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Canada

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Canada

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(09/2005)

**AIRCRAFT MAINTENANCE & MANUFACTURING  
INSPECTION AND AUDIT (CHECKLISTS) MANUAL**

SECOND EDITION

**Canada**

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# FOREWORD

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This manual contains the policies and procedures that are specific to the conduct of inspections and audits within the Aircraft Maintenance & Manufacturing Branch.

The material in this manual supplements the policy and procedures provided in the Inspection and Audit Manual (TP 8606).

Inspections and audits are key components in the Aircraft Maintenance & Manufacturing regulatory oversight program. To ensure consistency and fairness in carrying out tasks as AM&M Inspectors, it is imperative that the policies and procedures specified herein be followed.

D.B. Sherritt

Director

Aircraft Maintenance & Manufacturing



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# **CHAPTER 1 PROGRAM DESCRIPTION AND APPLICABILITY**

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## **1.1 PURPOSE**

Aircraft Maintenance & Manufacturing (AM&M) inspection and audit activities confirm for TCCA that a Canadian aviation document holder is conducting their business in compliance with regulatory requirements.

A company receives its approval on the basis that the program, submitted for TCCA approval, meets regulatory requirements. For the program to receive TCCA approval, company control manuals (i.e., Maintenance Policy Manual, Maintenance Control Manual, Quality Procedures Manual, etc.) must clearly explain how the organization intends to meet the requirements of the standards and regulations under which the company will be operating. The manuals are reviewed to ensure that the means of achieving compliance with regulatory requirements is referenced and documented by process.

Once approved, the company control manuals form important standards to which the organization will be evaluated. If for any reason procedures or processes specified in a manual are inadequate or are not being complied with by company personnel, such deficiencies must be brought to the attention of the company for rectification. Moreover, non-compliance with other regulatory requirements must also be brought to the attention of the company. Where a non-conformance is identified during an inspection or audit, a finding will be assigned citing examples of the deficiencies. Corrective action and follow-up will be conducted in accordance with the process specified in the Inspection and Audit Manual (IAM).

Checklists, forms and material presented or referred to in this manual are designed to provide inspectors/auditors with guidance information to accurately assess an organization's level of conformance with regulatory requirements. Checklists may be general in nature or refer to more specialized checklists, forms or other guidance material. Inspectors/Auditors may supplement these checklists with information contained in other authoritative publications as required.

## **1.2 APPLICABILITY**

The policies, procedures, checklists, forms and guidance material contained or referred to in this manual apply to the conduct of inspections and audits on the following:

- (a) air operators operating pursuant to Canadian Aviation Regulations, Part VII;
- (b) maintenance organizations pursuant to Canadian Aviation Regulations, Part V;
- (c) flight training units pursuant to Canadian Aviation Regulations, Part IV;
- (d) training organizations pursuant to Canadian Aviation Regulations, Part IV;
- (e) manufacturing organizations pursuant to Canadian Aviation Regulations, Part V;
- (f) private operators operating pursuant to Canadian Aviation Regulations, Part VI.

## **1.3 REVISIONS TO THIS MANUAL**

The AM&M Inspection and Audit (Checklists) Manual will be subject to on-going review and revision. Persons identifying errors or omissions, or those wishing to make recommendations for change, are asked to forward their observations to the Director, Aircraft Maintenance & Manufacturing (AARP).

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## **CHAPTER 2 INSPECTION AND AUDIT POLICY / PROCEDURES**

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### **2.1 PURPOSE**

This chapter provides more specific policy and additional procedures that pertain to inspection and audit activities. Its purpose is to ensure that inspection and audit activities are conducted in a standardized manner thus providing a level playing field for those organizations for which AM&M inspectors hold oversight (surveillance, inspection and audit) responsibility.

Where applicable, material presented in this manual is intended to supplement that provided in the Inspection and Audit Manual (IAM); where any conflict exists between information provided in this document and that set out in the IAM, the IAM will take precedence.

Persons who identify such conflicting material are requested to bring this to the attention of the Director, Aircraft Maintenance & Manufacturing (AARP).

### **2.2 AM&M - SPECIALTY / ELEMENT AREAS**

#### **2.2.1 GENERAL**

Aircraft Maintenance & Manufacturing has six (6) main specialty areas:

- (a) air operator maintenance requirements;
- (b) approved maintenance organizations;
- (c) flight training unit maintenance requirements;
- (d) approved manufacturing organizations;
- (e) approved training organizations;
- (f) private operator maintenance requirements.

Each specialty area is further broken into its systematic elements. Approaching the organization by systematic element permits an organized, more focused approach to the activity, which will aid in the organization's overall assessment.

The category, type and class of inspection or audit will determine which of the element areas that are to be inspected and which checklists and forms are applicable. The "element" area checklists and their use are discussed in more detail in Chapter 4.

### **2.3 INSPECTIONS**

(To be added)



## **2.4 AUDITS**

### **2.4.1 CLASSIFICATION**

The two classes of Audits that apply to AM&M function:

- (a) Combined, large and small;
- (b) Specialty;

### **2.4.2 COMBINED AUDITS**

For an air operator audit to be effective, a complete review of a company's operation and maintenance systems is normally conducted as a combined audit (i.e., jointly by Commercial & Business Aviation and AM&M). A combined audit should be the norm for air operators of any size and complexity, the process should address both operations and maintenance control system requirements. Combined audits may also include approved engineering or training organizations where appropriate.

Where logistical problems exist, combined audits may be conducted in a concurrent manner. Specialty audits conducted concurrently may be an alternative method that provides the same benefit of a combined audit. This approach will permit functional groups to perform their audit activities independently and with the autonomy required to manage their activities efficiently. Not only does this approach provide more flexibility in scheduling, it also may reduce the burden of the company having to deal with a larger Transport Canada team.

Large combined audits include both national and specific regional audits suitable for:

- (a) a national airline (705) air operator;
- (b) a regional airline (705) air operator that has a mixed aircraft fleet with numerous aircraft types and a varied route structure; and
- (c) a commuter (704) or an air taxi (703) air operator that has a diverse (including IFR and NVFR) operation with numerous aircraft types and a varied route structure that includes international points.

Small combined audits include regional audits suitable for:

- (a) an airline (705) air operator that uses one or two aircraft;
- (b) a commuter (704) or an air taxi (703) air operator operating within a region;
- (c) a flight training unit (403) operating within a region; and
- (d) a private air operator (604).

### **2.4.3 SPECIALTY AUDIT**

This is the most common audit, focusing on one type of organization under the Branch's functional area. A specialty audit will encompass most organizational elements appropriate to the scope of approval.

## **2.5 AUDIT PLANNING**

### **2.5.1 GENERAL**

The following should be considered when scheduling an audit:

- the feasibility of the audit dates and time-periods with consideration given to statutory / summer holidays, seasonal industry and departmental busy periods;
- the availability of qualified personnel to manage and conduct the audit;
- the sufficiency of time allotted for pre-audit activities; the physical audit (including time to prepare any audit findings) and preparation of the audit report;
- team member travel requirements to, from and during the audit and the availability of team lodgings;
- the need and availability of administrative support;
- the availability of the audit report review committee where applicable; and
- the resource requirements for the production and distribution of the audit report.

### **2.5.2 NOTIFICATION – AUDIT MANAGEMENT**

To effectively plan and prepare for an audit it is imperative that audit managers and where applicable, team leaders, be provided with sufficient notification to familiarise themselves with the terms of reference. The convening authority is responsible to notify and appoint the audit manager; the audit manager will provide letters notification/appointment to the team leaders. Sample memos of appointment can be found in Appendix 1 and 2. Alternatively, other methods of notification for appointment of audit managers and team leaders may be used at the discretion of the convening authority, ie e-mail. Alternate notification methods must clearly communicate the applicable terms of reference.

### **2.5.3 NOTIFICATION / OBTAINING - TEAM MEMBERS**

Obtaining team members is one of the more challenging tasks faced by an audit manager and where applicable, team leaders. Sufficient lead time or prior planning will aid this task by providing branch and division managers time to identify available personnel resources.

It is important that audit management have input towards identifying skill sets in fulfilling team requirements; it is equally important that branch and/or division managers are involved in the selection process from the out-set. Audit managers and team leaders are directed to contact the responsible manager prior to discussing the proposed audit with individual inspectors. In many cases it is expected that an audit manager or team leader will identify potential team members by name, however it must be recognized that the branch/division manager ultimately approves an individual to participate.

Assistance may be available to help identify potential candidates to enhance team selection by a central audit agency within the Region, or from the National Audit Program. Where regional procedures have been established to assist in the creation of audit teams, it is expected that these procedures will be followed.

Once selected, team members are to be provided with a memorandum of appointment by the audit manager or team leader. A sample appointment memo can be found in Appendix 3. Alternatively, other methods of notification and appointment of team members may be used at the discretion of the convening authority or audit manager/team leader, ie e-mail. Alternate notification methods must clearly communicate the applicable terms of reference.

#### **2.5.4 NOTIFICATION - AUDITEE**

IAM section 3.2.1 refers. The auditee notification is accomplished by letter that has been prepared by the audit manager and signed by the convening authority. Audit Managers should ensure that ample notice is provided to the auditee relative to the type of audit. A sample letter can be found in Appendix 4.

### **2.6 AUDIT PLAN**

IAM section 3.2.3 refers. The audit manager will develop the audit plan with assistance provided by the team leader(s) where applicable.

In addition to the information required by the IAM, the audit plan should provide the following specific information on the company:

- (a) aircraft fleet information (types, models, numbers);
- (b) main bases, sub-bases and approved points of operation;
- (c) training facilities and simulators used; and
- (d) employee numbers and their location (base of operation).

Plans will vary considerably based on the category, type and class of audit. A sample plan for a large combined audit is provided in Appendix 5.

A simplified audit plan may be used where the auditee has 15 or fewer employees under the applicable Certificate. A simplified audit plan sample is incorporated into Appendix 5. Use of this simplified process will be at the discretion of the convening authority.

### **2.7 PRE-AUDIT TEAM MEETING**

The pre-audit team meeting is important in that it informs audit team members of the expectations of the team leader and/or the audit manager. This meeting also provides an opportunity for team members to clear up any questions that they may have. A sample agenda is provided in Appendix 6.

### **2.8 ENTRY MEETING NOTES**

The entry meeting is important in that it establishes communications between the auditee's management personnel and the audit team. Sample meeting notes are provided in Appendix 7.

## **2.9 FINDINGS OF NON-CONFORMANCE**

IAM section 3.3.4 refers. Findings of non-conformance become the foundation of the audit report, it is therefore important that findings be completed in accordance with the directions of the IAM. In addition to information in Section 3.3.4.3 of the IAM, the “non-conformance to” section of the audit finding form shall be filled out in the following manner:

- (a) state the source of the regulatory requirement using its acronym (CAR, CAR Std., MCM, MPM, QPM, etc.); and
- (b) identify the alpha-numeric designation of the provision [i.e., 705.127(1)(c)].

A non-conformance using the above examples would be written as “non-conformance to: CAR 705.127(1)(c)”.

## **2.10 EXIT MEETING NOTES**

The exit meeting is conducted to ensure that the auditee’s senior management has been fully apprised on the results of the audit. Except for small owner/operator type companies, all findings identified during the audit should have been fully debriefed with the company personnel prior to the exit meeting. The exit meeting is the opportunity to provide a summary of the audit and outline company responsibilities rising from any findings. Sample exit meeting notes can be found in Appendix 8.

Specialty audits of small companies may include a debriefing of findings. The challenge often encountered with this type of dual purpose meeting is to avoid debates over specific findings.

## **2.11 AUDIT REPORT**

IAM section 3.4.1 refers. An audit report will be prepared for each audit in accordance with the requirements of the IAM. Sample reports can be found in Appendices 9 and 10.

A simplified audit report may be used where the auditee has 15 or fewer employees under the applicable Certificate. A simplified audit report sample is incorporated into Appendix 10. Use of this simplified reporting process will be at the discretion of the convening authority.

## **2.12 AUDIT REPORT REVIEW COMMITTEE**

IAM section 3.5.7 refers. Where requested by the Convening Authority, appropriate AM&M personnel will participate in the Audit Report Review Committee.

## **2.13 PARALLEL FINDINGS AND OBSERVATIONS**

IAM Chapter 5 refers. AM&M personnel will make parallel findings and observations in accordance with the IAM. Finding and observation forms will be forwarded to the convening authority upon completion of the audit.

## **2.14 CORRECTIVE ACTION TRACKING**

IAM section 3.5.4 refers. The National Aviation Company Information System (NACIS) provides a means to track audit findings for follow up purposes and will be used for all Maintenance & Manufacturing audits. Corrective Action Tracking Forms have also been developed. A sample form can be found in Appendix 11.

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## **CHAPTER 3 GUIDANCE MATERIAL - APPENDICES**



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### **3.1 PURPOSE**

Guidance Material in the form of appendices to this section has been developed to aid Inspectors to plan, conduct, report and conclude the audit process. This material relates to the combined audit process and is easily tailored to other activities such as specialty, special purpose audits or routine inspections.

**APPENDIX 1**  
**SAMPLE APPOINTMENT MEMORANDUM - AUDIT MANAGER**

*Note:* see Section 2.5.2 for the use of alternate notification methods.

 Transport Canada	Transports Canada
Memorandum	Note De Service
<b>To</b> <b>À</b>	T. Smith MAH
<b>From</b> <b>De</b>	R. Jonson Autorité de convocation
<b>Subject</b> <b>Objet</b>	<b>Acme Aero Limited Audit – Appointment as Audit Manager</b>
<p>You have been appointed audit manager for the Acme Aero Limited routine conformance audit which is to be conducted during the period June 5-23, 2000. The scope of the audit will include all activities that could affect the safe operation of the operator, including:</p> <ul style="list-style-type: none"><li>a) maintenance and related AMO and air operator programs;</li><li>b) flight operations;</li><li>c) cabin safety;</li><li>d) the transportation of dangerous goods; and</li><li>e) aviation occupational safety and health.</li></ul> <p>Your terms of reference are as follows:</p> <ul style="list-style-type: none"><li>a) you will report directly to me until released from your audit duties;</li><li>b) you will conduct all audit related matters in accordance with policy and procedures specified in the Inspection and Audit Manual and the appropriate functional area control manuals;</li><li>c) you will immediately contact me with a recommendation for action in the event the team identifies an immediate threat to aviation safety;</li></ul>	
	Page 1 of 2

- d) you are authorized to communicate directly with HQ Directors and Regional Managers to obtain the required personnel resources. This may be sub-delegated to team leaders at your discretion;
- e) a responsibility center number will be authorized for expenses incurred during the audit.

Please prepare for me by May 30, 2000, an audit plan which is to include your proposal for sites / bases to be inspected, travel plans and other applicable planning strategies. Include estimates for travel, accommodation and overtime expenses. I also ask that you to prepare a letter, for my signature, informing Acme Aero Limited of the proposed audit. At the conclusion of the audit a report shall be prepared for my approval and signature; the report is to be forwarded to the company within ten days of the completion of the audit. Copies of all travel and overtime claims (including travel advances) and other audit-related expenses shall be forwarded to {XXX/A}.

Thank you for accepting this additional responsibility; I look forward to working with you on this audit.



***R. Jonson***

***Convening Authority***

**APPENDIX 2**  
**SAMPLE APPOINTMENT MEMORANDUM - TEAM LEADER**

---

*Note:* see Section 2.5.2 for the use of alternate notification methods.

					
Memorandum	Note De Service				
<b>To</b> <b>À</b>	F. Lalonde, Maintenance J. Reynolds, Opérations				
<b>From</b> <b>De</b>	T. Smith Gestionnaire de la vérification				
	<table border="1"><tr><td><b>Security Classification de sécurité</b> Unclassified</td></tr><tr><td><b>Our File - Notre référence</b> AARX 5258-23456-13</td></tr><tr><td><b>Your File - Votre référence</b></td></tr><tr><td><b>Date</b> May 5, 2000</td></tr></table>	<b>Security Classification de sécurité</b> Unclassified	<b>Our File - Notre référence</b> AARX 5258-23456-13	<b>Your File - Votre référence</b>	<b>Date</b> May 5, 2000
<b>Security Classification de sécurité</b> Unclassified					
<b>Our File - Notre référence</b> AARX 5258-23456-13					
<b>Your File - Votre référence</b>					
<b>Date</b> May 5, 2000					
<b>Subject</b> <b>Objet</b>	<b>Acme Aero Limited Audit – Appointment as Team Leader</b>				
<hr/>					
<p>You have been appointed team leader for the Acme Aero Limited routine conformance audit, which is to be conducted during the period June 5-23, 2000. The scope of the audit will include all activities that could affect the safe operation of the operator, including:</p> <ul style="list-style-type: none"><li>a) maintenance and related AMO and air operator programs;</li><li>b) flight operations;</li><li>c) cabin safety;</li><li>d) the transportation of dangerous goods; and</li><li>e) aviation occupational safety and health.</li></ul> <p>Your terms of reference are as follows:</p> <ul style="list-style-type: none"><li>a) you will report directly to me until released from your audit duties;</li><li>b) all audit related matters will be conducted in accordance with policy and procedures specified in the Inspection and Audit Manual and the appropriate functional area control manuals;</li><li>c) you will immediately contact me with a recommendation for action in the event an immediate threat to aviation safety is identified; and</li></ul>					
	<i>Page 1 of 2</i>				



You are to develop an audit plan proposal for your assigned area by May 26, 2000. This plan should include the composition of the team, proposed travel and overtime expense estimates and a proposed schedule of your activities. Arrangements for accommodations, briefing rooms and administrative support while at Acme Aero Limited will be my responsibility.

An audit manager/team leader meeting will take place at the Minto Hotel (Room 1201) on June 5, 2000 at 19:00 hrs. This will be an initial strategy meeting for co-ordinating our audit plan and required resources. Please have a copy of your audit plan available for this meeting.

Thank you for accepting this additional responsibility, I look forward to this opportunity to work you.



*T. Smith*

*Audit Manager*

*Page 2 of 2*

**APPENDIX 3**  
**SAMPLE APPOINTMENT MEMORANDUM - TEAM MEMBER**

*Note:* see Section 2.5.2 for the use of alternate notification methods.

 Transport Canada / Transports Canada	
Memorandum	Note De Service
<b>To / À</b> F. Lalonde, Maintenance J. Reynolds, Opérations	<b>Security Classification de sécurité</b> Unclassified <hr/> <b>Our File - Notre référence</b> PAX 5258-23456-13 <hr/> <b>Your File - Votre référence</b> <hr/> <b>Date</b> May 7, 2000
<b>From / De</b> T. Smith Gestionnaire de la vérification	
<b>Subject / Objet</b> Acme Aero Limited Audit – Appointment as Team Member	
<hr/> <p>You have been appointed team member for the Acme Aero Limited routine conformance audit, which is to be conducted during the period June 5-23, 2000. The scope of the audit will include all activities that could affect the safe operation of the operator, including:</p> <ul style="list-style-type: none"><li>a) maintenance and related AMO requirements;</li><li>b) air operator programs;</li><li>c) Company aircraft</li></ul> <p>Your terms of reference are as follows:</p> <ul style="list-style-type: none"><li>a) you will report to the audit manager, through me, until released from your audit duties;</li><li>b) all audit related matters will be conducted in accordance with policy and procedures specified in the Inspection and Audit Manual and the appropriate functional area control manuals; and</li><li>c) you will immediately contact me, or the audit manager, with a recommendation for action in the event an immediate threat to aviation safety is identified.</li></ul> <p>A pre-audit team meeting is scheduled for June 7 at 19:00 hrs in Room 1201 of the Minto Hotel.</p> <p>Thank you for accepting this additional responsibility as a team member for this audit; I look forward to working with you.</p> <p><i>Team Leader</i> MAINTENANCE</p> <p></p>	
<p style="text-align: right;"><i>Page 1 of 1</i></p>	

## APPENDIX 4 NOTIFICATION LETTER TO AUDITEE

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Toronto, Ontario

M5F 7J9

**Registered**

PAX 5258-23456-13

May 2, 2000

Mr. I. Stravinski

*(add correct title)*, Acme Aero Limited

Macdonald-Cartier International Airport

Ottawa, Ontario K1P 5L6

Dear Mr. Stravinski:

A routine conformance audit of Acme Aero Limited is scheduled for the period June 12-23, 2000. This audit will include the main facility at Macdonald-Cartier International Airport as well as the two sub-bases at Toronto (Pearson) and Montreal (Dorval) airports.

The objective of this audit is to conduct an analysis of Acme Aero Limited's policies and procedures to ensure that legislative requirements are met and an acceptable level of aviation safety is maintained. Standard audit procedures will be used including interviews with key personnel, aircraft and facility inspections, a review of your company's approved programs and manuals. Prior to the audit, you will receive details of our audit plan, which will include a list of audit team members and their areas of responsibility.

An entry meeting is scheduled with your management personnel at 09:00 hrs. on June 12th and an exit meeting is planned for 11:00 hrs on June 23rd. Both meetings will be held at your facilities in Ottawa if that is convenient. The purpose of the entry meeting is to introduce the audit team to company management, review the audit process and ensure that company personnel are familiar with Transport Canada's audit process and regulatory responsibilities. The exit meeting will summarize the audit results and identify specific post-audit responsibilities where applicable.

Should you require any further information or clarification, please contact the audit manager, Inspector Terry Smith, at (416) 952-0002.

Yours truly,

**S. Jonson**

*Convening Authority*

The wordmark for Canada, with a stylized maple leaf above the letter 'a'.

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## **APPENDIX 5**

### **AUDIT PLAN**

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**Note:** Items marked with an asterisk (\*) can be included or removed from the audit plan at the discretion of the convening authority, refer to Section 2.6 for applicable criteria.

#### **Objective and Scope**

A Regional Routine Conformance audit will be conducted on Acme Aero Limited during the period of June 5-23, 2000.

The scope of the audit will include all activities that could affect the safe operation of the operator, including:

- (a) maintenance and related AMO and air operator programs;
- (b) flight operations;
- (c) cabin safety;
- (d) the transportation of dangerous goods; and
- (e) aviation occupational safety and health.

The audit will cover the period from June 20, 1997, to the present.

#### **Company - General \***

Acme Aero Limited is an aviation company formed in 1984. It offers both a scheduled and non-scheduled domestic air service from the main base at Macdonald-Cartier International Airport, with sub-bases in Toronto/Lester B. Pearson International Airport and Montreal International (Dorval). The operator also transports certain dangerous goods by air.

Acme Aero Limited operates one PA31 and two DA-20 aircraft from its main base, one HS-748 from each sub-base, plus one PA31 from the sub-base in Toronto. The HS-748s offer a scheduled service between Toronto and Windsor, Ontario and between Montreal and Val D'Or, Quebec. The PA31s operate on a charter basis and are available for med-evac under a standing offer with the Ministry of Health for the Province of Ontario. The DA20s have been added to the AOC since the previous audit in June 1997 and operate under contract to a major courier company.

Aircraft maintenance is performed in-house at all three bases. There is a full-time staff of eight Aircraft Maintenance Engineers, five apprentices and two technicians. The Aircraft Technical Records are kept at the main base in Ottawa.

The company has experienced steady growth and now employs over one hundred people. More detailed company information is provided in Appendix A.

## **Methodology \***

Standard audit procedures specified in the Inspection and Audit Manual will be used. Specialty guidance materials, including checklists, forms and other guidance documents will be used where recommended in the applicable functional area control manual. The random sampling method will be employed where possible with deviations approved by the appropriate team leader.

Where we determine through our review that everything appears to be in order, we complete the specialty area summary for that area and go on to the next specialty area that we are responsible for.

Where Acme Aero Limited appears not to be performing in accordance with the Aeronautics Act, the Canadian Aviation Regulations (CARs), associated CARs Standards, or an approved company control manual, they are said to be in non-conformance. The following steps will then be followed:

- (a) define the area of possible non-conformance;
- (b) retain any clearly defined evidence;
- (c) prepare CRF (if necessary) and present to Team Leader for vetting and discussion;
- (d) complete the finding form (including 3 examples if possible) and attach any evidence or supporting documentation that is collected;
- (e) complete the specialty area summary for the applicable area; and
- (f) pass all documentation (finding form, CRF, evidence/supporting documentation, specialty area summary) to the appropriate Team Leader.

## **Communications \***

Discussions pertaining to the audit shall take place at a location that assures confidentiality; this is especially true when discussions take place on Acme Aero Limited's premises. Do not discuss the audit with persons other than audit team members and please refer any company questions to the audit manager or team leader through the appropriate company representative. Discussions with TCCA personnel outside of the audit team may occur with the knowledge and approval of the team leader.

### **Specialist Assistance/Foreign Travel**

Specialist assistance and foreign travel is not required for this audit.

### **Parallel Findings/Observations \***

**Note:** as indicated, this paragraph may be omitted from the audit plan, it does not remove the need to submit parallel findings/observations where necessary.

Detection of a TCCA non-conformance to a regulatory requirement, or a non-regulatory policy, procedure or guideline shall be identified on a parallel finding form. Where a team member identifies the possible need to revise a regulatory requirement or a non-regulatory policy, procedure or guideline, this shall be identified using the parallel observation form. Completed forms are to be submitted to the Audit Manager for review. The audit manager will then forward parallel findings and observations to the Convening Authority upon completion of the audit.

**Budget-Proposed**

	<b>Maintenance</b>		<b>Ops</b>		<b>Manager</b>		<b>Sub-Total</b>
Travel Expenses	\$ 16,532.36	\$	16,181.79	\$	6,653.66	\$	39,367.82
Overtime	\$ 4,024.06	\$	3,586.04	\$	1,946.94	\$	9,557.04
10% Contingency	2055.64		1976.78		860.06	\$	4,892.49
Sub-Total	\$ 22,612.07	\$	21,744.61	\$	9,460.66		
<b>Total</b>						\$	<b>53,817.34</b>

Details for the proposed budget are in Appendix B to this plan. Team members are responsible to ensure that the appropriate team leader approves deviations from budgeted amounts.

**Company Management**

<b>Name</b>	<b>Title</b>	<b>Telephone No.</b>
I. Stravinski	President, Acme Aero Limited	(613) 974-2300
J. Anderson	Director, Maintenance	(613) 974-2306
T. Baynes-Armstrong	Quality Assurance Manager	(613) 974-2307
B. Mathers	Director, Flight Operations	(613) 974-2301
N. Schaffer	Chief Pilot (HS748, PA31)	(613) 974-2302
F. Duquette	Chief Pilot (DA20)	(613-974-2402
M. Tellier	Chief, Dispatch	(613) 974-2304
S. Lavallee	Director, Inflight Services	(613) 974-2305
D. McIntyre	Manager, Dangerous Goods	(613) 974-2308
C. Roberts	Safety Officer	(613) 974-2303

## **Audit Team**

<b>Position</b>	<b>Name</b>	<b>Region</b>	<b>Phone</b>	<b>Cell/Pager**</b>
Convening Authority	R. Jonson	Ont	416-952-0001	416-987-6542
Audit Manager	T. Smith	Ont	416-952-0002	416-987-6543
Administration	S. Brown	Ont	416-952-0003	416-987-6544
Team Leader (Ops)	J. Reynolds	Ont	416-952-0004	416-987-1234
Flight Ops	K. McLean	Ont	416-952-0005	416-987-1235
Flight Ops	M. Michaels	Ont	416-952-0006	416-987-1236
Cabin Safety	V. Bruce	Ont	416-952-0007	416-987-1237
Dangerous Goods	P. Gagnon	Ont	416-952-0008	416-987-1238
AOSH	N. White	Ont	416-952-0009	416-987-1239
Team Leader (Maint)	F. Lalonde	Ont	416-952-0010	416-987-2345
Maintenance	D. Jacobson	Ont	416-952-0011	416-987-2346
Maintenance	W. Preston	Ont	416-952-0012	416-987-2347
Maintenance	S. Wallace	Ont	416-952-0013	416-987-2348
Maintenance	J. Black	Ont	416-952-0014	416-987-2349

\*\* *Note:* the addition of cell or pager numbers is recommended for team communications.

**Maintenance Requirements Audit Plan**

<b>Legend:</b>	FL - F. Lalonde	DJ-D. Jacobson	WP-W. Preston	SW - S. Wallace	JB -J. Black
----------------	-----------------	----------------	---------------	-----------------	--------------

		Pre-Audit - June 5-9, 2000				
		05	06	07	08	09
<b>Travel</b>		<b>FL, DJ, SW</b>	<b>WP, JB</b>			
AOC-01	Previous Transport Canada Audit	<b>FL, DJ, SW</b>	<b>WP, JB</b>			
AOC-02	Maintenance Control Manual		<b>All</b>			
AOC-03	Person Responsible for Mtce		<b>SW</b>			
	Aircraft File Review		<b>All</b>	<b>All</b>	<b>All</b>	<b>All</b>
AOC-04	Evaluation Program		<b>FL, DJ</b>	<b>FL, DJ</b>		
AMO-02	Maintenance Policy Manual	<b>FL, DJ, SW</b>	<b>WP, JB</b>			
AMO-03	Person Responsible for Mtce		<b>SW</b>			
AMO-08	Quality System		<b>FL, DJ</b>	<b>FL, DJ</b>		

		Physical Audit - June 12-23, 2000									
		12	13	14	15	16	17/1	19	20	21	22
<b>Administrative</b>		<b>Ongoing</b>									
<b>Entry Meeting</b>		<b>All</b>									
AOC-02	Maintenance Control Manual		<b>FL*</b>	<b>Ongoing</b>							
AOC-03	Person Responsible for Mtce			<b>SW*</b>							
AOC-04	Evaluation Program								<b>DJ</b>		
AOC-05	Technical Publications			<b>DJ Ongoing</b>							
AOC-06	Technical Records	<b>FL,D</b>									
AOC-07	Weight and Balance Control										
AOC-08	Mtce Development Programs	<b>N.A.</b>									
AOC-09	Reliability Monitoring Programs				<b>JB/D</b>	<b>JB/D</b>					
AOC-10	TBA										
AOC-11	Maintenance Planning		<b>WP</b>	<b>WP</b>	<b>WP</b>	<b>WP</b>					
AOC-12	Defect Recording, Rectification Control					<b>DJ</b>					
AOC-13	Airworthiness Directive, SB's			<b>WP</b>							
AOC-14	Extended Range Ops ETOPS	<b>N.A.</b>									
AOC-15	Minimum Equipment List							<b>JB</b>			
AOC-16	Category II-III All Weather Ops	<b>N.A.</b>									
AOC-17	Technical Dispatch Procedures								<b>DJ</b>		
AOC-18	Flight Authorities - Test - Ferry					<b>SW</b>					
AOC-19	Maintenance Arrangements				<b>WP</b>						
AOC-20	Training Program								<b>SW/J</b>		



		Physical Audit - June 12-23, 2000									
		12	13	14	15	16	17/1	19	20	21	22
								B			
AOC-21	Personnel Records						FL				
AOC-22	De-icing Procedures					SW					
AOC-23	Elementary Work										
AOC-24	TBA	<b>Ongoing</b>									
AOC-25	Servicing - Fuel, Lub, Oxygen							DJ/W P			
AOC-26	Control of Parts - Parts Pooling							DJ/W P			
AOC-27	Service Difficulty Reporting								JB		
<b>With Integrated AMO</b>											
AMO-02	Maintenance Policy Manual		DJ*								
AMO-03	Person Responsible for Mtce			SW*							
AMO-04	Facilities - General								DJ		
AMO-05	Technical Publications			<b>DJ Ongoing</b>							
AMO-06	Maintenance Records					DJ					
AMO-07	Maintenance Procedures					DJ					
AMO-08	Quality System	FL,D									
AMO-09	Maintenance Release Authorization				SW						
AMO-10	Qualification & Training Program						SW JB				
AMO-11	Personnel Records					SW	SW JB				
AMO-12	TBD				SW						
AMO-13	Control of Parts/ Aero Supplies							DJ,			
AMO-14	Support Overhaul Shops									WP	
AMO-15	Testing/ Measuring Equipment								SW		
AMO-16	Maintenance Arrangements							WP			
AMO-17	TBD								WP		
AMO-18	TBD								WP		
AMO-19	Service Difficulty Reporting								JB*		
AMO-2X	NDT, Various										

**Operations Audit Plan \***

		Pre-Audit - June 5-9, 2000				
		05	06	07	08	09
<b>Travel</b>		JR, KM, MM	VB	PG, NW		
FO-1	Previous Transport Canada Audit	JR, KM, MM	VB	PG, NW		
FO-2	Air Operator Certificate and Operations Specifications		KM, MM, VB	PG, NW		
FO-3	Company Manuals			All		
FO-5	Management Personnel and Operations Coordination			All		
FO-6	Company Check Pilot Program			KM, MM		
FO-7	Flight Crew Training Program			KM, MM		
FO-12	Aircraft Documentation				KM, MM	
FO-13	Minimum Equipment List					MM
CS-1	Cabin Safety			VB	VB	VB
CS-2	Flight Attendant Training Program			VB	VB	VB
DG-1	Dangerous Goods				PG	PG
AOSH-1	Aviation Occupational Safety and Health				NW	NW

		Physical Audit - June 12-23, 2000							
		12	13	14	15	16	17-18	19-22	23
FO-2	Air Operator Certificate and Ops Specifications			JR*					
FO-3	Company Manuals							JR*	
FO-4	Publications Library	KM*							
FO-5	Mgmt Personnel and Operations Coordination							JR*	
FO-6	Company Check Pilot Program				MM*				
FO-7	Flight Crew Training Program	KM, MM	KM*, MM						
FO-8	Flight Crew Training Records		KM, MM	KM*, MM					
FO-9	Operational Control System			KM, MM	MM				
FO-10	Flight Documentation							KM*, MM	
FO-11	Aircraft Inspection						KM, MM	KM*	
FO-12	Aircraft Documentation					KM, MM	KM, MM	MM*	
FO-13	Minimum Equipment Lists	MM*							
FO-14	Flight Inspection and Route Check				KM	KM, MM		KM*, MM	
FO-15	Aircraft Performance and Operating Limitations							MM*	
FO-16	Flight Safety Program					JR*			
CS-1	Cabin Safety				VB	VB	VB	VB*	
CS-2	Flight Attendant Training Program	VB	VB*						
CS-3	Flight Attendant Training Records		VB	VB*					
DG-1	Dangerous Goods	PG	PG	PG	PG	PG*			
AOSH-1	Aviation Occupational Safety and Health	NW	NW	NW	NW	NW*			

\* denotes the person responsible for the specialty area summary and the day it is due.

<b>Legend:</b> JR - J. Reynolds KM - K. McLean VB - V. Bruce MM - M. Michaels PG - P. Gagnon NW - N. White
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## **APPENDIX A - DETAILED COMPANY INFORMATION \***

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### **Personnel**

Acme Aero Limited has a total staff of 110 people. The operational breakdown is as follows:

Pilots	24
Flight Attendants	12
AMEs	8
Apprentice AMEs	5
Technical Assistants	2

### **Bases (including Maintenance)**

Main Base	Macdonald-Cartier International Airport	(CYOW)
Sub-Base	Lester B. Pearson Airport	(CYYZ)
Sub-Base	Montreal Airport - Dorval	(CYUL)

### **Company Aircraft**

HS74	C-GXNP	CYYZ
HS74	C-FRLM	CYUL
PA31	C-FNGT	CYOW
PA31	C-FTVL	CYYZ
DA20	C-GTXR	CYOW
DA20	C-CVND	CYOW

**Maintenance Staff**

<b>Name</b>	<b>Position</b>	<b>Base</b>	<b>License/Endorsements</b>
J. Anderson	Director, Maintenance	CYOW	M123123 (M1, M2)
T. Baynes-Armstrong	Quality Assurance	CYOW	M234567 (M1, M2)
J. Townsend	AME	CYOW	M345678 (M1)
C. Cochrane	AME	CYYZ	M456677 (M1, M2)
P. Cameron	AME	CYYZ	M567876 (M1, M2)
T. Henry	AME	CYUL	M987654 (M1, M2)
F. Jones	AME	CYOW	M758687 (M1, M2)
B. White	AME	CYOW	M751287 (M1, M2)
B. Boyd	AME Apprentice	CYOW	N/A
M. Pelletier	AME Apprentice	CYYZ	N/A
S. Jones	AME Apprentice	CYYZ	N/A
F. Cormier	AME Apprentice	CYUL	N/A
A. Lafleur	AME Apprentice	CYUL	N/A
L. Pierce	Store Keeper	CYOW	N/A
B. Cohen	Technical Records	CYOW	N/A

**Flight Operations Staff**

<b>Name</b>	<b>License</b>	<b>Aircraft Type</b>	<b>Base</b>
N. Shaeffer	A123456	HS74 & PA31	CYOW
F. Smith	A654321	HS74	CYYZ
N. Granger	A345612	HS74	CYYZ
B. Charles (Type A CCP)	A456123	HS74	CYYZ
K. Williams	A561234	HS74	CYYZ
D. Beck	A612345	HS74	CYYZ
R. Collins (Type B CCP)	A435612	HS74	CYYZ
C. Roberts	A789012	HS74	CYUL
P. Tanguay	A890123	HS74	CYUL
N. Connaught	A901234	HS74	CYUL
R. Peterson	A908765	HS74	CYUL
J. Altman	A987654	HS74	CYUL
G. Gregory	A776655	PA31	CYOW
B. Beliveau	C123456	PA31	CYOW
W. Copeland	C234561	PA31	CYOW
R. Scott	A665544	PA31	CYYZ
A. Spencer	C223344	PA31	CYYZ
B. Ferguson	C334455	PA31	CYYZ
F. Duquette	A172635	DA20	CYOW
H. Chang (Type A CCP)	A192837	DA20	CYOW
R. Beverly	A828374	DA20	CYOW
P. Dole	A674914	DA20	CYOW
J. Green	A5466277	DA20	CYOW
M. Martin	A338495	DA20	CYOW

## **APPENDIX B - PROPOSED TRAVEL AND OVERTIME EXPENSES**

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### **Travel Expenses-Proposed**

<b>Name</b>	<b>Days</b>	<b>Hotel</b>	<b>Composite</b>	<b>Airfare</b>	<b>Car</b>	<b>Misc.</b>	<b>Sub-Total</b>	<b>Totals</b>
T. Smith	18	\$1,620.00	\$ 966.60	\$500.00	\$600.00	\$ 73.73	\$3,760.33	
S. Brown	18	\$1,620.00	\$ 966.60	\$250.00		\$ 56.73	\$2,893.33	
<b>Mgr Total</b>								<b>\$ 6,653.66</b>
Ops								
J. Reynolds	18	\$1,620.00	\$ 966.60	\$500.00	\$500.00	\$ 71.73	\$3,658.33	
K. McLean	16	\$1,440.00	\$ 859.20	\$500.00		\$ 55.98	\$2,855.18	
M. Michaels	16	\$1,440.00	\$ 859.20	\$500.00		\$ 55.98	\$2,855.18	
V. Bruce	15	\$1,350.00	\$ 805.50	\$350.00	\$300.00	\$ 56.11	\$2,861.61	
P. Gagnon	10	\$ 900.00	\$ 537.00	\$500.00		\$ 38.74	\$1,975.74	
N. White	10	\$ 900.00	\$ 537.00	\$500.00		\$ 38.74	\$1,975.74	
<b>Ops Total</b>								<b>\$ 16,181.79</b>
Maint								
F. Lalonde	18	\$1,620.00	\$ 966.60	\$350.00	\$750.00	\$ 73.73	\$3,760.33	
D. Jacobson	17	\$1,530.00	\$ 912.90	\$500.00	\$750.00	\$ 73.86	\$3,766.76	
W. Preston	17	\$1,530.00	\$ 912.90	\$500.00		\$ 58.86	\$3,001.76	
S. Wallace	17	\$1,530.00	\$ 912.90	\$500.00		\$ 58.86	\$3,001.76	
J. Black	17	\$1,530.00	\$ 912.90	\$500.00		\$ 58.86	\$3,001.76	
Maint Total								\$ 16,532.36
<b>Total</b>								<b>\$ 39,367.82</b>

**Overtime Proposed**

Name	# Hrs. Week 1			# Hrs. Week 2			# Hrs. Week 3			Totals
	x 1.5	x 1.75	x 2	x 1.5	x 1.75	x 2	x 1.5	x 1.75	x 2	
	Management									
T. Smith	4		2	6			2		6	1173.44
S. Brown	4		2	4			2		4	773.50
<b>Mgr Total</b>										<b>\$ 1,946.94</b>
	Ops									
J. Reynolds	4		2	6			2		6	1091.52
K. McLean	2		1	5			1		2	596.93
M. Michaels	3		1	5			1		2	648.09
V. Bruce	1		1	5			1		2	476.00
P. Gagnon	1		1	5			1			386.75
N. White	1		1	5			1			386.75
<b>Ops Total</b>										<b>\$ 3,586.04</b>
	Maint									
F. Lalonde	4		2	6			2		6	1175.04
D. Jacobson	2		1	5			1		4	699.46
W. Preston	3		1	5			1		4	750.64
S. Wallace	2		1	5			1		4	699.46
J. Black	2		1	5			1		4	699.46
<b>Maint Total</b>										<b>\$ 4,024.06</b>
<b>Total Overtime</b>										<b>\$ 9,557.04</b>



## **APPENDIX 6**

### **PRE-AUDIT TEAM MEETING AGENDA**

---

**Location:** Room 1201, Minto Hotel

**Date:** June 7, 2000

**Time:** 19:00 hrs

**Agenda:**

Item Subject

1. Introductions
2. Administrative Details
  - hotel room numbers and cell phone numbers
  - autos (incl. weekend use)
  - start / finish times (pre-audit / audit)
  - dress
  - weekends
3. Tele-conference w/ CA (where applicable)
4. Audit Plan
  - functional area assignments / functional summaries
  - work plan
  - schedule
  - inflights
  - scheduled points / sub-base visits
5. Budget
  - importance of accurate tracking
  - overtime/expenses
  - claim procedures (electronic)
6. Conflict of Interest / Confidentiality
  - shred all working drafts of findings, summaries, etc.
7. Access to Information
8. Forms Administration
  - electronic / written
  - audit findings
  - parallel audit findings
  - confirmation requests

9. Checklists (use of / amendment to)
10. Communications
  - on-site / off-site
  - within TC Civil Av
  - outside of TC Civil Av
11. Pre-Audit Review
  - previous audit / follow-up
  - files
  - company
  - aircraft
  - inspection reports (inflight, ramp, etc)
  - compliance records
  - CADORS
  - authorizations
  - company manuals
  - respect those around you
  - the glass is half full!
12. Physical Audit
  - site familiarization
  - maintenance
  - operational
  - occupational health and safety
  - company PI (role during audit)
  - daily team meetings (incl. members on road)
  - use of forms
  - immediate threat
  - paperwork expected
  - audit/parallel findings (drafting of)
13. Questions ?

## **APPENDIX 7**

### **ENTRY MEETING AGENDA**

---

#### **Acknowledgments**

Thank the company officials for their attendance, co-operation and use of their facilities.

#### **Purpose**

Explain the purpose of the meeting:

1. introduce the audit team members;
2. define the objective and scope of the audit;
3. define the methodology used during the audit; and
4. co-ordinate staff and facilities.

#### **Introductions**

Introduce the audit manager, team members, specialists and observers; and company representatives.

#### **Objective and Scope**

The objective and scope of this audit is:

- (a) to conduct an analysis of the policies, standards, procedures and facilities of (company name) to ensure that delegated authorities and Transport Canada's legislative requirements are being met and that maximum effort is made to ensure flight safety; and
- (b) to ensure compliance with the Aeronautics Act, CARs, CASS and company operations manual (COM).

#### **Depth**

The audit will

- (a) encompass, but not be limited to, the specialty areas identified, as covered by the appropriate audit checklists; and
- (b) cover the period from \_\_\_\_\_ (date) to \_\_\_\_\_ (date).

#### **Communications**

The following communication protocols will be observed:

- (a) initial communication in each audit area will be between the auditor for that area and the company official specified by \_\_\_\_\_ (company) as the contact for that area;
- (b) where problems or questions arise, team members will advise me and I will contact \_\_\_\_\_ (company representative); and
- (c) if the company has a problem or questions, it is to contact the audit manager, who will meet daily with the team leaders to discuss the day's findings and address any questions.

## **Methodology**

Standard audit procedures are those set out in the IAM and will include:

- (a) interviews with personnel to discuss the areas of responsibility;
- (b) the examination of records, such as those for training, CCP and flight documentation;
- (c) in-flight inspections;
- (d) aircraft inspections; and
- (e) the review of manuals and directives.

In every case, the purpose of the audit is to determine the company's level of conformance to the CARs, associated standards and to company policy and procedures set out in manuals such as the COM. Our concern is adherence to standards.

Where it is determined that an examined area appears to be in order, we will move on to the next area. When the company appears to be violating a regulatory requirement, it is said to be in non-conformance.

If questions arise regarding potential or definite non-conformances:

- (a) approach the company to determine whether we are interpreting the data correctly (there may occasionally be ambiguities);
- (b) direct the company to provide missing data within a specific timeframe;
- (c) where it is determined that our perception is correct, or where the company does not respond adequately to our queries within the specified timeframe, these items will be drawn up as audit findings;
- (d) where it is determined that our interpretation of the data is correct and that flight safety is being jeopardized, the audit manager will approach the director of flight operations or designate to obtain the authorization to take appropriate action immediately; and
- (e) should the need arise, the convening authority will be approached for further guidance on appropriate action.

Queries regarding the audit should be addressed to the appropriate team leader or to the audit manager.

Every effort will be made to conduct all audit activities with minimal disruption to the company. The fact that flight operations are ongoing will be respected. Should an interview be requested, for example, it will be conducted at a mutually satisfactory time. We will tailor our hours to the company's normal working hours and team leaders will inform their staff of the protocol discussed at this meeting, with regard to communications in particular.

The auditee should be prepared to instruct the teams on OSH related issues.

## **Exit Meeting**

The exit meeting is proposed for \_\_\_\_\_ (location) on \_\_\_\_\_ (date) at \_\_\_\_\_ (time).

## **Question Period**

A question period will follow.

## **APPENDIX 8**

### **EXIT MEETING AGENDA**

---

#### **Introductions**

Audit Manager -

#### **Opening Remarks**

Convening Authority - (where applicable)

#### **Executive Summaries**

- Maintenance -
- Operations -

#### **Audit Findings**

Where possible, explain that there will not be a discussion on findings as these have been discussed during the teams daily meetings with the company and that further discussion may take place through the Corrective Action Plan approval process.

#### **Post-Audit**

Explain the next stage of the audit:

- Inform the attendees that the audit report will be completed in ten working days (review briefly the content of the report).
- Explain that the report will be reviewed by the Convening Authority and his managers/representative from Maintenance & Manufacturing, Maintenance and Manufacturing as well as Aviation Enforcement (indicate the possibility of Aviation Enforcement action). Also indicate that the audit management team will be involved with the approval process.
- State that the company will have thirty working days (from the date of receipt of the report) to respond with a Corrective Action Plan that highlights the short- and long-term actions proposed to rectify any non-conformance.
- Explain that the company can expect follow-up inspections after the Corrective Action Plan has been completed to confirm the effectiveness of that action plan.
- Indicate that the company will be advised when the audit is formally closed.

#### **Access to Information**

(Discuss briefly)

#### **Closing Remarks**

Invite Company Pres/CEO to make any closing comments; and Audit Manager close meeting

## APPENDIX 9 AUDIT REPORT COVER LETTER

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Toronto, Ontario

M5F 7J9

**Registered**

5258-1-23456

July 6, 2000

Mr. I. Stravinski

(add correct title), Acme Aero Limited

Macdonald-Cartier International Airport

Ottawa, Ontario K1P 5L6

Dear Mr. Stravinski:

Enclosed with this letter you will find two copies of the Audit Report resulting from the regulatory audit of Acme Aero Limited completed on June 23rd, 2000. I am pleased to inform you that while the report contains (x) Maintenance and (y) Operations audit findings, the Audit Manager has assured me that Acme Aero is operating in a safe manner. For your convenience, you will find a summary of the most significant audit findings in Part II of the report.

Acme Aero must respond in writing to each audit finding. The proposed Corrective Action Plan (CAP) should detail both short term corrective action to correct the specific deficiencies cited and, where applicable, long term corrective action. Long term corrective action should focus on modifying the system to prevent recurrence of similar deficiencies in the future.

Acme Aero is requested to complete the Corrective Action Form on the reverse of each Finding Form and forward these to my office no later than Aug 22nd, 2000.

The co-operation extended to the audit team by you and your staff during the audit was appreciated.

Yours truly,

R. Jonson

Convening Authority

Attachments (2)

**Canada**

*Page 1 of 1*

## **APPENDIX 10**

### **AUDIT REPORT**

---

Acme Aero Limited Audit June 5 - 23, 2000

*Note:* Items marked with an asterisk (\*) can be included or removed from the audit report at the discretion of the convening authority, refer to Section 2.11 for applicable criteria.

#### **Audit Report**

This report consists of four parts:

- **Part I – Introduction**  
Includes the executive summary and summarizes the audit process and the content of the audit report.
- **Part II – Maintenance Specialty Area Summaries**  
contains the maintenance specialty area element (checklist) summaries
- **Part III – Operations Specialty Area Summaries**  
contains the operations specialty area element (checklist) summaries;
- **Part IV – Audit Findings**  
contains the Audit Findings

## **PART I — INTRODUCTION**

### **Executive Summary**

#### **General**

The audit examined Acme Aero's Maintenance and Operations Divisions using applicable Maintenance and Operations checklists referenced from the Inspection and Audit Manual (IAM). A total of 10 Maintenance and 17 Operations audit findings were submitted. These findings identified examples of non-conformance to the Canadian Aviation Regulations (CARs), standards or Acme Aero's policies or procedures. A number of the findings were administrative in nature and can be easily corrected, whereas others were systemic and will require particular attention to ensure that corrective actions are effective in addressing the identified system faults.

#### **Maintenance**

The Transport Canada maintenance team reviewed all of the specialty areas applicable to Acme Aero Limited. The Acme Aero maintenance requirements and system was assessed to the Canadian Aviation Regulations (amendment 20-1) and individual Maintenance Control (Original May 31, 1997) and Maintenance Policy (Rev. 3, dated August 13, 1999) Manuals. The Maintenance Policy Manual (MPM) was approved October 16, 1996. Items that failed to conform to the above documents were recorded as audit findings.

The audit team sampled two HS74, one PA31 and two DA20 aircraft. Notice of Inspection forms were issued for two aircraft that had minor discrepancies. During aircraft inspections the absence of exterior placards on some aircraft resulted in the company completing an immediate fleet wide campaign to insure all safety placards were in place. Overall, the quality of the aircraft inspected was found to meet the applicable standards. Company facilities were found to be adequate for the scope of work and are well maintained.

The greatest areas of concern were found in the areas of the Maintenance Control Manual (MCM), Airworthiness Directive compliance and Technical Records. In addition to this, the maintenance evaluation program and quality assurance system require enhancements to achieve full functionality. Company management have demonstrated a positive attitude towards the audit and have acted proactively towards findings that have been identified.

#### **Operations**

The Operations Team audited 21 specialty area elements in accordance with the provisions of the Inspection and Audit Manual to ensure that Acme Aero operations conform to the requirements of the Canadian Aviation Regulations (CARs), associated standards and company control manuals. In addition to a comprehensive review of company documentation, control procedures and management personnel qualifications, the audit team conducted a series of in-flight and ramp inspections.

Deficiencies were noted in nine specialty areas resulting in sixteen audit findings. Most of these represent deficiencies in administrative procedures and guidelines that are to be specified in the company control manuals, specifically the Company Operations Manual, the Flight Attendant Manual and the HS-748 Minimum Equipment List.



The areas requiring immediate attention are: the flight crew training programs, which currently lack some essential elements; flight crew training records, which require a detailed system to ensure flight crews have met all training requirements; and procedures to monitor and report on CCP activities. The company will also want to review the HS-748 MEL and the MCM which currently contain conflicting procedures

The above deficiencies notwithstanding, the review revealed that Acme Aero Limited is conducting a safe operation and that a knowledgeable, competent management team has been assembled to oversee a staff and crews that have the ability and desire to operate within the regulatory framework. The company's response upon learning of any deficiency was immediate and indicative of Acme Aero's focus on safety.

### **Objective and Scope**

This routine conformance audit was conducted on Acme Aero Limited during the period of June 5-23, 2000. The audit covered the period from June 20, 1997 to June 5th, 2000 and included reviews in the following areas:

- a) maintenance (AMO and air operator programs);
- b) flight operations;
- c) cabin safety;
- d) the transportation of dangerous goods; and
- e) aviation occupational safety and health.

### **Company - General \***

Acme Aero Limited is an aviation company formed in 1984. It offers both a scheduled and non-scheduled domestic air service from the main base at Macdonald-Cartier International Airport, with sub-bases in Toronto/Lester B. Pearson International Airport and Montreal International (Dorval).

Acme Aero Limited operates one PA31 and two DA20 aircraft from its main base, one HS-748 from each sub-base, plus one PA31 from the sub-base in Toronto. The HS-748s offer a scheduled service between Toronto and Windsor, Ontario and between Montreal and Val D'Or, Quebec. The PA31s operate on a charter basis and are available for med-evac under a standing offer with the Ministry of Health for the Province of Ontario. The DA20s have been added to the Air Operator Certificate since the previous audit in June 1997 and operate under contract to a major courier company. The operator transports dangerous goods by air.

Aircraft maintenance is performed in-house at all three bases. There is a full-time staff of eight Aircraft Maintenance Engineers, five apprentices and two technicians. The Aircraft Technical Records are kept at the main base in Ottawa.

The company has experienced steady growth and now employs over one hundred people.

### **Audit Synopsis**

Mr. R. Jonson, Regional Director Civil Aviation, Ontario Region, convened Acme Aero's 2000 audit under the provisions of the Inspection and Audit Manual (IAM). The audit assessed Acme Aero's level of conformance with the regulatory requirements governing operations of Canadian air operators. The audit was conducted in accordance with policy and procedures detailed in the IAM employing standard, industrial auditing techniques. These techniques included interviews with key personnel, review of approved documents, sampling of relevant files, and random inspections throughout Acme Aero's system. The audit entry meeting was held in Acme Aero's executive offices at Ottawa's Macdonald-Cartier

International Airport on June 12th, 2000. During this meeting, the audit manager briefed the operator's management on the general audit process and the team's specific plans for the audit of Acme Aero. Throughout the audit, team leaders kept Acme Aero's officials informed of the audit progress and of all audit findings submitted. During the audit, Maintenance and Operations team members inspected specialty areas within the main base in Ottawa as well as Acme Aero's route structure. The audit was completed and the exit meeting held at Acme Aero's executive offices on June 23rd, 2000 with Acme Aero's President and Chief Executive Officer, Mr. Ian Stravinski, and the Convening Authority in attendance.

**Audit Team**

<b>Position</b>	<b>Name</b>	<b>Region</b>	<b>Phone</b>	<b>Cell/Pager**</b>
Convening Authority	R. Jonson	Ont	416-952-0001	416-987-6542
Audit Manager	T. Smith	Ont	416-952-0002	416-987-6543
Administration	S. Brown	Ont	416-952-0003	416-987-6544
Team Leader (Ops)	J. Reynolds	Ont	416-952-0004	416-987-1234
Flight Ops	K. McLean	Ont	416-952-0005	416-987-1235
Flight Ops	M. Michaels	Ont	416-952-0006	416-987-1236
Cabin Safety	V. Bruce	Ont	416-952-0007	416-987-1237
Dangerous Goods	P. Gagnon	Ont	416-952-0008	416-987-1238
AOSH	N. White	Ont	416-952-0009	416-987-1239
Team Leader (Maint)	F. Lalonde	Ont	416-952-0010	416-987-2345
Maintenance	D. Jacobson	Ont	416-952-0011	416-987-2346
Maintenance	W. Preston	Ont	416-952-0012	416-987-2347
Maintenance	S. Wallace	Ont	416-952-0013	416-987-2348
Maintenance	J. Black	Ont	416-952-0014	416-987-2349

\*\* *Note:* use of cell or pager numbers in the audit report is optional.

## **Company Management**

<b>Name</b>	<b>Title</b>	<b>Telephone No.</b>
I. Stravinski	President, Acme Aero Limited	(613) 974-2300
J. Anderson	Director, Maintenance	(613) 974-2306
T. Baynes-Armstrong	Quality Assurance Manager	(613) 974-2307
B. Mathers	Director, Flight Operations	(613) 974-2301
N. Schaffer	Chief Pilot (HS748, PA31)	(613) 974-2302
F. Duquette	Chief Pilot (DA20)	(613-974-2402
M. Tellier	Chief, Dispatch	(613) 974-2304
S. Lavallee	Director, Inflight Services	(613) 974-2305
D. McIntyre	Manager, Dangerous Goods	(613) 974-2308
C. Roberts	Safety Officer	(613) 974-2303

## **Corrective Action Plan**

Audit Findings identify a situation where an Acme Aero policy, procedure, or activity does not conform to an approved company manual or to the applicable regulatory standard. The company must respond in writing to each audit finding, detailing short term corrective action to correct the specific examples listed, and long term systemic corrective action to prevent recurrence of similar situations. Transport Canada Civil Aviation will monitor implementation of Acme Aero's Corrective Action Plan through the audit follow-up process described in the IAM.

## **Review of Findings by Aviation Enforcement**

Aviation Enforcement routinely reviews all audit findings after an audit and will advise Acme Aero through normal channels if it proposes to take action concerning any finding(s).

## **PART II — MAINTENANCE SPECIALTY AREA SUMMARIES \***

**Note:** if specialty area summaries are not included in the report, the executive summary must clearly outline those areas where findings were raised.

The audit focused on 26 areas relating to Air Operator Maintenance Requirements and 17 areas attributed to that of the Approved Maintenance Organization. A brief description of the areas where findings were made is provided.

### **Air Operator Maintenance Requirements \***

#### **AOC – 02      Maintenance Control Manual \***

The company utilizes individual Maintenance Control and Maintenance Policy Manuals. A discrepancy relating to policy and procedures for the control of maintenance / service instruction information was raised. The responsibility for obtaining and making technical information available resides with the Air Operator, whereby MCM policy and procedures must specify how the operator will ensure that publications are available and current. Other minor deficiencies were noted in the MCM; these are documented under a separate finding.

**AOC – 04 Evaluation Program \***

Audits are generally completed as indicated in the MPCM and follow up procedures have been completed, or are in the completion process. Independent Inspection anomalies, illegible entries and data entry errors and omissions were identified during this audit indicating that the daily sampling of log books and weekly surveillance is not being accomplished as required.

**AOC – 06 Technical Records \***

Conformity Certificates providing the details of maintenance performed were not generated as required or were found to be incomplete. In other instances, the company did not always comply with requirements to transcribe maintenance details into the permanent technical record.

**AOC – 12 Defect Recording, Rectification and Control Procedures \***

A review was conducted on a sampling of each type of aircraft in the Acme Aero fleet. Findings indicated recurring defects are not identified as such because the company definition differs from the Canadian Aviation Regulations.

**AOC – 13 Airworthiness Directives / Service Bulletins Compliance \***

On one occasion the company permitted the operation of an aircraft for up to 43 hours with an outstanding Airworthiness Directive requirement. In addition, this aircraft was operated while a particular Airworthiness Directive was not fully complied with. The company immediately removed the aircraft from active service while a follow up review with the AMO that completed the work was conducted

**Approved Maintenance Organization \***

**AMO – 10 Qualification and Training \***

The maintenance training requirements of CAR 573.06 and 706.12 are being met, although no formal procedures for the planning and control of maintenance training have been developed. The company indicated that an amendment to the MPM is underway and will resolve this deficiency when completed.

**PART III — OPERATIONS SPECIALTY AREA SUMMARIES \***

*Note:* if specialty area summaries are not included in the report, the executive summary must clearly outline those areas where findings were raised.

The audit focused on 21 areas of company operations resulting in 17 findings. Specialty area elements not mentioned below were found to meet regulatory requirements.

**FO – 3 Company Manuals \***

During the review of the company manuals, several areas were identified where procedures were either not linked from one manual to another or were lacking elements needed to fully comply with regulatory requirements. These, as well as shortcomings in the Dispatch Manual (see FO-9) and the Flight Attendant Manual (see CS-2), were identified under a single audit finding to simplify preparation of the corrective action plan and subsequent post-audit follow-up. A finding was also assigned to the Company Operations Manual for the lack of any mention of the Flight Safety Program, a requirement for all 705 operations.

**FO – 6                    Company Check Pilot (CCP) Program \***

Acme Aero has three Type A CCPs and one Type B CCP. One of the Type A CCP's was found to have conducted 2 PPCs while his authority had expired due to a monitor ride not being done. This resulted in the company removing two pilots from flight status until such time as their PPCs could be renewed by a qualified CCP. It was also noted that the company had not implemented the required monitoring system to ensure that a CCP's authority is valid prior to scheduling the CCP to conduct a flight check. In addition to this, the monthly schedule of proposed flight checks was not being submitted to Transport Canada, nor was notification of CCPs who were no longer with the company.

**FO – 7                    Flight Crew Training Program \***

The company flight crew training programs were reviewed and a number of deficiencies were identified. These resulted in three audit findings being assigned. A number of training programs were missing essential elements, the most important of which was the lack of night flying training during HS74 initial flight training, and emergency procedures practical training that is not being conducted in accordance with the standard. In addition to this, joint CRM training is not being conducted with flight attendants. It was also noted that some training programs were lacking the training examinations that are to be used to confirm that the candidate has grasped the required training.

**FO – 8                    Flight Crew Training Records \***

The training records of 19 pilots were reviewed and a number of errors and omissions were noted. In one case, Acme Aero was requested to provide documentation indicating that the annual technical ground training for three HS74 flight crew had in fact been completed. The company was unable to do so. Further to this, company senior management were unaware that training had not been completed and that extensions had been granted by the TC Regional office. The reason for this was that the extensions had not been placed in the appropriate training files.

It was also noted that the company does not maintain a record of all required training elements where those elements are imbedded in other training programs (ex., CRM, HAI and MEL training are part of the annual ground training program and therefore not identified individually in the training records).

**FO – 9                    Operational Control System \***

The flight dispatch office consists of a manager, two duty managers, 4 dispatchers and crew scheduling and operations co-ordination staff. The operational control system is well-organized with only a few areas in the Dispatch Manual requiring clarification. One Finding was made that pertained to the reporting relationships of the flight dispatch duty managers. They should not report to the Vice President, Operations on operational matters, since that position is not required to be filled by a certified flight dispatcher.

**FO – 13                  Minimum Equipment List \***

A review of the company's Minimum Equipment List manuals and procedures resulted in two audit findings. These pertained to MEL procedures that were in conflict with maintenance procedures specified in the MCM, and out-of-date amendments.

**CS – 2                      Flight Attendant Training Program \***

Although some discrepancies between the Initial Flight Attendant Program and the Flight Attendant Manual were noted, the overall Flight Attendant Program was being well maintained under the guidance of the Company's Learning and Development Co-ordinator. The variances were recorded under Company Manuals (finding FO-3-2).

**DG – 1                      Dangerous Goods \***

The dangerous goods program at Acme Aero is satisfactory and company personnel are knowledgeable and professional in the conduct of their assigned tasks. One shortcoming was noticed where training records for two individuals did not contain a copy of the required training certification.

**AOSH-1                      Aviation Occupational Safety and Health (A-OSH) \***

Acme Aero's A-OSH program is maintained by two conscientious officers who exhibit support for the safety and health of employees. Through co-ordination and co-operation between the offices of Safety and the Facilities Environment and Site Safety, the appropriate occupational safety and health reports are provided in accordance with the standard with one exception that pertained to incomplete documentation and follow-up to an on board flight attendant injury.

**PART IV — AUDIT FINDINGS**

- Maintenance Audit Findings
- Operations Audit Findings

**APPENDIX 11**  
**CORRECTIVE ACTION TRACKING FORM**

\* can be used in addition to NACIS, see section 2.14

Functional Area		Finding #	Compl Date (proposed)	Milestones/Prog Review Pts	Follow-up (O/A) Date	Completion Date
AOC-02	Maintenance Control Manual					
AOC-03	Person Responsible for Mtce					
AOC-04	Evaluation Program Technical Publications					
AOC-05	Technical Publications Technical Records					
AOC-06	Technical Records Evaluation Program					
AOC-07	Weight and Balance Control					
AOC-08	Mtce Development Programs					
AOC-09	Reliability Monitoring Programs					
AOC-10	TBA					
AOC-11	Maintenance Planning					
AOC-12	Defect Recording, Rectification Control					
AOC-13	Airworthiness Directive, SB's					
AOC-14	Extended Range Ops ETOPS					
AOC-15	Minimum Equipment List					
AOC-16	Category II-III All Weather Ops					
AOC-17	Technical Dispatch Procedures					
AOC-18	Flight Authorities - Test - Ferry					
AOC-19	Maintenance Arrangements					
AOC-20	Training Program					
AOC-21	Personnel Records					
AOC-22	De-icing Procedures Elementary Work					
AOC-23	Elementary Work De-icing Procedures					
AOC-24	TBA					

\_\_\_\_\_  
 Follow-up OPI

\_\_\_\_\_  
 Date

**APPENDIX 12**  
**AUDIT ADMINISTRATIVE REQUIREMENTS**

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<p><b><u>Documents:</u></b>  <i>Make sure that you have the most current revisions!</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of the IAM</li> <li><input type="checkbox"/> Copy of CAR and STD 571</li> <li><input type="checkbox"/> Copy of CAR and STD 573</li> <li><input type="checkbox"/> Copy of MPM/MCM Guide  <i>(circle one or both as applicable)</i></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of Transport Canada phone numbers/contacts</li> <li><input type="checkbox"/> Copy of the Audit Plan</li> <li><input type="checkbox"/> Copy of company's MPM/MCM  <i>(circle one or both as applicable)</i></li> <li><input type="checkbox"/> Blank Audit Finding Forms (10)</li> <li><input type="checkbox"/> Blank Confirmation Request Forms (CRFs) (5)</li> </ul>
<p><b>Audit Manager only:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CRFs Control Sheet</li> <li><input type="checkbox"/> Audit Report Template (MS Word)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Audit Information Report Summary</li> </ul>
<p><b><u>Computer/Communications:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Laptop</li> <li><input type="checkbox"/> CARs (CD)</li> <li><input type="checkbox"/> Phone line cable</li> <li><input type="checkbox"/> Power cable</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> ½ " Floppy drive</li> <li><input type="checkbox"/> ½ " Floppy discs Printer and cables (if applicable)</li> <li><input type="checkbox"/> Cell Phone</li> <li><input type="checkbox"/> Activate office call-forward/extended absence message</li> </ul>
<p><b><u>Entry/Exit Data:</u></b></p> <p>Start/Stop times: ____:____/____:____</p> <p>Daily De-Brief: ____:____</p> <p>Exit Mtg. date/time: ____/____:____</p>	<p><b>Date final Audit Rpt. delivered:</b> _____</p> <p><i>Add 30 working days for CAP</i></p> <p><b>Date CAP MUST BE submitted:</b> _____</p>
<p><b><u>Inspector:</u></b></p> <p><b><u>Transportation/Accommodations:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vehicle booked and confirmation number (if required)# _____</li> <li><input type="checkbox"/> Hotel booked and confirmation number (if required)# _____</li> <li><input type="checkbox"/> Airline tickets arranged for and confirmation number # _____</li> </ul>	<p><b><u>Official Credentials:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Delegation Card</li> <li><input type="checkbox"/> Transport Canada I.D.</li> <li><input type="checkbox"/> Airport Pass</li> <li><input type="checkbox"/> Business Cards</li> </ul>

**Office Equipment / Consumables**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Straight Edge</li> <li><input type="checkbox"/> Stapler</li> <li><input type="checkbox"/> Hole punch</li> <li><input type="checkbox"/> Printer Paper (if applicable)</li> <li><input type="checkbox"/> Highlighters (<i>different colours</i>)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Pens (2)</li> <li><input type="checkbox"/> Liquid Paper</li> <li><input type="checkbox"/> Post-It© Notes</li> <li><input type="checkbox"/> Notepaper Pads</li> <li><input type="checkbox"/> Elastic bands</li> <li><input type="checkbox"/> Paper clips</li> </ul> |
|---|--|



**Notes:**

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**Forms**

24-0008	Aircraft Inspection
24-0018/-18A	Letter of Notification, Foreign Reg'd (-18A follow-up)
24-0019/19A	Letter of Notification (-19A is follow-up)
24-0038	SDR Form
24-0031	Distributership, Certificate of Approval
24-0043	C of A Application
24-0044	Flight Permit Application
24-0045	Conformity Certificate - Repair or Modification
24-0049	Export Certificate of Airworthiness
24-0050	C of A for Export Application
24-0059	AAIR
24-0064	AMO Aircraft Limitations
24-0066	AMO Certificate
24-0070	AMO Application
24-0073	C of A
24-0074	C of A, Special
24-0075	Flight Authorization
24-0083	AME Application
	AME Application Supplement-Technical Examinations
26-0365	Notice of Detention of Aircraft
26-0367	Notice of Suspension-Immediate Threat
26-0370	Notice of Suspension
26-0471	Detection Notice
61-0008	Inspection Snag Sheet
26-0471	Detection Notice
61-0008	Inspection Snag Sheet

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## CHAPTER 4 CHECKLISTS

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### 4.1 PURPOSE

Inspection and audit checklists have been developed to provide a systematic approach to the inspection of an organizations' various element areas. The checklists are designed to guide auditors through specific items within the element area. Questions contained within the checklist(s) are intended to stimulate analysis of the element considering the performance based nature of our regulations. Normally, each question contains a reference(s) to applicable regulatory requirements for the auditor's convenience. Where an operator fails to comply with requirements, they will be considered in non-compliance, which will necessitate corrective action.

The AM&M Inspection and Audit (Checklists) Manual is made available to any organization or operator; it is hoped that they will make use of the material presented in this manual as they evaluate their systems for effectiveness and compliance with regulatory requirements. It is anticipated that companies will further develop checklists and materials that pertain to processes and procedures described in their company manuals.

### 4.2 APPLICABILITY

Audit checklists will:

- (a) be used in the inspection of a process, procedure or program;
- (b) be amended to reflect the current revision of the applicable regulation or standard
- (c) be supplemented to include processes specified in the appropriate control manual;
- (d) be completed or have areas that are not completed so annotated; and
- (e) be signed and dated by the team member responsible for that specialty area or specialty area sub-group.

### 4.3 SPECIALTY AREA CHECKLISTS

The following specialty areas have checklists developed, which cater to Maintenance and Manufacturing functional responsibilities:

<b>Certificate Holder / Canadian Aviation Regulation</b>	<b>Checklist Ref.</b>
Air Operator maintenance requirements / CAR 706	AOC 702 / 703
	AOC 704 / 705
Flight Training Unit maintenance requirements / CAR 403	FTU 403
Private Operator maintenance requirements / CAR 604	POC 604
Approved Maintenance Organization / CAR 573	AMO 573
Approved Training Organization CAR 403	ATO 566
Approved Manufacturing Organization AWM 561	MAN 561

## **4.4 CHECKLISTS**

### **4.4.1 GENERAL**

Inspection checklists, forms and other guidance materials will guide inspectors through the inspection process of a particular element area. Regardless of the purpose for the inspection (routine; annual inspection, special purpose audit) the checklists, forms and guidance materials are to be used as indicated. This ensures that all inspections are conducted in a uniform manner and that the results of the activity are appropriately documented.

### **4.4.2 SPECIFIC CHECKLISTS**

Certain element area checklists or guidance documents provide a level of detail that is suitable for completing certification activities. The checklist or guidance document may, when completed, ensure a complete review of that particular aspect or characteristic of a company. Often, these checklists aid or assist inspectors (and operators who use the checklists during their certification activities) to interpret regulatory requirements in a standardized manner.

An example of this is the Master Minimum Equipment List / Minimum Equipment List Policy and Procedures Manual TP 9155. When the requirements of this manual have been addressed and all items have been assessed “OK”, then the operator would be ready to utilize specific MELs once approved for their aircraft type.

As indicated in section 3.3.3.3 of the IAM, there are times when it is not possible or necessary to examine 100% of a company’s systems. Sampling principles would then apply and inspectors are authorized to use this technique in meeting their objective. It is also important that the inspector document what element(s) were covered by the activity undertaken and what portions of the checklist(s) that were completed and what were not. This is simply indicated by using the “N/C” (not checked) box on the checklist or by providing a short narrative. Checklists utilized are to be appended to the appropriate company audit file and therefore will be available for review by follow-on inspection personnel/ audit teams; this will allow future inspections to focus on those areas that were not reviewed during the previous activity.

### **4.4.3 CHECKLIST AMENDMENT**

Checklist(s) will be revised as required. Amendments are published as complete Parts. Current checklist revision date noted in the lower left corner of the checklist page footer should match the date for the applicable Part noted on the next page.

## **INSPECTION AND AUDIT CHECKLISTS**

- Part 1 Air Operator maintenance requirements CAR 706, organizations certified under CAR 704 or CAR 705 (March 2001)
- Part 2 Air Operator maintenance requirements CAR 706, organizations certified under CAR 702 or CAR 703 (March 2001)
- Part 3 Maintenance Organization requirements CAR 573 (August 2005)
- Part 4 Flight Training Unit maintenance requirements CAR 403 (March 2001)
- Part 5 Manufacturing Organization requirements AWM 561 (March 2001, under review)
- Part 6 Training Organization requirements CAR 403 / Std. 566 (March 2001)
- Part 7 Private Operator maintenance requirements CAR 604 (May 2001)

## Part 1

# CAR 704 / 705 Air Operator Maintenance Requirements Checklists

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**Intentionally Blank**

Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-01 Previous Transport Canada Audit</b>	
1.	What was the purpose and date of the previous audit? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
2.	Were there a significant number of Audit Findings? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span> <ul style="list-style-type: none"> <li>• What conclusions were drawn from the audit?</li> </ul>
3.	Was the audit follow-up completed? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span> <ul style="list-style-type: none"> <li>• List any outstanding audit findings respecting the previous audit?</li> </ul>
4.	Since the last audit, are there indications of high managerial staff turnover? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
5.	Is there any indications of high staff, flight crew or maintenance personnel turnover? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
6.	Have there been any changes in the company's scope, size, aircraft, type of service since the previous audit? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>





Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-02 Maintenance Control Manual</b>	
<b>Maintenance Control - Administrative</b>	
1.	<p>Does the manual have a table of contents?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CASS 726.08(1)(a)</p>
2.	<p>Does the manual reflect the business or trade name?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CASS 726.08(1)(b)</p>
3.	<p>Does the company have a fixed place of business?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CAR 706.04(2)(a)</p>
4.	<p>Does the manual have a description of the      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• organization and size?</li> <li>• state the geographic location and sub base facilities?</li> <li>• state the type and number of aircraft operated?</li> <li>• the nature and operation?</li> </ul> <p>Ref: CASS 726.08(1)(c)</p>
5.	<p>Does the statement reflect approvals listed on the Operations Certificates / Limitations?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CASS 726.08(1)(c)</p>
6.	<p>Is there a signed statement (by the certificate holder) indicating that the manual is their means of complying with the Canadian      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AOC-02 Maintenance Control Manual

	<p>Aviation Regulations?</p> <ul style="list-style-type: none"> <li>Is there a listing of the incorporated documents?</li> <li>Is the list covered by the certification statement made by the certificated holder?</li> </ul> <p><b>Note: there's no compelling regulation for the AOC to change certification if the certificate holder position changes</b></p> <p>Ref: CASS 726.08(1)(d)</p>				
7.	<p>Has each Incorporated by Reference Document been "certified" by the PRM or person responsible for that management function as the Air Operator's means of compliance with the CARs?</p> <p>Ref: CASS 726.08(2)(d)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	<p>Does the manual describe an amendment procedure?</p> <p>Ref: CASS 726.08(1)(e)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	<p>Does the manual describe the page identification process?</p> <p>Ref: CASS 726.08(1)(f)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>Is there an LEP and is it approved by Transport Canada?</p> <p>Ref: CASS 726.08(1)(f)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	<p>Do the pages contained in the manual match those listed in the LEP?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-02 Maintenance Control Manual

	Ref: CASS 726.08(1)(f)				
12.	Does the manual specify distribution procedures and the identity of manual holders / locations?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.08(1)(g)				
13.	Is the amendment procedure followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.08(1)(e)				
14.	Are manuals up to date?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.08(1)(e)				
15.	Are distribution procedures followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.08(1)(e)				
16.	Are manuals physically located at the designated site or with the specified person?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.08(1)(e)				
17.	<b>Complete separate PRM Checklist ....</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
18.	Does the manual contain a chart depicting the organizational	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-02 Maintenance Control Manual

	responsibilities? <ul style="list-style-type: none"> <li>If not, is one required for clarity?</li> </ul> <p>Ref: CASS 726.08(1)(h)(iii)</p>				
19.	Does the manual state the communication equipment to be used in the conduct of the type of business intended? <ul style="list-style-type: none"> <li>Is it adequate?</li> </ul> <p>Ref: CASS 726.04(2)(b)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	Are they able to contact the aircraft / crew when away from the main base or remotely operated? <p>Ref: CASS 726.06(2)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
21.	How is updating of the control manual actioned or the need generated? <p>Ref: CASS 726.04(1)(h)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
22.	Does the company have facilities adequate for the control of maintenance, elementary work and servicing? <p>Ref: CAR 706.04 / CASS 726.04(2)(a)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
23.	<b>Complete separate Evaluation Program Checklist ....</b>	N/A <input type="checkbox"/>		Not Checked <input type="checkbox"/>	
<b>Maintenance Control - Operational</b>					
24.	Is there sufficient number of personnel to control all of the required maintenance, scheduling, elementary work, servicing? <p>Ref: CASS 726.04(1)(b)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

<b>AOC-02 Maintenance Control Manual</b>				
25.	<b>Complete separate Technical, Regulatory Publication Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
26.	<b>Complete separate Technical Records Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
27.	<b>Complete separate Weight &amp; Balance Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
28.	Does the manual specify how maintenance actions are to be recorded?  Ref: CAR 726.08(1)(k)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
29.	<b>Complete separate Maintenance Development Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
30.	<b>Complete separate Reliability Monitoring Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
31.	<b>Complete separate Corrosion Control &amp; Aging Aircraft Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
32.	Is there a person identified that is responsible for developing a maintenance schedule?  Ref: CASS 726.04(1)(a)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
33.	Does the manual identify the maintenance schedules appropriate to the type of equipment / aircraft operated by the company?  • Have any maintenance schedules been omitted? Ref: CASS 726.08(1)(l)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
34.	Does the manual indicate a procedure for adding additional aircraft to the operating certificate?  • If so, do they follow the	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AOC-02 Maintenance Control Manual

	procedure? Ref:		
35.	Complete separate Maintenance Planning Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
36.	Complete separate Defect Control Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
37.	Complete separate Airworthiness Directive / Service Bulletin Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
38.	Complete separate instructions, job cards ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
39.	Complete separate Technical Dispatch Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
40.	Complete separate MEL / GMEL / OMEL Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
41.	Complete separate EROPS Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
42.	Complete separate CAT II Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
43.	Complete separate Flight Authority - Test - Ferry Flight Checklist ....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
44.	Complete separate Maintenance Arrangements Checklist ....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
45.	Complete separate Training Program Checklist ....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
46.	Complete separate Personnel Records Checklist ....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
47.	Complete separate Elementary Work / Servicing Checklist ....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
48.	Complete separate Ramp Procedures Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
49.	Complete separate De-Icing Procedures Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
50.	Complete separate Complete separate Servicing - fuel, oil, lubricants Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>

AOC-02 Maintenance Control Manual	
51.	<b>Complete separate Control of Parts / Parts Pooling Checklist</b> ... N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
52.	Are sufficient spare parts available, located where needed? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>  Ref: CAR 706.04(1)(e)
53.	Are sufficient supplies and spare parts available to ensure timely rectification of defects / MEL provisions? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>  Ref: CAR 706.04(2)(e)
54.	<b>Complete separate SDR Checklist ....</b> N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
55.	<b>Complete separate Sample Aircraft Checklist ....</b> N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
56.	 N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>  Ref.

**Comments/Summary:**

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Items completed by:

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Date:

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<b>AOC-03 Person Responsible for Maintenance</b>	
1.	<p>Review TC company files, is there documentation to support the evaluation of the PRM?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• completion of the CARs examination (AMEs exempt)?</li> <li>• check for convictions under Section 7.3 of the AA or CAR 605.84/85/86?</li> <li>• assessment by interview?</li> </ul> <p><b>Ref: CASS 726.03(1)(a) &amp; (3) / CASS 726.03(4) &amp; (5) / CASS 726.03(1)(b)(ii)</b></p>
2.	<p>If the AOC holder also holds an AMO Certificate, is the PRM for the Air Operator the same person as the PRM for the AMO?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CAR 706.03(2)</b></p>
3.	<p>Does the PRM fully understand the responsibilities of the position?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CAR 706.03(b)</b></p>
4.	<p>Is there evidence to suggest that the PRM did not remove aircraft from service when they failed to comply with airworthiness or operational requirements?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CAR 706.03(1)c) / CASS 726.03(7)</b></p>
5.	<p>Does the PRM sub delegate any of the responsibility?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• If so, is the identity / position of the individual and their duties fully described in the manual?</li> <li>• Does the description specify which functions or activities that are to be assigned?</li> </ul>

# AOC-03 Person Responsible for Maintenance

	Ref: CASS 726.08(1)(h)
6.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	Ref.

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

AOC-04 Evaluation Program	
1.	<p>Is the requirement to evaluate the company maintenance system identified in the manual?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CAR 706.07 / CASS 726.07(1)</b></p>
2.	<p>Is the person responsible for evaluating the program identified in the manual? If not the PRM, are this person's duties clearly defined in the manual?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CAR 706.03(3) / CASS 726.07(2)</b></p>
3.	<p>Has the operator conducted an initial evaluation at the end of 12 months?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CASS 726.07(4)(a)</b></p>
4.	<p>Does the evaluation program cover all functions defined in the manual?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CASS 726.07(2) &amp; (3)</b></p>
5.	<p>Does the evaluation program cover regulatory changes?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CASS 726.07(2)</b></p>
6.	<p>Is there evidence (records) indicating that formal review of maintenance requirements have been undertaken?</p> <ul style="list-style-type: none"> <li>• Were records kept according to the requirements specified in the manual?</li> </ul> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AOC-04 Evaluation Program

	Ref: CASS 726.07(4)(c)				
7.	Does the operator use checklists for the evaluation process?  • Are examples available and are they comprehensive?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.07(4)				
8.	Does the operator follow the frequency of evaluation as specified in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.07(4)(a)				
9.	Does the operator follow the stated corrective action process? (sample, are persons required to provide input in the process, involved?)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.07(4)(c)				
10.	Are the correct forms as stated in the manual in use?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 706.07				
11.	Has action taken as a result of a non-compliance finding included immediate and long term action to correct the root cause of the finding?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.07(4)(e)				
12.	Is there any evidence to suggest that follow-up activities have been carried out?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.07(4)(f)				

## AOC-04 Evaluation Program

13.	<p>Is there any record of a maintenance schedule review being carried out or the evaluation of supplemental maintenance requirements for applicability and inclusion to the operators program?</p> <ul style="list-style-type: none"> <li>• Were they included?</li> <li>• Does the outcome deviate from manufacturers recommendations; are the conclusions stated and decisions substantiated? (see std 625)</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.07(4) / 625.86(5)(b)(I)					
14.	<p>Are aircraft operational and environmental conditions considered in the evaluation program? (sample, review actual process)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.07(3)					
15.	<p>*Is there evidence that the operator has reviewed and evaluated Service Bulletins and other technical information for applicability to their fleet?</p> <ul style="list-style-type: none"> <li>• Is there evidence of a maintenance specialist being involved in the decision process?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.07(4) / ANB055					
16.	<p>How would the company handle a service bulletin issued today which affects their fleet? (sample / interview, does the response reflect stated procedures, follow process through?)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.07					
17.		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-05 Technical / Regulatory Publications</b>	
1.	<p>Is the person responsible for keeping publications current aware of his / her responsibilities (interview)?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CASS 726.12(1)</b></p>
2.	<p>Does the operator have technical and regulatory publications according to the list in their approved manual? Note: CASS 726.04(2) is not explicit in the requirement for technical or regulatory information, the following is a <u>possible</u> list ....</p> <ul style="list-style-type: none"> <li>• Aeronautics Act</li> <li>• Canadian Aviation Regulations &amp; appropriate standards</li> <li>• type certificates;</li> <li>• supplemental type certificates;</li> <li>• FAA Advisory Circulars 43.13</li> <li>• Airworthiness Directives, applicable to the aircraft / equipment operated;</li> <li>• manufacturer's maintenance, illustrated parts, overhaul manuals, and service bulletin and service letters,</li> <li>• MCM or MPM</li> </ul> <p><b>Ref: CASS 726.04(2)</b></p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
3.	<p>Are publications / manuals current, i.e. amendments up-to-date?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CASS 726.04(2)</b></p>
4.	<p>*Is the system for monitoring manual currency effective?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AOC-05 Technical / Regulatory Publications

	Ref: CASS 726.07				
5.	Are appropriate portions of publications made available to company personnel, contractors as outlined in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.04(2)/CASS 726.08(1)(j)				
6.	How is the operator made aware of technical information, updates, bulletins, etc. applicable to the aircraft type they operate?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.04(2)				
7.	Does the company have equipment, i.e. Computers, fiche reader / printer etc., necessary for reproducing this information?  • Does the equipment function?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.04(2)				
8.	If regulatory publications are to be available via the Internet, have the company demonstrate their access to and navigate the information.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.04(2)				
9.	If publications are to be made available to the operator via a contract for maintenance, does the operator ensure that the technical manual applies to their particular aircraft via serial number or model or year?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.04(2)				
10.	How does the operator control out of date / historical publications / training notes?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>





Company: \_\_\_\_\_

Date: \_\_\_\_\_

AOC-06 Technical Records	
1.	<p>Is the location of records in accordance with the manual? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p>Ref: CAR 726.04(2)(f)</p>
2.	<p>Does the use of job / segmented / task cards, require the operator to update a computer software program after completion? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>If so, is there any evidence of missed entries or incorrect times being input?</li> </ul> <p>Ref:</p>
3.	<p>*Supplemental worksheets used for recording and actioning defects discovered during maintenance activities, are they the operator's or the AMO's? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Is this according to manual requirements?</li> </ul> <p>Ref:</p>
4.	<p>Does the operator ensure that completed inspection packages are reviewed? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p>Ref: Std. 625.96(2)</p>
5.	<p>Are the maintenance check sheets used as described in the manual? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p>Ref: <i>Approved Maintenance Schedule</i></p>
6.	<p>Cross check completed check sheets with the aircraft log books, is there evidence of maintenance being completed prior to certifying the Technical Log entry? (sample). N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>

## AOC-06 Technical Records

Ref: CAR605.92(1)					
7.	<p>Sample aircraft technical records (including Journey Log). Do the recorded actions meet regulatory requirements? For example:</p> <ul style="list-style-type: none"> <li>• certifications;</li> <li>• time between checks;</li> <li>• weight and balance report;</li> <li>• inspections completed on time;</li> </ul> <p>Ref: CAR 605.86 / CAR 605.96 / CAR 571 / Std. AWM 571 Appendix C</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	<p>Are established procedures being followed to record and control maintenance items? For example:</p> <ul style="list-style-type: none"> <li>• scheduled maintenance and inspection;</li> <li>• Ad's and special instructions;</li> <li>• components;</li> <li>• TBOs and life-limited times;</li> <li>• calendar-time items;</li> <li>• pitot-static and altimeter calibration checks;</li> <li>• compass calibration;</li> <li>• weight and balance</li> <li>• independent control checks / CMR / critical maintenance tasks.</li> </ul> <p>Ref: CAR 605.96 / CAR 571.10(4) / CAR 726.08(1)(m)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	<p>Are maintenance records acceptable for completeness and final certification? (sample)</p> <p>Ref: Std. AWM 571.10(2) -(4)/ CAR605.92(1)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>Does the operator transfer information from the journey log to the permanent technical record in accordance to regulatory and MCM requirements?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-06 Technical Records

	MCM requirements?				
	Ref: CAR 605.96(2)				
11.	Does the operator maintain technical records in a dry, secure area?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 706.04(2)(f)				
12.	*Do company personnel record information and defects in the journey log or other technical record in accordance with MCM procedures?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.08(1)(k)				
13.	Is the technical record (including journey log) a consecutive, unbroken history?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 605.93(4)				
14.	Is computer software used as a sole support technical history? <ul style="list-style-type: none"> <li>• If so, is there evidence of original entries being updated?</li> <li>• Is the original entry protected?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 605.93(2) / CAR 103.4(a) / Std. 625.93(3)				
15.	*Is the primary method for controlling maintenance tasks generated / tracked by computer? <ul style="list-style-type: none"> <li>• If so, it must be a secure system, (see technical records)?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 103.04				
16.	Where computer maintenance software is used, is the ACA holder identified in the	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-07 Weight &amp; Balance</b>					
1.	Is the person responsible for weight and balance control knowledgeable of their duties and responsibilities?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.12(1)					
2.	Are any of the aircraft operated subject to the five year re-weigh requirement? (sample)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 625 Appendix C, (8)					
3.	Are weight and balance reports carried on board each aircraft? <ul style="list-style-type: none"><li>• Is there more than one report which may be contradictory?</li></ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Type Certificate					
4.	Is there evidence of changes being made to aircraft basic weight without amendments to the weight and balance report?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 571 Appendix C (2)					
5.	Does each amendment to the weight and balance report include revision dates and revised equipment lists?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 571 Appendix C					
6.	Are empty weight and c of g calculations computed in the amended report?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 571 Appendix C					

## AOC-07 Weight & Balance

7.	Has a maintenance release been signed for each change to the weight & balance report?  <b>Ref: Std. 571 Appendix C</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Does each aircraft's weight & balance report demonstrate continuity back to the time the aircraft was weighed?  <b>Ref: CAR605.92 / Std. 571 Appendix C</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Do company personnel follow the approved procedures when moving from one aircraft configuration to another?  <b>Ref: Std. 571 Appendix C (3)</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	For each aircraft configuration established, has a maintenance release been signed? (note: the current configuration must be identified however a maintenance release is not required for the entry when changing from one configuration to another)  <b>Ref: Std. 571 Appendix C</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Does the system of control ensure accurate weight and balance information is used by the pilot-in-command?  <b>Ref: CASS 726.08(1)(u) / Std. 571 Appendix C</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	Does the weight and balance report / equipment list include all items specified in the aircraft type certificate? <ul style="list-style-type: none"><li>Does it also include additional equipment required / installed for the operation of the aircraft?</li></ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>





Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-08 Maintenance Development Program (MPD)</b>					
<b>Program Application</b>					
1.	Does the manual state the objective of the maintenance development program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Does the manual state policy of how Maintenance Development activities will influence the maintenance schedule?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Is the maintenance schedule / program, or portion thereof, to be affected by the program clearly defined?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Does the operator have internal maintenance capabilities i.e. QA / production systems (essential for effective control) and access to engineering support (aid in evaluating)?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Administration</b>					
5.	Is the MPD a self contained document?  • If so, does the MCM enable it's use by reference?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	If self contained, is there an amendment process described?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-08 Maintenance Development Program (MPD)

### Policy Changes & Authority

7.	Does the program require TC approval before changes are to be instituted?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Does the document specify procedures for establishing or policy with regards to the program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Does the program include a graphic portrayal of the program operation? <ul style="list-style-type: none"><li>Is one required for clarity? (process chart)</li></ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Is reliability monitoring to be part of this program? <ul style="list-style-type: none"><li>If so, complete separate Reliability Monitoring Checklist.</li></ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### Initial Maintenance Requirements

11.	Does the manual describe how an initial maintenance schedule is to be developed or what it is based upon? <ul style="list-style-type: none"><li>Is it based upon an MRB and other operator data?</li></ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	Does the manual specify the amount of in service data needed prior to making considering changes to the maintenance schedule?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-08 Maintenance Development Program (MPD)

13.	Is the MPD process dependent on reliability monitoring process? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>Evaluation of Information</b>	
14.	Does the program consider information from other sources, for example: manufacturers, other operators, airworthiness authorities? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
15.	How is this information obtained from other sources controlled and processed within the organization? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
16.	Does the description of the program contain a diagram of the organizational structure? <ul style="list-style-type: none"><li>• If not, is one required for clarity?</li></ul> N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
17.	Does the manual define lines of authority and responsibility? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
18.	Does the scope of maintenance activity to be control under this program require a comprehensive system for evaluating aircraft fleet / or product performance or is N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AOC-08 Maintenance Development Program (MPD)

simple means acceptable?

### Performance Influences:

19.	Does the program consider the operating environment, where and when aircraft fly, land and layover such as hot, cold, humid, dusty, salty, etc.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	Does the program consider the operating schedule, flight hours per cycle, cycles per day, flight hours per day, variation within fleets due to short / long routing.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
21.	Does the program consider the effect of adding or deleting aircraft on the population samples, resource and maintenance capabilities?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
22.	Does the program consider the modification status of components in the program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
23.	Does the program consider the integration of used equipment / aircraft?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
24.	Is the system of data collection fully described and does it specify typical sources of information?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-08 Maintenance Development Program (MPD)

25.	If sampling is used, the method, number of samples, time on the samples, when sampling and intervals spelled out.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
26.	Does the operator define tasks such as "inspection", "check" for their scope of purpose?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
27.	Escalation procedure - required series or sequence of checks?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
28.	Are task interval parameters tailored to operators desired units?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
29.	Does the operator participate in the MRB process? <ul style="list-style-type: none"><li>If so is their utilization comparable to that of the world fleet leaders?</li></ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
30.	Are alternate or substitute inspection methods used to qualify maintenance requirements, i.e. X-ray substituted for ultrasonic?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-08 Maintenance Development Program (MPD)

31.	Does the operator have a procedure or the capability to enhance manufacturers maintenance instructions?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
32.	Are the enhancements driven by reliability processes or other feedback mechanisms?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
33.	Procedures for making other changes from one primary maintenance process to another, for example changing from Hard Time to On Condition	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
34.	Does the system obtain data from units only under operational conditions?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
35.	Does the manual provide samples of how data justifying actions is to be collected?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Data Analysis &amp; Application to the Maintenance Program:</b>					
36.	Does it describe how data analysis will influence adjustments to maintenance control ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-08 Maintenance Development Program (MPD)

37.	Are the duties and responsibilities for initiating program revision clearly defined?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
38.	Does the operator use trending as a means for determining maintenance requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
39.	Is the documentation required to be used to effect changes in maintenance program described?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
40.	Procedures provided to assure that any TBO adjustment or other program change does not conflict with a corrective action program established by a previous reliability analysis.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
41.	Program contains a statement that the TC Office will be advised when increases to time limitations or other program changes controlled by the program occur.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
42.	Does the program include a graphic display of major system/component TBO escalation.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Maintenance Schedule Amendment:**

## AOC-08 Maintenance Development Program (MPD)

43.	Does the program identify organizational elements responsible for approval of amendments to the maintenance schedule?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
44.	Is it singular or quorum based?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Procedures for Maintenance Control Changes :</b>					
45.	Program describes the procedures used for making changes to maintenance controls.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
46.	Organizational elements responsible to prepare substantiation reports to justify maintenance control changes identified.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
47.	Procedures included relative to manual revisions concerning time increases and what will be required prior to pursuing a subsequent time increase.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
48.	Procedures provided for revision to the Operations Specifications when and if required.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>





Company: \_\_\_\_\_

Date: \_\_\_\_\_

AOC-09 Reliability Monitoring Programs	
Program Application: <i>FAA AC / AMA</i>	
1.	Does the reliability program clearly define the components, systems, or complete aircraft which are to be controlled? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Is the maintenance program, or portion thereof, to be controlled by reliability program clearly defined? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Does the program reference the operator's MCM where details pertaining to overhaul and inspections periods, work content, and other maintenance program activities that are guided by the program may be found? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
Organizational Structure:	
4.	Does the description of the program contain a diagram of the organizational structure? <ul style="list-style-type: none"> <li>If not, is one required for clarity?</li> </ul> N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Does the manual define lines of authority and responsibility. N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Is the appropriate authority delegated to each organizational element? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AOC-09 Reliability Monitoring Programs

### Definitions:

7. Does the program clearly define significant terms? N/A  OK  Finding  Not Checked

8. Are acronyms or abbreviations peculiar to the program defined? N/A  OK  Finding  Not Checked

### Data Collection System:

9. Is the data collection system fully described and does it specify typical sources of information? N/A  OK  Finding  Not Checked

10. Does the system obtain data from units only under operational conditions? N/A  OK  Finding  Not Checked

11. Does the data relate directly to established levels of performance? N/A  OK  Finding  Not Checked

12. Does the manual provide samples of data and how it is to be collected? N/A  OK  Finding  Not Checked

## AOC-09 Reliability Monitoring Programs

13.	If sampling techniques are to be used, is the method of sampling - number of / in service time / intervals, specified? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>Establishing Performance Standards and Revision:</b>	
14.	Does the program include an initial performance standard that defines acceptable performance requirements? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
15.	Does the manual describe methods used to evaluate and control performance? Are various methods in use? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
16.	Are performance standards for system or component failures expressed in mathematical terms ? For example: <ul style="list-style-type: none"><li>• 1000 hours of aircraft operation ?</li><li>• Number of landings ?</li><li>• Operating cycles ?</li><li>• Departure delays ?</li><li>• Pilot reports ?</li><li>• Other findings under operational conditions ?</li></ul> N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
17.	When a performance standard is exceeded, is an active investigation required ? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AOC-09 Reliability Monitoring Programs

18.	<p>Are statistical techniques used in reliability measurement supportive of maintenance control actions ?</p> <ul style="list-style-type: none"> <li>• Are actuarial or engineering studies used to determine maintenance changes.</li> <li>• Are studies made involving inspection frequency and content, overhaul limits and times ?</li> <li>• Do they show aircraft, system, or component modification ?</li> <li>• Does it show other actions peculiar to prevailing conditions ?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
19.	<p>Are there provisions for the re-evaluating performance standards that lose their value ?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	<p>Are there provisions to establish initial performance standards for new aircraft being placed in service ?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
21.	<p>Are there provisions for the initial alert values to be adjusted based on carrier's first year of experience ?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
22.	<p>If PIREPS per 1000 departures is the standard, is 5 PIREPS per 1000 added to rate for past year to set alert value?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
23.	<p>Are alert levels set up on a combination of past performance</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-09 Reliability Monitoring Programs

	plus "good judgment" ?				
24.	Is a statistical approach used to establish alerts ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
25.	Are alert values equal to mean plus 3 standard deviations? <ul style="list-style-type: none"> <li>If not, what criterion is used?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Data Analysis Methodology &amp; Application to Maintenance:</b>					
26.	Does the manual contain a description of the data analysis process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
27.	Does it describe how the analysis will influence adjustments to maintenance control ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
28.	Types of action appropriate to the trend or level of reliability experienced.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
29.	Are procedures for evaluating critical failures established?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-09 Reliability Monitoring Programs

30.	<p>Are the statistical techniques that are used to determine reliability levels described?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
31.	<p>Is the manner in which information is exchanged between organizational elements fully described?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
32.	<p>Are the activities and responsibility of each organizational element defined?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
33.	<p>Does the program include a graphic portrayal of the program operation?</p> <ul style="list-style-type: none"> <li>• Is one required for clarity? (process chart)</li> </ul> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
<p><b>Data Display &amp; Corrective Action Process:</b></p>	
34.	<p>Does the program describe the reports, charts, operating experience in use?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
35.	<p>Does the description contain essential information for each item</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AOC-09 Reliability Monitoring Programs

	controlled by program?				
36.	Is each system and component identified by appropriate ATA code number? If not what method is used?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
37.	Does the data display method show trends as well as the current month's performance?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
38.	Is there a description of the corrective action process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
39.	Does the corrective action process include a requirement to establish planned completion dates?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
40.	Is there a status (real time) of corrective action available?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
41.	Is corrective action description appropriate to circumstances ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



## AOC-09 Reliability Monitoring Programs

### Program Revision:

42.	Does the manual contain procedures for implementing changes to the reliability program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
43.	Does the program identify which organizational elements are responsible for approving amendments to the reliability program?  • Is this a quorum approach?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
44.	Are the duties and responsibilities for initiating program revision clearly defined?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
45.	Do procedures identify and isolate areas which will require TC approval prior to implementation?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
46.	Does the program require periodic reviews be accomplished which would validate the performance standard in use is still realistic?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
47.	Is a method of distribution and implementation of approved revisions to the reliability program	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-09 Reliability Monitoring Programs

included in the manual?

### Procedures for Implementing Maintenance Control Changes:

48.	Does the program describe procedures which are used for making changes to maintenance controls?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
49.	Is the documentation used to effect changes in maintenance program described?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
50.	Are substantiation reports justifying maintenance control changes required / prepared / produced by the organizational elements responsible for such changes?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
51.	Are specific parameters identified which are to be used to determine changes in maintenance control?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
52.	Are procedures provided which cover all maintenance program activities controlled by the reliability program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
53.	Are procedures specified for changing items from "Hard Time" to "On Condition" or "Condition	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-09 Reliability Monitoring Programs

	Monitoring?"				
54.	Are procedures specified for making other changes from one primary maintenance process to another?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
55.	Are procedures included concerning maintenance interval changes and the subsequent action required should an additional time increase be pursued?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
56.	Is a feedback process described for influencing revision to Operations Specifications if and when required?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
57.	Has a procedure been established to ensure that any program change / TBO adjustment, does not conflict with a corrective action process established by a previous reliability analysis?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
58.	Does the program include a graphic display detailing major system / component TBO escalation process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
59.	Are details of Airworthiness Directives or Service Bulletins taken into consideration or evaluated for applicability to the program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-09 Reliability Monitoring Programs

<b>Program Approval:</b>	
60.	Are procedure describing approval process clearly identified? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
61.	Does the manual contain a requirement to notify / advise the TC Office responsible when increases to time limitations or other processes / changes controlled by the program occur? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
62.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>  <i>Ref.</i>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**AOC-10 Reserved**

**Reserved**

Company: \_\_\_\_\_

Date: \_\_\_\_\_

## AOC-11 Maintenance Planning

*Note: As maintenance planning is procedural specific to the operator, a supplemental checklist may need to be developed from the approved manual in support of the audit.*

1.	Is the individual responsible for the program knowledgeable of the procedures described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.12(1)				
2.	Is the method or process used to monitor / schedule maintenance activities / repetitive AD's (computer / status system / other) being followed by the organization? <ul style="list-style-type: none"> <li>• Does this include supplemental maintenance items (such as STC's added after MS approval, floats &amp; skis etc., safety equipment)?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 706.04(2)c) / CASS 726.08(1)(m)				
3.	Are the same method(s) used at all locations and sub bases?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.08(1)(m)				
4.	*Is the primary method for controlling maintenance tasks generated / tracked by computer? <ul style="list-style-type: none"> <li>• If so is it a secure system, (see technical records)?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 103.04 / CAR 605.93(2)				
5.	Is the method used up-to-date and current?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-11 Maintenance Planning

Ref: CASS 726.08(1)(m)	
6.	<p>*Is there operational or additional equipment that is not addressed in the maintenance schedule? (sample)</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: Std 625.86</p>
7.	<p>Is there evidence that maintenance requirements have been missed or actioned late?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CASS 726.08(1)(m)</p>
8.	<p>Are there service bulletins that were or should have been adopted / installed / integrated into the maintenance program? (sample)</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CASS 726.08(1)(m) / CAR 625.86(6)</p>
9.	<p>Is the frequency and use of tolerances planned or excessive?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: Std. 625.86(8) / TP13094</p>
10.	<p>Are maintenance releases made to facilitate the use of the tolerance prior to it's use?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: Std. 625.86(8)</p>
11.	<p>Is aircraft operating information (aircraft daily flight time / condition / status) relayed to the individual making decisions on maintenance requirements?</p> <ul style="list-style-type: none"> <li>Is this in accordance with the instruction / procedures</li> </ul> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AOC-11 Maintenance Planning

	<p>specified in the manual?</p> <ul style="list-style-type: none"> <li>Does this information include a requirement for - defects, MELs, special inspections, hard landings, lighting strikes, etc</li> </ul> <p><b>Ref: CASS 726.08(1)(m)</b></p>				
12.	<p>*For aircraft operating under MEL authorities, how is repair interval planned and actioned?</p> <p><b>Ref: CASS 726.08(1)(m)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	<p>Is the liaison between the operator and the maintenance contractor effective?</p> <ul style="list-style-type: none"> <li>Is there any evidence that the communication process does not work?</li> </ul> <p><b>Ref: CAR 706.09(2)(a) / CASS 726.04(1)(g)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	<p>*Is the maintenance contractor consulted in the defect deferral process?</p> <p><b>Ref: CASS 726.04(1)(g) / CASS 726.08(1)(v)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	<p>Are maintenance requirements communicated to the AMO in accordance with manual requirements?</p> <p><b>Ref: CASS 726.04(1)(g) / CASS 726.08(1)(v)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	<p>Does the operator maintain current inspection sheets as identified in the Maintenance Schedule?</p> <p><b>Ref: CAR 605.86 / Approved Maintenance Schedule (TP13094)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
17.	<p>Do inspection sheets cover all applicable areas of the aircraft as</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



## AOC-11 Maintenance Planning

	described in the program? Move to MS Checklist !!				
18.	Are the appropriate forms and information supplied to the maintenance organization or are they to be reproduced by the AMO?  <ul style="list-style-type: none"> <li>Is this in accordance with the stated process?</li> </ul> <b>Ref: CAR 605.86 / Approved Maintenance Schedule (TP13094)</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
19.	Did AMO personnel use the latest check sheet (revision) during the last few inspections?  <b>Ref: CAR 605.86 / Approved Maintenance Schedule (TP13094)</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	Where the operator writes or re-writes job / segmented / task cards, does the operator follow the process stated in the manual for controlling revision of the cards?  <ul style="list-style-type: none"> <li>Does the card contain a reference link to the original instructions?</li> </ul> <b>Ref: Std. 625 Appendix D (3)(a)(vi)</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
21.	For computer controlled maintenance planning, is the repeat interval self generated or is this a manual input operation?  <ul style="list-style-type: none"> <li>Is the process consistent with the description in the manual?</li> <li>Is there any evidence that repeat interval maintenance requirements have been overlooked or entered incorrectly?</li> </ul> <b>Ref: CAR 706.08(1)(m) / CAR 605.86 / Approved Maintenance Schedule (TP13094)</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
22.		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



## AOC-12 Defect Recording, Rectification, Deferral, and Control Procedures

### Recording

1.	Does the company record defects in accordance with the procedures specified in the manual?  Ref: CASS 726.08(1)(o) / CAR 605.94(1)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Are defects recorded in the proper record / log; are they identified appropriately and handled in accordance with stated procedures?  Ref: CAR 706.05(a) / CAR 605.94(1)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Does this recording procedure apply to defects found by flight crew during normal operations?  <ul style="list-style-type: none"> <li>Does the method indicated conflict with regulatory requirements?</li> </ul> Ref: CAR 706.05(a) / CAR 605.94(1)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Are defects found during maintenance recorded in accordance with procedures stated by the operator or by the maintenance contractor?  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	*Supplemental worksheets used for recording and actioning defects discovered during maintenance activities, are they the operator's or the AMO's?  <ul style="list-style-type: none"> <li>Is this according to manual requirements?</li> </ul> Ref: CAR 706.05(a)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Is there evidence of defects not being recorded:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-12 Defect Recording, Rectification, Deferral, and Control Procedures

	<ul style="list-style-type: none"> <li>• by the flight crew?</li> <li>• while the aircraft is away from base?</li> <li>• during maintenance?</li> </ul> <p>Ref: CAR 605.94(1)</p>				
7.	How does the company handle self generated / recorded fault logs (Built In Test Equipment)?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.08(1)(o)				
<b>Deferral</b>					
8.	For aircraft that released under MEL authority, complete MEL Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
9.	How does the operator determine a defects suitability for deferral? <ul style="list-style-type: none"> <li>• Are technical / regulatory manuals and type certificate information available / consulted in the process?</li> </ul> <p>Ref: CAR 605.06(a)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Are defects assessed against mandatory or required operating equipment limitations (also includes Type Certificates Data Sheets and basis of certification)?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 605.09 / CAR 605.10 / CAR 605 General				
11.	*Are environmental factors and operational role of the aircraft considered in the defect's assessment?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 602 Division II /CAR 605.06(b)				

## AOC-12 Defect Recording, Rectification, Deferral, and Control Procedures

12.	*Is the maintenance contractor consulted in the deferral process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.08(1)(o)					
13.	Are deferrals entered in the journey log or other recording system in accordance with stated procedures?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.08(1)(o) / CAR 605.94(1)					
14.	Are procedures for placarding deferred defects being followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR Std 625.08 CAR 605.10(2)(b)					
15.	Are personnel that defer authorized?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 605.10(2)(c) / CAR 706.08(1)(o)					
<b>Recurring Defect</b>					
16.	Is there any evidence indicating recurring defects are not being addressed according to stated procedures?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.05(2) / CASS 726.05(1)					
17.	Is the operator's stated procedure effective in detecting the reoccurrence of defects?  • Does the defect system highlight defects that recur to	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-12 Defect Recording, Rectification, Deferral, and Control Procedures

	<p>the flight crew and maintenance organization?</p> <p>Ref: CAR 706.05(a) / CASS 726.05(1)</p>				
18.	<p>Does the operator's criteria, for classifying recurring defects, meet regulatory requirements?</p> <p>Ref: CASS 726.05(3)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Control</b>					
19.	<p>*For aircraft operating under MEL authorities, how is repair interval planned and actioned?</p> <p>Ref: CASS 726.08(1)(m)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	<p>Troubleshooting, part removal. Does the manual indicate how a part removed for troubleshooting purposes must be handled?</p> <ul style="list-style-type: none"> <li>If so, does the company follow procedures for storage, time limits and maintenance release requirements?</li> <li>parts removed from another aircraft for troubleshooting?</li> </ul> <p>Ref: CASS 726.08(1)(r) / CAR 571.13 / CAR 706.08(1)(m)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
21.	<p>Ref.</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

AOC-13 Airworthiness Directive, Service Bulletin	
1.	<p>Does the operator have all Airworthiness Directives applicable to their fleet? <span style="float: right;">N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></span></p> <p><b>Ref: CASS 726.04(2) / Std. AWM 593 Appendix B (2)(a)</b></p>
2.	<p>Does the operator ensure timely action of Airworthiness Directives? <span style="float: right;">N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></span></p> <p><b>Ref: CASS 726.08(1)(m) / CASS 726.07(4)</b></p>
3.	<p>Are the details, of maintenance actions used during the accomplishment of Airworthiness Directives, recorded in the appropriate technical record?</p> <ul style="list-style-type: none"> <li>For Service Bulletins?</li> </ul> <p><b>Ref: CAR 605.94(1) / Std. AWM 571.03 / Std. AWM 571.10(4) / Std. 625 Appendix H (1)(b)</b></p>
4.	<p>Does the operator have direct access to Service Bulletin and other technical information applicable to their fleet?</p> <ul style="list-style-type: none"> <li>If access is by way of a contract, is the access adequate? (sample, have operator demonstrate)</li> </ul> <p><b>Ref: CASS 726.07(4)</b></p>
5.	<p>*Is there evidence that the operator has reviewed and evaluated Service Bulletins and other technical information for applicability to their fleet?</p> <ul style="list-style-type: none"> <li>Is there evidence of a maintenance specialist being involved in the decision process?</li> </ul> <p><b>Ref: CASS 726.07(4) / ANB055</b></p>



## AOC-13 Airworthiness Directive, Service Bulletin

6.	<p>Is the implementation of AD / SB or other technical information actioned directly from the manufacturers technical information or is the process re written into task cards or action sheets?</p> <ul style="list-style-type: none"> <li>If re written, is there a control process or review mechanism in place which ensures the accuracy of the information?</li> </ul> <p>Ref: Std. 625 Appendix D (3)(vi)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	<p>Ref.</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

AOC-14 ETOPS - Extended Range Operations	
1.	<p>Is the individual responsible for the program knowledgeable of the procedures described in the manual?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
2.	<p>Is propulsion system reliability data forwarded to Transport Canada on a monthly basis?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: TP 6327 4.9.1</p>
3.	<p>Is the engine and APU oil consumption being monitored as described in the manual?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: TP 6327 4.4</p>
4.	<p>Does the curriculum for the ETOPS training consider all factors and consideration of the program?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: TP 6327 4.10</p>
5.	<p>Have personnel that certify ETOPS departure checks been trained and authorized? (sample)</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: TP 6327 4.10</p>
6.	<p>Parts / components may be sensitive to ETOPS requirements; does the operator have a program to control modification status of individual components?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: TP 6327 4.2.1</p>

## AOC-14 ETOPS - Extended Range Operations

7.	Do part pooling activities consider ETOPS CMP requirements?  Ref: TP 6327 4.11	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Does the aircraft configuration and modification status conform to the requirements specified in the CMP document? (sample, component changes)  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Is there any evidence to suggest that the operator has conducted a verification process after engine shutdown or primary system failure or critical maintenance activities? (sample)  Ref: TP 6327 4.6	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Does the operator continue to input unscheduled / scheduled engine removal data into the ETOPS program?  Ref: TP 6327 4.9.2	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Are thrust reductions due to abnormal causes logged and tracked for program input?  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	Does the operator adhere to the approved reliability program and are ETOPS sensitive items covered by the program, i.e. propulsion, systems, structure?  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-14 ETOPS - Extended Range Operations

13.	Does the operator continue to collect and advise TC of data relevant to the health of the approved ETOPS program as defined in the approved document or MCM?  Ref: TP 6327 4.7.1	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	Does the operator adhere to maintenance procedures and tasks specified in the manual, maintenance schedule or operator's ETOPS control document?  Ref: TP 6327 4.2	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	Are ETOPS aircraft being maintained in conformance with the manufacturer's ETOPS type configuration?  Ref: TP 6327 4.2	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	Is the ETOPS program now in use in line with the program approved by TC?  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
17.	Is the operator incorporating changes required by configuration document amendments?  Ref: TP 6327 4.2.1	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
18.	Is the operator reviewing and modifying the ETOPS program to reflect control document amendments in a timely manner?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-14 ETOPS - Extended Range Operations

	Ref:				
19.	Is the operator following the ETOPS control document or program as outlined in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref:				
20.	*Does the operator release aircraft participating in the ETOPS program in accordance with the approved MEL document?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: TP 6327 3.4.2				
21.	Does the operator adhere to the enhanced training, approved in the manual or operator's ETOPS control document?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: TP 6327 4.10				
22.	Is there any evidence of the operator dispatching aircraft (ETOPS qualified) after a power unit or primary failure without reference to the approved MEL?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref:				
23.		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref.				

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

AOC-15 Minimum Equipment List - MEL, OMEL, GMEL					
1.	Is the MEL TC Civil Aviation approved?  Ref: CAR 605.07(3) / CAR 704.07(2)(d) / CAR 705.07(2)(e)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Does the operator have a MEL training program?  • Does the program include training of contract maintenance personnel?  Ref: TP9155 - 3.16	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Is a copy of the approved MEL carried on board the aircraft (sample)  Ref: CAR 605.09(1)(b)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Is the on-board copy at the corrective revision? (sample)  Ref: CAR 605.09(1)(b)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Are MEL numbers entered in the journey log for deferred MEL items?  Ref: TP9155 Appendix R1.3	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Are only <u>authorized personnel</u> releasing or dispatching aircraft with inoperative items?  Ref: TP9155 Appendix R1.3 / R1.4	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-15 Minimum Equipment List - MEL, OMEL, GMEL

7.	<p>Are appropriate maintenance instructions carried on board the aircraft to facilitate conformance to the MEL?</p> <p><b>Ref: TP9155</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	<p>Are aircraft with multiple deferred MEL items operated for extended periods through maintenance bases and terminating airports?</p> <p><b>Ref: TP9155</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	<p>*For aircraft that released under MEL authority, are they done so in accordance with the correct procedure?</p> <ul style="list-style-type: none"> <li>• placarding</li> <li>• authorized person</li> <li>• category</li> <li>• time limits</li> </ul> <p><b>Ref: CAR 605.09</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>Does the operator implement revisions to their MEL within a reasonable time after the release of a revision to the Master MEL?</p> <p><b>Ref: TP9155</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	<p>*Does the company have MEL self extension authority?</p> <ul style="list-style-type: none"> <li>• Are MEL self extensions coordinated between operations and maintenance?</li> </ul> <p><b>Ref:</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	<p>Is there any evidence to suggest that this privilege is being abused, i.e. excessive or repetitive extensions for the same item; late or untimely actioning of the</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



## AOC-15 Minimum Equipment List - MEL, OMEL, GMEL

	defect?  Ref:				
13.	Is there evidence of notification being sent to Transport Canada when MEL self extensions are granted?  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	Does the organization follow the policies and procedures for conformance to the MEL as described in the manual?  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	*Does the operator release aircraft participating in the ETOPS program in accordance with the approved MEL document?  Ref: TP 6327 3.4.2	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	*Have individual aircraft MELs been reviewed / amended to reflect the additional maintenance procedures necessary for the ETOPS operation?  Ref: TP 6327 3.4.2 a)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
17.	*Does the ETOPS departure check cover items such as maintenance sensitive items, MEL deferral review, deferred item review, system verification, log book review?  Ref: TP 6327 4.2.1 c)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
18.	How is aircraft configuration management (CMP) integrated / factored / coordinated into the ETOPS and MEL processes?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

AOC-16 All Weather Operations - Category II, III				
1.	Does the operator have All Weather Operations (AWO) approval to Category II - III limits?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	Ref: TP 1490			
2.	Does the operator have an approved maintenance program in support of the AWO?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	Ref: TP 1490			
3.	Are aircraft down graded / returned to Category II - III status in accordance with approved procedures?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	Ref: TP 1490			
4.	Are the equipment and systems required for an AWO maintained in accordance with the approved maintenance schedule?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	Ref: TP 1490			
5.	Are modifications to Category II - III equipments and systems approved in accordance with Chapter 513 of the Airworthiness Manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	Ref: TP 1490			
6.	Does the operator maintain a current list of personnel authorized to certify the company aircraft to Category II - III?  • Is the list available to the person responsible for dispatching the aircraft?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	Ref: TP 1490			

## AOC-16 All Weather Operations - Category II, III

7.	Have Category II - III certified maintenance personnel received initial and recurrent training?  <b>Ref: TP 1490</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Does the operator utilize contract maintenance?  <ul style="list-style-type: none"> <li>If so, can it be verified that the contracting maintenance organization is approved by TC Civil Aviation to properly maintain the Category II - III systems?</li> </ul> <b>Ref: TP 1490</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	If a foreign maintenance organization is used, does it meet the minimum requirements for approval to properly maintain the Category II - III systems?  <b>Ref: TP 1490</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Are defects which effect AW Operations rectified in a timely manner?  <b>Ref: TP 1490</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Is there any evidence to suggest that aircraft are operated to limits which do not meet configuration requirements?  <b>Ref: TP 1490</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	<b>Ref.</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-17 Technical Dispatch Procedures</b>					
1.	Are maintenance entries attesting to serviceability and continuation of safe operation made each time a tolerance is used?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Ref: Std. 625.86(8)</b>					
2.	Have authorized personnel issued the tolerance in accordance with the manual requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Ref: CASS 726.08(1) / CASS 726.06(1)</b>					
3.	Is there any evidence to suggest that Airworthiness Directives are also given the tolerance?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Ref: Std 625.86(8) / CAR 605.84(10)(b)</b>					
4.	Does tolerance use conflict with the requirements outlined in the respective maintenance schedules?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Ref: CAR Std 625.86 Appendix C</b>					
5.	Is there any evidence to suggest that the pilot-in-command is given adequate notification of the next scheduled maintenance activity? (particular attention to operations from remote locations)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Ref: CASS 726.06(2)</b>					
6.	Do the procedures ensure that aircraft are not operated in an unairworthy condition?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Ref: CASS 726.08(1)(q)</b>					

## AOC-17 Technical Dispatch Procedures

7.	How is the PRM advised of the status while aircraft are away from base?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.06(1)(a) / CASS 726.06(2)					
8.	*Are environmental factors and operational role of the aircraft considered in the dispatch of an aircraft with a defect?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 602 Division II					
9.	Is the procedure followed for returning the aircraft to service when aircraft become unserviceable away from base?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.08(1)(q)					
10.	Are procedures followed for transmitting maintenance information to aircraft operating away from the base?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.08(1)(q)					
11.	Is deferred maintenance taken into consideration when dispatching aircraft?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.05(d)					
12.	For aircraft that have additional (dual) flight authorities, are procedures followed for invoking the applicable flight authority?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.06(2) / CASS 726.08(1)(q) / CAR 507.08					
13.	*For companies that have self	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-17 Technical Dispatch Procedures

	<p>flight permit authority issuance privileges, are procedures followed for invoking or issuing the flight permit?</p> <ul style="list-style-type: none"> <li>• Check Company Operations Manual for complimentary procedures?</li> </ul> <p><b>Ref: CAR 706.06(2) / CASS 726.08(1)(q) / CAR 507.08 / CAR 507.04(4) AWM 505 Appendix F</b></p>	
14.	<p>*Does the fleet weight and balance control program for dispatching aircraft meet requirements?</p> <ul style="list-style-type: none"> <li>• Is the pilot-in-command always aware of the aircraft's operating weight and configuration?</li> </ul> <p><b>Ref: CAR 706.06(3) Note: 2000-12-14 Fleet W&amp;B presently undefined in the CARs</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
15.	<p>Are maintenance entries regarding aircraft weight and balance status recorded in the journey log?</p> <p><b>Ref: CAR 605.94(1) / CAR Std 571 Appendix C</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
16.	<p>For aircraft operated under ETOPS or All Weather Operation, are the operations and technical dispatch in accordance with stated procedures. (refer to separate checklists)</p> <p><b>Ref: TP 6327</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
17.	<p><b>Ref.</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>





Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-18 Flight Authorities - Test / Ferry</b>					
1.	*Does the technical dispatch system flag to the pilot-in-command when test flight requirements are to be used? <ul style="list-style-type: none"> <li>• Are operations and maintenance required to communicate with each other?</li> </ul> Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	For maintenance test flights, is the final certification of "satisfactory flight" made by the pilot in command? <ul style="list-style-type: none"> <li>• Is there any evidence to suggest passengers may have carried on board during the test flight?</li> </ul> Ref: CAR 571.10(4) / Std. 571.10(4) Table Item F / CAR 605.85(2) & (3)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	*For aircraft that have additional (dual) flight authorities are procedures followed for invoking the applicable flight authority?  Ref: CAR 507.08(1)&(3), CAR 571.06(3) / CAR706.06(2) / CASS 726.08(1)(q)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Are flight and maintenance crews familiar with "away from base" ferry-flight procedures as described in the manual?  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Does the operator follow the procedures described in the manual when exercising ferry-flight authorization?  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Where self flight permit authorization is given, when used has the company followed	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-18 Flight Authorities - Test / Ferry

	<p>has the company followed procedures and have the required company authorizations been obtained?</p> <p><b>Ref:</b></p>
7.	<p>Is the proper (company) form being used? Does the F/P form become part of the permanent record?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
8.	<p>Is there any evidence of misuse or aircraft positioning that may have taken place under flight permit authority?</p> <ul style="list-style-type: none"> <li>Do the conditions specified seem reasonable or complete?</li> </ul> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
9.	<p>Are ferry flights being reported to the TC Civil Aviation as described in the manual?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
10.	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref.</b></p>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-19 Maintenance Arrangements</b>	
1.	<p>Does the manual state a policy for initiating or governing maintenance contracts?    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CAR 726.08(v)</b></p>
2.	<p>Does the manual specify criteria which must be identified or included in the maintenance contract?    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Does it include a description of contract administration and the scope of work?</li> <li>• If the manual does not contain specific procedures, are maintenance contracts to be individually approved by TC?</li> </ul> <p><b>Ref: CASS 726.09 Info note.</b></p>
3.	<p>How is the provision of emergency maintenance services addressed?    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Does the manual specify procedures for obtaining these services?</li> <li>• If so, is the process followed?</li> </ul> <p><b>Ref: CASS 726.09(1) / CASS 726.09 Info note.</b></p>
4.	<p>Is a communication procedure included in the arrangement to advise maintenance contractors of planned or unscheduled maintenance requirements?    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Does the procedure identify responsibilities of the maintenance coordinator?</li> <li>• *Does this include how AD requirements are to be communicated between the parties?</li> </ul> <p><b>Ref: CAR 726.08(v)</b></p>
5.	<p>Is direction included specifying    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AOC-19 Maintenance Arrangements

	<p>which maintenance instructions are to be used by the contractor when performing maintenance?</p> <ul style="list-style-type: none"> <li>Does the process include the provision / use of forms and for providing copies of the appropriate maintenance schedules?</li> </ul> <p><b>Ref: CAR 726.08(v)</b></p>
6.	<p>Are all contracts entered into, identified in the manual?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CAR 706.08(v)</b></p>
7.	<p>*Does the contract permit operator evaluation (evaluation program) of the contracted organization?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CAR 726.08(v)</b></p>
8.	<p>For individual contracts,      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Are all parties' responsibilities clearly defined in the manual and the contract?</li> <li>Does the company follow the procedures for transmitting records between parties as established in the manual?</li> <li>Are requirements for maintenance releases specified, which documents and what entries in which technical record?</li> <li>Is a requirement for contractor feedback specified in the maintenance arrangement, i.e. problems, SDR information, evaluation program, ...?</li> <li>Does it include providing feedback information in support approved reliability</li> </ul>

## AOC-19 Maintenance Arrangements

	program where required?  <b>Ref: CAR 726.08(v)</b>				
9.	<p>Where the work is performed outside of Canada, has the person been approved by a manual approved under the Foreign States' requirements?</p> <ul style="list-style-type: none"> <li>Is a "maintenance specification" required for work that is routinely carried out in a Foreign State?</li> </ul> <p><b>Ref: CAR 571.11(3) / CASS 726.09(2)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>Are both parties in possession of contract-substantiating documents for reliability programs and MPM/MCM?</p> <p><b>Ref: CAR 726.08(v)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	<p>Does the contractor have the facilities, capability and the excess capacity to perform the additional work?</p> <p><b>Ref: CAR 726.08(v)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	<p>Is the contractor approved to operate and maintain the same type of aircraft as the operator?</p> <ul style="list-style-type: none"> <li>If the operator utilizes the contractor's maintenance information / systems, has compatibility been established between the operator's and the contractor's aircraft?</li> <li>Does the maintenance program address equipment unique to the operator?</li> <li>Have inspections intervals, cycle / calendar time and other variances been adjusted to suit the operator?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-19 Maintenance Arrangements

	Ref: CAR 726.08(v)				
13.	<p>Have the applicability and authority of the publications been delineated in the contract?</p> <ul style="list-style-type: none"> <li>Has the operator adopted any contract facility processes, i.e. repair methods and/or techniques?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 726.08(v)				
14.	<p>Does the contract state the responsibilities and involvement of both parties in all or part of the reliability program?</p> <ul style="list-style-type: none"> <li>Is the operators fleet combined with the contractors aircraft for reliability and statistical purposes?</li> <li>Do the aircraft operate in similar environments?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 726.08(v)				
15.	<p>Does the contractor subcontract to a third party any part of the work?</p> <ul style="list-style-type: none"> <li>Where actioned, does the main contract identify the contracting responsibilities between the operator and the first AMO?</li> <li>Have all phases of the subcontractor's arrangements been investigated using the same procedures as for the main contractor?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 726.08(v)				
16.	<p>Is the contract significant enough to warrant Transport Canada review?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 726.08(v)				



<b>AOC-19 Maintenance Arrangements</b>	
17.	Have all phases of aircraft maintenance (e.g. heavy and light engine maintenance / structural maintenance) been established? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>  <b>Ref: CAR 726.08(v)</b>
18.	<span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>  <b>Ref.</b>

***Comments/Summary:***

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-20 Training Program</b>					
1.	Does the operator state a policy with respect to training for those individuals required to action functions of the organization?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.12					
2.	Does the operator's manual contain a description of training requirements with respect to other duties carried out CAR 706 requirements? (note: this statement is broadly applied, training may be required for technical dispatch, weight and balance, etc.)  <ul style="list-style-type: none"> <li>• Has training covering regulations and standards pertinent to the activity or function, been carried out?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.12 / Std. 706.12					
3.	Has training for critical or independent maintenance tasks been provided to those individuals who will exercise the privilege?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.13)(b)					
4.	*Are training records for Elementary Work and Servicing available?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					
5.	Is training conducted according to the training cycle specified in the approved manual or is it driven by the results of the evaluation program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 726.12(5) / Std. 726.12(2)(c)					
6.	Does the manual specify a update	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

<b>AOC-20 Training Program</b>	
	<p>training cycle (3 years) or is it driven by the results of the evaluation program?</p> <p><b>Ref: Std. 726.12(5)</b></p>
7.	<p>Is there evidence of update training that has been carried out? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Was it conducted as a result of regulatory or operator program changes?</li> </ul> <p><b>Ref: Std. 726.12 / Std. 726.12 (2)(c)</b></p>
8.	<p>Is there evidence of training that is / was a direct result of a finding made in conjunction with the evaluation program? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Is there training that should have transpired as a result of a finding made under this program?</li> </ul> <p><b>Ref: Std. 726.12 (2)(c)</b></p>
9.	<p>The Commercial Air Service Standard permits certain elements of the training program to be administered under an AMO's MPM. N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>If so, does the MCM must make reference to items in the contained in the MPM?</li> </ul> <p><b>Ref: Std. 726.12(6)</b></p>
10.	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p><i>Ref.</i></p>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

AOC-21 Personnel Records					
1.	Do personnel records consist of the items described in the manual and are they being maintained?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	<b>Ref: Std. 726.08(t)</b>				
2.	Are there records in use which are not described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	<b>Ref:</b>				
3.	Does the operator keep records of training provided for two years since the last entry?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	<b>Ref: CAR 706.13(1)</b>				
4.	Is a record provided to the person who has received the authorization to accomplish the function?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	<b>Ref: CAR 706.13(2)</b>				
5.	Do the personnel records for management assigned personnel contain their "qualifications"?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	<b>Ref: CAR 706.13(1)(a)</b>				
6.	Are any management functions sub delegated?  • If so, is there a record of the individuals qualifications available?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	<b>Ref: CAR706.13(1)(a)</b>				
7.	*Is there a list of personnel	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-21 Personnel Records

indicating their qualifications and authorizations?

Ref:

8.

N/A  OK  Finding  Not Checked

Ref.

### **Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

AOC-22 De-icing Procedures	
Note: check with C&BA de-icing requirements may be covered under the company's COM.	
1.	<p>Does the manual have a policy statement regarding de-icing activities? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p>Ref:</p>
2.	<p>Does the operator have it's own de-icing capabilities or is this function contracted? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Does this include de-icing activities at any of the line stations?</li> </ul> <p>Ref:</p>
3.	<p>Does the manual specify how de-icing will be conducted by the contractor? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Where a de-icing contractor is utilized, is the requirement for inspecting the contractor and equipment specified in the manual?</li> </ul> <p>Ref:</p>
4.	<p>Are personnel conducting the de-icing operation trained and knowledgeable with de-icing procedures? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p>Ref:</p>
5.	<p>Is a record of training held by the operator? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p>Ref:</p>
6.	<p>Does the manual specify the type N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>

## AOC-22 De-Icing Procedures

	<p>of fluids to be used?</p> <ul style="list-style-type: none"> <li>Are these fluids types considered for maintenance problems?</li> </ul> <p>Ref:</p>
7.	<p>Is there a requirement to identify container of de-icing fluids?      N/A <input type="checkbox"/>      OK <input type="checkbox"/>      Finding <input type="checkbox"/>      Not Checked <input type="checkbox"/></p> <p>Ref:</p>
8.	<p>N/A <input type="checkbox"/>      OK <input type="checkbox"/>      Finding <input type="checkbox"/>      Not Checked <input type="checkbox"/></p> <p>Ref.</p>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-23 Elementary Work, Servicing</b>					
1.	Does the company use procedures other than manufacturers stated in the performance of Elementary Work or Servicing? <ul style="list-style-type: none"> <li>• Are these procedures specified in the manual?</li> </ul> Ref: Std. 726.08(1)(j)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Are authorization records for elementary work and servicing available and current? <ul style="list-style-type: none"> <li>• Does the company follow the training process as described in the manual?</li> <li>• Are the authorizations supported by an available training record?</li> </ul> Ref: CAR 706.04(1)(f) / CAR 706.10 / CAR 706.13(b)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Do any of the authorized tasks conflict with Appendix A, Subpart 625?  Ref: Std. 726.10	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Do authorizations include the performance of certain AD requirements? <ul style="list-style-type: none"> <li>• If so, has the training remained up to date with revisions to the AD, if issued?</li> </ul> Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Is the system of control for Elementary Work and Servicing adequate?  Ref: CAR 706.11 / Std. 726.08(1)(j)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Does the company follow	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-23 Elementary Work, Servicing

	<p>procedures for the recording of Elementary Work and Servicing?</p> <p><b>Ref: Std. 726.08(1)(k)</b></p>				
7.	<p>For flight crew members that request contract servicing, have they been trained in the proper methods and techniques themselves?</p> <p><b>Ref:</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	<p>Are the necessary tools and equipment for elementary work and servicing available?</p> <p><b>Ref: CAR 706.04(2)(d)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	<p>Does the company have facilities adequate for the performance of maintenance and servicing?</p> <p><b>Ref:</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p><b>Ref.</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**AOC-24 Reserved**

**Reserved**

Company: \_\_\_\_\_

Date: \_\_\_\_\_

AOC-25 Servicing - Fueling, De-fueling & Lubrication, Oxygen	
1.	<p>Does the company follow stated procedures for fuel handling and controlling?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: Std. 706.08(1)(r)</p>
2.	<p>Is the fuel regularly monitored and tested for quality?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
3.	<p>What standard is used for the companies in support of their fuel handling?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Are their practices in conformance with the standard?</li> </ul> <p>Ref:</p>
4.	<p>Are there records for inspection of the fueling facility?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• For each base or fueling facility?</li> </ul> <p>Ref:</p>
5.	<p>Drum fueling; is the method used to filter the fuel as described in the manual?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
6.	<p>Is there a time limit for storage of fuel in being respected as described in the manual?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>

## AOC-25 Servicing - Fueling, De-fueling & Lubrication, Oxygen

7.	Is the condition of the fueling facility, i.e., hoses (bonded), nozzle caps, filters, grounding cables and fire extinguishers being monitored?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref:				
8.	Is the fueling / defueling equipment properly identified and maintained?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref:				
9.	*Are the aircraft refueling points properly identified and placarded?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref:				
10.	*Is the training program for personnel operating fueling / defueling equipment followed as described in the MCM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref:				
11.		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref.				

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

AOC-26 Control of Parts, Parts Pooling	
1.	<p>Are parts and materials owned or used by the company acquired and stored per the procedures described in the manual?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
2.	<p>Is the individual responsible for the control of parts / material knowledgeable about the procedures described in the manual?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
3.	<p>Does the company use a quarantine storage system?</p> <ul style="list-style-type: none"> <li>• Are there procedures stated for limited access and control?</li> <li>• Is it segregated, locked?</li> </ul> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
4.	<p>Does the quarantine store contain unserviceable parts, components, material and equipment?</p> <ul style="list-style-type: none"> <li>• Are these parts being handling according to procedures?</li> <li>• Are these items properly identified and held in temporary transit status?</li> </ul> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
5.	<p>Does the company's system ensure that there are no unserviceable, unidentified or untagged parts in bonded stores?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
6.	<p>Is there a stated policy and</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>



## AOC-26 Control of Parts, Parts Pooling

requirement for the acquisition of parts and materials used during the performance of elementary work and servicing?

Ref: Std. 706.08(1)(r)

7. Are shelf-lived items controlled as described in the MPM/MCM? N/A  OK  Finding  Not Checked

Ref:

8. Are flammable fluids and materials stored in fireproof cabinets in a separate area? N/A  OK  Finding  Not Checked

Ref:

9. Are material batches numbered as described in the MPM/MCM? N/A  OK  Finding  Not Checked

Ref:

10. Are scrap items mutilated as described in the MPM/MCM? N/A  OK  Finding  Not Checked

Ref:

11. Does the acquisition procedure involve parts pooling agreements with other operators? N/A  OK  Finding  Not Checked

- If parts pooling is used, are limits on their use, and certification requirements specified in the manual / contract?
- Is traceability back to the



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-27 Service Difficulty Reporting SDR</b>	
1.	<p>Are other personnel knowledgeable about the procedures to be followed? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span></p> <p><b>Ref: CAR 706.14 / Std: 726.08(1)(p) / Std 591.01</b></p>
2.	<p>Do company personnel have a clear understanding of what a service difficulty is? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span></p> <p><b>Ref: CAR 706.14 / Std: 726.08(1)(p) / Std 591.01</b></p>
3.	<p>Does the Operator submit service difficulty reports (SDRs) as described in the manual? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span></p> <ul style="list-style-type: none"> <li>• each time the same or a similar defect is encountered?</li> </ul> <p><b>Ref: Std. 726.14 / Std 591.01</b></p>
4.	<p>Sample defect entries / maintenance worksheets, are service difficulties being reported? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span></p> <ul style="list-style-type: none"> <li>• Is there evidence that the operator is not filing Service Difficulty Reports?</li> </ul> <p><b>Ref: Std. 726.14 / Std 591.01</b></p>
5.	<p>Does the Operator report unapproved parts via the SDR system? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span></p> <p><b>Ref: Std 591.01 Appendix D</b></p>
6.	<p>Are the reports forwarded within the time frames established in the manual? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span></p>

## AOC-27 Service Difficulty Reporting SDR

	Ref: Std. 591.01				
7.	Are SDR records maintained as described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: Std. 591.01				
8.	Is the operator's responsibility for the SDRs, which are discovered by the maintenance contractor, covered in the manual or specified in the maintenance contract?  • Are these requirements met?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: Std. 726.14 / Std. 591.01				
9.	Are all data sources feeding the SDR system functioning as described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: Std. 726.14 / Std. 591.01				
10.		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref.				

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Part 2

# CAR 702 / 703 Air Operator Maintenance Requirements Checklists

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(March 2001)

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**Intentionally Blank**

Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-01 Previous Transport Canada Audit</b>	
1.	What was the purpose and date of the previous audit? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
2.	Were there a significant number of Audit Findings? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span> <ul style="list-style-type: none"> <li>• What conclusions were drawn from the audit?</li> </ul>
3.	Was the audit follow-up completed? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span> <ul style="list-style-type: none"> <li>• List any outstanding audit findings respecting the previous audit?</li> </ul>
4.	Since the last audit, are there indications of high managerial staff turnover? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
5.	Is there any indications of high staff, flight crew or maintenance personnel turnover? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
6.	Have there been any changes in the company's scope, size, aircraft, type of service since the previous audit? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>





<b>AOC-02 Maintenance Control Manual</b>	
<b>Maintenance Control - Administrative</b>	
1.	<p>Does the manual have a table of contents?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CASS 726.08(1)(a)</p>
2.	<p>Does the manual reflect the business or trade name?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CASS 726.08(1)(b)</p>
3.	<p>Does the company have a fixed place of business?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CAR 706.04(2)(a)</p>
4.	<p>Does the manual have a description of the      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• organization and size?</li> <li>• state the geographic location and sub base facilities?</li> <li>• state the type and number of aircraft operated?</li> <li>• the nature and operation?</li> </ul> <p>Ref: CASS 726.08(1)(c)</p>
5.	<p>Does the statement reflect approvals listed on the Operations Certificates / Limitations?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CASS 726.08(1)(c)</p>
6.	<p>Is there a signed statement (by the certificate holder) indicating that the manual is their means of complying with the Canadian      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AOC-02 Maintenance Control Manual

	<p>Aviation Regulations?</p> <ul style="list-style-type: none"> <li>Is there a listing of the incorporated documents?</li> <li>Is the list covered by the certification statement made by the certificated holder?</li> </ul> <p><b>Note: there's no compelling regulation for the AOC to change certification if the certificate holder position changes</b></p> <p>Ref: CASS 726.08(1)(d)</p>				
7.	<p>Has each Incorporated by Reference Document been "certified" by the PRM or person responsible for that management function as the Air Operator's means of compliance with the CARs?</p> <p>Ref: CASS 726.08(2)(d)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	<p>Does the manual describe an amendment procedure?</p> <p>Ref: CASS 726.08(1)(e)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	<p>Does the manual describe the page identification process?</p> <p>Ref: CASS 726.08(1)(f)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>Is there an LEP and is it approved by Transport Canada?</p> <p>Ref: CASS 726.08(1)(f)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	<p>Do the pages contained in the manual match those listed in the LEP?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-02 Maintenance Control Manual

	Ref: CASS 726.08(1)(f)				
12.	Does the manual specify distribution procedures and the identity of manual holders / locations?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.08(1)(g)				
13.	Is the amendment procedure followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.08(1)(e)				
14.	Are manuals up to date?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.08(1)(e)				
15.	Are distribution procedures followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.08(1)(e)				
16.	Are manuals physically located at the designated site or with the specified person?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.08(1)(e)				
17.	<b>Complete separate PRM Checklist ....</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
18.	Does the manual contain a chart depicting the organizational	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-02 Maintenance Control Manual

	responsibilities? <ul style="list-style-type: none"> <li>If not, is one required for clarity?</li> </ul> <p>Ref: CASS 726.08(1)(h)(iii)</p>				
19.	Does the manual state the communication equipment to be used in the conduct of the type of business intended? <ul style="list-style-type: none"> <li>Is it adequate?</li> </ul> <p>Ref: CASS 726.04(2)(b)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	Are they able to contact the aircraft / crew when away from the main base or remotely operated?  <p>Ref: CASS 726.06(2)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
21.	How is updating of the control manual actioned or the need generated?  <p>Ref: CASS 726.04(1)(h)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
22.	Does the company have facilities adequate for the control of maintenance, elementary work and servicing?  <p>Ref: CAR 706.04 / CASS 726.04(2)(a)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
23.	<b>Complete separate Evaluation Program Checklist ....</b>	N/A <input type="checkbox"/>		Not Checked <input type="checkbox"/>	
<b>Maintenance Control - Operational</b>					
24.	Is there sufficient number of personnel to control all of the required maintenance, scheduling, elementary work, servicing?  <p>Ref: CASS 726.04(1)(b)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

<b>AOC-02 Maintenance Control Manual</b>				
25.	<b>Complete separate Technical, Regulatory Publication Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
26.	<b>Complete separate Technical Records Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
27.	<b>Complete separate Weight &amp; Balance Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
28.	Does the manual specify how maintenance actions are to be recorded?  Ref: CAR 726.08(1)(k)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
29.	Is there a person identified that is responsible for developing a maintenance schedule?  Ref: CASS 726.04(1)(a)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
30.	Does the manual identify the maintenance schedules appropriate to the type of equipment / aircraft operated by the company?  • Have any maintenance schedules been omitted?  Ref: CASS 726.08(1)(l)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
31.	Does the manual indicate a procedure for adding additional aircraft to the operating certificate?  • If so, do they follow the procedure?  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
32.	<b>Complete separate Maintenance Planning Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
33.	<b>Complete separate Defect Control Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	

<b>AOC-02 Maintenance Control Manual</b>					
34.	Complete separate Airworthiness Directive / Service Bulletin Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
35.	<b>Complete separate instructions, job cards ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
36.	Complete separate Technical Dispatch Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
37.	Complete separate Flight Authority - Test - Ferry Flight Checklist ....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
38.	Complete separate Maintenance Arrangements Checklist ....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
39.	Complete separate Training Program Checklist ....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
40.	Complete separate Personnel Records Checklist ....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
41.	Complete separate Elementary Work / Servicing Checklist ....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
42.	<b>Complete separate Ramp Procedures Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
43.	Complete separate De-icing Procedures Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
44.	Complete separate Complete separate Servicing - fuel, oil, lubricants Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
45.	Complete separate Control of Parts / Parts Pooling Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
46.	Are sufficient spare parts available, located where needed?  Ref: CAR 706.04(1)(e)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
47.	Are sufficient supplies and spare parts available to ensure timely rectification of defects / MEL provisions?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>





<b>AOC-03 Person Responsible for Maintenance</b>	
1.	<p>Review TC company files, is there documentation to support the evaluation of the PRM?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• completion of the CARs examination (AMEs exempt)?</li> <li>• check for convictions under Section 7.3 of the AA or CAR 605.84/85/86?</li> <li>• assessment by interview?</li> </ul> <p><b>Ref: CASS 726.03(1)(a) &amp; (3) / CASS 726.03(4) &amp; (5) / CASS 726.03(1)(b)(ii)</b></p>
2.	<p>If the AOC holder also holds an AMO Certificate, is the PRM for the Air Operator the same person as the PRM for the AMO?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CAR 706.03(2)</b></p>
3.	<p>Does the PRM fully understand the responsibilities of the position?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CAR 706.03(b)</b></p>
4.	<p>Is there evidence to suggest that the PRM did not remove aircraft from service when they failed to comply with airworthiness or operational requirements?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CAR 706.03(1)c) / CASS 726.03(7)</b></p>
5.	<p>Does the PRM sub delegate any of the responsibility?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• If so, is the identity / position of the individual and their duties fully described in the manual?</li> <li>• Does the description specify which functions or activities that are to be assigned?</li> </ul>



<b>AOC-04 Evaluation Program</b>					
1.	Is the requirement to evaluate the company maintenance system identified in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.07 / CASS 726.07(1)					
2.	Is the person responsible for evaluating the program identified in the manual? If not the PRM, are this person's duties clearly defined in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.03(3) / CASS 726.07(2)					
3.	Has the operator conducted an initial evaluation at the end of 12 months?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.07(4)(a)					
4.	Does the evaluation program cover all functions defined in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.07(2) & (3)					
5.	Does the evaluation program cover regulatory changes?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.07(2)					
6.	Is there evidence (records) indicating that formal review of maintenance requirements have been undertaken?  • Were records kept according to the requirements specified in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-04 Evaluation Program

	Ref: CASS 726.07(4)(c)				
7.	Does the operator use checklists for the evaluation process?  <ul style="list-style-type: none"> <li>Are examples available and are they comprehensive?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.07(4)				
8.	Does the operator follow the frequency of evaluation as specified in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.07(4)(a)				
9.	Does the operator follow the stated corrective action process? (sample, are persons required to provide input in the process, involved?)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.07(4)(c)				
10.	Are the correct forms as stated in the manual in use?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 706.07				
11.	Has action taken as a result of a non-compliance finding included immediate and long term action to correct the root cause of the finding?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.07(4)(e)				
12.	Is there any evidence to suggest that follow-up activities have been carried out?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.07(4)(f)				

## AOC-04 Evaluation Program

13.	<p>Is there any record of a maintenance schedule review being carried out or the evaluation of supplemental maintenance requirements for applicability and inclusion to the operators program?</p> <ul style="list-style-type: none"> <li>• Were they included?</li> <li>• Does the outcome deviate from manufacturers recommendations; are the conclusions stated and decisions substantiated? (see std 625)</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.07(4) / 625.86(5)(b)(l)					
14.	<p>Are aircraft operational and environmental conditions considered in the evaluation program? (sample, review actual process)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.07(3)					
15.	<p>*Is there evidence that the operator has reviewed and evaluated Service Bulletins and other technical information for applicability to their fleet?</p> <ul style="list-style-type: none"> <li>• Is there evidence of a maintenance specialist being involved in the decision process?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.07(4) / ANB055					
16.	<p>How would the company handle a service bulletin issued today which affects their fleet? (sample / interview, does the response reflect stated procedures, follow process through?)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.07					
17.		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



<b>AOC-05 Technical / Regulatory Publications</b>	
1.	<p>Is the person responsible for keeping publications current aware of his / her responsibilities (interview)?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CASS 726.12(1)</b></p>
2.	<p>Does the operator have technical and regulatory publications according to the list in their approved manual? Note: CASS 726.04(2) is not explicit in the requirement for technical or regulatory information, the following is a <u>possible</u> list ....</p> <ul style="list-style-type: none"> <li>• Aeronautics Act</li> <li>• Canadian Aviation Regulations &amp; appropriate standards</li> <li>• type certificates;</li> <li>• supplemental type certificates;</li> <li>• FAA Advisory Circulars 43.13</li> <li>• Airworthiness Directives, applicable to the aircraft / equipment operated;</li> <li>• manufacturer's maintenance, illustrated parts, overhaul manuals, and service bulletin and service letters,</li> <li>• MCM or MPM</li> </ul> <p><b>Ref: CASS 726.04(2)</b></p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
3.	<p>Are publications / manuals current, i.e. amendments up-to-date?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CASS 726.04(2)</b></p>
4.	<p>*Is the system for monitoring manual currency effective?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AOC-05 Technical / Regulatory Publications

	Ref: CASS 726.07				
5.	Are appropriate portions of publications made available to company personnel, contractors as outlined in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.04(2)/CASS 726.08(1)(j)				
6.	How is the operator made aware of technical information, updates, bulletins, etc. applicable to the aircraft type they operate?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.04(2)				
7.	Does the company have equipment, i.e. Computers, fiche reader / printer etc., necessary for reproducing this information?  • Does the equipment function?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.04(2)				
8.	If regulatory publications are to be available via the Internet, have the company demonstrate their access to and navigate the information.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.04(2)				
9.	If publications are to be made available to the operator via a contract for maintenance, does the operator ensure that the technical manual applies to their particular aircraft via serial number or model or year?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.04(2)				
10.	How does the operator control out of date / historical publications / training notes?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>





AOC-06 Technical Records					
1.	Is the location of records in accordance with the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 726.04(2)(f)					
2.	Does the use of job / segmented / task cards, require the operator to update a computer software program after completion?  • If so, is there any evidence of missed entries or incorrect times being input?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					
3.	*Supplemental worksheets used for recording and actioning defects discovered during maintenance activities, are they the operator's or the AMO's?  • Is this according to manual requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					
4.	Does the operator ensure that completed inspection packages are reviewed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 625.96(2)					
5.	Are the maintenance check sheets used as described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: <i>Approved Maintenance Schedule</i>					
6.	Cross check completed check sheets with the aircraft log books, is there evidence of maintenance being completed prior to certifying the Technical Log entry? (sample).	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-06 Technical Records

Ref: CAR605.92(1)					
7.	<p>Sample aircraft technical records (including Journey Log). Do the recorded actions meet regulatory requirements? For example:</p> <ul style="list-style-type: none"> <li>• certifications;</li> <li>• time between checks;</li> <li>• weight and balance report;</li> <li>• inspections completed on time;</li> </ul> <p>Ref: CAR 605.86 / CAR 605.96 / CAR 571 / Std. AWM 571 Appendix C</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	<p>Are established procedures being followed to record and control maintenance items? For example:</p> <ul style="list-style-type: none"> <li>• scheduled maintenance and inspection;</li> <li>• Ad's and special instructions;</li> <li>• components;</li> <li>• TBOs and life-limited times;</li> <li>• calendar-time items;</li> <li>• pitot-static and altimeter calibration checks;</li> <li>• compass calibration;</li> <li>• weight and balance</li> <li>• independent control checks / CMR / critical maintenance tasks.</li> </ul> <p>Ref: CAR 605.96 / CAR 571.10(4) / CAR 726.08(1)(m)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	<p>Are maintenance records acceptable for completeness and final certification? (sample)</p> <p>Ref: Std. AWM 571.10(2) -(4)/ CAR605.92(1)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>Does the operator transfer information from the journey log to the permanent technical record in accordance to regulatory and MCM requirements?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-06 Technical Records

	MCM requirements?  Ref: CAR 605.96(2)				
11.	Does the operator maintain technical records in a dry, secure area?  Ref: CAR 706.04(2)(f)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	*Do company personnel record information and defects in the journey log or other technical record in accordance with MCM procedures?  Ref: CASS 726.08(1)(k)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	Is the technical record (including journey log) a consecutive, unbroken history?  Ref: CAR 605.93(4)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	Is computer software used as a sole support technical history? <ul style="list-style-type: none"> <li>If so, is there evidence of original entries being updated?</li> <li>Is the original entry protected?</li> </ul> Ref: CAR 605.93(2) / CAR 103.4(a) / Std. 625.93(3)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	*Is the primary method for controlling maintenance tasks generated / tracked by computer? <ul style="list-style-type: none"> <li>If so, it must be a secure system, (see technical records)?</li> </ul> Ref: CAR 103.04	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	Where computer maintenance software is used, is the ACA holder identified in the	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-06 Technical Records

	<p>computerized record ?</p> <p><b>Ref: CAR 605.93(1)(b)</b></p>
17.	<p>Is there evidence of maintenance releases, which are issued "subject to satisfactory test flight", not having the corresponding final certification by the pilot-in-command?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: Std. AWM 571.10(4)</b></p>
18.	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref.</b></p>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

<b>AOC-07 Weight &amp; Balance</b>					
1.	Is the person responsible for weight and balance control knowledgeable of their duties and responsibilities?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.12(1)					
2.	Are any of the aircraft operated subject to the five year re-weigh requirement? (sample)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 625 Appendix C, (8)					
3.	Are weight and balance reports carried on board each aircraft? <ul style="list-style-type: none"> <li>• Is there more than one report which may be contradictory?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Type Certificate					
4.	Is there evidence of changes being made to aircraft basic weight without amendments to the weight and balance report?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 571 Appendix C (2)					
5.	Does each amendment to the weight and balance report include revision dates and revised equipment lists?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 571 Appendix C					
6.	Are empty weight and c of g calculations computed in the amended report?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 571 Appendix C					

## AOC-07 Weight & Balance

7.	<p>Has a maintenance release been signed for each change to the weight &amp; balance report?</p> <p><b>Ref: Std. 571 Appendix C</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	<p>Does each aircraft's weight &amp; balance report demonstrate continuity back to the time the aircraft was weighed?</p> <p><b>Ref: CAR605.92 / Std. 571 Appendix C</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	<p>Do company personnel follow the approved procedures when moving from one aircraft configuration to another?</p> <p><b>Ref: Std. 571 Appendix C (3)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>For each aircraft configuration established, has a maintenance release been signed? (note: the current configuration must be identified however a maintenance release is not required for the entry when changing from one configuration to another)</p> <p><b>Ref: Std. 571 Appendix C</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	<p>Does the system of control ensure accurate weight and balance information is used by the pilot-in-command?</p> <p><b>Ref: CASS 726.08(1)(u) / Std. 571 Appendix C</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	<p>Does the weight and balance report / equipment list include all items specified in the aircraft type certificate?</p> <ul style="list-style-type: none"> <li>Does it also include additional equipment required / installed for the operation of the aircraft?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>





**AOC-08 Reserved**

**Reserved**

**AOC-09 Reserved**

**Reserved**

**AOC-10 Reserved**

**Reserved**

**Reserved**



## AOC-11 Maintenance Planning

*Note: As maintenance planning is procedural specific to the operator, a supplemental checklist may need to be developed from the approved manual in support of the audit.*

1.	Is the individual responsible for the program knowledgeable of the procedures described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.12(1)				
2.	Is the method or process used to monitor / schedule maintenance activities / repetitive AD's (computer / status system / other) being followed by the organization? <ul style="list-style-type: none"> <li>• Does this include supplemental maintenance items (such as STC's added after MS approval, floats &amp; skis etc., safety equipment)?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 706.04(2)c) / CASS 726.08(1)(m)				
3.	Are the same method(s) used at all locations and sub bases?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.08(1)(m)				
4.	*Is the primary method for controlling maintenance tasks generated / tracked by computer? <ul style="list-style-type: none"> <li>• If so is it a secure system, (see technical records)?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 103.04 / CAR 605.93(2)				
5.	Is the method used up-to-date and current?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-11 Maintenance Planning

Ref: CASS 726.08(1)(m)	
6.	<p>*Is there operational or additional equipment that is not addressed in the maintenance schedule? (sample)</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: Std 625.86</p>
7.	<p>Is there evidence that maintenance requirements have been missed or actioned late?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CASS 726.08(1)(m)</p>
8.	<p>Are there service bulletins that were or should have been adopted / installed / integrated into the maintenance program? (sample)</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CASS 726.08(1)(m) / CAR 625.86(6)</p>
9.	<p>Is the frequency and use of tolerances planned or excessive?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: Std. 625.86(8) / TP13094</p>
10.	<p>Are maintenance releases made to facilitate the use of the tolerance prior to it's use?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: Std. 625.86(8)</p>
11.	<p>Is aircraft operating information (aircraft daily flight time / condition / status) relayed to the individual making decisions on maintenance requirements?</p> <ul style="list-style-type: none"> <li>Is this in accordance with the instruction / procedures</li> </ul> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AOC-11 Maintenance Planning

	<p>specified in the manual?</p> <ul style="list-style-type: none"> <li>Does this information include a requirement for - defects, MELs, special inspections, hard landings, lighting strikes, etc</li> </ul> <p><b>Ref: CASS 726.08(1)(m)</b></p>				
12.	<p>*For aircraft operating under MEL authorities, how is repair interval planned and actioned?</p> <p><b>Ref: CASS 726.08(1)(m)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	<p>Is the liaison between the operator and the maintenance contractor effective?</p> <ul style="list-style-type: none"> <li>Is there any evidence that the communication process does not work?</li> </ul> <p><b>Ref: CAR 706.09(2)(a) / CASS 726.04(1)(g)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	<p>*Is the maintenance contractor consulted in the defect deferral process?</p> <p><b>Ref: CASS 726.04(1)(g) / CASS 726.08(1)(v)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	<p>Are maintenance requirements communicated to the AMO in accordance with manual requirements?</p> <p><b>Ref: CASS 726.04(1)(g) / CASS 726.08(1)(v)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	<p>Does the operator maintain current inspection sheets as identified in the Maintenance Schedule?</p> <p><b>Ref: CAR 605.86 / Approved Maintenance Schedule (TP13094)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
17.	<p>Do inspection sheets cover all applicable areas of the aircraft as</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-11 Maintenance Planning

	described in the program? Move to MS Checklist !!				
18.	Are the appropriate forms and information supplied to the maintenance organization or are they to be reproduced by the AMO?  <ul style="list-style-type: none"> <li>Is this in accordance with the stated process?</li> </ul> <b>Ref: CAR 605.86 / Approved Maintenance Schedule (TP13094)</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
19.	Did AMO personnel use the latest check sheet (revision) during the last few inspections?  <b>Ref: CAR 605.86 / Approved Maintenance Schedule (TP13094)</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	Where the operator writes or re-writes job / segmented / task cards, does the operator follow the process stated in the manual for controlling revision of the cards?  <ul style="list-style-type: none"> <li>Does the card contain a reference link to the original instructions?</li> </ul> <b>Ref: Std. 625 Appendix D (3)(a)(vi)</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
21.	For computer controlled maintenance planning, is the repeat interval self generated or is this a manual input operation?  <ul style="list-style-type: none"> <li>Is the process consistent with the description in the manual?</li> <li>Is there any evidence that repeat interval maintenance requirements have been overlooked or entered incorrectly?</li> </ul> <b>Ref: CAR 706.08(1)(m) / CAR 605.86 / Approved Maintenance Schedule (TP13094)</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
22.		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>





<b>AOC-12 Defect Recording, Rectification, Deferral, and Control Procedures</b>					
<b>Recording</b>					
1.	Does the company record defects in accordance with the procedures specified in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<p><b>Ref: CASS 726.08(1)(o) / CAR 605.94(1)</b></p>					
2.	Are defects recorded in the proper record / log; are they identified appropriately and handled in accordance with stated procedures?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<p><b>Ref: CAR 706.05(a) / CAR 605.94(1)</b></p>					
3.	Does this recording procedure apply to defects found by flight crew during normal operations?  <ul style="list-style-type: none"> <li>• Does the method indicated conflict with regulatory requirements?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<p><b>Ref: CAR 706.05(a) / CAR 605.94(1)</b></p>					
4.	Are defects found during maintenance recorded in accordance with procedures stated by the operator or by the maintenance contractor?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<p><b>Ref:</b></p>					
5.	*Supplemental worksheets used for recording and actioning defects discovered during maintenance activities, are they the operator's or the AMO's?  <ul style="list-style-type: none"> <li>• Is this according to manual requirements?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<p><b>Ref: CAR 706.05(a)</b></p>					
6.	Is there evidence of defects not being recorded:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-12 Defect Recording, Rectification, Deferral, and Control Procedures

- by the flight crew?
- while the aircraft is away from base?
- during maintenance?

Ref: CAR 605.94(1)

7. How does the company handle self generated / recorded fault logs (Built In Test Equipment)? N/A  OK  Finding  Not Checked

Ref: CASS 726.08(1)(o)

### Deferral

8. For aircraft that released under MEL authority, complete MEL Checklist ... N/A  Not Checked

9. How does the operator determine a defects suitability for deferral?  

- Are technical / regulatory manuals and type certificate information available / consulted in the process?

N/A  OK  Finding  Not Checked

Ref: CAR 605.06(a)

10. Are defects assessed against mandatory or required operating equipment limitations (also includes Type Certificates Data Sheets and basis of certification)? N/A  OK  Finding  Not Checked

Ref: CAR 605.09 / CAR 605.10 / CAR 605 General

11. \*Are environmental factors and operational role of the aircraft considered in the defect's assessment? N/A  OK  Finding  Not Checked

Ref: CAR 602 Division II /CAR 605.06(b)

## AOC-12 Defect Recording, Rectification, Deferral, and Control Procedures

12.	*Is the maintenance contractor consulted in the deferral process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.08(1)(o)					
13.	Are deferrals entered in the journey log or other recording system in accordance with stated procedures?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.08(1)(o) / CAR 605.94(1)					
14.	Are procedures for placarding deferred defects being followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR Std 625.08 CAR 605.10(2)(b)					
15.	Are personnel that defer authorized?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 605.10(2)(c) / CAR 706.08(1)(o)					
<b>Recurring Defect</b>					
16.	Is there any evidence indicating recurring defects are not being addressed according to stated procedures?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.05(2) / CASS 726.05(1)					
17.	Is the operator's stated procedure effective in detecting the reoccurrence of defects?  • Does the defect system highlight defects that recur to	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-12 Defect Recording, Rectification, Deferral, and Control Procedures

	<p>the flight crew and maintenance organization?</p> <p>Ref: CAR 706.05(a) / CASS 726.05(1)</p>				
18.	<p>Does the operator's criteria, for classifying recurring defects, meet regulatory requirements?</p> <p>Ref: CASS 726.05(3)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Control</b>					
19.	<p>*For aircraft operating under MEL authorities, how is repair interval planned and actioned?</p> <p>Ref: CASS 726.08(1)(m)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	<p>Troubleshooting, part removal. Does the manual indicate how a part removed for troubleshooting purposes must be handled?</p> <ul style="list-style-type: none"> <li>If so, does the company follow procedures for storage, time limits and maintenance release requirements?</li> <li>parts removed from another aircraft for troubleshooting?</li> </ul> <p>Ref: CASS 726.08(1)(r) / CAR 571.13 / CAR 706.08(1)(m)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
21.	<p>Ref.</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



AOC-13 Airworthiness Directive, Service Bulletin	
1.	<p>Does the operator have all Airworthiness Directives applicable to their fleet? <span style="float: right;">N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></span></p> <p>Ref: CASS 726.04(2) / Std. AWM 593 Appendix B (2)(a)</p>
2.	<p>Does the operator ensure timely action of Airworthiness Directives? <span style="float: right;">N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></span></p> <p>Ref: CASS 726.08(1)(m) / CASS 726.07(4)</p>
3.	<p>Are the details, of maintenance actions used during the accomplishment of Airworthiness Directives, recorded in the appropriate technical record?</p> <ul style="list-style-type: none"> <li>• For Service Bulletins?</li> </ul> <p>Ref: CAR 605.94(1) / Std. AWM 571.03 / Std. AWM 571.10(4) / Std. 625 Appendix H (1)(b)</p>
4.	<p>Does the operator have direct access to Service Bulletin and other technical information applicable to their fleet?</p> <ul style="list-style-type: none"> <li>• If access is by way of a contract, is the access adequate? (sample, have operator demonstrate)</li> </ul> <p>Ref: CASS 726.07(4)</p>
5.	<p>*Is there evidence that the operator has reviewed and evaluated Service Bulletins and other technical information for applicability to their fleet? <span style="float: right;">N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></span></p> <ul style="list-style-type: none"> <li>• Is there evidence of a maintenance specialist being involved in the decision process?</li> </ul> <p>Ref: CASS 726.07(4) / ANB055</p>

## AOC-13 Airworthiness Directive, Service Bulletin

6.	<p>Is the implementation of AD / SB or other technical information actioned directly from the manufacturers technical information or is the process re written into task cards or action sheets?</p> <ul style="list-style-type: none"> <li>If re written, is there a control process or review mechanism in place which ensures the accuracy of the information?</li> </ul> <p><b>Ref: Std. 625 Appendix D (3)(vi)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	<p><b>Ref.</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_



**AOC-14 Reserved**

**Reserved**

**AOC-15 Reserved**

**Reserved**



**AOC-16 Reserved**

**Reserved**

<b>AOC-17 Technical Dispatch Procedures</b>					
1.	Are maintenance entries attesting to serviceability and continuation of safe operation made each time a tolerance is used?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 625.86(8)					
2.	Have authorized personnel issued the tolerance in accordance with the manual requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.08(1) / CASS 726.06(1)					
3.	Is there any evidence to suggest that Airworthiness Directives are also given the tolerance?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std 625.86(8) / CAR 605.84(10)(b)					
4.	Does tolerance use conflict with the requirements outlined in the respective maintenance schedules?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR Std 625.86 Appendix C					
5.	Is there any evidence to suggest that the pilot-in-command is given adequate notification of the next scheduled maintenance activity? (particular attention to operations from remote locations)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.06(2)					
6.	Do the procedures ensure that aircraft are not operated in an unairworthy condition?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.08(1)(q)					

## AOC-17 Technical Dispatch Procedures

7.	How is the PRM advised of the status while aircraft are away from base?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.06(1)(a) / CASS 726.06(2)					
8.	*Are environmental factors and operational role of the aircraft considered in the dispatch of an aircraft with a defect?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 602 Division II					
9.	Is the procedure followed for returning the aircraft to service when aircraft become unserviceable away from base?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.08(1)(q)					
10.	Are procedures followed for transmitting maintenance information to aircraft operating away from the base?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.08(1)(q)					
11.	Is deferred maintenance taken into consideration when dispatching aircraft?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.05(d)					
12.	For aircraft that have additional (dual) flight authorities, are procedures followed for invoking the applicable flight authority?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.06(2) / CASS 726.08(1)(q) / CAR 507.08					
13.	*For companies that have self	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-17 Technical Dispatch Procedures

	flight permit authority issuance privileges, are procedures followed for invoking or issuing the flight permit?  <ul style="list-style-type: none"> <li>• Check Company Operations Manual for complimentary procedures?</li> </ul> Ref: CAR 706.06(2) / CASS 726.08(1)(q) / CAR 507.08 / CAR 507.04(4) AWM 505 Appendix F	
14.	Are maintenance entries regarding aircraft weight and balance status recorded in the journey log?  Ref: CAR 605.94(1) / CAR Std 571 Appendix C	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
15.	Ref.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

<b>AOC-18 Flight Authorities - Test / Ferry</b>					
1.	*Does the technical dispatch system flag to the pilot-in-command when test flight requirements are to be used? <ul style="list-style-type: none"> <li>• Are operations and maintenance required to communicate with each other?</li> </ul> Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	For maintenance test flights, is the final certification of "satisfactory flight" made by the pilot in command? <ul style="list-style-type: none"> <li>• Is there any evidence to suggest passengers may have carried on board during the test flight?</li> </ul> Ref: CAR 571.10(4) / Std. 571.10(4) Table Item F / CAR 605.85(2) & (3)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	*For aircraft that have additional (dual) flight authorities are procedures followed for invoking the applicable flight authority?  Ref: CAR 507.08(1)&(3), CAR 571.06(3) / CAR706.06(2) / CASS 726.08(1)(q)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Are flight and maintenance crews familiar with "away from base" ferry-flight procedures as described in the manual?  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Does the operator follow the procedures described in the manual when exercising ferry-flight authorization?  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Where self flight permit authorization is given, when used has the company followed	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



## AOC-18 Flight Authorities - Test / Ferry

	<p>has the company followed procedures and have the required company authorizations been obtained?</p> <p><b>Ref:</b></p>
7.	<p>Is the proper (company) form being used? Does the F/P form become part of the permanent record?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
8.	<p>Is there any evidence of misuse or aircraft positioning that may have taken place under flight permit authority?</p> <ul style="list-style-type: none"> <li>Do the conditions specified seem reasonable or complete?</li> </ul> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
9.	<p>Are ferry flights being reported to the TC Civil Aviation as described in the manual?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
10.	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref.</b></p>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

<b>AOC-19 Maintenance Arrangements</b>	
1.	<p>Does the manual state a policy for initiating or governing maintenance contracts?      N/A <input type="checkbox"/>      OK <input type="checkbox"/>      Finding <input type="checkbox"/>      Not Checked <input type="checkbox"/></p> <p><b>Ref: CAR 726.08(v)</b></p>
2.	<p>Does the manual specify criteria which must be identified or included in the maintenance contract?      N/A <input type="checkbox"/>      OK <input type="checkbox"/>      Finding <input type="checkbox"/>      Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Does it include a description of contract administration and the scope of work?</li> <li>• If the manual does not contain specific procedures, are maintenance contracts to be individually approved by TC?</li> </ul> <p><b>Ref: CASS 726.09 Info note.</b></p>
3.	<p>How is the provision of emergency maintenance services addressed?      N/A <input type="checkbox"/>      OK <input type="checkbox"/>      Finding <input type="checkbox"/>      Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Does the manual specify procedures for obtaining these services?</li> <li>• If so, is the process followed?</li> </ul> <p><b>Ref: CASS 726.09(1) / CASS 726.09 Info note.</b></p>
4.	<p>Is a communication procedure included in the arrangement to advise maintenance contractors of planned or unscheduled maintenance requirements?      N/A <input type="checkbox"/>      OK <input type="checkbox"/>      Finding <input type="checkbox"/>      Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Does the procedure identify responsibilities of the maintenance coordinator?</li> <li>• *Does this include how AD requirements are to be communicated between the parties?</li> </ul> <p><b>Ref: CAR 726.08(v)</b></p>
5.	<p>Is direction included specifying      N/A <input type="checkbox"/>      OK <input type="checkbox"/>      Finding <input type="checkbox"/>      Not Checked <input type="checkbox"/></p>

## AOC-19 Maintenance Arrangements

	<p>which maintenance instructions are to be used by the contractor when performing maintenance?</p> <ul style="list-style-type: none"> <li>Does the process include the provision / use of forms and for providing copies of the appropriate maintenance schedules?</li> </ul>	
6.	<p>Are all contracts entered into, identified in the manual?</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CAR 706.08(v)</p>
7.	<p>*Does the contract permit operator evaluation (evaluation program) of the contracted organization?</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CAR 726.08(v)</p>
8.	<p>For individual contracts,</p> <ul style="list-style-type: none"> <li>Are all parties' responsibilities clearly defined in the manual and the contract?</li> <li>Does the company follow the procedures for transmitting records between parties as established in the manual?</li> <li>Are requirements for maintenance releases specified, which documents and what entries in which technical record?</li> <li>Is a requirement for contractor feedback specified in the maintenance arrangement, i.e. problems, SDR information, evaluation program, ...?</li> <li>Does it include providing feedback information in support approved reliability</li> </ul>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AOC-19 Maintenance Arrangements

	program where required?  <b>Ref: CAR 726.08(v)</b>				
9.	<p>Where the work is performed outside of Canada, has the person been approved by a manual approved under the Foreign States' requirements?</p> <ul style="list-style-type: none"> <li>Is a "maintenance specification" required for work that is routinely carried out in a Foreign State?</li> </ul> <p><b>Ref: CAR 571.11(3) / CASS 726.09(2)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>Are both parties in possession of contract-substantiating documents for reliability programs and MPM/MCM?</p> <p><b>Ref: CAR 726.08(v)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	<p>Does the contractor have the facilities, capability and the excess capacity to perform the additional work?</p> <p><b>Ref: CAR 726.08(v)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	<p>Is the contractor approved to operate and maintain the same type of aircraft as the operator?</p> <ul style="list-style-type: none"> <li>If the operator utilizes the contractor's maintenance information / systems, has compatibility been established between the operator's and the contractor's aircraft?</li> <li>Does the maintenance program address equipment unique to the operator?</li> <li>Have inspections intervals, cycle / calendar time and other variances been adjusted to suit the operator?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-19 Maintenance Arrangements

	Ref: CAR 726.08(v)				
13.	<p>Have the applicability and authority of the publications been delineated in the contract?</p> <ul style="list-style-type: none"> <li>Has the operator adopted any contract facility processes, i.e. repair methods and/or techniques?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 726.08(v)				
14.	<p>Does the contract state the responsibilities and involvement of both parties in all or part of the reliability program?</p> <ul style="list-style-type: none"> <li>Is the operators fleet combined with the contractors aircraft for reliability and statistical purposes?</li> <li>Do the aircraft operate in similar environments?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 726.08(v)				
15.	<p>Does the contractor subcontract to a third party any part of the work?</p> <ul style="list-style-type: none"> <li>Where actioned, does the main contract identify the contracting responsibilities between the operator and the first AMO?</li> <li>Have all phases of the subcontractor's arrangements been investigated using the same procedures as for the main contractor?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 726.08(v)				
16.	<p>Is the contract significant enough to warrant Transport Canada review?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 726.08(v)				



<b>AOC-20 Training Program</b>					
1.	Does the operator state a policy with respect to training for those individuals required to action functions of the organization?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Ref: CAR 706.12</b>					
2.	Does the operator's manual contain a description of training requirements with respect to other duties carried out CAR 706 requirements? (note: this statement is broadly applied, training may be required for technical dispatch, weight and balance, etc.)  <ul style="list-style-type: none"> <li>• Has training covering regulations and standards pertinent to the activity or function, been carried out?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Ref: CAR 706.12 / Std. 706.12</b>					
3.	Has training for critical or independent maintenance tasks been provided to those individuals who will exercise the privilege?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Ref: CAR 706.13)(b)</b>					
4.	*Are training records for Elementary Work and Servicing available?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Ref:</b>					
5.	Is training conducted according to the training cycle specified in the approved manual or is it driven by the results of the evaluation program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Ref: Std. 726.12(5) / Std. 726.12(2)(c)</b>					
6.	Does the manual specify a update	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



## AOC-20 Training Program

	<p>training cycle (3 years) or is it driven by the results of the evaluation program?</p> <p><b>Ref: Std. 726.12(5)</b></p>
7.	<p>Is there evidence of update training that has been carried out? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Was it conducted as a result of regulatory or operator program changes?</li> </ul> <p><b>Ref: Std. 726.12 / Std. 726.12 (2)(c)</b></p>
8.	<p>Is there evidence of training that is / was a direct result of a finding made in conjunction with the evaluation program? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Is there training that should have transpired as a result of a finding made under this program?</li> </ul> <p><b>Ref: Std. 726.12 (2)(c)</b></p>
9.	<p>The Commercial Air Service Standard permits certain elements of the training program to be administered under an AMO's MPM. N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>If so, does the MCM must make reference to items in the contained in the MPM?</li> </ul> <p><b>Ref: Std. 726.12(6)</b></p>
10.	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p><i>Ref.</i></p>

**Comments/Summary:**

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AOC-21 Personnel Records					
1.	Do personnel records consist of the items described in the manual and are they being maintained?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	<b>Ref: Std. 726.08(t)</b>				
2.	Are there records in use which are not described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	<b>Ref:</b>				
3.	Does the operator keep records of training provided for two years since the last entry?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	<b>Ref: CAR 706.13(1)</b>				
4.	Is a record provided to the person who has received the authorization to accomplish the function?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	<b>Ref: CAR 706.13(2)</b>				
5.	Do the personnel records for management assigned personnel contain their "qualifications"?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	<b>Ref: CAR 706.13(1)(a)</b>				
6.	Are any management functions sub delegated?  • If so, is there a record of the individuals qualifications available?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	<b>Ref: CAR706.13(1)(a)</b>				
7.	*Is there a list of personnel	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



AOC-22 De-icing Procedures	
Note: check with C&BA de-icing requirements may be covered under the company's COM.	
1.	<p>Does the manual have a policy statement regarding de-icing activities?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
2.	<p>Does the operator have it's own de-icing capabilities or is this function contracted?</p> <ul style="list-style-type: none"> <li>• Does this include de-icing activities at any of the line stations?</li> </ul> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
3.	<p>Does the manual specify how de-icing will be conducted by the contractor?</p> <ul style="list-style-type: none"> <li>• Where a de-icing contractor is utilized, is the requirement for inspecting the contractor and equipment specified in the manual?</li> </ul> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
4.	<p>Are personnel conducting the de-icing operation trained and knowledgeable with de-icing procedures?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
5.	<p>Is a record of training held by the operator?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
6.	<p>Does the manual specify the type</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AOC-22 De-Icing Procedures

	<p>of fluids to be used?</p> <ul style="list-style-type: none"> <li>Are these fluids types considered for maintenance problems?</li> </ul> <p>Ref:</p>
7.	<p>Is there a requirement to identify container of de-icing fluids?      N/A <input type="checkbox"/>      OK <input type="checkbox"/>      Finding <input type="checkbox"/>      Not Checked <input type="checkbox"/></p> <p>Ref:</p>
8.	<p>N/A <input type="checkbox"/>      OK <input type="checkbox"/>      Finding <input type="checkbox"/>      Not Checked <input type="checkbox"/></p> <p>Ref.</p>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

<b>AOC-23 Elementary Work, Servicing</b>					
1.	Does the company use procedures other than manufacturers stated in the performance of Elementary Work or Servicing? <ul style="list-style-type: none"> <li>• Are these procedures specified in the manual?</li> </ul> Ref: Std. 726.08(1)(j)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Are authorization records for elementary work and servicing available and current? <ul style="list-style-type: none"> <li>• Does the company follow the training process as described in the manual?</li> <li>• Are the authorizations supported by an available training record?</li> </ul> Ref: CAR 706.04(1)(f) / CAR 706.10 / CAR 706.13(b)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Do any of the authorized tasks conflict with Appendix A, Subpart 625?  Ref: Std. 726.10	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Do authorizations include the performance of certain AD requirements? <ul style="list-style-type: none"> <li>• If so, has the training remained up to date with revisions to the AD, if issued?</li> </ul> Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Is the system of control for Elementary Work and Servicing adequate?  Ref: CAR 706.11 / Std. 726.08(1)(j)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Does the company follow	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-23 Elementary Work, Servicing

	procedures for the recording of Elementary Work and Servicing?  Ref: Std. 726.08(1)(k)				
7.	For flight crew members that request contract servicing, have they been trained in the proper methods and techniques themselves?  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Are the necessary tools and equipment for elementary work and servicing available?  Ref: CAR 706.04(2)(d)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Does the company have facilities adequate for the performance of maintenance and servicing?  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	  Ref.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

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Company: \_\_\_\_\_

Date: \_\_\_\_\_

**AOC-24 Reserved**

**Reserved**

Company: \_\_\_\_\_

Date: \_\_\_\_\_

AOC-25 Servicing - Fueling, De-fueling & Lubrication, Oxygen	
1.	<p>Does the company follow stated procedures for fuel handling and controlling? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p>Ref: Std. 706.08(1)(r)</p>
2.	<p>Is the fuel regularly monitored and tested for quality? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p>Ref:</p>
3.	<p>What standard is used for the companies in support of their fuel handling? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Are their practices in conformance with the standard?</li> </ul> <p>Ref:</p>
4.	<p>Are there records for inspection of the fueling facility? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>For each base or fueling facility?</li> </ul> <p>Ref:</p>
5.	<p>Drum fueling; is the method used to filter the fuel as described in the manual? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p>Ref:</p>
6.	<p>Is there a time limit for storage of fuel in being respected as described in the manual? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p>Ref:</p>

## AOC-25 Servicing - Fueling, De-fueling & Lubrication, Oxygen

7.	Is the condition of the fueling facility, i.e., hoses (bonded), nozzle caps, filters, grounding cables and fire extinguishers being monitored?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref:				
8.	Is the fueling / defueling equipment properly identified and maintained?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref:				
9.	*Are the aircraft refueling points properly identified and placarded?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref:				
10.	*Is the training program for personnel operating fueling / defueling equipment followed as described in the MCM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref:				
11.		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref.				

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

AOC-26 Control of Parts, Parts Pooling	
1.	<p>Are parts and materials owned or used by the company acquired and stored per the procedures described in the manual?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
2.	<p>Is the individual responsible for the control of parts / material knowledgeable about the procedures described in the manual?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
3.	<p>Does the company use a quarantine storage system?</p> <ul style="list-style-type: none"> <li>• Are there procedures stated for limited access and control?</li> <li>• Is it segregated, locked?</li> </ul> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
4.	<p>Does the quarantine store contain unserviceable parts, components, material and equipment?</p> <ul style="list-style-type: none"> <li>• Are these parts being handling according to procedures?</li> <li>• Are these items properly identified and held in temporary transit status?</li> </ul> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
5.	<p>Does the company's system ensure that there are no unserviceable, unidentified or untagged parts in bonded stores?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
6.	<p>Is there a stated policy and</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AOC-26 Control of Parts, Parts Pooling

	requirement for the acquisition of parts and materials used during the performance of elementary work and servicing?  <b>Ref: Std. 706.08(1)(r)</b>
7.	Are shelf-lived items controlled as described in the MPM/MCM? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>  <b>Ref:</b>
8.	Are flammable fluids and materials stored in fireproof cabinets in a separate area? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>  <b>Ref:</b>
9.	Are material batches numbered as described in the MPM/MCM? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>  <b>Ref:</b>
10.	Are scrap items mutilated as described in the MPM/MCM? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>  <b>Ref:</b>
11.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>  <b>Ref.</b>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_



<b>AOC-27 Service Difficulty Reporting SDR</b>					
1.	Are other personnel knowledgeable about the procedures to be followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.14 / Std: 726.08(1)(p) / Std 591.01					
2.	Do company personnel have a clear understanding of what a service difficulty is?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.14 / Std: 726.08(1)(p) / Std 591.01					
3.	Does the Operator submit service difficulty reports (SDRs) as described in the manual? <ul style="list-style-type: none"> <li>• each time the same or a similar defect is encountered?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 726.14 / Std 591.01					
4.	Sample defect entries / maintenance worksheets, are service difficulties being reported? <ul style="list-style-type: none"> <li>• Is there evidence that the operator is not filing Service Difficulty Reports?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 726.14 / Std 591.01					
5.	Does the Operator report unapproved parts via the SDR system?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std 591.01 Appendix D					
6.	Are the reports forwarded within the time frames established in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-27 Service Difficulty Reporting SDR

	Ref: Std. 591.01				
7.	Are SDR records maintained as described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: Std. 591.01				
8.	Is the operator's responsibility for the SDRs, which are discovered by the maintenance contractor, covered in the manual or specified in the maintenance contract?  • Are these requirements met?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: Std. 726.14 / Std. 591.01				
9.	Are all data sources feeding the SDR system functioning as described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: Std. 726.14 / Std. 591.01				
10.		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref.				

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Part 3

# CAR 573 Approved Maintenance Organization Checklists

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(August 2005)

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**Intentionally Blank**

Company: \_\_\_\_\_

Date: \_\_\_\_\_

### AMO-01 Previous Transport Canada Audit

1.	What was the purpose and date of the previous audit?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Were there a significant number of Audit Findings? <ul style="list-style-type: none"> <li>• What conclusions were drawn from the audit?</li> </ul>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Was the audit follow-up completed? <ul style="list-style-type: none"> <li>• List any outstanding audit findings respecting the previous audit?</li> </ul>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	Since the last audit, are there indications of high managerial staff turnover?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Is there any indications of high staff, flight crew or maintenance personnel turnover?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Have there been any changes in the company's scope, size, aircraft, type of service since the previous audit?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AMO-01 Previous Transport Canada Audit

7.	Have there been any additional Operations Specifications or a change to the Maintenance Scope of Approval / Authorized since the previous audit?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
8.	<i>Ref.</i>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

<b>Comments/Summary:</b>			
Items completed by:		Date:	

## AMO-02 Maintenance Policy Manual

### Administrative

1.	Does the manual have: <ul style="list-style-type: none"> <li>a table of contents?</li> <li>reflect the legal business and if applicable trade name?</li> </ul> Ref: Std 573.10(1)(a) & (b)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Does the manual have a description or state: <ul style="list-style-type: none"> <li>of the organization and size,</li> <li>the geographic location and sub base facilities,</li> <li>the general layout of the facilities,</li> <li>the scope of work intended to be performed?</li> <li>Is this description current?</li> </ul> Ref: Std 573.10(1)(b)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Does the AMO certificate and limitation sheet(s) reflect the privileges approved in the organization's MPM? <ul style="list-style-type: none"> <li>Is it current?</li> </ul> Ref: CAR 573.02(2)&(3)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	Is there any evidence that the company may have exceeded the limitations of its approval?                 Ref: CAR 573.02(3)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Is there a signed statement by the AMO certificate holder confirming that the MPM and documents incorporated by reference reflect the certificate holder's means of compliance with the regulations?                 Ref: Std 573.10(1)(c)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>



## AMO-02 Maintenance Policy Manual

6.	<p>If the manual utilizes "Incorporated by Reference Documents", is there a reference list or clear reference to the incorporation embodied in the manual?</p> <ul style="list-style-type: none"> <li>has each reference document and each amendment thereto been certified by the as meeting the requirements of the policy document?</li> </ul> <p>Ref: CAR 573.10(2)(b) &amp; (c)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
7.	<p>Does the manual describe an amendment procedure or process?</p> <p>Ref: Std 573.10(1)(d)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
8.	<p>Is the amendment procedure followed and signed off at the appropriate stages?</p> <p>Ref: Std 573.10(1)(d)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
9.	<p>Does the manual describe the page identification process?</p> <p>Ref: Std 573.10(1)(e)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
10.	<p>Do the pages contained in the manual match those listed in the LEP?</p> <p>Ref: Std 573.10(1)(e)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
11.	<p>Does the manual specify a distribution system and the identity of manual holders / locations?</p> <ul style="list-style-type: none"> <li>Are distribution procedures followed?</li> </ul>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AMO-02 Maintenance Policy Manual

	Ref: Std 573.10(1)(f)	
12.	Do manual holders keep their copies up to date?  Ref: CAR 573.10(8)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
13.	Is the distribution sufficient to ensure individuals performing maintenance have access to the document?  Ref: CAR 573.10(7), Std 573.10(7)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
14.	Complete separate PRM Checklist. (also complete one for individuals holding managerial responsibility for the quality and production functions)  Ref: Std 573.04(3)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
15.	Have management functions (which ensure compliance with the CARs) been assigned to persons other than the PRM, and are the extent of those functions and the specific duties described in the manual?  Ref: CAR 573.04 / Std 573.04(2)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
16.	If persons are assigned total management responsibility for Quality or Production activities, do they meet the standards of competence required by Standard?  Ref: CAR 573.04 / Std 573.04(3) / Std 573.03	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
17.	Does the manual contain a chart depicting the organizational responsibilities?  • Is an organizational chart required for clarity?  Ref: Std 573.04(2)(b)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AMO-02 Maintenance Policy Manual

18.	Is there a process for company personnel to identify or recommend a change to the manual?  <b>Ref: Std 573.10(1)</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
19.	Does the manual contain any information which contradicts TC Civil Aviation Regulations?  <b>Ref: Std 573.10</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>Required Content</b>		
20.	Complete separate Facilities - General Checklist.	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
21.	Complete separate Technical, Regulatory Publications Checklist.	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
22.	Complete separate Maintenance Records Checklist.	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
23.	Complete separate Maintenance Procedures Checklist. <b>2 instructions, job cards</b>	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
24.	Complete separate Quality Program Checklist.	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
25.	Complete separate Maintenance Release Checklist.	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
26.	Complete separate Qualifications - Training Program Checklist.	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
27.	Complete separate Personnel Records Checklist.	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
28.	Complete separate Control of Parts - Aeronautical Products Checklist.	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AMO-02 Maintenance Policy Manual

29.	Complete separate Certification of Maintenance Checklist.	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
30.	Complete separate Support - Overhaul Shops Checklist.	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
31.	Complete separate Test - Measuring Equipment Checklist.	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
32.	Complete separate Maintenance Arrangements Checklist.	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
33.	Complete separate SDR Checklist.	N/A <input type="checkbox"/> Not Checked <input type="checkbox"/>
34.	<i>Ref.</i>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

<b>Comments/Summary:</b>			
Items completed by:		Date:	

Company: \_\_\_\_\_

Date: \_\_\_\_\_

### AMO-03 Person Responsible for Maintenance

<p>1.</p>	<p>Review TC company files, is there documentation to support the evaluation of the PRM?</p> <ul style="list-style-type: none"> <li>• completion of the CARs examination? (AMEs exempt)</li> <li>• check for convictions under Section 7.3 of the AA or CAR 571.10 / .11</li> <li>• are experience requirements appropriate to the type of AMO?</li> <li>• assessment by interview?</li> <li>• Is there a letter on file from the PRM accepting his/her responsibilities for the position?</li> </ul> <p>Ref: CAR 573.03(1)(b) / Std 573.03(1); CAR 573.03(2)</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
<p>2.</p>	<p>If the AMO Certificate holder also holds an AOC, is the PRM for the Air Operator the same person as the PRM for the AMO?</p> <p>Ref: CAR 706.03(2)</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
<p>3.</p>	<p>Has the PRM continued to demonstrate their competence and ability to fulfill the responsibilities of the position?</p> <p>Ref: Std 573.03</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
<p>4.</p>	<p>Ref.</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>

<b>Comments/Summary:</b>			
Items completed by:			Date:

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**AMO-04 Facilities - General**

<p>1.</p>	<p>Does the organization have suitable heated and lighted hangars, docks, workshops, clean rooms and other housing facilities to enable maintenance to be performed in clean conditions and protected from the elements?</p> <p>Ref: CAR573.08(2), Std573.08</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
<p>2.</p>	<p>Are these facilities capable of accommodating the largest aircraft listed in the scope of approval?</p> <p>Ref: Std 573.08(3)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
<p>3.</p>	<p>Is maintenance, other than unforeseen or routine line maintenance as defined in the MPM, performed in the specified facilities?</p> <p>Ref: CAR 573.08(2)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
<p>4.</p>	<p>In the case of conducting maintenance outside of the specified facilities in support of a maintenance arrangement, is the maintenance controlled in accordance with the MPM?</p> <p>Ref: Std 573.08(5)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
<p>5.</p>	<p>Does the organization have suitable tools, jigs, fixtures, inspection aids, measuring devices and other equipment for the type of work undertaken?</p> <p>Ref: CAR 573.08(1)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AMO-04 Facilities - General

6.	Are the maintenance facilities, equipment and level of work performed at each base as described in the MPM?  Ref: CAR 573.08(1)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
7.	Ref.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

<b>Comments/Summary:</b>			
Items completed by:		Date:	



Company: \_\_\_\_\_

Date: \_\_\_\_\_

### AMO-05 Technical / Regulatory Publications

<p>1.</p>	<p>Is the person responsible for keeping publications current aware of his / her responsibilities?</p> <p><b>Ref: MPM</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
<p>2.</p>	<p>Does the organization have technical and regulatory publications according to scope of work performed or listed in their approved manual? Refer to company MPM for identification of publications. The following is a possible list;</p> <ul style="list-style-type: none"> <li>• Aeronautics Act</li> <li>• Canadian Aviation Regulations &amp; appropriate Standards</li> <li>• Type Certificates;</li> <li>• Supplemental Type Certificates;</li> <li>• FAA Advisory Circulars 43.13</li> <li>• Airworthiness Directives, applicable to the aircraft / equipment operated;</li> <li>• manufacturer's maintenance, illustrated parts, overhaul manuals, and service bulletin and service letters,</li> <li>• MCM or MPM</li> </ul> <p><b>Ref: Std 573.10(1)(i)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
<p>3.</p>	<p>Are publications / manuals current, i.e. amendments up-to-date?</p> <p><b>Ref: CAR 571.02(1)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AMO-05 Technical / Regulatory Publications

<p>4.</p>	<p>Is the system for monitoring the currency of publications effective?</p> <ul style="list-style-type: none"> <li>• Does this include publications received from and provided to outside sources?</li> <li>• Is there a list, which identifies each publication's status and location?</li> <li>• Does the list cover publications at sub-bases?</li> </ul> <p>Ref: Std 573.10(1)(i)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
<p>5.</p>	<p>Are there publications which the company should have but do not currently hold?</p> <p>Ref: CAR 571.02(1)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
<p>6.</p>	<p>Are appropriate portions of publications made available, as outlined to:</p> <ul style="list-style-type: none"> <li>• company personnel, contractors?</li> <li>• shops,(i.e. those in shops and sub-bases, management, and contractors)?</li> </ul> <p>Ref: Std 573.10(1)(i)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
<p>7.</p>	<p>Where technical information is available in different mediums, does the company have equipment, i.e. Computers, fiche reader / printer etc., necessary for reading and reproducing this information?</p> <p>Ref: Std 573.10(1)(i)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
<p>8.</p>	<p>If applicable, has the company demonstrated their ability to access Internet publications?</p> <p>Ref: Std 573.10(1)(i)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AMO-05 Technical / Regulatory Publications

9.	*Are all training materials and manuals clearly marked "for training purposes only"?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
10.	Ref:	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

<b>Comments/Summary:</b>			
Items completed by:		Date:	

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**AMO-06 Maintenance Records**

1.	<p>Does the organization follow its approved methods, as described in the MPM, for recording of work performed and ensuring defects are recorded in appropriate documents?</p> <ul style="list-style-type: none"> <li>Are the methods effective / appropriate?</li> </ul> <p>Ref: Std 573.10(1)(j)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
2.	<p>Is the process or procedure used to transmit maintenance information between bases / personnel as described in the MPM?</p> <p>Ref: Std 573.10(1)(j)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
3.	<p>*Does the manual identify the standards, if other than those required by 571.02(1)(b), utilized for the performance of work?</p> <p>Ref: CAR 573.08(3)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
4.	<p>Does the MPM describe the system being used to record the performance of work?</p> <p>Ref: Std 573.10(1)(j)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
5.	<p>Are maintenance records complete?</p> <p>Ref: Std 573.10(1)(j)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
6.	<p>Does the manual describe the procedures being used to control the distribution of and completion of assigned tasks?</p> <ul style="list-style-type: none"> <li>Are the work packages used as described in the MPM?</li> </ul> <p>Ref: Std 573.10(1)(k)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AMO-06 Maintenance Records

7.	Does the manual specify how maintenance tasks are to be recorded?  Ref:	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
8.	Ref.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

<b>Comments/Summary:</b>			
Items completed by:		Date:	

Company: \_\_\_\_\_

Date: \_\_\_\_\_

### AMO-07 Maintenance Procedures

*Note: Procedures are often specific to the organization, therefore supplement checklist questions should be developed based on those procedures.*

1.	Is there sufficient number of personnel to conduct all of the required maintenance, scheduling, elementary work, servicing?  Ref: CAR 573.03(3)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Ref.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Ref.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	Ref.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Ref.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Ref.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AMO-07 Maintenance Procedures

7.	<i>Ref.</i>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
8.	<i>Ref.</i>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
9.	<i>Ref.</i>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
10.	<i>Ref.</i>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
11.	<i>Ref.</i>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
12.	<i>Ref.</i>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
13.		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AMO-07 Maintenance Procedures

	<i>Ref.</i>	
14.	<i>Ref.</i>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
15.	<i>Ref.</i>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
16.	<i>Ref.</i>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
17.	<i>Ref.</i>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

<b>Comments/Summary:</b>			
Items completed by:		Date:	



Company: \_\_\_\_\_

Date: \_\_\_\_\_

### AMO-08 Quality System

1.	Does the MPM contain a detailed description of the quality assurance system?  Ref: <b>Std 573.10(1)(l)</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Does the internal audit program include all functions defined in the MPM?  Ref: <b>Std 573.09(2)(b)</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Is the Quality program under the sole control of either the PRM, or a person assigned this management function?  Ref: <b>Std 573.09(2)(a)</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	Does the quality program include all elements necessary to confirm that the AMO is in compliance with the applicable regulations and the manual?  Ref: <b>Std 573.09(2)(c)</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Does the quality program ensure that all referenced procedures remain applicable and effective?  Ref: <b>Std 573.09(2)(d)</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Is the quality program responsive to any changes within the AMO that could affect the manual and/or the AMO certificate ratings?  <ul style="list-style-type: none"> <li>• Is, or has, the MPM been reviewed to ensure it remains compliance with current regulations?</li> </ul>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AMO-08 Quality System

	Ref: <b>Std 573.09(2)(e)</b>	
7.	<p>Does the quality program address the need for manual amendments resulting from such changes?</p> <p>Ref: <b>Std 573.09(2)(e)</b></p>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
8.	<p>Does the quality assurance program of surveillance or internal audit provide a check of the system's own effectiveness?</p> <p>Ref: <b>CAR 573.09</b></p>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
9.	<p>Does the quality program employ audit checklists to identify all functions controlled by the MPM?</p> <ul style="list-style-type: none"> <li>• sub-bases and deployed maintenance</li> <li>• any maintenance arrangements [Std 573.10(1)(u)]</li> </ul> <p>Ref: <b>Std 573.09(2)(f)</b></p>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
10.	<p>Are checklists sufficiently detailed to ensure that all maintenance functions are addressed?</p> <p>Ref: <b>Std 573.09(2)(f)</b></p>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
11.	<p>Has an initial internal audit been completed within 12 months of the certificate is issue.</p> <p>Did the audit checklists cover all aspects of the AMO's technical activities?</p> <p>Ref: <b>Std 573.09(2)(f)(i)</b></p>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AMO-08 Quality System

12.	<p>Is the recurring cycle of internal audits, conducted at intervals established in the approved manual? (audits may be conducted on a progressive or segmented basis provided that the entire organization system is verified within the applicable interval)</p> <p>Ref: <b>Std 573.09(2)(f)(ii) / Std 573.09(3)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
13.	<p>Are records of findings of compliance and non-compliance resulting from these audits available?</p> <p>Ref: <b>Std 573.09(2)(f)(iii)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
14.	<p>Are there procedures to ensure that the findings of the audits are communicated to the PRM and AMO Certificate holder?</p> <p>Ref: <b>Std 573.09(2)(f)(iv)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
15.	<p>Have immediate and long term actions to correct the root cause of each non-compliance been noted, developed and/or actioned?</p> <p>Ref: <b>Std 573.09(2)(f)(v)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
16.	<p>Have follow-up procedures been carried out to ensure that corrective actions (both immediate and long term) instituted by the AMO are effective?</p> <p>Ref: <b>Std 573.09(2)(f)(vi)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
17.	<p>Is there a record detailing audit findings, corrective actions, and follow up inspections?</p> <p>Ref: <b>Std 573.09(2)(f)(vii)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AMO-08 Quality System

18.	<p>Do these records go back two complete audit cycles?</p> <p>Ref: <b>Std 573.09(2)(f)(vii)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
19.	<p>Individuals that performing quality assurance duties are not to have been directly involved in specific function or performance or certification of those tasks? Is there any evidence of such?</p> <p>Ref: <b>Std 573.09(4)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
20.	<p>Does the organization ensure that quality assurance takes precedence for personnel with responsibilities relating to both the quality system and other functional areas?</p> <p>Ref: <b>Std 573.09(5)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
21.	<p>When performing quality assurance functions, do the individuals report solely / directly to the quality manager?</p> <p>Ref:</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
22.	<p>Are functions related to quality assurance performed by external agents?</p> <p>Ref: <b>Std 573.09(5)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
23.	<p>Where contracted training is utilized, does the organization perform a quality assurance review of the training?</p> <p>Ref:</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AMO-08 Quality System

24.	<p>*Does the quality assurance program influence the need for or when training is required within the organization?</p> <p>Ref: <b>Std 573.06(3)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
25.	<p>Ref.</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

<b>Comments/Summary:</b>			
Items completed by:		Date:	

Company: \_\_\_\_\_

Date: \_\_\_\_\_

### AMO-09 Maintenance Release

<p>1.</p>	<p>Does the organization have a system to authorize staff for signing a maintenance release?</p> <ul style="list-style-type: none"> <li>Does the organization follow the system stated?</li> </ul> <p>Ref: Std 573.10(1)(q)</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
<p>2.</p>	<p>How does the organization evaluate candidates for maintenance release authorization?</p> <ul style="list-style-type: none"> <li>Do they follow this process?</li> </ul> <p>Ref: CAR 573.05 / Std 573.05(2)</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
<p>3.</p>	<p>Do maintenance personnel which have been authorized to sign maintenance releases meet one of the following criteria:</p> <ul style="list-style-type: none"> <li>holder of a valid Canadian AME license?</li> <li>person approved under a foreign state (party to an agreement)?</li> <li>knowledgeable (determined to be equivalent by the Minister)?</li> </ul> <p>For commercially operated aircraft or parts:</p> <ul style="list-style-type: none"> <li>are authorized by the MPM?</li> <li>a person from an approved foreign organization pursuant to local regulations and the organization has approved that individual to make a maintenance release (party to an agreement)?</li> <li>is a holder of an Restricted Certification Authority?</li> <li>for parts, an authorized person that is a member of International Airlines Technical Pool?</li> </ul> <p>Ref: CAR 573.05 / Std 573.05; CAR 571.11(1) - (4) / Std 571.11(1) - (4)</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>

## AMO-09 Maintenance Release

4.	<p>Have individuals, authorized to sign a maintenance release, been trained according to the manual's requirements?</p> <ul style="list-style-type: none"> <li>• Are training records available to support the authorization process?</li> </ul> <p><b>Ref: CAR 573.05(1) / Std 573.05(1)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
5.	<p>For organizations that have implemented a Shop Certification Authority process, were personnel evaluated according to the manual's requirements?</p> <p><b>Ref: CAR 573.05 / Std 573.05(2)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
6.	<p>Do the personnel records for ACA &amp; SCA holders reflect the evaluation of their knowledge and experience?</p> <ul style="list-style-type: none"> <li>• Does the AMO assure itself of the holder's understanding of the regulatory requirements for the work to be performed?</li> </ul> <p><b>Ref: Std 573.05(2)(b)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
7.	<p>Where an organization has accepted the holders experience as the basis for the SCA:</p> <ul style="list-style-type: none"> <li>• is there a record to support the authorization in the individual's file?</li> <li>• Did the experience requirement meet regulatory minimums?</li> </ul> <p><b>Ref: CAR 573.05(2) / Std 573.05(2)(a)(b) Std 573.05(4)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
8.	<p>Have they implemented an MPM policy for issuing of maintenance release authorization credential to each individual holder?</p> <ul style="list-style-type: none"> <li>• Are they following the policy?</li> </ul> <p><b>Ref: Std 573.05(4)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AMO-09 Maintenance Release

9.	<p>Does the system ensure that only qualified personnel are authorized to sign a maintenance release? Does the system monitor or cater to:</p> <ul style="list-style-type: none"> <li>• individuals for expired licenses?</li> <li>• staff departures?</li> <li>• individuals that are not qualified to certify all aircraft maintained by the organization?</li> </ul> <p>Ref: CAR 573.05 / Std 573.05(2)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
10.	<p>How do they identify the holder of an ACA and/or SCA?</p> <ul style="list-style-type: none"> <li>• If the organization uses approval stamps, are the stamps properly maintained and controlled?</li> <li>• If the organization uses electronic signatures, how are they controlled?</li> </ul> <p>Ref:</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
11.	<p>Does the stamp control process cover how the organization will deal with replacement of stamps?</p> <ul style="list-style-type: none"> <li>• lost / stolen?</li> <li>• worn out?</li> <li>• succession?</li> </ul> <p>Ref:</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
12.	<p>Are maintenance releases actioned by electronic methods?</p> <ul style="list-style-type: none"> <li>• If so does the organization have a system or method back up and protect the electronic record system?</li> </ul> <p>Ref: CAR 103.04</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
13.	<p>For individual permitted to certify at the sub task level, have they been provided sufficient training in the task undertaken?</p> <p>Ref: Std 573.06(1)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>



## AMO-09 Maintenance Release

14.	<p>Is the work area supervisor required to be knowledgeable of the individual's qualifications for the work undertaken?</p> <p>Ref: Std 573.06(1)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
15.	<p>Does the organization permit limited NDT work to be carried out under Appendix K requirements?</p> <ul style="list-style-type: none"> <li>• Are they following the policy?</li> </ul> <p>Ref: Std 573.05(3)(b)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
16.	<p>Ref.</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

<b>Comments/Summary:</b>			
Items completed by:		Date:	

Company: \_\_\_\_\_

Date: \_\_\_\_\_

### AMO-10 Qualification & Training Program

<p>1.</p>	<p>Does the company follow the training policy described in their MPM?</p> <p>Ref: CAR 573.06(1), Std 573.10(1)(r)</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
<p>2.</p>	<p>Is the person responsible for the training program knowledgeable about his or her duties and responsibilities?</p> <p>Ref: CAR 573.03</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
<p>3.</p>	<p>Does the training program cover initial, update or additional training?</p> <p>Ref: CAR 573.06(2)</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
<p>4.</p>	<p>Does the initial training program cover training in regulations, standards and the approved manual?</p> <ul style="list-style-type: none"> <li>• Have all employees with technical responsibilities received the required initial training, as specified in MPM?</li> <li>• Does initial training cover all technical employees, not just ACA or SCA holders?</li> </ul> <p>Ref: CAR 573.06(1)</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
<p>5.</p>	<p>Is "update training" conducted on an initial 3 year cycle, unless modified by the results of a quality assurance program?</p> <ul style="list-style-type: none"> <li>• Has update training been completed?</li> </ul> <p>Ref: CAR 573.06(2) / Std 573.06(2); Std 573.06(3)</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>

## AMO-10 Qualification & Training Program

6.	<p>Does the organization have a process to determine or identify what "additional training" is and when it is required?</p> <ul style="list-style-type: none"> <li>Are there examples of this being carried out?</li> </ul> <p>Ref: Std 573.06(3)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
7.	<p>Is there an accurate and current record-keeping system tracking all training as described in the manual?</p> <p>Ref: CAR 573.07(1)(c)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
8.	<p>Does the personnel record contain training documentation necessary to support the individuals' present duties and responsibilities?</p> <p>Ref: CAR 573.06(2)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
9.	<p>Are non-TC approved aircraft training courses controlled to ensure the quality?</p> <p>Ref:</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
10.	<p>Is there a training program for specialists (e.g., shop personnel, (NDT personnel, supervisors) and is it followed as described in the manual?</p> <p>Ref:</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
11.	<p>Does the training provided assure that all staff with technical responsibilities are competent in the areas for which they are responsible?</p> <p>Ref: Std 573.06(1)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AMO-10 Qualification & Training Program

12.	<p>Does the organization hold an approval to conduct aircraft type courses?</p> <ul style="list-style-type: none"> <li>If so, use the Approved Training Organizations checklist, s. 3.7.</li> </ul> <p>Ref: CAR 571.02(3)</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
13.	<p>Do the records reflect: (see Personnel Records)</p> <ul style="list-style-type: none"> <li>the type of training;</li> <li>the location;</li> <li>the duration of training;</li> <li>the recurrent training program;</li> <li>examination control;</li> <li>the certificates issued; and</li> <li>the failure rate?</li> </ul> <p>Ref: Std 573.07(1)</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
14.	<p>Does the quality assurance program influence the need for or when training is required within the organization?</p> <p>Ref: Std 573.06(3)</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
15.	<p>Are all training materials and manuals clearly marked "for training purposes only"?</p> <p>Ref:</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
16.	<p>For individual permitted to certify at the sub task level, have they been provided sufficient training in the task undertaken?</p> <p>Ref: Std 573.06(1)</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
17.	<p>Ref:</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

**AMO-11 Personnel Records**

1.	<p>Are personnel records kept as described in the manual, maintained?</p> <ul style="list-style-type: none"> <li>Are there records in use which are not described in the manual?</li> </ul> <p>Ref:</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
2.	<p>Does the certificate holder keep records of training provided for two years since the last entry?</p> <p>Ref: CAR 573.07(1)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
3.	<p>Are there examples of training records or certificates provided to the individual that has undergone training?</p> <p>Ref: CAR 573.07(2)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
4.	<p>Is a record provided to the person who has received the authorization?</p> <p>Ref: CAR 573.07(2)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
5.	<p>Is there a list of personnel indicating their qualifications and authorizations?</p> <p>Ref: CAR 573.07(1)(b)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
6.	<p>Does the manual specify other documents separate from it, for which the recording of authorizations are to be kept?</p> <p>Ref: Std 573.07</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

7.	Do the personnel records contain "qualifications" for management assigned personnel?  Ref: CAR 573.07(1)(a)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
8.	Is any management functions sub delegated? If so, is there a record of the individual's qualifications available?  Ref: CAR 573.07(1)(a)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
9.	Do the records reflect: (see Qualifications & Training) <ul style="list-style-type: none"> <li>• the type of training;</li> <li>• the location;</li> <li>• the duration of training;</li> <li>• the recurrent training program;</li> <li>• examination control;</li> <li>• the certificates issued; and</li> <li>• the failure rate?</li> </ul> Ref: Std 573.07(1)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
10.	Ref.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

<b>Comments/Summary:</b>			
Items completed by:		Date:	

**Reserved**



Company: \_\_\_\_\_

Date: \_\_\_\_\_

### AMO-13 Control of Parts - Aeronautical Supplies

#### Receiving Inspections

1.	Is the individual responsible for receiving inspections knowledgeable with the procedures described in the MPM?  Ref: Std 573.10(1)(m)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Does the receiving inspector ensure that parts, material and components are properly identified with traceability back to the originator?  Ref: Std 573.10(1)(m)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Does the receiving inspection process identify unapproved parts and ensure that they are quarantined for further action?  Ref: Std 573.10(1)(m)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	Does the receiving inspector ensure that compliance with airworthiness directives regarding parts, materials and components upon receipt?  Ref: Std 573.10(1)(m)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Does the organization follow the policies and procedures for receiving inspections as described in the MPM?  Ref: Std 573.10(1)(m)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

#### Control of Parts / Material

6.	Is the individual responsible for the control of parts / material knowledgeable about the procedures described in the MPM?  Ref: Std 573.10(1)(m)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
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## AMO-13 Control of Parts - Aeronautical Supplies

7.	<p>Is access to bonded stores restricted and controlled as described in the MPM?</p> <p><b>Ref: Std 573.10(1)(m)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
8.	<p>Does the system provide traceability back to the original certification?</p> <p><b>Ref: Std 573.10(1)(m)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
9.	<p>Are aeronautical products properly certified or re-certified as described in the MPM?</p> <p><b>Ref: Std 573.10(1)(m)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
10.	<p>Is material batch coding utilized and are batches numbered as described in the MPM?</p> <p><b>Ref: Std 573.10(1)(m)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
11.	<p>Are aeronautical products stored in an organized manner?</p> <ul style="list-style-type: none"> <li>• Are aeronautical products isolated from non-aeronautical products?</li> </ul> <p><b>Ref: Std 573.10(1)(m)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
12.	<p>Is raw material stock (e.g. sheet, bars, extrusions) identified and stored as described in the MPM?</p> <p><b>Ref: Std 573.10(1)(m)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AMO-13 Control of Parts - Aeronautical Supplies

13.	<p>Does the company's system ensure that there are no unserviceable or unidentified or untagged parts located in the bonded stores?</p> <p>Ref: Std 573.10(1)(m)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
14.	<p>Does the organization follow the procedures in the MPM for the control of shelf-lived items?</p> <ul style="list-style-type: none"> <li>• Are there items located in the stores area past their expiration date?</li> </ul> <p>Ref: Std 573.10(1)(m)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
15.	<p>Is there a system of quarantine?</p> <ul style="list-style-type: none"> <li>• is it segregated?</li> <li>• lockable?</li> <li>• contain unserviceable parts, components, material and equipment which have been stored for an excessive amount of time?</li> </ul> <p>Ref: Std 573.10(1)(m)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
16.	<p>Are quarantine items properly identified including those held in temporary transit status?</p> <p>Ref: Std 573.10(1)(m)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
17.	<p>Does the company redistribute parts? If so, is this specified in its letter of approval?</p> <ul style="list-style-type: none"> <li>• If not approved to do so, do they provide the original certification when distributing the part?</li> </ul> <p>Ref: Std 573.10(1)(m)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AMO-13 Control of Parts - Aeronautical Supplies

18.	Are flammable fluids / materials stored in a fireproof cabinet, located in a separate area?  <b>Ref: Std 573.10(1)(m)</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
19.	Are scrap items mutilated as described in the MPM?  <b>Ref: Std 573.10(1)(m)</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
20.	Are customer-returned or unserviceable parts held in quarantine?  <b>Ref: Std 573.10(1)(m)</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
21.	Are airworthiness certifications attached to products and verified prior to packaging and shipping?  <b>Ref: Std 573.10(1)(m)</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
22.	Does the organization follow the policies and procedures for control of parts/material as described in the MPM?  <b>Ref: Std 573.10(1)(m)</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
23.	<b>Ref.</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

<b>Comments/Summary:</b>			
Items completed by:		Date:	

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**AMO-14 Support, Overhaul Shops**

1.	Does the organization follow the policies and procedures for shops as described in the MPM?  Ref: Std 573.10(1)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Is the individual responsible for the shop knowledgeable about the procedures described in the MPM?  Ref: Std 573.10(7)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Does the organization ensure the competence of shop personnel through training as described in the MPM?  Ref: Std 573.10(1)(q)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	How is the shop supervisor made aware of the technicians training and qualifications for the work under process?  Ref: Std 573.10(1)(q)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Do shops have the up-to-date manuals required to accomplish the task as described in the MPM?  <ul style="list-style-type: none"> <li>• Compare manuals to the location register.</li> <li>• Do shop personnel have access to the MPM?</li> </ul> Ref: Std 573.10(1)(l)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Do shops follow control and traceability procedures for all incoming and outgoing parts, materials and components as described in the MPM?  Ref: Std 573.10(1)(m)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AMO-14 Support, Overhaul Shops

7.	<p>Does the organization ensure that work orders and inspection sheets are completed in accordance with the MPM?</p> <p><b>Ref: Std 573.10(1)(k)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
8.	<p>Are inspection sheets as described in the MPM utilized and kept up to date?</p> <p><b>Ref: Std 573.10(1)(k)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
9.	<p>How does the technician record additional defects discovered during the inspection process?</p> <p><b>Ref: Std 573.10(1)(j)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
10.	<p>Are the individual technicians permitted to change the work scope?</p> <p><b>Ref: Std 573.10(1)(k)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
11.	<p>For work that is temporarily suspended or delayed, is there an adequate technical pass over system for the work when restarted?</p> <p><b>Ref: Std 573.10(1)(j)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
12.	<p>Does the company utilize computer software for the control of work processes?</p> <ul style="list-style-type: none"> <li>• Is the computer record the sole historical record? If so, is there a back up data process or method?</li> </ul> <p><b>Ref: Std 573.10(1)(j)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AMO-14 Support, Overhaul Shops

13.	<p>Have individual shops developed unique work processes / processes that should be included in the MPM or a procedures manual?</p> <p>Ref: Std 573.10(1)(j)&amp;(k)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
14.	<p>Do the shops contain adequate tooling, fixtures, jigs and specialty tools for the intended work?</p> <p>Ref: Std 573.08(1) &amp; (2)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
15.	<p>Do shops have special tools and equipment properly calibrated to accomplish the tasks required as described in the MPM?</p> <p>Ref: Std 573.08(1) &amp; (2) / Std 573.10(1)(w)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
16.	<p>Ref.</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

<b>Comments/Summary:</b>			
Items completed by:		Date:	



Company: \_\_\_\_\_

Date: \_\_\_\_\_

**AMO-15 Test, Measuring Equipment**

1.	Does the organization follow the policies and procedures for control and calibration of test and measuring equipment as described in the MPM?  Ref: CAR 573.08 Std 573.10(1)(w) CAR 571.02(2)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Is the individual responsible for this control knowledgeable about the procedures detailed in the MPM?  Ref: Std 573.10(1)(w)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Does the system provide traceability for all calibrated equipment?  Ref: CAR 573.08 Std 573.10(1)(w) CAR 571.02(2)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	Are these items properly identified and maintained?  Ref: Std 573.10(1)(w)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Does the company ensure that all test and measuring equipment is controlled and that calibration is up to date?  Ref: CAR 571.02(2); Std 573.10(1)(w)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Does the organization clearly state which equipment will require calibration, e.g. Measuring equipment utilized to verify maintenance specifications / parameters?  Ref: Std 573.10(1)(w)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AMO-15 Test, Measuring Equipment

7.	Ref.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
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<b>Comments/Summary:</b>			
Items completed by:		Date:	

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**AMO-16 Maintenance Arrangements**

1.	<p>Has the AMO developed specific and administrative approval procedures governing maintenance arrangements to entered into by the AMO?</p> <ul style="list-style-type: none"> <li>If not, are contracts submitted individually to the Minister for approval?</li> </ul> <p>Ref: Std 573.11(1)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
2.	<p>Does the AMO contracting out the work specify the tasks to be performed?</p> <ul style="list-style-type: none"> <li>Do they also specify who is responsible for the completion and certification of the work to be performed?</li> </ul> <p>Ref: Std 573.11(2)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
3.	<p>Where the work is undertaken by a non-approved organization, who is responsible to certify the work?</p> <ul style="list-style-type: none"> <li>Did the AMO personnel certifying the work have "direct supervision" over the person from the organization tasked with completion of the work re: CAR 571.11(5)?</li> </ul> <p>Ref: Std 573.11(3)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
4.	<p>Is the quality assurance group involved in assessing the contract before it's awarded?</p> <ul style="list-style-type: none"> <li>Does QA audit the proposed contractor for facilities, work scope and capabilities prior to the work starting?</li> <li>Are all parties' responsibilities clearly defined in the manual and the contract?</li> </ul> <p>Ref: Std 573.11(1)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
5.	<p>Have the applicability and authority of the publications been delineated in the contract?</p> <p>Ref: Std 573.11(1)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AMO-16 Maintenance Arrangements

6.	<p>Has the AMO adopted any of contract facility publications, i.e. repair methods and techniques?</p> <ul style="list-style-type: none"> <li>Do these methods / techniques require TCCA approval?</li> </ul> <p><b>Ref: Std 573.11(1)</b></p>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
7.	<p>Does the contract include capturing information which may effect an approved reliability program, therefore required to be submitted to the aircraft or aeronautic products owner?</p> <p><b>Ref:</b></p>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
8.	<p>Does the sub contractor in turn, subcontract any part of the work?</p> <p><b>Ref: Std 573.11(1)</b></p>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
9.	<p>Have all phases of the subcontractor's arrangements been investigated using the same procedures as for the main contractor?</p> <p><b>Ref:</b></p>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
10.	<p>Does the organization follow the policy and procedures specified in the manual?</p> <p><b>Ref: Std 573.11(1)</b></p>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
11.	<p>Where the work is to be performed outside of Canada, has the person been approved by a manual approved under the Foreign States' requirements?</p> <p><b>Ref: CAR 571.11(3)</b></p>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AMO-16 Maintenance Arrangements

12.		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	<i>Ref.</i>	

<b>Comments/Summary:</b>			
Items completed by:		Date:	

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**AMO-17 Reserved**

**Reserved**

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**AMO-18 Reserved**

**Reserved**

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**AMO-19 Service Difficulty Reporting**

1.	Are other personnel knowledgeable about the procedures to be followed?  <b>Ref: Std: 573.12 / Std 591.01</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Do company personnel have a clear understanding of what a service difficulty is?  <b>Ref: Std 573.12 / Std 591.01</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Does the AMO submit service difficulty reports (SDRs) as described in the manual?  <ul style="list-style-type: none"> <li>• each time the same or a similar defect is encountered?</li> <li>• How do they report or advise aircraft or aeronautical product owner that an SDR was submitted is that one is required to be?</li> </ul> <b>Ref: Std 573.12 / Std 591.01</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	Sample defect entries / maintenance worksheets, are service difficulties being reported?  <ul style="list-style-type: none"> <li>• Is there evidence that the operator is not filing Service Difficulty Reports?</li> </ul> <b>Ref: Std 591.01</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Does the AMO report unapproved parts via the SDR system?  <b>Ref: Std 591.01 Appendix D</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>



## AMO-19 Service Difficulty Reporting

6.	<p>Are the reports forwarded within the time frames established in the manual?</p> <p>Ref: Std 573.12 / Std 591.01</p>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
7.	<p>Are SDR records maintained as described in the manual?</p> <p>Ref: Std 573.12 / Std 591.01</p>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
8.	<p>Is the operator's responsibility for the SDRs, which are discovered by the maintenance contractor, covered in the manual or specified in the maintenance contract?</p> <ul style="list-style-type: none"> <li>• Are these requirements met?</li> </ul> <p>Ref: Std 573.12 / Std 591.01</p>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
9.	<p>Are all data sources feeding the SDR functioning as described in the manual?</p> <p>Ref: Std 573.12 / Std 591.01</p>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
10.	<p>Ref.</p>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

<b>Comments/Summary:</b>			
Items completed by:			Date:

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**AMO-20 NDT, Personnel Certification**

**Notice to audit personnel:** *The quality of an audit of this area is dependent upon the auditor becoming familiar with the Standard utilized. For pre audit activities, ensure that a copy of the Standard is available and that supplement checklist questions are derived directly from the requirements contained in the Standard.*

1.	Identify which Standard the organization has qualified/certified personnel to: <ul style="list-style-type: none"> <li>• National Aerospace Standard (NAS) 410?</li> <li>• Canadian General Standards Board (CGSB); CAN/ CGSB -48. 9712-00 Nondestructive Testing and Certification of Personnel?</li> <li>• International Standard ISO 9712-99, Nondestructive Testing - Qualification and Certification of Personnel?</li> <li>• European NDT Standard EN 473, Qualification and Certification of NDT Personnel - General Principles?</li> <li>• Is an alternate Standard in use? If so, does this publication have an identification number?</li> </ul>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Is the Standard identified the most recent or latest version?  <b>Ref: CAR 573.02(1)(c)</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Are qualification /certification records up-to-date and available for <u>each</u> of the NDT personnel? <ul style="list-style-type: none"> <li>• do they specify level, method, and techniques for which individual is certified?</li> <li>• identify current certification expiration(s) date(s)?</li> <li>• training history identifying source / dates of training, course hours, grades?</li> <li>• for in-house certification systems, do they contain test scores of qualification examinations?</li> <li>• contain results of physical examinations?</li> </ul> demonstrate a history sufficient to satisfy experience requirements for certification?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AMO-20 NDT, Personnel Certification

4.	<p>For those organizations that adopt an in-house technician qualification / certification process, are procedures adequate to control or reflect information concerning:</p> <ul style="list-style-type: none"> <li>• is there re examination required under this system?</li> <li>• are tests periodically revised or changed?</li> <li>• is there a grading system?</li> <li>• is there minimum number of questions and does the question content cover the level and method being reviewed?</li> <li>• do examination questions reflect the equipment and procedures in use at the facility?</li> <li>• do the Level II practical tests state the number of parts to be evaluated?</li> <li>• does the Level III technician meet the requirements of the certification standard?</li> <li>• are tests results filed and available for review ?</li> </ul>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p>*auditors may utilize appropriate ATO checklists for the control of training program elements if required.</p>
5.	<p>Do technicians undergo eye examinations at the required frequency?</p> <ul style="list-style-type: none"> <li>• do the test results meet the requirements of the standard?</li> <li>• was the examination carried out by a recognized organization or by someone approved by an appropriate individual?</li> </ul>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
6.	<p>Is the level of NDT activity sufficient to allow technicians to maintain their qualifications?</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
7.	<p>Does the organization follow any type of recurrency training for personnel as it applies to the NDT process or by equipment changes?</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>

## AMO-20 NDT, Personnel Certification

8.	For NDT Radiographic, do the technicians hold a certified device operator permit for handling isotopes?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>Appendix K</b>		
9.	<p>Has the (AMO) technician complied with the training requirements?</p> <ul style="list-style-type: none"> <li>• received specified training to carry-out the applicable Appendix K task and procedure within the method</li> <li>• is the trainer CGSB level II or III certified for the appropriate NDT method?</li> <li>• does the training meet the CGSB level I standard for the method?</li> </ul>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
10.	Review records for comparison to confirm Appendix K operations restricted to the training received.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
11.	<p>Is a contract in place with a recognized training organization or an AMO holding appropriate ratings?</p> <ul style="list-style-type: none"> <li>• does the contract provide for MPM quality system input and on-going support?</li> <li>• does the contract include provisions to audit the applicant annually?</li> </ul>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
12.	<p>Is documented evidence of successful training and test completion available?</p> <ul style="list-style-type: none"> <li>• does documentation cover all procedures that are authorized</li> <li>• are training records retained</li> <li>• are examinations and test</li> </ul>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AMO-20 NDT, Personnel Certification

	parts available?	
13.	<p>Is allowable scope of NDT work listed in the AMO's personnel training records?</p> <ul style="list-style-type: none"> <li>is a record of work kept by the AMO?</li> </ul>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
14.		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

<b>Comments/Summary:</b>			
Items completed by:		Date:	

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**AMO-21 NDT, Liquid Penetrant**

**Notice to audit personnel:** *The quality of an audit of this area is dependent upon the auditor becoming familiar with the Standard utilized. For pre audit activities, ensure that a copy of the Standard is available and that supplement checklist questions are derived directly from the requirements contained in the Standard.*

1.	<p>Are liquid penetrant inspections conducted in accordance with the following standard(s):</p> <ul style="list-style-type: none"> <li>• SAE Aerospace Material Specification (AMS)?</li> <li>• American Society for Testing and Materials (ASTM)?</li> <li>• International Standard (ISO)?</li> <li>• Other standards? (List _____)</li> </ul> <p>Note: OEM may provide process, standard or procedure.</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
2.	<p>Is the Standard identified the most recent or latest version?</p> <p>Ref: CAR 573.02(1)(c)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
3.	<p>Is the organization utilizing a comprehensive checklist / survey procedure for the purposes of conducting a self audit?</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Note: industry developed checklists are available for comparison</p>
4.	<p>Does the organization follow a standard for the development of written procedures?</p> <ul style="list-style-type: none"> <li>• If so, do written procedures conform?</li> </ul>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Note: Industry guidance is available in ATA 100 and ASNT</p>

## AMO-21 NDT, Liquid Penetrant

5.	Are NDT procedures approved by Level III or traceable to an OEM certification? <ul style="list-style-type: none"><li>Is Level III services provided by the use of outside agency?</li></ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
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### Part Preparation / Pre-cleaning

6.	Does the part preparation / pre-cleaning process adequately prepare the surface for application of the penetrant?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Are the prescribed inspection procedures and/or instructions available and followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### Penetrant Selection and Application

8.	Are the penetrant/emulsifier tanks clearly marked to identify their contents?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Do the materials used in the inspection process meet the requirements of the approved process specification?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Are the materials used in the inspection process protected from contamination?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AMO-21 NDT, Liquid Penetrant

11	Is there a means to verify parameters such as dwell times or temperatures?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>Dryer Controls</b>		
12.	Are temperatures controls and levels monitored according to procedures?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>System Performance Checks</b>		
<p>For the items 13 - 20 below, the following questions may apply to each:</p> <p>a) Has a check / test procedure been developed? Is one required?</p> <p>b) Does the procedure require the use of special tools to be used in the performance of the check / test?</p> <p>c) Is the individual performing the check / test been trained to do so?</p> <p>d) What is the frequency of the check / test?</p> <p>e) Are there records of the checks / tests and do they indicate acceptable results?</p>		
13.	<p>Are the following quality assurance tests performed on penetrants:</p> <ul style="list-style-type: none"> <li>• penetrant sensitivity?</li> <li>• water wash-ability?</li> <li>• penetrant brightness test</li> <li>• water content of water-washable penetrants (reused)</li> </ul>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>



## AMO-21 NDT, Liquid Penetrant

14.	<p>Are the following quality assurance tests performed on the emulsifier:</p> <ul style="list-style-type: none"> <li>• sensitivity?</li> <li>• water wash-ability?</li> <li>• contamination with penetrant?</li> <li>• contamination with water?</li> <li>• Lipophilic Emulsifiers water content (reused)</li> <li>• Hydrophilic Emulsifiers concentration</li> </ul>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
15.	<p>Are quality assurance tests performed on the developer, if applicable:</p> <ul style="list-style-type: none"> <li>• dry developer characteristics?</li> <li>• aqueous developer characteristics / concentration (soluble and suspended) ?</li> </ul>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
16.	<p>Is a penetrant system performance check carried out using a known defect standard and applicable acceptance criteria (for example nickel-chrome cracked panels)?</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
17.	<p>Are records available for all of the quality assurance tests performed?</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
<p><b>Lighting</b></p>		
18.	<p>Are the ultraviolet (black) lights checked for intensity and for operating condition in accordance with specifications?</p> <ul style="list-style-type: none"> <li>• are calibrated meters available?</li> </ul>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AMO-21 NDT, Liquid Penetrant

19.	Are white light levels monitored and within specifications?  • are calibrated meters available?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
20.	Are records available for all of the quality assurance tests performed?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>Inspection</b>		
21.	Do the inspectors practice dark adaptation prior to commencing inspection?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
22.	Are steps taken to eliminate extraneous visible light sources from the darkened inspection area?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
23.	Is the inspection performed at the proper stage of the manufacturing /overhaul process?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>Post Cleaning</b>		
24.	Are parts properly cleaned following the inspection process?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>Part Disposition</b>		
25.	Are there steps in place for proper disposition of the part after inspection?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AMO-21 NDT, Liquid Penetrant

26.	Does the handling of the part, (for example - work processing, routing documents / travelers, tagging, certification) follow general AMO procedures or is a unique system in use for NDT?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
27.	Does the company calibration procedures ensure NDT equipment is controlled / removed from service at the appropriate interval?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
28.		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

<b>Comments/Summary:</b>			
Items completed by:		Date:	

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**AMO-22 NDT, Eddy Current**

**Notice to audit personnel:** *The quality of an audit of this area is dependent upon the auditor becoming familiar with the Standard utilized. For pre audit activities, ensure that a copy of the Standard is available and that supplement checklist questions are derived directly from the requirements contained in the Standard.*

1.	<p>Are eddy current inspections conducted in accordance with the following standards;</p> <ul style="list-style-type: none"> <li>• SAE Aerospace Material Specification (AMS)?</li> <li>• American Society for Testing and Materials (ASTM)?</li> <li>• International Standard (ISO)?</li> <li>• Other standards (List _____)</li> </ul> <p>Note: OEM may provide process, standard or procedure.</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
2.	<p>Is the Standard identified the most recent or latest version?</p> <p>Ref: CAR 573.02(1)(c)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
3.	<p>Is the organization utilizing a comprehensive checklist / survey procedure for the purposes of conducting a self audit?</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Note: industry developed checklists are available for comparison</p>
4.	<p>Does the organization follow a standard for the development of written procedures?</p> <ul style="list-style-type: none"> <li>• If so, do written procedures conform?</li> </ul>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Note: Industry guidance is available in ATA 100 and ASNT</p>
5.	<p>Are NDT procedures approved by Level III or traceable to an OEM certification?</p> <ul style="list-style-type: none"> <li>• Are Level III services provided by the use of outside agency?</li> </ul>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AMO-22 NDT, Eddy Current

6.	<p>Is the eddy current test equipment calibrated prior to each inspection, using the prescribed reference standard?</p> <ul style="list-style-type: none"> <li>• is the correct probe in use?</li> <li>• correct conductivity standards used?</li> </ul>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
7.	<p>Are the prescribed inspection procedures and/or technical instructions followed?</p> <ul style="list-style-type: none"> <li>• Are the appropriate reference standards and / or test pieces and the correct eddy current probes clearly identified in the inspection procedures / technical instructions?</li> </ul>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
8.	<p>Are parts / components properly cleaned prior to eddy current testing?</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
9.	<p>Is the operator using the specified eddy current testers?</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
10.	<p>Is the eddy current equipment periodically calibrated to the equipment manufacturer's original electrical / electronic design standards?</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
11.	<p>Are the reference standards, probes and probe cables stored properly when not in use?</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AMO-22 NDT, Eddy Current

12.	Does the handling of the part, (for example - work processing, routing documents / travelers, tagging, certification) follow general AMO procedures or is a unique system in use for NDT?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
13.	Does the company calibration procedures ensure NDT equipment is controlled / removed from service at the appropriate interval?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

<b>Comments/Summary:</b>			
Items completed by:		Date:	

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**AMO-23 NDT, Magnetic Particle**

**Notice to audit personnel:** *The quality of an audit of this area is dependent upon the auditor becoming familiar with the Standard utilized. For pre audit activities, ensure that a copy of the Standard is available and that supplement checklist questions are derived directly from the requirements contained in the Standard.*

1.	<p>Are magnetic particle inspections conducted in accordance with the following standards:</p> <ul style="list-style-type: none"> <li>• SAE Aerospace Material Specification (AMS)?</li> <li>• American Society for Testing and Materials (ASTM)?</li> <li>• International Standard (ISO)?</li> <li>• Other standards? (List _____)</li> </ul> <p>Note: OEM may provide process, standard or procedure.</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
2.	<p>Is the Standard identified the most recent or latest version?</p> <p>Ref: CAR 573.02(1)(c)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
3.	<p>Is the organization utilizing a comprehensive checklist / survey procedure for the purposes of conducting a self audit?</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Note: industry developed checklists are available for comparison</p>
4.	<p>Does the organization follow a standard for the development of written procedures?</p> <ul style="list-style-type: none"> <li>• If so, do written procedures conform?</li> </ul>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Note: Industry guidance is available in ATA 100 and ASNT</p>
5.	<p>Are NDT procedures approved by Level III or traceable to an OEM certification?</p> <ul style="list-style-type: none"> <li>• Is Level III services provided by the use of outside agency?</li> </ul>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AMO-23 NDT, Magnetic Particle

6.	Does the pre-cleaning process adequately prepare the surface for application of the magnetic particles?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
7.	Are the prescribed inspection procedures and/or instructions followed?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
8.	Do the materials used in the inspection process meet the requirements of the approved process specification?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
9.	Are the materials used in the inspection process adequately protected from contamination?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
10.	Do the inspectors practice dark adaptation prior to commencing inspection?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
11.	Are steps taken to eliminate extraneous visible light sources from the darkened inspection area?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<p>For the items 12-19 below the following questions may apply to each:</p> <p>a) Has a check / test procedure been developed? Is one required?</p> <p>b) Does the procedure require the use of special tools to be used in the performance of the check / test?</p> <p>c) Is the individual performing the check / test been trained to do so?</p>		



## AMO-23 NDT, Magnetic Particle

d) What is the frequency of the check / test?

e) Are there records of the checks / tests and do they indicate acceptable results?

12.	Are magnetic particle settling tests and viscosity tests performed to monitor bath concentration?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
13.	Do the bath concentration settling test records show that the concentration levels meet or have been adjusted to those of the prescribed standard?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
14.	Are the ultraviolet (black) lights checked for intensity and for operating condition?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
15.	Is the visible inspection light source checked for intensity?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
16.	Is a light intensity check for visible light performed in the black light inspection area?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
17.	Do the light intensity records show that the light intensity levels meet the acceptability standards?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AMO-23 NDT, Magnetic Particle

18.	Is a calibration for magnetizing current output performed on the magnetic particle inspection unit? <ul style="list-style-type: none"><li>• Is the ammeter gauge calibrated?</li></ul>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
19.	Is a calibration check (dead weight lift) performed on each magnetic yoke?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
20.	Are the calibration records available for the applicable checks?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
21.	Are the parts checked for residual magnetism after demagnetization?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
22.	Are field indicators tested?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
23.	Are the parts properly cleaned following the inspection process?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AMO-23 NDT, Magnetic Particle

24.	Are there steps in place for proper disposition of the part after inspection?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
25.	Is the inspection performed at the proper stage of the manufacturing / overhaul process?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
26.	Does the handling of the part, (for example - work processing, routing documents / travelers, tagging, certification) follow general AMO procedures or is a unique system in use for NDT?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
27.	Does the company calibration procedures ensure NDT equipment is controlled / removed from service at the appropriate interval?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
28.		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

<b>Comments/Summary:</b>			
Items completed by:		Date:	

Company: \_\_\_\_\_

Date: \_\_\_\_\_

### AMO-24 NDT, Radiographic (X-ray)

**Notice to audit personnel:** *The quality of an audit of this area is dependent upon the auditor becoming familiar with the Standard utilized. For pre audit activities, ensure that a copy of the Standard is available and that supplement checklist questions are derived directly from the requirements contained in the Standard.*

1.	<p>Are radiographic inspections conducted in accordance with the following standards:</p> <ul style="list-style-type: none"> <li>• SAE Aerospace Material Specification (AMS)?</li> <li>• American Society for Testing and Materials (ASTM)?</li> <li>• International Standard (ISO)?</li> <li>• Other standard? (List _____)</li> </ul> <p>Note: OEM may provide process, standard or procedure.</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
2.	<p>Is the Standard identified the most recent or latest version?</p> <p>Ref: CAR 573.02(1)(c)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
3.	<p>Is the organization utilizing a comprehensive checklist / survey procedure for the purposes of conducting a self audit?</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>note: industry developed checklists are available for comparison</p>
4.	<p>Does the organization follow a standard for the development of written procedures?</p> <ul style="list-style-type: none"> <li>• If so, do written procedures conform?</li> </ul>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Note: Industry guidance is available in ATA 100 and ASNT</p>
5.	<p>Are NDT procedures approved by Level III or traceable to an OEM certification?</p> <ul style="list-style-type: none"> <li>• Is Level III services provided</li> </ul>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AMO-24 NDT, Radiographic (X-ray)

	by the use of outside agency?	
6.	Are the prescribed inspection procedures and/or instructions followed?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
7.	Are current calibration curves available for each X-Ray generating device?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
8.	Are the specified penetrameters or image quality indicators visible in the radiographs?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
9.	Are the densitometers correctly calibrated at the prescribed intervals?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
10.	Are the radiographs properly identified with the following information: <ul style="list-style-type: none"> <li>• the date of exposure?</li> <li>• the aircraft registration or part/serial number?</li> <li>• the inspection technique, exposure and film location numbers?</li> </ul>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
11.	Are appropriately certified film interpretation reports available for each inspection?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AMO-24 NDT, Radiographic (X-ray)

12.	Are appropriate facilities and equipment available for film development?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<p>For the items 13, 14 below the following questions may apply to each:</p> <p>a) Has a check / test procedure been developed? Is one required?</p> <p>b) Does the procedure require the use of special tools to be used in the performance of the check / test?</p> <p>c) Is the individual performing the check / test been trained to do so?</p> <p>d) What is the frequency of the check / test?</p> <p>e) Are there records of the checks / tests and do they indicate acceptable results?</p>		
13.	Are developer solution control checks performed at a specified periodicity and is a log of the results maintained?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
14.	Are film viewer intensity checks performed at prescribed intervals and are records maintained?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
15.	Are appropriate facilities and equipment available for film interpretation?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
16.	Are the maximum readable film densities posted on each film viewer?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
17.	Is the illumination (lighting / reflections) in the film	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AMO-24 NDT, Radiographic (X-ray)

	interpretation area such that there are no reflections on the film under examination?	
18.	Is the film handled, processed and stored in accordance with manufacturer recommendations?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
19.	Are radiographic procedures performed so that persons do not receive radiation dosages exceeding the maximum allowed by the applicable radiation safety codes?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
20.	Are appropriate radiation safety measures in place? <ul style="list-style-type: none"> <li>• are personnel radiation safety records kept?</li> <li>• are badges, meters, dosimeters utilized?</li> </ul>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
21.	Does the handling of the part, (for example - work processing, routing documents / travelers, tagging, certification) follow general AMO procedures or is a unique system in use for NDT?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
22.	Does the company calibration procedures ensure NDT equipment is controlled / removed from service at the appropriate interval?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
23.		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>







## AMO-25 NDT, Ultrasonic

6.	Are part surfaces adequately prepared prior to commencement of the ultrasonic inspection?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
7.	Are the prescribed inspection procedures and/or instructions followed?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
8.	Are the testers, electrical cables and transducers properly maintained and stored?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<p>For the item 9 below the following questions may apply to each:</p> <p>a) Has a check / test procedure been developed? Is one required?</p> <p>b) Does the procedure require the use of special tools to be used in the performance of the check / test?</p> <p>c) Is the individual performing the check / test been trained to do so?</p> <p>d) What is the frequency of the check / test?</p> <p>e) Are there records of the checks / tests and do they indicate acceptable results?</p>		
9.	<p>Is the equipment calibrated in accordance with a company calibration system?</p> <p>If not, is it checked / tested for:</p> <ul style="list-style-type: none"> <li>• for linearity of the time base and amplifier?</li> <li>• for scale calibration for transverse waves?</li> <li>• for sensitivity?</li> <li>• for resolution?</li> <li>• for zero point of angle transducers?</li> <li>• for exit point of angle transducers?</li> </ul>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AMO-25 NDT, Ultrasonic

	<ul style="list-style-type: none"> <li>for refracted angle of angle transducers?</li> </ul>	
10.	Is the equipment tested prior to / and during each inspection using a test piece prescribed in the inspection procedures?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
11.	Are calibration records available for each item calibrated?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
12.	Are the test pieces and calibration standards properly identified and stored?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
13.	Are parts properly cleaned after the inspection process?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
14.	Is the inspection performed at the proper stage of the manufacturing / overhaul process?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
15.	Are there procedures in place, and followed for proper disposition of the part after inspection?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
16.		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>





## AMO-26 Welding

	sufficient to satisfy experience requirements for certification?	
<b>Metallic Arc Welding</b>		
4.	Does the organization utilize a Standard for the performance of the work?  Note: OEM may provide process, standard or procedure.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Are the electrode manufacturer's recommendations or drawing requirements observed with regard to current, polarity, and so on?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Is the type of electrode used suitable for the material being welded?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
7.	Are pre-heat and post-heat requirements adhered to?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
8.	Are electrodes identified and properly stored?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>Tungsten Inert Gas (TIG) Shielded-Arc Welding</b>		
9.	Does the organization utilize a Standard for the performance of the work?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AMO-26 Welding

	Note: OEM may provide process, standard or procedure.	
10.	Are the various types of metals to be welded cleaned in compliance with the process standards applicable to each type?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
11.	Is the time lapse between cleaning and welding minimized?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
12.	Are welding rods identified and properly stored?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
13.	Is the post-heat furnace temperature controlled?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
14.	Are titanium parts inspected to ensure that they are free from oxide, scale, oil, grease or other contaminants prior to welding?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
15.	Are titanium parts visually inspected for discoloration (which is acceptable when welded surfaces are silver to light straw-yellow in colour)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
16.	Are titanium parts welded in the open air or in a vacuum	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AMO-26 Welding

	chamber?	
17.	Are titanium test coupons used for contamination checks of the inert atmosphere in the welding chamber?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>Fusion Welding</b>		
18.	<p>Does the organization utilize a standard or specification for the performance of the work?</p> <ul style="list-style-type: none"> <li>If so, what is the identity of the document?</li> </ul> <p>Note: OEM may provide process, standard or procedure.</p>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
19.	Are the surfaces of all parts to be joined free from foreign matter (oil, grease, paint, dirt, scale, electroplating or other contaminants)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
20.	Are the interior walls of all tubing thoroughly cleaned of filings, chips and other foreign matter?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
21.	Are welded joints free from slag, flux, and so on?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
22.	<p>Are fusion-welded parts visually inspected for:</p> <ul style="list-style-type: none"> <li>convexity, concavity and size</li> </ul>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>



## AMO-26 Welding

	beads? <ul style="list-style-type: none"> <li>• undercutting, overlapping and excessive penetration?</li> <li>• cracks, porosity and inclusions?</li> <li>• other metallic discontinuities?</li> </ul>	
23.	Are NDT or pressure-test inspections carried out in accordance with the relevant schedule?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
24.		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

<b>Comments/Summary:</b>	
Items completed by:	Date:

Company: \_\_\_\_\_

Date: \_\_\_\_\_

## AMO-27 European Aviation Safety Agency (EASA) Supplement

**Notice to audit personnel:** *The quality of an audit of this area is dependent upon the auditor becoming familiar with the Special Conditions included in the guidance material for the TCCA/EASA Administrative Arrangement on Maintenance (AAM-G) (Superseding former JAA TGL 23). For pre audit activities, ensure that the latest copy of AAM-G is available. The auditor must sample work packages and release documents to verify compliance with EASA requirements.*

*Administrative and Procedural findings should be handled through the normal Corrective Action Plan process. For any safety related findings against the work performed on European Products, the findings must be forwarded to the Office of Principal Interest in Headquarters.*

**Link to the AAM-G:** [http://www.easa.eu.int/home/org\\_appro\\_cao\\_part145\\_ca\\_en.html](http://www.easa.eu.int/home/org_appro_cao_part145_ca_en.html)

### EASA Supplement to Maintenance Policy Manual

1.	<p>Is the EASA Supplement attached to the organization's Maintenance Policy Manual current?</p> <ul style="list-style-type: none"> <li>• Does the supplement reflect the legal business and if applicable trade name?</li> <li>• Does the supplement meet the current requirements of AAM-G?</li> <li>• Is the amendment procedure for the supplement followed and signed off by the identified person?</li> </ul> <p><b>Ref: EASA AAM-G, (Appendix 1, para 2 and 3)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
2.	<p>Is the EASA Supplement Statement signed by the current Accountable Manager?</p> <p><i>Note: The signature must be that of the Accountable Manager and not that of the PRM or QA Manager.</i></p> <p><b>Ref: EASA AAM-G, (Appendix 1, para 4)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
3.	<p>Does the organization have access to Airworthiness Directives applicable to specific EASA-National Airworthiness Authorities (EASA-NAA) for the component or aircraft?</p> <ul style="list-style-type: none"> <li>• Does the AMO request the customer to provide the relevant applicable ADs?</li> <li>• Does the AMO have a system to identify if the origin of the part is compatible with the requirements of the country of registration of the aircraft or parts?</li> <li>• Does the AMO hold a copy of applicable ADs for 2 years after completion of the AD?</li> </ul> <p><b>Ref: EASA AAM-G, (Appendix 1, para 7)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AMO-27 European Aviation Safety Agency (EASA) Supplement

4.	<p>Are major repairs and alterations being carried out in accordance with the specific EASA-National Airworthiness Authorities (EASA-NAA) requirements?</p> <ul style="list-style-type: none"> <li>Does the AMO request the customer to provide the written proof from the operators EASA-NAA for the approved data to carry out major repairs and major modifications?</li> </ul> <p><b>Ref: EASA AAM-G, (Appendix 1, para 8)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
5.	<p>Does the organization have a procedure for Components Release on TCCA Form 24-0078 after maintenance?</p> <ul style="list-style-type: none"> <li>Does the organization follow the procedure stated?</li> <li>Is the EASA Approval Number included in Block 13 for a European Community customer?</li> <li>Does the TCCA AMO approval number appear in Block 21?</li> <li>Do both boxes of block 19 tick to signify compliance with Canadian and EASA requirements.</li> <li>Does Block 13 contain details of the approved data used to perform any maintenance and reference to any ADs or SBs embodied during maintenance?</li> <li>Does the AMO identify those staff that are authorized to issue the TCCA Form 24-0078 on behalf for the AMO?</li> </ul> <p><b>Ref: EASA AMM-G, (Appendix 1, para 9)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
6.	<p>Does the EASA Supplement contain procedures for components authorized for use during maintenance &amp; alteration?</p> <ul style="list-style-type: none"> <li>Do the new components fitted during maintenance meet EASA-AMM-G Appendix 1 certification requirements? Example: For USA OEM's and PC holders release should be on the FAA form 8130-3 as a new part (Conformity statement is not acceptable).</li> <li>Do the used components fitted during maintenance meet EASA-AMM-G Appendix 1 certification requirements? Example: Used</li> </ul>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AMO-27 European Aviation Safety Agency (EASA) Supplement

	<p>components obtained from a USA repair station NOT EASA approved must NOT be used. Used components from Canadian CAR 573 Approved maintenance organizations NOT EASA approved must NOT be used even if accompanied by what form.</p> <p><b>Ref: EASA TAM-G, (Appendix 1, para 9)</b></p>	
<p>7.</p>	<p>Does the organization have a procedure for the release of aircraft after maintenance?</p> <ul style="list-style-type: none"> <li>• Does the organization follow the procedure stated?</li> <li>• Does the AMO ensure the Certificate of Airworthiness is valid before signing a release to service statement? This verification is done by making sure that the Airworthiness Review Certificate (ARC) of the aircraft is not expired.</li> <li>• Does the release to service statement of a European Community operator's aircraft include both the EASA Certificate Number and the TCCA AMO number?</li> </ul> <p><b>Ref: EASA AAM-G, (Appendix 1, para 10 &amp; 11)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
<p>8.</p>	<p>Does the organization have a Quality Monitoring System containing an independent audit system and a management/control and follow up system?</p> <ul style="list-style-type: none"> <li>• Are the sample audits conducted within a one year period or twice per year for AMOs with less than 10 people (with an external auditor)?</li> <li>• Is independence for the audit function established by ensuring that audits are not conducted by the personnel responsible for the function, procedure or product being audited?</li> <li>• Does the Quality Monitoring System include all applicable CAR 573 &amp; 571 paragraphs and the EASA Special conditions of AAM-G? (<i>Note: CAR 573 &amp; 571 requirements can be met by the Quality Assurance Program approved in the AMO's MPM</i>). The</li> </ul>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AMO-27 European Aviation Safety Agency (EASA) Supplement

	<p>Special conditions subjects are; EASA airworthiness directives, EASA approved/accepted major modifications and repairs, Aircraft certificate of airworthiness validity periods (if applicable), Aircraft release certification (if applicable), Reporting of unairworthy conditions, Maintenance record retention, Approved spare parts, Line stations (if applicable).</p> <ul style="list-style-type: none"> <li>• Is a report raised for each audit carried out describing what was checked and any resulting findings?</li> <li>• Are the findings rectified?</li> </ul> <p>Ref: EASA AAM-G, (Appendix 1, para 12 and 15)</p>	
9.	<p>Does the organization have a procedure for reporting serious defects to EASA and to the European Customer?</p> <ul style="list-style-type: none"> <li>• Does the organization follow the procedure stated?</li> <li>• Is the serious defect reported within 3 days of discovery to the EASA and to the European Customer?</li> <li>• Is the TCCA Service Difficulty Report (SDR) form used for reporting the serious defect?</li> </ul> <p>Ref: EASA AAM-G, (Appendix 1, para 13)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
10.	<p>Does the organization list each line station and the associated capabilities in the EASA supplement used by aircraft operated under the regulatory control of an European Union Member State?</p> <ul style="list-style-type: none"> <li>• Does the organization follow the line station process or procedure?</li> </ul> <p>Ref: EASA AAM-G, (Appendix 1, para 14)</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

<b>Comments/Summary:</b>			
Items completed by:		Date:	

## Part 4

# CAR 403 Flight Training Unit Certificate Holder Maintenance Requirements Checklists

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*(March 2001)*

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**Intentionally Blank**

Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>FTU-01 Previous Transport Canada Audit</b>	
1.	What was the purpose and date of the previous audit? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
2.	Were there a significant number of Audit Findings? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span> <ul style="list-style-type: none"> <li>• What conclusions were drawn from the audit?</li> </ul>
3.	Was the audit follow-up completed? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span> <ul style="list-style-type: none"> <li>• List any outstanding audit findings respecting the previous audit?</li> </ul>
4.	Since the last audit, are there indications of high managerial staff turnover? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
5.	Is there any indications of high staff, flight crew or maintenance personnel turnover? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
6.	Have there been any changes in the company's scope, size, aircraft, type of service since the previous audit? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>





<b>FTU-02 Maintenance Control Manual</b>	
<b>Maintenance Control - Administrative</b>	
1.	<p>Does the manual have a table of contents?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CAR Std. 426.38(a)</p>
2.	<p>Does the manual reflect the business or trade name?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CAR Std. 426.38(d)</p>
3.	<p>Does the company have a fixed place of business?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CAR Std. 426.38(d)/(e)</p>
4.	<p>Does the manual have a description of the      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• organization and size?</li> <li>• state the geographic location and sub base facilities?</li> <li>• state the type and number of aircraft operated?</li> <li>• the nature and operation?</li> </ul> <p>Ref: CAR Std. 426.38(e)/(f)</p>
5.	<p>Does the statement reflect approvals listed on the Operations Certificates / Limitations?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CAR Std. 426.38(f)</p>
6.	<p>Is there a signed statement (by the certificate holder) indicating that the manual is their means of complying with the Canadian      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## FTU-02 Maintenance Control Manual

	<p>Aviation Regulations?</p> <ul style="list-style-type: none"> <li>• Is there a listing of the incorporated documents?</li> <li>• Is the list covered by the certification statement made by the certificated holder?</li> </ul> <p><b>Note: there's no compelling regulation for the FTU to change certification if the certificate holder position changes</b></p> <p>Ref: CAR 406.38(2) / CAR Std. 426.38(g)</p>
7.	<p>Has each Incorporated by Reference Document been "certified" by the PRM or person responsible for that management function as the Air Operator's means of compliance with the CARs?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CAR 406.35</p>
8.	<p>Does the manual describe an amendment procedure?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CAR Std. 426.38(i)</p>
9.	<p>Does the manual describe the page identification process?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CAR Std. 426.38(i)</p>
10.	<p>Is there an LEP and is it approved by Transport Canada?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CAR Std. 426.38(c)(i)</p>
11.	<p>Do the pages contained in the manual match those listed in the LEP?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## FTU-02 Maintenance Control Manual

	Ref: CAR Std. 426.38(c)				
12.	Does the manual specify distribution procedures and the identity of manual holders / locations?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR Std. 426.38(j)				
13.	Is the amendment procedure followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR Std. 426.38(j)				
14.	Are manuals up to date?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR Std. 426.38(j)				
15.	Are distribution procedures followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR Std. 426.38(j)				
16.	Are manuals physically located at the designated site or with the specified person?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR Std. 426.38(j)				
17.	<b>Complete separate PRM Checklist ....</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
18.	Does the manual contain a chart depicting the organizational	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

<b>FTU-02 Maintenance Control Manual</b>	
	<p>responsibilities?</p> <ul style="list-style-type: none"> <li>If not, is one required for clarity?</li> </ul> <p>Ref: CAR Std. 426.38(j)</p>
19.	<p>Does the manual state the communication equipment to be used in the conduct of the type of business intended?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Is it adequate?</li> </ul> <p>Ref: CAR Std. 426.378(2)(b)</p>
20.	<p>Are they able to contact the aircraft / crew when away from the main base or remotely operated?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CAR Std. 426.37(2)(b)</p>
21.	<p>How is updating of the control manual actioned or the need generated?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CAR Std. 426.47(4)</p>
22.	<p>Does the company have facilities adequate for the control of maintenance, elementary work and servicing?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CAR 406.37 / CAR Std. 426.37(2)</p>
23.	<p><b>Complete separate Evaluation Program Checklist ....</b></p> <p>N/A <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
<b>Maintenance Control - Operational</b>	
24.	<p>Is there sufficient number of personnel to control all of the required maintenance, scheduling, elementary work, servicing?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CAR 406.37 / CAR Std. 426.37(1)</p>

<b>FTU-02 Maintenance Control Manual</b>					
25.	<b>Complete separate Technical, Regulatory Publication Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
26.	<b>Complete separate Technical Records Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
27.	<b>Complete separate Weight &amp; Balance Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
28.	Does the manual specify how maintenance actions are to be recorded?  <b>Ref: CAR Std. 426.38(m)</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
29.	Is there a person identified that is responsible for developing a maintenance schedule?  <b>Ref: CAR Std. 426.37(a)</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
30.	Does the manual identify the maintenance schedules appropriate to the type of equipment / aircraft operated by the company?  • Have any maintenance schedules been omitted? <b>Ref: CAR Std. 426.38(o)</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
31.	Does the manual indicate a procedure for adding additional aircraft to the operating certificate?  • If so, do they follow the procedure? <b>Ref:</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
32.	<b>Complete separate Maintenance Planning Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
33.	<b>Complete separate Defect Control Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		

<b>FTU-02 Maintenance Control Manual</b>				
34.	Complete separate Airworthiness Directive / Service Bulletin Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
35.	<b>Complete separate instructions, job cards ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
36.	Complete separate Technical Dispatch Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
37.	Complete separate Flight Authority - Test - Ferry Flight Checklist ....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
38.	Complete separate Maintenance Arrangements Checklist ....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
39.	Complete separate Training Program Checklist ....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
40.	Complete separate Personnel Records Checklist ....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
41.	Complete separate Elementary Work / Servicing Checklist ....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
42.	<b>Complete separate Ramp Procedures Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
43.	Complete separate De-icing Procedures Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
44.	Complete separate Complete separate Servicing - fuel, oil, lubricants Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
45.	Complete separate Control of Parts / Parts Pooling Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
46.	Are sufficient spare parts available, located where needed?  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
47.	Are sufficient supplies and spare parts available to ensure timely rectification of defects / MEL provisions?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>





Company: \_\_\_\_\_

Date: \_\_\_\_\_

**FTU-03 Person Responsible for Maintenance**

<p>1.</p>	<p>Review TC company files, is there documentation to support the evaluation of the PRM?</p> <ul style="list-style-type: none"> <li>• completion of the CARs examination (AMEs exempt)?</li> <li>• check for convictions under Section 7.3 of the AA or CAR 605.84/85/86?</li> <li>• assessment by interview?</li> </ul> <p>Ref: CAR 406.36(1) / CAR Std. 426.36(1) / (2)</p>	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>
<p>2.</p>	<p>If the AOC holder also holds an AMO Certificate, is the PRM for the Air Operator the same person as the PRM for the AMO?</p> <p>Ref: CAR 406.36(2)</p>	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>
<p>3.</p>	<p>Does the PRM fully understand the responsibilities of the position?</p> <p>Ref: CAR 406.36(1)(a)</p>	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>
<p>4.</p>	<p>Is there evidence to suggest that the PRM did not remove aircraft from service when they failed to comply with airworthiness or operational requirements?</p> <p>Ref: CAR 406.36(1)(b)</p>	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>
<p>5.</p>	<p>Does the PRM sub delegate any of the responsibility?</p> <ul style="list-style-type: none"> <li>• If so, is the identity / position of the individual and their duties fully described in the manual?</li> <li>• Does the description specify which functions or activities that are to be assigned?</li> </ul>	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>FTU-04 Evaluation Program</b>					
1.	Is the requirement to evaluate the company maintenance system identified in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 406.47(1) / CAR Std. 426.47(1)					
2.	Is the person responsible for evaluating the program identified in the manual? If not the PRM, are this person's duties clearly defined in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR Std. 426.47(2)					
3.	Has the operator conducted an initial evaluation at the end of 12 months?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR Std. 426.47(4)(a)					
4.	Does the evaluation program cover all functions defined in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR Std. 426.47(1) / (2)					
5.	Does the evaluation program cover regulatory changes?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR Std. 426.47(2)					
6.	Is there evidence (records) indicating that formal review of maintenance requirements have been undertaken?  • Were records kept according to the requirements specified in the manual (6 years)?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## FTU-04 Evaluation Program

	Ref: CAR Std. 426.47(1)(b)				
7.	Does the operator use checklists for the evaluation process?  <ul style="list-style-type: none"> <li>Are examples available and are they comprehensive?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR Std. 426.47(4)				
8.	Does the operator follow the frequency of evaluation as specified in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR Std. 426.47(4)(b)				
9.	Does the operator follow the stated corrective action process? (sample, are persons required to provide input in the process, involved?)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR Std. 426.47(4)(c)-(g)				
10.	Are the correct forms as stated in the manual in use?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR Std. 426.47(4)(c)				
11.	Has action taken as a result of a non-compliance finding included immediate and long term action to correct the root cause of the finding?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR Std. 426.47(4)(e)				
12.	Is there any evidence to suggest that follow-up activities have been carried out?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR Std. 426.47(4)(f)				

## FTU-04 Evaluation Program

13.	<p>Is there any record of a maintenance schedule review being carried out or the evaluation of supplemental maintenance requirements for applicability and inclusion to the operators program?</p> <ul style="list-style-type: none"> <li>• Were they included?</li> <li>• Does the outcome deviate from manufacturers recommendations; are the conclusions stated and decisions substantiated? (see std 625)</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<p><b>Ref: CAR Std. 426.47(3) &amp; (4) / 625.86(5)(b)(I)</b></p>					
14.	<p>Are aircraft operational and environmental conditions considered in the evaluation program? (sample, review actual process)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<p><b>Ref: CAR Std. 426.47(3)</b></p>					
15.	<p>*Is there evidence that the operator has reviewed and evaluated Service Bulletins and other technical information for applicability to their fleet?</p> <ul style="list-style-type: none"> <li>• Is there evidence of a maintenance specialist being involved in the decision process?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<p><b>Ref: CAR Std. 426.47(4) / ANB055</b></p>					
16.	<p>How would the company handle a service bulletin issued today which affects their fleet? (sample / interview, does the response reflect stated procedures, follow process through?)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<p><b>Ref: CAR Std. 426.47(1)</b></p>					
17.		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



<b>FTU-05 Technical / Regulatory Publications</b>	
1.	<p>Is the person responsible for keeping publications current aware of his / her responsibilities (interview)?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CAR Std. 426.38(I)</b></p>
2.	<p>Does the operator have technical and regulatory publications according to the list in their approved manual? Note: the Standard is not explicit in the requirement for technical or regulatory information, the following is a <u>possible</u> list ....</p> <ul style="list-style-type: none"> <li>• Aeronautics Act</li> <li>• Canadian Aviation Regulations &amp; appropriate standards</li> <li>• type certificates;</li> <li>• supplemental type certificates;</li> <li>• FAA Advisory Circulars 43.13</li> <li>• Airworthiness Directives, applicable to the aircraft / equipment operated;</li> <li>• manufacturer's maintenance, illustrated parts, overhaul manuals, and service bulletin and service letters,</li> <li>• MCM or MPM</li> </ul> <p><b>Ref: CAR Std. 426.38(I)</b></p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
3.	<p>Are publications / manuals current, i.e. amendments up-to-date?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CAR Std. 426.38(I)</b></p>
4.	<p>*Is the system for monitoring manual currency effective?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## FTU-05 Technical / Regulatory Publications

	Ref: CAR Std. 426.38(l)				
5.	Are appropriate portions of publications made available to company personnel, contractors as outlined in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 406.38(1)(c) / CAR Std. 426.38(l) / CAR Std. 426.39(a)				
6.	How is the operator made aware of technical information, updates, bulletins, etc. applicable to the aircraft type they operate?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR Std. 426.38(l)				
7.	Does the company have equipment, i.e. Computers, fiche reader / printer etc., necessary for reproducing this information?  • Does the equipment function?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR Std. 426.38(l)				
8.	If regulatory publications are to be available via the Internet, have the company demonstrate their access to and navigate the information.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR Std. 426.38(l)				
9.	If publications are to be made available to the operator via a contract for maintenance, does the operator ensure that the technical manual applies to their particular aircraft via serial number or model or year?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR Std. 426.38(l)				
10.	How does the operator control out of date / historical publications / training notes?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



## FTU-05 Technical / Regulatory Publications

	<p>training notes?</p> <p>Ref: CAR Std. 426.38(I)</p>
11.	<p>Is the library distributed and is there a master list which identifies each publication and location? (sample locations)</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CAR Std. 426.38(I)</p>
12.	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref.</p>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

FTU-06 Technical Records	
1.	<p>Is the location of records in accordance with the manual? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p>Ref: CAR Std. 426.37(2)(f)</p>
2.	<p>Does the use of job / segmented / task cards, require the operator to update a computer software program after completion? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>If so, is there any evidence of missed entries or incorrect times being input?</li> </ul> <p>Ref:</p>
3.	<p>*Supplemental worksheets used for recording and actioning defects discovered during maintenance activities, are they the operator's or the AMO's? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Is this according to manual requirements?</li> </ul> <p>Ref:</p>
4.	<p>Does the operator ensure that completed inspection packages are reviewed? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p>Ref: Std. 625.96(2)</p>
5.	<p>Are the maintenance check sheets used as described in the manual? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p>Ref: <i>Approved Maintenance Schedule</i></p>
6.	<p>Cross check completed check sheets with the aircraft log books, is there evidence of maintenance being completed prior to certifying the Technical Log entry? (sample). N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>

## FTU-06 Technical Records

Ref: CAR605.92(1)					
7.	<p>Sample aircraft technical records (including Journey Log). Do the recorded actions meet regulatory requirements? For example:</p> <ul style="list-style-type: none"> <li>• certifications;</li> <li>• time between checks;</li> <li>• weight and balance report;</li> <li>• inspections completed on time;</li> </ul> <p>Ref: CAR 605.86 / CAR 605.96 / CAR 571 / Std. AWM 571 Appendix C</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	<p>Are established procedures being followed to record and control maintenance items? For example:</p> <ul style="list-style-type: none"> <li>• scheduled maintenance and inspection;</li> <li>• Ad's and special instructions;</li> <li>• components;</li> <li>• TBOs and life-limited times;</li> <li>• calendar-time items;</li> <li>• pitot-static and altimeter calibration checks;</li> <li>• compass calibration;</li> <li>• weight and balance</li> <li>• independent control checks / CMR / critical maintenance tasks.</li> </ul> <p>Ref: CAR 605.96 / CAR 571.10(4) / CAR Std. 426.38(m)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	<p>Are maintenance records acceptable for completeness and final certification? (sample)</p> <p>Ref: Std. AWM 571.10(2) -(4)/ CAR605.92(1)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>Does the operator transfer information from the journey log to the permanent technical record in accordance to regulatory and MCM requirements?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## FTU-06 Technical Records

	MCM requirements?				
	Ref: CAR 605.96(2)				
11.	Does the operator maintain technical records in a dry, secure area?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR Std. 426.37(2)(f)				
12.	*Do company personnel record information and defects in the journey log or other technical record in accordance with MCM procedures?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR Std. 426.38(m)				
13.	Is the technical record (including journey log) a consecutive, unbroken history?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 605.93(4)				
14.	Is computer software used as a sole support technical history? <ul style="list-style-type: none"> <li>• If so, is there evidence of original entries being updated?</li> <li>• Is the original entry protected?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 605.93(2) / CAR 103.4(a) / Std. 625.93(3)				
15.	*Is the primary method for controlling maintenance tasks generated / tracked by computer? <ul style="list-style-type: none"> <li>• If so, it must be a secure system, (see technical records)?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 103.04				
16.	Where computer maintenance software is used, is the ACA holder identified in the	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



<b>FTU-07 Weight &amp; Balance</b>					
1.	Is the person responsible for weight and balance control knowledgeable of their duties and responsibilities?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR Std. 426.38(u)					
2.	Are any of the aircraft operated subject to the five year re-weigh requirement? (sample)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 625 Appendix C, (8)					
3.	Are weight and balance reports carried on board each aircraft? <ul style="list-style-type: none"> <li>Is there more than one report which may be contradictory?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Type Certificate					
4.	Is there evidence of changes being made to aircraft basic weight without amendments to the weight and balance report?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 571 Appendix C (2)					
5.	Does each amendment to the weight and balance report include revision dates and revised equipment lists?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 571 Appendix C					
6.	Are empty weight and c of g calculations computed in the amended report?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 571 Appendix C					

## FTU-07 Weight & Balance

7.	Has a maintenance release been signed for each change to the weight & balance report?  <b>Ref: Std. 571 Appendix C</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Does each aircraft's weight & balance report demonstrate continuity back to the time the aircraft was weighed?  <b>Ref: CAR605.92 / Std. 571 Appendix C</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Do company personnel follow the approved procedures when moving from one aircraft configuration to another?  <b>Ref: Std. 571 Appendix C (3)</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	For each aircraft configuration established, has a maintenance release been signed? (note: the current configuration must be identified however a maintenance release is not required for the entry when changing from one configuration to another)  <b>Ref: Std. 571 Appendix C</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Does the system of control ensure accurate weight and balance information is used by the pilot-in-command?  <b>Ref: CAR Std. 426.38(u) / Std. 571 Appendix C</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	Does the weight and balance report / equipment list include all items specified in the aircraft type certificate? <ul style="list-style-type: none"><li>Does it also include additional equipment required / installed for the operation of the aircraft?</li></ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>





## FTU-08 Maintenance Planning

*Note: As maintenance planning is procedural specific to the operator, a supplemental checklist may need to be developed from the approved manual in support of the audit.*

1.	Is the individual responsible for the program knowledgeable of the procedures described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR Std. 426.38(p)				
2.	Is the method or process used to monitor / schedule maintenance activities / repetitive AD's (computer / status system / other) being followed by the organization? <ul style="list-style-type: none"> <li>• Does this include supplemental maintenance items (such as STC's added after MS approval, floats &amp; skis etc., safety equipment)?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR Std. 426.38(p)				
3.	Are the same method(s) used at all locations and sub bases?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR Std. 426.38(p)				
4.	*Is the primary method for controlling maintenance tasks generated / tracked by computer? <ul style="list-style-type: none"> <li>• If so is it a secure system, (see technical records)?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 103.04 / CAR 605.93(2)				
5.	Is the method used up-to-date and current?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR Std. 426.38(p)				

## FTU-08 Maintenance Planning

6.	<p>*Is there operational or additional equipment that is not addressed in the maintenance schedule? (sample)</p> <p><b>Ref: Std 625.86</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	<p>Is there evidence that maintenance requirements have been missed or actioned late?</p> <p><b>Ref: CAR Std. 426.38(m)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	<p>Are there service bulletins that were or should have been adopted / installed / integrated into the maintenance program? (sample)</p> <p><b>Ref: CAR Std. 426.38(m) / CAR 625.86(6)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	<p>Is the frequency and use of tolerances planned or excessive?</p> <p><b>Ref: Std. 625.86(8) / TP13094</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>Are maintenance releases made to facilitate the use of the tolerance prior to it's use?</p> <p><b>Ref: Std. 625.86(8)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	<p>Is aircraft operating information (aircraft daily flight time / condition / status) relayed to the individual making decisions on maintenance requirements?</p> <ul style="list-style-type: none"> <li>Is this in accordance with the instruction / procedures specified in the manual?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## FTU-08 Maintenance Planning

	<ul style="list-style-type: none"> <li>Does this information include a requirement for - defects, MELs, special inspections, hard landings, lighting strikes, etc</li> </ul> <p><b>Ref: CAR Std. 426.38(m)</b></p>				
12.	<p>Is the liaison between the operator and the maintenance contractor effective?</p> <ul style="list-style-type: none"> <li>Is there any evidence that the communication process does not work?</li> </ul> <p><b>Ref:</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	<p>*Is the maintenance contractor consulted in the defect deferral process?</p> <p><b>Ref: CAR Std. 426.37(1)(e)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	<p>Are maintenance requirements communicated to the AMO in accordance with manual requirements?</p> <p><b>Ref: CAR Std. 426.37(1)(b) / (c)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	<p>Does the operator maintain current inspection sheets as identified in the Maintenance Schedule?</p> <p><b>Ref: CAR 605.86 / Approved Maintenance Schedule (TP13094)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	<p>Are the appropriate forms and information supplied to the maintenance organization or are they to be reproduced by the AMO?</p> <ul style="list-style-type: none"> <li>Is this in accordance with the stated process?</li> </ul> <p><b>Ref: CAR 605.86 / Approved Maintenance Schedule (TP13094)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
17.	<p>Did AMO personnel use the latest check sheet (revision) during the last few inspections?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## FTU-08 Maintenance Planning

	<b>Ref: CAR 605.86 / Approved Maintenance Schedule (TP13094)</b>				
18.	<p>Where the operator writes or re-writes job / segmented / task cards, does the operator follow the process stated in the manual for controlling revision of the cards?</p> <ul style="list-style-type: none"> <li>Does the card contain a reference link to the original instructions?</li> </ul> <p><b>Ref: Std. 625 Appendix D (3)(a)(vi)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
19.	<p>For computer controlled maintenance planning, is the repeat interval self generated or is this a manual input operation?</p> <ul style="list-style-type: none"> <li>Is the process consistent with the description in the manual?</li> <li>Is there any evidence that repeat interval maintenance requirements have been overlooked or entered incorrectly?</li> </ul> <p><b>Ref: CAR Std. 426.37(2)(c) / CAR 605.86 / Approved Maintenance Schedule (TP13094)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	<i>Ref.</i>				

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

## FTU-09 Defect Recording, Rectification, Deferral, and Control Procedures

### Recording

1.	Does the company record defects in accordance with the procedures specified in the manual?  Ref: CAR 406.41 / CAR Std. 426.37(m) & (e) / CAR 605.94(1)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Are defects recorded in the proper record / log; are they identified appropriately and handled in accordance with stated procedures?  Ref: CAR 406.41 / CAR Std. 426.37(m) & (e) / CAR 605.94(1)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Does this recording procedure apply to defects found by flight crew during normal operations?  <ul style="list-style-type: none"> <li>Does the method indicated conflict with regulatory requirements?</li> </ul> Ref: CAR 406.41 / CAR Std. 426.37(m) & (e) / CAR 605.94(1)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Are defects found during maintenance recorded in accordance with procedures stated by the operator or by the maintenance contractor?  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	*Supplemental worksheets used for recording and actioning defects discovered during maintenance activities, are they the operator's or the AMO's?  <ul style="list-style-type: none"> <li>Is this according to manual requirements?</li> </ul> Ref: CAR Std. 426.37(m) & (w)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Is there evidence of defects not	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## FTU-09 Defect Recording, Rectification, Deferral, and Control Procedures

being recorded:

- by the flight crew?
- while the aircraft is away from base?
- during maintenance?

Ref: CAR 605.94(1)

### Deferral

7.	<p>How does the operator determine a defects suitability for deferral?</p> <ul style="list-style-type: none"> <li>• Are technical / regulatory manuals and type certificate information available / consulted in the process?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 605.06(a)					
8.	<p>Are defects assessed against mandatory or required operating equipment limitations (also includes Type Certificates Data Sheets and basis of certification)?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 605.09 / CAR 605.10 / CAR 605 General					
9.	<p>*Are environmental factors and operational role of the aircraft considered in the defect's assessment?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 602 Division II / CAR 605.06(b)					
10.	<p>*Is the maintenance contractor consulted in the deferral process?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 406.40 / CAR Std. 426.37(1)(e)					
11.	<p>Are deferrals entered in the</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## FTU-09 Defect Recording, Rectification, Deferral, and Control Procedures

journey log or other recording system in accordance with stated procedures?

Ref: CAR 406.41 / CAR Std. 426.38(w)

12. Are procedures for placarding deferred defects being followed? N/A  OK  Finding  Not Checked

Ref: CAR Std 625.08 CAR 605.10(2)(b)

13. Are personnel that defer authorized? N/A  OK  Finding  Not Checked

Ref: CAR 605.10(2)(c)

### Recurring Defect

14. Is there any evidence indicating recurring defects are not being addressed according to stated procedures? N/A  OK  Finding  Not Checked

Ref: CAR 406.41 / CAR Std. 426.41(1)(2)

15. Is the operator's stated procedure effective in detecting the reoccurrence of defects? N/A  OK  Finding  Not Checked

- Does the defect system highlight defects that recur to the flight crew and maintenance organization?

Ref: CAR 406.41 / CAR Std. 426.41(1)(2)

16. Does the operator's criteria, for classifying recurring defects, meet regulatory requirements? N/A  OK  Finding  Not Checked





<p><b>FTU-10 Airworthiness Directive, Service Bulletin</b></p>					
1.	<p>Does the operator have all Airworthiness Directives applicable to their fleet?</p> <p>Ref: CAR Std. 426.37(2) / CAR Std. 426.38(l) / Std. AWM 593 Appendix B (2)(a)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	<p>Does the operator ensure timely action of Airworthiness Directives?</p> <p>Ref: / CAR Std. 426.38(p)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	<p>Are the details, of maintenance actions used during the accomplishment of Airworthiness Directives, recorded in the appropriate technical record?</p> <ul style="list-style-type: none"> <li>• For Service Bulletins?</li> </ul> <p>Ref: CAR 605.94(1) / Std. AWM 571.03 / Std. AWM 571.10(4) / Std. 625 Appendix H (1)(b)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	<p>Does the operator have direct access to Service Bulletin and other technical information applicable to their fleet?</p> <ul style="list-style-type: none"> <li>• If access is by way of a contract, is the access adequate? (sample, have operator demonstrate)</li> </ul> <p>Ref: / CAR Std. 426.38(l)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	<p>*Is there evidence that the operator has reviewed and evaluated Service Bulletins and other technical information for applicability to their fleet?</p> <ul style="list-style-type: none"> <li>• Is there evidence of a maintenance specialist being involved in the decision process?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



<b>FTU-11 Technical Dispatch Procedures</b>					
1.	Are maintenance entries attesting to serviceability and continuation of safe operation made each time a tolerance is used?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 625.86(8)					
2.	Have authorized personnel issued the tolerance in accordance with the manual requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: / CAR Std. 426.38(v)					
3.	Is there any evidence to suggest that Airworthiness Directives are also given the tolerance?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std 625.86(8) / CAR 605.84(10)(b)					
4.	Does tolerance use conflict with the requirements outlined in the respective maintenance schedules?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR Std 625.86 Appendix C					
5.	Is there any evidence to suggest that the pilot-in-command is given adequate notification of the next scheduled maintenance activity? (particular attention to operations from remote locations)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR Std. 426.38(p) / (v)					
6.	Do the procedures ensure that aircraft are not operated in an unairworthy condition?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR Std. 426.38(p) / (v)					





<b>FTU-12 Flight Authorities - Test / Ferry</b>					
1.	*Does the technical dispatch system flag to the pilot-in-command when test flight requirements are to be used? <ul style="list-style-type: none"> <li>Are operations and maintenance required to communicate with each other?</li> </ul> Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	For maintenance test flights, is the final certification of "satisfactory flight" made by the pilot in command? <ul style="list-style-type: none"> <li>Is there any evidence to suggest passengers may have carried on board during the test flight?</li> </ul> Ref: CAR 571.10(4) / Std. 571.10(4) Table Item F / CAR 605.85(2) & (3)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	*For aircraft that have additional (dual) flight authorities are procedures followed for invoking the applicable flight authority?  Ref: CAR 507.08(1)&(3), CAR 571.06(3) / CAR 406.40(c) / CAR Std. 426.38(v)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Are flight and maintenance crews familiar with "away from base" ferry-flight procedures as described in the manual?  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Does the operator follow the procedures described in the manual when exercising ferry-flight authorization?  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Where self flight permit authorization is given, when used has the company followed	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## FTU-12 Flight Authorities - Test / Ferry

	<p>has the company followed procedures and have the required company authorizations been obtained?</p> <p><b>Ref:</b></p>
7.	<p>Is the proper (company) form being used? Does the F/P form become part of the permanent record?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
8.	<p>Is there any evidence of misuse or aircraft positioning that may have taken place under flight permit authority?</p> <ul style="list-style-type: none"> <li>Do the conditions specified seem reasonable or complete?</li> </ul> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
9.	<p>Are ferry flights being reported to the TC Civil Aviation as described in the manual?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
10.	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref.</b></p>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FTU-13 Maintenance Arrangements</b>	
1.	<p>Does the manual state a policy for initiating or governing maintenance contracts?    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CAR Std. 426.38(q)</b></p>
2.	<p>Does the manual specify criteria which must be identified or included in the maintenance contract?    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Does it include a description of contract administration and the scope of work?</li> <li>• If the manual does not contain specific procedures, are maintenance contracts to be individually approved by TC?</li> </ul> <p><b>Ref:</b></p>
3.	<p>How is the provision of emergency maintenance services addressed?    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Does the manual specify procedures for obtaining these services?</li> <li>• If so, is the process followed?</li> </ul> <p><b>Ref: CAR Std. 426.38(q)</b></p>
4.	<p>Is a communication procedure included in the arrangement to advise maintenance contractors of planned or unscheduled maintenance requirements?    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Does the procedure identify responsibilities of the maintenance coordinator?</li> <li>• *Does this include how AD requirements are to be communicated between the parties?</li> </ul> <p><b>Ref:</b></p>
5.	<p>Is direction included specifying which maintenance instructions    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## FTU-13 Maintenance Arrangements

	<p>are to be used by the contractor when performing maintenance?</p> <ul style="list-style-type: none"> <li>Does the process include the provision / use of forms and for providing copies of the appropriate maintenance schedules?</li> </ul> <p><b>Ref: CAR Std. 426.38(q)</b></p>	
6.	<p>Are all contracts entered into, identified in the manual?</p> <p><b>Ref: CAR Std. 426.38(r)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
7.	<p>For individual contracts,</p> <ul style="list-style-type: none"> <li>Are all parties' responsibilities clearly defined in the manual and the contract?</li> <li>Does the company follow the procedures for transmitting records between parties as established in the manual?</li> <li>Are requirements for maintenance releases specified, which documents and what entries in which technical record?</li> <li>Is a requirement for contractor feedback specified in the maintenance arrangement, i.e. problems, SDR information, evaluation program, ...?</li> <li>Does it include providing feedback information in support approved reliability program where required?</li> </ul> <p><b>Ref: CAR Std. 426.38(q)</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
8.	<p>Where the work is performed outside of Canada, has the person been approved by a manual approved under the Foreign States' requirements?</p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## FTU-13 Maintenance Arrangements

	<ul style="list-style-type: none"> <li>Is a "maintenance specification" required for work that is routinely carried out in a Foreign State?</li> </ul> <p><b>Ref: CAR Std. 426.39</b></p>				
9.	Does the contractor have the facilities, capability and the excess capacity to perform the additional work?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	<b>Ref:</b>				
10.	Have the applicability and authority of the publications been delineated in the contract? <ul style="list-style-type: none"> <li>Has the operator adopted any contract facility processes, i.e. repair methods and/or techniques?</li> </ul> <p><b>Ref: CAR Std. 426.38(q)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Is the operator involved in a engine on condition maintenance program? <ul style="list-style-type: none"> <li>Does the contract state the responsibilities and involvement of both parties in all or part of the reliability program?</li> </ul> <p><b>Ref: CAR Std. 426.38(q)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	Is the contract significant enough to warrant Transport Canada review? <p><b>Ref:</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	Have all phases of aircraft maintenance (e.g. heavy and light engine maintenance / structural maintenance) been established?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



FTU-14 Training Program					
1.	Does the operator state a policy with respect to training for those individuals required to action functions of the organization?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 406.45					
2.	Does the operator's manual contain a description of training requirements with respect to other duties carried out CAR 406 requirements? (note: this statement is broadly applied, training may be required for technical dispatch, weight and balance, etc.)  <ul style="list-style-type: none"> <li>Has training covering regulations and standards pertinent to the activity or function, been carried out?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 406.45 / CAR Std. 426.45(1)					
3.	Has training for critical or independent maintenance tasks been provided to those individuals who will exercise the privilege?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					
4.	*Are training records for Elementary Work and Servicing available?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					
5.	Is training conducted according to the training cycle specified in the approved manual or is it driven by the results of the evaluation program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR Std. 426.45					
6.	Does the manual specify a update	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## FTU-14 Training Program

	<p>training cycle or is it driven by the results of the evaluation program?</p> <p>Ref: CAR Std. 426.45(1)(b)</p>				
7.	<p>Is there evidence of update training that has been carried out?</p> <ul style="list-style-type: none"> <li>Was it conducted as a result of regulatory or operator program changes?</li> </ul> <p>Ref: CAR Std. 426.45(1)(b)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	<p>Is there evidence of training that is / was a direct result of a finding made in conjunction with the evaluation program?</p> <ul style="list-style-type: none"> <li>Is there training that should have transpired as a result of a finding made under this program?</li> </ul> <p>Ref: CAR Std. 426.45(1)(c)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	<p>The Standard permits certain elements of the training program to be administered under an AMO's MPM.</p> <ul style="list-style-type: none"> <li>If so, does the MCM must make reference to items in the contained in the MPM?</li> </ul> <p>Ref: CAR Std. 426.45(2)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>Ref.</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_



<b>FTU-15 Personnel Records</b>					
1.	Do personnel records consist of the items described in the manual and are they being maintained?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 406.46(1) / CAR Std. 426.46					
2.	Are there records in use which are not described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					
3.	Does the operator keep records of training provided for two years since the last entry?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 406.46(1)					
4.	Is a record provided to the person who has received the authorization to accomplish the function?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR Std. 426.37(1)(f)					
5.	Do the personnel records for management assigned personnel contain their "qualifications"?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR Std. 426.46(a)					
6.	Are any management functions sub delegated?  • If so, is there a record of the individuals qualifications available?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR Std. 426.46(a)					
7.	*Is there a list of personnel	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<h2 style="margin: 0;">FTU-16 De-icing Procedures</h2>	
<p><b>Note: check with C&amp;BA de-icing requirements may be covered under the company's COM.</b></p>	
1.	<p>Does the manual have a policy statement regarding de-icing activities?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
2.	<p>Does the operator have it's own de-icing capabilities or is this function contracted?</p> <ul style="list-style-type: none"> <li>• Does this include de-icing activities at any of the line stations?</li> </ul> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
3.	<p>Does the manual specify how de-icing will be conducted by the contractor?</p> <ul style="list-style-type: none"> <li>• Where a de-icing contractor is utilized, is the requirement for inspecting the contractor and equipment specified in the manual?</li> </ul> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
4.	<p>Are personnel conducting the de-icing operation trained and knowledgeable with de-icing procedures?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
5.	<p>Is a record of training held by the operator?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
6.	<p>Does the manual specify the type</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## FTU-16 De-Icing Procedures

	<p>of fluids to be used?</p> <ul style="list-style-type: none"> <li>Are these fluids types considered for maintenance problems?</li> </ul> <p><b>Ref:</b></p>
7.	<p>Is there a requirement to identify container of de-icing fluids?    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
8.	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref.</b></p>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>FTU-17 Elementary Work, Servicing</b>					
1.	Does the company use procedures other than manufacturers stated in the performance of Elementary Work or Servicing? <ul style="list-style-type: none"> <li>Are these procedures specified in the manual?</li> </ul> Ref: CAR 406.44 / CAR Std. 426.46(b)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Are authorization records for elementary work and servicing available and current? <ul style="list-style-type: none"> <li>Does the company follow the training process as described in the manual?</li> <li>Are the authorizations supported by an available training record?</li> </ul> Ref: CAR 406.44 / CAR Std. 426.46(b) / CAR Std. 426.38(t)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Do any of the authorized tasks conflict with Appendix A, Subpart 625?  Ref: CAR 406.44 / CAR Std. 426.46(b)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Do authorizations include the performance of certain AD requirements? <ul style="list-style-type: none"> <li>If so, has the training remained up to date with revisions to the AD, if issued?</li> </ul> Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Is the system of control for Elementary Work and Servicing adequate?  Ref: CAR Std. 426.38(t)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Does the company follow	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## FTU-17 Elementary Work, Servicing

	<p>procedures for the recording of Elementary Work and Servicing?</p> <p>Ref: CAR Std. 426.38(m)</p>				
7.	<p>For flight crew members that request contract servicing, have they been trained in the proper methods and techniques themselves?</p> <p>Ref:</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	<p>Are the necessary tools and equipment for elementary work and servicing available?</p> <p>Ref: CAR Std. 426.38(n)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	<p>Does the company have facilities adequate for the performance of maintenance and servicing?</p> <p>Ref:</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>Ref.</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

<h3>FTU-18 Servicing - Fueling, De-fueling &amp; Lubrication</h3>	
1.	<p>Does the company follow stated procedures for fuel handling and controlling?      N/A <input type="checkbox"/>      OK <input type="checkbox"/>      Finding <input type="checkbox"/>      Not Checked <input type="checkbox"/></p> <p><b>Ref: Std. 706.08(1)(r)</b></p>
2.	<p>Is the fuel regularly monitored and tested for quality?      N/A <input type="checkbox"/>      OK <input type="checkbox"/>      Finding <input type="checkbox"/>      Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
3.	<p>What standard is used for the companies in support of their fuel handling?      N/A <input type="checkbox"/>      OK <input type="checkbox"/>      Finding <input type="checkbox"/>      Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Are their practices in conformance with the standard?</li> </ul> <p><b>Ref:</b></p>
4.	<p>Are there records for inspection of the fueling facility?      N/A <input type="checkbox"/>      OK <input type="checkbox"/>      Finding <input type="checkbox"/>      Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• For each base or fueling facility?</li> </ul> <p><b>Ref:</b></p>
5.	<p>Drum fueling; is the method used to filter the fuel as described in the manual?      N/A <input type="checkbox"/>      OK <input type="checkbox"/>      Finding <input type="checkbox"/>      Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
6.	<p>Is there a time limit for storage of fuel in being respected as described in the manual?      N/A <input type="checkbox"/>      OK <input type="checkbox"/>      Finding <input type="checkbox"/>      Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>



## FTU-18 Servicing - Fueling, De-fueling & Lubrication

7.	Is the condition of the fueling facility, i.e., hoses (bonded), nozzle caps, filters, grounding cables and fire extinguishers being monitored?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					
8.	Is the fueling / defueling equipment properly identified and maintained?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					
9.	*Are the aircraft refueling points properly identified and placarded?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					
10.	*Is the training program for personnel operating fueling / defueling equipment followed as described in the MCM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					
11.		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref.					

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

<h3>FTU-19 Control of Parts, Parts Pooling</h3>	
1.	<p>Are parts and materials owned or used by the company acquired and stored per the procedures described in the manual?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
2.	<p>Is the individual responsible for the control of parts / material knowledgeable about the procedures described in the manual?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
3.	<p>Does the company use a quarantine storage system?</p> <ul style="list-style-type: none"> <li>• Are there procedures stated for limited access and control?</li> <li>• Is it segregated, locked?</li> </ul> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
4.	<p>Does the quarantine store contain unserviceable parts, components, material and equipment?</p> <ul style="list-style-type: none"> <li>• Are these parts being handling according to procedures?</li> <li>• Are these items properly identified and held in temporary transit status?</li> </ul> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
5.	<p>Does the company's system ensure that there are no unserviceable, unidentified or untagged parts in bonded stores?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
6.	<p>Is there a stated policy and</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## FTU-19 Control of Parts, Parts Pooling

	<p>requirement for the acquisition of parts and materials used during the performance of elementary work and servicing?</p> <p><b>Ref: CAR Std. 426.38(s)</b></p>
7.	<p>Are shelf-lived items controlled as described in the MPM/MCM?    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
8.	<p>Are flammable fluids and materials stored in fireproof cabinets in a separate area?    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
9.	<p>Are material batches numbered as described in the MPM/MCM?    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
10.	<p>Are scrap items mutilated as described in the MPM/MCM?    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
11.	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref.</b></p>



<h3>FTU-20 Service Difficulty Reporting SDR</h3>	
1.	<p>Are other personnel knowledgeable about the procedures to be followed?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CAR 406.42 / CAR Std 591.01</b></p>
2.	<p>Do company personnel have a clear understanding of what a service difficulty is?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CAR 406.42 / CAR Std 591.01</b></p>
3.	<p>Does the Operator submit service difficulty reports (SDRs) as described in the manual?</p> <ul style="list-style-type: none"> <li>• each time the same or a similar defect is encountered?</li> </ul> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CAR 406.42 / CAR Std 591.01</b></p>
4.	<p>Sample defect entries / maintenance worksheets, are service difficulties being reported?</p> <ul style="list-style-type: none"> <li>• Is there evidence that the operator is not filing Service Difficulty Reports?</li> </ul> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CAR 406.42 / CAR Std 591.01</b></p>
5.	<p>Does the Operator report unapproved parts via the SDR system?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: Std 591.01 Appendix D</b></p>
6.	<p>Are the reports forwarded within the time frames established in the manual?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>



Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_



## Part 5

### AWM 561

## 3.8 Manufacturing Processes Checklists

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Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>3.8.0 Previous Transport Canada Audit</b>	
1.	What was the purpose and date of the previous audit? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
2.	Were there a significant number of Audit Findings? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span> <ul style="list-style-type: none"> <li>• What conclusions were drawn from the audit?</li> </ul>
3.	Was the audit follow-up completed? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span> <ul style="list-style-type: none"> <li>• List any outstanding audit findings respecting the previous audit?</li> </ul>
4.	Since the last audit, are there indications of high managerial staff turnover? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
5.	Is there any indications of high staff or maintenance personnel turnover? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
6.	Have there been any changes in the company's scope, size, type of service since the previous audit? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>3.8.1 Quality Program Manual (QPM)</b>	
1.	Does the QPM describe the organization, its size, its nature and the scope of its work? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
2.	Does the QPM contain a statement of the manual's purpose, including the system of amendments and distribution controls? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
3.	Does the organizational chart describe the duties and responsibilities attaching to each position? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
4.	Does the QPM identify the director of quality assurance, the quality manager and the chief inspector? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
5.	Do these individuals meet TC requirements? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
6.	Does the QPM describe the quality assurance system? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>

### 3.8.1 Quality Program Manual (QPM)

7.	Does the QPM describe the system used to record the performance of work? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
8.	Does the QPM identify the standards observed in the performance of work? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
9.	Does the QPM describe the procedures used to perform the work? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
10.	Does the QPM describe the method used to ensure that authorised personnel sign a release certification? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
11.	Does the QPM describe the facilities and equipment? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
12.	Does the QPM distribution list include all required personnel, i.e. directors, chiefs, foremen, those at sub-bases, TC Civil Aviation and N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

### 3.8.1 Quality Program Manual (QPM)

	so on?
13.	Do all QPM holders keep their copies up to date with TC-approved amendments? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
14.	Does the QPM contain a copy of the TC Civil Aviation Certificate of Approval and List of Limitations, and do these require revision? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
15.	Does the company exceed the limitations on its approval? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
16.	Does the manual contain any information inconsistent with TC Civil Aviation regulations? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
17.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>3.8.2 Bonding Processes</b>					
1.	Does the manufacturer have approved process specifications and inspection procedures?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Are these procedures available to the personnel employed in the bonding of aircraft parts and assemblies?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Material Qualification</b>					
3.	Are the materials used in accordance with the process specification requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Are the material certifications current?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Are the materials traceable through batch number identification?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Are materials subject to prescribed shelf-life conditions? does shelf life begin when the material leaves the manufacturer's plant?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.2 Bonding Processes

7.	Are shelf-life materials past their expiration date re-tested and recertified? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>Storage</b>	
8.	Are materials stored as prescribed in the manufacturers' bonding process specifications? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
9.	Are temperature, humidity and cleanliness controlled? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
10.	Are shelf-life materials past their expiration date removed from stores and quarantined? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>Mixing of Adhesives</b>	
11.	Are detailed mixing procedures available to the operators? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

### 3.8.2 Bonding Processes

12.	Is the mixing contained in accordance with the process specifications?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Job Cards</b>					
13.	Do the job cards specify bonding details for parts and assemblies?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	Do the job cards record part, batch and serial numbers, test specimens, and operations and inspection acceptance?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	Do the job cards detail the cleaning operations and materials to be used?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Cleaning</b>					
16.	Are parts vapour-degreased or hand-cleaned?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
17.	Are parts cleaned using alkaline cleaning methods?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.2 Bonding Processes

18.	Are parts etched in a solution of sodium dichromate and sulphuric acid and rinsed in demineralized water?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
19.	Is care taken to prevent acid entrapment in corners or hidden areas during cleaning?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	Do all cleaning operations comply with the process specifications?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Handling</b>					
21.	Are clean, dry, lint-free, white cotton gloves always worn by personnel when handling clean parts?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
22.	Is the elapsed time between cleaning, the application of adhesive primer, and curing controlled in accordance with the process specifications?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.2 Bonding Processes

23.	Are parts stored in a clean, controlled atmosphere?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
24.	Are parts wrapped in clean craft paper?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
25.	Are the temperature and humidity controlled in storage areas?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
26.	Is the handling of clean parts controlled in accordance with the requirements of the process specification requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Surface treatment prior to bonding</b>					
27.	Are the adhesive primers applied immediately after cleaning?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
28.	Is the thickness of the prime coat controlled?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## 3.8.2 Bonding Processes

### Application of Adhesives

29. Are only approved adhesives used? N/A  OK  Finding  Not Checked

30. Are the adhesives tested by the manufacturers' test laboratory prior to use? N/A  OK  Finding  Not Checked

31. Are adhesives' batch numbers recorded at the time of application? N/A  OK  Finding  Not Checked

32. Does the application of adhesives conform to the process specifications? N/A  OK  Finding  Not Checked

### Loading of parts into fixtures

33. Are the fixtures inspected for cleanliness and freedom from foreign matter before parts are loaded? N/A  OK  Finding  Not Checked

### 3.8.2 Bonding Processes

34.	Are the fixtures approved for production runs?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
35.	Is an inspection conducted for fitting and clamping in accordance with the process specifications?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Certification and Control of Hot Presses, Autoclaves and Jigs</b>					
36.	Have the hot presses, autoclaves and jigs been approved?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
37.	Are temperature uniformity surveys conducted and the results recorded?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
38.	Are the clamping devices maintained in good condition?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
39.	Are the temperature recorders calibrated?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.2 Bonding Processes

40.	Are the timing devices calibrated?    N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
41.	Does the equipment comply with the process specification requirements?    N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>Curing</b>	
42.	Are the temperature, pressure, time in and time out recorded during curing?    N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
43.	Are the test specimens positioned and cured with the production run?    N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
44.	Are the inspection results for test specimens recorded?    N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
45.	Are the test specimens traceable to a specific production run?    N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>



## 3.8.2 Bonding Processes

Inspection of Bonded Parts					
46.	Are the laboratory results of test specimens verified for acceptability?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
47.	Are all items inspected for conformance to the drawing and process specifications?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
48.	Which non-destructive testing method is used during the final inspection?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
49.	Is final acceptance based on documentary evidence of previous inspection acceptance, in addition to satisfactory results of test coupons and a final visual/non-destructive inspection?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
50.	Do all bonding operations and equipment and comply with the requirements of the manufacturing bonding process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>3.8.3 Cadmium Plating</b>					
1.	Are specifications and procedures available to the operators and are they used?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Are parts vapour-degreased?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Are steel parts pickled in hydrochloric acid to remove surface rust and oxidisation?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Are copper parts bright-dipped in sulphuric acid?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Is adequate rinsing carried out throughout the finishing process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Are baking ovens subject to temperature uniformity checks?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>3.8.4 Chemical Milling of Aluminum Alloys</b>	
1.	Are specifications and procedures available to the operator and are they used? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Are the temperature and etch rate of the chemical mill solution analysed and recorded? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Is there sufficient agitation of the solution to process the parts properly? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	Are parts in preparation for milling suitably racked to minimize gas entrapment? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Are viscosity checks of the masking solution carried out and recorded? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Do the operators observe cleanliness and good housekeeping practices throughout the process? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>3.8.5 Chemical Conversion Coatings for Aluminum Alodine</b>	
1.	Are specifications and procedures available and are they used? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Are parts vapour-degreased prior to alodine application? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Are parts rinsed with de-ionized water? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	Is the solution concentrate analyzed periodically? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Is the immersion time monitored? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Are parts visually inspected for a complete coverage of coating? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>





Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>3.8.6 Chromic/Sulphuric Acid Anodizing of Aluminum</b>	
1.	Is excess oil or grease removed by vapour degreasing or is an alternative approved method being used? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Are parts supported in aluminum alloy or titanium racks in such a way so as to facilitate drainage and prevent solution entrapment? NOTE: Racked parts must be tightly clamped and spaced far enough apart to prevent "shading." N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Is the anodising current controlled correctly? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	Is post-anodic treatment adequately controlled? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Are quality control inspections of the equipment conducted regularly? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Are solutions analyzed periodically? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>3.8.7 Copper Plating</b>					
1.	Are specifications and procedures available to the operators and are they used?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Is a copper cyanide bath used for depositing metal?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Is copper plating applied directly to the basic metal or following the copper strike?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Are parts examined for plating adherence, crystalline appearance, porosity, blisters and pits?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Are tanks clean and in good working condition?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Are calibration decals affixed to the equipment? Are they current?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.7 Copper Plating

7.	Is embrittlement relief of plated parts performed when parts are not subsequently heat-treated or brazed? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
8.	Are areas of parts not requiring plating masked off? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
9.	Are parts rinsed in clean, cold water? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
10.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>  <i>Ref.</i>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>3.8.8 Dichromate Treatment of Magnesium Alloys</b>					
1.	Are specifications and procedures available to the operators and are they in use?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Are machining or forming operations completed prior to the dichromate treatment?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Is the solution concentration analysed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Are analysis records available?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Are the temperature gauges calibrated?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Are calibration decals current?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.8 Dichromate Treatment of Magnesium Alloys

7.	Is the method used to remove surface contamination acceptable? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
8.	Are parts rinsed thoroughly following the dichromate treatment? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
9.	Are parts dried thoroughly following rinsing? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
10.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>  <i>Ref.</i>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>3.8.9 Heat Treatment of Aluminum Alloys (Air Furnace)</b>	
1.	Does the manufacturer have qualified personnel to inspect and control the heat-treatment process? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
2.	Are process instructions available to the operators and inspectors? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
3.	Are temperature uniformity surveys carried out? Are results of surveys recorded and kept on file? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
4.	Is pyrometric testing and calibration of equipment carried out? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
5.	Are parts cleaned before any heating operation? Are parts racked to allow circulation? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
6.	Are parts quenched as rapidly as possible? Is water agitated during quenching? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>3.8.10 Heat Treatment of Aluminum Alloys (Salt Bath)</b>	
1.	Does the manufacturer have personnel qualified to inspect and control the heat-treatment process? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Are process instructions available to the operators and inspectors? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Are temperature uniformity surveys conducted? <ul style="list-style-type: none"> <li>Are the survey results recorded and kept on file?</li> </ul> N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	Is material identified before processing? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Are parts cleaned prior to heat treatment? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Are parts quenched as rapidly as possible? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

### 3.8.10 Heat Treatment of Aluminum Alloys (Salt Bath)

7.	Is the surface of the salt bath clean? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
8.	Are salt-bath analyses conducted? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/> <ul style="list-style-type: none"><li>• Are records available?</li></ul>
9.	Are instrument certification decals current? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
10.	Is the batch number or work order number recorded on the temperature instrument chart? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
11.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>  <i>Ref.</i>

**Comments/Summary:** \_\_\_\_\_



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>3.8.11 Heat Treatment of Steel</b>	
1.	<p>Does the manufacturer have personnel qualified to inspect and control the heat-treatment process?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
2.	<p>Are process instructions available to the operators and inspectors?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
3.	<p>Are temperature uniformity surveys conducted?</p> <ul style="list-style-type: none"> <li>• Are the survey results recorded and kept on file?</li> </ul> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
4.	<p>Are the batch numbers or work order numbers entered on the temperature recording charts?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
5.	<p>Are pyrometric testing and calibration of equipment carried out? Are certificates available?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
6.	<p>Is the following data recorded for each furnace load:</p> <ul style="list-style-type: none"> <li>• the part and batch number;</li> <li>• the time in, time out and</li> </ul> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

### 3.8.11 Heat Treatment of Steel

	date; and the quantity?				
7.	Are laboratory test specimens included with the furnace load when required?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Are parts hardness tested after heat-treatment?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Are mechanical or metallurgical tests performed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<i>Ref.</i>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>3.8.12 Sulphuric Acid/Sodium Dichromate Etch</b>	
1.	Are specifications and processing procedures available to the operator and are they in use? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Are parts adequately cleaned prior to the sulphuric acid/sodium dichromate etching? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	At what temperature are the baths maintained? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	Is de-ionized water used to spray-rinse parts? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Are records of the etch solution analysis kept on file? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>  <i>Ref.</i>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

3.8.13 Vapour Degreasing Specification Materials					
1.	Which of the following materials are used: <ul style="list-style-type: none"> <li>• trichloroethylene;</li> <li>• tetrachloroethylene (perchloroethylene);</li> <li>• trichloroethane;</li> <li>• sodium carbonate, or</li> <li>• other?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Are there any restrictions on the types of material that can be degreased?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Are parts placed in baskets to ensure adequate draining?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Is the vapour degreaser tank covered when not in use?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Is the temperature of the degreaser boiling chamber maintained within the proper range?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	If the operating temperature exceeds the recommended temperature range, what action is taken?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>3.8.14 Aluminum Brazing (Dip Brazing)</b>	
1.	Are operators qualified/certified?    N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Is the temperature-recording equipment calibrated?    N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Are circulating air ovens used to preheat parts? Are the ovens temperature-controlled?    N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	Are all parts brazed according to an approved schedule?    N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Are test pieces available? Do test pieces undergo NDT?    N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Are approved cleaning procedures adhered to?    N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

### 3.8.14 Aluminum Brazing (Dip Brazing)

7.	Are all brazed joints usually inspected? Are fillets of a uniform radius? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
8.	Are parts checked for distortion? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
9.	Are parts checked for porosity and cracks open to the surface? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
10.	Do parts undergo NDT for internal defects? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
11.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>  <i>Ref.</i>

**Comments/Summary:** \_\_\_\_\_



Company: \_\_\_\_\_

Date: \_\_\_\_\_

### 3.8.15 Welding

**Notice to audit personnel:** *The quality of an audit of this area is dependent upon the auditor becoming familiar with the Standard utilized. For pre audit activities, ensure that a copy of the Standard is available and that supplement checklist questions are derived directly from the requirements contained in the Standard.*

#### Personnel Certification

1.	Identify which Standard the organization has qualified / certified personnel to:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• SAE Standard AMS-STD-1595</li> <li>• Canadian Aviation Maintenance Council ISBN 1-896602-04-05</li> <li>• Is an alternate Standard in use ? If so, does this publication have an identification number?</li> </ul>				
2.	Is the Standard identified the most recent or latest version?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 573.02(1)(c)				
3.	Are qualification /certification records up-to-date and available for <u>each</u> of the Welding personnel ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• do they specify level, method, and techniques for which individual is certified?</li> <li>• identify current certification expiration(s) date(s) ?</li> <li>• training history identifying source / dates of training, course hours, grades ?</li> <li>• for in-house certification systems, do they contain test scores of qualification examinations ?</li> <li>• contain results of physical examinations ?</li> <li>• demonstrate a history sufficient to satisfy experience</li> </ul>				



<b>3.8.15 Welding</b>					
	requirements for certification?				
<b>Metallic Arc Welding</b>					
4.	Does the organization utilize a Standard for the performance of the work?  Note: OEM may provide process, standard or procedure.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Are the electrode manufacturer's recommendations or drawing requirements observed with regard to current, polarity, and so on?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Is the type of electrode used suitable for the material being welded?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Are pre-heat and post-heat requirements adhered to?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Are electrodes identified and properly stored?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Tungsten Inert Gas (TIG) Shielded-Arc Welding</b>					
9.	Does the organization utilize a Standard for the performance of the work?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.15 Welding

Note: OEM may provide process, standard or procedure.

10.	Are the various types of metals to be welded cleaned in compliance with the process standards applicable to each type?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Is the time lapse between cleaning and welding minimized?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	Are welding rods identified and properly stored?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	Is the post-heat furnace temperature controlled?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	Are titanium parts inspected to ensure that they are free from oxide, scale, oil, grease or other contaminants prior to welding?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	Are titanium parts visually inspected for discoloration (which is acceptable when welded surfaces are silver to light straw-yellow in colour)?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.15 Welding

16.	Are titanium parts welded in the open air or in a vacuum chamber?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
17.	Are titanium test coupons used for contamination checks of the inert atmosphere in the welding chamber?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Fusion Welding</b>					
18.	Does the organization utilize a standard or specification for the performance of the work?  • If so, what is the identity of the document?  Note: OEM may provide process, standard or procedure.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
19.	Are the surfaces of all parts to be joined free from foreign matter (oil, grease, paint, dirt, scale, electroplating or other contaminants)?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	Are the interior walls of all tubing thoroughly cleaned of filings, chips and other foreign matter?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
21.	Are welded joints free from slag, flux, and so on?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_



### 3.8.16 NDT, Personnel Certification

	<p>course hours, grades ?</p> <ul style="list-style-type: none"> <li>for in-house certification systems, do they contain test scores of qualification examinations ?</li> <li>contain results of physical examinations ?</li> </ul> <p>demonstrate a history sufficient to satisfy experience requirements for certification?</p>	
4.	<p>For those organizations that adopt an in-house technician qualification / certification process, are procedures adequate to control or reflect information concerning:</p> <ul style="list-style-type: none"> <li>is there re examination required under this system ?</li> <li>are tests periodically revised or changed ?</li> <li>is there a grading system ?</li> <li>is there minimum number of questions and does the question content cover the level and method being reviewed ?</li> <li>do examination questions reflect the equipment and procedures in use at the facility ?</li> <li>do the Level II practical tests state the number of parts to be evaluated?</li> <li>does the Level III technician meet the requirements of the certification standard?</li> <li>are tests results filed and available for review ?</li> </ul>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>*auditors may utilize appropriate ATO checklists for the control of training program elements if required.</p>
5.	<p>Do technicians undergo eye examinations at the required frequency?</p> <ul style="list-style-type: none"> <li>do the test results meet the requirements of the standard?</li> </ul>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

### 3.8.16 NDT, Personnel Certification

	<ul style="list-style-type: none"><li>was the examination carried out by a recognized organization or by someone approved by an appropriate individual?</li></ul>				
6.	Is the level of NDT activity sufficient to allow technicians to maintain their qualifications?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Does the organization follow any type of recurrency training for personnel as it applies to the NDT process or by equipment changes?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	For NDT Radiographic, do the technicians hold a certified device operator permit for handling isotopes?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Appendix K</b>					
9.	Has the (AMO) technician complied with the training requirements? <ul style="list-style-type: none"><li>received specified training to carry-out the applicable Appendix K task and procedure within the method</li><li>is the trainer CGSB level II or III certified for the appropriate NDT method?</li><li>does the training meet the CGSB level I standard for the method?</li></ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



### 3.8.16 NDT, Personnel Certification

10.	Review records for comparison to confirm Appendix K operations restricted to the training received.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	<p>Is a contract in place with a recognized training organization or an AMO holding appropriate ratings?</p> <ul style="list-style-type: none"> <li>• does the contract provide for MPM quality system input and on-going support?</li> <li>• does the contract include provisions to audit the applicant annually?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	<p>Is documented evidence of successful training and test completion available?</p> <ul style="list-style-type: none"> <li>• does documentation cover all procedures that are authorized</li> <li>• are training records retained</li> <li>• are examinations and test parts available?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	<p>Is allowable scope of NDT work listed in the AMO's personnel training records?</p> <ul style="list-style-type: none"> <li>• is a record of work kept by the AMO?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

### 3.8.17 NDT, Liquid Penetrant

**Notice to audit personnel:** *The quality of an audit of this area is dependent upon the auditor becoming familiar with the Standard utilized. For pre audit activities, ensure that a copy of the Standard is available and that supplement checklist questions are derived directly from the requirements contained in the Standard.*

1.	Are liquid penetrant inspections conducted in accordance with the following standard(s): <ul style="list-style-type: none"> <li>• SAE Aerospace Material Specification (AMS)?</li> <li>• American Society for Testing and Materials (ASTM)?</li> <li>• International Standard (ISO)?</li> <li>• Other standards? (List _____)</li> </ul> Note: OEM may provide process, standard or procedure.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Is the Standard identified the most recent or latest version?  Ref: CAR 573.02(1)(c)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Is the organization utilizing a comprehensive checklist / survey procedure for the purposes of conducting a self audit?  Note: industry developed checklists are available for comparison	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Does the organization follow a standard for the development of written procedures? <ul style="list-style-type: none"> <li>• If so, do written procedures conform?</li> </ul> Note: Industry guidance is available in ATA 100 and ASNT	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Are NDT procedures approved by Level III or traceable to an OEM certification?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.17 NDT, Liquid Penetrant

- Is Level III services provided by the use of outside agency?

#### Part Preparation / Pre-cleaning

6. Does the part preparation / pre-cleaning process adequately prepare the surface for application of the penetrant? N/A  OK  Finding  Not Checked

7. Are the prescribed inspection procedures and/or instructions available and followed? N/A  OK  Finding  Not Checked

#### Penetrant Selection and Application

8. Are the penetrant/emulsifier tanks clearly marked to identify their contents? N/A  OK  Finding  Not Checked

9. Do the materials used in the inspection process meet the requirements of the approved process specification? N/A  OK  Finding  Not Checked

10. Are the materials used in the inspection process protected from contamination? N/A  OK  Finding  Not Checked

1. Is there a means to verify N/A  OK  Finding  Not Checked

### 3.8.17 NDT, Liquid Penetrant

parameters such as dwell times or temperatures?

#### Dryer Controls

12. Are temperatures controls and levels monitored according to procedures? N/A  OK  Finding  Not Checked

#### System Performance Checks

\*For the items 13 - 20 below, the following questions may apply to each:

- a) Has a check / test procedure been developed? Is one required?
- b) Does the procedure require the use of special tools to be used in the performance of the check / test?
- c) Is the individual performing the check / test been trained to do so?
- d) What is the frequency of the check / test?
- e) Are there records of the checks / tests and do they indicate acceptable results?

13. Are the following quality assurance tests performed on penetrants: N/A  OK  Finding  Not Checked

- penetrant sensitivity?
- water wash-ability?
- penetrant brightness test
- water content of water-washable penetrants (reused)

14. Are the following quality assurance tests performed on the emulsifier: N/A  OK  Finding  Not Checked

- sensitivity?
- water wash-ability?
- contamination with penetrant?
- contamination with water?

### 3.8.17 NDT, Liquid Penetrant

	<ul style="list-style-type: none"> <li>Lipophilic Emulsifiers water content (reused)</li> <li>Hydrophilic Emulsifiers concentration</li> </ul>					
15.	<p>Are quality assurance tests performed on the developer, if applicable:</p> <ul style="list-style-type: none"> <li>dry developer characteristics?</li> <li>aqueous developer characteristics / concentration (soluble and suspended) ?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
16.	<p>Is a penetrant system performance check carried out using a known defect standard and applicable acceptance criteria (for example nickel-chrome cracked panels)?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
17.	<p>Are records available for all of the quality assurance tests performed ?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
<b>Lighting</b>						
18.	<p>Are the ultraviolet (black) lights checked for intensity and for operating condition in accordance with specifications?</p> <ul style="list-style-type: none"> <li>are calibrated meters available?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
19.	<p>Are white light levels monitored and within specifications?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>	

### 3.8.17 NDT, Liquid Penetrant

	<ul style="list-style-type: none"> <li>are calibrated meters available?</li> </ul>				
20.	Are records available for all of the quality assurance tests performed ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Inspection</b>					
21.	Do the inspectors practice dark adaptation prior to commencing inspection?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
22.	Are steps taken to eliminate extraneous visible light sources from the darkened inspection area?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
23.	Is the inspection performed at the proper stage of the manufacturing /overhaul process ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Post Cleaning</b>					
24.	Are parts properly cleaned following the inspection process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Part Disposition</b>					
25.	Are there steps in place for proper disposition of the part after inspection ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>





Company: \_\_\_\_\_

Date: \_\_\_\_\_

3.8.18 NDT, Eddy Current	
<p><b>Notice to audit personnel:</b> <i>The quality of an audit of this area is dependent upon the auditor becoming familiar with the Standard utilized. For pre-audit activities, ensure that a copy of the Standard is available and that supplement checklist questions are derived directly from the requirements contained in the Standard.</i></p>	
1.	<p>Are eddy current inspections conducted in accordance with the following standards :</p> <ul style="list-style-type: none"> <li>• SAE Aerospace Material Specification (AMS)?</li> <li>• American Society for Testing and Materials (ASTM)?</li> <li>• International Standard (ISO)?</li> <li>• Other standards (List _____)</li> </ul> <p>Note: OEM may provide process, standard or procedure.</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
2.	<p>Is the Standard identified the most recent or latest version?</p> <p>Ref: CAR 573.02(1)(c)</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
3.	<p>Is the organization utilizing a comprehensive checklist / survey procedure for the purposes of conducting a self audit?</p> <p>Note: industry developed checklists are available for comparison</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
4.	<p>Does the organization follow a standard for the development of written procedures?</p> <ul style="list-style-type: none"> <li>• If so, do written procedures conform?</li> </ul> <p>Note: Industry guidance is available in ATA 100 and ASNT</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
5.	<p>Are NDT procedures approved by Level III or traceable to an OEM</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

### 3.8.18 NDT, Eddy Current

	certification? <ul style="list-style-type: none"> <li>Are Level III services provided by the use of outside agency?</li> </ul>				
6.	Is the eddy current test equipment calibrated prior to each inspection, using the prescribed reference standard ? <ul style="list-style-type: none"> <li>is the correct probe in use?</li> <li>correct conductivity standards used?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Are the prescribed inspection procedures and/or technical instructions followed ? <ul style="list-style-type: none"> <li>Are the appropriate reference standards and / or test pieces and the correct eddy current probes clearly identified in the inspection procedures / technical instructions ?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Are parts / components properly cleaned prior to eddy current testing ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Is the operator using the specified eddy current testers ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Is the eddy current equipment periodically calibrated to the equipment manufacturer's original electrical / electronic design	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.18 NDT, Eddy Current

	standards ?				
11.	Are the reference standards, probes and probe cables stored properly when not in use ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	Does the handling of the part, (for example - work processing, routing documents / travelers, tagging, certification) follow general AMO procedures or is a unique system in use for NDT?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	Does the company calibration procedures ensure NDT equipment is controlled / removed from service at the appropriate interval?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

3.8.19 NDT, Magnetic Particle	
<p><b>Notice to audit personnel:</b> <i>The quality of an audit of this area is dependent upon the auditor becoming familiar with the Standard utilized. For pre audit activities, ensure that a copy of the Standard is available and that supplement checklist questions are derived directly from the requirements contained in the Standard.</i></p>	
1.	<p>Are magnetic particle inspections conducted in accordance with the following standards:</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• SAE Aerospace Material Specification (AMS)?</li> <li>• American Society for Testing and Materials (ASTM)?</li> <li>• International Standard (ISO)?</li> <li>• Other standards? (List ____)</li> </ul> <p>Note: OEM may provide process, standard or procedure.</p>
2.	<p>Is the Standard identified the most recent or latest version?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CAR 573.02(1)(c)</p>
3.	<p>Is the organization utilizing a comprehensive checklist / survey procedure for the purposes of conducting a self audit?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Note: industry developed checklists are available for comparison</p>
4.	<p>Does the organization follow a standard for the development of written procedures?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• If so, do written procedures conform?</li> </ul> <p>Note: Industry guidance is available in ATA 100 and ASNT</p>
5.	<p>Are NDT procedures approved by Level III or traceable to an OEM</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

### 3.8.19 NDT, Magnetic Particle

	certification? <ul style="list-style-type: none"> <li>Is Level III services provided by the use of outside agency?</li> </ul>				
6.	Does the pre-cleaning process adequately prepare the surface for application of the magnetic particles?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Are the prescribed inspection procedures and/or instructions followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Do the materials used in the inspection process meet the requirements of the approved process specification?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Are the materials used in the inspection process adequately protected from contamination?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Do the inspectors practice dark adaptation prior to commencing inspection?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Are steps taken to eliminate extraneous visible light sources from the darkened inspection area?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.19 NDT, Magnetic Particle

\*For the items 12-19 below the following questions may apply to each:

- a) Has a check / test procedure been developed? Is one required?
- b) Does the procedure require the use of special tools to be used in the performance of the check / test?
- c) Is the individual performing the check / test been trained to do so?
- d) What is the frequency of the check / test?
- e) Are there records of the checks / tests and do they indicate acceptable results?

12.	Are magnetic particle settling tests and viscosity tests performed to monitor bath concentration?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	Do the bath concentration settling test records show that the concentration levels meet or have been adjusted to those of the prescribed standard?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	Are the ultraviolet (black) lights checked for intensity and for operating condition?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	Is the visible inspection light source checked for intensity?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	Is a light intensity check for visible light performed in the black light inspection area?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.19 NDT, Magnetic Particle

17.	Do the light intensity records show that the light intensity levels meet the acceptability standards?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
18.	Is a calibration for magnetizing current output performed on the magnetic particle inspection unit? <ul style="list-style-type: none"><li>Is the ammeter gauge calibrated?</li></ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
19.	Is a calibration check (dead weight lift) performed on each magnetic yoke?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	Are the calibration records available for the applicable checks?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
21.	Are the parts checked for residual magnetism after demagnetization?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
22.	Are field indicators tested?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.19 NDT, Magnetic Particle

23.	Are the parts properly cleaned following the inspection process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
24.	Are there steps in place for proper disposition of the part after inspection?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
25.	Is the inspection performed at the proper stage of the manufacturing / overhaul process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
26.	Does the handling of the part, (for example - work processing, routing documents / travelers, tagging, certification) follow general AMO procedures or is a unique system in use for NDT?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
27.	Does the company calibration procedures ensure NDT equipment is controlled / removed from service at the appropriate interval?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
28.		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

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Company: \_\_\_\_\_

Date: \_\_\_\_\_

### 3.8.20 NDT, Radiographic (X-ray)

**Notice to audit personnel:** *The quality of an audit of this area is dependent upon the auditor becoming familiar with the Standard utilized. For pre audit activities, ensure that a copy of the Standard is available and that supplement checklist questions are derived directly from the requirements contained in the Standard.*

1.	Are radiographic inspections conducted in accordance with the following standards: <ul style="list-style-type: none"> <li>• SAE Aerospace Material Specification (AMS)?</li> <li>• American Society for Testing and Materials (ASTM)?</li> <li>• International Standard (ISO)?</li> <li>• Other standard? (List _____)</li> </ul> Note: OEM may provide process, standard or procedure.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Is the Standard identified the most recent or latest version?  Ref: CAR 573.02(1)(c)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Is the organization utilizing a comprehensive checklist / survey procedure for the purposes of conducting a self audit?  note: industry developed checklists are available for comparison	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Does the organization follow a standard for the development of written procedures? <ul style="list-style-type: none"> <li>• If so, do written procedures conform?</li> </ul> Note: Industry guidance is available in ATA 100 and ASNT	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Are NDT procedures approved by Level III or traceable to an OEM certification?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.20 NDT, Radiographic (X-ray)

	<ul style="list-style-type: none"> <li>Is Level III services provided by the use of outside agency?</li> </ul>				
6.	Are the prescribed inspection procedures and/or instructions followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Are current calibration curves available for each X-Ray generating device?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Are the specified penetrameters or image quality indicators visible in the radiographs?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Are the densitometers correctly calibrated at the prescribed intervals?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>Are the radiographs properly identified with the following information:</p> <ul style="list-style-type: none"> <li>the date of exposure?</li> <li>the aircraft registration or part/serial number?</li> <li>the inspection technique, exposure and film location numbers?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Are appropriately certified film	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.20 NDT, Radiographic (X-ray)

	interpretation reports available for each inspection?				
12.	Are appropriate facilities and equipment available for film development?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<p>*For the items 13, 14 below the following questions may apply to each:</p> <p>a) Has a check / test procedure been developed? Is one required?</p> <p>b) Does the procedure require the use of special tools to be used in the performance of the check / test?</p> <p>c) Is the individual performing the check / test been trained to do so?</p> <p>d) What is the frequency of the check / test?</p> <p>e) Are there records of the checks / tests and do they indicate acceptable results?</p>					
13.	Are developer solution control checks performed at a specified periodicity and is a log of the results maintained?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	Are film viewer intensity checks performed at prescribed intervals and are records maintained?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	Are appropriate facilities and equipment available for film interpretation?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	Are the maximum readable film	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.20 NDT, Radiographic (X-ray)

	densities posted on each film viewer?				
17.	Is the illumination (lighting / reflections) in the film interpretation area such that there are no reflections on the film under examination?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
18.	Is the film handled, processed and stored in accordance with manufacturer recommendations ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
19.	Are radiographic procedures performed so that persons do not receive radiation dosages exceeding the maximum allowed by the applicable radiation safety codes ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	Are appropriate radiation safety measures in place? <ul style="list-style-type: none"> <li>• are personnel radiation safety records kept?</li> <li>• are badges, meters, dosimeters utilized?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
21.	Does the handling of the part, (for example - work processing, routing documents / travelers, tagging, certification) follow general AMO procedures or is a unique system in use for NDT?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

3.8.21 NDT, Ultrasonic	
<p><b>Notice to audit personnel:</b> <i>The quality of an audit of this area is dependent upon the auditor becoming familiar with the Standard utilized. For pre audit activities, ensure that a copy of the Standard is available and that supplement checklist questions are derived directly from the requirements contained in the Standard.</i></p>	
1.	<p>Are ultrasonic inspections conducted in accordance with the following standard(s) : <span style="float:right">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span></p> <ul style="list-style-type: none"> <li>• SAE Aerospace Material Specification (AMS)</li> <li>• American Society for Testing and Materials (ASTM)</li> <li>• International Standards Organization (ISO)</li> <li>• Other standards ? (List _____).</li> </ul> <p>Note: OEM may provide process, standard or procedure.</p>
2.	<p>Is the standard which is identified, the most recent or latest version ? <span style="float:right">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span></p> <p>Ref: CAR 573.02(1)(c)</p>
3.	<p>Does the organization utilize a checklist / survey procedure for the purpose of conducting self-audits ? <span style="float:right">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span></p>
4.	<p>Does the organization follow a standard for the development of written ultrasonic inspection procedures ? <span style="float:right">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span></p> <ul style="list-style-type: none"> <li>• Do the procedures conform to the standard ?</li> </ul>
5.	<p>Is the approval of ultrasonic inspection procedures traceable to a Level III or OEM certification ? <span style="float:right">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span></p>

### 3.8.21 NDT, Ultrasonic

6.	Are part surfaces adequately prepared prior to commencement of the ultrasonic inspection ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Are the prescribed inspection procedures and/or instructions followed ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Are the testers, electrical cables and transducers properly maintained and stored ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<p>*For the item 9 below the following questions may apply to each:</p> <p>a) Has a check / test procedure been developed? Is one required?</p> <p>b) Does the procedure require the use of special tools to be used in the performance of the check / test?</p> <p>c) Is the individual performing the check / test been trained to do so?</p> <p>d) What is the frequency of the check / test?</p> <p>e) Are there records of the checks / tests and do they indicate acceptable results?</p>					
9.	Is the equipment calibrated in accordance with a company calibration system?  If not, is it checked / tested for: <ul style="list-style-type: none"><li>• for linearity of the time base and amplifier?</li><li>• for scale calibration for transverse waves?</li><li>• for sensitivity?</li><li>• for resolution?</li></ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



### 3.8.21 NDT, Ultrasonic

	<ul style="list-style-type: none"><li>• for zero point of angle transducers?</li><li>• for exit point of angle transducers?</li><li>• for refracted angle of angle transducers?</li></ul>
10.	Is the equipment tested prior to / and during each inspection using a test piece prescribed in the inspection procedures ? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
11.	Are calibration records available for each item calibrated ? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
12.	Are the test pieces and calibration standards properly identified and stored ? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
13.	Are parts properly cleaned after the inspection process ? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
14.	Is the inspection performed at the proper stage of the manufacturing / overhaul process ? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
15.	Are there procedures in place, and N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>3.8.22 Non-Conforming Material Review Board (MRB)</b>	
1.	Does the Material Review Board (MRB) include representatives from the quality control/assurance and engineering departments? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Does the company have a current list of approved MRB members? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Are rejected parts/materials tagged, identified and quarantined? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	Are parts/materials considered scrap properly identified and/or disposed of? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Do MRB records include the part number, quantity, effectivity date, corrective action taken, description of defects and proper signature? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Do parts requiring reworking comply with the engineering disposition? Are these parts re-inspected and recertified? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

3.8.23 Special Processes	
1.	<p>What type of special process does the company use? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
2.	<p>Are all processes performed covered by appropriate and approved specifications? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
3.	<p>Do the process specifications used establish realistic acceptance criteria that are classified so as to ensure that all articles and products processed and accepted conform to the approved design data? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
4.	<p>Are process specifications readily available and used by inspection personnel? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
5.	<p>Who approves the operators and equipment? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>According to what specifications are the operators approved? What type of training is available?</li> </ul>
6.	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p><i>Ref.</i></p>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>3.8.24 Control of Suppliers (Part I)</b>					
<b>PART I CERTIFICATE HOLDERS</b>					
<b>ENGINEERING</b>					
1.	Does the certificate holder's facility control supplier design, including changes?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>QUALITY MANAGEMENT</b>					
2.	Has there been a high turnover rate of key quality management personnel which could have an effect on the quality assurance program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>INSPECTION ACTIVITIES</b>					
3.	Are initial and periodic evaluations of suppliers made by the certificate holder, as necessary?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Does the evaluation include a review of corrective actions taken to correct deficiencies found in the system?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Does the certificate holder evaluate and monitor its suppliers capability to perform required manufacturing activities?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.24 Control of Suppliers (Part I)

6.	Are inspections and tests accomplished in accordance with the certificate holder's quality audit procedures, to ensure the product conforms to its type design?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Does the certificate holder's inspection system provide adequate instructions, tools and data necessary, to perform and control quality audits?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Does the certificate holder establish when inspections are required at a suppliers facility?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Does the certificate holder assume full responsibility for all contract activity?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	When deficiencies are discovered, are they recorded and monitored to prevent recurrence?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Is the quality assurance program working to identify weaknesses and to correct them within the system?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



### 3.8.24 Control of Suppliers (Part I)

12.	Is the relevant information on corrective actions submitted for Management's review?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	Are Internal Quality Audits carried out by personnel independent of those having a direct responsibility for performing the work?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	Does the evaluated facility act on supplier notifications of suspected problems with previously delivered products?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	Is there a system established which provides for delegation of inspection authority to suppliers? Is the delegation system used adequately?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	Is the suppliers quality performance reviewed at intervals consistent with the nature of the product and / or service?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
17.	Does the inspection system comprise of predetermined inspection stages for the acceptance of purchased products on receipt or at the supplier?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.24 Control of Suppliers (Part I)

18.	Does the certificate holder assist TCCA personnel to carry out inspections and tests, on itself and its suppliers; to ascertain compliance with the CARs and conformity with design requirements of the product? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
19.	Does the certificate holder have a supplier rating system? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
20.	Does the certificate holder place special emphasis on the control of foreign suppliers located in non bilateral countries, in particular those that are shipping products directly to a user operator? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
21.	Does the certificate holders quality assurance program for its control of supplier(s) provide adequate control for direct shipment? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
22.	Does the certificate holder list: (i) all suppliers who perform major inspection / material review? (ii) contact person / name / title / phone number at supplier to furnish required information to appropriate TCCA personnel? (iii) where and by whom part or service will undergo inspection? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

### 3.8.24 Control of Suppliers (Part I)

#### APPROVAL ACTIVITIES

23.	Are suppliers approved by the certificate holder prior to their use?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
24.	Is the quality manual of a part supplier approved by the certificate holders organization?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
25.	Does the certificate holder ensure that its suppliers do not contract any work to another supplier without written consent?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
26.	Does the certificate holder realize that it is responsible for all the work carried out by its suppliers and for the final certification of the product?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
27.	Is training conducted to the extent necessary to provide adequate knowledge and skill levels to all applicable personnel?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
28.	Where required, is update training conducted in regulatory and technical areas?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.24 Control of Suppliers (Part I)

29.	Does the certificate holder accept third party surveillance of its suppliers?  (ie: Society of Automotive Engineers; National Aerospace and Defense Contractors Accreditation Program; The American Society of Mechanical Engineers; or an ISO 9000 registrar accredited by a group such as the Registrar Accreditation Board)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
30.	Does the certificate holder maintain adequate surveillance over its suppliers in accordance with its quality assurance program for conformity to type design?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>DATA CONTROL</b>					
31.	Is buyer-furnished material controlled?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
32.	Is the purchasing document reviewed prior to release to ensure that it includes the necessary quality clauses?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
33.	Is the essential documentation for the accomplishment of all work established, maintained and controlled by the certificate holder?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.24 Control of Suppliers (Part I)

34.	Does the certificate holder control electronic data entry?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
35.	Are only delegated individuals allowed to change information through password entry into system?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
36.	Does the certificate holder grant the suppliers data entry privileges?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>MATERIAL HANDLING</b>					
37.	Does the quality system provide for the clear identification of materials and components at receipt and during all stages of storage, manufacturing, assembly, shipping and delivery?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
38.	Are purchased products verified in accordance with defined procedures?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
39.	Do procedures define the methods for material protection from undesirable environmental conditions, possible damage	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.24 Control of Suppliers (Part I)

	identification throughout the manufacturing cycle and storage limitations?				
40.	Are secure storage facilities provided for the protection of materials pending shipment?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
41.	Does the certificate holder purchasing documentation contain a complete and clear description of the material and services ordered, with adequate direction for verifying its quality?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
42.	Does the certificate holder control standard and commercial parts for inclusion into the product?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
43.	Are purchased shelf-life materials and products verified to ensure that specification requirements are met?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
44.	Are material and parts awaiting certification segregated?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
45.	Are records of receiving and inspection generated and	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.24 Control of Suppliers (Part I)

	maintained?
46.	Does quality assurance review purchase documents prior to issuance? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
47.	Is raw material, including process material (such as weld rod, etc.), verified and identified? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
48.	Is receiving inspection required to verify that supplier-furnished parts / service conform to the approved design data? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>COMMUNICATION WITH TCCA (Transport Canada Civil Aviation)</b>	
49.	Does the certificate holder organization make information available to TCCA regarding all delegation of authority to suppliers to make major inspection of any products / parts thereof? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
50.	Does the certificate holder maintain a list of all new suppliers located in other countries, and of the receipt of first articles produced by those suppliers? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

### 3.8.24 Control of Suppliers (Part I)

51.	Does the certificate holder maintain a list of suppliers in other countries authorized to direct ship? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
52.	Does the certificate holder maintain its manufacturing and quality program capabilities in accordance with TCCA approval? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>NON-CONFORMING MATERIAL CONTROL</b>	
<b>MANAGEMENT</b>	
53.	Does upper management review and analyze non-conforming material data to detect adverse trends and determine appropriate levels of corrective and preventive actions required? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>ENGINEERING</b>	
54.	Are engineering personnel reviewing non-conforming material to identify major or minor changes to the approved type design? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>QUALITY</b>	
55.	Are repaired and reworked products re-inspected in accordance with documented Engineering and / or Quality Material Review Board (MRB) decisions? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>3.8.24 Control of Suppliers (Part II)</b>	
<b>SAMPLING INSPECTION OF SUPPLIERS</b>	
<b>NOTE:</b> TCCA PERSONNEL DOES NOT EVALUATE THE QUALITY CONTROL SYSTEM OF THE SUPPLIER, ONLY THE CONTROL SYSTEM ESTABLISHED BY THE CERTIFICATE HOLDER. EMPHASIS MUST THEREFORE BE PLACED ON THE CERTIFICATE HOLDERS CONTROL OF ITS SUPPLIERS, SINCE THE CERTIFICATE HOLDER IS TOTALLY RESPONSIBLE FOR ALL OF ITS SUPPLIER FURNISHED PARTS AND SERVICES.	
1.	Is the supplier given authority from the certificate holder to carry out surveillance on its own suppliers? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	If yes to above question; does the supplier carry out surveillance on its suppliers to manufacturers supplier surveillance requirements? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Does the supplier have "direct ship" authorization from the certificate holder? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	Does the supplier have and follow specific detailed procedures from the certificate holder for "direct ship," to ensure that part(s) will conform to the type design and are safe for installation? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Do suppliers fill out and send in Service Difficulty Reports (SDRs) to their governing Civil Aviation Authority (CAA)? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

### 3.8.24 Control of Suppliers (Part II)

6.	Do suppliers send a copy of the SDR to the certificate holder or certificate holders governing CAA, if in another country?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
7.	Do suppliers carry out their own inspection / testing of their products on behalf of the certificate holder?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
8.	How is this inspection / testing controlled by the certificate holder at the suppliers facility?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
9.	Does the supplier follow certificate holders approved Quality Assurance Program (QAP) procedures in all areas of the manufacturing process?  (ex: all required paperwork / documentation, sampling inspections / testing / part identification /etc.)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
10.	Does the supplier furnish a current list of the subtier sources for certificate holders evaluation?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
11.	Is the supplier approved by the certificate holder?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>	

### 3.8.24 Control of Suppliers (Part II)

12.	Is the suppliers quality manual (or top level document) approved by the certificate holder?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	Does the supplier submit certificates of calibration to the certificate holder?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	Does the supplier have specifications / engineering requirements from certificate holder for performing special process related work?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	Does supplier submit certification test reports for all shipments of raw material to the certificate holder?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	Does the supplier carry out identification of both raw and process material in accordance with certificate holders approved data?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
17.	Does the supplier use the appropriate identification and marking of products or parts thereof as stipulated in the	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### 3.8.24 Control of Suppliers (Part II)

	certificate holders QAP?					
18.	Does the certificate holder request the identification of supplier's supplies provided by warehouses and distributors?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
19.	If supplier is from a foreign country, are their quality procedures, certificates, reports and similar data required by the certificate holder in the English language?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
20.	Are material laboratory analysis records identifiable to batch number, serial number or heat number for a given part number?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
21.	Does the supplier maintain an adequate shelf-life control of applicable items in accordance with certificate holders QAP?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
22.	Does the supplier use special testing to determine conformity of shelf-lifed items which may have passed their due date in conformance with certificate holders QAP; if applicable?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
23.	Do suppliers follow certificate holders QAP for stamp control?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>	

### 3.8.24 Control of Suppliers (Part II)

24.	Are pertinent supplier's personnel trained in statistical sampling techniques by the certificate holder? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
25.	Does supplier maintain a schedule for testing / inspection equipment in accordance with the certificate holders QAP requirements? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
26.	Does supplier follow certificate holders software control plan? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
27.	Does supplier maintain traceability of product in accordance with certificate holders QAP? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
28.	If supplier is using its own QAP, is it equal to that of the certificate holders? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

### 3.8.24 Control of Suppliers (Part II)

29.	Does the supplier control non-conforming material(s) in accordance with certificate holders QAP requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
30.	Does the certificate holders supplier(s) allow TCCA personnel unhindered access to its facilities?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
31.	<i>Ref.</i>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>3.8.25 Tool and Gauge Control</b>					
1.	How does the company ensure that the equipment used for inspections can determine conformance of the characteristic it is intended to evaluate?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	What procedure does the company use for protecting, maintaining and updating jig and fixture control as required to assure conformance to the approved design data?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Are calibration records traceable to the National Bureau of Standards?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	What system does the company use to ensure inspection acceptance and the periodic re-inspection of all inspection equipment and jigs?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	How does the company control inaccurate inspection tools, gauges, instruments, jigs, and so on to ensure their identification and removal from use until repair, reworking or calibration has been accomplished?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Does the company have adequate records of all equipment used for inspection purposes? Do these records contain the nomenclature, serial number, location, details of all repairs or reworking performed,	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>





## Part 6-A

# CAR 566

## Approved Training Organization Checklists

### Basic Training Programs

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(January 2002)

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Intentionally Blank

**ATO-A01 Previous Transport Canada Audit**

1. What was the purpose and date of the previous audit? N/A  OK  Finding  Not Checked

2. Was the audit follow-up completed? N/A  OK  Finding  Not Checked

- Are there any outstanding audit findings resulting from the previous audit?

*Areas that have outstanding findings should be reviewed in conjunction with the current audit process to determine if the problems are systemic in nature or if the follow-up has simply been overlooked.*

3. Have there been any changes in the school's scope, size, aircraft, type of service since the previous audit? N/A  OK  Finding  Not Checked

List new additions:

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### ATO-A02 Policy Manual

- |   | N/A <input type="checkbox"/> | OK <input type="checkbox"/> | Finding <input type="checkbox"/> | Not Checked <input type="checkbox"/> |
|---|------------------------------|-----------------------------|----------------------------------|--------------------------------------|
| <p>1. The Policy Manual (PM) shall include the following elements:</p> <ul style="list-style-type: none"><li>a) an organizational chart</li><li>b) an amendment system</li><li>c) course instructor listing</li><li>d) professional development program</li><li>e) advisory committee system</li><li>f) a quality system</li><li>g) person responsible for training (PRT)</li><li>h) course prerequisites</li><li>i) student attendance control system</li><li>j) examination (<i>analysis</i>) methods</li><li>k) examination process control system</li><li>l) record keeping system</li><li>m) certificate issuance control system</li><li>n) facilities section</li><li>o) training material and instructional aids</li><li>p) training material evaluation procedure</li></ul> <p><i>These elements provide an overview of the organizations Training program and PM - each will be reviewed separately.</i></p> <p><b>Ref: CAR Std. 566.10(2)</b></p> |                              |                             |                                  |                                      |
| <p>2. Does the organization have a Transport Canada approved Policy Manual - does the manual contain a Certification Page - signed and approved by TC?</p> <ul style="list-style-type: none"><li>• is the manual provided in hard copy?</li><li>• is the manual provided in electronic format?</li><li>• If so - are there policies/procedures in place to deal with controlled access to this document (i.e.: amendment, etc)?</li><li>• is the document organized in numerical order?</li><li>• is the document structured in</li></ul>   |                              |                             |                                  |                                      |

## ATO-A02 Policy Manual

a manner to provide easily accessible reference standard for day-to-day use?

- does the organization maintain an up-to-date list of manual holders?

**Ref: CAR Std. 566.10(1)**

3. Are the "procedures" pertaining to the TC approved program(s) contained in a sub-tier document (i.e.: Procedures Manual)?
- N/A  OK  Finding  Not Checked
- if so, is the document incorporated by reference in the PM?

**Ref: CAR Std. 566.10(1)**

4. Are all program changes identified in the currently approved PM?
- N/A  OK  Finding  Not Checked
- Have there been any revisions to the program, policy and/or procedures that have been implemented but have not been identified in the PM?

**Ref: CAR Std. 566.10(1)**

5. Has each program identified in the PM received Transport Canada approval?
- N/A  OK  Finding  Not Checked
- Note: There may be programs contain in the PM which do not, or are not required to have TC approval (i.e. program content designed to meet industry occupational trade standards or foreign regulatory authority requirements). Inclusion of these types of programs in the PM is at the discretion of the ATO, however programs being taught for the purpose of TC accreditation and/or acceptance must have received TC approval.*

**Ref: CAR Std. 566.10(1)**

6. Does the PM contain adequate policy and/or procedure to meet the regulatory standard and program presentation requirements?
- N/A  OK  Finding  Not Checked

**Ref: CAR Std. 566.10(1)**

7. Are the policies and/or procedures described in the PM being implemented as required?
- N/A  OK  Finding  Not Checked

**ATO-A02 Policy Manual**

*Ref: CAR Std. 566.10(1)*

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### ATO-A03 Organizational Chart

1. Does the PM contain an OC? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(a)*

2. Is the OC up-to-date and accurately reflect the current organizational structure? N/A  OK  Finding  Not Checked

- Does Org Chart include administrative positions involved in Certificate issuance?

*Ref: CAR Std. 566.10(2)(a)*

3. Does the OC identify each reporting level of personnel involved in the program? N/A  OK  Finding  Not Checked

*Functional reporting starting with the PRT holding responsibility and accountability for program regulatory compliance and integrity to be shown in solid dark lines.*

*Functional reporting for internal document control purposes may be identified by a dotted line.*

*Ref: CAR Std. 566.10(2)(a)*

4. Does the PM contain duties/responsibilities for each of the reporting levels? N/A  OK  Finding  Not Checked

- are the position description duties and responsibilities of each reporting level accurate?

*Ref: CAR Std. 566.10(2)(a)*

5. Does the PM clearly identify the qualifications for the PRT and faculty? N/A  OK  Finding  Not Checked

*Personnel qualifications (i.e.: resumes) may be retained in a sub-tier document or be retained by the organization in their personnel files. These documents must be made available for review by TC, to determine if the person in the position meets the requirements to hold that office in accordance with the requirements of the STD and/or PM.*

## ATO-A03 Organizational Chart

Ref: CAR Std. 566.10(2)(a)

6. Are organizational changes reflected in the PM?      N/A     OK     Finding     Not Checked

Ref: CAR Std. 566.10(2)(a)

### Comments/Summary:

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_



### ATO-A04 Amendment System

1. Does the PM contain an Amendment system? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(b)*

2. Does the amendment procedure contain a method to identify each page, and the status of each page, of the PM? N/A  OK  Finding  Not Checked

*For example is there a list of effective pages? If so is this document accurate? Does each page of the PM identify its revision status, date of issue, page number and what area the revision was made to, etc.*

*Ref: CAR Std. 566.10(2)(b)*

3. Does the amendment system clearly identify who is responsible for: N/A  OK  Finding  Not Checked

- initiation of proposed amendments?
- development of proposed amendments?
- approval/authorization of amendments?
- distribution of approved amendments?

*Ref: CAR Std. 566.10(2)(b)*

4. Does the amendment system address/encompass changes to all areas of the training program, including curriculum and exams? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(b)*

5. Does the system provide a method to ensure that the PM reflects the latest approved amendment?

*Is there a method to ensure that amendments are entered into the PM within a specified timeframe and is this verified?*

*Ref: CAR Std. 566.10(2)(b)*

6. Has the ATO followed the



### ATO-A05 Course Instructor Listing

1. Does the TPM provide a listing of Instructors?  N/A  OK  Finding  Not Checked

- Or does the TPM reference a sub-tier document that contains this information?

*Ref: CAR Std 566.10(2)(c)*

2. Are faculty teaching aircraft maintenance subject matter licensed in aircraft maintenance/avionics/structures (as applicable)?  N/A  OK  Finding  Not Checked

*Personnel (e.g.: technologists) providing supervision for shop projects, etc need not be licensed - however they should have sufficient skill, knowledge and/or experience of the subject matter for which they are providing supervision/assistance.*

*Ref: CAR Std 566.10(2)(c)*

3. Does the organization utilize Specialist Instructors? Is the subject matter taught by these faculty members restricted to their area of expertise?  N/A  OK  Finding  Not Checked

*Specialist instructors can teach specific subjects within the aviation programs - to include identification, explanation, and performance of components or systems.*

*Instructors must be appropriately licensed or have previous experience in/on the specific specialty area (e.g.: was previously employed in an engine repair/overhaul environment and performed functions associated with R&O, maintenance, etc).*

*Ref: CAR Std 566.10(2)(c)*

4. Are all Instructors trained in their applicable subject matter specialty area?  N/A  OK  Finding  Not Checked

*Ref: CAR Std 566.10(2)(c)*

5. Are all Instructors trained in Instructional techniques?  N/A  OK  Finding  Not Checked

*Instructional technique training should be a primary component of the professional development program. The requirement for Instructional techniques training was implemented in 1991 with the third edition of the PLH. Faculty that have been teaching in the approved ATO programs prior to that date may not have completed*

## ATO-A05 Course Instructor Listing

*an in-depth IT course as such. However there should be a program in place to ensure that such personnel are provided "update" IT training of some kind.*

**Ref: CAR Std 566.10(2)(c)**

6. Does the organization have policies/procedures in place to deal with Instructional techniques refresher training? N/A  OK  Finding  Not Checked

- are the policies/procedures being followed?

*This ties into the Professional Development program.*

**Ref: CAR Std 566.10(2)(c)**

7. Does the TPM contain policy/procedure with respect to Instructor-Student ratio for classes, labs, shops, etc? N/A  OK  Finding  Not Checked

- if so - is the ratio of Instructors versus students adequate for the subject matter being taught?

*Instructor/student ratio may be different for theory versus practical classes. Classroom 15:1, unless the facility is designed to provide full access to training material for more; hands on 6:1; live system training 2:1.*

**Ref: CAR Std 566.10(2)(c)**

8. Does the organization have a sufficient number of Instructors to ensure both the quality of the work and safety of students during practical tasks or projects? N/A  OK  Finding  Not Checked

**Ref: CAR Std 566.10(2)(c)**

### Comments/Summary:

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### ATO-A06 Professional Development

1. Does the organization have a structured professional development program in place? N/A  OK  Finding  Not Checked

*“Structured” refers to a formalized program - to include policies and procedures for identification, implementation, recording, etc of training. Ideally the PD program should be tied to the Instructor Evaluation process, Industry Advisory Committee input with respect to new technology, etc.*

**Ref: CAR Std. 566.10(2)(d)**

2. Does the PD program ensure that Instructors technical and administrative knowledge is updated on a continuous basis? N/A  OK  Finding  Not Checked

- Does the PD program provide a method for determining when update training is required and what type of training should be taken?
- Is the PD program linked to the quality program?

**Ref: CAR Std. 566.10(2)(d)**

3. Does the PD program conform to a 3-year training cycle? N/A  OK  Finding  Not Checked

**Ref: CAR Std. 566.10(2)(d)**

4. Are adequate records retained to substantiate the types of PD training completed for each Instructor? N/A  OK  Finding  Not Checked

**Ref: CAR Std. 566.10(2)(d)**

5. Is the type of PD training taken relevant to the nature of the program and/or type of instruction provided? N/A  OK  Finding  Not Checked

*Does the PD program allow for different program parameters for different positions, i.e. a specialty instructor vs. a full spectrum instructor?*

**Ref: CAR Std. 566.10(2)(d)**



Company: \_\_\_\_\_

Date: \_\_\_\_\_

### ATO-A07 Advisory Committee System

1. Does the organization have a program Advisory Committee in place? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(e)*

2. Does the TPM include a description of: N/A  OK  Finding  Not Checked

- the mandate of the Advisory Committee
- the duties and responsibilities (guidelines) of the Advisory Committee

*This information may be contained in a sub-tier document such as a Training Procedures manual. The duties and responsibilities should include methods/processes to ensure they meet the requirements of their mandate.*

*Ref: CAR Std. 566.10(2)(e)*

3. Does the committee include a membership comprised of pertinent representatives of the aviation industry? N/A  OK  Finding  Not Checked

*Aviation industry representatives may include AMO's, Airlines, General Aviation, Engine & Propeller shops, other training institutions, Aviation associations, etc.*

*Ref: CAR Std. 566.10(2)(e)*

4. Is there adequate representation from the Training Organization (i.e.: PRT, etc) on the Advisory Committee? N/A  OK  Finding  Not Checked

*The person responsible for the integrity of the programs and/or quality assurance program should be a member of this committee.*

*Ref: CAR Std. 566.10(2)(e)*

5. Does the organization have established frequencies for Advisory Committee meetings? N/A  OK  Finding  Not Checked

- do they adhere to these time frames?

*There may be a need to postpone or defer meetings due to unforeseen circumstances and/or there being no need to convene - the organization should have documentation to describe and/or substantiate these types of situations.*

*Ref: CAR Std. 566.10(2)(e)*

## ATO-A07 Advisory Committee System

6. Does the Advisory Committee's mandate ensure that course performance objectives are current from an industry perspective and satisfy industry needs for appropriately trained technical personnel? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(e)*

7. Does the system include procedures to record minutes of meetings, and communicate the decisions reached to individuals or organizations involved with changes to the program? N/A  OK  Finding  Not Checked

- are the procedures being followed?

*E.g.: Transport Canada, responsible ATO officials, Advisory Committee members, etc.*

*Ref: CAR Std. 566.10(2)(e)*

8. Are the minutes retained for a 5-year period? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(e)*

9. Does the system include procedures to document, in detail, how changes to course format and content are handled? N/A  OK  Finding  Not Checked

- do these procedures include *(but will not be limited to)* course content, equipment, delivery and facilities?
- are the procedures being followed?

*For example - recommendations from the Advisory Committee should be documented and the processes used to implement or act upon such recommendation should be linked with the ATO's Quality Assurance program.*

*Ref: CAR Std. 566.10(2)(e)*

### Comments/Summary:

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

## ATO-A08 Quality System

### Person Responsible for QA

1. Does the PM clearly identify the person responsible for the QA Program? N/A  OK  Finding  Not Checked
- are their duties and responsibilities adequately described in the PM?

*Ref: CAR Std. 566.10(2)(f)*

2. Is the person responsible for the QA Program performing the responsibilities of the position, as detailed in the PM? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(f)*

3. Is the person responsible for the QA Program knowledgeable of the regulatory STD, the PM and the organizational structure with respect to training? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(f)*

### QA System/Program

4. Does the organization have a QA system in place. N/A  OK  Finding  Not Checked

*IE: a system to improve and maintain the quality of training provided?*

*Ref: CAR Std. 566.10(2)(f)*

5. Does the PM provide a description of the QA system? N/A  OK  Finding  Not Checked

*For example - does this description include details of; areas of the program affected by the system, self-analysis mechanisms - implementation, corrective action and feedback processes.*

*Ref: CAR Std. 566.10(2)(f)*

6. Does the QA program provide a system (method) for identification, corrective action, implementation and follow up (i.e.: a quality loop conceptual model)? N/A  OK  Finding  Not Checked
- Does the PM list all forms utilized in the tracking of Quality System data

## ATO-A08 Quality System

including revision control?

**Ref: CAR Std. 566.10(2)(f)**

7.  N/A  OK  Finding  Not Checked
- Has the program established a process of "self evaluation" or internal audit? If so ...
  - does the TPM describe the system in use?
  - does the ATO follow the policy/procedures as detailed in the TPM?
  - does the ATO maintain adequate records with respect to areas reviewed, findings noted, corrective action taken, follow up, etc?

**Ref: CAR Std. 566.10(2)(f)**

8.  N/A  OK  Finding  Not Checked
- Does the QA system provide for a method of assessment, analysis or evaluation for the following:
- curriculum
  - examinations
  - instructor evaluations
  - amendment system
  - student attendance/grades
  - certificate issue

*Some or all of these elements may be inherent within each functional area of the program.*

**Ref: CAR Std. 566.10(2)(f)**

9.  N/A  OK  Finding  Not Checked
- Does the system include a description of the methods used to control the development of training, including lesson plans? Are these methods effective?
- are the policies/procedures being followed?

*Do these methods allow for feedback, corrective action and implementation of amendments to curriculum/course outlines and/or master lesson plans? Refer to "curriculum" FA for more information on Lesson Plans.*

**Ref: CAR Std. 566.10(2)(f)**

10.  N/A  OK  Finding  Not Checked
- Does the system include a description of the methods used to control the development of

## ATO-A08 Quality System

student assessment methods?

- are these methods effective?
- are the policies/procedures being followed?

*Student assessment methods pertains to the testing for knowledge and skill (i.e.: theory/practical).*

**Ref: CAR Std. 566.10(2)(f)**

11. Does the system include a description of the methods used to control the competency and currency of instructional staff? N/A  OK  Finding  Not Checked

- are the policies/procedures being followed? (i.e.: Professional Development).

12. Does the system include a description of the methods used to control the presentation of course material to meet training objectives? N/A  OK  Finding  Not Checked

- are the policies/procedures being followed?
- does the QA system ensure that the TPM reflects any regulatory changes?

**Ref: CAR Std. 566.10(2)(f)**

13. Does the system include a description of the methods used to control the process of gathering and analyzing feedback from the course? N/A  OK  Finding  Not Checked

- are the policies/procedures being followed?

**Ref: CAR Std. 566.10(2)(f)**

14. Does the system include a description of the methods used to control the process used to determine corrective action where necessary? N/A  OK  Finding  Not Checked

- are the policies/procedures being followed?

**Ref: CAR Std. 566.10(2)(f)**

15. Does the system include a description of the methods used to control the process used to monitor the results of any N/A  OK  Finding  Not Checked

## ATO-A08 Quality System

corrective action taken?

- are the policies/procedures being followed?

*Ref: CAR Std. 566.10(2)(f)*

16. Does the Quality system meet the quality objectives, as stated in the PM? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(f)*

### Instructor Evaluations

17. Does the organization have a system in place for instructor evaluations? N/A  OK  Finding  Not Checked

- are the policies/procedures being followed?

*Ref: CAR Std. 566.10(2)(f)*

18. Has a set frequency for Instructor evaluations been established? N/A  OK  Finding  Not Checked

- if so, have the evaluations been completed in accordance with the established frequency?

*The ATO may have established a set time frame for all evaluation to be completed (i.e.: once per year) - if so, have they fulfilled this requirement?*

*Ref: CAR Std. 566.10(2)(f)*

19. Have all instructor evaluations been completed as required? N/A  OK  Finding  Not Checked

- Are instructor evaluation forms identified and included in TPM?

*Ref: CAR Std. 566.10(2)(f)*

20. Does the system provide a mechanism to address teaching techniques, subject matter expertise, updating, and conformance to course objectives? N/A  OK  Finding  Not Checked

- have the policy/ procedures/ requirements of this system been followed?

*Ref: CAR Std. 566.10(2)(f)*

## ATO-A08 Quality System

21. Does the system provide for a method of follow-up should there be areas requiring improvement? N/A  OK  Finding  Not Checked
- is follow-up action completed?
  - Is PRT responsible for follow-up action or is it delegated?

*Ref: CAR Std. 566.10(2)(f)*

22. Does the system feed into - or receive information from - the Professional Development program/system? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(f)*

### QA system Records

23. Does the QA system retain adequate records with respect to the following: N/A  OK  Finding  Not Checked
- curriculum
  - examinations
  - instructor evaluations
  - amendments (*i.e.*: curriculum/examinations, etc)
  - student attendance/grades
  - certificate issue

*Such records would include results of any in-house audits/reviews, corrective action plans and implementation of corrective action, etc.*

*Ref: CAR Std. 566.10(2)(f)*

### Comments/Summary:

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**ATO-A09 Person Responsible for Training Section**

1. Has the organization appointed an individual responsible for regulatory compliance and program integrity? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(g)*

2. Does this person have a minimum of six years experience in the maintenance of aircraft? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(g)*

3. Does this person have sufficient knowledge of maintenance training, development and delivery? N/A  OK  Finding  Not Checked

*The knowledge required to satisfy this requirement may have been gained from a variety of sources and need not be obtained from within the organization in question. For example: experience instructing in an aircraft type course, component training (i.e.: engines only), etc.*

*Ref: CAR Std. 566.10(2)(g)*

4. Are the duties and responsibilities of the PRT adequately described in the PM? N/A  OK  Finding  Not Checked

*Does the PM provide a clear understanding of the PRT's accountabilities and responsibilities in relation to regulatory requirements, training delivery to meet objectives and Quality Assurance programs?*

*Ref: CAR Std. 566.10(2)(g)*

5. Is the PRT knowledgeable of his/her duties and responsibilities with respect to STD 566 and the PM requirements? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(g)*

**Note:** *There is a need to be aware of the difference between the accountability and/or responsibility of the PRT and that of the Quality System (QA/QM), in order to ensure that both are adequately and appropriately fulfilled.*

*If a singular position is tasked with both these functions, it is up to the ATO to verify/substantiate that the systems and/or process implemented within their programs ensure that the requirements of both the standard and the TPM can, and are, being satisfied.*

**Comments/Summary:**



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### ATO-A10 Course Prerequisites Section

1. Does the TPM contain procedures for student admission? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(h)*

2. Do the procedures indicate which prerequisites are necessary in order to meet course delivery objectives? N/A  OK  Finding  Not Checked

*Course prerequisites may vary for each program and/or training institute. For example, prerequisites may include specified levels of knowledge for Math and English.*

*Ref: CAR Std. 566.10(2)(h)*

3. Does the training organization have procedures in place to document that students meet the prerequisites for admission? N/A  OK  Finding  Not Checked

*"Documentation" as such may be as simple as graduation from a minimum grade level (e.g.: grade 12) or, in the case of foreign educational equivalents, established equivalency-testing methods. Regardless of the methods the organization should have procedures in place to verify that the student has a sufficient level of knowledge and ability to assimilate the program/course content.*

*Ref: CAR Std. 566.10(2)(h)*

4. Does the organization have policies/procedures in place to allow for transfer of students from one TC approved basic training program into another? N/A  OK  Finding  Not Checked

- if so, is there sufficient documentation to determine how this decision was made?
- does the evaluation process include a method to ensure that the courses completed in the previous program meets the curriculum content of the subjects for whom the exemption is being granted?

*Ref: CAR Std. 566.10(2)(h)*

**Comments/Summary:** \_\_\_\_\_

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### ATO-A11 Student Attendance Control System

1. Does a Student Attendance Control System exist? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(i)*

2. Does the system have Training Schedules to ensure that students do not exceed:

- eight hours of training (or combined duty/training) in any one day, or
- six days or forty hours of duty/training in any seven-day period?

*Ref: CAR Std. 566.10(2)(i)*

3. Has there been any instances where the maximum allowable training day/week has been exceeded? N/A  OK  Finding  Not Checked

- If so, is there documentation to substantiate the reason for this? For example: the requirement to visit aircraft or simulators based on operational schedule, unavailability of equipment, etc.

*Ref: CAR Std. 566.10(2)(i)*

4. Does the record keeping procedure ensure that the individual's presence is recorded and controlled for each class, shop or laboratory activity? N/A  OK  Finding  Not Checked

- are the policies/procedures being followed?
- Are tracking forms identified and included in the TPM?

*Ref: CAR Std. 566.10(2)(i)*

5. Does the TPM contain procedures to ensure that students having missed more than 5% of the course through absences do not qualify for accreditation? N/A  OK  Finding  Not Checked

- are these policies/procedures applied consistently and

## ATO-A11 Student Attendance Control System

equability?

*There may be policies and procedures established to allow students that do not qualify for accreditation to receive a certificate of course completion. If this is the case, both the accredited certificate issue and the non-accredited certificate issue processes should be clearly documented.*

**Ref: CAR Std. 566.10(2)(i)**

6. Does the organization have policies/procedures regarding Instructor absence? N/A  OK  Finding  Not Checked

- is there a system in place to ensure the missed course content is received by the students (i.e.: substitute Instructor, etc)

**Ref: CAR Std. 566.10(2)(i)**

7. Are there procedures in place to allow students to make up the lost time, which is in excess of 5% through a supplementary study program? N/A  OK  Finding  Not Checked

*E.g.: Student misses 7% of 1800-hour course = 126 hours, the maximum allowable is 90 hours. The student must make up no less than the difference between the two = 36 hours.*

**Ref: CAR Std. 566.10(2)(i)**

8. Does the supplementary study program ensure that study material is equivalent to that missed from the original program? N/A  OK  Finding  Not Checked

*Supplementary studies should be documented to include topics/hours, etc.*

**Ref: CAR Std. 566.10(2)(i)**

**Comments/Summary:**

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### ATO-A12 Examination (Analysis) Methods

1. Does the PM contain policies/procedures with respect to Examination methods? N/A  OK  Finding  Not Checked

*“Examination methods” pertain to the analysis (of) and development, content, quality and amendment procedures for all exams pertaining to the program(s).*

**Ref: CAR Std. 566.10(2)(j)**

2. Does the PM clearly identify who is responsible for the: N/A  OK  Finding  Not Checked

- Development process.
- Validation process.
- Weighting process.
- Failure analysis process.
- Amendment Process.

**Ref: CAR Std. 566.10(2)(j)**

3. Have “master examinations” been developed for the training being conducted? N/A  OK  Finding  Not Checked

**Ref: CAR Std. 566.10(2)(j) and (k)**

4. Are records of the examination (analysis) methods retained and available (to TC)? N/A  OK  Finding  Not Checked

*“Records” would include the documentation used by the organization to verify the applicability of the specific testing method to the learning objectives.*

**Ref: CAR Std. 566.10(2)(j)**

5. Are the records maintained in a secured environment and accessible to all applicable parties (College) when required? N/A  OK  Finding  Not Checked

**Ref: CAR Std. 566.10(2)(j)**

6. Does the examination development include a policy to ensure that the quantity or the weighted value of each examination is dependent upon the: N/A  OK  Finding  Not Checked

- importance of the learned outcome
- the frequency of occurrence
- and the level of difficulty?

**Ref: CAR Std. 566.10(2)(j)**

## ATO-A12 Examination (Analysis) Methods

- |     |  |                              |                             |                                  |                                      |
|-----|--|------------------------------|-----------------------------|----------------------------------|--------------------------------------|
| 7.  | <p>Is there a process in place to allow for review of the examinations to determine the validity, accuracy, clarity and appropriate weighting of each question?</p> <ul style="list-style-type: none"> <li>• Is this process linked to the quality program?</li> <li>• Is the process documented?</li> <li>• Are tracking forms identified and included in PM?</li> </ul> <p><i>This review should be carried out by an independent subject matter expert - for example an Advisory Committee representative or a Faculty member who does not normally have any input into the subject area being reviewed.</i></p> <p><b>Ref: CAR Std. 566.10(2)(j)</b></p> | N/A <input type="checkbox"/> | OK <input type="checkbox"/> | Finding <input type="checkbox"/> | Not Checked <input type="checkbox"/> |
| 8.  | <p>Do the completed examinations ensure that performance and/or /training objectives have been met?</p> <p><b>Ref: CAR Std. 566.10(2)(j)</b></p>   | N/A <input type="checkbox"/> | OK <input type="checkbox"/> | Finding <input type="checkbox"/> | Not Checked <input type="checkbox"/> |
| 9.  | <p>Does the use of a test map or other devices ensure that those subject areas with the greatest impact are tested to the highest level; while the subject areas, or tasks with the least impact are tested to the lowest level?</p> <p><b>Ref: CAR Std. 566.10(2)(j)</b></p>  | N/A <input type="checkbox"/> | OK <input type="checkbox"/> | Finding <input type="checkbox"/> | Not Checked <input type="checkbox"/> |
| 10. | <p>Are there established frequencies for conducting analysis/assessment of exams?</p> <p><i>Does the organization employ a specific time schedule for review and analysis of examinations - does policy allow for ad-hoc or interim review?</i></p> <p><b>Ref: CAR Std. 566.10(2)(j)</b></p>   | N/A <input type="checkbox"/> | OK <input type="checkbox"/> | Finding <input type="checkbox"/> | Not Checked <input type="checkbox"/> |
| 11. | <p>Does the examination analysis/assessment system provide for a method of identification, corrective action and implementation of corrective action?</p> <p><i>Anomalies must be identified, documented and have corrective action plans developed in order to implement the appropriate correction.</i></p> <p><b>Ref: CAR Std. 566.10(2)(j)</b></p>   | N/A <input type="checkbox"/> | OK <input type="checkbox"/> | Finding <input type="checkbox"/> | Not Checked <input type="checkbox"/> |

## ATO-A12 Examination (Analysis) Methods

12. Are corrective action plans implemented and followed up on in a timely manner? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(j)*

13. Are the policies/procedures effective? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(j)*

14. Is the process being adhered to? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(j)*

### Comments/Summary:

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_



### ATO-A13 Examination Process Control

1. Does a system of examination process control exist? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(k)*

2. Are there policies/procedures in place with respect to: N/A  OK  Finding  Not Checked

- confidentiality of exams
- security of exams
- examination analysis (post-review)
- examination time limits (i.e.: completion of - and - rewriting of)

*Ref: CAR Std. 566.10(2)(k)*

3. Does this process ensure that new examination questions are developed if confidentiality becomes compromised? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(k)*

4. Does this process ensure that all examination material and marking guides are maintained in a secure and confidential manner? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(k)*

5. Does the process ensure that examinations are carried out in a controlled environment to protect the integrity of the evaluation process? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(k)*

6. Does the process ensure that there is consistency of examination (usually specified in the course standard)? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(k)*

7. Does the process ensure that post examination reviews are conducted and corrected to 100 percent? N/A  OK  Finding  Not Checked

*This process assists in determining*

## ATO-A13 Examination Process Control

course, student or instructor shortcomings.

**Ref: CAR Std. 566.10(2)(k)**

8. Does the process ensure that versions and/or variances of the evaluation instruments used in the initial and rewrite evaluation process are secure? N/A  OK  Finding  Not Checked

*This refers to original and alternate examinations for each subject.*

**Ref: CAR Std. 566.10(2)(k)**

9. Does the process ensure that the successful completion of examinations occur within 1 year following program completion? N/A  OK  Finding  Not Checked

*For example - if the student is required to reattempt final examinations or complete supplementary studies and exams they must do so within 1 year of program completion, otherwise they are not eligible for accreditation.*

**Ref: CAR Std. 566.10(2)(k)**

10. Does the process ensure that a 70 percent or greater passing grade is established for each major subject area listed in the TPM (i.e.: curriculum)? N/A  OK  Finding  Not Checked

*"Each major subject area" refers to both the theoretical and practical portions of each course subject area. For example: AMT 101 = 3 theory exams & 3 practical exams ... the total of all theory marks must average a minimum of 70% and the total of all practical marks must average a minimum of 70% - the 2 totals are then combined to provide the final mark.*

**Ref: CAR Std. 566.10(2)(k)**

11. Does the process ensure that limits are set for the maximum number of attempts permitted? N/A  OK  Finding  Not Checked

**Ref: CAR Std. 566.10(2)(k)**

12. Are there indications that students have been allowed to progress through the program without having attained a minimum passing grade? N/A  OK  Finding  Not Checked

**Ref: CAR Std. 566.10(2)(k)**

13. Does the organization have policies/procedures in place to N/A  OK  Finding  Not Checked

## ATO-A13 Examination Process Control

limit access to examinations?

*This would involve having a set of master examinations, in a controlled environment, that are used for all testing. Revisions or amendments to examinations should follow the approved procedure.*

**Ref: CAR Std. 566.10(2)(k)**

### Comments/Summary:

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

## ATO-A14 Record Keeping System

*Information Note: Where the standard indicates ..."The records shall include".. this does not limit the requirement to maintain records to just those items indicated - organizations are required to ensure that they retain records to verify conformance to course objectives, regulatory standards and program integrity.*

- |                                   |   |                              |                             |                                  |                                      |
|-----------------------------------|---|------------------------------|-----------------------------|----------------------------------|--------------------------------------|
| 1.                                | Does the organization have system in place to ensure the retention of the following records: <ul style="list-style-type: none"><li>• student attendance</li><li>• student performance/grades</li><li>• certificate issuance - <i>verification of eligibility and actual issue</i></li><li>• committee meetings (Advisory, Examination, Curriculum, etc)</li><li>• instructor qualifications / evaluations</li><li>• instructor professional development records (e.g.: <i>training</i>)</li><li>• curriculum (<i>master lesson plans</i>)</li><li>• examinations (<i>master examinations</i>)</li><li>• analysis methods (curriculum and examinations)</li><li>• curriculum/examination amendments</li><li>• QA records - audit follow up and corrective action plans</li></ul> | N/A <input type="checkbox"/> | OK <input type="checkbox"/> | Finding <input type="checkbox"/> | Not Checked <input type="checkbox"/> |
| <i>Ref: CAR Std. 566.10(2)(l)</i> |   |                              |                             |                                  |                                      |
| 2.                                | Does the system ensure that records are maintained and retained for a period of not less than 5 years?  | N/A <input type="checkbox"/> | OK <input type="checkbox"/> | Finding <input type="checkbox"/> | Not Checked <input type="checkbox"/> |
| <i>Ref: CAR Std. 566.10(2)(l)</i> |   |                              |                             |                                  |                                      |
| 3.                                | Are these records retained in a secure environment?<br><i>Not all records are required to be secure-however documentation such as student grades, attendance records, master curriculum and examinations, etc should be secured to avoid compromise.</i>  | N/A <input type="checkbox"/> | OK <input type="checkbox"/> | Finding <input type="checkbox"/> | Not Checked <input type="checkbox"/> |
| <i>Ref: CAR Std. 566.10(2)(l)</i> |   |                              |                             |                                  |                                      |
| 4.                                | Does the organization maintain a current record for each student (to include attendance, grades,  | N/A <input type="checkbox"/> | OK <input type="checkbox"/> | Finding <input type="checkbox"/> | Not Checked <input type="checkbox"/> |

## ATO-A14 Record Keeping System

etc)?

*Ref: CAR Std. 566.10(2)(l)*

5. Does the organization require and retain records of Access to Information authorizations from all students (for TC access to records)?
- N/A  OK  Finding  Not Checked

*This may not be a requirement for all ATO's - depending upon the requirements of the Access to Information Act per Province.*

*Ref: CAR Std. 566.10(2)(l)*

6. Does the organization follow the policies/procedures pertaining to record keeping?
- N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(l)*

### Comments/Summary:

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### ATO-A15 Certificate Issuance Control System

1. Does the TPM contain policy/procedure with respect to Certificate issue? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(m)*

2. Does the TPM contain a sample copy of the TC approved Course certificate? N/A  OK  Finding  Not Checked

*This is the certificate that is issued bearing the TC approval number, which indicates successful completion of the TC accredited program.*

*Ref: CAR Std. 566.10(2)(m)*

3. Has the organization submitted an up-to-date (current) listing of all names and signatures of individuals authorized to sign certificates, forms and letters? N/A  OK  Finding  Not Checked

*This listing may also be provided in the TPM, a sub-tier document (i.e.: Procedures Manual) or issued separately to TC.*

*Ref: CAR Std. 566.10(2)(m)*

4. Does the organization retain historical records of previously approved signatories? N/A  OK  Finding  Not Checked

*Records to identify previously approved signatories should be maintained by the organization as part of the QA system and to verify past conformance to course objectives and regulatory standards.*

*Ref: CAR Std. 566.10(2)(m)*

5. Does the system ensure that certificates bearing the TC approval number are issued only to students who successfully complete the approved course? N/A  OK  Finding  Not Checked

*The organization may have policies/procedures in place to allow for issue of "certificates or diplomas of completion" to students who have completed the program however have not met the requirement for accreditation.*

*Ref: CAR Std. 566.10(2)(m)*

6. Do the certificates clearly identify between those issued for accreditation purposes and those issued for successful completion (without meeting accreditation requirements)? N/A  OK  Finding  Not Checked

## ATO-A15 Certificate Issuance Control System

*It is possible for students to meet the program requirements (i.e.: grades & curriculum) and not be issued with a certificate bearing the TC approval number - this could be due to attendance issues. In circumstances such as this, if the organization has policies/procedures in place for the issue of non-accredited certificates, there should be a clear distinction between the two.*

**Ref: CAR Std. 566.10(2)(m)**

7. Does the certificate include the following: N/A  OK  Finding  Not Checked

- name and location of the training organization
- type of description of training accomplished - *type of program (M-E-S-A/C type plus installed engine)*
- full name of student
- date of course completion
- TC approval number
- embossed raised seal
- signature of authorized official(s)
- type training :
  - course duration (in hours)
  - aircraft, engine, airframe or system identification

**Ref: CAR Std. 566.10(2)(m)**

8. Does the organization have a system in place for verification of issue of accredited certification (those bearing the TC approval number)? N/A  OK  Finding  Not Checked

**Ref: CAR Std. 566.10(2)(m)**

### Comments/Summary:

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_



### ATO-A16 Facilities Section

1. Does the PM contain a section Facilities section? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(n)*

2. Does this section adequately describe the facilities and the support systems for the type of delivery consistent with the scope of the program? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(n)*

3. Does the PM include a floor plan of the primary facility? N/A  OK  Finding  Not Checked

*The "primary" facility floor plan used for training on a full time basis must include the location of administration offices, classrooms, technical libraries, shops, labs, hangars, storage areas, etc. If the ATO has a secondary facility that is used for training (i.e.: 2<sup>nd</sup> campus lab) then a full outline of the floor plan should be included.*

*Ref: CAR Std. 566.10(2)(n)*

4. Does the facility include adequate heating, lighting and ventilation to accommodate the maximum number of students expected to be taught at any one time? N/A  OK  Finding  Not Checked

*This includes all classrooms, shops, labs and hangars.*

*Ref: CAR Std. 566.10(2)(n)*

5. Are the classrooms isolated from excessive interruption (i.e.: noise, etc)? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(n)*

6. Are classrooms equipped with suitable equipment for the purposes of presentation of course material? N/A  OK  Finding  Not Checked

*This could include writing boards (wall), audio - visual equipment, student seating arrangements, Instructor placement, etc).*

*Ref: CAR Std. 566.10(2)(n)*

7. Are the facilities sufficient for the type of training delivered? N/A  OK  Finding  Not Checked

## ATO-A16 Facilities Section

*Ref: CAR Std. 566.10(2)(n)*

8. Do the students have reasonable access to the facilities?    N/A     OK     Finding     Not Checked

*Ref: CAR Std. 566.10(2)(n)*

9. Does the organization have policies/procedures in place to ensure controlled access to shop facilities, etc?    N/A     OK     Finding     Not Checked

*The programs should provide instruction on hangar/shop procedures that simulate actual AMO or Aviation environments - for example: controlled access, calibration of tools, equipment, instrument control system; flammable materials storage, aircraft stores systems, etc. This would include ensuring that the facilities were of sufficient size to accommodate all necessary aircraft, equipment, components, etc for the type of training being conducted (i.e.: disassembly, inspection, maintenance and reassembly - with proper ventilation, storage, safety requirements, etc).*

*Ref: CAR Std. 566.10(2)(n)*

10. Does the organization have an actual or simulated aircraft stores area?    N/A     OK     Finding     Not Checked
- is it arranged to ensure controlled access?

*Ref: CAR Std. 566.10(2)(n)*

11. Does the organization have a system of control for calibrated tools, instruments and equipment - to include a method of recording?    N/A     OK     Finding     Not Checked

*This may be simulated to some extent however proper calibration is required for all items in a run-up condition.*

*Ref: CAR Std. 566.10(2)(n)*

### Secondary facilities

12. If a secondary facility is used - does the PM identify the minimum facility standards for the conduct of courses at locations other than the prime facility?    N/A     OK     Finding     Not Checked

## ATO-A16 Facilities Section

Ref: CAR Std. 566.10(2)(n)

13. Does the organization have a contract of letter of agreement with facilities other than their own and does this document adequately describe to what extent the facilities will be used? N/A  OK  Finding  Not Checked

*An outside facility is one that is not owned or operated within the College system (i.e.: AMO hangar), but does not include a secondary campus facility.*

Ref:

14. Does the PM include policy for alternate facilities & equipment used in the delivery of A/C type training programs? N/A  OK  Finding  Not Checked

### Comments/Summary:

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### ATO-A17 Training Material and Instructional Aids

1. Does the PM contain policy/procedures pertaining to Training Material and Instructional Aids? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(o)*

2. Does the organization have a technical library? N/A  OK  Finding  Not Checked

- does the PM clearly identify who is responsible for amendment of technical publications
- are the technical publications maintained to current amendment status
- are publications used for reference only clearly identified as such (i.e.: *for reference purposes only - or - for training purposes only*)

*Ref: CAR Std. 566.10(2)(o)*

3. Do the technical publications include the following? N/A  OK  Finding  Not Checked

- Aeronautics act
- Canadian Aviation Regulations and Standards
- Canadian and FAA AD's (or summaries - as applicable)
- AC 43-13
- Type certificates and supplementary type certificates for primary training aircraft

*The ATO's technical or main libraries may contain all or some of these publications in hard copy - or they may be available via other sources. Publications, as relevant to subject matter taught, should be available and up-to-date.*

*Ref: CAR Std. 566.10(2)(o)*

4. Does the organization have policies/procedures to ensure that the following manuals are available and maintained to current amendment status: N/A  OK  Finding  Not Checked

- maintenance, overhaul, structural, parts, service bulletins, inspection

## ATO-A17 Training Material and Instructional Aids

programs, etc

**Ref: CAR Std. 566.10(2)(o)**

5. Do these policies/procedures ensure that students have access to a current technical library in a controlled environment to support program course objectives? N/A  OK  Finding  Not Checked

**Ref: CAR Std. 566.10(2)(o)**

6. Does the organization make available an adequate supply of materials, shop equipment, including special tools and any miscellaneous equipment used to support the training standard? N/A  OK  Finding  Not Checked

*For example only - an aircraft appropriate to the course curriculum that is type approved for civil operation and complete in all aspects, to include the avionics package; equipment for ground runs, etc.*

**Ref: CAR Std. 566.10(2)(o)**

7. Do the Training Material and Instructional Aids ensure that facilities, classrooms, tools and equipment are appropriate for the purpose for which they are to be used and are kept in a functional condition to support the program? N/A  OK  Finding  Not Checked

**Ref: CAR Std. 566.10(2)(o)**

8. Does the organization offer any combination of equipment - i.e.: simulator, procedures trainer, aircraft or training aid mock-ups? N/A  OK  Finding  Not Checked
- does this type of equipment ensure that students can locate and identify components?
  - students are able to troubleshoot, inspect and carry out live system function checks / test of aircraft from a cockpit perspective?

**Ref: CAR Std. 566.10(2)(o)**

9. Do the Training Material and Instructional Aids ensure that each student has an equal and reasonable opportunity to actively participate in all learning objectives? N/A  OK  Finding  Not Checked

**ATO-A17 Training Material and Instructional Aids**

*Ref: CAR Std. 566.10(2)(o)*

10. Is the equipment maintained in a satisfactory condition?    N/A     OK     Finding     Not Checked

*Ref: CAR Std. 566.10(2)(o)*

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### ATO-A18 Training Material Evaluation Procedure

1. Does a Training Material Evaluation Policy/Procedure exist? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(p)*

2. Do the Training Material Evaluation policy/procedure ensure that training material is sufficient and capable of supporting training objectives? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(p)*

3. Are the policies/procedures being adhered to? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(p)*

4. Are deficiencies documented and is corrective action initiated to address such deficiencies? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(p)*

5. Is follow-up action taken with respect to corrective action? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(p)*

**Comments/Summary:**

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_





### ATO-A20 Curriculum

1. Has a curriculum been submitted to, and approved by TC? N/A  OK  Finding  Not Checked

*The PM should contain a syllabus or overview of the training programs - the full curriculum would be reviewed for approval however need not be contained in the PM but in a sub-tier document.*

**Ref: CAR Std. 566.12**

2. Does the curriculum meet the standards outlined in 566.12? N/A  OK  Finding  Not Checked

**Ref: CAR Std. 566.12**

3. Does the curriculum contain elements that ensure graduating students are knowledgeable in all aspects of aircraft maintenance, inspection and regulatory subject matter? N/A  OK  Finding  Not Checked

**Ref: CAR Std. 566.12**

4. Does the organization meet the requirements for alternate methods of compliance? N/A  OK  Finding  Not Checked

- Has the organization applied for approval under "alternate method of compliance?"

**Ref: CAR Std. 566.12**

5. Does the ATO have policies/procedures to address alternate methods of compliance? N/A  OK  Finding  Not Checked

- if so, were these indicated in the initial application?

**Ref: CAR Std. 566.12**

6. Do approved programs exist for one or more of the following: N/A  OK  Finding  Not Checked

- maintenance // avionics // structures

*Approved programs are those that have been deemed acceptable by TC as meeting the regulatory standard and have*

# ATO-A20 Curriculum

been issued (or are in process of being issued) a TC approval number.

Ref: CAR Std. 566.12

7. Does each basic training program consist of not less than 1800 or 1000 (as applicable) hours of subject matter training? N/A  OK  Finding  Not Checked

*Note: Implementation/application of the standard with respect to curriculum hours is required as follows: (example - 18 months accreditation)*

3 elements apply:

- 1800 hours of teaching
  - the total course must be no less than 1800 hours in length
- **the 1800 hours must be made up of core curriculum content**
  - if field trips are included then they must have a mechanism for documenting applicability to core curriculum objectives and be graded.
  - holidays and "lost time" are not deemed to be part of the 1800 hours - they fall outside this time frame
- **70% passing grade (theory/practical)**
  - each portion of a subject/course (i.e.: theory or practical) must be passed at 70%

e.g.: AM 101

= 3 theory exam - marks added and total average of exams must equal 70%

= 3 practical exam - marks added and total average of exams must equal 70%

= combined average of theory total and practical total must equal 70%

The same premise applies to maintenance, avionics and structures programs.

Ref: CAR Std. 566.12

8. Does the training provided through the ATO meet the training standards identified in STD 566.13? N/A  OK  Finding  Not Checked

Ref: CAR Std. 566.13

9. Does the organization have "Master Lesson Plans" in place to ensure continuity, standardization of presentation and conformance to course objectives? N/A  OK  Finding  Not Checked

## ATO-A20 Curriculum

objectives?

*Ref: CAR Std. 566.12*

**Comments/Summary:**

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

## ATO-A21 Basic Training Programs

### Training Standards common to all Training Programs

1. Has the review of the curriculum and examinations verified that the students are capable of performing the following functions, skills and/or abilities: N/A  OK  Finding  Not Checked
- a) Apply:**
- i. Occupational Health And Safety practices.
  - ii. the Canadian Aviation Regulations applicable to an AME.
  - iii. acceptable industry standard practices.
- b) Explain:**
- i. aircraft system operation to component level. standard practices for operational checks, inspection and certification of
  - ii. aircraft systems.
  - iii. procedures and applicable standards required for structural and non-
  - iv. structural repairs and modifications.
  - v. the effects of human factors contributing to maintenance errors.
- c) Perform:**
- i. the installation and securing of fasteners and connectors.
  - ii. an applicable sheet metal repair or modification.
  - iii. to completion an applicable inspection for the purpose of certification.
  - iv. a maintenance release including:
  - v. technical records entries;
  - vi. certification forms;
  - vii. weight and balance reports, and
  - viii. other related documentation.
  - ix. tasks utilizing and interpreting technical

## ATO-A21 Basic Training Programs

information systems.

*Ref: CAR Std. 566.13*

### Small Aircraft

2. Has the review of the curriculum and examinations verified that the students are capable of performing the following functions, skills and/or abilities:: N/A  OK  Finding  Not Checked

Has the review of the curriculum and examinations verified that the students are capable of performing the following functions, skills and/or abilities::

**a) Explain:**

- i. the system logic and processes used to determine, develop and maintain the appropriate maintenance schedule.
- ii. the procedures used to inspect and test the operation of avionics and
- iii. auto-flight systems representative of those installed in small aircraft.
- iv. types of non-destructive inspection procedures.

**b) Perform:**

- i. servicing procedures on fixed and rotary wing aircraft.
- ii. tasks utilizing minimum equipment lists, configuration deviation lists, and built-in test equipment programs.
- iii. scheduled and unscheduled inspections.

**c) Test, troubleshoot, repair, adjust, remove and replace:**

- i. power plants and related systems.
- ii. propeller and rotor systems.
- iii. airframe and related systems.
- iv. electrical systems.
- v. airframe structures.
- vi. dynamic components.

*Ref: CAR Std. 566.14*

### Large Aircraft

3. Has the review of the curriculum and examinations verified that the students are capable of performing the following N/A  OK  Finding  Not Checked

Has the review of the curriculum and examinations verified that the students are capable of performing the following

## ATO-A21 Basic Training Programs

functions, skills and/or abilities:

### a) Explain:

- i. the procedures used to inspect and test the operation of avionics and
- ii. auto-flight systems representative of those installed in large aircraft.
- iii. the system logic and processes used to determine, develop and
- iv. maintain the appropriate maintenance schedule.
- v. types of non-destructive inspection procedures.
- vi. fault diagnostic systems typical of those installed on large aircraft.
- vii. mechanical and electronic systems including electrical/mechanical and
- viii. digital control systems.

### b) Perform:

- i. servicing procedures on fixed and rotary wing aircraft.
- ii. tasks utilizing minimum equipment lists; configuration deviation lists; and built in test equipment programs.
- iii. scheduled and unscheduled inspections.

### c) Test, troubleshoot, repair, adjust, remove and replace:

- i. power plants and related systems.
- ii. propeller and rotor systems.
- iii. airframe and related systems.
- iv. electrical systems.
- v. airframe structures.
- vi. dynamic components.

*Ref: CAR Std. 566.15*

## Electronics

4. Has the review of the curriculum and examinations verified that the students are capable of performing the following N/A  OK  Finding  Not Checked

## ATO-A21 Basic Training Programs

functions, skills and/or abilities:

### a) Explain:

- i. the system logic and processes used to determine develop and maintain the appropriate maintenance schedule.
- ii. fault diagnostic systems typical of those installed on aircraft.
- iii. the procedures used in the repair and servicing of auto-flight systems.
- iv. mechanical and electronic systems including electrical/mechanical and
- v. digital control systems.

### b) Perform:

- i. tasks utilizing minimum equipment lists; configuration deviation lists; and
- ii. built in test equipment programs.
- iii. installation of a navigation and communication system.

### c) Test, troubleshoot, repair, adjust, remove and replace:

- i. communication systems.
- ii. navigation systems.
- iii. electrical and lighting systems.
- iv. instrumentation systems.
- v. aircraft electrical and electronic integrated systems.

Ref: CAR Std. 566.16

## Structures

5. Has the review of the curriculum and examinations verified that the students are capable of performing the following functions, skills and/or abilities: N/A  OK  Finding  Not Checked
- a) Perform:**
- i. effective corrosion control and repair for aircraft structures.
  - ii. tasks utilizing the tools and

## ATO-A21 Basic Training Programs

- equipment applicable to the maintenance of
- iii. aircraft structures.
- iv. sealing procedures for aircraft structures.
- v. tasks incorporating the correct selection and installation of fasteners used on aircraft structures.
- vi. repairs and replacement of fabric coverings.
- vii. a repair scheme to meet the applicable standards.

**b) Fabricate, assemble and repair:**

- i. sheet metal, tubular, composite; and wood structures.
- ii. fluid lines and conduits.

**c) Assemble, install and repair:**

- i. transparencies including but not limited to windscreens, windows, lenses that form part of the aircraft structure.

*Ref: CAR Std. 566.17*

6.

N/A  OK  Finding  Not Checked

**Comments/Summary:**

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_



## Part 6-B

# CAR 566

## Approved Training Organization Checklists

Type Training Programs

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**ATO-B01 Previous Transport Canada Audit**

1. What was the purpose and date of the previous audit? N/A  OK  Finding  Not Checked

2. Was the audit follow-up completed? N/A  OK  Finding  Not Checked

- Are there any outstanding findings from the previous audit?

*Area's that have outstanding findings should be reviewed in conjunction with the current audit process to determine if the problems are systemic in nature or if the follow-up has been overlooked.*

3. Have there been any additions to the scope of approval since the previous audit? N/A  OK  Finding  Not Checked

- List any new additions, i.e. new courses.

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

## ATO-B02 Training Policy Manual

1. The Policy Manual (PM) shall include the following elements: N/A  OK  Finding  Not Checked
- a) an organizational chart
  - b) an amendment system
  - c) course instructor listing
  - d) professional development program
  - e) advisory committee system
  - f) a quality system
  - g) person responsible for training (PRT)
  - h) course prerequisites
  - i) student attendance control system
  - j) examination (*analysis*) methods
  - k) examination process control system
  - l) record keeping system
  - m) certificate issuance control system
  - n) facilities section
  - o) training material and instructional aids

*These elements provide an overview of the organizations Training program and PM - each will be reviewed separately.*

**Ref: CAR Std. 566.10(2)**

2. Does the organization have a Transport Canada approved Policy Manual? N/A  OK  Finding  Not Checked
- Does the manual contain a Certification Page - signed and approved by TC?
- is the manual provided in hard copy?
  - is the manual provided in electronic format?
  - If so - are there policies/procedures in place to deal with controlled access to this document (i.e.: amendment, etc)?
  - is the document organized in numerical order?
  - is the document structured in a manner to provide easily

## ATO-B02 Training Policy Manual

accessible reference  
standard for day-to-day use?

- does the organization maintain an up-to-date list of manual holders?

*Ref: CAR Std. 566.10(1)*

3. Are the "procedures" pertaining to the TC approved program(s) contained in a sub-tier document (i.e.: Procedures Manual)? N/A  OK  Finding  Not Checked
- if so, is the document incorporated by reference in the PM?

*Ref: CAR Std. 566.10(1)*

4. Has each program identified in the PM received TC approval? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(1)*

5. Does the TPM contain adequate policy and/or procedure to meet the regulatory standard and program presentation requirements? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(1)*

### Comments/Summary:

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### ATO-B03 Organizational Chart

1. Does the PM contain an OC? N/A  OK  Finding  Not Checked

*The OC may be identifying connections to an AMO if the training is incorporated in an MPM. Functional reporting both within the training department and the rest of the organization must be identified.*

**Ref: CAR Std. 566.10(2)(a)**

2. Does the OC identify each reporting level of personnel involved in the training program? N/A  OK  Finding  Not Checked

*The OC must identify all personnel responsible for the delivery of training (i.e. full, part time, relief, casual instructors, etc).*

**Ref: CAR Std. 566.10(2)(a)**

3. Does the TPM contain duties/responsibilities for each of the reporting levels? N/A  OK  Finding  Not Checked

- are the position description duties and responsibilities of each reporting level accurate?

**Ref: CAR Std. 566.10(2)(a)**

4. Does the PM clearly identify the qualifications for the PRT and all instructors? N/A  OK  Finding  Not Checked

*Personnel qualifications (i.e.: resumes) may be retained in a sub-tier document or be retained by the organization in their personnel files. These documents must be made available for review by TC.*

**Ref: CAR Std. 566.10(2)(a)**

**Comments/Summary:**

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### ATO-B04 Amendment System

1. Does the PM contain an Amendment system? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(b)*

2. Does the amendment procedure contain a method to identify each page of the PM, including the revision status, date of issue? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(b)*

3. Does the amendment system clearly identify who is responsible for:  

- Development of proposed amendments?
- Approval of amendments?
- Distribution of approved amendments?

N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(b)*

4. Does the amendment system address/encompass changes to all areas of the training program?  

- E.g.: PM, curriculum, exams, etc?

N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(b)*

5. Does the system provide a method to ensure that the PM reflects the latest approved amendment, including all copies of the approved PM? N/A  OK  Finding  Not Checked

*Is there a method to ensure that amendments are entered into the PM within a specified time frame?*

*Ref: CAR Std. 566.10(2)(b)*

6. Has the organization followed the amendment procedure as described in the approved PM? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(b)*





### ATO-B05 Course Instructor Listing

1. Does the TPM provide a listing of Instructors?  N/A  OK  Finding  Not Checked

- Or does the TPM reference a sub-tier document that contains this information?

*Ref: CAR Std 566.10(2)(c)*

2. Is faculty appropriately qualified to teach the course subject matter (i.e. licensed in aircraft maintenance/avionics/structures as applicable and/or trained in their area of specialty)?  N/A  OK  Finding  Not Checked

*Specialist cannot provide instruction on the assembly, installation, testing, troubleshooting, repair, removal, replacement, or maintenance of the system unless they have previous experience in the specific specialty function or area.*

*Ref: CAR Std 566.10(2)(c)*

3. Are all Instructors trained in Instructional techniques?  N/A  OK  Finding  Not Checked

*Faculty members teaching the approved ATO programs prior to Oct/96 may not have completed an in-depth IT course as such. However, the program must ensure that such personnel are provided "update" IT training.*

*Ref: CAR Std 566.10(2)(c)*

4. Does the organization have policies/procedures in place to deal with Instructional techniques refresher training?  N/A  OK  Finding  Not Checked

- Are the policies/procedures being followed?

*Ref: CAR Std 566.10(2)(c)*

#### Comments/Summary:

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### ATO-B06 Professional Development

1. Does the organization have a structured professional development program in place? N/A  OK  Finding  Not Checked

*“Structured” refers to a formalized program - to include policies and procedures for identification, implementation, recording, etc of training. Ideally the PD program should be tied to the Instructor Evaluation process.*

**Ref: CAR Std. 566.10(2)(d)**

2. Does the PD program ensure that Instructors knowledge is updated on a continuous basis? N/A  OK  Finding  Not Checked

*Does the PD program provide a method for determining when update training is required and what type of training should be taken?*

**Ref: CAR Std. 566.10(2)(d)**

3. Does the PD program conform to a 3-year training cycle? N/A  OK  Finding  Not Checked

**Ref: CAR Std. 566.10(2)(d)**

4. Are adequate records retained to substantiate the types of PD training completed for each Instructor? N/A  OK  Finding  Not Checked

**Ref: CAR Std. 566.10(2)(d)**

5. Is the type of PD training taken relevant to the nature of the program and/or type of instruction provided? N/A  OK  Finding  Not Checked

**Ref: CAR Std. 566.10(2)(d)**

6. Are the policies/procedures for PD training being followed? N/A  OK  Finding  Not Checked

**Ref: CAR Std. 566.10(2)(d)**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### ATO-B07 Advisory Committee System

*Note: While a formal Advisory Committee is not required for type training organizations, there should be a system or mechanism in place to ensure that the course material being presented continues to be updated and representative of the latest in technology and/or relevant to the configuration of the operational aircraft.*

1. Does the organization have a system or mechanism to ensure updating of training for new technology? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(e)*

2. Does the organization have established frequencies for meetings to discuss course status/relevancy of content? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(e)*

3. Does the PM include a description of the mandate of these meetings and does the mandate ensure that the training provided is current from an industry perspective? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(e)*

4. Does the system include procedures to communicate changes/decisions?  
• Are the procedures being followed? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(e)*

5. Are the minutes, decisions, and outcomes, retained for a 5-year period? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(e)*

#### Comments/Summary:

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

## ATO-B08 Quality System

### Person Responsible for QA

1. Does the PM clearly identify the person responsible for the QA Program? N/A  OK  Finding  Not Checked
- are their duties and responsibilities adequately described in the PM?

*Ref: CAR Std. 566.10(2)(f)*

2. Is the person responsible for the QA Program performing the responsibilities of the position, as detailed in the PM? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(f)*

3. Is the person responsible for the QA Program knowledgeable of the regulatory STD, the PM and the organizational structure with respect to training? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(f)*

### QA System/Program

4. Does the PM provide a description of the QA system? N/A  OK  Finding  Not Checked
- For example - does this description include details of; areas of the program affected by the system, self-analysis mechanisms - implementation, corrective action and feedback processes.*

*Ref: CAR Std. 566.10(2)(f)*

5. Has the program established a process of "self evaluation" or internal audit? If so ... N/A  OK  Finding  Not Checked
- does the PM describe the system in use?
  - does the ATO follow the policy/procedures as detailed in the PM?
  - does the ATO maintain adequate records with respect to areas reviewed, findings noted, corrective action taken, follow up, etc?

*Ref: CAR Std. 566.10(2)(f)*

## ATO-B08 Quality System

6. Does the QA system provide for a method of assessment, analysis or evaluation for the following: N/A  OK  Finding  Not Checked
- curriculum
  - examinations
  - instructor evaluations
  - amendment system
  - student attendance/grades
  - certificate issue
- Some or all of these elements may be inherent within each functional area of the program.*

**Ref:** CAR Std. 566.10(2)(f)

7. Does the system include a description of the process used to monitor the results of any corrective action taken? N/A  OK  Finding  Not Checked
- Are the policies/procedures being followed?

**Ref:** CAR Std. 566.10(2)(f)

### Instructor Evaluations

8. Does the organization have a system in place for instructor evaluations? N/A  OK  Finding  Not Checked
- Does the system identify when, how and who is responsible to conduct the evaluations?
  - Are the policies/procedures being followed?

**Ref:** CAR Std. 566.10(2)(f)

9. Does the evaluation system address teaching techniques, subject matter expertise, updating, and conformance to course objectives? N/A  OK  Finding  Not Checked

**Ref:** CAR Std. 566.10(2)(f)

10. Have all instructor evaluations been completed as required? N/A  OK  Finding  Not Checked

**Ref:** CAR Std. 566.10(2)(f)

11. Does the system feed into - or receive information from - the Professional Development... N/A  OK  Finding  Not Checked

## ATO-B08 Quality System

Professional Development  
program/system?

*Ref: CAR Std. 566.10(2)(f)*

### QA system Records

12. Does the QA system retain adequate records with respect to the following: N/A  OK  Finding  Not Checked

the following:

- curriculum
- examinations
- instructor evaluations
- amendments (*i.e.:*  
*curriculum/examinations, etc*)
- student attendance/grades
- certificate issue

*Such records would include results of any in-house audits/reviews, corrective action plans and implementation of corrective action, etc.*

*Ref: CAR Std. 566.10(2)(f)*

### Comments/Summary:

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**ATO-B09 Person Responsible for Training Section**

1. Has the organization appointed an individual responsible for program integrity? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(g)*

2. Does this person have a minimum of six years experience in the maintenance of aircraft? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(g)*

3. Does this person have sufficient knowledge of maintenance training, development and delivery? N/A  OK  Finding  Not Checked

*The knowledge required to satisfy this requirement may have been gained from a variety of sources and need not be obtained from within the organization in question. For example: experience instructing in an aircraft type course, component training (i.e.: engines only), etc.*

*Ref: CAR Std. 566.10(2)(g)*

4. Are the duties and responsibilities of the PRT adequately described in the PM? N/A  OK  Finding  Not Checked

*Does the PM provide a clear understanding of the PRT's accountabilities and responsibilities in relation to the training and Quality Assurance programs?*

*Ref: CAR Std. 566.10(2)(g)*

5. Is the PRT knowledgeable of his/her duties and responsibilities with respect to STD 566 and the PM requirements? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(g)*

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**ATO-B10 Course Prerequisites Section**

1. Does the PM contain procedures for student admission? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(h)*

2. Does the training organization have procedures in place to document that students meet the prerequisites for admission? N/A  OK  Finding  Not Checked

*The organization should have procedures in place to verify that the student has a sufficient level of knowledge and ability to assimilate the program/course content.*

*Ref: CAR Std. 566.10(2)(h)*

3. Does the PM identify the maximum number of students allowed per course? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(n)*

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### ATO-B11 Student Attendance Control System

1. Does the PM identify the Student Attendance Control System in use? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(i)*

2. Does the system have Training schedules to ensure that students do not exceed:  
• eight hours of training (or combined duty/training) in any one day, or  
• six days or forty hours of duty/training in any seven-day period? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(i)*

3. Does the record keeping procedure ensure that the individual's presence is recorded and controlled for each class, shop or laboratory activity?  
• are the policies/procedures being followed? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(i)*

4. Does the PM contain procedures to ensure that students having missed more than 5% of the course through absences do not qualify for certificate issue?  
• are these policies/procedures applied consistently and equability? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(i)*

**Comments/Summary:**

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### ATO-B12 Examination (Analysis) Methods

1. Does the PM contain policies/procedures with respect to Examination methods? N/A  OK  Finding  Not Checked

*“Examination methods” pertain to the analysis (of) and development, content, quality and amendment procedures for all exams pertaining to the program(s).*

**Ref: CAR Std. 566.10(2)(j)**

2. Does the program utilize a variety of testing methods (i.e. written, oral, practical, or electronic testing)? N/A  OK  Finding  Not Checked

**Ref: CAR Std. 566.10(2)(j)**

3. Does the PM clearly identify who is responsible for the: N/A  OK  Finding  Not Checked

- development, validation, weighting, failure analysis and amendment process?

**Ref: CAR Std. 566.10(2)(j)**

4. Have “master examinations” been developed for the training being conducted? N/A  OK  Finding  Not Checked

*Master exams are required to ensure the standardization, consistency and continuity of training presentation.*

**Ref: CAR Std. 566.10(2)(j)**

5. Does the examination development include a policy to ensure that the quantity or the weighted value of each examination is dependent upon the: N/A  OK  Finding  Not Checked

- importance of the learned outcome
- the frequency of occurrence
- and the level of difficulty?

**Ref: CAR Std. 566.10(2)(j)**

6. Is there a process in place to allow for review of the examinations to determine the validity, accuracy, clarity and appropriate weighting of each question? N/A  OK  Finding  Not Checked

## ATO-B12 Examination (Analysis) Methods

*This review should be carried out by an independent subject matter expert - for example an Advisory Committee representative or a Faculty member who does not normally have any input into the subject area being reviewed.*

**Ref: CAR Std. 566.10(2)(j)**

7. Do the completed examinations ensure that performance and/or /training objectives have been met?      N/A     OK     Finding     Not Checked

**Ref: CAR Std. 566.10(2)(j)**

8. Does the ATO use of a test map or other devices to ensure that those subject areas with the greatest impact are tested to the highest level; while the subject areas, or tasks with the least impact are tested to the lowest level?      N/A     OK     Finding     Not Checked

**Ref: CAR Std. 566.10(2)(j)**

9. Does the examination analysis/assessment system provide for a method of identification, corrective action and implementation of corrective action?      N/A     OK     Finding     Not Checked

*Anomalies must be identified, documented and have corrective action plans developed in order to implement the appropriate correction.*

**Ref: CAR Std. 566.10(2)(j)**

10. Are corrective action plans implemented and followed up on in a timely manner?      N/A     OK     Finding     Not Checked

**Ref: CAR Std. 566.10(2)(j)**

11. Are the policies/procedures effective?      N/A     OK     Finding     Not Checked

**Ref: CAR Std. 566.10(2)(j)**

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### ATO-B13 Examination Process Control

1. Does a system of examination process control exist? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(k)*

2. Does the process ensure that: N/A  OK  Finding  Not Checked

- New exams are developed if confidentiality becomes compromised?
- All exams and marking guides are maintained in a secure and confidential manner?
- Exams are carried out in a controlled environment?

*Ref: CAR Std. 566.10(2)(k)*

3. Does this process ensure that post examination reviews are conducted and corrected to 100 percent? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(k)*

4. Does the process ensure that the successful completion of examinations occur within 1 year following program completion? N/A  OK  Finding  Not Checked

*If a student is required to reattempt final examinations or complete supplementary studies and exams they must do so within 1 year of program completion, otherwise they are not eligible for graduation.*

*Ref: CAR Std. 566.10(2)(k)*

5. Does the process ensure that a 70 percent or greater passing grade is established for each theory exam as well as the 5% practical portion? N/A  OK  Finding  Not Checked

*"Each major subject area" refers to both the theoretical and practical portions of each course subject area.*

*Ref: CAR Std. 566.10(2)(k)*

6. Does the process ensure that limits are set for the maximum number of attempts permitted? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(k)*

**Comments/Summary:**

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## ATO-B14 Record Keeping System

*Information Note: Where the standard indicates ..."The records shall include"... this does not limit the requirement to maintain records to just those items indicated - organizations are required to ensure that they retain records to verify conformance to course objectives, regulatory standards and program integrity.*

1. Does the organization have system in place to ensure the retention of the following records: N/A  OK  Finding  Not Checked
- student attendance
  - student performance/grades
  - certificate issuance - *verification of eligibility and actual issue*
  - instructor qualifications / evaluations
  - instructor professional development records (e.g.: *training*)
  - curriculum (*master lesson plans*)
  - examinations (*master examinations*)
  - analysis methods (curriculum and examinations)
  - QA records - audit follow up and corrective action plans

**Ref: CAR Std. 566.10(2)(I)**

2. Does the system ensure that records are maintained and retained for a period of not less than 5 years? N/A  OK  Finding  Not Checked

**Ref: CAR Std. 566.10(2)(I)**

3. Are these records retained in a secure environment? N/A  OK  Finding  Not Checked
- Not all records are required to be secure-however documentation such as student grades, attendance records, master curriculum and examinations, etc should be secured to avoid compromise.*

**Ref: CAR Std. 566.10(2)(I)**

4. Does the organization follow the policies/procedures pertaining to record keeping? N/A  OK  Finding  Not Checked

**Ref: CAR Std. 566.10(2)(I)**

**Comments/Summary:**

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### ATO-B15 Certificate Issuance Control System

1. Does the PM contain policy/procedure with respect to Certificate issue? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(m)*

2. Does the PM contain a sample copy of the TC approved Course certificate? N/A  OK  Finding  Not Checked

*This is the certificate that is issued bearing the TC approval number, which indicates successful completion of the TC approved program.*

*Ref: CAR Std. 566.10(2)(m)*

3. Has the organization submitted an up-to-date (current) listing of all names and signatures of individuals authorized to sign certificates, forms and letters? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(m)*

4. Does the system ensure that certificates bearing the TC approval number are issued only to students who successfully complete the approved course? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(m)*

5. Does the certificate include the following: N/A  OK  Finding  Not Checked

- name and location of the training organization
- full name of student
- date of course completion
- TC approval number
- embossed raised seal
- signature of authorized official(s)
- course duration (in hours)
- aircraft, engine, airframe or system identification

*Ref: CAR Std. 566.10(2)(m)*

**Comments/Summary:**

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### ATO-B16 Facilities Section

1. Does the PM contain a section Facilities section? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(n)*

2. Does this section adequately describe the facilities and the support systems for the type of delivery consistent with the scope of the program? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(n)*

3. Does the PM include a floor plan of the primary facility? N/A  OK  Finding  Not Checked

*The "primary" facility floor plan must include the location of administration offices, classrooms, technical libraries, shops, labs, hangars, storage areas, etc. If the ATO has a secondary facility that is used for training then a brief outline of the floor plan should be included.*

*Ref: CAR Std. 566.10(2)(n)*

4. Does the facility include adequate heating, lighting and ventilation to accommodate the maximum number of students expected to be taught at any one time? N/A  OK  Finding  Not Checked

*This includes all classrooms, shops, labs and hangars.*

*Ref: CAR Std. 566.10(2)(n)*

5. Are the classrooms isolated from excessive interruption (i.e.: noise, etc)? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(n)*

6. Are classrooms equipment with suitable equipment for the purposes of presentation of course material? N/A  OK  Finding  Not Checked

*This could include writing boards (wall), audio - visual equipment, student seating arrangements, Instructor placement, etc).*

*Ref: CAR Std. 566.10(2)(n)*

#### Secondary facilities

7. If a secondary facility is used - does the TPM identify the minimum facility standards for the conduct of courses at locations N/A  OK  Finding  Not Checked

## ATO-B16 Facilities Section

other than the prime facility?

*Ref: CAR Std. 566.10(2)(n)*

8. Does the organization have a contract of letter of agreement with facilities other than their own - and does this document adequately describe to what extend the facilities will be used? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(n)*

9. Does the ATO conduct a quality review process to determine, and document, the acceptability of the secondary facility? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(f)*

### Comments/Summary:

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### ATO-B17 Training Material and Instructional Aids

1. Does the PM contain policy/procedures pertaining to Training Material and Instructional Aids? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(o)*

2. Does the organization have policies/procedures to ensure that the following manuals are available and maintained to current amendment status: N/A  OK  Finding  Not Checked

- maintenance, overhaul, structural, parts, service bulletins, and other manuals required by the ICA's.

*Ref: CAR Std. 566.10(2)(o)*

3. Does the organization make available an adequate supply of materials, shop equipment, including special tools and any miscellaneous equipment used to support the training standard? N/A  OK  Finding  Not Checked

*For example only - an aircraft appropriate to the course curriculum that is type approved for civil operation and complete in all aspects, to include the avionics package; equipment for ground runs, etc.*

*Ref: CAR Std. 566.10(2)(o)*

4. Does the organization offer any combination of equipment - i.e.: simulator, procedures trainer, aircraft or training aid mock-ups? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(o)*

5. Do the Training Material and Instructional Aids ensure that each student has an equal and reasonable opportunity to actively participate in all learning objectives? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.10(2)(o)*

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_



### ATO-B18 Curriculum

1. Has a curriculum been submitted to, and approved by TC? N/A  OK  Finding  Not Checked

*The PM should contain a syllabus or overview of the training programs - the full curriculum would be reviewed for approval however need not be contained in the PM but in a sub-tier document.*

**Ref: CAR Std. 566.18**

2. Does the ATO have "Master Lesson Plans" in place to ensure continuity, standardization of presentation, and conformance to course objectives? N/A  OK  Finding  Not Checked

**Ref: CAR Std 566.18(1)**

3. Does the training curriculum explain the normal functions of each major system where applicable? N/A  OK  Finding  Not Checked

ATA 21 – Air Conditioning  
ATA 22 – Auto Flight  
ATA 23 – Communications  
ATA 24 – Electrical Power  
ATA 25 – Equipment/Furnishings  
ATA 26 – Fire Protection  
ATA 27 – Flight Controls  
ATA 28 – Fuel  
ATA 29 – Hydraulic Power  
ATA 30 – Ice & Rain Protection  
ATA 31 – Indicating & Recording  
ATA 32 – Landing Gear  
ATA 33 – Lights  
ATA 34 – Navigation  
ATA 35 – Oxygen  
ATA 36 – Pneumatic  
ATA 38 – Water-waste  
ATA 49 – Airborne Auxiliary Power  
ATA 52 – Doors  
ATA 53 – Fuselage  
ATA 54 – Nacelle/Pylons  
ATA 55 – Stabilizers  
ATA 56 – Windows  
ATA 57 – Wings  
ATA 61 – Propellers  
ATA 65 – Rotors  
ATA 71 – Powerplant

## ATO-B18 Curriculum

ATA 72 – Engine Turbine  
ATA 73 – Engine Fuel & Control  
ATA 74 – Ignition  
ATA 75 – Air  
ATA 76 – Engine Controls  
ATA 77 – Engine Indicating  
ATA 78 – Exhaust  
ATA 79 – Oil  
ATA 80 – Starting  
ATA 81 – Turbines  
ATA 82 – Water Injection  
ATA 83 – Accessory Gear Boxes

*Ref: CAR Std. 566.18(3)*

4. Does the type training provide details of operation, component location, servicing, removal and installation to support a typical maintenance schedule for the aircraft type? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 566.18(2)*

5. Does the curriculum contain elements that ensure students will be able to carry out functional checks applicable to:  
Systems?  
Engines?  
Components?  
As specified in the applicable Instructions for Continuing Airworthiness (ICA).

*The ICA's are a collection of manuals that are required by the products type certification, which are required to maintain the applicable aircraft and/or engine. Functional check procedures are usually contained in the applicable aircraft and/or engine maintenance manual.*

*Ref: CAR Std. 566.18(3)*

6. Upon graduation will the student be able to: N/A  OK  Finding  Not Checked
- Understand safety precautions?

## ATO-B18 Curriculum

- Locate and identify components?
- Explain system operations and maintenance practices?
- Utilize MEL's/CDL's?
- Interpret readings/indications from BITE systems?
- Analyze information for the purpose of fault diagnosis and recertification?

*Ref: CAR Std. 566.18(3)*

7. Are the allotted numbers of hours per subject adequately covering the major subject topics?      N/A     OK     Finding     Not Checked

*Ref: CAR Std. 566.18(4)*

8. Are the course objectives clearly identified?      N/A     OK     Finding     Not Checked

*Ref: CAR Std. 566.18(4)*

9. Does the "hands-on" portion of the training meet the TC requirement of 5% of the course duration?      N/A     OK     Finding     Not Checked

*Ref: CAR Std. 566.18(5)*

10. If differences training is being provided are the course prerequisites such that only individuals who have successfully completed an initial type course be considered as acceptable candidates for this type of training?      N/A     OK     Finding     Not Checked

*Ref: CAR Std. 566.18(9)*

### Comments/Summary:

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# Part 7

## CAR 604 Private Operator Certificate Holder Maintenance Requirements Checklists

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*(May 2001)*

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**Intentionally Blank**

**POC-01 Previous Transport Canada Audit**

1. What was the purpose and date of the previous audit? N/A  OK  Finding  Not Checked

2. Was there a significant number of Audit Findings? N/A  OK  Finding  Not Checked   
 • What conclusions were drawn from the audit?

3. Was the audit follow-up completed? N/A  OK  Finding  Not Checked   
 • List any outstanding audit findings respecting the previous audit?

4. Since the last audit, are there indications of high managerial staff turnover? N/A  OK  Finding  Not Checked

5. Is there any indications of high staff, flight crew or maintenance personnel turnover? N/A  OK  Finding  Not Checked

6. Have there been any changes in the company's scope, size, aircraft, type of service since the previous audit? N/A  OK  Finding  Not Checked

**POC-01 Previous Transport Canada Audit**

7. Have there been any additional Operations Specifications or a change to the Maintenance Scope of Approval / Authorized since the previous audit?      N/A     OK     Finding     Not Checked

8.      N/A     OK     Finding     Not Checked

*Ref.*

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**POC-02 Maintenance Control Section**

**Maintenance Control - Administrative**

1. Does the manual have a table of contents? N/A  OK  Finding  Not Checked

*Ref:*

2. Does the POC Holder's manual contain a CARs compliance statement that is certified? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 624.49(1)(a) / 624.49(1)(o)*

3. Does the company have a fixed place of business? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 624.51(2)/(a)*

4. Does the manual describe the page identification process? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 624.49(1)(B)*

5. Is there an LEP and is it approved by Transport Canada? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 624.49(3)*

6. Do the pages contained in the manual match those listed in the LEP? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 624.49(3)*

## POC-02 Maintenance Control Section

7. Does the manual describe an amendment procedure? N/A  OK  Finding  Not Checked

- Is the amendment procedure followed?
- Are manuals up to date?

*Ref: CAR Std. 624.49*

8. How is updating of the control manual actioned or the need generated? N/A  OK  Finding  Not Checked

*Ref:*

9. Does the manual specify distribution procedures and the identity of manual holders / locations? N/A  OK  Finding  Not Checked

- Are distribution procedures followed?

*Ref: CAR Std. 624.51(1)(h)*

10. Are manuals physically located at the designated site or with the specified person? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 624.51(1)(h)*

11. **Complete separate PRM Checklist....** N/A  Not Checked

12. Does the manual state the communication equipment to be used in the conduct of the type of business intended? N/A  OK  Finding  Not Checked

- Is it adequate?

*Ref: CAR Std. 624.51(2)(b)*

13. Are they able to contact the aircraft / crew when away from the main base or remotely operated? N/A  OK  Finding  Not Checked

*Ref:*

## POC-02 Maintenance Control Section

### Maintenance Control - Operations

14. Does the manual contain a description of any function for the control of maintenance activities that has been assigned by the PRM? N/A  OK  Finding  Not Checked

- Are the individuals specified by name and title?
- Is an organization chart required for clarity?

*Ref: CAR 62449(1)(c)*

15. Has each Incorporated by Reference Document been "certified" by the PRM or person responsible for that management function as the Air POC Holder's means of compliance with the CARs? N/A  OK  Finding  Not Checked

*Ref: CAR Std 624.49(2)*

16. Does the POC Holder employ sufficient staff to ensure the control of the required maintenance? N/A  OK  Finding  Not Checked

- a) for the initial development of maintenance schedules?
- b) for the scheduling of maintenance, elementary work and servicing to be performed within the time constraints specified in the approved maintenance schedule?
- c) for scheduling compliance with any airworthiness directives?
- d) to review and action of applicable service instructions?
- e) for proper dispatch of aircraft, with regard to the control of defects, conformity with type design and the requirements of other operating rules;

## POC-02 Maintenance Control Section

- f) for the issuance of authorizations to personnel who are assigned to perform elementary work;
- g) to liaison with persons and organizations for the performance of maintenance;
- h) for the initial development and the updating of the section of the company operations manual that describes the maintenance control system.

**Ref: CAR Std 624.51(1)(a)-(h)**

17. Does the POC Holder have facilities adequate to control all of the required maintenance, for example:

N/A  OK  Finding  Not Checked

- a) a place of business, with a fixed address;
- b) communications equipment including telephones, facsimile machines, Telex, Selcal, Sita etc.
- c) any devices used to establish when a particular aircraft requires maintenance. This may include planning bulletin boards, card files, or a computer system that meets the standards applicable to computer devices used for planning purposes;

**Ref: CAR Std 624.51(2)(a)-(c)**

18. Does the POC Holders manual describe how they will access publications or technical data to be used in the performance of elementary work, servicing, or in the case of maintenance panning requirements?

N/A  OK  Finding  Not Checked

**Ref: CAR 624.49(1)(e) / (h)**

## POC-02 Maintenance Control Section

19. Does the POC Holder's maintenance control system authorize the PRM to remove aircraft from operation when in non-compliance with the CARs or risk of safety to aircraft, persons, or property? N/A  OK  Finding  Not Checked

*Ref: CAR 604.50(1)(b)*

20. Does the manual identify all maintenance schedules, which pertain to the POC Holders aircraft fleet? N/A  OK  Finding  Not Checked

*Ref: CAR Std 624.49(1)(g)*

21. \*Does the POC Holder remain aware of service information for aircraft operated? N/A  OK  Finding  Not Checked
- How is this actioned and is there evidence to indicate that it is being carried out?
  - How does the POC Holder obtain information, for example via contract?

*\*Repeated in maintenance planning*

*Ref: CAR Std 624.55(1)*

22. Does the manual identify who is eligible to apply for a flight authority on behalf of the POC Holder? N/A  OK  Finding  Not Checked

*Ref: CAR Std 624.49(1)(p)*

23. Records made in respect of the assessment program must be retained for six years. Annotations may be made directly on the information being assessed, in ink, provided:
- a) contains a disposition of the assessment;

## POC-02 Maintenance Control Section

- b) is made in permanent ink;
- c) is dated and signed by the person responsible for the maintenance control systems, or a person who has been assigned this function

Ref: Std 624.55(2)(a)-(c)

24.	Complete separate Technical Records Checklist....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
25.	Complete separate Weight & Balance Checklist....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
26.	Complete separate Maintenance Planning Checklist....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
27.	Complete separate Maintenance Arrangements Checklist....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
28.	Complete separate Defect Control Procedures Checklist....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
29.	Complete separate Airworthiness Directive, Service Bulletin Checklist....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
30.	Complete separate Technical Dispatch....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
31.	Complete separate Training & Elementary Work Checklist....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
32.	Complete separate Service Difficulty Reporting SDR Checklist....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
33.		N/A <input type="checkbox"/>	OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
34.		N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**POC-03 Person Responsible of Maintenance**

1. If the POC Holder is also the holder of an AMO certificate, is the PRM for the AMO and POC holder the same individual? N/A  OK  Finding  Not Checked

- Where the POC Holder's fleet comprises four (4) or more aircraft, the PRM must not hold the responsibilities of the operations manager or chief pilot.
- Does the company structure reflect this requirement?

*Ref: CAR Std 624.50(1) / Std 624.05(3)*

2. Has the PRM assigned any management functions for the control of maintenance to another person in the organization and has this assignment been fully described in the POC manual? N/A  OK  Finding  Not Checked

*Ref: CAR 604.51(2) / CAR Std 624.51(3)*

3. Where the assigned function is to a person not reporting to the PRM is the identity of that person specified in the POC manual? N/A  OK  Finding  Not Checked

*Ref: CAR Std 624.51(3)(b)*

4. N/A  OK  Finding  Not Checked

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**POC-04 Technical Records**

1. Is the location of records in accordance with the manual? N/A  OK  Finding  Not Checked

- Does the POC Holder maintain technical records in a dry secure area?

Ref: CAR Std 624.51(2)

2. Does the POC Holder ensure that completed inspection packages are reviewed? N/A  OK  Finding  Not Checked

Ref: CAR Std. 625.96(2)

3. Are the maintenance check sheets used as described in the manual? N/A  OK  Finding  Not Checked

Ref: Approved Maintenance Schedule

4. \*Supplemental worksheets used for recording and actioning defects discovered during maintenance activities, are they the POC Holder's or the AMO's? N/A  OK  Finding  Not Checked

- Is this according to manual requirements?

Ref:

5. Cross check completed check sheets with the aircraft log books, is there evidence of maintenance being completed prior to certifying the Technical Log entry? (sample). N/A  OK  Finding  Not Checked

Ref: CAR 605.92(1)

6. Sample aircraft technical records (including Journey Log). Do the recorded actions meet regulatory requirements? For example: N/A  OK  Finding  Not Checked

- certifications;

## POC-04 Technical Records

- time between checks;
- weight and balance report;
- inspections completed on time;

**Ref: CAR 605.86 / CAR 605.96 / CAR 571 / CAR Std 571 Appendix C**

7. Are established procedures being followed to record and control maintenance items? For example:

N/A  OK  Finding  Not Checked

- scheduled maintenance and inspection;
- Ad's and special instructions;
- components;
- TBOs and life-limited times;
- calendar-time items;
- pitot-static and altimeter calibration checks;
- compass calibration;
- weight and balance
- independent control checks / CMR / critical maintenance tasks.

**Ref: CAR 605.96 / CAR 571.10(4)**

8. Are maintenance records acceptable for completeness and final certification? (sample)

N/A  OK  Finding  Not Checked

**Ref: CAR Std 571.10(2) - (4) / CAR 605.92(1)**

9. Does the POC Holder transfer information from the journey log to the permanent technical record in accordance to regulatory and MCM requirements?

N/A  OK  Finding  Not Checked

**Ref: CAR 605.96(2)**

10. \*Do company personnel record information and defects in the journey log or other technical record in accordance with Ops Manual procedures?

N/A  OK  Finding  Not Checked

**Ref:**

## POC-04 Technical Records

11. Is the technical record (including journey log) a consecutive, unbroken history? N/A  OK  Finding  Not Checked

*Ref: CAR 605.93(4)*

12. Does the use of job / segmented / task cards require the POC Holder to update a computer software program after completion? N/A  OK  Finding  Not Checked

- If so, is there any evidence of missed entries or incorrect times being input?

*Ref:*

13. Is computer software used as a sole support technical history? N/A  OK  Finding  Not Checked

- If so, is there evidence of original entries being updated?
- Is the original entry protected?

*Ref: CAR 605.93(2) / CAR 103.4(a) / CAR Std 625.93(3)*

14. \*Is the primary method for controlling maintenance tasks generated / tracked by computer? N/A  OK  Finding  Not Checked

- If so, it must be a secure system, (see technical records)?

*Ref: CAR 103.04*

15. Where computer maintenance software is used, is the ACA holder identified in the computerized record? N/A  OK  Finding  Not Checked

*Ref: CAR 605.93(1)(b)*

16. Is there evidence of maintenance releases, which are issued "subject to satisfactory test flight" not having the corresponding final certification by the pilot-in-command? N/A  OK  Finding  Not Checked

*Ref: CAR Std 571.10(4)*



**POC-05 Weight & Balance**

1. Is the person responsible for weight and balance control knowledgeable of their duties and responsibilities? N/A  OK  Finding  Not Checked

*Ref:*

2. Are any of the aircraft operated subject to the five-year re-weigh requirement? (sample) N/A  OK  Finding  Not Checked

*Ref: CAR Std. 571 Appendix C, (8)*

3. Are weight and balance reports carried on board each aircraft?  
 • Is there more than one report, which may be contradictory? N/A  OK  Finding  Not Checked

*Ref: Type Certificate*

4. Is there evidence of changes being made to aircraft basic weight without amendments to the weight and balance report? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 571 Appendix C, (2)*

5. Does each amendment to the weight and balance report include revision dates and revised equipment lists? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 571 Appendix C*

6. Are empty weight and c of g calculations computed in the amended report? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 571 Appendix C*

## POC-05 Weight & Balance

7. Has a maintenance release been signed for each change to the weight & balance report? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 571 Appendix C*

8. Does each aircraft's weight & balance report demonstrate continuity back to the time the aircraft was weighed? N/A  OK  Finding  Not Checked

*Ref: CAR 605.92 / CAR Std. 571 Appendix C*

9. Do company personnel follow the approved procedures when moving from one aircraft configuration to another? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 571 Appendix C, (3)*

10. For each aircraft configuration established, has a maintenance release been signed? N/A  OK  Finding  Not Checked

(Note: the current configuration must be identified however a maintenance release is not required for the entry when changing from one configuration to another)

*Ref: CAR Std. 571 Appendix C*

11. Does the system of control ensure accurate weight and balance information is used by the pilot-in-command? N/A  OK  Finding  Not Checked

*Ref: CAR Std. 571 Appendix C*

12. Does the weight and balance report / equipment list include all items specified in the aircraft type certificate? N/A  OK  Finding  Not Checked

- Does it also include additional equipment required / installed for the operation of the aircraft?
- Does it include any equipment installed as a result of an STC or modification?

*Ref: CAR Std. 571 Appendix C, (1)(a)*





### POC-06 Maintenance Planning

*Note: As maintenance planning is procedural specific to the POC Holder, a supplemental checklist may need to be developed from the approved manual in support of the audit.*

1. Is the individual responsible for the program knowledgeable of the procedures described in the manual? N/A  OK  Finding  Not Checked

**Ref:**

2. Is the method or process used to monitor / schedule maintenance activities / repetitive AD's (computer / status system / other) being followed by the organization?  
 • Does this include supplemental maintenance items (such as STC's added after MS approval, floats & skis etc., safety equipment)?  
 • Is the method used up-to-date and current?

N/A  OK  Finding  Not Checked

**Ref: CAR Std 624.51(2)(c)**

3. Are the same method(s) used at all locations and sub bases? N/A  OK  Finding  Not Checked

**Ref: CAR Std 624.51(2)(c)**

4. Is the primary method for controlling maintenance tasks generated / tracked by computer?  
 • If so is it a secure system, (see technical records)?

N/A  OK  Finding  Not Checked

**Ref: CAR 103.04 / CAR 605.93(2)**

5. \*Is there operational or additional equipment that is not addressed in the maintenance schedule? (sample) N/A  OK  Finding  Not Checked

**Ref: CAR Std 625.86**

## POC-06 Maintenance Planning

6.	<p>Is there evidence that maintenance requirements have been missed or actioned late?</p> <p><i>Ref: CAR Std 624.51(2)(c)</i></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	<p>*Does the POC Holder remain aware of service information for aircraft operated?</p> <ul style="list-style-type: none"> <li>How is this actioned and is there evidence to indicate that it is being carried out?</li> <li>How does the POC Holder obtain information, for example via contract?</li> </ul> <p><i>*Repeated in maintenance control system</i> <i>Ref: CAR Std 624.55(1)</i></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	<p>Are there service bulletins that were or should have been adopted / installed / integrated into the maintenance program? (sample)</p> <p><i>Ref: CAR Std 625.86(6) / Std 624.55</i></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	<p>Is the frequency and use of tolerances planned or excessive?</p> <p><i>Ref: CAR Std 625.86(8) / TP13094</i></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>Are maintenance releases made to facilitate the use of the tolerance prior to its use?</p> <p><i>Ref: CAR Std 625.86(8)</i></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	<p>Is aircraft operating information (aircraft daily flight time / condition / status) relayed to the individual making decisions on maintenance requirements?</p> <ul style="list-style-type: none"> <li>Is this in accordance with the instruction / procedures specified in the manual?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## POC-06 Maintenance Planning

- Does this information include a requirement for - defects, MELs, special inspections, hard landings, lighting strikes, etc

*Ref:* CAR Std 624.53(2)

12. Are procedures being followed to ensure that defects are rectified as soon as possible, but in no case later than the times established to ensure compliance with CAR requirements or the repair category of an MEL? N/A  OK  Finding  Not Checked

*Ref:* CAR 604.52 / CAR Std 624.52(2)

13. Does the POC Holder maintain current inspection sheets as identified in the Maintenance Schedule? N/A  OK  Finding  Not Checked

*Ref:* CAR 605.86 / Approved Maintenance Schedule (TP13094)

### Communication with Maintenance Contractor

14. Is the liaison between the POC Holder and the maintenance contractor effective? N/A  OK  Finding  Not Checked
- Is there any evidence that the communication process does not work?

*Ref:*

15. \*Is the maintenance contractor consulted in the defect deferral process? N/A  OK  Finding  Not Checked

*Ref:*

16. Are maintenance requirements communicated to the AMO in accordance with manual requirements? N/A  OK  Finding  Not Checked

*Ref:* CAR Std 624.51(1)(g)

## POC-06 Maintenance Planning

17. Are the appropriate forms and information supplied to the maintenance organization or are they to be reproduced by the AMO? N/A  OK  Finding  Not Checked

- Is this in accordance with the stated process?

Ref: CAR 605.86 / Approved Maintenance Schedule (TP13094)

18. Did AMO personnel use the latest check sheet (revision) during the last few inspections? N/A  OK  Finding  Not Checked

Ref: CAR 605.86 / Approved Maintenance Schedule (TP13094)

19. N/A  OK  Finding  Not Checked

Ref.

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### POC-07 Maintenance Arrangements

1. Does the manual state a policy for initiating or governing maintenance contracts? N/A  OK  Finding  Not Checked

Note: not required if the AME is a direct employee

Ref: CAR 604.56(1)

2. Does the manual specify criteria, which must be identified or included in the maintenance contract? N/A  OK  Finding  Not Checked

- Does it include a description of contract administration and the scope of work?
- If the manual does not contain specific procedures, are maintenance contracts to be individually approved by TC?
- Does the contract also specify the conditions under which the maintenance is to be performed?

Ref: CAR 604.56(2) / (3)

3. How is the provision of emergency maintenance services addressed? N/A  OK  Finding  Not Checked

- Does the manual specify procedures for obtaining these services?
- If so, is the process followed?

Ref: CAR 604.56(1) / CAR Std 604.56  
Information note

4. Is a communication procedure included in the arrangement to advise maintenance contractors of planned or unscheduled maintenance requirements? N/A  OK  Finding  Not Checked

- Does the procedure identify responsibilities of the maintenance coordinator?
- \*Does this include how AD requirements are to be communicated between the parties?

Ref:

## POC-07 Maintenance Arrangements

5. Does the POC Holder provide direction specifying which maintenance instructions are to be used by the contractor when performing maintenance? N/A  OK  Finding  Not Checked

- Does the process include the provision / use of forms and for providing copies of the appropriate maintenance schedules?

*Ref: Maintenance Schedule*

6. Does the POC Holder review the work package to ensure that all tasks requested of the maintenance contractor have been accomplished? N/A  OK  Finding  Not Checked

*Ref. CAR 604.56(3)*

7. Does the POC Holder provide a copy of their (approved) maintenance control system to the maintenance contractor? N/A  OK  Finding  Not Checked

*Ref. CAR Std 624.49(5)*

8. For individual contracts, if required, N/A  OK  Finding  Not Checked

- are all parties' responsibilities clearly defined in the manual and the contract?
- does the company follow the procedures for transmitting records between parties as established in the manual?
- are requirements for maintenance releases specified, which documents and what entries in which technical record?
- is a requirement for contractor feedback specified in the maintenance arrangement, i.e. problems, SDR information, evaluation program, ...?

## POC-07 Maintenance Arrangements

- does it include providing feedback information in support approved reliability program where required?

*Ref:*

9. Where the work is performed outside of Canada, has the person been approved by a manual approved under the Foreign States' requirements? N/A  OK  Finding  Not Checked

- Is a "maintenance specification" required for work that is routinely carried out in a Foreign State?

*Ref:*

10. Is the operator involved in a engine on condition maintenance program? N/A  OK  Finding  Not Checked

- Does the contract state the responsibilities and involvement of both parties in all or part of the reliability program?

*Ref:*

11. N/A  OK  Finding  Not Checked

*Ref:*

### **Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_



## POC-08 Defect Procedures

### Recording

1.	Do the company record defects in accordance with the procedures specified in the manual? <ul style="list-style-type: none"> <li>recorded in the proper record / log?</li> <li>are they identified appropriately and handled in accordance with stated procedures?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 604.52 / (a) & (b) / CAR Std 624.52(1) & (2) / CAR Std 624.52(2) / CAR 605.94(1)					
2.	Does this recording procedure apply to defects found by flight crew during normal operations? <ul style="list-style-type: none"> <li>Does the method indicated conflict with regulatory requirements?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR Std 624.52(1) & (2) / CAR 605.94(1)					
3.	Are procedures being followed to ensure that defects detected during the performance of elementary work or servicing are recorded?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR Std 624.52(1)					
4.	Are defects found during maintenance recorded in accordance with procedures stated by the POC Holder or by the maintenance contractor?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					
5.	Supplemental worksheets used for recording and actioning defects discovered during maintenance activities, are they the POC Holder's or the AMO's? <ul style="list-style-type: none"> <li>Is this according to manual requirements?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					

## POC-08 Defect Procedures

6. Is there evidence of defects not being recorded: N/A  OK  Finding  Not Checked
- by the flight crew?
  - while the aircraft is away from base?
  - during maintenance?
- Ref: CAR 605.94(1)*

### Deferral

7. Does the POC manual provide procedures and instruction to ensure that a defective aircraft without an MEL can be assessed against requirements specified in CAR 605.10? N/A  OK  Finding  Not Checked
- Ref: CAR Std 624.53(1)*

8. How does the POC Holder determine defects suitability for deferral? N/A  OK  Finding  Not Checked
- Are technical / regulatory manuals and type certificate information available / consulted in the process?
- Ref: CAR 605.06(a)*

9. Are defects assessed against mandatory or required operating equipment limitations (also includes Type Certificates Data Sheets and basis of certification)? N/A  OK  Finding  Not Checked
- Ref: CAR 605.09 / CAR 605.10 / CAR 605 General*

10. Are environmental factors and operational role of the aircraft considered in the defect's assessment? N/A  OK  Finding  Not Checked
- Ref: CAR 602 Division II / CAR 605.06(b)*

## POC-08 Defect Procedures

11. Is the maintenance contractor consulted in the deferral process? N/A  OK  Finding  Not Checked

*Ref:*

12. Are deferrals entered in the journey log or other recording system in accordance with stated procedures? N/A  OK  Finding  Not Checked

*Ref: CAR 604.52(a) & (b) / CAR Std 624.52(1)*

13. Are procedures for placarding deferred defects being followed? N/A  OK  Finding  Not Checked

*Ref: CAR 605.10(2)(b) / CAR Std 625.08*

14. Are personnel that defer authorized? N/A  OK  Finding  Not Checked

*Ref: CAR 605.10(2)(c)*

### Recurring Defect

15. Is there any evidence indicating recurring defects are not being addressed according to stated procedures? N/A  OK  Finding  Not Checked

*Ref: CAR 604.52(b) / CAR Std 624.52(1)*

16. Does the POC Holder's maintenance system recognize recurring defects? N/A  OK  Finding  Not Checked

- Does the defect system highlight defects that recur or identify / provide information to the to the flight crew and maintenance contractor?

*Ref: CAR 604.52(c) / CAR Std 624.52(3)*

**POC-08 Defect Procedures**

17. Do the POC Holder's criteria, for classifying recurring defects, meet regulatory requirements? N/A  OK  Finding  Not Checked

Ref: CAR Std 624.52(4)

**Control**

18. Troubleshooting, part removal. Does the manual indicate how a part removed for troubleshooting purposes must be handled? N/A  OK  Finding  Not Checked   

- If so, does the company follow procedures for storage, time limits and maintenance release requirements?
- parts removed from another aircraft for troubleshooting?

Ref:

19. N/A  OK  Finding  Not Checked

Ref.

**Comments/Summary:**

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**POC-09 Airworthiness Directive, Service Bulletin**

1. Does the POC Holder have all Airworthiness Directives applicable to their fleet? N/A  OK  Finding  Not Checked

*Ref: CAR Std.593 Appendix B (2)(a)*

2. Does the POC Holder ensure timely action of Airworthiness Directives? N/A  OK  Finding  Not Checked

*Ref:*

3. Are the details, of maintenance actions used during the accomplishment of Airworthiness Directives, recorded in the appropriate technical record?  
 • For Service Bulletins? N/A  OK  Finding  Not Checked

*Ref: CAR 605.94(1) / CAR Std 571.03 / CAR Std 571.10(4) / CAR Std 625 Appendix H (1)(b)*

4. Does the POC Holder have direct access to Service Bulletin and other technical information applicable to their fleet?  
 • If access is by way of a contract, is the access adequate? (sample, have POC Holder demonstrate) N/A  OK  Finding  Not Checked

*Ref:*

5. Is there evidence that the POC Holder has reviewed and evaluated Service Bulletins and other technical information for applicability to their fleet?  
 • Is there evidence of a maintenance specialist being involved in the decision process?  
 • N/A  OK  Finding  Not Checked

*Ref: CAR Std. 624.55(1) & (2) / ANB055*

**POC-09 Airworthiness Directive, Service Bulletin**

6. Is the implementation of AD / SB or other technical information actioned directly from the manufacturers technical information or is the process re written into task cards or action sheets?      N/A       OK       Finding       Not Checked

- If re written, is there a control process or review mechanism in place, which ensures the accuracy of the information?

Ref: CAR Std 625 Appendix D (3)(vi)

7.      N/A       OK       Finding       Not Checked

Ref.

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**POC-10 Technical Dispatch Procedures**

1. Are maintenance entries attesting to serviceability and continuation of safe operation made each time a tolerance is used? N/A  OK  Finding  Not Checked

*Ref: CAR Std 625.86(8)*

2. Have authorized personnel issued the tolerance in accordance with the manual requirements? N/A  OK  Finding  Not Checked

*Ref:*

3. Is there any evidence to suggest that Airworthiness Directives are also given the tolerance? N/A  OK  Finding  Not Checked

*Ref: Std 625.86(8) / CAR 605.84(10)(b)*

4. Does tolerance use conflict with the requirements outlined in the respective maintenance schedules? N/A  OK  Finding  Not Checked

*Ref: CAR Std 625.86 Appendix C*

5. Is there any evidence to suggest that the pilot-in-command is given adequate notification of the next scheduled maintenance activity? (particular attention to operations from remote locations) N/A  OK  Finding  Not Checked

*Ref:*

6. Do the procedures ensure that aircraft are not operated in an unairworthy condition?  
 • Do they ensure that the aircraft equipped and configured for the intended flight?

*Ref: CAR 604.54*

## POC-10 Technical Dispatch Procedures

7. How is the PRM advised of the status while aircraft are away from base? N/A  OK  Finding  Not Checked

*Ref:*

8. Are environmental factors and operational role of the aircraft considered in the dispatch of an aircraft with a defect? N/A  OK  Finding  Not Checked

*Ref: CAR 602 Division II*

9. Does the POC Holders technical dispatch system remain effective for aircraft outside of its main base location? N/A  OK  Finding  Not Checked

- Is the procedure followed for returning the aircraft to service when aircraft become unserviceable away from base?

*Ref: CAR Std 624.53(2)*

10. Are procedures followed for transmitting maintenance information to aircraft operating away from the base? N/A  OK  Finding  Not Checked

*Ref:*

11. Is deferred maintenance taken into consideration when dispatching aircraft? N/A  OK  Finding  Not Checked

*Ref:*

12. For aircraft that have additional (dual) flight authorities, are procedures followed for invoking the applicable flight authority? N/A  OK  Finding  Not Checked

*Ref: CAR 507.08*



**POC-10 Technical Dispatch Procedures**

13. Are maintenance entries regarding aircraft weight and balance status recorded in the journey log? N/A  OK  Finding  Not Checked

Ref: CAR 605.94(1) / CAR Std 571 Appendix C

14. N/A  OK  Finding  Not Checked

Ref.

**Comments/Summary:**

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**POC-11 Training & Elementary Work**

1.	Is there evidence to support the training of staff to perform elementary work? <ul style="list-style-type: none"> <li>• Is the person that performed the initial training an AME or certified training organization under CAR566?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR Std 624.57					
2.	Does the POC Holder authorize pilots to perform elementary work? <ul style="list-style-type: none"> <li>• If so, have individuals performing the work, been authorized to do so according to procedures specified in the POC Manual?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR Std 624.57					
3.	Does the training program for pilots include the following: Refuelling Procedures <ul style="list-style-type: none"> <li>a) types of fuel, oil and fluids used in the aeroplane;</li> <li>b) correct refuelling procedures;</li> <li>c) procedures for checking fuel, oil and fluids and proper securing of caps;</li> <li>d) Use of tow bars and maximum nose wheel deflection when towing.</li> <li>e) Seasonal use of the parking brake.</li> <li>f) Installation of protective covers on the aeroplane.</li> <li>g) Procedures for operating in cold weather such as:</li> <li>h) moving the aeroplane out of a warm hangar when precipitation is present;</li> <li>i) procedures for applying de-icing and anti-icing fluids for the aeroplane type including critical flight control post application inspections; and</li> </ul>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		

## POC-11 Training & Elementary Work

- j) engine and cabin pre-heating procedures, including proper use of related equipment.

*Ref: CAR Std 624.57(1)*

4. The POC Holder's maintenance training must ensure personnel trained are familiar with the regulations, standards and private POC Holder procedures associated. Does the training program include: N/A  OK  Finding  Not Checked

The POC Holder's maintenance training must ensure personnel trained are familiar with the regulations, standards and private POC Holder procedures associated. Does the training program include:

- a) initial training to ensure that persons authorized to perform or request the performance of maintenance, elementary work or servicing are aware of the regulations, standards and private POC Holder procedures associated with that work
- b) update training to ensure that personnel remain competent and are made aware of any changes to those regulations, standards and private POC Holder procedures.
- c) training made in respect of the Regulations must ensure that personnel are aware of their responsibilities with regard to the performance rules and maintenance records,
- d) the standards applicable to servicing of the aircraft

*Ref: CAR Std 624.57(2)(a)-(d)*

5. Are personnel and training records kept in accordance with procedures stated in the POC Holder's manual? N/A  OK  Finding  Not Checked

Are personnel and training records kept in accordance with procedures stated in the POC Holder's manual?

*Ref: CAR Std 624.49(1)(m)*

## POC-11 Training & Elementary Work

6. The initial cycle for update training is three (3) years, does the POC Holders initial cycle meet this requirement? N/A  OK  Finding  Not Checked

- Has the cycle been modified and is there documented rationale to support the change? (Note: where maintenance is contracted to an AMO, the AMO's training program will meet the requirement for persons performing elementary work and servicing. This only applies to the AMO's staff).

**Ref: CAR Std 624.57(2)**

7. Where appropriate, has the POC Holder's staff been trained to perform ("M") items specified in a MEL? N/A  OK  Finding  Not Checked

- If so, is there a record of training and authorization available?

**Ref: CAR Std 624.57(2)**

8. Are Standards, other than the manufacturers, used in the performance of elementary work, servicing? N/A  OK  Finding  Not Checked

- Are these specified in the manual?

**Ref: CAR Std 624.49(1)(d)**

9. Do persons performing elementary work or servicing comply with the manual procedures for recording work performed? N/A  OK  Finding  Not Checked

**Ref: CAR Std 624.49(1)(f)**

## POC-11 Training & Elementary Work

10. Where the POC Holder performs elementary work or servicing is the equipment and tools necessary to comply with maintenance performance rules available? N/A  OK  Finding  Not Checked

- Do the flight crews have access while away from base?

*Ref: CAR Std 624.51(2)(d)*

11. Are parts and materials used in the performance acquired per manual procedures? N/A  OK  Finding  Not Checked

- Are parts from a parts pooling arrangement used?
- Is this described in the manual?

*Ref: CAR Std 624.49(1)(k)*

12. N/A  OK  Finding  Not Checked

### Comments/Summary:

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Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### POC-12 Service Difficulty Reporting SDR

1. Are other personnel knowledgeable about the procedures to be followed? N/A  OK  Finding  Not Checked

*Ref: CAR 604.53 / CAR Std 591.01*

2. Do company personnel have a clear understanding of what a service difficulty is? N/A  OK  Finding  Not Checked

*Ref: CAR 604.53 / CAR Std 591.01*

3. Does the POC Holder submit service difficulty reports (SDRs) as described in the manual?  
 • each time the same or a similar defect is encountered? N/A  OK  Finding  Not Checked

*Ref: CAR 604.53 / CAR Std 591.01*

4. Sample defect entries / maintenance worksheets, are service difficulties being reported?  
 • Is there evidence that the POC Holder is not filing Service Difficulty Reports? N/A  OK  Finding  Not Checked

*Ref: CAR 604.53 / CAR Std 591.01*

5. Does the POC Holder report unapproved parts via the SDR system? N/A  OK  Finding  Not Checked

*Ref: Std 591.01 Appendix D*

6. Are the reports forwarded within the time frames established in the manual? N/A  OK  Finding  Not Checked

*Ref: Std. 591.01*

## POC-12 Service Difficulty Reporting SDR

7. Are SDR records maintained as described in the manual? N/A  OK  Finding  Not Checked

*Ref: Std. 591.01*

8. Is the POC Holder's responsibility for the SDRs, which are discovered by the maintenance contractor, covered in the manual or specified in the maintenance contract?

- Are these requirements met?

*Ref: CAR 604.53 / CAR Std 591.01*

9. Are all data sources feeding the SDR system functioning as described in the manual? N/A  OK  Finding  Not Checked

*Ref: CAR 604.53 / CAR Std 591.01*

10. N/A  OK  Finding  Not Checked

*Ref.*

### **Comments/Summary:**

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_