



Manufacture and Maintenance of Aircraft

COA 500

CAR 30(2A) and 30A

Applicant: File Ref: DO:

Carry out an assessment of the applicant's System of Quality Control/Procedures Manual to ensure that they meet the requirements of CAR 30(2D).

In conjunction with an acceptable manual and facilities inspections, assess the application against the criteria of this checklist.

During the inspection(s) interview principal staff to ensure that each fully understands the content of the applicant's System of Quality Control/Procedures Manual and its implications.

Research should be undertaken with each application to determine what items are fundamental and to ensure that the applicant has the necessary fundamentals to satisfactorily carry out the tasks for which he/she has applied.

The diverse activity of manufacture and maintenance of aircraft is such that is impractical to produce dedicated checklists and because a fundamental item is not on this checklist does not imply that there is no requirement for the item.

Important: The scope and size of the applicant's proposed organisation will determine the applicability of the checklist items. The content of the checklist is not absolute.

The checklist is provided in the form of questions to respond to, which are *not* in all cases intended to indicate essential requirements, but to aid the person performing the assessment in addressing the requirements of CAR 30.

As applicable, use this checklist in conjunction with:

- COA 200: System of Quality Control and Procedures Manual: General
- COA 201: System of Quality Control: Design and Manufacture of Aircraft, Aircraft Components and Materials for Complex Locally Designed Products
- COA 202: System of Quality Control: System of Computer Control
- COA 300: Design of Aircraft and Aircraft Components and Materials.

General

Verify by inspection and interview that the procedures laid down in the System of Quality Control/Procedures Manual have been put in place at the location(s) outlined in the application.

Organisational Structure

Remarks:

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Management Responsibility

Remarks:

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Control of Work

Remarks:

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Tools and Equipment Listed on File

Check the Tools and Equipment List on file against items at the Applicant's disposal. Note any discrepancies.

Remarks:

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General

Yes, No or N/A

Towing facilities:

- Are the towing facilities adequate for the aircraft the applicant is likely to maintain?

Ground support:

- Oxygen charging trolleys
- Engine oil charging rigs
- Hydraulic rigs
- Electrical ground power
- Compressed air source (engine starting).

Is the equipment adequately maintained and not likely to contaminate aircraft systems?

Ramp handling equipment:

- Check its serviceability status (battery terminal protection, engine exhaust system, and so on).



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Yes, No or N/A

Does the applicant have access to the following equipment and is it adequately maintained:

- HP air/nitrogen regulator, oleo adaptor
- Breathing oxygen refill regulator
- Compressor, regulators, water traps, hoses etc.
- Cleaning equipment and cleaning area
- Lubrication – oil cans, grease guns, pumps and storage
- Spray paint equipment
- Jacks, trestles, benches, stands, hoists etc.
- Machinery – lathe, drill press, grinder, belt sander, guillotine, metal shears, sheetmetal folder etc.
- Wing and fuselage fixture jigs
- Aircraft levelling and alignment tools – trammels, plumb-bobs, spirit levels etc.
- Scales, spring balance
- General hand-held tools – air drills, tension wrenches, cable tensiometers, micrometers etc.
- Riveting equipment
- Rigging tools, inclinometers, control surface balancing equipment etc.
- Wheel balancer, tyre pressure gauge
- Spark plug cleaner and tester
- Cylinder leak down or compression tester
- Timing lights and indicator plates
- HT lead tester
- Pressure gauges and hoses – fuel, propeller etc.
- Manufacturers' specific tools and equipment
- Inspection Aids – mirrors, magnifying glass
- Lights – portable inspection, torches
- NDT inspection equipment?



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Yes, No or N/A

Helicopters

Main/tail rotors tracking device

Balancing equipment.

Wood and Fabric

General hand-held tools – clamps, saws etc.

Fabric tester

Acceptable heat source (fabric tensioning)

Fabric repair tools – various.

Fibre-reinforced Plastics

General hand-held tools

Resin/accelerator dispensing equipment

Wet and dry bulb thermometer (humidity measurement)

Accurate thermometer

Vacuum source (pressure application)

Lay-up table and jigs

Storage racks (for materials)

Humidity control

Autoclave.

Electrical, Instrument and Radio

Battery charger, hydrometer (located in suitable area)

Instrument calibration equipment

Pitot/static leak tester

Hand-bearing compass

Electrical plugs/sockets assembly and crimping tools, wire strippers

Measuring and testing equipment – megger, multi-tester, bonding tester, accurate voltmeters and ammeters, digital devices, etc.

Soldering equipment

Radio simulators – Nav, Com, ILS, MLS, Marker, Transponder, DME, etc.



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Remarks:

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Calibration of Tools and Equipment

Check that all tools and equipment requiring calibration are nominated by the proposed calibration system.

Remarks:

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Storage of Tools and Equipment

Check that all tools and equipment are stored so that they remain suitable for their intended function.

Remarks:

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Stores Control

Remarks:

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Stores Quarantine Facility

Remarks:

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Stores Control (cont.)

Stores Documentation

Remarks:

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Yes, No or N/A

Data

Does the applicant hold current copies of the appropriate regulatory documents:

- *Civil Aviation Act 1988*
- *Civil Aviation Regulations*
- *Civil Aviation Orders*
- Civil Aviation Advisory Publications
- Airworthiness Advisory Circulars?

Assess the applicant's current technical data:

- Manufacturers' maintenance, parts and structural repairs manuals
- Approved data associated with manufacture
- Service Bulletins/Letters.

Remarks:

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Yes, No or N/A

Accommodation and Amenities

Carry out an inspection of the available manufacture/maintenance area to ensure that:

- The area accommodates the largest aircraft likely to be accommodated by the applicant
- The accommodation meets the plans submitted by the applicant.

Remarks:

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Segregation of Activities

Remarks:

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Mobile Facilities

Remarks:

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Locations

Carry out an inspection of each of the applicant's locations which are not nominated as the main location. If the location is overseas:

- Request location advice re local ID/Security pass and customs/protocol requirements
- Check if the location is subject to audit by foreign airworthiness authorities or other QA personnel
- Establish date of last visit, if applicable.

Remarks:

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Overall Inspection Assessment

Remarks:

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Assessment completion date:

Name of person performing the assessment:

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