



Instructions

This Checklist is sub-divided into four steps. The four steps are:

1. *Maintenance Control Manual* checked against the Compliance Statement for completeness and acceptability.
2. Checking that specific material is included.
3. Checking of any relevant material in the MCM for contradiction with the *Flight Manual*.
4. All changes directed to be made to drafts of the MCM have been included in the final draft.

Checklist — Maintenance Control Manual

Applicant District Office

Step 1 — Comparison With Compliance Statement

Note: Evaluation of the *Maintenance Control Manual* requires a detailed comparison against each applicable paragraph of the Regulations and Orders to ensure that the applicant has demonstrated compliance with all requirements. Some important requirements may exist at levels as low as sub-subparagraphs. Thus, the inspector must carefully identify each safety requirement in the legislation and assess the suitability of the proposed means of compliance. This step occupies a large proportion of the total time allocated to the certification process.

A list of applicable legislation which should be addressed in the Compliance Statement is given in [Compliance with Legislation](#).

Each item in that list, annotated with the letter **C**, should include a reference to the place in the *Maintenance Control Manual* where the means of compliance is described. It is necessary to determine that the proposed means of compliance, as described, is acceptable to CASA.

For each item annotated with an asterisk (*) — which marks an item of legislation placing specific obligation on the operator — the assessor should determine that the *Maintenance Control Manual* contains a description of the system which will be in place to ensure the discharge of the operator's responsibility.

Note: The operator cannot discharge this responsibility by presuming to pass it to another person - for example, the pilot in command.

1. Items referred to in the Compliance Statement have been checked and the information in the *Maintenance Control Manual* adequately describes an acceptable means of compliance..... Satisfactory Unsatisfactory

Signed: Printed Name:
Airworthiness Inspector

Date:

Step 2

Maintenance Control Manual checked for completeness against the checklist provided at [Form 265 Step 2 — MCM Assessment](#). The relevance of material in [Form 265](#) can only be assessed against the proposed operations by the Inspectors involved at the time. Checklist items that are not relevant should be noted in the inspection records.

[Form 265](#) has been checked and the information in the *Maintenance Control Manual* provides an acceptable means of compliance with CARs given the type of aircraft and scope of the operation

Satisfactory

Unsatisfactory

Signed: **Printed Name:**
Airworthiness Inspector

Date:

Step 3

1. All text and material taken from a *Flight Manual* and placed into the *Maintenance Control Manual* has been checked for accuracy, completeness, agreement and cross-referenced with the original text or material.

Satisfactory

Unsatisfactory

Signed: **Printed Name:**
Airworthiness Inspector

Date:

Step 4

All changes to text or other material submitted in the drafts of the *Maintenance Control Manual* have been included in the final draft of the *Maintenance Control Manual*.

Signed: **Printed Name:**
Airworthiness Inspector

Date: