



Instructions for Assessment

This Checklist is provided as a series of questions covering the requirements of CARs 42ZY and 42ZZ, and CAO 100.5, and arranged to assess the adequacy of the systems and documents specified in the manual in compliance with those requirements. The order of question is generally arranged to suit the format in which most manuals will be submitted, and does not necessarily follow the order in which the particular items are listed in the requirements. Response columns are provided, and questions should be answered by a tick in one or more columns as necessary. Where comments or remarks are required, they should be made in the *Remarks* sheets attached at the end of the assessment sheets, and should identify the question to which they refer, by paragraph number.

Note: Acceptance of the manual indicates that all questions have been answered satisfactorily, or alternatively, justification has been established for acceptance of omissions or deviations from the required procedures.

A MCM may contain some areas, for example operator's internal communication procedures, in excess of minimum CARs requirements.

Refusal to Accept

Where the manual does not cover the required information or certain procedures are considered unsatisfactory, written notification shall be made to the applicant detailing the shortcomings. Refusal to accept a MCM is a serious matter which may involve significant financial cost to the applicant for AOC and involve CASA in litigation. Under section 31 of the Act, the decision may be subject to review by the Administrative Appeals Tribunal. Consequently, such decision must be carefully considered and fully documented. Moreover, senior management should be consulted before the decision is made, for the purpose of making them aware of the issue, and to seek guidance on the decision. The "Remarks" list is useful for detailing the items which were not provided or considered unsatisfactory.

Checklist — Step 2 Maintenance Control Manual Assessment

Operator File No.

Date Received:

Aircraft Types and Number of Each Type

VH-

.....

Maintenance Contractors

Brief Details of Contractual Responsibility

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Checklist

1. General

- | | | |
|--|---------------------------------------|---|
| 1.1 Does the manual identify itself as <i>Maintenance Control Manual</i> ? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 1.2 Does the manual state the operator's name?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 1.3 If the operator does not hold the CofR for the aircraft, does the manual state the name of its CofR holder? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 1.4 Are all the aircraft to which this manual is applicable identified by their type designations and registration markings? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 1.5 Is the manual in loose leaf format with each page bearing page identification and revision dated? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 1.6 Does the manual has amendment record sheet?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 1.7 Is there a list of effective pages?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 1.8 Are the manual contents adequately indexed?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |

- 1.9 Is there adequate methods of recording revisions?..... Satisfactory Unsatisfactory
- 1.10 Is there a *Foreword* or *Introduction* indicating that the procedures contained in the manual apply to Class A aircraft engaged in commercial operation and requiring employees and contractors to abide by the contents of the manual? Satisfactory Unsatisfactory
- 1.11 Is there a distribution list for the manual? Satisfactory Unsatisfactory
- 1.12 Does each copy of the manual bear a manual control number?..... Satisfactory Unsatisfactory
- 1.13 Does the manual include instructions for its amendment which adequately cover:
- a) Procedures for notifying the Maintenance Controller of the need for amendment and the details of any proposed changes?..... Satisfactory Unsatisfactory
- Note:** This procedure should provide for notifications to be made both by the Operator's staff and by the contracting maintenance organisation's staff.
- b) Procedures for investigating any proposed changes to verify that they are technically sound and in compliance with CARs and CAOs? Satisfactory Unsatisfactory
- c) Procedures for notifying CASA regarding amendments? Satisfactory Unsatisfactory
- d) Procedures for ensuring that all holders of the manual are notified of amendments and that all copies of the manual are amended?..... Satisfactory Unsatisfactory

2. Organisation

- 2.1 Does the manual have a section which provide the details of and describes the duties and responsibilities of the maintenance control organisation? Satisfactory Unsatisfactory
- 2.2 Is the organisation suitable with regard to the size and scope of the proposed operation?..... Satisfactory Unsatisfactory
- 2.3 Is the chain of command appropriate to ensure airworthiness and maintenance control of aircraft? Satisfactory Unsatisfactory
- 2.4 Is the numbers of management positions, including maintenance controller(s) (for Class A aircraft) is adequate for the size and scope of the proposed operation? Satisfactory Unsatisfactory

- 2.5 Is the maintenance controller(s), for each type of aircraft, nominated by the operator approved by CASA?
- a) What other duties does this person have in the operator's organisation?
- b) Taking into account those other duties, is it likely that maintenance controller will be able to satisfactorily exercise maintenance control functions? Satisfactory Unsatisfactory
- 2.6 Is a copy of maintenance controller's approval included in the manual? Satisfactory Unsatisfactory
- 2.7 Are officiating arrangements when the approved maintenance controller is not readily available to perform duties, satisfactory?..... Satisfactory Unsatisfactory
- 2.8 Has the organisation sufficient number of suitably qualified and competent employees to perform the following functions:
- a) Maintenance planning?..... Satisfactory Unsatisfactory
- b) Recording of flight hours and cycles? Satisfactory Unsatisfactory
- c) Preservation and transfer of maintenance records? Satisfactory Unsatisfactory
- d) Accomplishment and control of Airworthiness Directives? Satisfactory Unsatisfactory
- e) Analysis of effectiveness of maintenance program? Satisfactory Unsatisfactory
- f) Management of MEL/CDL time limits (if applicable)? . Satisfactory Unsatisfactory
- g) Maintenance training? Satisfactory Unsatisfactory
- h) Liaison with maintenance contractor(s) and CASA? Satisfactory Unsatisfactory
- i) Monitoring of maintenance activities carried out by a contractor? Satisfactory Unsatisfactory
- j) Reliability program (if applicable)?..... Satisfactory Unsatisfactory
- k) Defect reporting and investigations? Satisfactory Unsatisfactory
- l) Amendment of MCM?..... Satisfactory Unsatisfactory
- m) Technical library? Satisfactory Unsatisfactory
- n) Internal audit and Administrative support? Satisfactory Unsatisfactory
- 2.9 Are the persons who will be responsible for the above functions in the absence of the persons normally responsible, named for the function? Satisfactory Unsatisfactory

3. Procedures

3.1 Maintenance Release /Technical Log

1. Is the maintenance release identified in the maintenance control manual as such? Satisfactory Unsatisfactory

2. Has the maintenance release been designed to accommodate:
 - a) The name of the certificate of approval holder issuing the maintenance release? Satisfactory Unsatisfactory
 - b) The identity and signature of the person authorised to sign it?..... Satisfactory Unsatisfactory
 - c) Place, date and time of issue? Satisfactory Unsatisfactory
 - d) The aircraft type and registration?..... Satisfactory Unsatisfactory
 - e) The type of operations for which it is issued? Satisfactory Unsatisfactory
 - f) The aircraft's TTIS on a daily basis?..... Satisfactory Unsatisfactory
 - g) The date and TTIS when the maintenance release ceases to remain in force ? Satisfactory Unsatisfactory
 - h) All requirements and conditions relating to maintenance during the period it remains in force?..... Satisfactory Unsatisfactory
 - i) Endorsements in relation to defects and permissible unserviceabilities?..... Satisfactory Unsatisfactory
 - j) When the Maintenance Release does not make provisions for the endorsement referred above are alternative documents approved?..... Satisfactory Unsatisfactory

3. Are the procedures for the following included in the MCM, including any persons overseas, for:
 - a) Issue and signing of the maintenance release within Australia and overseas, as applicable:
 - i) Specify the persons who may sign it?..... Satisfactory Unsatisfactory
 - ii) Indicate by cross reference to the system of maintenance for particular aircraft type, when it must be issued? Satisfactory Unsatisfactory
 - iii) Specify what certification action must be taken before the Maintenance Release is issued?..... Satisfactory Unsatisfactory
 - iv) Give instructions on the procedures for issuing the Maintenance Release?..... Satisfactory Unsatisfactory

b) Recording and clearing of defects on the maintenance release — do the procedures:

- i) Require all defects and major damage to be recorded? Satisfactory Unsatisfactory
- ii) Ensure inclusion of the statement “*aircraft is unairworthy*” when circumstances of the kind specified in CAR 47 (1) exist? Satisfactory Unsatisfactory
- iii) Ensure that the endorsements will only be cleared in accordance with CAR 48? Satisfactory Unsatisfactory
- iv) Provide for cancellation of an endorsement made under CAR 47 (1) in accordance with CAR 48? Satisfactory Unsatisfactory

Note: A pilot is not an authorised person for the purpose of cancelling an endorsement on the maintenance release of a Class A aircraft, pursuant to CAR48.

- v) Ensure endorsement of the Maintenance Release with details of conditions and other information applicable to defects or damage which are permissible unserviceability? Satisfactory Unsatisfactory
- vi) Ensure that all persons using the maintenance release are instructed in its use? Satisfactory Unsatisfactory
- vii) Ensure that, when issued, the maintenance release is available to the pilot? Satisfactory Unsatisfactory

c) Retention of the maintenance releases required by CAO 100.5? Satisfactory Unsatisfactory

d) Procedures for amendment of the maintenance release? Satisfactory Unsatisfactory

4. Is sample of the Maintenance Release /Technical Log included in the manual? Satisfactory Unsatisfactory

3.2 Time/Cycle Recording and Maintenance Records, Retention and Access

1. Are the following procedures for flight hours and cycles recording satisfactory?.

- a) How the maintenance control personnel have access to the current flight hours cycle information in general and on a daily basis in particular? Satisfactory Unsatisfactory
- b) How it is processed? Satisfactory Unsatisfactory

2. Does the manual specify what documents are used for the recording of maintenance completed?

a) If documents other than Aircraft, Engine, Propeller or Radio Log books are used, does the manual clearly specify:

i) All of the documents to be used, and include samples of those documents? Satisfactory Unsatisfactory

ii) Adequate procedures for their use?..... Satisfactory Unsatisfactory

iii) Have all such documents been assessed for suitability?..... Satisfactory Unsatisfactory

b) Does the manual contain procedures to ensure complete, up-to-date and accurate maintenance records keeping? That is, what data or information are required to be recorded and what are the recording period requirement for each of them? Satisfactory Unsatisfactory

c) Does the manual clearly specify the periods for which records are to be retained and adequate procedures for custody and retention? Satisfactory Unsatisfactory

d) Are procedures to ensure that all records, or copies of those records that contain certifications, are received from the approved maintenance organisation(s) satisfactory? Satisfactory Unsatisfactory

e) Are procedures for maintenance records preservation satisfactory? That is, what means are provided to protect the records from deterioration, as well the specific procedures to guarantee that the records will not be altered during the retention period?..... Satisfactory Unsatisfactory

f) Are procedures for transfer of maintenance records satisfactory — that is, which records have to be transferred to the CofR holder and who is responsible for the coordination of the transfer? Satisfactory Unsatisfactory

3.3 Accomplishment and Control of Airworthiness Directives

1. Are the procedures for AD information sources and distribution satisfactory?..... Satisfactory Unsatisfactory

2. Are the procedures for making decisions on the applicability of, and the planning for compliance with, ADs satisfactory? Satisfactory Unsatisfactory

3. Do the procedures ensure:

a) All non-recurring ADs will be complied with? Satisfactory Unsatisfactory

b) All recurring ADs will be complied with within the initial compliance time?..... Satisfactory Unsatisfactory

c) All recurring ADs will be incorporated into the system of maintenance to ensure recurring compliance? Satisfactory Unsatisfactory

- d) All required certifications for ADs are made?..... Satisfactory Unsatisfactory
- e) AD compliance status can be established from the maintenance records?..... Satisfactory Unsatisfactory
- f) AD compliance will be confirmed prior to the required compliance time? Satisfactory Unsatisfactory
- g) An aircraft will not be flown if an applicable AD is not complied with?..... Satisfactory Unsatisfactory
- h) Where maintenance has been subcontracted, it is clear where responsibility lies for compliance with ADs?..... Satisfactory Unsatisfactory

3.4 Aircraft Weight and Balance Control

- 1. Has the operator provided an appropriately qualified weight control authority (WCA) holder?..... Satisfactory Unsatisfactory
 Record details of the WCA.....

- 2. Are procedures for recording of aircraft mass alteration satisfactory? Satisfactory Unsatisfactory
- 3. Are procedures for aircraft mass control during modification satisfactory?..... Satisfactory Unsatisfactory
- 4. Are procedures for preparation and approval of loading data satisfactory?..... Satisfactory Unsatisfactory
- 5. Does the applicant has procedures for issue of aircraft's load data sheet each time:
 - a) The aircraft is re-weighed or the weight and balance is validated? Satisfactory Unsatisfactory
 - b) The weight and balance tolerances recorded in the weight and balance record are exceeded?..... Satisfactory Unsatisfactory
 - c) There is a change to the aircraft's fixed equipment which affects the aircraft's weight and balance?..... Satisfactory Unsatisfactory
- 6. Are procedures for ensuring that the current load data sheet to be incorporated in the aircraft's *Flight Manual* or alternative approved document and aircraft's logbook and is accessible to the pilot in command to assist the correct loading of the aircraft satisfactory? Satisfactory Unsatisfactory
- 7. Are procedures for conducting aircraft weighing in compliance with CAO 100.7 and satisfactory?..... Satisfactory Unsatisfactory

3.5 Configuration Deviation List(CDL)/Minimum Equipment List (MEL)

1. Does the operator have an approved Permissible Unserviceability Schedule (PUS or MEL) for each aircraft?
..... Satisfactory Unsatisfactory

Note: All aircraft engaged in RPT must have an approved MEL (PUS), see CAO 20.18 section 10.3.

2. If so, is the PUS or MEL incorporated into the approved system of maintenance for each aircraft?..... Satisfactory Unsatisfactory
3. Where the operator uses one document to include the MELs for a number of aircraft, does the MEL refer to individual aircraft differences, if any? Satisfactory Unsatisfactory
4. Is the procedure for using the MEL satisfactory?..... Satisfactory Unsatisfactory
5. Is the procedure for using the CDL satisfactory? Satisfactory Unsatisfactory
6. Is the procedures for acceptance of aircraft, with permissible unserviceability covered by the MEL, by the flight crew satisfactory?..... Satisfactory Unsatisfactory
7. Is procedure for management of the MEL time limits satisfactory? Satisfactory Unsatisfactory

3.6 Defect Reporting

1. Does the manual provide a system for investigation and reporting of defects? Satisfactory Unsatisfactory
2. Does the manual adequately cover:
 - a) Procedures for notifying the Maintenance Controller of the occurrence of a defect? Satisfactory Unsatisfactory
 - b) Procedures and responsibilities for analysing the defect reports?..... Satisfactory Unsatisfactory
 - c) Procedures for investigation of a defect Satisfactory Unsatisfactory
 - d) Procedures for notification of the defects to CASA? Satisfactory Unsatisfactory
 - e) maximum time periods for notification to the Maintenance Controller and to CASA of the occurrence of a defect?..... Satisfactory Unsatisfactory
3. Has the operator defined deferred defect policy? Satisfactory Unsatisfactory
4. Has the operator established procedure to be followed in order to be sure that the deferment of any defect will not lead to any safety concern? Satisfactory Unsatisfactory
5. Are specimens of all documents used include in the manual? Satisfactory Unsatisfactory

3.7 System of Maintenance

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|--|---------------------------------------|---|
| 1. If the operator is not the holder of the CofR, is a satisfactory agreement in place to ensure the CofR holder's responsibilities are met?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 2. For each aircraft type operated, does the manual contain a page stating the inspection schedule to be observed?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 3. Does the manual include (or reference to) an approved System of Maintenance (SOM) appropriate to the aircraft's configuration for each type of aircraft? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 4. Does the SOM take into account: | | |
| a) The equipment currently fitted to the aircraft?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| b) The manufacturer's recommendations for the type of operation?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 5. Does the SOM include procedures for performing routine and non-routine maintenance, inspections, repairs, modifications, and servicing at base and line stations or a reference to that system such as: | | |
| a) Parking aircraft in high winds?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| b) Short-term storage?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| c) Long-term storage? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| d) Towing? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| e) Emergency procedures? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| f) Run-up/taxi personnel authorisations? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| g) Aircraft ground run-up? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| h) Taxiing aircraft?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| i) Jacking, lifting, and hoisting? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| j) Use of landing gear ground locks?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| k) Aircraft cleaning, including material used for cleaning and flame-proofing materials after dry cleaning?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| l) Engine change? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| m) Propeller change?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| n) Cylinder change? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| o) High oil consumption?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| p) Oxygen and nitrogen servicing | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |

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|-----|--|---------------------------------------|---|
| 6. | Are procedures to keep the SOM current, in relation to the manufacturer's and CASA's requirements satisfactory? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 7. | Are procedures to ensure that certain aircraft systems and navigation equipment are fully serviceable for appropriate categories of approach and landing operations, satisfactory? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 8. | Does the operator receive the manufacturer's service information? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 9. | Does the operator have adequate procedures to assess and act promptly upon the manufacturer's service information? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 10. | Is pilot maintenance schedule for each aircraft type for which pilot maintenance is approved, included in the SOM? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 11. | Does the SOM identify authorised pilots and the extent of each authorisation? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 12. | Does the manual contain satisfactory procedures for analysis of effectiveness of the system of maintenance?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |

3.8 Technical Data

- | | | | |
|----|--|---------------------------------------|---|
| 1. | Are there satisfactory procedures in the manual that amendments to manuals that must be approved by CASA are approved prior to incorporation into manuals?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 2. | Does the manual include procedures for: | | |
| | a) The supply of amendments? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| | b) Maintenance personnel to be notified of amendments? . | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| | c) Supply of additional technical information relevant to the work undertaken?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 3. | Are there procedures to ensure maintenance manual information recorded on microfilm, microfiche or disk is checked at regular intervals and at all locations for amendment status and legibility?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 4. | Does the manual contain procedures to ensure maintenance personnel are made aware of and have access to temporary amendments?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 5. | Have arrangements been made for all technical drawings to be suitably stored and for procedures to ensure that only correct issues are released?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 6. | Has a person been made responsible for maintaining a drawing register and for notifying departments of superseded issues? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |

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|--|---------------------------------------|---|
| 7. Are there provisions for the supply of manuals/sections of manuals, schedules, service information etc. at each location, and procedures to ensure such information is kept up to date? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 8. Are facilities available for microfilm, microfiche and compact disc viewing and printing available at each location?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 9. Have adequate arrangements been made for regular servicing and repair of the equipment?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 10. Are arrangements in place to ensure that all relevant service information is received in a timely manner?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |

3.9 Monitoring of Maintenance Control Activities

Does the manual sets out procedures for:

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|--|---------------------------------------|---|
| 1. Ensuring the Maintenance Controller is kept informed of the aircraft current time in service, defects, unscheduled component changes, unscheduled maintenance and the operations planned for the aircraft.? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 2. Monitoring that all maintenance is carried out by an appropriately approved maintenance organisation | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 3. The maintenance controller to ensure all requested maintenance has been completed by the maintenance contractor using the current edition of approved maintenance data?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 4. Monitoring that all contracted maintenance is carried out in accordance with the contract, including sub-contractors used by the maintenance contractor? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 5. Liaison between the aircraft's maintenance controller and the maintenance contractor where the operator has contracted out maintenance?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |

Where a number of aircraft types are operated, with some type(s) under the control of one Maintenance Controller and others, a different Maintenance Controller, and the MCM has been sub-divided, provisions should be made to ensure that each Maintenance Controller receives all applicable parts and amendments when issued?.....

Satisfactory Unsatisfactory

3.10 Aircraft Servicing, Spares Holding and Stores Control

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|---|---------------------------------------|---|
| 1. Does the manual provide a system to ensure materials used in servicing of the aircraft at all locations: | | |
| a) Conform to the appropriate specification? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| b) Are protected from damage, deterioration and contamination?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| c) Are controlled to ensure shelf-life limits are observed?. | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |

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|---|---------------------------------------|---|
| 2. Are procedures to ensure that superseded parts are obtained from acceptable sources within the criteria of CAR 42W satisfactory? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 3. Are procedures to ensure that superseded spares, or those without or of unknown modifications status, are removed from storage satisfactory? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 4. Are procedures to ensure compliance with ADs and other mandatory requirements, while parts are in storage, satisfactory? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |

3.11 Training Policy

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|---|---------------------------------------|---|
| 1. Does the manual contain a satisfactory training policy for all staff engaged in aircraft maintenance or maintenance control including pilots authorised for maintenance, as required by CAR 214? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| 2. Is the operator's CAR 214 training program approved by CASA? If yes please note details otherwise advise operator to get the same approved by CASA? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

3.12 Contractual Arrangements

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|--|---------------------------------------|---|
| 1. Does the manual describe contractual arrangements for maintenance of aircraft between the operator and holder(s) of certificate(s) of approval in a manner which: | | |
| a) Covers the following functions: | | |
| i) Custody and maintenance of aircraft records?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| ii) Planning of maintenance? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| iii) Conduct and certification of maintenance?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| iv) Provision of maintenance facilities and maintenance data? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| v) Defect reporting and investigations?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| vi) Amendment of the manuals?..... | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| b) Clearly indicates which party to the contract is primarily responsible for the particular functions? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |
| c) Indicates the duties of the parties in respect of functions for which they are not primarily responsible? | Satisfactory <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |

d) Are the responsibilities of the person who is to control maintenance specified in the manual in a detailed and comprehensive manner which adequately covers the following responsibilities:

- i) Satisfactorily functioning of the control, certification and recording systems specified in the manual? Satisfactory Unsatisfactory
- ii) Ensuring that maintenance contractors continue to provide adequate facilities and equipment and to hold adequate and current edition of data for maintenance of the operator's aircraft?..... Satisfactory Unsatisfactory
- iii) Ensuring that the conditions of maintenance contracts are adhered to?..... Satisfactory Unsatisfactory
- iv) Liaison with CASA? Satisfactory Unsatisfactory

4. Recommendations

	Yes	No	Remarks
4.1 Is the manual presented in a logical, well edited and readily comprehensible format?.....	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Does the manual adequately describe the organisational arrangements for control and conduct of aircraft maintenance?.....	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Would any of the procedures specified in the manual conflict with the requirements of the CARs and CAOs?.....	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Are there any procedures in the manual not covered by this checklist?.....	<input type="checkbox"/>	<input type="checkbox"/>

If Yes, describe the systems in the attached *Remarks Sheet*, and indicate whether the procedures are satisfactory and recommended for acceptance.

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5. Acceptance

5.1 Is the acceptance of this manual recommended?

	Yes	No	Dated	Reference
1st Submission.....	<input type="checkbox"/>	<input type="checkbox"/>
2 nd Submission.....	<input type="checkbox"/>	<input type="checkbox"/>
3 rd Submission.....	<input type="checkbox"/>	<input type="checkbox"/>
4 th Submission.....	<input type="checkbox"/>	<input type="checkbox"/>

5.2 If No, indicate reasons for rejection by quoting applicable paragraph reference(s).

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Signed: **Printed Name:**

Airworthiness Inspector

Date:

6. Disposition of this Document

- (a) This checklist (with the attached *Remarks Sheet*) to be placed on the Operator MCM File when assessment of the first submission is completed.
- (b) Checklist to be re-used for subsequent submissions.

Note: Advice to the submitter on deficiencies must give details of the references in Paragraph 5 **in writing** with a copy for the file.