



Checklist Number:

Checklist Name:General Maintenance Manual Compliance Review and Approval Checklist.....

Applicability:

Location: Date:

GMM Issue: GMM Revision: GMM Date:

Intro	Preamble	Reference	S	U	N/A	Comment (Operator and AIR)
Intro-1	Table of Content	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part I General, 1.2 Table of Content The operator shall establish GMM include table of content with detail of all section of GMM.				
Intro-2	List of Effective Pages	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part I General, 1.3 List of Effective Pages. The operator shall establish GMM include List of Effective Pages with amendment status of all pages.				
Intro-3	Record of Amendments	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part I General, 1.4 Record of Amendments. The operator shall establish GMM include appropriate Record of Amendments.				

Intro-4	Distribution List	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part I General, 1.5 Distribution List. The operator shall establish GMM include Distribution List with name or position that hold the GMM in controlled Copy of the Manual.				
Intro-5	Abbreviation	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part I General, 1.6 Abbreviation The operator shall establish GMM include appropriate Abbreviation.				
0	General Organization	Reference	S	U	N/A	Comment (Operator and AIR)
0.1	Corporate commitment by the Accountable Manager of Operator	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part I General, 1.1 Accountable Manager Statement The accountable manager's exposition statement should embrace the intent of the following this statement				
0.2	General Information					
	0.2.1 Brief description of the organization	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part I General, 1.7 General				

		The operator should describe broadly how the whole organization is organized under the management of the accountable manager, and should refer to 0.4 Management Organization Chart				
	0.2.2 Relationship with other organizations	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part I General, 1.7 General</p> <p>Subsidiaries/Mother Company – For clarity purpose, where the organization belongs to a group, the operator should explain the specific relationship the organization may have with other members of that group.</p> <p>Consortia – Where the organization belongs to a consortium, it should be indicated here. The other members of the consortium should be specified as well as the scope of organization of the consortium.</p>				
	0.2.3 Fleet composition	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part I General, 1.7 General</p> <p>The operator should specify type of aircraft, engine and APU series of aircraft, engine and APU, aircraft registrations, aircraft owner, contract references, etc.</p>				
	0.2.4 Type of operation	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part I General, 1.7 General				

		The operator should give broad information on the type of operation such as: commercial air transport operations, long haul/short haul/regional, schedule /charter etc.				
	0.2.5 Line station locations	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part I General, 1.7 General The operator should give broad information on all line station locations that operate by operator.				
0.3	Maintenance Management personnel					
	0.3.1 Accountable Manager	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part I General, 1.9 Management Personnel The operator should address the duties and responsibilities of the accountable manager and should demonstrate that he/she has corporate authority for ensuring that all continuing airworthiness activities can be financed and carried out to the required standard.				
	0.3.2 Nominated Post holder for Continued Airworthiness	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part I General, 1.9 Management Personnel The operator should emphasize that the nominated post holder is responsible to ensure that all				

		<p>maintenance is carried out on time and describe the extent of his/her authority.</p>				
	0.3.3 Signatories for the Certificate of Maintenance Review Staff (CMR)	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part I General, 1.9 Management Personnel</p> <p>The operator should show the signatories of all Certificate of Maintenance Review Staff.</p>				
	0.3.4 Continuing airworthiness coordination	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part I General, 1.9 Management Personnel</p> <p>The operator should list in sufficient detail the job functions to show that all the continuing airworthiness responsibilities are covered.</p>				
	0.3.5 Duties and responsibilities	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part I General, 1.9 Management Personnel</p> <p>The operator should further elaborate the duties and responsibilities of all nominated persons and of any other management personnel.</p>				
	0.3.6 Manpower resources and training policy	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part I General, 1.10 Human Resource and 1.11 Training Policy.</p>				

		<p>Manpower Resources – the operator should give broad figures to show that the number of involved maintenance staff in continuing airworthiness.</p> <p>Training Policy – the operator should show that the training and qualification for all maintenance staff are consistent with size and complexity of the organization.</p>				
0.4	Management Organization chart	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part I General, 1.8 Management Organization Chart</p> <p>General Organization Chart – the operator should provide a comprehensive understanding of the whole company’s organization.</p> <p>Continuing Airworthiness Management Organization Chart – the operator should give further detail on the continuing airworthiness management system and should clearly show the independence of quality monitoring system.</p>				
0.5	Notification procedure to the CAAT regarding changes to the Operator’s maintenance arrangements/ locations/personnel/activities/approval	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part I General, 1.7 General</p> <p>The operator should describe the case where the company should inform the CAAT prior to incorporating proposed changes.</p>				

0.6	General Maintenance Manual (GMM) amendment procedure	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM)</p> <p>Part I General, 1.12 Amendment Procedure</p> <p>The operator should describe who is responsible for the amendment of GMM and its submission to the CAAT for approval.</p>				
0.7	Person nominated for engineering liaison purposes with contracted Maintenance providers and	<p>Air Operator Certificate Requirements (AOCR)</p> <p>Chapter 8, 4. PERSONNEL, 7. CONTRACTED OUT MAINTENANCE</p> <p>The operator shall describe who is responsible for engineering liaison purposes with contracted Maintenance providers.</p>				
0.8	<p>Procedures for:</p> <ol style="list-style-type: none"> 1) planning the timely presentation of the aircraft to the maintenance support organisation for all contracted maintenance; 2) liaison on all matters relating to the maintenance contract or agreement and 3) airworthiness matters affecting the safe operation of the aircraft. 	<p>Air Operator Certificate Requirements (AOCR)</p> <p>Chapter 8, 3. ENGINEERING AND MAINTENANCE SUPPORT, 7. CONTRACTED OUT MAINTENANCE</p> <p>The operator shall describe the procedure for:</p> <ol style="list-style-type: none"> 1) planning the timely presentation of the aircraft to the maintenance support organisation for all contracted maintenance; 2) liaison on all matters relating to the maintenance contract or agreement and 3) airworthiness matters affecting the safe operation of the aircraft. 				

1	Continuing Airworthiness Procedures	Reference	S	U	N/A	Comment (Operator and AIR)
1.1	Aircraft technical log utilization and MEL usage					
	1.1.1 Aircraft technical log	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.1 Aircraft Maintenance Record including establish and use Minimum Equipment List (MEL)</p> <p>General - the operator should describe the purpose of the aircraft technical log.</p> <p>Instructions for use – the operator should provide instructions for using aircraft technical log. It should emphasize the respective responsibilities of the maintenance personnel.</p> <p>Aircraft technical log approval – the operator should explain who is responsible for submitting the aircraft technical log and any subsequent amendment to CAAT and What is the procedure to be followed.</p>				
	1.1.2 MEL use	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.1 Aircraft Maintenance Record including establish and use Minimum Equipment List (MEL)</p>				

		<p>General – the operator should describe broadly what an MEL document is.</p> <p>MEL categories – the operator should explain what an operator uses a classification system placing a time constraint on the rectification of defects.</p> <p>Application – the operator should explain how the maintenance personnel make the flight crew aware of an MEL limitation.</p> <p>Acceptance by the crew – the operator should explain how to crew notifies their acceptance or non-acceptance of the MEL deferment in the technical log.</p> <p>Management of the MEL time limits – the operator should establish a system to ensure that the defect will actually be rectified before that time limit and should describe the specific duties and responsibilities with regard to controlling time limit.</p>				
1.2	Aircraft maintenance programmes- development and amendment					
	1.2.1 General	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.2 Aircraft Maintenance Programs Development and Amendment</p> <p>The operator should recall that purpose of a maintenance programme.</p>				

	1.2.2 Content	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.2 Aircraft Maintenance Programs Development and Amendment</p> <p>The operator should describe what are the formats of the aircraft maintenance programmes.</p>				
	1.2.3 Development	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.2 Aircraft Maintenance Programs Development and Amendment</p> <p>Sources – the operator should explain what are the sources used for the development of an aircraft maintenance programme.</p> <p>Responsibilities – the operator should explain who is responsible for development of aircraft maintenance programme.</p> <p>Manual amendments – the operator should demonstrate that there is a system for ensuring the continuing validity of aircraft maintenance programme.</p> <p>Acceptance by the CAAT – the operator should explain who is responsible for the submission of the</p>				

		maintenance programme to CAAT and what the procedure to follow is.				
1.3	Time and maintenance records, Responsibilities, Retention, Access					
	1.3.1 Hours and cycles recording	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.3 Time and Continuing Airworthiness Record, Responsibilities, Retention and access</p> <p>The operator should describe how the continuing airworthiness management organization has access to the current flight hours and cycles information.</p>				
	1.3.2 Maintenance records	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.3 Time and Continuing Airworthiness Record, Responsibilities, Retention and access</p> <p>The operator should give in detail the type of company documents that are required to be recorded and what the recording period requirements for each of them.</p>				
	1.3.3 Maintenance Records preservation	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.3 Time and Continuing Airworthiness Record, Responsibilities, Retention and access</p>				

		The operator should set out the means provided to protect the records from fire, flood, etc., as well as the specific procedures in place to ensure that the records will not be altered during the retention period (especially computer records).				
	1.3.4 Transfer of maintenance records	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.3 Time and Continuing Airworthiness Record, Responsibilities, Retention and access The operator should set out the procedure and who is responsible for the transfer of records in case of purchase/lease-in, sale/lease-out and transfer of an aircraft to another organization.				
1.4	Accomplishment and control of Airworthiness Directives					
	1.4.1 Airworthiness Directive information	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.4 Accomplishment and Control of Airworthiness Directives The operator should describe what the AD information sources are and who receives them in the company.				

	1.4.2 Airworthiness Directive decision	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.4 Accomplishment and Control of Airworthiness Directives</p> <p>The operator should describe how and by whom the AD information is analyzed and what kind of information is providing to maintenance organization in order to plan and perform the airworthiness directive.</p>				
	1.4.3 Airworthiness Directive control	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.4 Accomplishment and Control of Airworthiness Directives</p> <p>The operator should specify how the organization manages to ensure that all the applicable airworthiness directive is accomplished and that they are accomplished on time.</p>				
1.5	Analysis of the effectiveness of the maintenance programme	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.4 Accomplishment and Control of Airworthiness Directives</p>				

		The operator should show what tools are used in order to analyze the efficiency of the maintenance programme.				
1.6	Non-mandatory modification embodiment policy	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.5 Non Mandatory Modification Embodiment Policy</p> <p>The operator should specify how non-mandatory modification information is processed through the organization, who is responsible for its assessment against the operator's/owner's own needs and operational experience, what are the main criteria for decision and who takes the decision of implementing (or not) a non-mandatory modification.</p>				
1.7	Major modification standards	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.6 Major Repair and Modification Standards</p> <p>The operator should set out a procedure for assessment of the approval status of any major repair or modification before embodiment. This will include the assessment of the need of an agency or design organization approval and the procedure to follow to have a repair or modification approved by CAAT.</p>				

1.8	Defect reports				
	1.8.1 Analysis	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.7 Defect Report including Service Difficulty Report</p> <p>The operator should describe how the defect reports provided by maintenance organizations. Analysis should be conducted in order to give elements to activities such as maintenance programme evolution and non-mandatory modification policy.</p>			
	1.8.2 Liaison with TC holder, manufacturers and Regulatory Authorities	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.7 Defect Report including Service Difficulty Report</p> <p>The operator should describe where a defect report shows that such defect is likely to occur to other aircraft, a liaison should be established with the manufacturer and the CAAT that they may take all the necessary action.</p>			
	1.8.3 Deferred defect policy	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.7 Defect Report including Service Difficulty Report</p>			

		The operator should establish the procedure to be followed in order to be sure that the deferment if any defect will not lead to any safety concern.				
1.9	Engineering activity	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.8 Engineering Activity The operator should present the scope of the organization's engineering activity in term of approval of modifications and repairs.				
1.10	Reliability Programmes					
	1.10.1 Objectives/ Terms of Reference	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.9 Reliability Programs The operator should describe appropriately the management of a reliability programme include Airframe, Propulsion, Component etc.				
	1.10.2 Reliability Methods / format of reports	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.9 Reliability Programs The operator should establish the reliability methods and format of reports.				

	1.10.3 Reliability meetings /Reliability review	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.9 Reliability Programs The operator should establish the interval and who are concern with reliability meeting and reliability review.				
1.11	Pre-flight Inspections					
	1.11.1 Responsibility of Technical Manager	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.10 Pre-Flight Inspections The operator should describe the responsibility of Technical Manager for pre-flight inspections.				
	1.11.2 Content of Pre-flight Inspection	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.10 Pre-Flight Inspections The operator should show the scope and definition of pre-flight inspection. It should show how the evolution of content of the pre-flight inspection and of the maintenance programme are concurrent.				
	1.11.3 Pre-flight inspection certification responsibility/ procedures	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure,				

		<p>2.10 Pre-Flight Inspections</p> <p>The operator should describe procedure and who is responsibility for perform pre-flight inspection.</p>				
	1.11.4 Control of refueling, quantity/quality	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.10 Pre-Flight Inspections</p> <p>The operator should ensure that the procedures are consistent with control of refueling, quantity/quality.</p>				
	1.11.5 Control of snow, dust and sand contamination	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.10 Pre-Flight Inspections</p> <p>The operator should ensure that the procedures are consistent with control of snow, dust and sand contamination.</p>				
1.12	Aircraft Weighing	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.11 Aircraft Weighing</p> <p>The operator should state the case where an aircraft has to be weighed and who calculates the new weight and balance.</p>				

1.13	Flight Test Procedure	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.12 Check Flight Procedure</p> <p>The operator should describe how the flight test procedure is established in order to meet its intended purpose (after a heavy maintenance check, after engine or flight control removal installation etc.) and the release procedures to authorize a check flight.</p>				
1.14	Occurrence Reporting Procedure	<p>The Civil Aviation Authority of Thailand Requirement No.22 on “Occurrence Reporting in Civil Aviation”.</p> <p>The operator shall describe the procedure how to occurrence report to CAAT and organization responsible for design of the aircraft or component any condition of aircraft or component identified by the organization that has resulted or may result in an unsafe condition.</p>				
1.15	Maintenance Control System for Special Operation such as RVSM, ETOPS, AWOPS, RNP/PBN etc.	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.2 Aircraft Maintenance Programs Development and Amendment</p> <p>The operator should establish the Maintenance Control System for Special Operation.</p>				

1.16	Procedures for FDR and CVR download	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part II Continuing Airworthiness Management Procedure, 2.2 Aircraft Maintenance Programs Development and Amendment The operator should describe the Procedures for FDR and CVR download.				
2	Quality and Safety System	Reference	S	U	N/A	Comment (Operator and AIR)
2.1	Continuing Airworthiness quality policy, plan and audits procedures					
	2.1.1 Maintenance quality policy	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part III Quality System, 3.1 Quality Assurance Policy The operator should include a formal quality policy statement - that is a commitment to what the quality system is intended to achieve.				
	2.1.2 Quality plan	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part III Quality System, 3.2 Quality Plan The operator should show how the quality plan is established. The quality plan will consist of a quality audit and sampling schedule that should cover all the areas.				

	2.1.3 Quality audit procedure	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part III Quality System, 3.3 Quality Audit Procedure</p> <p>The operator should establish sufficiently detailed of quality audit procedure to address all the steps of an audit from preparation to conclusion; it should show the audit report format and should explain the rule.</p>				
	2.1.4 Quality audit remedial action procedure	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part III Quality System, 3.4 Quality Audit Remedial Procedure</p> <p>The operator should describe what system is put in place in order to ensure that the corrective actions are implemented on time and that the result of the corrective actions meets the intended purpose. For instance, where this system consists in periodical corrective actions review, instructions should be given on how such reviews should be conducted and what should be evaluated.</p>				
2.2	Monitoring of continued airworthiness management activities	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part III Quality System, 3.5 Monitoring of Continuing Airworthiness Management Activities</p>				

		This paragraph should set out a procedure to periodically review the activities of the continuing airworthiness management personnel and how they fulfil their responsibilities.				
2.3	Monitoring of the effectiveness of the maintenance programme	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part III Quality System, 3.6 Monitoring of The Effectiveness of Maintenance Programs The operator should set out a procedure to periodically review that the effectiveness of the maintenance programme.				
2.4	Monitoring that all maintenance is carried out by an appropriate Part 145 organization(s)	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part III Quality System, 3.8 Monitoring of Maintenance Carried Out by Appropriate Maintenance Organization The operator should set out a procedure to periodically review that approval of contracted maintenance organizations is relevant for the maintenance of the operator's fleet.				
2.5	Monitoring that all contracted maintenance is carried out in accordance with the contract, including sub-contractors used by the maintenance contractor	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part III Quality System, 3.9 Monitoring of All Contracted Maintenance Carried Out in Accordance with The Contract, Including Sub-Contractors Used by The Maintenance Contractor				

		The operator should set out a procedure to periodically review that the continuing airworthiness management personnel are satisfied that all contracted maintenance is carried out in accordance with the contract.				
2.6	Quality audit personnel	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part III Quality System, 3.10 Quality Audit Personnel The operator should establish the authorize procedure, required training and qualification standards for auditors.				
2.7	Safety Management System					
	2.7.1 Is the SMS documented ?	Air Operator Certificate Requirements (AOCR) Chapter 5, 10. SAFETY MANAGEMENT SYSTEM, The operator should implement a safety management system acceptable to the CAAT that is based on the ICAO Doc 9859 Safety Management Manual.				
	2.7.2 Does it identify who is manages the SMS	Air Operator Certificate Requirements (AOCR) Chapter 5, 10. SAFETY MANAGEMENT SYSTEM, The operator shall clearly define lines of safety accountability throughout the organization, including a direct accountability for safety on the part of senior management.				

	2.7.3 Is there a hazard versus frequency matrix identified ?	Air Operator Certificate Requirements (AOCR) Chapter 5, 10. SAFETY MANAGEMENT SYSTEM, The operator should establish procedure and hazard versus frequency matrix identified for identify risk.				
	2.7.4 Is there a Risk register?	Air Operator Certificate Requirements (AOCR) Chapter 5, 10. SAFETY MANAGEMENT SYSTEM, The operator should establish procedure and place for department to list all hazards and risks associate with maintenance or other.				
	2.7.5 Does it show mitigations to reduce the risk effect?	Air Operator Certificate Requirements (AOCR) Chapter 5, 10. SAFETY MANAGEMENT SYSTEM, The operator should establish procedure and method show mitigations to reduce the risk effect.				
3	Contracted Maintenance	Reference	S	U	N/A	Comment (Operator and AIR)
3.1	Maintenance contractor selection procedure	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part III Quality System, 3.7 Maintenance Contractor Selection Procedure The operator should describe the procedures how to operator select the maintenance contractor. (The selection should base on Notification of the Department of Air Transport Relating to the Certificate of Repair Stations)				

3.2	Quality Audit of Aircraft	<p>Air Operator Certificate Requirements (AOCR) Chapter 8, 7. CONTRACTED OUT MAINTENANCE</p> <p>The operator should set out the procedure when performing a quality audit of an aircraft. It should set out the differences between an airworthiness review and a quality audit.</p>				
4	Certificate of Maintenance Review Procedures	Reference	S	U	N/A	Comment (Operator and AIR)
4.1	Certificate of Maintenance Review Staff (CMR Staff)	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part IV Airworthiness Review Procedure, 4.1 Airworthiness Review Staff</p> <p>The operator should establish the working procedures for the assessment of the CMR staff. The assessment address experience, qualification, training, etc.</p>				
4.2	Review of Aircraft Records	<p>Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part IV Airworthiness Review Procedure, 4.2 Airworthiness Review Procedure</p> <p>The Operator should describe in detail the aircraft records that are required to be reviewed during the airworthiness review. The level of detail that to be reviewed as well as the number of records that</p>				

		needs to be reviewed during a sample check should be described.				
4.3	Physical Survey	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part IV Airworthiness Review Procedure, 4.2 Airworthiness Review Procedure The operator should describe how the physical survey needs to be performed. It should list the topics that need to be reviewed, the physical areas of the aircraft to be inspected, which documents on board the aircraft need to be reviewed, etc.				
4.4	Additional Procedures for recommendations to the CAAT for the import of aircraft (e.g. CMR and Bridging Programmes)	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part IV Airworthiness Review Procedure, 4.2 Airworthiness Review Procedure The operator should describe the additional task regarding the recommendation (e.g. bridging, Airworthiness Directive of CAAT, weight and balance report requirement, etc.) for the issue of a certificate of airworthiness in case of import of aircraft, etc.				
4.5	Recommendations to CAAT for the issue of Certificate of Airworthiness every 3 years	Recommendation The operator can stipulate the communication process with the CAAT for result of Certificate of				

		Maintenance Review in case of a recommendation for the issue of a certificate of airworthiness.				
4.6	Issue of Certificates of Maintenance Review (CMRs)	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part IV Airworthiness Review Procedure, 4.2 Airworthiness Review Procedure The operator should set out the procedure for issue of certificate of maintenance review.				
4.7	Certificate of maintenance review (CMR) records, responsibilities, retention, access	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part IV Airworthiness Review Procedure, 4.2 Airworthiness Review Procedure The Operator should describe how records are kept, duration of record keeping, location where records are stored, access to records, and responsibilities.				
5	Maintenance Perform by AOC in Accordance with the GMM	Reference	S	U	N/A	Comment (Operator and AIR)
5.1	Does the General Maintenance Manual (GMM) specify the scope of the maintenance? Restricted up to Check A, and no on wing maintenance of major appliances	Air Operator Certificate Requirements (AOCR) Chapter 8, 2. GENERAL MAINTENANCE MANUAL The operator shall develop a GMM with the scope of the maintenance performed by the Air Operator Certificate (AOC) that shall be complied with AOCR Chapter 8.				

5.2	Person responsible for the maintenance activity	Air Operator Certificate Requirements (AOCR) Chapter 8, 4. PERSONNEL The operator shall describe who is responsible for the maintenance activity.				
5.3	Maintenance personal qualification and training	Air Operator Certificate Requirements (AOCR) Chapter 8, 6. STAFF STANDARDS AND TRAINING The operator shall establish the required qualification and training standards maintenance personal.				
5.4	Tooling	Air Operator Certificate Requirements (AOCR) Chapter 8, 9. MAINTENANCE FACILITIES The operator shall describe the tooling that appropriate with the scope of the maintenance.				
5.5	Access to Maintenance data (AMP, AMM, S/Bs, SILs etc)	Air Operator Certificate Requirements (AOCR) Chapter 8, 8.11 Instructions to Maintenance Personnel The operator should describe how the maintenance personal has access to maintenance data.				
5.6	Persons who can sign a Certificate of release to service (CRS)	Air Operator Certificate Requirements (AOCR) Chapter 8, 4. PERSONNEL, 5. STAFF STRENGTHS, The operator should describe the qualification and experience for the maintenance personal who can sign a certificate of release to service (CRS).				
5.7	Procedures for completing a Certificate of release to service (CRS)	Air Operator Certificate Requirements (AOCR) Chapter 8, 8. AIRWORTHINESS CONTROL PROCEDURES				

		The operator should set out the procedure when the performing a Certificate of release to service (CRS) of an aircraft.				
6	Appendices	Reference	S	U	N/A	Comment (Operator and AIR)
6.1	Sample Documents	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part V Appendices, 5.1 Sample Document The operator should add sample document that used by maintenance person such as Aircraft Logbook Form, Defect Report Form, Require Material Form etc in appendices of GMM.				
6.2	List of Certificate of Maintenance Review Staff (CMR staff)	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part V Appendices, 5.2 List of Airworthiness Review Staff The operator should add List of Certificate of Maintenance Review Staff (CMR staff) in appendices of GMM.				
6.3	List of Sub-Contractors	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part V Appendices, 5.3 List of Sub-Contractors The operator should add List of subcontractors in appendices of GMM.				

6.4	List of Contracted Maintenance Organizations	Air Operator Certificate Requirement (AOCR) Chapter 8, 7. CONTRACTED OUT MAINTENANCE The operator should add List of Contracted Maintenance Organization in appendices of GMM.				
6.5	Copy of Contracts for Sub-Contracted Work	Notification of the Department of Air Transport Relating the General Maintenance Manual (GMM) Part V Appendices, 5.4 List of Copy of Contracts for Sub-Contracted Work The operator should add Copy of Contracts for Sub-Contracted Work in appendices of GMM.				
6.6	Copy of Contracts with approved maintenance organizations	Air Operator Certificate Requirement (AOCR) Chapter 8, 7. CONTRACTED OUT MAINTENANCE The operator should add Copy of Contracts with approved Maintenance Organization in appendices of GMM.				

S = Satisfy

U= Unsatisfied

N/A= Not Applicable

Comment= Description the detail of compliance or Non Compliance or other information

For AOC

Completed by:
(.....)

Position:

Completed on:

For CAAT

Inspector Name:
(.....)

Position:

Completed on: