



Checklist Number:

Checklist Name: Checklist for General Maintenance Manual (GMM) Compliance and Approval

Applicability:

Location: Date:

No.	Subject	Reference	S	U	N/A	Comment
	Preamble					
Intro-1	Table of Content					
Intro-2	List of Effective Pages					
Intro-3	Record of Amendments					
Intro-4	Distribution List					
Intro-5	Abbreviation					
	0 General Organization					
0.1	Corporate commitment by the Accountable Manager of Operator					
0.2	General Information					
0.2.1	Brief description of the organization					
0.2.2	Relationship with other organizations					
0.2.3	Fleet composition					
0.2.4	Type of operation					
0.2.5	Line station locations					



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0.3	Maintenance Management personnel					
0.3.1	Accountable Manager					
0.3.2	Nominated Post holder for Continued Airworthiness					
0.3.3	Signatories for the Certificate of Maintenance Review Staff (CMR)					
0.3.4	Continuing airworthiness coordination					
0.3.5	Duties and responsibilities					
0.3.6	Manpower resources and training policy					
0.4	Management Organization chart					
0.5	Notification procedure to the CAAT regarding charges to the Operator's maintenance arrangements/ locations/personnel/activities/approval					
0.6	General Maintenance Manual (GMM) amendment procedure					
0.7	Person nominated for engineering liaison purposes with contracted Maintenance providers and	- Air Operator Certificate Requirements 8.4 - Air Operator Certificate Requirements 8.7				
0.8	Procedures for: 1) planning the timely presentation of the aircraft to the maintenance support organisation for all contracted maintenance;	- Air Operator Certificate Requirements 8.3 - Air Operator Certificate Requirements 8.7				



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	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					
1.1	Aircraft technical log utilization and MEL usage					
1.1.1	Aircraft technical log					
1.1.2	MEL use					
1.2	Aircraft maintenance programmes development and amendment					
1.2.1	General					
1.2.2	Content					
1.2.3	Development					
1.3	Time and maintenance records, Responsibilities, Retention, Access					
1.3.1	Hours and cycles recording					
1.3.2	Maintenance records					
1.3.3	Maintenance Records preservation					
1.3.4	Transfer of maintenance records					



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1.4	Accomplishment and control of Airworthiness Directives					
1.4.1	Airworthiness Directive information					
1.4.2	Airworthiness Directive decision					
1.4.3	Airworthiness Directive control					
1.5	Analysis of the effectiveness of the maintenance programme					
1.6	Non-mandatory modification embodiment policy					
1.7	Major modification standards					
1.8	Defect reports					
1.8.1	Analysis					
1.8.2	Liaison with TC holder, manufacturers and Regulatory Authorities					
1.8.3	Deferred defect policy					
1.9	Engineering activity					
1.10	Reliability Programmes					
1.10.1	Objectives/ Terms of Reference					
1.10.2	Reliability Methods / format of reports					
1.10.3	Reliability meetings /Reliability review					
1.11	Pre-flight Inspections					



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1.11.1	Responsibility of Technical Manager					
1.11.2	Content of Pre-flight Inspection					
1.11.3	Pre-flight inspection certification responsibility/ procedures					
1.11.4	Control of refueling, quantity/quality					
1.11.5	Control of snow, dust and sand contamination					
1.12	Aircraft Weighing					
1.13	Flight Test Procedure					
1.14	Occurrence Reporting Procedure					
1.15	Maintenance Control System for Special Operation such as RVSM, ETOPS, AWOPS, RNP/PBN etc					
1.16	Procedures for FDR and CVR download					
	2 Quality and Safety System					
2.1	Continuing Airworthiness quality policy, plan and audits procedures					
2.1.1	Maintenance quality policy					
2.1.2	Quality plan					
2.1.3	Quality audit procedure					
2.1.4	Quality audit remedial action procedure					



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2.2	Monitoring of continued airworthiness management activities					
2.3	Monitoring of the effectiveness of the maintenance programme					
2.4	Monitoring that all maintenance is carried out by an appropriate Part 145 organization(s)					
2.5	Monitoring that all contracted maintenance is carried out in accordance with the contract, including sub-contractors used by the maintenance contractor					
2.6	Quality audit personnel					
2.7	Safety Management System					
2.7.1	Is the SMS documented ?	- Air Operator Certificate Requirements 5.10				
2.7.2	Does it identify who is manages the SMS	- Air Operator Certificate Requirements 5.10				
2.7.3	Is there a hazard versus frequency matrix identified ?	- Air Operator Certificate Requirements 5.10				
2.7.4	Is there a Risk register?	- Air Operator Certificate Requirements 5.10				
2.7.5	Does it show mitigations to reduce the risk effect?	- Air Operator Certificate Requirements 5.10				
	3 Contracted Maintenance					
3.1	Maintenance contractor selection procedure					
3.2	Quality Audit of Aircraft	- Air Operator Certificate Requirements 8.7				
	4 Certificate of Maintenance Review Procedures					



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4.1	Certificate of Maintenance Review Staff (CMR Staff)					
4.2	Review of Aircraft Records					
4.3	Physical Survey					
4.4	Additional Procedures for recommendations to the CAAT for the import of aircraft (e.g. CMR and Bridging Programmes)					
4.5	Recommendations to CAAT for the issue of Certificate of Airworthiness every 3 years					
4.6	Issue of Certificates of Maintenance Review (CMRs)					
4.7	Certificate of maintenance review (CMR) records, responsibilities, retention, access					
5 Maintenance Perform by AOC in Accordance with the GMM						
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 8.2				
5.2	Person responsible for the maintenance activity	- Air Operator Certificate Requirements 8.4				
5.3	Maintenance personal qualification and training	- Air Operator Certificate Requirements 8.6				
5.4	Tooling	- Air Operator Certificate Requirements 8.9				
5.5	Access to Maintenance data (AMP, AMM, S/Bs, SILs etc)	- Air Operator Certificate Requirements 8.8.11				



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5.6	Persons who can sign a Certificate of release to service (CRS)	- Air Operator Certificate Requirements 8.5 - Air Operator Certificate Requirements 8.4				
5.7	Procedures for completing a Certificate of release to service (CRS)	- Air Operator Certificate Requirements 8.8				
6 Appendices						
6.1	Sample Documents					
6.2	List of Certificate of Maintenance Review Staff (CMR staff)					
6.3	List of Sub-Contractors					
6.4	List of Contracted Maintenance Organizations	- Air Operator Certificate Requirements 8.7				
6.5	Copy of Contracts for Sub-Contracted Work					
6.6	Copy of Contracts with approved maintenance organizations	- Air Operator Certificate Requirements 8.7				



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S = Satisfy

U= Unsatisfied

N/A= Not Applicable

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

Completed by:
(.....)

Position:

Completed on:

Inspector Name:
(.....)

Position:

Completed on: