



Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|-----|--|-----------------|---|---|-----|---------|
| | Part 0 Introduction | | | | | |
| 0.1 | Table of Content <i>(CAAT recommends the maintenance organisation to adopt of the standardized MOE table of Contents provided in the AMC 145.A.70(a).)</i> | AMC 145.A.70(a) | | | | |
| 0.2 | List of Effective Page <i>(The name of the organisation, the date of review, approval of the LEP and the name of the person who has reviewed, approved the MOE should be included. (Example in CAAT-AIR-GM05-MOE))</i> | AMC 145.A.70(a) | | | | |
| 0.3 | List of Issues / Amendments Record of Revisions. <ul style="list-style-type: none"> - Issue/revision number - Issue/revision date - Revision type - Reason for change | AMC 145.A.70(a) | | | | |
| 0.4 | Distribution List. <i>(MOE copy number, List of MOE holders and format.)</i> | AMC 145.A.70(a) | | | | |



Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

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|-----|---|--|---|---|-----|---------|
| 0.5 | Definitions and Abbreviations <i>(This chapter is intended to list the definitions and abbreviations/ acronyms in use within the MOE)</i> | AMC 145.A.70(a) | | | | |
| | Part 1 General | | | | | |
| 1.1 | Statement by the accountable manager <i>(In case of change, the new Accountable Manager has to sign the statement at the earliest opportunity.)</i> | 145.A.70(a)1, AMC1 145.A.70(a), 145.A.90(a) | | | | |
| 1.2 | Safety policy and objectives <i>(The Safety Policy and Objectives shall, as a minimum, include a statement committing the organisation shall as refer to CAAT-AIR-GM05-MOE)</i> | 145.A.30(a)3, 145.A.70(a)2 145.A.200(a)2, AMC1 145.A.200 (a)2 GM1 145.A.200(a)2 | | | | |
| 1.3 | Management personnel <i>Title and name of nominated personnel:</i> - Accountable Manager | 145.A.30(a),(b),(c),(ca); 145.A.70(a)3 and related AMCs, | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

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|-----|---|---|---|---|-----|---------|
| | <ul style="list-style-type: none"> - Maintenance Manager (s) - Compliance manager - Safety Manager - Other manager(s): stores, technical library, etc. <p>Deputizing of nominated personnel through:</p> <ul style="list-style-type: none"> - Identification of the person(s) by name & title or, - A procedure to appoint the deputy nominated person. | | | | | |
| 1.4 | <p>Duties and responsibilities of the management personnel</p> <p>(The chapter must detail the duties and responsibilities of all management personnel identified in the MOE chapter 1.3.)</p> | 145.A.30(a),(b),(c),(ca), 145.A.70(a)4 | | | | |
| 1.5 | <p>Management Organisation Chart</p> <p>(The organisation chart shall show:</p> <ul style="list-style-type: none"> - Associated chains of responsibility of the nominated persons identified in item 1.3. - Direct access of the nominated persons to the Accountable Manager. | 145.A.30(cb), 145.A.70(a)5 | | | | |
| 1.6 | <p>List of certifying staff and support staff</p> <p>(The list(s) of certifying staff and support staff shall include:</p> | 145.A.70(a)6 and related AMCs. | | | | |



Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

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Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|-----|---|--|---|---|-----|---------|
| | <ul style="list-style-type: none"> - Name, - Privileges and limitations of the AME licence, - Scope of the authorization, - Authorization number, - Validity of the authorization. <p><i>The list(s) may be directly inserted in this chapter of the MOE or be managed as a separate associated document.)</i></p> | | | | | |
| 1.7 | <p>Manpower resources</p> <p><i>(The organisation must be able to demonstrate that they have adequate manpower resources to support the entire scope of approval.)</i></p> | 145.A.70(a)7, 145.A.30(d) | | | | |
| 1.8 | <p>General description of the facilities at each address intended to be approved</p> <p><i>(This section shall describe each of the facilities, in sufficient detail, at which the organisation intends to carry out maintenance.)</i></p> | 145.A.70(a)8, AMC1 145.A.25(a), (b),(d) | | | | |
| 1.9 | <p>Organisations intended scope of work</p> | 145.A.70(a)9, appendix II to TCAR 8 Part 145 | | | | |



Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|------|---|--|---|---|-----|---------|
| | <p><i>(The capability list(s) for aircraft components or fabricated parts may be directly inserted in this chapter of the MOE or be managed as a separate associated document.</i></p> <p><i>Specialized Service (Welding, Plating, Shot Peening, etc.) shall be detailed as per the standard of specialize service)</i></p> | | | | | |
| 1.10 | <p>Procedure for changes requiring prior approval by CAAT</p> <p><i>(The organisation shall notify CAAT of any of the changes listed below before they take place:</i></p> <ul style="list-style-type: none"> - Facility, company name - Nominated personnel - Rating, capability - Any change to the procedures that could affect the approval - List of Certifying staff - Capability list <p><i>This procedure shall also specify the person in charge of the notification.</i></p> | <p>145.A.70(a)10, (b), (c), 145.A.85, AMC1 145.A.85, AMC2 145.A.85, GM1 145.A.85(a)1, GM2 145.A.85(a)1. GM1 145.A.85(b), GM1 145.A.85(c)</p> | | | | |
| 1.11 | <p>Procedure for exposition amendments and changes not requiring prior approval by CAAT</p> | <p>145.A.70(a)10, 11, (b), (c), 145.A.85, AMC1 145.A.85, AMC2 145.A.85, GM1 145.A.85(a)1, GM2</p> | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location: Date:

| No | Subject | Reference | S | U | N/A | Comment |
|-----|--|---|---|---|-----|---------|
| | <p><i>Exposition amendment procedure.</i></p> <ul style="list-style-type: none"> - <i>Person responsible.</i> - <i>Minor & major amendments definition and related approval process.</i> - <i>Criteria for new issue and/or revision,</i> - <i>The record of the Part-145 approval certificate and approval of the MOE and subsequent amendment:</i> - <i>The list of Summary table of associated procedures</i> - <i>The approval process is described in the MOE</i> <ul style="list-style-type: none"> ○ Indirect approval. | 145.A.85(a)1. GM1 145.A.85(b), GM1 145.A.85(c) | | | | |
| | Part 2 Maintenance Procedure | | | | | |
| 2.1 | <p>Supplier evaluation and subcontract control procedure</p> <p><i>(Supplier evaluation, contract and subcontract control procedure shall be identified</i></p> <ul style="list-style-type: none"> - <i>Type of provider including definition</i> - <i>Evaluation and monitoring procedure)</i> | 145.A.42(b), GM2 145.A.42(b)(1), GM3 145.A.42(b)(1), 145.A.75(b), AMC 145.A.75(b) | | | | |
| 2.2 | <p>Acceptance/inspection of aircraft components and material from outside contractors</p> | 145.A.42(a),(b), AMC1 145.A.42(a)(1), GM1 145.A.42(a)(2), AMC1 145.A.42(a)(3), | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location: Date:

| No | Subject | Reference | S | U | N/A | Comment |
|-----|---|---|---|---|-----|---------|
| | <p><i>(This chapter is expected to identify the release documents to be expected/accepted for each type of part/material depending from their status (new/used) and Classification and Definitions)</i></p> <ul style="list-style-type: none"> - Serviceable components - Unserviceable components - Standard parts - Raw and Consumable material - Unsalvageable components | <p>AMC1 145.A.42(a)(4), AMC2 145.A.42(a)(4), AMC1 145.A.42(a)(5), AMC1 145.A.42(b)(1), GM1 145.A.42(b)(1), GM1 145.A.42(b)(2)</p> | | | | |
| 2.3 | <p>Storage, tagging and release of aircraft components and material to aircraft maintenance</p> <p><i>1. Storage Procedures</i></p> <ul style="list-style-type: none"> - Procedures for maintaining satisfactory storage conditions according to manufacturer's recommendation - Segregation between serviceable, unserviceable unsalvageable - System and procedure to control shelf life / Life limit and modification standard. - Access to storage facilities restricted to authorised personnel | <p>145.A.25(d), AMC1 145.A.25(d), 145.A.42(a), AMC1 145.A.42(a)(1), GM1 145.A.42(a)(2), AMC1 145.A.42(a)(3), AMC1 145.A.42(a)(4), AMC2 145.A.42(a)(4), AMC1 145.A.42(a)(5), 145.A.42(c), AMC1 145.A.42(c), GM1 145.A.42(c)(1)</p> | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|-----|--|--|---|---|-----|---------|
| | <p>2. Tagging: Procedures for Tagging / labelling as following; (Maybe delete)</p> <p>3. Procedure for release to the maintenance process (Communication of acceptable release document)</p> | | | | | |
| 2.4 | <p>Acceptance of tools and equipment</p> <p>The procedures should detail;</p> <ul style="list-style-type: none"> - Use of tools/ equipment as recommended by manufacturer. - Use of alternate tools/ equipment only if accepted by CAAT. - Tools and equipment acceptance procedure - Incoming inspection for tools - Monitoring of tool service providers | 145.A.40(a)1,AMC1 145.A.40(a), 145.A.40(b),AMC1 145.A.40(b) | | | | |
| 2.5 | <p>Calibration of tools and equipment</p> <p>The procedures should detail:</p> <ul style="list-style-type: none"> - Calibration of tools/ equipment perform according to the officially recognized national standard. - Inspection, servicing and calibration programme - Equipment and calibrated tool register. - Establishment of inspection, servicing and calibration time | 145.A.40(b),AMC1 145.A.40(b) | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|-----|---|--|---|---|-----|---------|
| | <p><i>periods and frequencies.</i></p> <ul style="list-style-type: none"> - <i>Responsibilities.</i> - <i>Identification of servicing / calibration due dates.</i> - <i>Management of personal or loaned calibrated tools.</i> - <i>Procedure for tools found out of tolerance during calibration.</i> | | | | | |
| 2.6 | <p>Use of tooling and equipment by staff (including alternate tools)</p> <p><i>The procedures should detail:</i></p> <ul style="list-style-type: none"> - <i>Tool distribution management and record keeping</i> - <i>Determining tool serviceability prior to issue to maintenance.</i> - <i>Training and control of personnel in the use of specific tools and equipment ("engine test bench, test benches, etc.).</i> - <i>Personal tools control.</i> - <i>Loan tools control and audit.</i> - <i>Alternative tools control;</i> | <p>145.A.40(a)1,2,(b), AMC1 145.A.40(a),(b), AMC1 145.A.45(d)(c)</p> | | | | |
| 2.7 | <p>Cleanliness standards of maintenance facilities</p> <p><i>The procedures should detail;</i></p> | <p>145.A.25(d), AMC1 145.A.25(d), AMC1 145.A.47(a)</p> | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|-----|---|--|---|---|-----|---------|
| | <ul style="list-style-type: none"> - "Foreign Object" exclusion programme - Cleaning programme and Timescales - Individual responsibilities - Waste material disposal - Special procedure for some facilities (painting, white room, parts cleaning) - Segregation of facilities to prevent cross contamination | | | | | |
| 2.8 | <p>Maintenance instructions and relationship to aircraft/aircraft component manufacturer's instructions including updating and availability to staff</p> <p><i>The procedures should detail;</i></p> <ul style="list-style-type: none"> - Access to the maintenance data from external sources (type certificate holder, OEM, competence authorities, etc.). - Control of customer supplied maintenance data and how to ensure that the supplied data is up to date. - Availability of the maintenance data when required by maintenance personnel. | 145.A.45(a),(b),(d),(e),(f),(g), AMC1 145.A.45(b),(d),(e), (f),(g) | | | | |
| 2.9 | <p>Repair procedure</p> <p><i>The procedures should detail;</i></p> <ul style="list-style-type: none"> - Use of the available maintenance data to perform the | 145.A.42(b)(3), AMC1 145.A.42(b)(3), 145.A.45(a), 145.A.48(d) | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

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Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|------|--|---|---|---|-----|---------|
| | <i>repair.</i> <ul style="list-style-type: none"> - Management of repair requiring approval of specific maintenance data - Control of the scope of work versus the requested repair (limitations and conditions). - Fabrication of parts | | | | | |
| 2.10 | Aircraft maintenance programme compliance <i>For aircraft involved in commercial operations</i> <ul style="list-style-type: none"> - The maintenance organisation is committed to perform maintenance IAW the approved maintenance programme of the aircraft owner or operator <i>Any deviation to the maintenance programme has to be approved by CAAT before being implemented.</i> | 145.A.30(e), 145.A.30(l), 145.A.75(g) | | | | |
| 2.11 | Airworthiness Directives procedure <i>The procedures should detail;</i> <ul style="list-style-type: none"> - Responsibilities between the aircraft owner/operator and the AMO - How the AMO access to the relevant ADs. - Monitoring of AD compliance on any component prior to installation on an aircraft/aircraft component - Identification of ADs in the maintenance records when | 145.A.45(b)2, AMC1 145.A.45(b), 145.A.42(b)(2), GM1 145.A.42(b)(2), AMC 145.A.50(a) | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

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|------|--|--|---|---|-----|---------|
| | <i>embodied.</i> | | | | | |
| 2.12 | Optional modification procedure <i>The procedures should detail;</i> <ul style="list-style-type: none"> - Responsibilities between the aircraft owner/operator and the AMO (Verification that embodied modification get approved by CAAT (If needed)) - Control of the scope of work versus the requested modification | 145.A.45(d), AMC1 145.A.45(d), 145.A.48(d), | | | | |
| 2.13 | Maintenance documentation in use and completion of same <i>The procedures should detail;</i> <ul style="list-style-type: none"> - Responsibility Person - Conception and update of the maintenance documentation - Use of maintenance documentation - Completion of maintenance documentation | 145.A.45 (e),(f),(g), 145.A.55(a), GM1 145.A.55(a)1, | | | | |
| 2.14 | Technical record control <i>(The procedures should detail;</i> <ul style="list-style-type: none"> - Maintenance records retained by the maintenance organisation <ul style="list-style-type: none"> ○ Copy of the CRS as applicable to | 145.A.55(a),(c), GM1 145.A.55(a)1, AMC1 145.A.55(a)3 | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

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| No | Subject | Reference | S | U | N/A | Comment |
|------|---|--|---|---|-----|---------|
| | aircraft/engines/components/NDT ratings ○ Copy of the work package - <i>Record keeping condition</i> ○ Format of the maintenance records ○ Records storage conditions ○ Control of access to records ○ Retention of records at least 3 years) | | | | | |
| 2.15 | Rectification of defects arising during base maintenance <i>(The procedures should detail;</i> - <i>Notification of defects discovered during base maintenance to the aircraft owner/operator</i> - <i>Defect management in the case of aircraft owner/operator accepting/not accepting the rectification</i> - <i>Verification that the defect rectification is within the scope of approval)</i> | 145.A.50(c), 145.A.50(e) | | | | |
| 2.16 | Release to service procedure <i>(The procedures should detail;</i> - <i>Only authorized certifying staff can sign release to service certificate</i> - <i>Definition of the CRS statement</i> | 145.A.50, AMC 145.A.50(a),(b),(e),(f), AMC1 145.A.50(d), AMC2 145.A.50(d), GM 145.A.50(d), Appendix I to TCAR 8 Part 145 | | | | |



Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

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Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
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| | <ul style="list-style-type: none"> - Specific procedures: - Details to be featured on the release to service certificate/document as applicable: - Release to service after incomplete maintenance - Temporary release to service procedure: - Cases when a release to service cannot be issued - CAAT form 1 completion instructions) | | | | | |
| 2.17 | Records for the Operator (The procedures should detail: <ul style="list-style-type: none"> - Composition of maintenance records to be provided to the customer/operator - Contracted record keeping for aircraft owner/operator as applicable) | 145.A.55(a)(2) | | | | |
| 2.18 | Occurrence reporting (The Defect reporting procedures should detail: <ul style="list-style-type: none"> - Internal occurrence reporting system - Mandatory aircraft/aircraft component defects reporting to CAAT, aircraft owner/operator & TCH - Mandatory maintenance data defects reporting to CAAT & TCH | 145.A.60(a),(b),(c),(d),(e),(f) AMC 145.A.60(a),(b), GM1 145.A.60(c) | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

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| No | Subject | Reference | S | U | N/A | Comment |
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| | <i>The same process as for defect reporting)</i> | | | | | |
| 2.19 | Return of defective aircraft components to store <i>(The procedure shall detail;</i> <ul style="list-style-type: none"> - Labelling and handling procedures. - Segregation between defective and non-defective components) | 145.A.42(a)3 | | | | |
| 2.20 | Defective components to outside contractors <i>Defective components to outside contractor's procedure shall detail;</i> <ul style="list-style-type: none"> - Identification of required maintenance - Return of the serviceable component after maintenance at the contractor/subcontractor facility - Control of dispatch, location and return | 145.A.75(b), AMC1 145.A.75(b), GM1 145.A.75(b) | | | | |
| 2.21 | Control of computer maintenance record systems <i>The procedure should detail;</i> <ul style="list-style-type: none"> - Records system description - Back-up systems (frequency, means) and second site | 145.A.45(e), 145.A.55(c)2, GM1 145.A.55(a) | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|------|--|---|---|---|-----|---------|
| | <i>storage (if applicable) (frequency, means)</i> <ul style="list-style-type: none"> - Time to retrieve stored information - Security and safeguards to unauthorized access | | | | | |
| 2.22 | Control of man-hour planning versus scheduled maintenance work <i>The procedure should detail;</i> <ul style="list-style-type: none"> - Man hour plan - Hangar/workshop visit plan - Organisation of shift work - Human limitation consideration - Contractors management - Notification in case of change more than 25% | 145.A.47(b),(c), 145.A.30(d), AMC1 145.A.30(d), 145.A.25(a)1, 145.A.25(a)2 | | | | |
| 2.23 | Critical maintenance tasks and error capturing methods <i>The procedure should detail;</i> <ul style="list-style-type: none"> - Identification of critical tasks - Identification of error-capturing method to be used. - Critical task mitigation - Specific critical tasks qualification and training | 145.A.48(b), AMC1 145.A.48(b), AMC2 145.A.48(b), AMC3 145.A.48(b), AMC4 145.A.48(b) | | | | |
| 2.24 | Reference to specific maintenance procedures such as: engine running procedures, aircraft pressure run procedures, aircraft towing procedures, aircraft taxiing procedures. | 145.A.75(c), AMC1 145.A.35(a) | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

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| No | Subject | Reference | S | U | N/A | Comment |
|------|--|---|---|---|-----|---------|
| | <p><i>The procedure should detail;</i></p> <ul style="list-style-type: none"> - Maintenance away from the approved locations - Specific maintenance tasks should be performed in accordance with the AMM; - Training of maintenance engineers performing specific maintenance procedures - Maintenance check flight program defined in the TCH instructions or be agreed by CAAT | | | | | |
| 2.25 | <p>Procedures to detect and rectify maintenance errors</p> <p><i>(The procedure should detail;</i></p> <ul style="list-style-type: none"> - Detection and rectification of maintenance errors) | 145.A.48(c), AMC1 145.A.48(c)3, AMC2 145.A.48(c)2 AMC3 145.A.48(c)2 AMC4 145.A.48(c)2 GM1 145.A.48(c)3 | | | | |
| 2.26 | <p>Shift/task handover procedures</p> <p><i>(The procedure should detail;</i></p> <ul style="list-style-type: none"> - Shift handover process - Provision for communication between incoming and outgoing shift. - Written communication as support to the shift handover | 145.A.47(c), AMC1 145.A.47(c) | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

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| | <p>process.</p> <ul style="list-style-type: none"> - Instruction for the completion of maintenance tasks - Record keeping) | | | | | |
| 2.27 | <p>Procedures for notification of maintenance data inaccuracies and ambiguities, to the type certificate holder</p> <p>(The procedure should detail;</p> <ul style="list-style-type: none"> - Identification of maintenance data inaccuracies and ambiguities to be reported to the TCH, CAAT, and aircraft owner/operators. - Impact of the data ambiguity on the on-going and previous maintenance tasks - Feedback to staff and implementation of TC Holder/Manufacturer corrections. | 145.A45(c), AMC1 145.A45(c) | | | | |
| 2.28 | <p>Production Planning Procedures</p> <p>(The procedure should detail;</p> <ul style="list-style-type: none"> - Maintenance work package assessment - Availability of necessary means to perform maintenance - Management of human performance limitation and fatigue risk. - Shift organization | 145.A47(a),(b), AMC1 145.A47(a),(b) | | | | |

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| | - <i>Management of external working team or contractors)</i> | | | | | |
| | PART L2 ADDITIONAL LINE MAINTENANCE PROCEDURES | <i>MOE Part L2 is intended to provide additional procedures which are specific for the line maintenance environment, which have not been covered in the MOE Part 2.</i> | | | | |
| L2.1 | Line maintenance control of aircraft components, tools, equipment etc. <i>The procedure should detail;</i> - <i>Line Maintenance control of aircraft components, tools, equipment etc.</i> | 145.A.75(d) | | | | |
| L2.2 | Line maintenance procedures related to servicing/fueling/de-icing, including inspection for removal of de-icing/anti-icing fluid residues, etc. <i>The procedures should detail;</i> - <i>Technical and maintenance documentation management (control and amendment)</i> | 145.A.75(d) | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

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| | <ul style="list-style-type: none"> - Company Technical Procedures / Instructions management - Fuel supply quality monitoring (bulk storage / aircraft re-fueling) - Ground de-icing (procedures / monitoring of sub-contractors) - Maintenance of ground support equipment - Monitoring of sub-contracted ground handling and servicing. | | | | | |
| L2.3 | Line maintenance control of defects and repetitive defects <i>The procedures should detail;</i> <ul style="list-style-type: none"> - Rules for deferring - Awareness of deferred defects carried by aircraft - Analysis of technical log - Co-ordination with the operator. | 145.A.75(d) | | | | |
| L2.4 | Line procedure for completion of technical logs <i>(The procedures should detail;</i> <ul style="list-style-type: none"> - Technical Log system: - Training on customer operator's procedures and maintenance record completion - Certification / sign-off (maintenance statements)) | 145.A.75(d) | | | | |
| L2.5 | Line procedure for pooled parts and loaned parts | 145.A.75(d) | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

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|------|---|--------------|---|---|-----|---------|
| | <p><i>The procedures should detail;</i></p> <ul style="list-style-type: none"> - Verification of approved sources of parts - Compliance with loan and contract requirements - Processing removed loan parts for return to source - Components removed serviceable from aircraft | | | | | |
| L2.6 | <p>Line procedure for return of defective parts removed from aircraft</p> <p><i>The procedures should detail;</i></p> <ul style="list-style-type: none"> - Required documentation - Service record - Dispatch of the part for rectification | 145.A.75(d) | | | | |
| L2.7 | <p>Line procedure for critical maintenance tasks and error-capturing methods</p> <p><i>It is intended to describe peculiarities, if any, for managing the critical maintenance tasks in the line maintenance environment.</i></p> | 145.A.75(d) | | | | |
| | PART 3 MANAGEMENT SYSTEM PROCEDURES | | | | | |
| 3.1 | Hazard identification and safety risk management schemes | 145.A.200(a) | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|-----|---|--|---|---|-----|---------|
| | <i>The procedures should detail;</i> <ul style="list-style-type: none"> - Hazard identification processes including: - Risk management processes | | | | | |
| 3.2 | Internal safety reporting and investigations <i>The procedures should detail;</i> <ul style="list-style-type: none"> - How mandatory occurrence reports and voluntary occurrence reports are processed by the organisation; - Incidents, errors, near misses, investigation in line with the just culture policy; - The scope of investigation addressing reportable issue according to 145.A.60 and voluntary reporting system. | 145.A.200(c) | | | | |
| 3.3 | Safety action planning <i>The procedures should detail;</i> <ul style="list-style-type: none"> - settlement of the safety action group(s) to support the safety manager of the safety review board. - responsibilities assigned to the safety action group. | 145.A.200 (a)1, | | | | |
| 3.4 | Safety performance monitoring | 145.A.200 (a)3, AMC1 145.A.200 (a)3 (d) | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|-----|--|--|---|---|-----|---------|
| | <i>The procedures should detail;</i> <ul style="list-style-type: none"> - Safety Reporting - Safety Reviews - Safety Audits - Safety Surveys | | | | | |
| 3.5 | Management of changes (including organisational changes with regard to safety responsibilities) <i>The procedures should detail;</i> <ul style="list-style-type: none"> - Identification of change that may affect safety - Link with the hazard identification and risk assessment processes. - Management of the safety risks related to the change | 145.A.200 (a)3, AMC1 145.A.200 (a)3 (e) | | | | |
| 3.6 | Safety training and promotion <i>The procedures should detail;</i> <ul style="list-style-type: none"> - Safety Training detailing - Safety Trainer - Safety training, combined with safety communication and information sharing, | 145.A.200 a (4), GM1 145.A.200(a)4 | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|-----|--|--|---|---|-----|---------|
| | <ul style="list-style-type: none"> Organisation's policies, encouraging a positive safety culture, Implementation of the effective safety reporting scheme and the development of the just culture | | | | | |
| 3.7 | <p>Immediate safety action and coordination with the operator's ERP</p> <p><i>The procedures should detail;</i></p> <ul style="list-style-type: none"> Prompt reaction after identifying safety concerns that may have an immediate effect on flight safety (ERP). Dedicated communication lines with the operator and procedure including outside normal working hours. Prompt reaction after the operator triggered its ERP and issued request for support from the Part 145 organization. | 145.A.200 (a)3, AMC1 145.A.200 (a)3 (g) | | | | |
| 3.8 | <p>Compliance monitoring</p> <p><i>This procedure shall detail:</i></p> <p>3.8.1. Plan and audit procedures</p> <ul style="list-style-type: none"> Definition about the audit Company audit policy Audit Program covering all aspect of TCAR 8 Part 145 for | 145.A.200 (a)6 | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location: Date:

| No | Subject | Reference | S | U | N/A | Comment |
|----|---|-----------|---|---|-----|---------|
| | <p><i>example;</i></p> <ul style="list-style-type: none"> ○ <i>Scheduled audits</i> ○ <i>unannounced audits</i> ○ <i>sub-contractors</i> ○ <i>Independent monitoring function</i> ○ <i>Product audit programme</i> <ul style="list-style-type: none"> - <i>Record keeping</i> - <i>Filling of compliance matrix</i> <p>3.8.2. Product audit of aircraft and inspections</p> <ul style="list-style-type: none"> - <i>Definition of product audits in accordance with the TCAR 8 Part 145 scope of approval</i> <ul style="list-style-type: none"> ○ <i>Aircraft types based on line or base maintenance</i> ○ <i>Engines, APUs</i> ○ <i>Aircraft components</i> ○ <i>Specialised service such as NDT</i> - <i>Sampling policy (by product lines)</i> - <i>Audit programme</i> - <i>Recordkeeping</i> - <i>Filling of compliance matrix</i> <p>3.8.3. Audit findings and corrective action procedure</p> | | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|-----|---|---|---|---|-----|---------|
| | <ul style="list-style-type: none"> - Finding classification in accordance with TCAR 8 Part 145; - Due date management; - Corrective action process; - Feedback to the accountable manager <ul style="list-style-type: none"> ○ Safety review board & responsibilities ○ Bi-yearly meeting with the accountable manager - Filling of compliance matrix | | | | | |
| 3.9 | <p>Certifying staff and support staff qualifications and training procedures</p> <p><i>For aircraft certifying and support staff, the procedure shall detail:</i></p> <ul style="list-style-type: none"> - Minimum age requirement; - Qualification & training requirement; - Authorisation process; - Management of one-off authorisation - Record keeping. (6 months in the last 2 years) <p><i>For component certifying staff, the procedure shall detail:</i></p> <ul style="list-style-type: none"> - Minimum age requirement; - Qualification & training requirement; | 145.A.30(f),(g), 145.A.35, AMC 145.A.35(a) , 145.A.55(d)2, AMC1 145.A.55(d) | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|------|--|-----------------------------------|---|---|-----|---------|
| | <ul style="list-style-type: none"> - Authorisation process: - Record keeping. <p><i>For specialized services certifying staff, the procedure shall detail:</i></p> <ul style="list-style-type: none"> - Minimum age requirement; - Qualification & training requirement: - Authorisation process - Record keeping. | | | | | |
| 3.10 | <p>Certifying staff and support staff records</p> <p><i>This procedure shall detail:</i></p> <ul style="list-style-type: none"> - Information related to certifying and support staff; <ul style="list-style-type: none"> ○ Name ○ Date of birth ○ Basic training ○ Type training ○ Recurrent training ○ Experience ○ Qualifications relevant to the authorisation ○ Scope of the authorisation ○ Date of first issue of the authorization | 145.A.55(d)2, AMC1 145.A.55(d) | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|------|---|---|---|---|-----|---------|
| | <ul style="list-style-type: none"> ○ If appropriate - expiry date of the authorisation ○ Identification number of the authorisation - Management procedure - Recordkeeping - Provisions for the authorization holder to provide its authorisation certification within 24h when requested by any CAAT staff | | | | | |
| 3.11 | <p>Compliance monitoring and safety management personnel</p> <p><i>This procedure shall detail:</i></p> <ul style="list-style-type: none"> - Compliance monitoring and safety management staff management; <ul style="list-style-type: none"> ○ Required experience and competence ○ Number of audits performed under supervision ○ Required training including audit techniques, regulations, MOE, SMS and continuation training ○ Specific experience and/or technical training in order to be authorised to audit specific areas or perform specific audit functions such as NDT areas, Lead auditor, etc.) | 145.A.30(e), AMC1 145.A.30(e), 145.A.200 (a)4, AMC1 145.A.200(a)6 AMC2 145.A.200(a)6 | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|------|---|----------------------------------|---|---|-----|---------|
| | <ul style="list-style-type: none"> ○ Scope of authorisation for auditors (e.g. compliance monitoring auditor, safety auditor, NDT auditor, etc.) - Independency of compliance monitoring and safety auditors - Authorizations management - Record keeping organisation - Compliance monitoring and safety management staff number commensurate with the characteristics of the organisation | | | | | |
| 3.12 | <p>Qualifying inspectors</p> <p><i>This procedure shall detail:</i></p> <ul style="list-style-type: none"> - Identification of the kind of inspectors to be authorised: <ul style="list-style-type: none"> ○ Aircraft inspector, ○ Component inspector, ○ Engine inspector, ○ Store receiving inspector, etc. - Qualification and training requirements, <ul style="list-style-type: none"> ○ RCAB 77 aircraft maintenance licence with type training for relevant aircraft/group of aircraft endorsed (Aircraft Inspector only) ○ Initial training, | 145.A.30(e), AMC1 145.A.30(e) | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|------|---|----------------------------------|---|---|-----|---------|
| | <ul style="list-style-type: none"> ○ Recurrent training. - Responsibilities, - Authorizing process, - Recordkeeping. | | | | | |
| 3.13 | <p>Qualifying mechanics</p> <p><i>This procedure shall detail:</i></p> <ul style="list-style-type: none"> - Identification of the kind of mechanics to be authorised: <ul style="list-style-type: none"> ○ airframe mechanics, ○ powerplant mechanics, ○ avionics, ○ sheet metal workers, ○ cabin, ○ components, ○ NDT etc. - Qualification and training requirements, <ul style="list-style-type: none"> ○ Initial training, ○ Recurrent training. ○ Specific qualification requirement for the kind of mechanic to be authorized. - Responsibilities, - Authorizing process, - Recordkeeping. | 145.A.30(e), AMC1 145.A.30(e) | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|------|---|-----------------|---|---|-----|---------|
| 3.14 | Control of the process for exemption from aircraft/aircraft component maintenance tasks <i>This procedure shall detail:</i> <ul style="list-style-type: none"> - The exemption (exceptional authorizations) related to maintenance tasks on aircraft and aircraft components. - Communication with the CAAT approved commercial operator: <ul style="list-style-type: none"> ○ Information that a maintenance task cannot be carried out, ○ Instructions from the CAAT approved, commercial operator that the task can be differed. - Record keeping of the exemption authorisation issued by CAAT. | AMC1 145.A.65.2 | | | | |
| 3.15 | Concession control for deviations from organisation's procedures <i>This procedure shall detail :</i> <ul style="list-style-type: none"> - The Concession criteria <ul style="list-style-type: none"> ○ Object, procedures involved, justifications, compensatory conditions, period of validity. | AMC1 145.A.65.2 | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location: Date:

| No | Subject | Reference | S | U | N/A | Comment |
|------|--|--|---|---|-----|---------|
| | <ul style="list-style-type: none"> - Internal evaluation <ul style="list-style-type: none"> ○ Drafting process, ○ Response ○ Internal validation process and follow-up ○ System of approval and ○ Control of the concession - Compliance monitoring system feedback to CAAT | | | | | |
| 3.16 | <p>Qualification procedure for specialized activities such as NDT, welding etc.</p> <p><i>This procedure shall detail:</i> <i>For NDT</i></p> <ul style="list-style-type: none"> - The NDT standard acceptable to the CAAT for the qualification of NDT staff, (EN 4179, NAS410, etc.) - The identification of the employed or contracted responsible level 3 in charge of: <ul style="list-style-type: none"> ○ NDT manual approval, ○ NDT facilities approval, ○ NDT personnel qualification procedure. - The NDT personnel qualification procedure, - Continuation NDT training and testing, - The NDT personnel authorisation procedure, | 145.A.30(f), AMC1 145.A.30(f), Appendix II to TCAR 8 Part 145 | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|------|--|--|---|---|-----|---------|
| | <ul style="list-style-type: none"> - Responsibilities, - The list of NDT staff with levels of qualification and authorization, - Record keeping. - NDT contracting procedure. <p>For specialized activities other than NDT (welding, painting, etc.) :</p> <ul style="list-style-type: none"> - the qualification process based on international industry standards and/or manufacturer published standards | | | | | |
| 3.17 | <p>Management of external working teams</p> <p><i>This procedure shall detail:</i></p> <ul style="list-style-type: none"> - The control of external working teams: - For TCAR 8 Part 145 approved maintenance organisation: <ul style="list-style-type: none"> ○ Work order iaw with the contractor TCAR 8 Part 145 approved scope ○ Coordination with the contracted organisation ○ CAAT form 1 - For organisation not approved by CAAT: <ul style="list-style-type: none"> ○ Control of the subcontracted scope of work IAW. 145.A.75(b) limitations | 145.A.75, 145.A.75(b), AMC1 145.A.75(b), GM1 145.A.75(b) | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|------|--|--|---|---|-----|---------|
| | <ul style="list-style-type: none"> ○ Compliance monitoring audit & oversight ○ Maintenance data ○ Components, material | | | | | |
| 3.18 | <p>Competency assessment of personnel</p> <p><i>This procedure shall detail :</i></p> <ul style="list-style-type: none"> - The competency assessment process of staff involved: <ul style="list-style-type: none"> ○ Aircraft and component maintenance (including support functions such as planning, storekeeping, etc.), ○ Safety management, ○ Compliance monitoring. - Responsibilities; - Review of staff records as per the applicable authorisation requirements (planners, auditors, certifying staff, etc.), - On-the-job assessment, - Face to face meeting, - Impact on training plans, - Assessment recording process/template, - Record keeping. - Validity 2 year | 145.A.30(e), AMC1 145.A.30(e), GM2 145.A.30(e) | | | | |



Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|-----|--|---------------------------|---|---|-----|---------|
| | | | | | | |
| | PART 4 OPERATORS | | | | | |
| 4.1 | Contracted Operators <i>This procedure shall contain:</i> <ul style="list-style-type: none"> - The list of CAAT approved commercial operators to whom maintenance is provided under contract; - The procedure shall provide information of the intended scope of work with the associated limitations. | 145.A.70(a)13 | | | | |
| 4.2 | Operator procedures and paperwork <i>This procedure shall detail :</i> <ul style="list-style-type: none"> - the specific coordination with each CAAT approved commercial operator: <ul style="list-style-type: none"> ○ procedures to be followed ○ documents to be used ○ coordination means (planning meeting, reporting, quality audits, etc.) ○ specific training needed (operator's | 145.A.65, GM1 145.A.70(a) | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|-----|---|--|---|---|-----|---------|
| | <i>procedures, completion of the maintenance records (technical log, job cards, etc.).</i> | | | | | |
| 4.3 | Operator record completion <i>This procedure shall detail:</i> <ul style="list-style-type: none"> - <i>the specific procedure for each CAAT approved commercial operator:</i> <ul style="list-style-type: none"> ○ <i>to complete the operator's log books</i> ○ <i>to perform the operator's technical records record keeping on behalf of the operators</i> ○ <i>to communicates with the operator</i> | 145.A.60(d), 145.A.65(b)1, 145.A.55(b), 145.A.55(c)1, 145.A.55(c)2, 145.A.55(c)3 | | | | |
| | PART 5 SUPPORTING DOCUMENTS | | | | | |
| 5.1 | Sample of documents <i>This procedure shall contain :</i> <ul style="list-style-type: none"> - <i>A list all the documents and forms in use by the TCAR 8 PART 145 approved maintenance organisation. Each form shall be identified by a specific tracking number and a revision date could be monitored outside the MOE</i> - <i>The template of the most common forms in use shall be contained in the MOE;</i> | AMC 1 145.A.70(a) | | | | |

Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|-----|--|---------------|---|---|-----|---------|
| | <ul style="list-style-type: none"> ○ Aircraft release to service certificate ○ CAAT form 1 ○ Serviceable tag ○ Unserviceable tag ○ Calibration tag - Authorisation forms such as: <ul style="list-style-type: none"> ○ Certifying staff ○ Support staff ○ Maintenance engineers ○ Compliance monitoring auditors ○ Safety auditors - Audit reports templates - Maintenance engineer log book, etc. | | | | | |
| 5.2 | <p>List of subcontractors as per 145.A.75(b)</p> <p><i>This procedure shall contain:</i></p> <ul style="list-style-type: none"> - A list of all the maintenance organizations not approved by CAAT working under the compliance monitoring system of the TCAR 8 PART 145 approved maintenance organization; - The procedure should provide information about the scope of work of each subcontractor. | 145.A.70(a)14 | | | | |



Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location:..... Date:.....

| No | Subject | Reference | S | U | N/A | Comment |
|-----|---|------------------|---|---|-----|---------|
| 5.3 | List of line maintenance locations as per 145.A.75(d) <i>This procedure shall contain:</i> <ul style="list-style-type: none"> - The list of all the line stations on which the TCAR 8 PART 145 approved maintenance organization performs maintenance. | 145.A.70(a)15 | | | | |
| 5.4 | List of contracted organisations as per 145.A.70(a)16 <i>This procedure shall contain:</i> <ul style="list-style-type: none"> - The list of all the CAAT approved maintenance organizations contracted by the TCAR 8 PART 145 approved organization. | 145.A.70(a)16 | | | | |
| | PART 6 OPERATORS MAINTENANCE PROCEDURES | | | | | |
| 6.1 | Operator maintenance procedures <i>This procedure shall only be developed if the TCAR 8 Part 145 approved organization also holds an Air Operator Certificate.</i> | AMC1 145.A.70(a) | | | | |



Checklist Number: AIR-RI-301

Checklist Name: TCAR 8 Part 145 Maintenance Organisation Exposition Review - Compliance Review and Approval Checklist

Applicability:

Location:..... Date:.....

S = Satisfy

U= Unsatisfied

N/A= Not Applicable

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

Inspector Name:.....

(.....)

Position:.....

Completed on:.....