

CAAT Part 145 Repair Station Manual Review - Compliance Review and Approval Checklist

Organization

Repair Station Manual Revision & Date Date of Review

The checklist should clearly show either compliance (yes) & location of the compliance in the notes section or not applicable (no) & the reason in the notes section.

PART 1 MANAGEMENT	NOTE	S	N/A	For CAAT Verification/Remark
1.1 Corporate commitment by the accountable manager				
1.2 Safety and Quality Policy				
1.3 Management personnel				
1.4 Duties and responsibilities of the management personnel				
1.5 Management Organisation Chart				
1.6 List of certifying staff				
1.7 Manpower resources				
1.8 General description of the facilities at each address intended to be approved				
1.9 Organisations intended scope of work				
1.10 Notification procedure to the Authority regarding changes to the organisation's activities/approval/location/personnel				
1.11 RSM amendment procedures including, if applicable, delegated Procedures. If all procedures are not contained in the RSM how the organisation approves changes to delegated procedures must be described				
PART 2 MAINTENANCE PROCEDURES				
2.1 Supplier evaluation and subcontract control procedure				
2.2 Acceptance/inspection of aircraft components and material from outside contractors				

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PART 2 MAINTENANCE PROCEDURES	NOTE	S	N/A	For CAAT Verification/Remark
2.3 Storage, tagging and release of aircraft components and material to aircraft maintenance				
2.4 Acceptance of tools and equipment				
2.5 Calibration of tools and equipment				
2.6 Use of tooling and equipment by staff (including alternate tools)				
2.7 Cleanliness standards of maintenance facilities				
2.8 Maintenance instructions and relationship to aircraft/aircraft component manufacturer's instructions including updating and availability to staff				
2.9 Repair procedure				
2.10 Aircraft maintenance programme compliance				
2.11 Airworthiness Directives procedure				
2.12 Optional modification procedure				
2.13 Maintenance documentation in use and completion of same				
2.14 Technical record control				
2.15 Rectification of defects arising during base maintenance				
2.16 Release to service procedure				
2.17 Records for the Operator				
2.18 Reporting of defects to the CAAT/Operator/Manufacturer				
2.19 Return of defective aircraft components to store				
2.20 Defective components to outside contractors				
2.21 Control of computer maintenance record systems				

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PART 2 MAINTENANCE PROCEDURES	NOTE	S	N/A	For CAAT Verification/Remark
2.22 Control of man-hour planning versus scheduled maintenance work				
2.23 Control of critical tasks per CAAT 145 Announcements				
2.24 Reference to specific maintenance procedures such as: Engine running procedures, Aircraft pressure run procedures, Aircraft towing procedures, Aircraft taxiing procedures.				
2.25 Procedures to detect and rectify maintenance errors				
2.26 Shift/task handover procedures				
2.27 Procedures for notification of maintenance data inaccuracies and ambiguities to the type certificate holder				
2.28 Production Planning Procedures				
PART L2 ADDITIONAL LINE MAINTENANCE PROCEDURES				
L2.1 Line maintenance control aircraft components, tools, equipment etc				
L2.2 Line maintenance procedures related to servicing/fuelling/de-icing etc				
L2.3 Line maintenance control of defects and repetitive defects				
L2.4 Line procedure for completion of technical log				
L2.5 Line procedure for pooled parts and loan parts				
L2.6 Line procedure for return of defective parts removed from aircraft				
L2.7 Line procedure control of critical tasks per CAAT 145 Announcements				

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PART 3 QUALITY SYSTEM PROCEDURES	NOTE	S	N/A	For CAAT Verification/Remark
3.1 Quality audit of organisation procedures				
3.2 Quality audit of aircraft				
3.3 Quality audit remedial action procedure				
3.4 Certifying staff and category Airframe, Avionic support staff qualification and training procedures				
3.5 Certifying staff records and category Airframe, Avionic support staff records				
3.6 Quality audit personnel				
3.7 Qualifying inspectors				
3.8 Qualifying mechanics				
3.9 Aircraft or aircraft component maintenance tasks exemption process control				
3.10 Concession control for deviation from organisations procedures				
3.11 Qualification procedure for specialised activities such as NDT, welding etc.				
3.12 Control of manufacturers and other maintenance working teams				
3.13 Human Factors training procedure				
3.14 Competence assessment of personnel				
PART 4				
4.1 Contracted Operators				
4.2 Operator procedures and paperwork				
4.3 Operator record completion				

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PART 5	NOTE	S	N/A	For CAAT Verification/Remark
5.1 Sample of documents				
5.2 List of Sub-contractors as per CAAT 145 Announcements				
5.3 List of Line maintenance locations as per CAAT 145 Announcements				
5.4 List of contracted Part -145 organisations as per CAAT 145 Announcements				
5.1 Sample of documents				
5.2 List of Sub-contractors as per CAAT 145 Announcements				

For Repair Station

Completed by: (Name)
 (Position)
 Organisation:
 Sign and Date:

For CAAT Staff

Format accepted by CAAT (AIR Inspectors Sign)
 AIR Inspectors name
 Date of Acceptance