



CIVIL AVIATION AUTHORITY OF SRI LANKA

145 MOE COMPLIANCE CHECKLIST

1. The organization to down load the MOE checklist and show compliance to IS-145 in MOE by marking in MOE reference column in the table, cross reference to MOE section. Where not applicable to indicate N/A
2. Organization is to ensure the Accountable managers Statement is signed in the draft MOE by the AM nominee, to ensure MOE draft contents are read and sanctioned by the AM.
3. The Organization to submit the draft copy of the MOE in hard copy along with the duly completed application, Form 2.
4. CAASL will review the draft MOE for adequacy for the approval requested and communicate with the applicant for additional reports , amendments Etc. as deemed necessary
5. From the point of acceptance of the application , MOE review and necessary amendments in consultation with the applicant to be completed within 20 working days , thus applicant needs to work diligently with the assigned Airworthiness Inspector to meet the time frame target.
6. Upon closing the review process of MOE , final version of MOE draft as accepted to be advised to the applicant for organizational preparation prior to on site audit in line with the agreed final version of draft MOE.
7. Upon completion of audit and closure of all open items the applicant will be advised to submit 2 hard copies of final version of the MOE with necessary signatures in place for approval by the CAASL
8. CAASL will stamp every page of the MOE and release one hard copy to the applicant and retain the other copy in the AW section.

1. SCOPE

The purpose of the Maintenance Organisation Exposition (MOE) compliance checklist and user guide is to assist aircraft and component maintenance organisation wishing to obtain CAASL IS 145 approval. This document is complementary to the requirements of Implementing Standard.

The checklist includes suggested subject headings and all the relevant information as detailed in 145.A.70 and its AMC & GM, the format of which may be modified to suit the organisation preferred method. The checklist should show compliance by referring in the “MOE reference / comment” where the information in the MOE is located and explanation if not applicable.

This checklist, when completed, should be submitted with the initial draft MOE.

2. IMPORTANT WARNING

This user guide is designed to be used by:

- IS145 Maintenance Organisations - To assist them in the production and/or maintaining of their own MOE
- CAASL - As a comparison document for MOEs submitted to them for approval

The user guide is provided for guidance only and should be customised by each organisation to demonstrate how they comply with IS 145. It is the responsibility of the organisation to ensure compliance with the IS. The organisation may choose to use another format as long as all the applicable sections of the regulation are addressed and cross-referenced.

For each detailed procedure described within the MOE, the IS145 organisation should address the following questions:

What must be done? Who should do it? When must it be done? Where must it be done? How must it be done? Which procedure(s)/form(s) should be used?

The MOE should be written in the English language.

3. EXPOSITION FORMAT

The MOE may be produced in hardcopy or electronic format;

- **Hardcopy:** CAASL does recommend using white paper (format A4); The MOE shall be provided in a binder with section dividers. (recto/verso can be used)
- **Electronic Format:** The Exposition should be in Portable Document Format (PDF) but a printed copy shall be delivered to the CAASL to facilitate the document study.

4. STRUCTURE OF THE MAINTENANCE ORGANISATION EXPOSITION

The MOE may be produced in the form of a single document or may consist of several separate documents.

- **Single document:** The standard MOE produced i.a.w. AMC 145.A.70 (a) is a unique and complete document. It must contain all the information required to show compliance with the regulation including detailed maintenance procedures and detailed quality system procedures (see AMC 145.A.70 (a)).

- Several documents: The MOE must contain at least the information as detailed in AMC 145.A.70 (a) 1.1 to 1.11 (Management). The additional material may be published in separate documents which must be referenced from the MOE. In this case:
 - The MOE should cross refer to the associated procedures, documents, appendices, forms and all other lists which are managed separately (e.g. the list of certifying staff, the capability list).
 - These associated documents must meet the same rules as described for the MOE.
 - This/these associated document(s), procedure(s) and form(s) etc. must be provided to the CAASL, as part of the MOE.

For some organisations certain sections of the headings defined within AMC 145.A.70 (a) may be ‘not applicable’. In this case they should be annotated as such within the MOE.

5. EXPOSITION PAGES’ PRESENTATION

Each page of the MOE should be identified as follows (this information may be added in the header or footer;

- the name of the organisation (official name as defined on the CAASL Form 3 approval certificate)
- the issue number of the MOE
- the amendment/revision number of the MOE
- the date of the revision (amendment or issue depending on the way the organisation has chosen to revise the MOE)
- the chapter of the MOE
- the page number
- the name of the document "Maintenance Organisation Exposition"

At the beginning of the volume, the Cover page should specify:

- IS145 Maintenance Organisation Exposition;
- The name of the organisation (the official one defined on the CAASL Form 3 approval certificate)
- The approval reference of the IS145 organisation
- The copy number from the distribution list

6. CORPORATE COMMITMENT BY ACCOUNTABLE MANGER

Prior to submission of the MOE to the CAASL for approval the Accountable Manager must sign and date the Corporate Commitment statement (Management 1.1). This confirms that they have read the document and understand their responsibilities under the approval. In the case of change of Accountable Manager, the new incumbent should sign the document and submit a suitable amendment the CAASL for approval.

MOE Reference			
Organisation Official Name			
Date			
Submitted by		Signature	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	Cover page				
<input type="checkbox"/>	IS145 Maintenance Organisation Exposition			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<input type="checkbox"/>	The official name of the organisation as defined on CAASL Form 3			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<input type="checkbox"/>	The approval reference of the IS145 organisation			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<input type="checkbox"/>	The copy number from the distribution list			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	Part 0 – Introduction				
<input type="checkbox"/>	Foreword			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<input type="checkbox"/>	Table of content			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<input type="checkbox"/>	List of effective pages			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
<input type="checkbox"/>	List of issues / amendments or record of revision			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<input type="checkbox"/>	CAASL Letter of Approval (LOA)			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<input type="checkbox"/>	Internal organisation approval page signed by QM and EM <input type="checkbox"/> Internal approval statement <input type="checkbox"/> Title, name, date and signature (QM and EM)			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<input type="checkbox"/>	Revision highlights / Summary of changes			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<input type="checkbox"/>	Effective date of the current revision <input type="checkbox"/> The effective date is the date that the amendment introduced in this amendment takes effect <input type="checkbox"/> The effective date can be established just prior to the final approval of the MOE by CAASL or just after. This is in order to obtain the necessary time to incorporate the amendment e.g. to train personnel, print forms etc.			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<input type="checkbox"/>	Distribution list <input type="checkbox"/> MOE copy number <input type="checkbox"/> Location of copies <input type="checkbox"/> Holders of the copies <input type="checkbox"/> Format of copies (CD-ROM, Paper etc.)			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<input type="checkbox"/>	Abbreviation, terminology and definitions			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
<input type="checkbox"/>	Cross reference list from the MOE to AMC 145.A.70(a), if applicable			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<input type="checkbox"/>	Organisation information i.e.: <ul style="list-style-type: none"> <input type="checkbox"/> Address of approved locations (Head Office) <input type="checkbox"/> Mailing Address(es) <input type="checkbox"/> Telephone number(s) <input type="checkbox"/> Fax number(s) <input type="checkbox"/> E-mail address of the Head Office 			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Part 1- Management					
<input type="checkbox"/>	1.1 Corporate Commitment by the Accountable Manager (AM) <ul style="list-style-type: none"> <input type="checkbox"/> When the AM is not the CEO of the organisation then such CEO shall countersign the statement <input type="checkbox"/> Signed by AM <input type="checkbox"/> Date <input type="checkbox"/> Accountable Manager and (quote position) <input type="checkbox"/> For and on behalf of (quote organisation name) <input type="checkbox"/> Sample of statement is in GM 145.A.70(a) that may be used. Any modification to the statement must not alter its intent 	<i>IS145.A.30 (a) (c) (e) (g) / AMC 145.A.30 (a) - IS145.A.70 (a) / AMC 145.A.70 (a) GM 145.A.70 (a) - IS145.A.90 (a)</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<input type="checkbox"/>	1.2 Quality and Safety Policy The Quality and Safety Policy should, as a minimum, include a statement committing the organisation to: <ul style="list-style-type: none"> <input type="checkbox"/> Apply human factors principles <input type="checkbox"/> Encourage personnel to report maintenance related errors/incidents to meet IS-145 requirements 	<i>IS145.A.30 (a) - IS145.A.65 (a) / AMC 145.A.65 (a) - IS145.A.70 (a) 2</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> <input type="checkbox"/> Recognise safety as a prime consideration in all activities at all times for all the staff within the organisation <input type="checkbox"/> Recognise that compliance with procedures, quality standards and regulations is the duty of all personnel <input type="checkbox"/> Recognise the need for all personnel to cooperate with the quality auditors <p>In addition, the statement may commit to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that safety standards are not reduced by commercial imperatives <input type="checkbox"/> Ensure good use of resources and pay particular attention to carry out correct maintenance at the first attempt <input type="checkbox"/> Train all organisation staff to be aware of human factors and set a continuous training programme in this field <input type="checkbox"/> Ensure that maintenance procedures are kept current to reflect best practice within the organisation <input type="checkbox"/> Reporting of maintenance related errors/incidents is “penalty free” or “no blame” <input type="checkbox"/> Quality standards are the responsibility of all personnel and it is hence their duty to comply with this policy, to strive to both maintain and improve quality standards at every opportunity 				
☒	<p>1.3 Management Personnel</p> <ul style="list-style-type: none"> <input type="checkbox"/> The titles and names of the senior persons mentioned in IS 145.A.30 (a)(b)(c). The IS-145 	<p><i>IS145.A.30 (a)(b) 1, 2, 3, 4, (c)(f) / AMC 145.A.30 (b) 1,2,7,8, (c)(f) - IS145.A.70 (a) 3</i></p>		<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<p>functions may be subdivided under individual managers or combined in any number of ways e.g. Base, Line and Workshop Managers under one “Maintenance Manager”</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accountable Manager <input type="checkbox"/> Quality Manager <input type="checkbox"/> Base Maintenance Manager <input type="checkbox"/> Line Maintenance Manager <input type="checkbox"/> Workshop Maintenance Manager <input type="checkbox"/> Responsible Level 3 for NDT (if applicable – D rating) <input type="checkbox"/> List who deputises for Maintenance Managers in case of lengthy absence. Every nominated deputy should be able to demonstrate to CAASL similar level of qualification and experience. Issuance of deputy Form 4 is recommended <p>This list comprises the minimum Senior Personnel in a medium to large organisation, for which the CAASL would require a CAASL Form 4 to be completed. Form 4 is not mandatory for the Accountable Manager the issuance of such a form remains the easiest way to demonstrate his knowledge of IS-145 as required. Lesser posts could exist in a smaller company. This, in effect, is the "group of persons" referred to in IS145.A.30(b) whose responsibilities include ensuring that the IS-145 approved maintenance organisation is in compliance with IS-145 requirements. These persons are ultimately directly responsible to the Accountable Manager for this function.</p> <p>Other posts may be added if desired but it should be clearly shown whether or not they are considered as "management" for CAASL Form 4 purposes.</p>				

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
<input type="checkbox"/>	<p>1.4 Duties and Responsibilities of Management Personnel</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accountable Manager <input type="checkbox"/> Quality Manager <input type="checkbox"/> Base Maintenance Manager <input type="checkbox"/> Line Maintenance Manager <input type="checkbox"/> Responsible Level 3 for NDT (if applicable – D rating) <input type="checkbox"/> Other section manager as determined by the organisation <p>To assist in the assessment of competence, Job description are recommended for each job role (see 3.14 and AMC 145.A.30 (e))</p>	<p><i>IS145.A.30 (a) 1, 2, 3 (c) (e) / AMC 145.A.30 (a) (b) 3,4,5,6 (c) (e) - IS145.A.35 (i) / AMC 145.A.35 (a) 2 - AMC 145.A.45 (d) - IS145.A.65 (a) (c) 2 / AMC 145.A.65 (a) (c) (2) (4) - IS145.A.70 (a) 1, 2 - IS145.A.90 (a)</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<input type="checkbox"/>	<p>1.5 Management Organisation Chart</p> <ul style="list-style-type: none"> <input type="checkbox"/> Showing associated chains of responsibility of the senior persons specified in Chapter 1.3. The Form 4 holders may be identified in the chart <input type="checkbox"/> The names of the management personnel may be included in the boxes of the organisation chart but this is optional <input type="checkbox"/> Quality Assurance personnel must be shown to be independent from Maintenance Managers 	<p><i>IS145.A.30 (b) (c) / AMC 145.A.30 (b) 2 - IS145.A.70 (a) 5</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<input type="checkbox"/>	<p>1.6 List of certifying staff and support staff – must include as applicable</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full name of the staff <input type="checkbox"/> Identification number of the authorisation <input type="checkbox"/> Their scope of approval <input type="checkbox"/> Base certifying staff – category C <input type="checkbox"/> Base maintenance support staff – category B1, B2 and B3 	<p><i>IS145.A.30 (g) (h) - IS145.A.35 (j) / AMC 145.A.35 (j) - IS145.A.70 (a) 6 / GM 145.A.70 (a) 3</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> <input type="checkbox"/> Line certifying staff – category A, B1, B2 and B3 <input type="checkbox"/> Engine shop certifying staff <input type="checkbox"/> Component certifying staff <input type="checkbox"/> Certifying staff under D1 rating, specialised services <input type="checkbox"/> For larger organisation with frequent changes to CRS staff, it is possible to cross-refer from this paragraph 1.6 to another record (including a computer record) where a list of the certifying and support staff is kept. In this case an explanation of where the list is maintained and how it is updated and send to CAASL must be included in the MOE. This list, incorporated in an appendix or separate from the basic MOE, is an integral Part of the MOE. This means that it should be approved (directly by the CAASL or by the organisation through a procedure which has been approved by the CAASL). <input type="checkbox"/> The list must be send to CAASL when amended. 				
<input type="checkbox"/>	<p>1.7 Manpower resources</p> <ul style="list-style-type: none"> <input type="checkbox"/> Base maintenance <input type="checkbox"/> Component maintenance (workshops) <input type="checkbox"/> Line maintenance <input type="checkbox"/> Technical support staff <input type="checkbox"/> Parts Store staff <input type="checkbox"/> Subcontracted services <ul style="list-style-type: none"> <input type="checkbox"/> Full time <input type="checkbox"/> On-demand <input type="checkbox"/> Specialised activities <input type="checkbox"/> Engineering 	<i>IS145.A30 (d) / AMC 145.A.30 (d) - IS145.A.70 (a)</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> <input type="checkbox"/> Production planning <input type="checkbox"/> Administration <input type="checkbox"/> Quality Department/auditing <input type="checkbox"/> Etc. <p>Procedure for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Man-hour planning <ul style="list-style-type: none"> <input type="checkbox"/> Review and update every 3 months <input type="checkbox"/> Reassess work intended to be carried out when actual staff availability is less than the planned staff level for any particular work shift or period <p>Notes:</p> <p>The resources described must justify the grant of approval as defined in paragraphs 1.8 (facilities to be approved) and 1.9 (scope of work) in sufficient detail to explain the support at each site and for each function as required by IS 145.A.30(d).</p> <p>Numbers of personnel should be given in general terms so that a clear picture is given without the need for amendment as a result of routine staff fluctuations, but able to highlight any significant re-deployment or loss of staff.</p> <p>The organisation should not declare a percentage of staff used under this approval but the number of staff needed to comply with IS-145 requirements.</p> <p>Where the approval is sub-divided into sites or different major functions the resources should be related to each site and function. Resources do not only mean numbers, it also means qualifications and competence</p>				

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<p>For the purpose of meeting a specific operational necessity, a temporary increase of the proportion of contracted staff may be permitted to the organisation by the competent authority, in accordance with an approved procedure which should describe the extent, specific duties, and responsibilities for ensuring adequate organisation stability.</p> <p>In addition to the above, the organisation should have maintenance man-hour plan that take into account all maintenance activities carried out within and outside the IS-145 approval. The planned absence (for training, vacation etc.) should be considered when developing the man-hour plan.</p>				
<input type="checkbox"/>	<p>1.8 Facilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Base maintenance facilities <ul style="list-style-type: none"> <input type="checkbox"/> Hangar accommodation <input type="checkbox"/> Specialised workshops <input type="checkbox"/> Environmental provisions <input type="checkbox"/> Office accommodation for: (planning, technical records, quality, technical reference area, storage, etc.) <input type="checkbox"/> Line maintenance facilities, at each location, as appropriate (see base facilities) <input type="checkbox"/> Component maintenance facilities <input type="checkbox"/> Layout of premises <input type="checkbox"/> Work away from main base / workshop (subcontract) <input type="checkbox"/> Where the accommodation is not owned by the organisation, as in the case of a hangar where access is rented or shared, proof of tenancy/access may be required 	<p><i>IS145.A.25 (a) (b) (c) 1, 2, 3,4,5,6, (d)/ AMC 145.A.25 (a) 1,2,3,4 (b) (d) 1,2,3 - IS145.A.70 (a) 8,15 - IS145.A.75 (d)</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<p>This section should describe each of the facilities, in some detail, at which the organisation intends to carry out maintenance, thereby building up a picture of what the CAASL is being asked to approve. All sites should be covered, however, a different emphasis can be placed on sites of different importance, for example, those sites mentioned in the approval document, will need detailed description. Other significant sites, such as principal (over-night) line stations must be clearly described while en-route stations at which minor line maintenance tasks are performed may be briefly covered. The level of detail required in each case will vary with the scope of work.</p> <p>Refer to IS145.A.25 for details of what the organisation is expected to provide for facilities in terms of size, environmental conditions docking, storage etc.</p> <p>In accordance with AMC 145.A.25 (a) 3, for line maintenance of aircraft, hangars may be required. In this case the availability of a suitable hangar shall be demonstrated, particularly in the case of inclement weather for minor scheduled work and lengthy defect rectification.</p>				
<input type="checkbox"/>	<p>1.9 Scope of Work</p> <ul style="list-style-type: none"> <input type="checkbox"/> Aircraft/helicopter Maintenance (Base – Line) <input type="checkbox"/> Engine maintenance <input type="checkbox"/> Component maintenance <input type="checkbox"/> Specialised services maintenance 	<p><i>IS145.A.20 / AMC 145.A.20 - IS145.A.42 (c) - IS145.A.70 (a) 9 - IS145.A.75 (a) (b) (c) (d) (e) (f) (g) - IS145.A.80 / AMC 145.A.80</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
<input type="checkbox"/>	<p>1.10 Notification Procedure to the Authority Regarding Changes to the Organisation's Activities / Approval / Location / Personnel.</p> <p>Changes that must be notified are:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of the organisation <input type="checkbox"/> Approved maintenance locations / bases <input type="checkbox"/> Addition or cancellation of approved maintenance location / bases <input type="checkbox"/> Change of Accountable Manager <input type="checkbox"/> Change of nominated personnel <input type="checkbox"/> Change of Quality Manager <input type="checkbox"/> Any changes in company activities that could affect the scope of approval as per CAASL Form 3 or MOE chapter 1.9, including capability lists and related to: <ul style="list-style-type: none"> o Facilities o Equipment o Tools o Material o Maintenance data o Procedures o Work scope o Certifying staff o Airworthiness review staff o Staff responsible to the development and processing of the maintenance programme <p>CAASL approval is based on the management, organisation, resources, facilities and scope of work described in this Part 1 of the Exposition. Any significant change therefore affects the conditions under which the approval was granted and has been allowed to continue. According to IS 145.A.85 this Part of the</p>	<p><i>IS145.A.15 (a) / AMC 145.A.15 - IS145.A.30 (a) (b) - IS145.A.70 (a) 10 / GM 145.A.70 (a) 9 – IS145.A.80 /AMC 145.A.80 - IS145.A.85 / AMC 145.A.85</i></p>		<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<p>Exposition must show how the company would notify CAASL of the above items: In accordance with IS145.A.85 and AMC 145.A.15, the procedure must specify when and how (notification and submission process) the organisation will advise CAASL of any reportable changes to the organisation prior to taking place or at the earliest opportunity if unforeseen.</p> <p>In case of addition to the scope or location a statement signed by the Organisation Quality Manager shall always be provided (before CAASL audit takes place) confirming that processes, areas and personnel subject to the application have been reviewed and audited showing satisfactory compliance with all applicable IS-145 requirements. The relevant audit report shall be provided to CAASL on request.</p> <p>Note: 145.A.80 is only intended to be used, per AMC 145.A.80, to avoid the need for the CAASL to amend the approval of the organisation when it may not <u>temporarily</u> meet the requirements, but in no case to be used as a justification for not complying with the requirements at all time. Thus this is not a flexible provision to be used by the organisation and <u>not for inclusion in the MOE</u>.</p> <p>The continued validity of the IS-145 approval is among others, subject to the organisation remaining in compliance with IS-145.</p>				
<input type="checkbox"/>	<p>1.11 Exposition Amendment Procedures (including, delegated procedures)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Person responsible for amending the Exposition. 	<p><i>IS145.A.65(b) / IS145.A.65 (b) 2. / IS145.A.70 (a) 11, (b) (c) / GM</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
		145.A.70 (a) 6, 7 - IS145.A.85			
	<ul style="list-style-type: none"> ○ Normally the Quality Manager is responsible for the monitoring and amendment of the Exposition, including associated procedures manuals, and the submission of proposed amendments to the CAASL □ Sources of proposed amendments within the organisation □ Internal approval process <ul style="list-style-type: none"> ○ Verifying and validation of amended procedures before use (AMC 145.A.65(b) 2.) ○ Engineering Manager and Quality Manager sign the internal approval page, see 0 □ Approval process with CAASL □ Revision acknowledge receipt process □ Definition of minor amendments to the Exposition that can be amended without the prior approval of the CAASL, if applicable and agreed <ul style="list-style-type: none"> ○ In case of minor amendment, the Quality Manager may be delegated for indirect approval provided the appropriate procedure within this paragraph of the MOE is approved by CAASL. Such a delegation is to be based upon the ability of the Quality System to deal adequately with the IS-145 requirements. This ability cannot be therefore demonstrated at the time of the initial approval. Therefore, an indirect approval 			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<p>procedure cannot be detailed in the MOE before the first 2-year period has been completed. In any case the CAASL must continue to receive a copy and acknowledge receipt of all such minor changes when “indirectly” approved.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Summary of documents, including "lower order" documents, constituting the total Exposition, if applicable <input type="checkbox"/> Procedures for the control and amendment of capability list <input type="checkbox"/> Procedure for the control and amendment of the list of certifying and support staff <input type="checkbox"/> Effective date of the amendment <ul style="list-style-type: none"> <input type="checkbox"/> After CAASL has approved the amendment the date when the amendment will take effect need to be determine, sometime to allow time to train personnel, print forms and/or distribute the revision so all personnel needed at different stations have received the revision at the date it is effective <input type="checkbox"/> MOE Review (AMC 145.A.65 (b) 1.) 				
Part 2 – Maintenance Procedures					
<input type="checkbox"/>	<p>2.1 Supplier Evaluation and Subcontract Control Procedure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Company Policy - (sources of supplies e.g. constructor, original manufacturer (OEM), distributor approved by the manufacturer, retailer, airline, etc.) <input type="checkbox"/> Approved Suppliers <input type="checkbox"/> Monitoring of Suppliers and subcontractors 	<p><i>IS145.A.42 (a) / AMC 145.A.42 (a) - IS145.A.70 (a) 12, 14, 16 - IS145.A.75 (b) / AMC 145.A.75 (b)</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> ○ Selection processes for each type of suppliers and subcontractors; ○ Internal acceptance processes for each type of suppliers and authorisation of subcontractors ○ Monitoring of the internal authorisations (e.g. scope of authorisation, validity, ...) ○ Withdraw of the internal authorisation. <p>System for placing order</p>				
	<ul style="list-style-type: none"> <input type="checkbox"/> Monitoring of the list of suppliers and subcontractors versus internal authorisation <ul style="list-style-type: none"> ○ Incoming inspection results, audit results, possible internal limitation ○ Updating of the list ○ Internal distribution of the list – access / authorisation of computerised list ○ Assessment of the service provided <input type="checkbox"/> Monitoring of the related suppliers and subcontractors' files <input type="checkbox"/> Management of the purchase orders according to the approved suppliers/ subcontractors <input type="checkbox"/> Records of suppliers and subcontractors' information <ul style="list-style-type: none"> ○ Duration / location ○ Type of documents (Certificates, audit reports, list of suppliers, incoming inspection results, ...) 			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<input type="checkbox"/>	<p>2.2 Acceptance / Inspection of Aircraft Components and Materials from Outside Customers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Component / Material acceptance procedures <ul style="list-style-type: none"> ○ Sources 			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> ○ Conformity with company requirements (e.g. type of release requested) ○ Records □ Incoming inspection <ul style="list-style-type: none"> ○ required documentation ○ Compliance with order / condition ○ Quarantine procedure ○ Modification Standard and AD compliance ○ Identification of storage limitation/ life limits □ Acceptance and incoming inspection of components from internal sources e.g. transfer between stores, from the work shops <ul style="list-style-type: none"> ○ Conformity with company requirements ○ Records ○ Required documentation ○ Compliance with order / condition ○ Quarantine procedure ○ Identification of storage limitation/ life limits □ Acceptance and incoming inspection of “Field Loadable Software” (see Appendix II) □ Components removed serviceable from aircraft (AMC No 2 to 145.A.50(d) par 2.6 & 2.7) <ul style="list-style-type: none"> ○ SOS component □ Components received from customers for repair and/or overhaul etc. □ Procedure of treatment of a suspected unapproved Parts, bogus Parts <ul style="list-style-type: none"> ○ Identification ○ Record 	<p><i>IS145.A.42 (a) 1-6 (c) / AMC 145.A.42 (a) (b) (c) (d) (e) I – IS145.A.50(d) / AMC 145.A.50(d) – IS145.A.55 (a) – IS145.A.70 (a) 12, 14, 16 – IS21.A.307(c) / CAASL Certification Memorandum: CAASL CM – 21.A – K – 001 Issue: 1 or later revision</i></p>			

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> ○ Notification to the Authority ○ Form used ○ Notification address to CAASL 				
<input type="checkbox"/>	<p>2.3 Storage, Tagging and Release of Aircraft Components and Materials to Aircraft Maintenance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Procedures for maintaining satisfactory storage conditions (including segregation) of: <ul style="list-style-type: none"> ○ Rotable ○ Perishables, raw material ○ Flammable fluids ○ Engines ○ Bulky assemblies ○ Record of position in the store (s) <input type="checkbox"/> System and procedure to control shelf life / Life limit and AD (Part 2.11) / modification standard <input type="checkbox"/> Special storage requirements (condition and limitation) e.g.: ESD sensitive devices, rubber <input type="checkbox"/> Tagging / Labelling system and storage areas <ul style="list-style-type: none"> ○ Serviceable parts /material ○ Unserviceable ○ Robbery Unsalvageable components (see IS145.A.42(d) and M.A.505I(d)I and its AMC) ○ Quarantine ○ Batch number ○ Scrap <input type="checkbox"/> Disposal of unsalvageable components (see IS145.A.42(d)) <input type="checkbox"/> Issue of components to the maintenance process <input type="checkbox"/> Free-issue dispensing of standard parts (control, identification, segregation) <p>The storage condition and the storage limitation must be based upon manufacturer specifications.</p>	<p><i>IS145.A.25 (d), AMC 145.A.25 (d) 1, 2, 3 – IS145.A.40 (a) – IS145.A.42(a) / AMC 145.A.42 (a)(b) – IS145.A.70 (a) 12 – M.A.504(c)(d)I / AMC M.A.504(c)(d)I – 21.A.307(c) / CAASL Certification Memorandum: CAASL CM – 21.A – K – 001 Issue: 1 or later revision</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
<input type="checkbox"/>	<p>2.4 Acceptance of Tools and Equipment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evaluation before procurement of tools <input type="checkbox"/> Acceptance of tools and equipment <ul style="list-style-type: none"> ○ Sources ○ Personal (own) instrument / tool / equipment ○ Conformity with organisation requirements ○ Records / listing <input type="checkbox"/> Incoming inspection for tools and equipment <ul style="list-style-type: none"> ○ Receiving ○ Required documentation / certification / calibration ○ Compliance with order / condition ○ Checking against the specification made by the aircraft/engine/component manufacturer ○ Marking, identification/tagging/release ○ Verification of necessary control / calibration ○ Evidence of the incoming inspection ○ Records ○ Personal (own) instrument / tool / equipment <input type="checkbox"/> Alternate tooling and equipment procedure <ul style="list-style-type: none"> ○ Approval ○ Acceptance ○ approved data used ○ manufacturing control ○ records of maintenance data <input type="checkbox"/> Subcontracted organisation tools and equipment, if applicable <input type="checkbox"/> Loan / borrowed tools and equipment procedure 	<p><i>IS145.A.40 (a) 1, 2, 3 (b) / AMC</i> <i>145.A.40 (a) (b) –</i> <i>IS145.A.70 (a) 12</i></p>		<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> ○ See items in acceptance and incoming above 				
<input type="checkbox"/>	<p>2.5 Calibration of Tools and Equipment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Control of calibrated tools and equipment including personal <input type="checkbox"/> System used to list and control calibrated tools and equipment <input type="checkbox"/> Calibration standard used <input type="checkbox"/> Calibration interval of different tools <input type="checkbox"/> Calibration records <input type="checkbox"/> Control of calibration records <input type="checkbox"/> Control and listing of un-calibrated tools and equipment (special tools and equipment e.g. contained in manufacture data) <input type="checkbox"/> Control of tools and equipment in need of servicing e.g. jacks, hydraulic servicing units and etc. <input type="checkbox"/> Control of personal or loaned calibrated tools 	<p><i>IS145.A.40 (a) 1, 2, 3 (b) / AMC</i> <i>145.A.40 (a) (b) 1, 2 – IS145.A.70 (a) 12</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<input type="checkbox"/>	<p>2.6 Use of Tooling and Equipment by Staff (including alternate tools)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Distribution of tools (e.g. record of user and location) <input type="checkbox"/> Determining tool serviceability prior to issue <input type="checkbox"/> Training and control of personnel in the use of tools and equipment – (records of training) <input type="checkbox"/> Personal (own) instrument / tool / equipment control <input type="checkbox"/> Loan / borrow tools and equipment control <input type="checkbox"/> Control of alternate tools <ul style="list-style-type: none"> ○ Demonstration of equivalence between design/manufacturing data of alternate tools and the data/features of the tool 	<p><i>IS145.A.25 (d) / AMC 145.A.25 (d) – IS145.A.40 (a) 1, 2, 3 (b) and AMC 145.A.40 (a) (b) 1, 2. – IS145.A.48 (a)</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> ○ recommended in the maintenance data of the manufacturers ○ In-house identification rule of alternate tools (PN, SN) ○ Alternate tools validation process Register of alternate tools /tagging/relation between the references of origin tools and alternate tools ○ Treatment of possible changes of maintenance data according to the new references of alternate tooling (modifications limited to the references of the tooling to be used and/or adaptation of maintenance data regarding alternate tooling) ○ Use/storage/maintenance manuals according to the need ○ In-house approval of each alternate tooling before servicing ○ Storage of the records of alternate tooling <p>Procedure to control tools and equipment after completion of maintenance</p>				
<input type="checkbox"/>	<p>2.7 Cleanliness Standards of Maintenance Facilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Standard for office facilities <input type="checkbox"/> Standard for hangar facilities <input type="checkbox"/> Standard for component workshops <input type="checkbox"/> Standard for paint shop <input type="checkbox"/> Standard for battery shop <input type="checkbox"/> Standard for storage facilities <input type="checkbox"/> Standard for oil, grease and flammable liquids storage <p>Think of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> “Foreign Object” exclusion programme <input type="checkbox"/> Cleaning programme 	<p><i>IS145.A.25</i> <i>(a)(b)(c)(d) / AMC</i> <i>145.A.25(a)(b)(d) –</i> <i>M.A.402(c)(d) /</i> <i>AMC M.A.402(d)</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> <input type="checkbox"/> Individual responsibilities <input type="checkbox"/> Timescales <input type="checkbox"/> Waste material disposal <input type="checkbox"/> Segregation of facilities to prevent cross contamination 				
<input type="checkbox"/>	<p>2.8 Maintenance Instructions and Relationship to Aircraft / Aircraft Component Manufacturer's Instructions including Updating and Availability to Staff</p> <ul style="list-style-type: none"> <input type="checkbox"/> Control of information <ul style="list-style-type: none"> o Technical library o Subscriptions control o Information held / need regarding the scope of work o Issue / amendment control <input type="checkbox"/> Technical information amendment procedures <ul style="list-style-type: none"> o Manuals o Service Information (AD, SB, SIL, etc.) o Distribution: access to the staff <input type="checkbox"/> Company Technical Procedures / Instructions <ul style="list-style-type: none"> o Issue / Amendments control o Distribution: access to the staff <input type="checkbox"/> Maintenance documentation <ul style="list-style-type: none"> o Preparation from approved sources o Work card/worksheet system (AMC 145.A.45 I) <ul style="list-style-type: none"> o Differentiate disassembly, accomplishment, reassemble and testing o Lengthy maintenance task – supplementary work card/worksheet o Amendment control o Transfer / transcribe of airworthiness data 	<p><i>IS145.A.45 (a) (b) (c) (d) I (f) (g) / AMC 145.A.45 (b) 1, 2, 3, 4, 5, 6 I – AMC 145.A.45 (c) 1, 2 (d), (f) 1, 2 (g) 1, 2, 3 – IS145.A.70 (a) 12 – ISM.A.401(a)(b)(c) / AMC 145.A.(b)(c) – IS21.A.90B – IS21.A.431B</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> ○ Review and identification of amendment status of maintenance instructions ○ Distribution of airworthiness data: access to the staff □ Modifying maintenance instruction (145.A.45 (d)) □ Verification and validation of new procedures where practicable □ Incorporation of best practice and human factors principles □ Control of customer supplied maintenance data □ Incorporation of Fuel Tank Safety concept on maintenance documentation (Job Instruction Cards etc.) □ Incorporation of CDCCL concept. ED Decision n° 2009/007R <ul style="list-style-type: none"> ○ compliance with CDCCL instructions ○ traceability of CDCCL completion □ Awareness of Technical Publications, Instructions and Service Information by the staff <p>Note: Access to maintenance data by staff must be in close proximity to the aircraft or component being maintained and readily available.</p>				
□	<p>2.9 Repair Procedure</p> <ul style="list-style-type: none"> □ Company policy <ul style="list-style-type: none"> ○ Sources of repair approval (e.g.: DOA, SRM, etc...) ○ Source as per 21.A.90B and 21.A.431B ○ Internal repairs ○ External repairs ○ Work order ○ Maintenance instruction (job cards...) 	<i>IS145.A.45 (a) (b) (c) (d) I (f) (g) / AMC 145.a.45 (b) (c) (d) (f) (g) – IS145.A.70 (a) 12 – IS21.A.90B – IS21.A.431B, CS-STAN</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> <input type="checkbox"/> Control of the scope of work (limitations and conditions) <input type="checkbox"/> Control system for fabrication of parts, processing and inspection in accordance with IS145.A.42 (c) <p>This paragraph should refer to the repairs to be carried out not described in the manufacturers' documentation. According to IS145.A.45 (d), the IS-145 organisation may change the maintenance instructions only in accordance with the procedure described in the MOE and provided that the changes do not affect the design of the repairs.</p>				
<input type="checkbox"/>	<p>2.10 Aircraft Maintenance Programme Compliance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintenance programme variations <input type="checkbox"/> Corrosion control programme reporting <input type="checkbox"/> SSI reporting <input type="checkbox"/> Reliability reporting <input type="checkbox"/> Maintenance Preparation: <ul style="list-style-type: none"> ○ Taking into account Aircraft or Equipment associated maintenance tasks/ work order ○ Checking of the scope of work according to the Work order ○ Control of the maintenance documents (list + MM / job cards / series) ○ Preparation (facilities, staff, material means, tooling...) <input type="checkbox"/> Maintenance Programme Inspection Standards and FTS, EWIS, CDCCL <p>It is necessary to make a difference between the activities of management / developing of the maintenance programme on behalf of customers' / air carriers and the one carried out as Part of IS-145</p>	<p><i>IS145.A.45 (a) (b) (c) (d) I (f) (g) / AMC 145.A.45 (b) (c) (d) (f) (g) – Part-145.A.48 (d) - IS145.A.70 (a) 12 (b)</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<p>Agreement. Only the activities above which concern IS-145 organisation works have to be presented in the MOE</p> <p>The maintenance program must always remain the responsibility of the Operator</p>				
<input type="checkbox"/>	<p>2.11 Airworthiness Directives Procedure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Checking and enforcement of ADs on the equipment managed by the organisation, including the spare parts (stock) <input type="checkbox"/> Accomplishment of Aircraft or Equipment Ads / work orders specifying the status of the document to be used <input type="checkbox"/> Awareness of the mandatory character of the associated maintenance data <input type="checkbox"/> Identification of the mandatory requirement in the maintenance documentation 	<p><i>IS145.A.45 (a) (b) (c) (d) I (f) (g) / AMC 145.A.45 (b) 1 – IS145.A.70 (a) 12</i></p>		<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	
<input type="checkbox"/>	<p>2.12 Optional Modification Procedure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Company policy <ul style="list-style-type: none"> o Sources of modification approval (DOA, CAASL etc...) o Internal modification o External modification including embodiment of STCs' <input type="checkbox"/> Control of the scope of work (limitations and conditions) <input type="checkbox"/> Control system for fabrication of parts processing and inspection in accordance with IS145.A.42 (c) already addressed in § 2.9 <input type="checkbox"/> Control of the fabrication, the inspection assembly and the test of fabricated parts. 	<p><i>IS145.A.42 (c) / AMC 145.A.42 (c), 145.A.45 (a) (b) (c) (d) I (f) (g) / AMC 145.A.45 (b) (c) (d) (f) (g) – IS145.A.70 (a) 12 (b)</i></p>		<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<p>This paragraph should refer to the modifications to be embodied on the aircraft/equipment/engines described in the manufacturers' documents and the modifications not defined in manufacturers' documents. According to IS145.A.45 (d), the IS-145 organisation can only change the maintenance instructions in accordance with a procedure described in the MOE.</p> <p>The follow up of the Optional Modification is the responsibility of the operator who must ask their enforcement on the order sent to the maintenance organisation.</p> <p>It is necessary to make a difference between the activities of management / developing/launching of optional modification on behalf of customers' / air carriers and the one carried out as Part of IS 145 agreement. Only the activities above which concern IS-145 organisation works have to be presented in the MOE</p>				
<input type="checkbox"/>	<p>2.13 Maintenance Documentation in use and its Completion</p> <ul style="list-style-type: none"> <input type="checkbox"/> Worksheets for non-routine tasks <input type="checkbox"/> Assembly of work packages for issue to maintenance activity <input type="checkbox"/> List of maintenance documents which build up a standard work package (e.g. front page with general information, list of tasks required, work cards, associated work orders, ...) <input type="checkbox"/> Worksheet/work card completion - Maintenance sign-off <ul style="list-style-type: none"> o Accomplishment o B1/B2/B3 Support staff, as applicable o Independent inspection o Reinspection <input type="checkbox"/> Assembly of completed work package for certification 	<p><i>IS145.A.45 I / AMC</i> <i>145.A.45 (f) –</i> <i>IS145.A.48 (a), (b),</i> <i>(c) and (d) -</i> <i>IS145.A.55 (a) –</i> <i>IS145.A.70 (a) 12</i></p>		<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> <input type="checkbox"/> Recording of test results and dimensional information (AMC 145.A.50(b)) <input type="checkbox"/> Procedure to ensure that after completion of maintenance a general verification is carried out <u>and signed for</u>, to ensure that the aircraft or component is clear of all tools, equipment and any extraneous parts or material, and that all access panels removed have been refitted <input type="checkbox"/> Control and use of customer supplied work card/worksheets <p>This paragraph should refer to the creation of a standard work file and how to complete the work documents/work cards making up these files. Specific instructions from manufacturer maintenance data related to CDCCL shall be considered.</p>				
<input type="checkbox"/>	<p>2.14 Technical Records Control</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintenance records <input type="checkbox"/> System for control, storage conditions (fire extinguisher system, fire detection, ...) and retrieval of records (paper or computer based) <input type="checkbox"/> Control of access to records (paper and / or computer based records) <input type="checkbox"/> Record-keeping systems (essential records) (W/P, TLB...) <input type="checkbox"/> Lost or destroyed records (reconstruction and CAASL acceptance) <input type="checkbox"/> Provision of records to operator (copy or original W/P, TLB, CRS) <input type="checkbox"/> Retention of records <ul style="list-style-type: none"> <input type="checkbox"/> Periods <input type="checkbox"/> Methods and security 	<p><i>IS145.A.55 (a)(b)(c) 1, 2, 3 / AMC 145.A.55 (c) / GM 145.A.55 (a) 1, 2, 3 – IS145.A.70 (a) 12</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
<input type="checkbox"/>	<p>2.15 Rectification of Defects Arising During Base Maintenance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Base maintenance procedure: <ul style="list-style-type: none"> <input type="checkbox"/> Sign-off of base maintenance defects <input type="checkbox"/> Records of base maintenance defects <input type="checkbox"/> Carrying forward defects to future maintenance inputs - (control, accountability, owner acceptance, approved data,) <input type="checkbox"/> Analysis of defects and rectification <input type="checkbox"/> Notification process (when necessary) to the customer, TC holder, State of registry and CAASL (see 2.18) <input type="checkbox"/> Report to the operator/ approval of the customer to launch the rectification according to the contract <p>Incorporation of standard defect rectification in work files, record, control, release certificate and information to the customers are to be dealt with in paragraphs 2.13, 2.14, 2.16, 2.17</p>	<p><i>IS145.A.45 I/</i> <i>IS145.A.50 (a) I/</i> <i>AMC 145.A.50 I/</i> <i>IS145.A.55(a) /</i> <i>IS145.A.60 (AMC</i> <i>20-8)</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<input type="checkbox"/>	<p>2.16 Release to Service Procedure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Company procedures (CRS statement) <input type="checkbox"/> Base maintenance CRS large aircraft <input type="checkbox"/> Base maintenance CRS other than large aircraft if different from large aircraft <input type="checkbox"/> Line maintenance CRS <input type="checkbox"/> CRS in AJ / TL <input type="checkbox"/> Issue of a CRS by flight crew, if applicable <input type="checkbox"/> Component CRS (issue of CAASL Form 1) <input type="checkbox"/> Component CRS (internal release without CAASL Form 1) 	<p><i>IS145.A.30 (g) (h)</i> <i>(i) (j) / AMC</i> <i>145.A.30 (g) (h) (j)</i> <i>– IS145.A.35 (a) to</i> <i>(m) / AMC</i> <i>145.A.35 (a) (b) I</i> <i>(f) (g) – IS145.A.48</i> <i>(a)(b)(c)(d) -</i> <i>IS145.A.50 (a) (b)</i> <i>(d) I (f) / AMC</i> <i>145.A.50 (a) 1, 2</i> <i>(b) 1, 2, 3, 4, 5 /</i> <i>AMC 145.A.50 (d) I</i> <i>1, 2, 3 (f) 1, 2 –.</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> <input type="checkbox"/> Component removed as serviceable from an aircraft, issue of CAASL Form 1 (AMC 145.A.50 (a)) <input type="checkbox"/> D1 rating CRS (NDT) (reference to Appendix III for information) <input type="checkbox"/> Issue of a CRS with incomplete work <ul style="list-style-type: none"> <input type="checkbox"/> Enter such fact on the CRS <input type="checkbox"/> Operator/owner authority endorse on the certificate <input type="checkbox"/> Informing, in writing, CAASL (AMC 145.A.50 (e) 2. NOTE) <input type="checkbox"/> Informing, in writing, appropriate person(s) as specified in 145.A.30 (b) (AMC 145.A.50 I 3.) <input type="checkbox"/> Sign-off after maintenance task completion (see 145.A.48 (b)(c)) <input type="checkbox"/> CRS should contain the following: <ul style="list-style-type: none"> <input type="checkbox"/> Cross-reference to work packs, if applicable <input type="checkbox"/> Reference to maintenance data used, including its revision status (mandatory) <input type="checkbox"/> Task(s) specified in the (S)TC holder's <input type="checkbox"/> Task(s) specified in the operator/owner instructions or AMP <input type="checkbox"/> Date/FH/Cycles/Landings etc. as appropriate, when such maintenance was carried out <input type="checkbox"/> CAASL IS-145 approval number <input type="checkbox"/> The use of abbreviations ("OK" should not be acceptable), capital letters, ball point pen (blue or black) <input type="checkbox"/> Issue of a one-off certification authorisation CRS 	<p><i>IS145.A.55 (a) (b) (c) / AMC 145.A.55 (c) – AMC 145.A.65 (b) – IS145.A.70 (a) 12 – IS145.A.75 I / AMC M.A.401 (c) 4.</i></p> <p><i>See also NPA 2014-11 for useful information.</i></p>			

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> <input type="checkbox"/> Certification authorisation (identity, qualified staff) <p>The following cases should be addressed in this paragraph:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The impossibility to sign a release certificate that could hazard flight safety (AD owed and not enforced, work carried out not in accordance with the approved data, without approved data, discrepancies that may have consequences on the airworthiness of the aircraft/ equipment/ engine. <input type="checkbox"/> The temporary fitting an aircraft component without appropriate release certificate in case of AOG in stopover and associated conditions (30 hours of flight, agreement of the customer, acceptable certificate, checking the status of the equipment, technical log record, corrective action when the aircraft returns to its maintenance base...). <input type="checkbox"/> Address specially CRS by different staff i.e. A, B1, B2, B3, C, component and NDT staff as applicable. 				
<input type="checkbox"/>	<p>2.17 Records for the Operator</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contracted record keeping for operators <input type="checkbox"/> Arrangements for processing and retention of Operator's maintenance records 	<p><i>IS145.A.55 (b) – IS145.A.70 (a) 12</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<input type="checkbox"/>	<p>2.18 Reporting of Defects to the Competent Authority/ Operator/ Manufacturer</p> <ul style="list-style-type: none"> <input type="checkbox"/> Methods for reporting to: <ul style="list-style-type: none"> <input type="checkbox"/> CAASL <input type="checkbox"/> Manufacturer – TC/STC holder <input type="checkbox"/> Operator / owner <input type="checkbox"/> Persons Responsible for Reporting <input type="checkbox"/> Reportable defects 	<p><i>AMC 145.A.50 (a) – IS145.A.60 (a) (b) (c) (d) I / AMC 145.A.60 (b) / GM 145.A.60 (a) (c) – IS145.A.70 (a) 12 /</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> <input type="checkbox"/> Technical Occurrence report and completion instructions <input type="checkbox"/> Investigation procedure and follow-up system <input type="checkbox"/> Reporting timescale <input type="checkbox"/> Reports must contain pertinent and evaluation results (where known) <input type="checkbox"/> Persons responsible for reporting <input type="checkbox"/> Defects reported by subcontractors <input type="checkbox"/> Permitted reporting periods and retention of data <input type="checkbox"/> Reportable Defects Investigation procedure and follow-up system <input type="checkbox"/> Reporting timescale <p>This paragraph must describe the reporting procedure to owner, CAASL, the state of registry and the organisation responsible for the design of the aircraft or component any condition of the aircraft or component identified by the organisation that has resulted or may result in unsafe condition that hazards seriously the flight safety. These reporting procedures are Part of the internal occurrence reporting system as detailed in IS 145.A60 (a)(b)(c)(d), AMC 145.A60(b) and AMC 20-8 and described in MOE § 2.25.</p> <p>Please note the Regulation EU No 376/2014 that need to be taking into account as well</p>	<p><i>AMC 20-8 – Regulation EU No 376/2014</i></p>			
<input type="checkbox"/>	<p>2.19 Return of Defective Aircraft Components to Store</p> <ul style="list-style-type: none"> <input type="checkbox"/> Labelling and identification of defective components (required information) <input type="checkbox"/> Handling and movement of components (link between involved departments) 	<p><i>IS145.A.40 – IS145.A.42 (d) / AMC 145.A.42 (d) 1, 2 – IS145.A.70 (a) 12</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> <input type="checkbox"/> Storage of defective components <input type="checkbox"/> Components “on hold” (pending determination of serviceability status – e.g.: Swap component for trouble shooting (SOS – AMC 145.A.50 (a)) <p>This paragraph should refer to the process of parts returned by maintenance teams to the store.</p> <p>Defective component means component removed from the A/C for any reason</p>				
<input type="checkbox"/>	<p>2.20 Defective Components to Outside Contractors</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dispatch of components for repair / overhaul / modification / calibration <input type="checkbox"/> Identification of required work <input type="checkbox"/> Control of dispatch, location and return <input type="checkbox"/> Return of unserviceable loan parts <input type="checkbox"/> Management of the packaging and special transportation condition (e.g.: Wheels – oxygen bottles) <p>This paragraph should refer to the process of sending components to outside contractors for example for repair, overhaul, modification and calibration.</p>	<p><i>IS145.A.40 –</i> <i>IS145.A.42 –</i> <i>IS145.A.70 (a) 12,</i> <i>14, 16</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<input type="checkbox"/>	<p>2.21 Control of Computer Maintenance Records System</p> <ul style="list-style-type: none"> <input type="checkbox"/> Information retrieval <input type="checkbox"/> Back-up systems (frequency, means, delay) and second site storage (frequency, means, delay) <input type="checkbox"/> Security and safeguards to unauthorised access <p>This paragraph should refer to the computer systems used to manage and/or record information regarding the maintenance tasks carried out.</p>	<p><i>IS145.A.45 / AMC</i> <i>145.A.45 (g) 3 –</i> <i>AMC 145.A.50 (b)</i> <i>5 – IS145.A.55 (c) 2</i> <i>/ AMC 145.a.55 (a)</i> <i>4, 6, (c) 2</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
<input type="checkbox"/>	<p>2.22 Control of Man-Hour Planning versus Scheduled Maintenance Work</p> <ul style="list-style-type: none"> <input type="checkbox"/> Management system of company planning versus time available (e.g. A/C or components base maintenance activity, ...) <input type="checkbox"/> Type of planning (man hours' availability versus work load) <input type="checkbox"/> Type of factors taken into account in the planning: <ul style="list-style-type: none"> <input type="checkbox"/> Human performance limitations <input type="checkbox"/> Complexity of work <input type="checkbox"/> Employed vs. contracted staff <input type="checkbox"/> Work carried out outside the scope of the IS-145 approval <input type="checkbox"/> Aircraft hangar visit plan <input type="checkbox"/> Additional factors <input type="checkbox"/> Planning revision process <input type="checkbox"/> Organisation of shift <input type="checkbox"/> Notification to the Accountable Manager of deviations exceeding 25% between the work load and the man hour availability <input type="checkbox"/> Quality monitoring <p>The man-hour plan must relate to the anticipated maintenance workload versus man-hour available. Maintenance workload includes all necessary work such as, but not limited to, quality monitoring, planning, maintenance record checks, and production of worksheets/cards in paper or electronic form, accomplishment of maintenance, inspection and the completion of maintenance records as well as work outside the scope of the IS-145 approval.</p> <p>50% should be employed directly by the organisation to ensure organisational stability</p>	<p><i>IS145.A.30 (d) / AMC 145.a.30 (d) 1, 2, 3, 4, 5, 7, 8 – IS145.A.70 (a) 12 (b)</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
<input type="checkbox"/>	<p>2.23 Critical Maintenance Tasks and Error-Capturing Methods</p> <ul style="list-style-type: none"> <input type="checkbox"/> Definition of critical maintenance tasks <input type="checkbox"/> Identification of the list of critical maintenance tasks <input type="checkbox"/> Procedure to review critical maintenance tasks and assess their impact on flight safety <input type="checkbox"/> Procedure to describe which data sources are used to identify and amend the list of critical maintenance tasks <input type="checkbox"/> Identification of error-capturing methods to be used <ul style="list-style-type: none"> <input type="checkbox"/> What is independent inspection (primary method) <input type="checkbox"/> What is “independent qualified person” <input type="checkbox"/> Responsibility “independent qualified person” <input type="checkbox"/> What is reinspection and when used <input type="checkbox"/> Independent qualified person (may be in 3.4 or 3.7) <ul style="list-style-type: none"> <input type="checkbox"/> Qualification; and <input type="checkbox"/> experience; and <input type="checkbox"/> training requirements <input type="checkbox"/> Issue of authorisation and identification of scope of tasks allowed to independent inspect 	<p><i>IS145.A.48 (b) / AMC1 145.A.48 (b) / AMC2 145.A.48(b) / AMC3 145.A.48(b) / AMC4 145.A.48(b) / GM 148.A.48 - IS145.A.70 (a) 12</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<input type="checkbox"/>	<p>2.24 Reference to Specific Maintenance Procedures</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work away from base or work shop including occasional Line maintenance as per 145.A.75 <input type="checkbox"/> Engine (rotors) run up <input type="checkbox"/> Aircraft pressure run 	<p><i>IS145.A.48(a) - IS145.A.65 (b) 1. and 2. / AMC 145.A.65 (b), (b)</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> <input type="checkbox"/> Aircraft towing <input type="checkbox"/> Aircraft taxiing (see also EU OPS 1.095) <input type="checkbox"/> Test flight <input type="checkbox"/> Technical wash <input type="checkbox"/> Control/ supervision of de-icing systems <input type="checkbox"/> Handling and control of waste materials <input type="checkbox"/> Scrapping of parts <p>Procedure to ensure that after completion of maintenance a general verification is carried out and signed for, to ensure that the aircraft or component is clear of all tools, equipment and any extraneous parts or material, and that all access panels removed have been refitted</p>	(2) / IS145.A.70 (a) 12 / EU OPS 1.095			
<input type="checkbox"/>	<p>2.25 Procedures to Detect and Rectify Maintenance Errors</p> <ul style="list-style-type: none"> <input type="checkbox"/> Procedure on how to perform an independent inspection <ul style="list-style-type: none"> o Notifying the independent qualified person before work commence to able the person to familiarise himself of the job to be performed o how and what to inspect o when to sign-off o how to sign-off <input type="checkbox"/> Procedure for unforeseen cases when only one person is available <ul style="list-style-type: none"> o What can be considered unforeseen o What cannot be considered unforeseen o Type of inspection o <input type="checkbox"/> Procedure to minimising multiple errors <ul style="list-style-type: none"> o procedure should specify: 	IS145.A.48 (b) / AMC1 145.A.48 (b) / AMC2 145.A.48(b) / AMC3 145.A.48(b) / AMC4 145.A.48(b) / GM 148.A.48 – IS145.A.48(c) IS145.A.60 (a) (b) (c) (d) / AMC 145.A.60 (b). – IS145.A.70 (a) 12		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> ▪ that every maintenance task is signed off only after completion ▪ how group of tasks for the purpose of sign-off allows critical steps to be clearly identified ▪ work performed by personnel under supervision (i.e. temporary staff, trainees) is checked and signed-off by an authorised person ▪ Reference to production planning procedure 2.28 <p>This procedure is known as the system to detect and rectify maintenance errors that could impact safety if not properly performed. This is known as “independent inspection”, “duplicate inspection (DI)”, dual inspection (DI) or “RII”. For certain task performed, a second competent person that did not take part in the work should perform inspection (DI) to detect possible maintenance error(s) and have error(s) rectified</p>				
	<p>2.25.1 Procedure for Internal Reporting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Aims and objectives of error management system <ul style="list-style-type: none"> ○ The encouragement of reporting <input type="checkbox"/> A code of practice <ul style="list-style-type: none"> ○ No reprisal policy <input type="checkbox"/> Description of process to report occurrences (occurrence reporting system) <input type="checkbox"/> Description of process to investigate occurrences <input type="checkbox"/> Description of process to record occurrences <input type="checkbox"/> The analysis of occurrence data <input type="checkbox"/> Management actions in response to occurrence findings feedback to staff 			<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<input type="checkbox"/> Sharing information from investigations This procedure could be in 2.18 and make reference from this procedure to 2.18 instead.				
<input type="checkbox"/>	2.26 Shift / Task Handover Procedures <ul style="list-style-type: none"> <input type="checkbox"/> Aims and objectives of the shift handover <input type="checkbox"/> Training of personnel in shift/task handover processes <input type="checkbox"/> Recording of shift/task handover <input type="checkbox"/> Description of shift handover process and required information <ul style="list-style-type: none"> <input type="checkbox"/> Facility status <input type="checkbox"/> Work status <input type="checkbox"/> Manning status <input type="checkbox"/> Outstanding issues <input type="checkbox"/> Other possible information <input type="checkbox"/> Responsible person for managing and filling up the shift / task handover <input type="checkbox"/> Handover taking into consideration critical maintenance tasks 	<i>IS145.A.47 (c) / AMC 145.A.47 (c) – Part-145.A.48 (b) - IS145.A.70 (a) 12</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<input type="checkbox"/>	2.27 Procedures for Notification of Maintenance Data Inaccuracies and Ambiguities to the Type Certificate Holder <ul style="list-style-type: none"> <input type="checkbox"/> Definitions of maintenance data ambiguities <input type="checkbox"/> Method of internal (2.25.1) reporting of maintenance data ambiguities <input type="checkbox"/> Method of external reporting of maintenance data ambiguities to the authors of that data <input type="checkbox"/> Feedback to staff and implementation of TC Holder/Manufacturer corrections <input type="checkbox"/> Impact of the data ambiguity on the on-going maintenance task <p>The authors are:</p>	<i>IS145.A.45 1 / AMC 145.A.45 (c) 1, 2 – IS145.A.70 (a) 12</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> • Aircraft / component design organisation (AMM, SB, SRM.) • The competent authority AD • The organisation itself in the case of organisation job cards • The customers in the case of job cards issued and furnished by the customers 				
<input type="checkbox"/>	<p>2.28 Production Planning Procedures</p> <ul style="list-style-type: none"> <input type="checkbox"/> Establishment of a clear work order or contract <input type="checkbox"/> Procedures for establishing all necessary resources are available before commencement of work (manpower with required capabilities, tools, equipment, parts, material, maintenance data, documentation, facilities etc.) <input type="checkbox"/> Procedures for organizing maintenance personnel without undue time pressure and providing all necessary support during maintenance <input type="checkbox"/> Consideration of human performance limitations (Circadian rhythm / 24 hours' body cycle...) <input type="checkbox"/> Shift / task handover <input type="checkbox"/> Planning of critical tasks <input type="checkbox"/> Planning of task that need DI <input type="checkbox"/> Factors to taken into account in the planning: <ul style="list-style-type: none"> ○ logistics ○ inventory control ○ square meters of accommodation ○ man-hours estimation ○ man-hours availability ○ preparation of work ○ hangar availability ○ environmental conditions (access, lighting standards and cleanliness) 	<i>IS145.A.47 (a) (b)</i> <i>/ AMC145.A.47 (a)</i> <i>(b) – IS145.A.48(c)</i> <i>/ AMC 145.A.48(c)</i> <i>/ GM 145.A.48(c) -</i> <i>IS145.A.70 (a) 12</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
□	<ul style="list-style-type: none"> ○ Co-ordination with internal and external suppliers, etc. ○ scheduling of critical maintenance tasks during periods when staff are likely to be most alert ○ scheduling of identical tasks to more than one system on the same aircraft during particular maintenance check <ul style="list-style-type: none"> ▪ Minimising the possibility of an error being repeated in identical tasks and, therefore, compromising more than one system or function. Thus, the procedures should ensure that no person is required to perform a maintenance task involving removal/installation or assembly/disassembly of several components of the same type fitted to more than one system, a failure of which could have an impact on safety, on the same aircraft or component during a particular maintenance check. However, in unforeseen circumstances when only one person is available, the organisation may make use of reinspection as described in point (d) of AMC4 145.A.48(b). ▪ What is unforeseen cases ▪ What is not unforeseen cases 				

Part L2 – Additional Line Maintenance Procedures					
Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
<input type="checkbox"/>	<p>L2.1 Line Maintenance Control of Aircraft Components, Tools, Equipment, etc.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Component / Material acceptance – (required documentation, condition, “Quarantine” procedure) <input type="checkbox"/> Components removed serviceable from aircraft (robbery – issue CAASL Form 1) Procedures to maintain satisfactory storage conditions – (routable, perishables, flammable fluids, engines, bulky assemblies, special storage requirements) <input type="checkbox"/> System for control of shelf life and modification standard <input type="checkbox"/> Tagging / labelling system (serviceable, unserviceable, robbery, scrap, etc.) <input type="checkbox"/> Release of components to the maintenance process <input type="checkbox"/> Free-issue dispensing (self-service) of standard parts (control, identification, segregation) <input type="checkbox"/> Tools and test equipment, servicing and calibration programme / equipment register <input type="checkbox"/> Identification of servicing / calibration due dates <p>This paragraph must describe the additional / special procedures of the management of the facilities, materials/ ingredients and tools/ equipment, technical documentations, staff associated to the line maintenance activity of a workshop carrying out base and line maintenance.</p>	<p>IS145.A.25 (d), AMC 145.A.25 (d) 1, 2, 3 – IS145.A.40 (a) – IS145.A.42(a)(e) / AMC 145.A.42 (a)(b) - IS145.A.70 (a) 12, 15 – IS145.A.75 (b), (c), (d) - CAASL Certification Memorandum: CAASL CM – 21.A – K – 001</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<input type="checkbox"/>	L2.2 Line Maintenance Procedure related to Servicing / Fuelling / De-icing / etc.	<p>IS145.A.70 (a) 12, 15 – IS145.A.75 (b), (c), (d)</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> <input type="checkbox"/> Technical and maintenance documentation management (control and amendment) <input type="checkbox"/> Company Technical Procedures / Instructions management <input type="checkbox"/> Fuel supply quality monitoring (bulk storage / aircraft re-fuelling) <input type="checkbox"/> Ground de-icing (procedures / monitoring of sub-contractors) <input type="checkbox"/> Maintenance of ground support equipment Monitoring of sub-contracted ground handling and servicing 				
<input type="checkbox"/>	<p>L2.3 Line Maintenance Control of Defects and repetitive Defects</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reportable defects – PIREPS – Engineering entries – Cabin <ul style="list-style-type: none"> <input type="checkbox"/> Procedure on how to deal with defects requiring B1, B2 or B3 certifying staff (AMC 145.A.30 (g)3. <input type="checkbox"/> Rules for deferring (periods – review – permitted personnel – conformity with MEL /CDL provisions) <input type="checkbox"/> Awareness of deferred defects carried by aircraft – (monitoring of repetitive defects – Communication with main base) <input type="checkbox"/> Analysis of tech log (repetitive defects – crew complaints – Analysis and transfer of cabin log items as required) <input type="checkbox"/> Co-ordination with the operator <p>This paragraph must describe the general procedures followed by the organisation regarding the rectification of defects and repetitive defects recorded during operation of the aircraft. The procedures should also cover the follow up of defects and repetitive defects on</p>	<p><i>IS145.A.30 (g) / AMC 145.A.30 (g) - IS145.A.70 (a) 12, 15 – IS145.A.75 (b), (c), (d)</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	behalf of customers/ operators and the Part-145 maintenance organisation.				
<input type="checkbox"/>	<p>L2.4 Line Procedure for completion of Technical Log</p> <ul style="list-style-type: none"> <input type="checkbox"/> Technical Log system: <ul style="list-style-type: none"> ○ Taking into account Operator Procedure ○ Completion of Sector Record Page ○ Distribution of copies <input type="checkbox"/> Certification / Sign-off (Maintenance Statements) <input type="checkbox"/> Maintenance Duplicate Inspections <input type="checkbox"/> ETOPS Certification <input type="checkbox"/> Retention of records <ul style="list-style-type: none"> ○ Periods ○ Methods and security <p>This paragraph must describe the additional procedures of management/completion of the technical log(s) in use. It must also cover the procedures for ETOPS release where applicable. These procedures must be associated to paragraphs 2.13, 2.16 of the MOE.</p>	<i>IS145.A.70 (a) 12, 15 – IS145.A.75 (b), (c), (d)</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<input type="checkbox"/>	<p>L2.5 Line Procedure for pooled Parts and loan Parts</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verification of approved sources of parts (sources, conformity with company requirements, Modification Standard and AD compliance, records) <input type="checkbox"/> Compliance with loan and contract requirements <ul style="list-style-type: none"> ○ Tracking and control <input type="checkbox"/> Required documentation <input type="checkbox"/> Processing removed loan parts for return to source (service records) <input type="checkbox"/> Robbery system <ul style="list-style-type: none"> ○ Control procedures ○ Authority 	<i>IS145.A.70 (a) 12, 15 – IS145.A.75 (b), (c), (d)</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<p>This paragraph must describe the additional management procedures for pooled or loaned parts specific to the line maintenance activity. It should also cover the removal of serviceable parts from aircraft for use on another aircraft. These procedures must be associated to paragraphs 2.2, 2.3, 2.19, 2.20 of the MOE.</p>				
<input type="checkbox"/>	<p>L2.6 Line Procedure for Return of Defective Parts Removed from Aircraft</p> <ul style="list-style-type: none"> <input type="checkbox"/> Required documentation <input type="checkbox"/> Service record Processing advice of removal (W/O) and dispatch to technical records <input type="checkbox"/> Dispatch of the part for rectification <p>This paragraph must describe the additional management procedures for treatment of defective components associated with the line maintenance activity. These procedures must cover the same subjects specified in paragraphs 2.19, 2.20 (return of removed components, sending components...) of the MOE.</p>	<p><i>IS145.A.70 (a) 12, 15 – IS145.A.75 (b), (c), (d)</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<input type="checkbox"/>	<p>L2.7 Line Procedure for Critical Maintenance tasks and Error-Capturing methods</p> <p>This paragraph is the equivalent of the paragraph 2.23 of the MOE for the line maintenance activity.</p>	<p><i>IS145.A.48 (b) / AMC1 145.A.48 (b) / AMC2 145.A.48(b) / AMC3 145.A.48(b) / AMC4 145.A.48(b) / GM 148.A.48 - IS145.A.70 (a) 12</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<input type="checkbox"/>	<p>L2.8 Line Procedures to detect and rectify Maintenance Errors</p> <p>This paragraph is the equivalent of the paragraph 2.25 of the MOE for the line maintenance activity.</p>	<p><i>145.A.48(b) / GM 148.A.48– IS145.A.48(c) IS145.A.60 (a) (b) (c) (d) / AMC 145.A.60 (b). – IS145.A.70 (a) 12</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
		<i>IS145.A.75 (c) – IS145.A.85</i>			
<input type="checkbox"/>	<p>L2.9 Procedure to open a new line maintenance station</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facility requirements <input type="checkbox"/> Maintenance staff and B1, B2 and/or B3 CS staff <input type="checkbox"/> Equipment, tools and material <input type="checkbox"/> Maintenance data <input type="checkbox"/> Amendment to MOE <input type="checkbox"/> Liaison with Quality Department (QD) <input type="checkbox"/> Inspection and audit by the QD <input type="checkbox"/> Recommendation to CAASL (if applicable and approved in the MOE. See text below. <input type="checkbox"/> Application process to CAASL <p>New line maintenance station is subject to direct approval by CAASL as per 145.A.85, no indirect approval is allowed. However, a procedure to set up the line station following with internal inspection and audit performed in all cases by the Quality Department , may be acceptable. In this case a recommendation with documentation supporting the change will be sent to CAASL that will perform desk-top audit and directly approve the location. Regardless of this provision, CAASL may decide to perform an audit at the station before approving the line station or soon after to monitor the organisation usage of this provision</p> <p>Note: This method will not be valid if there are open findings on the same area of the quality system. CAASL can withdraw this procedure if unacceptable control is revealed.</p>			<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
<input type="checkbox"/>	<p>L2.10 Maintenance at unlisted location due to unserviceability or to support occasional line maintenance</p> <p>This procedure should be set up to list the conditions and to ensure adequate control in the case that maintenance is needed at unlisted location arising from the unserviceability (AOG) of an aircraft or from the necessity of supporting occasional line maintenance.</p> <p>The organisation shall inform CAASL and the Quality Department each time maintenance is intended to be performed outside listed location including the work order from the operator or holder as applicable. CAASL recommend creation of a form for this purpose.</p> <p>Note: CAASL may perform audit when this procedure is used. The procedure is a “privilege” that can be withdrawn if unacceptable control is revealed.</p>	<i>IS145.A.75 (c)</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Part 3 – Quality System Procedures					
<input type="checkbox"/>	<p>3.1 Quality audit of organisation procedures</p> <ul style="list-style-type: none"> <input type="checkbox"/> Definition of the Quality System <ul style="list-style-type: none"> ○ Independence ○ Access to Accountable Manager ○ Composition and functions of management quality group ○ Audit plan ○ Creation and management of the audit plan ○ Plan to show all subparagraphs ○ Plan to show all area, base, line, hop(s), different locations, subcontractors, MOE, Quality procedures etc. 	<i>IS145.A.65 (a) – IS145.A.65 (c) (1), (2) / AMC 145.A.65 (c) (1)</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> <li data-bbox="376 204 1059 272">□ Company Audit Policy including compliance audit <ul style="list-style-type: none"> <li data-bbox="477 280 1059 384">○ Scheduled audits and audits to be carried out at random and to be carried out during maintenance including night shifts <li data-bbox="477 392 752 419">○ Audit notification <li data-bbox="477 427 1059 531">○ Audit reports (documents used, writer, issue, points checked and deviations noted, deadline for rectification) <li data-bbox="477 539 1059 608">○ Validation/internal approval of the audit programme <li data-bbox="376 616 1059 643">□ Annual Review of Maintenance Procedures <ul style="list-style-type: none"> <li data-bbox="477 651 1059 719">○ Principles of annual audit procedure planning <li data-bbox="477 727 893 754">○ Independence of the auditors <li data-bbox="477 762 1059 831">○ Common audit procedures for several lines of product <li data-bbox="477 839 1059 908">○ Specific audit procedure by line of product <li data-bbox="477 916 1025 943">○ Audits during the performance of work <li data-bbox="477 951 1039 978">○ Complete audits or several partial audits <li data-bbox="477 986 1059 1054">○ Principles when deviations are noted on a line of product <li data-bbox="477 1062 763 1090">○ Grouping of audits <li data-bbox="376 1098 1059 1125">□ Audit programme <ul style="list-style-type: none"> <li data-bbox="477 1133 763 1160">○ Adequate facilities <li data-bbox="477 1168 1016 1195">○ Compliance with approved procedures <li data-bbox="477 1203 792 1230">○ Dates and timescales <li data-bbox="477 1238 707 1265">○ Product audits <p data-bbox="331 1281 1059 1308">Audit of Subcontractors and evaluation of suppliers</p>				

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> <input type="checkbox"/> Quality audit reports retention <ul style="list-style-type: none"> o Duration (At least duration of 2 years) / location <p>Type of documents (notification, audit reports, check list, audit programs)</p>				
<input type="checkbox"/>	<p>3.2 Quality audit of aircraft (and / or equipment)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Company Audit Policy <ul style="list-style-type: none"> o A dedicated quality audit policy may be added, provided it does not conflict with the one describe in the previous paragraph. The Company audit procedure should include the quality audit of aircraft (and/or equipment) <input type="checkbox"/> Audit programme <ul style="list-style-type: none"> o Product samples for each line of product (aircraft and / or components) o Dates and timescales <input type="checkbox"/> Auditing methods <ul style="list-style-type: none"> o Sampling o "Trail" / "investigation" audits <input type="checkbox"/> Records of Quality audit reports retention <ul style="list-style-type: none"> o Duration (At least duration of 2 years) / location o Type of documents (notification, audit reports, check list, audit programs, ...) <p>This paragraph must describe the procedures related to the product audits (aircraft, aircraft component, engine, specialised service) according to IS145.A.65 (c) 1 and AMC 145.A.65 (c).</p>	<p><i>IS145.A.65 I (1), (2) / AMC 145.A.65 I (1)</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
<input type="checkbox"/>	<p>3.3 Quality audit corrective action procedure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Description of the quality audit report feedback system <input type="checkbox"/> Corrective action and timescale <ul style="list-style-type: none"> ○ Corrective action planning and follow up ○ The corrective action plan shall be designed in a way which allows identifying and recording the finding, the root cause, the relevant immediate and long term preventive action with the appropriate timescales ○ Procedure describing the MO action when the corrective action deadline has to be postponed or when the answer has not been received on time <input type="checkbox"/> Management responsibilities for corrective action and follow-up Quality audit and feedback records retention <ul style="list-style-type: none"> ○ Duration (minimum duration of 2 years) / location ○ Type of documents (answers, evidences, ...) <input type="checkbox"/> Review of the Quality system overall results <ul style="list-style-type: none"> ○ Meeting with the Accountable Manager. (including record of meeting procedure) (AMC 145.A.65 (c)(2) 4.) ○ Regular meetings to check the progress of corrective actions or ○ Meeting twice per year <ul style="list-style-type: none"> ○ Meeting called by AM – how? ○ Half year summary report from QM on findings of noncompliance ○ Content of summary report 	<i>IS145.A.65 I (2) / AMC 145.A.65 I (2)</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<p>This paragraph must describe the procedures of follow up of corrective actions.</p> <p>The follow up of corrective actions cannot be subcontracted The revision of the audit planning according to the deviations noted/corrected could be linked to paragraph 3.1.</p>				
<input type="checkbox"/>	<p>3.4 Certifying staff, support staff and, if applicable, airworthiness review staff and staff responsible for the development and processing of the maintenance programme qualification and training procedures</p> <ul style="list-style-type: none"> <input type="checkbox"/> Experience, training and competence requirements <ul style="list-style-type: none"> ○ Base CRS staff ○ Base B1/B2/B3 Support staff, as applicable ○ Line A/B1/B2/B3 CRS staff, as applicable ○ Components (shop) CRS staff, as applicable* ○ NDT staff (see also 3.11) ○ Flight crew CRS staff, if applicable ○ Airworthiness review staff ○ Maintenance programme staff <input type="checkbox"/> Examination, test and assessment procedures <input type="checkbox"/> Continuation training procedures including <ul style="list-style-type: none"> ○ Programme (MOE, Part-145, ISM, HF, FTS, EWIS, technology special requirements, etc... ○ Procedures <input type="checkbox"/> Qualifying subcontractor's personnel (if applicable) <input type="checkbox"/> Authorisations issue, renewal or withdrawal procedures <ul style="list-style-type: none"> ○ QM responsible 	<p><i>IS145.A.30 (e), (f),(g), (h), (i), (j) (1, 3, 4, 5), (k), (l) – AMC IS145.A.30 (e), (f), (g), (h), (j), / ISGM 145.A.30(e) / IS145.A.35 (a) to (i) and (m) / AMC 145.A.35 (a), (b), I – IS145.A.36 – 145.A.48(b) / AMC4 145.A.48(b) - M.A.901 (l) Appendix IV / AMC 66.A.20(b)3</i></p>		<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> ○ Recency – 6 month of experience during a two-year period ○ Recency of airworthiness review staff ○ Licence validity control ○ Continuation training ○ Evaluation, test <input type="checkbox"/> One off Certification Authorisation <input type="checkbox"/> Flight crew limited certification authorisation 				
<input type="checkbox"/>	<p>3.5 Certifying staff, Support staff and if applicable, airworthiness review staff and staff responsible for the development and processing of the maintenance programme records</p> <ul style="list-style-type: none"> <input type="checkbox"/> List of certifying personnel, support staff and if applicable, airworthiness review staff and staff responsible for the development and processing of the maintenance programme (refer if need be to paragraph 1.6) <input type="checkbox"/> Minimum information of staff particulars <ul style="list-style-type: none"> ○ See AMC 145.A.35 (j) ○ Type of record: electronic and or paper <input type="checkbox"/> Management of staff records <input type="checkbox"/> Retention of records <ul style="list-style-type: none"> ○ Duration - at least 3 years after the authorisation has been withdrawn and/ or ceased employment of the staff. ○ Location ○ Type of documents <input type="checkbox"/> Format of authorisation document and authorisation codes <input type="checkbox"/> Control of staff records <input type="checkbox"/> Access to staff records <ul style="list-style-type: none"> ○ Authorised persons ○ CAASL personnel ○ Authorised managers 	<i>IS145.A.30 (e), (k), (l) - IS145.A.35 (j), (k), (l) / AMC 145.A.35 (j) -- IS145.A.70 (a) – M.A.710 (a), (b), (ga) - M.A.901 (l</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
<input type="checkbox"/>	<p>3.6 Quality Audit Personnel</p> <ul style="list-style-type: none"> <input type="checkbox"/> Nominated personnel <input type="checkbox"/> Required experience, training and competence of quality audit personnel including continuation training <input type="checkbox"/> Examination, test and assessment procedures (as necessary – can refer to 3.14) <input type="checkbox"/> Independence of quality audit personnel when the organisation uses skilled personnel working within another department than that of Quality <input type="checkbox"/> Retention of records <ul style="list-style-type: none"> o Duration / location o Type of documents <p>This paragraph must describe how the Quality system personnel are managed. Allocated man-hours (if not full-time) should be addressed. The number of quality personnel should be adapted to the maintenance activity to be supervised (relation with 2.22).</p>	<i>IS145.A.30 I</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<input type="checkbox"/>	<p>3.7 Qualifying Inspectors</p> <ul style="list-style-type: none"> <input type="checkbox"/> Required experience (duration and technical), training and competence requirements (including FTS, CDCCL, EWIS) <input type="checkbox"/> Examination, test and assessment procedures including practical assessment (can refer to 3.14) <input type="checkbox"/> Continuation training procedures including <ul style="list-style-type: none"> o Training Programme (MOE and associated procedures, Part-145, Human Factors, special requirements, ...) o Training setting up o Duration, intervals <input type="checkbox"/> Retention of records <ul style="list-style-type: none"> o Duration / location o Type of documents 	<i>IS145.A.30 (e) / AMC 145.A.30 (e)</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	This paragraph is dedicated to the qualification of the supervisors (or production inspectors/controllers) as defined in AMC 145.A.30 (e).				
<input type="checkbox"/>	<p>3.8 Qualifying mechanics</p> <ul style="list-style-type: none"> <input type="checkbox"/> Required experience (duration and technical), training and competence requirements (including FTS, CDCCL, EWIS) <input type="checkbox"/> Examination, test and assessment procedures including practical assessment <input type="checkbox"/> Continuation training procedures including <ul style="list-style-type: none"> ○ Training Programme (MOE and associated procedures, Part-145, Human Factors, special requirements, ...) ○ Training Setting up ○ Duration / intervals <input type="checkbox"/> Retention of records <ul style="list-style-type: none"> ○ Duration / location ○ Type of documents <p>This paragraph should refer to the different specialities of technicians (mechanics, avionics, sheet metal workers, cabin, fuel, engines, components, NDT staff, composites, line maintenance...) of the organisation.</p>	<i>IS145.A.30 I, (g) – IS145.A.35 (a), (m)</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<input type="checkbox"/>	<p>3.9 Aircraft or aircraft component maintenance tasks exemption process control</p> <ul style="list-style-type: none"> <input type="checkbox"/> System for control and processing with the CAASL which includes <ul style="list-style-type: none"> ○ Relations with the operator/ customer in case of derogation for an intervention in progress by the workshop ○ Supply to the customer/ operator of information enabling to write out requests for exceptional authorisation applications 	<i>IS145.A.65 (b) (c) / AMC 145.A.65 (b)(c)</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> ○ Control of the approval by the CAASL (linked with CRS) □ Retention of records <ul style="list-style-type: none"> ○ Duration ○ Location ○ Type of documents <p>This paragraph must describe the procedures of the organisation regarding exceptional authorisations related to maintenance tasks.</p> <p>The difference between the activity study/ preparation/ redaction/ submission of exceptional authorisation application related to maintenance tasks on behalf of customers/ operator and the IS145 activity here above should be kept in mind.</p>				
□	<p>3.10 Concession control for deviation from the organisations' procedures</p> <ul style="list-style-type: none"> □ Concession criteria <ul style="list-style-type: none"> ○ Object, procedures involved, justifications, compensatory conditions, period of validity, etc. □ Concession management procedure <ul style="list-style-type: none"> ○ Internal evaluation ○ Drafting process ○ Response ○ Internal validation process and follow-up □ System of approval and control of concession □ Retention of records <ul style="list-style-type: none"> ○ Duration ○ Location ○ Type of documents 	<i>IS145.A.65 (b) (c) / AMC 145.A.65 (b)(c)</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	This paragraph must describe the procedures followed by the AMO in order to deviate from the approved MOE procedures.				
<input type="checkbox"/>	<p>3.11 Qualification procedure for specialised activities such as non-destructive testing, welding etc.</p> <ul style="list-style-type: none"> <input type="checkbox"/> NDT staff <ul style="list-style-type: none"> ○ List of non-destructive testing personnel ○ Levels of qualification and authorisation ○ Role and privileges of these staff (including responsible level 3 person who should approve the organisation's NDT procedures and written practice for training and certification of NDT personnel.) <input type="checkbox"/> Experience & qualification <ul style="list-style-type: none"> ○ Criteria regarding experience, training and skills ○ Experience required by NDT method for each level of authorisation <input type="checkbox"/> Training <ul style="list-style-type: none"> ○ Basic NDT training for each level of authorisation ○ Training on the NDT procedures of the organisation <input type="checkbox"/> Examination <ul style="list-style-type: none"> ○ Procedure of skills assessment (practical assessment and/or examination related to the job card) ○ General examination on the fundamentals of the NDT methods ○ Specific examination by NDT method ○ Practical examination by level of authorisation ○ Medical examination 	<i>IS145.A.30 (f), EN 4179</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> ○ Eyesight testing <input type="checkbox"/> Continuation training and testing <input type="checkbox"/> Auditing of staff and system <input type="checkbox"/> Authorisations issue, renewal or withdraw procedures <input type="checkbox"/> Retention of NDT staff records <ul style="list-style-type: none"> ○ Duration / location ○ Type of documents <input type="checkbox"/> Contract arrangement <p>This paragraph should refer to the qualification of specialised services staff such as defined in AMC 145.A.30 (f). It should also apply to welders.</p> <p>The certifying staff authorised in accordance with subcategory B1 of the IS 66 can carry out and/or control colour contrast dye Penetrant tests.</p> <p>When an Organisation uses NDT methods defined by EN 4179 paragraph 6.4 as “emerging NDT method”, the related requirements for personnel training, experience and examination should be established by the organisation in accordance with EN 4179 and the particular equipment manufacturers’ recommendations.</p> <p>Note: All training and examination of NDT staff must be conducted by personnel or organisations under the general control of a national aerospace NDT board of another SARI/EASA Member State acceptable to CAASL. The arrangement will be approved through the MOE procedure.</p>				
<input type="checkbox"/>	<p>3.12 Control of manufacturers’ and other maintenance working teams</p> <ul style="list-style-type: none"> <input type="checkbox"/> Source of work (manufacturer team, another IS145 MO team) and authorisation of personnel 	<p><i>IS145.A.65 (b) (c) / AMC 145.A.65 (b)(c)</i></p>			

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> <input type="checkbox"/> System for control of materials, working instructions and procedures <input type="checkbox"/> System for control of documentation such as drawings, modification, repairs instructions <input type="checkbox"/> Management of the progress of work (meetings, etc.) <input type="checkbox"/> Certification procedure for work performed by the outside team such as : repair, replacement, modification, overhaul, test, inspection <input type="checkbox"/> Environmental conditions <input type="checkbox"/> Final certification by the organisation <input type="checkbox"/> Training on the internal procedures to external staff <p>This paragraph should refer to the role of outside teams acting in the premises of the organisation to carry out a maintenance task on an aircraft/ engine/ equipment in the scope of a task under the responsibility of the organisation.</p>				
<input type="checkbox"/>	<p>3.13 Human factors training procedure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Aims and objectives <input type="checkbox"/> Categories of staff to be trained <input type="checkbox"/> Training methods and syllabus <ul style="list-style-type: none"> <input type="checkbox"/> Initial training <input type="checkbox"/> Continuation training <input type="checkbox"/> Duration of training for <ul style="list-style-type: none"> <input type="checkbox"/> Initial training <input type="checkbox"/> Continuation training <input type="checkbox"/> Validation of the training courses (syllabus and duration) <input type="checkbox"/> Requirements for trainers <input type="checkbox"/> Training Records <ul style="list-style-type: none"> <input type="checkbox"/> Duration 	<p><i>IS145.A.30 (e) / AMC 145.A.30 (e) / GM 1 145.A.30 – IS145.A.35 (d) – Part-145.A.48 - IS145.A.65 (b)</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> ○ Location ○ Type of documents <p>Initial training to be provided to personnel within 6 months of joining the maintenance organisation, but temporary staff may need to be trained shortly after joining the organisation (AMC 2 145.A.30 (e) 1).</p> <p>Human factors continuation training should be in relation to relevant quality audit findings and other internal/external sources of information available to the organisation on human errors in maintenance (link with § 2.23 & 2.25) (AMC 2 145.A.30 (e) 2).</p> <p>Human factors continuation training should be amended according to the relevant quality audit findings and other internal/external sources of information available to the organisation on human errors in maintenance (link with § 2.23 & 2.25) (AMC 2 145.A.30 (e) 2).</p> <p>Human factors training could be adjusted to reflect the particular nature of the organisation (size, scope of work).</p> <p>Human factors continuation training should be of an appropriate duration in each two year period.</p>				
<input type="checkbox"/>	<p>3.14 Competence assessment of personnel</p> <ul style="list-style-type: none"> <input type="checkbox"/> Personnel to be assessed in accordance with IS145.A.30(e) <input type="checkbox"/> Assessment procedures/ Evaluation system <ul style="list-style-type: none"> ○ Training ○ Category A task training ○ Qualifications ○ Supervision ○ Assessors ○ Commission/ examination <input type="checkbox"/> Management competence assessment 	<p><i>IS145.A.30 (e) / AMC1 145.A.30 (e) / AMC 2 145.A.30 (e) / AMC 3 145.A.30 (e) / AMC 4 145.A.30 (e) – GM1 145.A.30 (e) / GM2 145.A.30 (e) / GM3 145.A.30 (e) /</i></p>		<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<p><input type="checkbox"/> Assessment records</p> <ul style="list-style-type: none"> <input type="checkbox"/> Duration <input type="checkbox"/> Location <input type="checkbox"/> Type of documents <p>This paragraph 3.14 applies to all personnel involved in the organisation's maintenance whether employed or contracted, quality activities and particularly the staff and the personnel working for the production support services (engineering, planning / preparation, reception supervisors, store keepers, tools administrators, purchasers, subcontractors, administrators ...).</p> <p>To assist in the assessment of competence before unsupervised work commences, job descriptions are recommended in the MOE for each job role in the organisation.</p>	<p><i>IS145.A.35</i> <i>(a)(b)(c)(d)(e)(f)(g)</i> <i>(n)(o) / AMC</i> <i>145.A.35</i> <i>(a)(b)(c)(d)(e)(f)(n)</i> <i>(o) / Appendix IV</i> <i>to AMC to</i> <i>145.A.30(e) -Part-</i> <i>145.A.48 -</i> <i>IS66.A.20 (a)(b),</i> <i>GM 66.A.20 (a),</i> <i>AMC 66.A.20(b)2,</i> <i>GM 66.A.20 (b)2,</i> <i>AMC 66.A. (b)3,</i> <i>GM 66.A.20 (b)4,</i></p>			
<input type="checkbox"/>	<p>3.15 Training procedure for on-the-job training as per Section 6 of Appendix III to Part-66 (limited to the case where the competent authority for the IS-145 approval and for the IS-66 licence is the same).</p>	<p><i>Section 6 of</i> <i>Appendix III to</i> <i>Part-66</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<input type="checkbox"/>	<p>3.16 Procedure for the issue of a recommendation to the competent authority for the issue of a IS-66 licence in accordance with 66.B.105 (limited to the case where the competent authority for the IS-145 approval and for the Part-66 licence is the same</p> <p>This procedure is not likely to be applicable to organisation approved by CAASL.</p>	<p><i>IS66.B.105</i></p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	Part 4				
<input type="checkbox"/>	<p>4.1 Contracting Operators</p> <p>List those operators for whom maintenance is provided, with details of</p>			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	<p>the types of aircraft (and/or engines/APU) and the scope of work undertaken, e.g. Base maintenance, Line maintenance, defect rectification etc., with any limitations.</p> <p>It should be shown whether the contract is solely for carrying out maintenance or also for performing the Operator's maintenance management tasks.</p>				
<input type="checkbox"/>	<p>4.2 Operator Procedures and Paperwork</p> <p>This paragraph must describe for each contracting operator, the special mode of operation (procedures/ documents/ exchange of information, planning meetings, technical, quality, reliability) between the organisation and its customer.</p>	<i>IS145.A.70 (a) 13</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<input type="checkbox"/>	<p>4.3 Operator record completion</p> <p>This paragraph must describe (for each contracted operator) how the organisation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completes operator's log books <input type="checkbox"/> Keeps the operator's technical records <input type="checkbox"/> Retains records on behalf of the operators <input type="checkbox"/> Communicates with the operator 	<i>IS145.A.55</i> – <i>IS145.A.70 (a) 13</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
Part 5					
<input type="checkbox"/>	<p data-bbox="331 288 667 316">5.1 Sample of Documents</p> <ul style="list-style-type: none"> <li data-bbox="376 328 1059 395">□ Sample of <u>all</u> forms used and referred to in the procedures <li data-bbox="376 408 1059 475">□ CAASL forms exactly as per IS e.g. CAASL Form 1 <li data-bbox="376 488 1059 1471">□ Example of forms: <ul style="list-style-type: none"> <li data-bbox="477 520 1059 587">○ Request to CAASL for approval of an Exposition amendment <li data-bbox="477 600 1059 627">○ MOE revision acknowledgement form <li data-bbox="477 639 1059 707">○ Request to CAASL for acceptance of a Capability List change <li data-bbox="477 719 1059 922">○ Material tags: <ul style="list-style-type: none"> <li data-bbox="577 743 768 770">○ Serviceable <li data-bbox="577 783 801 810">○ Unserviceable <li data-bbox="577 823 723 850">○ Robbery <li data-bbox="577 863 768 890">○ Quarantine <li data-bbox="577 903 992 930">○ Unsalvageable / Scrap labels <li data-bbox="477 943 1059 994">○ Tooling identification and calibration due tag <li data-bbox="477 1007 1014 1034">○ Register of calibrated and special tools <li data-bbox="477 1046 835 1074">○ Register of equipment's <li data-bbox="477 1086 835 1114">○ AD control card / record <li data-bbox="477 1126 1059 1177">○ Maintenance task card (Scheduled Maintenance) <li data-bbox="477 1190 1059 1241">○ Maintenance task card (Additional Defects) <li data-bbox="477 1254 813 1281">○ Base maintenance CRS <li data-bbox="477 1294 813 1321">○ Line maintenance CRS <li data-bbox="477 1334 723 1361">○ CAASL Form 1 <li data-bbox="477 1374 1059 1425">○ Un-airworthy conditions report form (inc. MOR) <li data-bbox="477 1437 835 1465">○ Quality audit report form 	<p data-bbox="1086 288 1339 432"><i>IS145.A.70 (a)(12)</i> <i>/ AMC 145.A.70</i> <i>(a) IS5.1 – GM</i> <i>145.A.70 (a)</i></p>		<p data-bbox="1653 288 1776 316">Yes <input type="checkbox"/></p> <p data-bbox="1653 328 1776 355">No <input type="checkbox"/></p> <p data-bbox="1653 368 1776 395">N/A <input type="checkbox"/></p>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> ○ Quality audit remedial / corrective action report form ○ Personnel training record ○ Certifying staff authorisation record ○ Certifying staff authorisation ○ Airworthiness review staff records ○ Airworthiness review staff authorisation ○ Maintenance programme staff records ○ Maintenance programme staff authorisation ○ Airworthiness Review record compliance report ○ Airworthiness Review physical compliance report ○ CAASL Form 15c (or refer to the form on CAASL website) ○ Maintenance programme development forms ○ Concession application and approval ○ Staff assessment form <p><input type="checkbox"/> All forms should have form number and revision status.</p> <p>This is a typical List of company Forms and is not intended to be exhaustive or to represent the forms required for any particular organisation. The approved organisation must include those forms which it controls and records its maintenance work, airworthiness review and maintenance programme development and procedures.</p>				
<input type="checkbox"/>	5.2 List of Subcontractors as per IS145.A.75 (b)	<i>IS145.A.75 (b) / AMC 145.A.75 (b)</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Compl.	Content	IS reference	MOE reference	Conformity	CAASL comments
	<ul style="list-style-type: none"> <input type="checkbox"/> This paragraph must list the non-IS145 subcontractors under cover of the maintenance organisation quality system <input type="checkbox"/> Any approved maintenance organisation that carries out maintenance for another approved maintenance organisation within its own approval scope is not considered to be subcontracting. <input type="checkbox"/> The MOE much contain a procedure for the control of subcontractors e.g. in 2.1 				
<input type="checkbox"/>	<p>5.3 List of Line Maintenance Locations as per IS145.A.75 (d)</p> <ul style="list-style-type: none"> <input type="checkbox"/> This paragraph must list the line station locations – linked with IS1 item 1.8 – (airport and addresses) <input type="checkbox"/> For organisations that are not adding or deleting line stations frequently must list the line stations in this ISi.e. cannot refer to a separate list or document 			<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	
<input type="checkbox"/>	<p>5.4 List of Contracted Organisations as per 145.A.70 (a) (16)</p> <ul style="list-style-type: none"> <input type="checkbox"/> This paragraph must provide the list of contracted organisation such as but not limited to IS-145. <input type="checkbox"/> NDT contractors 			<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	