



## CIVIL AVIATION AUTHORITY OF SRI LANKA

### IS-M SUBPART-F MOM COMPLIANCE CHECKLIST

1. The organization to download the MOM checklist and show compliance to IS-M in MOM by marking in MOM reference column in the table, cross reference to MOM section. Where not applicable to indicate N/A
2. Organization is to ensure the Accountable managers Statement is signed in the draft MOM by the AM nominee, to ensure MOM draft contents are read and sanctioned by the AM.
3. The Organization to submit the draft copy of the MOM in hard copy along with the duly completed application, Form 2.
4. CAASL will review the draft MOM 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, MOM 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 MOM, final version of MOM 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 MOM.
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 MOM with necessary signatures in place for approval by the CAASL
8. CAASL will stamp every page of the MOM and release one hard copy to the applicant and retain the other copy in the AW section.

#### 1. SCOPE

The purpose of the Maintenance Organization Manual (MOM) compliance checklist and user guide is to qualify for the issue of an approval for the maintenance of aircraft and components not listed in point M.201(g). The checklist includes suggested subject headings and all the relevant information as detailed in M.604 and its AMC, the format of which may be modified to suit the organisation preferred method. The checklist should show compliance by referring in the “MOM reference” where the information in the MOM is located and explanation if not applicable.

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

## **2. IMPORTANT WARNING**

This user guide is designed to be used by:

- IS-M Subpart F Maintenance Organisations - To assist them to maintaining of their own MOM
- CAASL - As a comparison document for MOMs 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-M Subpart F. 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 MOM, the IS-M Sub Part F 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 MOM should be written in the English language.

## **3. EXPOSITION FORMAT**

The MOM may be produced in hardcopy or electronic format;

- Hardcopy: CAASL does recommend using white paper (format A4); The MOM shall be provided in a binder with section dividers. (recto/verso can be used)
- Electronic Format: The Manual 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 MANUAL**

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

- Single document: The standard MOM produced i.a.w. AMC M.604 is a unique and complete document. It must contain all the information required to show compliance with the regulation.
- Several documents: The MOM must contain at least the information as detailed in AMC M.604. The additional material may be published in separate documents which must be referenced from the MOM. In this case:
  - The MOM should cross refer to the associated procedures, documents, appendices, forms and all other lists which are managed separately.
  - These associated documents must meet the same rules as described for the MOM.
  - This/these associated document(s), procedure(s) and form(s) etc. must be provided to the CAASL, as part of the MOM.

For some organisations certain sections of the headings defined within AMC M.604 may be ‘not applicable’. In this case they should be annotated as such within the MOM.

## **5. EXPOSITION PAGES’ PRESENTATION**

Each page of the MOM 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 MOM
- the amendment/revision number of the MOM
- the date of the revision (amendment or issue depending on the way the organisation has chosen to revise the MOM)
- the chapter of the CAME
- the page number
- the name of the document "Maintenance Organisation Manual"

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

- IS-M Subpart F Maintenance Organisation Manual
- The name of the organisation (the official one defined on the CAASL Form 3 approval certificate)
- The approval reference of the IS-M Subpart F organisation
- The copy number from the distribution list

## **6. CORPORATE COMMITMENT BY ACCOUNTABLE MANGER**

Prior to submission of the CAME to the CAASL for approval the Accountable Manager must sign and date the Corporate Commitment statement. 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.

<b>MOM Reference</b>			
<b>Organisation Official Name</b>			
<b>Submitted By :</b>	<b>Signature :</b>	<b>Date :</b>	

<b>Compl</b>	<b>Content</b>	<b>IS reference</b>	<b>MOM reference</b>	<b>Conformity (Yes/No/N/A)</b>	<b>CAASL Comments</b>
	Cover page				
<input type="checkbox"/>	IS M Subpart F Maintenance Organisation Manual				
<input type="checkbox"/>	The official name of the organisation as defined on CAASL Form 3				
<input type="checkbox"/>	The approval reference of the IS M Subpart F Maintenance Organisation	M.603			
<input type="checkbox"/>	The copy number from the distribution list				
	Part A - General				
<input type="checkbox"/>	Foreword				
<input type="checkbox"/>	Cross Reference with IS-M Sub Part-F				
<input type="checkbox"/>	Table of content				

Compl	Content	IS reference	MOM reference	Conformity (Yes/No/N/A)	CAASL Comments
<input type="checkbox"/>	List of effective pages				
<input type="checkbox"/>	List of issues / amendments or record of revision				
<input type="checkbox"/>	CAASL Letter of Approval (LOA)	M.602			
<input type="checkbox"/>	Amendment procedure <input type="checkbox"/> Drafting <input type="checkbox"/> Amendments requiring direct approval by the DGCA <input type="checkbox"/> Approval	M.604 (b) & (c)			
<input type="checkbox"/>	Revision highlights / Summary of changes				
<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 MOM by CAASL. This is in order to obtain the necessary time to incorporate the amendment e.g. to train personnel, print forms etc.				
<input type="checkbox"/>	Distribution list <input type="checkbox"/> MOM 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.)	M.604 (a)			
<input type="checkbox"/>	Abbreviation, terminology and definitions				
<input type="checkbox"/>	Cross reference list from the MOM to Appendix IV to AMC M.604, if applicable	M.603, M.604			

Compl	Content	IS reference	MOM reference	Conformity (Yes/No/N/A)	CAASL Comments
<input type="checkbox"/>	Organisation information i.e.: <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	M.A.704 (a)			
<input type="checkbox"/>	Accountable manager statement <input type="checkbox"/> Approval of the manual <input type="checkbox"/> Statement that the maintenance organisation manual and any incorporated document identified therein reflect the organisation's means of compliance with IS -M <input type="checkbox"/> Commitment to work according to the manual <input type="checkbox"/> Commitment to amend the manual when necessary	M.604 (a)			
	<b>PART B DESCRIPTION</b>				
<input type="checkbox"/>	Organisation's scope of work  <input type="checkbox"/> Description of the work carried out by the organisation (type of product, type of work) and subcontracted work <input type="checkbox"/> Identification of the level of work which can be performed at each facility.	M.601			
<input type="checkbox"/>	General presentation of the organisation <input type="checkbox"/> Legal name and social status	M.605			
<input type="checkbox"/>	Name and title of management personnel <input type="checkbox"/> Accountable manager <input type="checkbox"/> Senior managers <input type="checkbox"/> Duties and responsibilities	M.604 (a)			

<b>Compl</b>	<b>Content</b>	<b>IS reference</b>	<b>MOM reference</b>	<b>Conformity (Yes/No/N/A)</b>	<b>CAASL Comments</b>
<input type="checkbox"/>	Organisation chart	M.604 (a)			
<input type="checkbox"/>	Certifying staff <input type="checkbox"/> Minimum qualification and experience <input type="checkbox"/> List of authorised certifying staff, their scope of qualification and the personal authorisation reference	M.604 (a), M.607			
<input type="checkbox"/>	Personnel <input type="checkbox"/> Technical personnel (number, qualifications and experience) <input type="checkbox"/> Administrative personnel (number)	M.604 (a), M.606			
<input type="checkbox"/>	General description of the facility <input type="checkbox"/> Geographical location (map) <input type="checkbox"/> Plan of hangars <input type="checkbox"/> Specialised workshops <input type="checkbox"/> Office accommodation <input type="checkbox"/> Stores <input type="checkbox"/> Availability of all leased facilities	M.604 (a), M.605			
<input type="checkbox"/>	Tools, equipment and material <input type="checkbox"/> List of tools, equipment and material used (including access to tools used on occasional basis) <input type="checkbox"/> Test apparatus <input type="checkbox"/> Calibration frequencies	M.605, M.608			
<input type="checkbox"/>	Maintenance data <input type="checkbox"/> List of maintenance data used in accordance with M.402, and appropriate amendment subscription information (including access to data used on occasional basis).	M.609			
	<b>PART C GENERAL PROCEDURES</b>				
<input type="checkbox"/>	Organisational review <input type="checkbox"/> Purpose (to insure that the approved maintenance organisation continues to meet the requirements of IS-M)	M.616, M.619			



Compl	Content	IS reference	MOM reference	Conformity (Yes/No/N/A)	CAASL Comments
	<input type="checkbox"/> Responsibility <input type="checkbox"/> Organisation, frequency, scope and content (including processing of CAASL's findings) <input type="checkbox"/> Planning and performance of the review <input type="checkbox"/> Organisational review checklist and forms <input type="checkbox"/> Processing and correction of review findings <input type="checkbox"/> Reporting <input type="checkbox"/> Review of subcontracted work				
<input type="checkbox"/>	Training <input type="checkbox"/> Description of the methods used to ensure compliance with the personnel qualification and training requirements (certifying staff training, specialised training) <input type="checkbox"/> Description of the personnel records to be retained	M.606			
<input type="checkbox"/>	Subcontracting of specialised services <input type="checkbox"/> Selection criteria and control <input type="checkbox"/> Nature of subcontracted work <input type="checkbox"/> List of subcontractors <input type="checkbox"/> Nature of arrangements <input type="checkbox"/> Assignment of responsibilities for the certification of the work performed	M.615			
<input type="checkbox"/>	One time authorisations <input type="checkbox"/> Maintenance checks <input type="checkbox"/> Certifying staff	M.607, M.610			
	<b>PART D WORKING PROCEDURES</b>				
<input type="checkbox"/>	Work order acceptance	M.610, M.611			
<input type="checkbox"/>	Preparation and issue of the work package <input type="checkbox"/> Control of the work order <input type="checkbox"/> Preparation of the planned work	M.614			

Compl	Content	IS reference	MOM reference	Conformity (Yes/No/N/A)	CAASL Comments
	<input type="checkbox"/> Work package content (copy of forms, work cards, procedure for their use, distribution) <input type="checkbox"/> Responsibilities and signatures needed for the authorisation of the work				
<input type="checkbox"/>	Logistics <input type="checkbox"/> Persons/functions involved <input type="checkbox"/> Criteria for choosing suppliers <input type="checkbox"/> Procedures used for incoming inspection and storage of parts, tools and materials <input type="checkbox"/> Copy of forms and procedure for their use and distribution	M.614			
<input type="checkbox"/>	Execution <input type="checkbox"/> Persons/functions involved and respective role <input type="checkbox"/> Documentation (work package and work cards) <input type="checkbox"/> Copy of forms and procedure for their use and distribution <input type="checkbox"/> Use of work cards or manufacturer's documentation <input type="checkbox"/> Procedures for accepting components from stores including eligibility check <input type="checkbox"/> Procedures for returning unserviceable components to stores	M.606, M.607, M.608			
<input type="checkbox"/>	Release to Service – Certifying staff <input type="checkbox"/> Authorised certifying staff functions and responsibilities	M.615			
<input type="checkbox"/>	Release to Service – Supervision Detailed description of the system used to ensure that all maintenance tasks, applicable to the work requested of the approved maintenance organisation, have been completed as required. <input type="checkbox"/> Supervision content <input type="checkbox"/> Copy of forms and procedure for their use and distribution <input type="checkbox"/> Control of the work package	M.615			
<input type="checkbox"/>	Release to Service – Certificate of release to service <input type="checkbox"/> Procedure for signing the CRS (including preliminary actions) <input type="checkbox"/> Certificate of release to service wording and standardised form <input type="checkbox"/> Completion of the aircraft continuing airworthiness record system	M.612, M.613			

Compl	Content	IS reference	MOM reference	Conformity (Yes/No/N/A)	CAASL Comments
	<input type="checkbox"/> Completion of CAASL Form 1 <input type="checkbox"/> Incomplete maintenance <input type="checkbox"/> Check flight authorisation <input type="checkbox"/> Copy of CRS and CAASL Form 1				
<input type="checkbox"/>	Records	M.614			
<input type="checkbox"/>	Special procedures <input type="checkbox"/> Such as specialised tasks, disposal of unsalvageable components, re-certification of parts not having a Form 1, etc.	M.614			
<input type="checkbox"/>	Occurrence reporting <input type="checkbox"/> Occurrences to be reported <input type="checkbox"/> Timeframe of reports <input type="checkbox"/> Information to be reported <input type="checkbox"/> Recipients	M.614			
<input type="checkbox"/>	Management of indirect approval of the manual <input type="checkbox"/> Amendments content eligible for indirect approval <input type="checkbox"/> Responsibility <input type="checkbox"/> Traceability <input type="checkbox"/> Information to the DGCA <input type="checkbox"/> Final validation	M.617, M.618			
	PART E APPENDICES				
<input type="checkbox"/>	— Sample of all documents used. — List of maintenance locations. — List of IS 145 or IS-M Subpart F organisations. — List of subcontracted specialised services.				