AUTORIDADE REGULADORA DE AVIAÇÃO CIVIL DE MOÇAMBIQUE

Airworthiness Department

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CHECK LIST FOR MAINTENANCE AUDITS ON AIR OPERATORS FACILITIES

Activity:	**Report Ref (ID/Activity Code):**
Name of Air Operator:	**AOC number:**
Physical Address (Location):	
Type of Operation:	
MCM Amendment/Revision nº: **0**	**Date:**

#	**General:**	S	N/S	N/A
1	Definition used for Aircraft Flight Time			
2	Table of Conversion (Minutes to Decimal)+			
#	**Maintenance Planning and Control**			
3	The data contained on the Technical Log are adequately transferred to the MPC?			
4	The procedures for transferring these data are adequately described on the MCM?			
5	The procedures involved in the accomplishment of AD-related tasks are adequate?			
6	The procedure involved in the analisys of AD are adequate?			
7	The records of accomplishment of AD are adequate?			
8	The list for planning the AD accomplishment is adequate?			
9	The procedures for complying with repetitive AD are adequate?			
10	Life Limited Components / Parts			
11	The list of components installed on the aircraft is complete and correctly filled?			
12	The time/cycle limitation shown in the list of components is correct?			
13	The procedure for preventing the aircraft to be operated beyond the time/cycle limitation is effective?			
14	The records of maintenance done on the components are adequate?			
#	**Technical Log**			
15	The Technical Log contains all information needed to plan and control the maintenance of aircraft?			
16	The procedures of release to service on the technical Log are adequate?			
17	The procedures used to control the items in the DMI list are adequate?			
18	The Technical Log is being received by the MPC in a timely manner?			
19	The procedures involving the analysis of reports on the Technical Log are adequate?			
20	The recording of data and updating of planning sheets related to the Technical Log are being done in a timely manner?			
21	The system in place to file the Technical Log is adequate?			
#	**Subcontracted Maintenance**			
22	The procedures for auditing the subcontracted maintenance are adequate?			
23	The procedures for release to service of the subcontractor are adequate?			
24	The contractor is aware of the procedures contained in the MCM and the Approved Maintenance Program of the Operator?			
#	**Major Modifications and Repairs**			
25	The list of major modifications and repairs is adequate and completely filled?			
26	The records of major modifications and repairs are adequate?			
27	The procedures for getting approval for the major modification and repairs are adequate?			
#	**Mass and Balance**			

28	The procedures for determination of Mass and Center of Gravity are adequate?			
29	The procedures for control of the mass and center of gravity are effective?			
30	The records of Weighing are adequate? They are correctly filed?			
#	**Continuing Airworthiness Surveillance System**			
31	The program of audits is adequately documented?			
32	The schedule of audits is adequate?			
33	The communication between the Quality Assurance and the Sectors being audited is effective?			
34	The follow-up of the audit findings is adequate?			
35	There's a monitoring system in place to detect when an alert level is reach?			
36	The determination of the alert level is adequate?			
37	The statistical report is adequate?			
38	The descriptive report is adequate?			
39	The actions made in response to the reach of an alert level are adequate?			
#	**Maintenance during Operation**			
40	Who is responsible for maintenance planning?			
41	How are aircraft defects recorded?			
42	What system is in place to ensure defects reported are rectified?			
43	Who is authorized to release the operator's aircraft when away from main base?			
44	What documented system is in place to rectify en-route aircraft defects?			
45	How are the "return to ramp" defects reported to the IACM?			
46	What procedure is followed to ensure aircraft that are operated are airworthy?			
47	What is the operator's policy with respect to refuelling and de-fuelling with passengers on board?			

Other Checklists used:				
Ref.	**Designation**	**SRS ID**	**Date**	**Status**

Inspector Recommendations

The Maintenance Facilities and maintenance management system of the Operator have been evaluated in accordance with the MOZ-CARS and MOZ-CATS currently in force, against the approved MCM and the checklist above. I DO / NOT /RECOMMEND the Facilities/Maintenance system to be ACCEPTED.

Start date:..	
Comments/Summary:	
Inspector name and signature:.....	Date:...