



**CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT**

**AUDIT CHECKLIST
AIRCRAFT MAINTENANCE ORGANIZATION
(AMO)**

NCAR PART 145

Organization Name		Approval No.	
Address		MOE Ref.	
Audit Date		Audit Ref	
CAAN Audit Team	Signature	Organization Representatives	

NOTE:

- 1 This checklist has been prepared in compliance with NCAR Part-145.
- 2 Please **Tick (v)** in side box if conformity with requirements is Satisfactory
- 3 Please **Cross (X)** in side box if conformity with requirements is Not Satisfactory
- 4 Please mention **Dash (-)** in side box if it is Not Applicable
- 5 Please mention the **Observation or Findings** in **Remarks/Findings** column

Organisation Name:

MODULE 0: CONFORMITY OF MOE				NCAR 145.A.70	
Part 1 Management	Part2 Procedures		Part 3 Quality System	Part 4 OPS	
1.1- Corporate commitment by Accountable Manager	2.1- Supplier evaluation and subcontract control procedure	2.19- Return of defective aircraft components to store	3.1- Quality audit of organisation procedures	4.1- Contracted operators	
1.2- Safety and quality policy	2.2- Acceptance / inspection of aircraft components and material from outside	2.20- Defective components to outside contractors	3.2- Quality audit of aircraft.	4.2- Operator procedures and paperwork	
1.3- Management Personnel	2.3- Storage, tagging and release of aircraft components and material to aircraft maintenance	2.21- Control of computer maintenance record systems	3.3- Quality audit remedial action procedure	4.3- Operator record completion	
1.4- Duties and responsibilities of the management personnel	2.4- Acceptance of tools and equipment	2.22- Control of man-hour planning versus scheduled maintenance work.	3.4- Certifying staff and category B1 and B2 support staff qualification and training procedures	Part 5 Appendixes	
1.5- Management Organization chart	2.5- Calibration of tools and equipment	2.23- Control of critical tasks	3.5- Certifying staff and category B1 and B2 support staff records	5.1- Sample of documents	
1.6- List of Certifying staff	2.6- Use of tooling and equipment by staff (including alternate tools)	2.24- Reference to specific maintenance procedures	3.6- Quality audit personnel	5.2- List of Sub-contractors as per NCAR-145.A.75 (b)	
1.7- Manpower resources	2.7- Cleanliness standards of maintenance facilities	2.25- Procedures to detect and rectify maintenance errors.	3.7- Qualifying inspectors	5.3- List of Line maintenance locations as per NCAR-145.A.75(d)	
1.8- General description of the facilities at each address intended to be approved	2.8- Maintenance instructions and relationship to aircraft/ aircraft component manufacturer's instructions including updating and availability to staff	2.26- Shift/task handover procedures	3.8- Qualifying mechanics	5.4- List of contracted organisations as per NCAR-145.A.70(a)(16)	
1.9- Organization intended scope of Work	2.9- Repair procedures	2.27- Procedures for notification of maintenance data inaccuracies and ambiguities, to the type certificate holder	3.9- Aircraft or aircraft component maintenance tasks exemption process control		
1.10- Notification procedure to CAA Nepal regarding changes to the organisation's activities / approval/ location/ personnel	2.10- Aircraft maintenance program compliance	2.28- Production planning procedures	3.10- Concession control for deviation from organisation's procedures	Associated documents	
1.11- Exposition amendment procedures including, if applicable, delegated	2.11- Airworthiness directive procedure	Part L2 Additional line maintenance procedure	3.11- Qualification procedure for specialised activities such as NDT welding etc	Workshop Procedure Manual	
	2.12- Optional modification procedures	L2.1- Line maintenance control of aircraft components, tools, equipment etc.	3.12- Control of manufacturers' and other maintenance working teams	Store Procedure Manual	
	2.13- Maintenance documentation in use and completion of same	L2.2- Line maintenance procedures related to servicing/fuelling/de-icing etc.	3.13- Human factors training procedure	List of certifying staff and support staff B1/B2	
	2.14- Technical record control	L2.3- Line maintenance control of defects and repetitive defects	3.14- Competence assessment of personnel		
	2.15- Rectification of defects arising during base	L2.4- Line procedure for completion of technical log	3.15- Safety Management System		
	2.16- Release to service procedure	L2.5- Line procedure for pooled parts and loan parts			
	2.17- Records for the operators	L2.6- Line procedure for return of defective parts removed from aircraft			
	2.18- Reporting of defects to CAA Nepal/ operator/ manufacturer	L2.7- Line procedure control of critical tasks.			
Remarks/ Findings					

Organisation Name:

MODULE 1 - FACILITIES				NCAR 145.A.25 (MOE 1.8, 2.3, 2.7)		
Accomodation		Environment	Inspection Aids	Storage Facilities		
For Management and Admin.		Office and working areas	Assembly Facilities	Stores Procedure Manual and its amendment procedure		Storage for compressed gas cylinder
For Records-Planning - Quality		Work tables	Function and Test	Stores space for (Receiving Area/Quarantine Area/ Bonded Area/ Dispatch Area)		Tires storage in vertical position and rotation
Working Area adequate		Working Aids(Computer, Printer, Phone, Photocopy Machine.etc)	Access Equipment (platforms, etc.)	Separate store facilities for various items(Serviceable, Uncerviceable, Rotables, Consumables, Quarantines, Commercial, Unsalvageable, Inflammable,etc		Storage of acralyte sheet. Check for dents, scratch on sheets and separation between sheets
Location and Security		Cleaning Facilities	As per Capability(Scope of work)	Adequate Staff working Area.		Component storage as per manufacturer recommendation.
Hangar Space		Special Requirement (Battery loading)		Racks, bins , system of indexing items and tracking system		Personal Protective and Safety Equipments
Shops Spaces		ESDS Protection	General Lighting		Temperature, humidity control and Ventilation	Separate ESDS storage space
Tenancy of Hangar, Shops, etc.		Noise Protection	Hangar lighting	Components properly stored / packed preferably in original packing's or containers.		ESDS component stored in proper packing and in conductive mat
Maintenance-visits Plan		Area to Study Approved Data	Specific lighting	Shelf life control procedure as per the approved MOE (random check)		Conductive mat properly grounded and calibration of grounding wire
Overall Cleanliness		Weather Protection & Dust Protection		Unsalvageable control procedure as per the approved MOE (random check)		
Remarks/ Findings						

Organisation Name:

MODULE 2- PERSONNEL REQUIREMENTS						NCAR 145.A.30 (MOE 1.3, 1.4, 1.5, 1.7, 2.22, 3.13, 3.14)					
Management		Personnel Sufficient to		Other Personnel		Qualification of Personnel appropriate to function		NDT Staff			
Responsibilities defined & understood at all levels		Plan the tasks at all levels		Certify the tasks appropriately		Experience of Personnel appropriate to function		Qualification IAW EN4179 or equivalent			
Account. Mangager responsibility and his financial authority		Certify Maintenance		Job or task description defined		Recent experience		NDT procedure			
Control of activities, Effective communication		Carry out the tasks at all levels		Initial/continuation training carried out		Competence established, in accordance with MOE		B1 Certifying staff & Suuport B1 authorized for NDT			
Supervision of activities		Supervise the tasks at all levels		Required as per capability (scope of work)		Competence of temporary personnel		Initial training and refresher training			
Maintenance. Man-hour plan, job descriptions		Audit all maintenance related activities				Training on Human Factor, MOE procedure		Authorization and personnel records			
Organisation-chart (reporting chains)						Aircraft Training, CDCCL, EWIS(if applicable)		Eye test report			
Nomintaion of Post Holder as per MOE and CAAN Form 4 Status						Personnel records		Borescope inspection and other inspection which does not belong to NDT methods			

Remarks/ Findings

Organisation Name:

MODULE 3- CERTIFYING AND SUPPORT STAFF				NCAR 145.A.35 (MOE 1.6, 3.4, 3.5)	
Authorization		Personnel File	Authorization Documents	Contracted Licence Holders	
Certifying staff and B1/B2 support staff knowledge of A/C release techniques/ equipment	Continuous training for 2 years technique/ procedure/ human factors for certifying staff and B1/B2 support staff	Records keeping of certifying staff and B1/B2 staff files	Presentation of the authorization within 24 hours	Procedure of issuance/ renewal /revoaction	
Certifying staff and B1/B2 support staff knowledge of organization procedures	Continuous training program for certifying staff and B1/B2 support staff	Authorization Validity	Accuracy of the authorization limits	Training	
Certifying staff and B1/B2 support staff experience on the A/C and Equipment	Competence assessment, qualification, ability of release to service	Contents of each file	Conformity / qualification with regards to the scope of the organization	Competency Assessment	
Authorization procedure- Issuance/ Renewal/ Revocation	Responsible of release to service	Relevant Training	Limitations	Proficient in English Language(for foreign)	
A/C release to service privileges IAW licence NCAR Part 66 licence limitation	Certifying staff and B1/B2 support staff is more than 21 years of age	File access for cetifying staff and B1/B2 supportr staff		Validity of Visa, Pasport, work permit, security clearance, etc(for foreign)	
6 months of recent experience before authorizing the task		Provide him a copy of his file when a staff leaves the organization		Personnel folder	
Remarks/ Findings					

Organisation Name:

MODULE 4 - EQUIPMENTS, TOOLS AND MATERIALS				MODULE 5 - ACCEPTANCE OF COMPONENTS			
NCAR 145.A.40 (MOE 1.8, 2.4, 2.5, 2.6)				NCAR 145.A.42 (MOE 2.1, 2.2, 2.19, 2.20)			
Instruments, Tools & Equipments for test sufficient to cover....			Verification/ Calibration		Standards parts, components, consumables		
The approved scope of work	Alternate tools procedure		Maintenance monitoring/ check/ calibration of tools		Serviceable components with CAAN Form 1 or equivalent or certificate of conformity and marked in accordance with a standard acceptable to the CAA Nepal		Fabrication of parts as per capability
The accepted capability list	Suitable procedure of tools use in line maintenance		Record of maintenance / calibration		Unserviceable components well segregated and tagged		Monitoring of salvaged parts
Acceptance of equipments, tools and material	Labeling of tools(identification)		Tracking of calibration standard		Unsalvageable components well segregated and tagged		
Availability of basic tools	Tracking of the use of tools				Standards parts, components, consumables used as per manufacturer's illustrative parts catalogue		
Availability of special tools	Storage of tools				Components acceptance procedure		
Availability of alternate tools	Access equipment such as, working platform, step ladders, high-lift equipment, and other equipment necessary to reach tail portions of the aircraft				Stores personnel verification for compliance status of AD/SB/Inspection on components received		
Remarks/ Findings							

Organisation Name:

MODULE 6- MAINTENANCE DATA					NCAR 145.A.45 (MOE 2.8, 2.9, 2.10, 2.11, 2.12, 2.13, 2.17, 2.27)				
Suitable data to cover..		Regulatory Information & airworthiness		Technical Documentation available		Photocopy/ Printer/ Phone		Maintenance documentation modified by AMO	
The approved scope of work		Subscription of Maintenance data, its availability, conditions and revision status.		Subscriptions/ Updating monitoring system		Sufficient means (Base and Line)		Demonstration of equivalent practice	
The accepted capability list		Permanent availability of basic documentation		Availability nearby		Correct working (Base and Line)		Report to manufacturer	
		AD from the authority responsible of the airworthiness		Maintenance documentation component, engine & aircraft manufacturer		Position, number (Base and Line)		Tracking of full process	
		Instruction to maintain the airworthiness from TCH, STC, Part-21(if applicable)		Modification approved by the CAA Nepal				Approval by the quality system	
		Requirements / procedures/ directives/ circulars from CAA Nepal		Documentations provided by the customer/ operator/ owner				System of working cards/ Complex tasks	
				Use of approved data for repair				Application of the human factor principles	
				Detection of documentations errors					

Remarks/ Findings

Organisation Name:

MODULE 7 - PRODUCTION PLANNING				NCAR 145.A.47 (MOE 2.26, 2.28)	
Planning		Parameters which shall be taken into account	Planning with regards to capacity / limitations of individual	Handover of instructions	
Preparation function/ organization		Logistic	All the constraints are taken into account	Record output of shift handover (Base)	Record output of shift handover (Line)
Specific or integrated function		Working area	Human performances are taken into account	Facilities (Base)	Facilities (Line)
Planning of tasks		Workload	Working hours/ leave	Sufficient time to perform the work (Base)	Sufficient time to perform the work (Line)
Data preparation, materials, tools, equipment, etc		Preparation of work		Stop or disruption of ongoing task (Base)	Stop or disruption of ongoing task (Line)
Facility Planning		Conditions of work		Co-ordination between teams (Base)	Co-ordination between teams (Line)
Organization of team works		Co-ordination of sub-contractors			
Remarks/ Findings					

Organisation Name:

MODULE 8 - CERTIFICATION		NCAR 145.A.50 (MOE 2.2, 2.14, 2.15, 2.16, 2.17, 2.21)	
Monitoring of work	Certificate of Release to Service (CRS, Form 1, Internal Documentation...)	The CRS/ Form 1 contains the details of:	Other Cases
List of tasks which shall be done/ order form	After maintenance carried out in conformity with procedures of the AMO	Maintenance organization identity & agreement PART-145 references	Monitoring of deferred maintenance items/ validation by the operator
Used documents for work (Works cards/ performance order)	In conformity with the scope of work of the AMO	Name, signature, identification of the authorization of the certifying staff	Cases of the impossibility to issue a CRS or away from line/ base
Tracking/ monitoring of the work which shall be done / after performance	By staff dully authorized	Date/ location of maintenance performance	Case of grounded aircraft without appropriate CRS and CRS issued within 30 Hrs or immediately after reaching Line/ Base
Record of work / inspections	At time and on site where the maintenance is done	Maintenance carried out (refer to data)	
Duplicate Inspection as per MOE	Form 1, CRS, internal document, file provided..)	Declaration of serviceability	
Handling Work Package and Technical Logbook as per MOE	Used of part without acceptable Form 1/ Aircraft grounded case	Associated data (hours/ cycles, AD,SB, MOD,etc.)	
	Supervision of subcontracting work		
	Issue of Form 1 for cases (Removed from serviceable aircraft, Removed from damaged aircraft, Removed from withdrawn aircraft)		

Remarks/ Findings

Organisation Name:

MODULE 9 - MAINTENANCE RECORDS NCAR 145.A.55 (MOE 2.14, 2.16, 2.17, 2.21, L2.3)		MODULE 10 - OCCURRENCE REPORTING SYSTEM NCAR 145.A.60 (MOE 2.18, 2.25)			
Detailed record of work	Hand over to customer	Reporting System			
Keeping of details of all maintenance performed	Original of each certificate of release to service	Occurrence reported to the CAAN, to the state of registration, to the manufacturer (design holder)	Internal occurrence reporting system for events of hazards, maintenance errors, etc.	Right habit/ way to follow	
Retention for 2 years after the CRS issuance	Copy of repair, modification data and maintenance records	Occurrence reported to the Operator	Extraction of significant events for external notifications	No repressive policy	
Retention of all the associated certificate of release to service	Archiving conditions	Reported as soon as practicable but in any case within 72 hours	Negative trend identification	Encouragement of mechanics to report the maintenance errors	
Records/ files kept for all the engine modules	Acceptable manner in computerized or on paper medium		Inquiry, interview, analyse of contributing factors	Organization of maintenance system security	
Achieving of approved data used	Readable during the entire period of archiving		Corrective actions		
When Organization approved under NCAR 145 terminates its operation, all maintenance records retained for last 2 years shall be transferred to last	Protection of archives against the fire, the water (flood), theft and alternation		Internal communication		
	Computerized backup				

Remarks/ Findings

Organisation Name:

MODULE 11 - SAFETY AND QUALITY POLICY, MAINTENANCE PROCEDURES AND QUALITY SYSTEM					NCAR 145.A.65 (MOE 2.1, PARA 3)
Safety and Quality Policy		Quality System and Independent Audits		Quality Means	Safety Management System(SMS)
Established safety and quality policy by the organization	Audit plan/ periodicity	Writing/ contents of the audit reports	Planning and implementation under responsibility of the QM	Established SMS	
	Audits of procedures	Controlled items, finding, dead line of rectification action	Dedicated group of auditors	Identifies safety hazards	
Maintenance Procedures	Audits of procedures for each line of products (excepted common ones)	Transmission of audit reports to the persons concerned	Internal auditors not dedicated but independent	Assesses the impact of these safety hazards and mitigates risks	
Maintenance Procedures established by organization as intended scope of work	Audit of different services / workshops	Tracking of audit findings, Follow Up action and closure of audit findings	Auditors of sub-contracting monitoring service	Ensures that remedial action necessary to maintain an acceptable level of safety is implemented	
Established procedures to minimise the risk of multiple errors and capture errors on critical systems	Audit of all the products (aircraft/ engine/ equipment)	Number of audit hours scheduled/ realized	Independence of the auditors with regards to the audited function	Continuous monitoring and regular assessment of the safety level achieved	
Established procedure to ensure that damage is assessed and modifications and repairs are carried out using data approved by CAA Nepal or by a design organization acceptable to CAA Nepal	Audit of all sites; base maintenance and sites of line maintenance	Planning revision in accordance with feedback	Sub-contracting of quality audit if insufficient.	Aims to make continuous improvement to the overall level of safety	
	Audits launched by chance, random audits(also during the night)	Records of the audit reports (2 years after audit closure)	Auditors training	SMS approved by CAA Nepal	
	Subcontractors/ Suppliers Audit	Regular meeting to review the audit results with Accountable Manager twice per year			
Remarks/ Findings					

Organisation Name:

MODULE 12 - PRIVILEGES OF THE ORGANIZATION		MODULE 13 - CHANGES TO THE ORGANIZATION			
NCAR 145.A.75 (MOE 1.9, 2.1, 2.16, 2.20, L2.2)		NCAR 145.A.85 (MOE 1.9, 2.1, 2.16, 2.20, L2.2)			
Aircraft/ components maintained at approved location as per approved certificate	Aircraft/ components maintained outside the approved location as per MOE	Name of the AMO	Facilities, equipments, tools, materials, that could affect the approval	Notification to the authority	
Aircraft/ components maintained at approved location as per customer orders within scope of work	Aircraft/ components maintained at line station as per MOE	Location of the AMO and its additional location	Internal procedures that could affect the approval	Use of FORM 2	
Aircraft/ components maintained by subcontracting of the work as per MOE	Issuance of CRS after completion of maintenance iaw approved schedule.	Accountable Manager	Certifying staff that could affect the approval	Implementaion of amendment procedure of MOE	
		Nominated Post holders	Scope of work / capacity list		

Remarks/ Findings

Organisation Name:

MODULE 14 - WORKSHOP AS PER SCOPE OF WORK - I										NCAR 145.A.25 (MOE 1.8, 2.3, 2.7)	
A. Battery Shop		B. Wheel & Brake Shop		C. NDT Shop		D. SHEET METAL SHOP		E. COMPOSITE REPAIR SHOP			
YES []	NO []	YES []	NO []	YES []	NO []	YES []	NO []	YES []	NO []	YES []	NO []
Procedure and its amendment		Procedure and its amendment		Procedure and its amendment		Procedure and its amendment		Procedure and its amendment			
Adequate space & cleanliness		Adequate space & cleanliness		Adequate space & cleanliness		Adequate space & cleanliness		Adequate space & cleanliness			
Proper Lighting & Ventillation		Proper Lighting & Ventillation		Proper Lighting & Ventillation		Proper Lighting & Ventillation		Proper Lighting & Ventillation			
Fire Fighting equipment		Fire Fighting equipment		Fire Fighting equipment		Fire Fighting equipment		Fire Fighting equipment			
Safety Equipments needed for the shop like smoke goggles, rubber gloves, gum boots, rubber aprons, first aid kits, etc		Safety Equipments needed for the shop like smoke goggles, rubber gloves, gum boots, rubber aprons, first aid kits, etc		Safety Equipments needed for the shop like smoke goggles, rubber gloves, gum boots, rubber aprons, first aid kits, etc		Safety Equipments needed for the shop like smoke goggles, rubber gloves, gum boots, rubber aprons, first aid kits, etc		Safety Equipments needed for the shop like smoke goggles, rubber gloves, gum boots, rubber aprons, first aid kits, etc			
Adequate table and benches		Adequate table and benches		Adequate table and benches		Adequate table and benches		Adequate table and benches			
Proper power supply		Proper power supply		Proper power supply		Proper power supply		Proper power supply			
Proper cold water and hot water supply (if applicable)		Proper cold water and hot water supply (if applicable)		Proper cold water and hot water supply (if applicable)		Proper cold water and hot water supply (if applicable)		Proper cold water and hot water supply (if applicable)			
Sufficient manpower resources		Sufficient manpower resources		Sufficient manpower resources		Sufficient manpower resources		Sufficient manpower resources			
Proper tools and equipments required for the shop and their identification		Proper tools and equipments required for the shop and their identification		Proper tools and equipments required for the shop and their identification		Proper tools and equipments required for the shop and their identification		Proper tools and equipments required for the shop and their identification			
Special tools and calibrated equipments		Special tools and calibrated equipments		Special tools and calibrated equipments		Special tools and calibrated equipments		Special tools and calibrated equipments			
Storage of components and consumables received from stores		Storage of components and consumables received from stores		Storage of components and consumables received from stores		Storage of components and consumables received from stores		Storage of components and consumables received from stores			
Serviceable and unserviceable are segregated		Serviceable and unserviceable are segregated		Serviceable and unserviceable are segregated		Serviceable and unserviceable are segregated		Serviceable and unserviceable are segregated			
Unsalvaged or scrapped as per procedure		Unsalvaged or scrapped as per procedure		Unsalvaged or scrapped as per procedure		Unsalvaged or scrapped as per procedure		Unsalvaged or scrapped as per procedure			
Battery servicing sheets are prepared as per latest CMM		Wheel and Brake servicing sheets are prepared as per latest CMM		NDT performed sheets are prepared as per latest applicabe manual		Work performed as per latest SRM or other applicable manual		Work performed as per latest SRM or other applicable manual			
Sample check on work performed as per procedure		Sample check on work performed as per procedure		Sample check on work performed as per procedure		Sample check on work performed as per procedure		Sample check on work performed as per procedure			
Issue of Form 1(if applicable)		Issue of Form 1(if applicable)		Issue of Form 1(if applicable)		Issue of Form 1(if applicable)		Issue of Form 1(if applicable)			
Emergency Procedure		Emergency Procedure		Emergency Procedure		Emergency Procedure		Emergency Procedure			
Occurence Reporting		Occurence Reporting		Occurence Reporting		Occurence Reporting		Occurence Reporting			
Remarks/ Findings											

Organisation Name:

MODULE 14 - WORKSHOP AS PER SCOPE OF WORK - II										NCAR 145.A.25 (MOE 1.8, 2.3, 2.7)	
F. DE-ICING BOOT REPAIR		G. AVIONICS WORKSHOP		H. CALIBRATION WORKSHOP		I. FUEL NOZZLE CLEANING		J. CVR/ FDR READOUT			
YES []	NO []	YES []	NO []	YES []	NO []	YES []	NO []	YES []	NO []	YES []	NO []
Procedure and its amendment		Procedure and its amendment		Procedure and its amendment		Procedure and its amendment		Procedure and its amendment		Procedure and its amendment	
Adequate space & cleanliness		Adequate space & cleanliness		Adequate space & cleanliness		Adequate space & cleanliness		Adequate space & cleanliness		Adequate space & cleanliness	
Proper Lighting & Ventillation		Proper Lighting & Ventillation		Proper Lighting & Ventillation		Proper Lighting & Ventillation		Proper Lighting & Ventillation		Proper Lighting & Ventillation	
Fire Fighting equipment		Fire Fighting equipment		Fire Fighting equipment		Fire Fighting equipment		Fire Fighting equipment		Fire Fighting equipment	
Safety Equipments needed for the shop like smoke goggles, rubber gloves, gum boots, rubber aprons, first aid kits, etc		Safety Equipments needed for the shop like smoke goggles, rubber gloves, gum boots, rubber aprons, first aid kits, etc		Safety Equipments needed for the shop like smoke goggles, rubber gloves, gum boots, rubber aprons, first aid kits, etc		Safety Equipments needed for the shop like smoke goggles, rubber gloves, gum boots, rubber aprons, first aid kits, etc		Safety Equipments needed for the shop like smoke goggles, rubber gloves, gum boots, rubber aprons, first aid kits, etc		Safety Equipments needed for the shop like smoke goggles, rubber gloves, gum boots, rubber aprons, first aid kits, etc	
Adequate table and benches		Adequate table and benches		Adequate table and benches		Adequate table and benches		Adequate table and benches		Adequate table and benches	
Proper power supply		Proper power supply		Proper power supply		Proper power supply		Proper power supply		Proper power supply	
Proper cold water and hot water supply (if applicable)		Proper cold water and hot water supply (if applicable)		Proper cold water and hot water supply (if applicable)		Proper cold water and hot water supply (if applicable)		Proper cold water and hot water supply (if applicable)		Proper cold water and hot water supply (if applicable)	
Sufficient manpower resources		Sufficient manpower resources		Sufficient manpower resources		Sufficient manpower resources		Sufficient manpower resources		Sufficient manpower resources	
Proper tools and equipments required for the shop and their identification		Proper tools and equipments required for the shop and their identification		Proper tools and equipments required for the shop and their identification		Proper tools and equipments required for the shop and their identification		Proper tools and equipments required for the shop and their identification		Proper tools and equipments required for the shop and their identification	
Special tools and calibrated equipments		Special tools and calibrated equipments		Special tools and calibrated equipments		Special tools and calibrated equipments		Special tools and calibrated equipments		Special tools and calibrated equipments	
Storage of components and consumables received from stores		Storage of components and consumables received from stores		Storage of components and consumables received from stores		Storage of components and consumables received from stores		Storage of components and consumables received from stores		Storage of components and consumables received from stores	
Serviceable and unserviceable are segregated		Serviceable and unserviceable are segregated		Serviceable and unserviceable are segregated		Serviceable and unserviceable are segregated		Serviceable and unserviceable are segregated		Serviceable and unserviceable are segregated	
Unsalvaged or scrapped as per procedure		Unsalvaged or scrapped as per procedure		Unsalvaged or scrapped as per procedure		Unsalvaged or scrapped as per procedure		Unsalvaged or scrapped as per procedure		Unsalvaged or scrapped as per procedure	
Work performed as per latest applicable manual		Work performed as per latest applicable manual		Work performed as per latest applicable manual		Work performed as per latest applicable manual		Work performed as per latest applicable manual		Work performed as per latest applicable manual	
Sample check on work performed as per procedure		Sample check on work performed as per procedure		Sample check on work performed as per procedure		Sample check on work performed as per procedure		Sample check on work performed as per procedure		Sample check on work performed as per procedure	
Issue of Form 1(if applicable)		Issue of Form 1(if applicable)		Issue of Form 1(if applicable)		Issue of Form 1(if applicable)		Issue of Form 1(if applicable)		Issue of Form 1(if applicable)	
Emergency Procedure		Emergency Procedure		Emergency Procedure		Emergency Procedure		Emergency Procedure		Emergency Procedure	
Occurence Reporting		Occurence Reporting		Occurence Reporting		Occurence Reporting		Occurence Reporting		Occurence Reporting	
Remarks/ Findings											