



**Civil Aviation Authority of Nepal
Airworthiness Inspection Division
Checklist for Auditing
Storage and Supply Organisation**

NAME OF ORGANISATION: Address:	
Approval Certificate Reference:	
Date of Audit:	
Date of Last Audit:	
CAAN Audit team	Organization's Representatives

Note: This checklist has been prepared in compliance with NCAR Chapter D3.
Please tick (✓) the appropriate box. If not satisfied with compliance, specify in the Remarks. Enter N/A where an item is not applicable & N/R in Remarks when applicable but not reviewed)

No.	Questions	Ref.	Yes	No	N/A	Remarks
A. PERSONNEL REQUIREMENT						
1.	Has the applicant nominated a senior person as Quality Manager? - Is the Quality Manager directly responsible to the Chief Executive for coordination of compliance work? - Is the Quality Manager authorized to liaise directly with CAA Nepal on Airworthiness matters?	NCAR D3 3.2.1				
2.	Has the applicant nominated signatories for issuing Certificate of Conformance?	NCAR D3 3.2.1				
3.	Are the nominated persons (Quality Manager and signatories) capable and responsible? - Are the nominated persons conversant with the NCAR and associated procedures? - Do the nominated persons have adequate qualifications for their duties? - Do the nominated persons have adequate experience for their duties?	NCAR D3 3.2.2				

4.	Does the organization structure support full and efficient coordination in all matters affecting Airworthiness?	NCAR D3 3.2.3				
B. EXPOSITION						
5.	Is there a statement signed by the Chief Executive confirming compliance with the exposition provisions and procedures at all times?	NCAR D3 3.3				
6.	Does the exposition clearly define the intended scope of activities?	NCAR D3 3.3				
7.	Does the exposition describe the premises and facilities to be used under CAA Nepal approval?	NCAR D3 3.3				
8.	Are the duties and responsibilities of nominated personnel clearly defined? Does the exposition define the authority of personnel to liaise directly with CAA Nepal on Airworthiness matters?	NCAR D3 3.3				
9.	Is there an organization chart showing the chains of responsibility?	NCAR D3 3.3				
10.	Is there a list of persons nominated as per paragraph 3.2.1?	NCAR D3 3.3				
11.	Are up-to-date regulations, specifications (e.g., for component handling/storage), and standards available and accessible?	NCAR D3 3.3				
12.	Are there defined standards and procedures for training of personnel and competency assessment?	NCAR D3 3.3				
13.	Are there procedures for shelf-life control of components and materials?	NCAR D3 3.3				
14.	Are there procedures for identifying the source from which components/materials were received?	NCAR D3 3.3				
15.	Are there purchasing procedures identifying required documentation for use by NCAR Part-145 approved maintenance organizations?	NCAR D3 3.3				
16.	Are there procedures for incoming inspection of components and materials?	NCAR D3 3.3				
17.	Are there procedures for control of measuring equipment including storage, use, and calibration (if required)?	NCAR D3 3.3				
18.	Are there procedures ensuring appropriate storage conditions for components/materials to prevent damage/deterioration?	NCAR D3 3.3				

19.	Are there procedures for adequate packing and shipping, including proper handling of dangerous goods (e.g. ICAO/ATA)?	NCAR D3 3.3				
20.	Are there procedures for detecting and reporting suspected unapproved components?	NCAR D3 3.3				
21.	Are there procedures for handling unsalvageable components in compliance with standards?	NCAR D3 3.3				
22.	Are there procedures for batch splitting/redistribution and related document handling?	NCAR D3 3.3				
23.	Are there procedures for notifying purchasers about non-conforming components already shipped?	NCAR D3 3.3				
24.	Are there procedures for recall control to trace and recall shipped components/materials if needed?	NCAR D3 3.3				
25.	Are there procedures for monitoring quality system effectiveness, including detection/reporting of unapproved components?	NCAR D3 3.3				
26.	Is there a clear statement that all aircraft parts/materials must come from approved sources with acceptable documents?	NCAR D3 3.3				
27.	Does the exposition include procedures for issuance and control of authorizations and stamps of signatories for issuing Certificate of Conformance?	NCAR D3 3.3				
28.	Does the exposition allow for inclusion of any additional requirements prescribed by CAA Nepal from initial assessment or subsequent surveillance?	NCAR D3 3.3				
C. ACCOMMODATION AND FACILITY						
29.	Is the accommodation of sufficient size for the activities undertaken?	NCAR D3 3.4.1				
30.	Is the lighting adequate for the work performed?	NCAR D3 3.4.1				
31.	Are the premises clean and tidy?	NCAR D3 3.4.1				
32.	Are designated areas properly segregated?	NCAR D3 3.4.1				

33.	Are environmental conditions controlled appropriately based on the parts/materials stored?	NCAR D3 3.4.1				
34.	Is there a quarantine store available for parts/materials awaiting confirmation of approval	NCAR D3 3.4.2				
35.	Is there a bonded store for approved parts and materials?	NCAR D3 3.4.3				
36.	Does the system identify parts/materials with their relevant incoming documentation?	NCAR D3 3.4.3				
37.	Are there provisions for segregation of aircraft parts/materials from other goods?	NCAR D3 3.4.4				
38.	Are the parts/materials protected against deterioration, contamination, and damage?	NCAR D3 3.4.4				
D. SYSTEM AND PROCEDURE						
39.	3.5.1: Is there an established system of stores control adequate for the type and quantity of spares held? a) Are incoming items verified to be required and matched with appropriate documentation? b) Are items in storage protected from deterioration? c) Are stores records accurate, maintained properly, and reflective of actual inventory? d) Is a First-In, First-Out (FIFO) issuance policy followed?	NCAR D3 3.5.1				
40.	3.5.2: Is a technical record system in place to ensure traceability and correlation between incoming, stored, and outgoing items?	NCAR D3 3.5.2				
41.	3.5.3: Are there procedures for issuing Certificates of Conformance (CoC) based on customer purchase orders?	NCAR D3 3.5.3				
42.	Is a copy of each issued CoC retained by the consignor? i) Do issued items match the purchase order and CoC specifications? ii) Are items serviceable and free of visible damage? iii) Are items procured under approved documentation by the Director General? iv) Are items correctly marked (Part Number, Serial Number, etc.) as applicable?	NCAR D3 3.5.3				

43.	<p>Aircraft Parts Documentation</p> <p>Is the original Authorized Release Certificate and Shop Report available with shelf/scrap/service life and AD/SB compliance info?</p> <p>Is back-to-birth traceability available for life-limited parts (e.g., log card/book with maintenance history)?</p>	NCAR D3 3.5.3				
	<p>Standard Parts Documentation</p> <p>Is the original CoC from OEM available with batch number (for full batch transactions)?</p> <p>Is a true copy of CoC from OEM available with batch number (for partial batch transactions)?</p> <p>If not received from OEM, are intermediate traceability documents available?</p>					
44.	Is there a system for defect reporting and investigation?	NCAR D3 3.5.4				
45.	Does the organization comply with any further requirements prescribed by CAA Nepal during assessments or surveillance?	NCAR D3 3.5.5				

Other comments and observations:

No.	Comments and Observations

Auditor's Name		Signature Date	
Auditor's Name		Signature Date	