



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

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

**NCAR PART-145**

<b>Organization Name</b>		<b>Approval No.</b>	
<b>Address</b>		<b>MOE Ref.</b>	
<b>Audit Date</b>		<b>Audit Ref</b>	
<b>CAAN Audit Team</b>	<b>Signature</b>	<b>Organization Representatives</b>	

**NOTE:**

1. This checklist has been prepared in compliance with NCAR Part-145.
2. Please **Tick (✓)** 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

Organization Name:

MODULE 0: CONFORMITY OF MOE					NCAR 145.A.70
Part 1 Management	Part 2 Maintenance Procedures		Part 3 Quality System Procedures	Part 4	
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- Contracting operators	
1.2- Safety and quality policy	2.2- Acceptance/inspection of aircraft components and material from outside contractor	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 support staff qualification and training procedures	<b>Part 5 Appendixes</b>	
1.5- Management Organization chart	2.5- Calibration of tools and equipment	2.23- Critical maintenance tasks and error-capturing methods	3.5- Certifying staff and support staff records	5.1- Sample of documents	
1.6- List of Certifying staff and Support 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 TC 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	<b>Associated documents</b>	
1.11- Exposition amendment procedures including, delegated procedures	2.11- Airworthiness Directive procedure	<b>Part L2 Additional Line Maintenance Procedure</b>		List of certifying staff and support staff	
	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 it's completion	L2.2- Line maintenance procedures related to servicing/fueling/de-icing etc.	3.13- Human factors training procedure	Safety Management System Manual	
	2.14- Technical record control	L2.3- Line maintenance control of defects and repetitive defects	3.14- Competence assessment of personnel	Training Manual	
	2.15- Rectification of defects arising during base maintenance	L2.4- Line procedure for completion of technical log	3.15- Training Procedures for on-the-job training as per section 6 of Appendix III to NCAR Part-66	Wheel and Brake Shop Manual	
	2.16- Release to service procedure	L2.5- Line procedure for pooled parts and loan parts	3.16- Procedures for the issue of a recommendation to the CAA Nepal for the issue of NCAR Part-66 Licence in accordance with NCAR	Battery Shop Procedure Manual	
	2.17- Records for the operators	L2.6- Line procedure for return of defective parts removed from aircraft	3.17- Safety Management System	Workshop Procedure Manual	
	2.18- Reporting of defects to CAA Nepal/operator / manufacturer	L2.7- Line procedure for critical maintenance tasks and error-capturing methods			
<b>Remarks/ Findings</b>					

Organization Name:

MODULE 1 - FACILITIES			NCAR 145.A.25 (MOE 1.8, 2.3, 2.7)		
Accommodation	Environment	Inspection Aids	Storage Facilities		
For Management Personnel and Admin.	Office and working areas	As per Capability (Scope of work)	Stores Procedure Manual and its amendment procedure	Storage for compressed gas cylinder	
For Records, Planning and Quality, Area to Study Approved Data and complete maintenance records for certifying staff	Working Aids (Computer, Printer, Phone, Photocopy etc.)	Sufficiency for Inspection and Test	Stores space for (Receiving Area/Quarantine Area/Bonded Area/ Dispatch Area)	Storage of Tires in vertical position and its rotation	
Adequate Working Area for all planned work and Worktables	Cleanliness of Facilities	Access Equipment (platforms, etc.)	Separate/Segregation of store facilities for various items (Serviceable, Unserviceable, Rotables, Consumables, Quarantines, Commercial, Unsalvageable, Inflammables,	Storage of acrylate sheet. Check for dents, scratch on sheets and separation between sheets	
Location as per MOE and its Security	Noise Protection	Assembly Facilities	Adequate Staff working Area.	Component storage as per manufacturer	
Hangar Space for sufficiency and its proof of tenancy; Projected Hanger visits Plan	Protection from Weather element (rain, hail, ice, snow, wind) & Dust Protection		Racks, bins, system of indexing items and tracking system	Personal Protective and Safety Equipment's for store personnel.	
Shops Spaces	Application of Specific Environmental condition	<b>Lighting</b>	Temperature, humidity control and Ventilation	Separate ESDS component storage space	
Segregated workshops for all planned work including specialized workshop.	Protection from undue distraction.	Adequate Lighting to carryout maintenance task and Inspection	Components properly stored / packed preferably in original packing's or containers.	ESDS component stored in proper packing and in conductive mat.	
Overall Cleanliness	ESDS Component protection	Sufficiency of Hanger Lighting	Shelf life control procedure as per the approved MOE (Sample check)	Conductive mat properly grounded and calibration of grounding wire	
	Temperature, humidity control	Special lighting required for specific purpose.	Unsalvageable components control procedure as per the approved MOE (Sample check)	Secure storage facilities	
<b>Remarks/ Findings</b>					

Organization Name:

MODULE 2- PERSONNEL REQUIREMENTS			NCAR 145.A.30 (MOE 1.3, 1.4, 1.5, 1.7, 2.22,3.11, 3.13, 3.14)		
Management	Personnel Sufficient to	Other Personnel			
Accountable Manager responsibility and his financial authority	Plan the tasks at all levels	Certify the tasks appropriately	Competence established, in accordance with MOE; personnel	Initial training and refresher training	
Organisation chart and its reporting chains	Supervise the tasks at all levels	Job or task description defined	Personnel records	NDT procedures	
Nomination of Post Holder as per MOE; CAAN Form 4 Status; job description	Carry out the tasks at all levels	Initial/continuation training carried out	<b>Specialized Activities NDT Staff</b>	Eye test report	
Competency Assessment on Knowledge, Background & satisfactory experience of nominated post holder	Certify the Maintenance work	Required as per capability (scope of work)	Qualification IAW EN4179 or equivalent	Borescope inspection and other inspection which does not belong to NDT methods	
Responsibilities defined & understood at all levels	Audit all maintenance related activities as per audit plan	<b>Qualification of Personnel appropriate to function</b>	List of Certifying staff authorized for NDT	<b>Other Specialized Activities (Welding, Painting etc.)</b>	
Supervision & control of activities, & effective communication	Training on Human Factor, MOE procedure	Knowledge, Background, Experience of Personnel appropriate to their function	Knowledge, Background, Experience of Personnel	Knowledge, Background, Experience of Personnel appropriate to their function	
Maintenance Man-hour plan for sufficiency of staff to Plan, perform, supervise, inspect & quality monitor; its review; report on significant deviation		Training on Human Factor, MOE procedure; Aircraft technology, CDCCL, EWIS (if applicable)	Competency Assessment; Certification Authorization and personnel records	Appropriate training, Competency Assessment; Certification Authorization and personnel records	

Remarks/ Findings

Organization Name:

MODULE 3- CERTIFYING AND SUPPORT STAFF					NCAR 145.A.35 (MOE 1.6, 3.4, 3.5, 3.13, 3.14; 3.15)		
Certification Authorization		Personnel File		Certification Authorization Documents		Contracted staff	
Certifying staff and support staff knowledge of aircraft technology/components, Organization Procedures and Human Factor	Continuous training on aircraft/component technique/ organization procedure; human factors in 2 years period.	Records keeping of certifying staff and support staff files;	Certification Authorization format and sample.	Procedure for issuance/ renewal /revocation of certification authorization			
List of Certifying staff and Support staff, its currency	Continuous training program for certifying staff and support staff	Contents of each file (Authorization validity; relevant training, licence, experience; qualifications etc.)	Certification authorization scope and accuracy of the limitations	Training			
Competence assessment of the certifying staff and support staff	Competence assessment, qualification, ability of release to service	Personal file records location, its safety, authorized person to access personal file	Codes of Scope and limitation clearly defined	Competency Assessment			
Certification Authorization procedure- Issuance/ Renewal/ Revocation	Responsible of release to service	Personal file retention period of 3 yrs.	Conformity of qualification with regards to the scope of the organization	Proficient in English Language (for foreign)			
A/C release to service privileges IAW NCAR Part 66 licence and its limitation	Category A and Category B2 minor scheduled line maintenance and simple defect rectification authorization procedure	Provide personnel a copy of his file when a staff leaves the organization	Presentation of the authorization to authorized person within 24 hours	Validity of Visa, Passport, work permit, security clearance, etc. (for foreign)			
6 months of recent experience before authorizing the task	Training procedure for on-the-job training as per NCAR Part-66 and MOE followed		Certifying staff and support staff is more than 21 years of age	Personnel folder			

Remarks/ Findings

Organization Name:

MODULE 4 – EQUIPMENTS AND TOOLS			MODULE 5 - COMPONENTS	
NCAR 145.A.40 (MOE 1.8, 1.9, 2.4, 2.5, 2.6, L2.1)			NCAR 145.A.42 (MOE 2.1, 2.2, 2.19, 2.20; L2.1; L2.5, L2.6)	
Instruments, Tools & Equipment's sufficient to cover....		Verification/ Calibration	Standards parts, components, consumables	
The approved scope of work as per maintenance data	Ensure procedures are being followed for inspection, maintenance, servicing of tools and equipment's.	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	Supplier Evaluation and subcontract control procedure followed as per MOE
The accepted capability list as per maintenance data	Labeling of tools(identification) and calibration status	Record of maintenance/ servicing/ calibration of tools	Unserviceable components well segregated and tagged	Verification of components (P/N, Mod status; limitation etc.) before installation
Acceptance of equipment's, tools and material	Tracking of the use of tools and its control	Labeling of tools(identification) and calibration status	Unsalvageable components well segregated and tagged	Fabrication of parts as per procedure as per MOE and capability
Availability of basic tools; special tools	Storage of tools	Suitable procedure for use of tools in line maintenance	Standards parts, components, as per maintenance data well segregated and tagged with supporting document	Monitoring of unsalvageable parts and its mutilation procedure
Control of loaned tools	procedure for use of tools in line maintenance followed	Calibration of precision measurement test equipment and/or precision tools	Material both raw and consumable meets the required specification and traceability	Return of defective components to outside contractors
Availability of alternate tools; and its approval procedure	Access equipment such as, working plat form, step ladders, high-lift equipment, and other equipment necessary to reach at least tail portions of the aircraft are available and in suitable condition		Stores personnel verification on components received physical inspection (Packaging; shelf life; defect free, P/N), documentation and data review (documents; compliance status of AD/SB/Inspection) as per MOE	Control of pooled parts, loaned parts as per MOE

Remarks/ Findings

Organization 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 & airworthiness Information	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 of system	Sufficient means (Base and Line)	Demonstration of equivalent or improved maintenance standards
The accepted capability list	Permanent availability of basic documentation	Availability of maintenance data to all personnel	Correct working (Base and Line)	Report to TC holder
	AD from the authority responsible of the airworthiness	Maintenance documentation of aircraft, engine and component	Position, number (Base and Line)	Tracking of full process either in electronic form or hard copy
	Instruction to maintain the airworthiness from TCH, STC, approved DOA (if applicable)	Modification approved by the CAA Nepal	<b>Work cards or worksheet</b>	Approval by the quality system
	Requirements / procedures/ directives/ circulars from CAA Nepal	Documentations provided by the customer/ operator/ owner	work cards including transcription or reference of maintenance data; safeguard against alteration; backup in 24 hrs.; complex work cards	
		Use of approved data for repair	Application of the human factor principles	
		Detection of documentations errors (inaccurate, incomplete; ambiguous) in Maintenance data and its notification procedure to originator.		

**Remarks/ Findings**

Organization Name:

MODULE 7 - PRODUCTION PLANNING NCAR 145.A.47 (MOE 2.26, 2.28)				Module 8- Performance of Maintenance NCAR 145.A.48 (MOE 2.23, L2.7)	
Planning		Handover instructions			
Preparation and Planning function/ organization; Specific or integrated function	Man-hour estimation; Man-hour availability	Ensure if organization and lengthy maintenance tasks are carried out in shift.		General verification to ensure aircraft/components is clear of all tools, equipment's and extraneous parts or materials and all access panel are	
Planning of maintenance tasks; Preparation of tools, equipment, materials, Maintenance Data, etc. and Planning of facility	Preparation of work; scheduling critical maintenance task during period when staff are likely to be most alert	Records of shift handover in various facilities and shops (line and Base)		Ensure Error Capturing method is implemented after the performance of any critical maintenance task	
Organization of team works	<b>Planning with regards to capacity / limitations of individual</b>	Shift overlap and sufficient time to perform the shift handover (Line and Base)		Independent inspection and Reinspection have been carried out as per MOE procedure	
<b>Parameters which shall be taken into account...</b>	All the constraints are taken into account	Stop or disruption of ongoing task (Line and Base)		Ensure risk of multiple error & omission during maintenance and the risk of error being repeated in identical maintenance task are minimized as per MOE	
Logistic, Inventory control, coordination with internal and external suppliers	Human performances are taken into account	Co-ordination between teams (Line and Base)		Ensure grouping of task for the purpose of sign-off allows critical steps to be clearly identified.	
Working area, hangar availability; environmental condition (access; lighting standards and cleanliness)	Working hours/ leave			Ensure damages are assessed and modification and repair are carried out using data specified in NCAR M.A.304	
<b>Remarks/ Findings</b>					



Organization 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 accordance with procedures laid down in MOE taking into account availability and use of the maintenance data	Maintenance organization identity & agreement; NCAR Part-145 references	Monitoring of deferred maintenance items. Consent by the operator
Used documents for work (Works cards/ performance order)	No non-compliance which are known to endanger flight safety and in conformity with the scope of work of the AMO	CRS should relate to task specified in S(TC) holder's or operator's instructions or the maintenance programme which itself may cross-refer to maintenance data.	Entry of deferred maintenance in CRS.
Tracking/ monitoring of the work which shall be done / after performance of maintenance	Issued before flight at the completion of any maintenance by duly authorized person	Name, signature, identification of the authorization of the certifying staff duly authorized	Deferment of maintenance task to be performed in flight/flight to be performed as a necessary condition to complete the maintenance ordered.
Record of work / inspections	CAAN Form 1, CRS, internal document, file provided..)	Date/ location of maintenance performance	Cases of the impossibility to issue a CRS or away from line/ base
Handling Work Package and Technical Logbook as per MOE	Issue of Form 1 for component (Removed from serviceable aircraft, removed from aircraft involved in accident and incident, Removed from withdrawn aircraft)	Associated data (hours/ cycles, AD, SB, MOD. etc.)	Case of grounded aircraft, Component without appropriate CRS and CRS issued for 30 Hrs. or immediately after reaching base whichever is sooner. Consent from operator required
Supervision of subcontracting work		For extensive maintenance CRS shall summarise the maintenance as long as there is unique cross-reference to the work package containing full details of maintenance carried out.	

Remarks/ Findings

Organization 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 details of all maintenance carried out (scheduled and unscheduled) Organization shall retain records necessary to prove that all requirements have been met for issue of CRS including subcontractor's release document.	Original of each certificate of release to service	Occurrence reported to the CAA Nepal, to the state of registration, to the TC holder	Internal occurrence reporting system for events of hazards, maintenance errors, etc.	Right habit/ way to follow
Retention for 3 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	
Retention of all the associated certificate of release to service	<b>Archiving conditions</b>	Reported as soon as practicable but in any case, within 72 hours	Negative trend identification	
Records/ files kept for all the engine modules	Acceptable manner in computerized or on paper medium	No repressive policy	Inquiry, interview, analyses of contributing factors	
Achieving of approved data used	Readable during the entire period of archiving	Encouragement of mechanics to report the maintenance errors	Corrective actions	
When Organization approved under NCAR Part-145 terminates its operation, all maintenance records retained for last 3 years shall be transferred to last owner	Protection of archives against the fire, the water (flood), theft and alternation  Computerized backup	Organization of maintenance system security	Internal communication to report any differences in maintenance procedures	

**Remarks/ Findings**

Organization Name:

MODULE 11 - SAFETY AND QUALITY POLICY, MAINTENANCE PROCEDURES AND QUALITY SYSTEM				NCAR 145.A.65 (MOE 1.2, Part 3)
Safety and Quality Policy	Quality System and Independent Audits		Quality Means	Safety Management System (SMS)
Organization has established safety and quality policy	Review Audit plan and periodicity. All aspect of organization to be audited in 12-month period	Writing/ contents of the audit reports	Planning and implementation under responsibility of the QM	Established SMS
<b>Maintenance Procedures</b>	Audits of procedures for each line of products	Level of Finding, finding, target rectification date	Dedicated group of auditors	Identifies safety hazards
Maintenance Procedures has established taking into account human factor and human performance to ensure good maintenance practices and compliance with requirements established in MOE	Audits of procedures for each line of products (excepted common ones)	Transmission of audit reports to the persons concerned  Corrective Action and root Cause analysis review	Internal auditors not dedicated but independent	Assesses the impact of these safety hazards and mitigates risks
Maintenance procedures are current such that they reflect best practice within the organization	Audit of different services / workshops. Audit of all the products (aircraft/ engine/ equipment)	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
All procedures and change to procedures should be verified and validated before use where practicable. All procedures should be designed and presented in accordance with good human factor principles	Audit of all sites; base maintenance and line maintenance  Audits launched by chance, random audits (also during the night)	Number of audit hours scheduled/ realized  Planning and revision of audit in accordance with feedback	Independence of the auditors with regards to the audited function  Sub-contracting of quality audit if insufficient.	Continuous monitoring and regular assessment of the safety level achieved  Aims to make continuous improvement to the overall level of safety
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	Subcontractors/ Suppliers Audit	Records of the audit reports (2 years after audit closure)	Auditors training	Hazard identification and Risk Assessment
		Regular meeting to review the audit results with Accountable Manager twice per year		SMS Manual approved by CAA Nepal
Maintenance procedure cover all aspect of carrying out maintenance, including the provision and control of specialized services (NDT, welding, Painting) and lay down the standards intended to work				

**Remarks/ Findings**

Organization Name:

MODULE 12 - PRIVILEGES OF THE ORGANIZATION		MODULE 13 - CHANGES TO THE ORGANIZATION		
NCAR 145.A.75 (MOE 1.9, 2.16, 2.20, L2.2)		NCAR 145.A.85 (MOE 1.10, 1.11)		
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, equipment's, tools, materials, that could affect the approval	Notification to CAA Nepal
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 CAAN 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	Implementation of amendment procedure of MOE
		Nominated Post holders	Scope of work / capacity list	

Remarks/ Findings

Organization 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 [ ]
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 & Ventilation		Proper Lighting & Ventilation		Proper Lighting & Ventilation		Proper Lighting & Ventilation		Proper Lighting & Ventilation	
Fire Fighting equipment		Fire Fighting equipment		Fire Fighting equipment		Fire Fighting equipment		Fire Fighting equipment	
Safety Equipment's needed for the shop like smoke goggles, rubber gloves, gum boots, rubber aprons, first aid kits, etc.		Safety Equipment's needed for the shop like smoke goggles, rubber gloves, gum boots, rubber aprons, first aid kits, etc.		Safety Equipment's needed for the shop like smoke goggles, rubber gloves, gum boots, rubber aprons, first aid kits, etc.		Safety Equipment's needed for the shop like smoke goggles, rubber gloves, gum boots, rubber aprons, first aid kits, etc.		Safety Equipment's 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 equipment's required for the shop and their identification		Proper tools and equipment's required for the shop and their identification		Proper tools and equipment's required for the shop and their identification		Proper tools and equipment's required for the shop and their identification		Proper tools and equipment's required for the shop and their identification	
Special tools and calibrated equipment's		Special tools and calibrated equipment's		Special tools and calibrated equipment's		Special tools and calibrated equipment's		Special tools and calibrated equipment's	
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	
Unsalvageable or scrapped as per procedure		Unsalvageable or scrapped as per procedure		Unsalvageable or scrapped as per procedure		Unsalvageable or scrapped as per procedure		Unsalvageable 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 applicable 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 CAAN Form 1 (if applicable)		Issue of CAAN Form 1 (if applicable)		Issue of CAAN Form 1 (if applicable)		Issue of CAAN Form 1 (if applicable)		Issue of CAAN Form 1 (if applicable)	
Emergency Procedure		Emergency Procedure		Emergency Procedure		Emergency Procedure		Emergency Procedure	
Occurrence Reporting		Occurrence Reporting		Occurrence Reporting		Occurrence Reporting		Occurrence Reporting	

Remarks/ Findings

Organization 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 [ ]		
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 & Ventilation		Proper Lighting & Ventilation		Proper Lighting & Ventilation		Proper Lighting & Ventilation		Proper Lighting & Ventilation	
Fire Fighting equipment		Fire Fighting equipment		Fire Fighting equipment		Fire Fighting equipment		Fire Fighting equipment	
Safety Equipment's needed for the shop like smoke goggles, rubber gloves, gum boots, rubber aprons, first aid kits,		Safety Equipment's needed for the shop like smoke goggles, rubber gloves, gum boots, rubber aprons, first aid kits,		Safety Equipment's needed for the shop like smoke goggles, rubber gloves, gum boots, rubber aprons, first aid kits,		Safety Equipment's needed for the shop like smoke goggles, rubber gloves, gum boots, rubber aprons, first aid kits, etc.		Safety Equipment's needed for the shop like smoke goggles, rubber gloves, gum boots, rubber aprons, first aid kits,	
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 equipment's required for the shop and their identification		Proper tools and equipment's required for the shop and their identification		Proper tools and equipment's required for the shop and their identification		Proper tools and equipment's required for the shop and their identification		Proper tools and equipment's required for the shop and their identification	
Special tools and calibrated equipment's		Special tools and calibrated equipment's		Special tools and calibrated equipment's		Special tools and calibrated equipment's		Special tools and calibrated equipment's	
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	
Unsalvageable or scrapped as per procedure		Unsalvageable or scrapped as per procedure		Unsalvageable or scrapped as per procedure		Unsalvageable or scrapped as per procedure		Unsalvageable 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	
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 CAAN Form 1 (if applicable)		Issue of CAAN Form 1 (if applicable)		Issue of CAAN Form 1 (if applicable)		Issue of CAAN Form 1 (if applicable)		Issue of CAAN Form 1 (if applicable)	
Emergency Procedure		Emergency Procedure		Emergency Procedure		Emergency Procedure		Emergency Procedure	
Occurrence Reporting		Occurrence Reporting		Occurrence Reporting		Occurrence Reporting		Occurrence Reporting	

Remarks/ Findings