



Checklist # 62

**Civil Aviation Authority of Nepal  
Airworthiness Inspection Division  
Checklist for Auditing  
Delegated Organization**

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 Airworthiness Examination and Delegation Procedure Manual. 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	Yes	No	N/A	Remarks
<b>ORGANIZATION'S EXPOSITION MANUAL</b>					
1.	Has the organization developed an Examination Procedure Manual or an equivalent exposition manual?  - Check for its currency and revision status.				
2.	Ensure availability of the organization's approval certificate. The certificate can be either from its competent authority or foreign CAA.  - Check for its scope of approval.  - Check for the validity of certificate.				
3.	Does the organization have access to CAA Nepal requirements? For e.g. NCAR, NCAR Part-145, NCAR Part-M, NCAR Part-66 and NCAR Part-147?				

No.	Questions	Yes	No	N/A	Remarks
4.	Ensure the organization has a procedure for developing and revising questionnaires? Check for the frequency of revision of questionnaires.				
5.	Ensure there is a procedure of reviewing the result if a candidate is not satisfied with the examination results and requests for a review.				
<b>EXAMINERS/ASSESSORS/INVIGILATORS</b>					
6.	Does the organization have examiners/assessors?  - Ensure availability of list of examiners/assessors.				
7.	Has the organization established minimum qualification requirements for examiners/assessors who prepare questions?  - Ensure availability of qualifications and competency assessment record of examiners/assessors.				
8.	How does the organization ensure that the examiners/assessors meets the required competencies, minimum qualifications and experience requirements?				
9.	Have the examiners/assessors undergone updating training relevant to the examination modules?				
10.	Does the organization have list of Subject Matter Experts (SMEs)?				
11.	Check for procedure of selection of Subject Matter Experts (SMEs).				
12.	Ensure the organization has a procedure to designate a person to act as an examination invigilator.				
13.	Does the organization maintain a list of examination invigilators?				
<b>EXAMINATION RECORDS</b>					
14.	What is the retention period of examination records? Sample check for records.				
15.	For paper based examination ensure that a secure storage is provided for examination papers.				
16.	For computer based examination ensure that access to such examination papers is limited to authorized personnel only.				
17.	Is the access to examination record room restricted?				
18.	Ensure the security and integrity of examination questions.				

No.	Questions	Yes	No	N/A	Remarks
<b>INTERNAL AUDITS/ EXTERNAL AUDITS/SURVEILLANCE</b>					
19.	Check for the organization's list of approved internal auditors.				
20.	Check for the organization's internal audit reports.				
21.	Are there any level 1 findings? If yes, then check for the list of level 1 findings and its resolutions.				
22.	Has the organization been audited by its competent authority? Check for audit reports.				
23.	Are there any level 1 findings? If yes, then check for the list of level 1 findings and its resolutions.				
24.	Has the organization been audited by other competent authorities? Check for audit reports and the status of findings.				
25.	Are there any level 1 findings? If yes, then check for the list of level 1 findings and its resolutions.				
26.	Has the organization established a surveillance plan to carry out surveillance of its examination centers located both within and outside of its territory?				
27.	Has the organization carried out audit of the contracted organizations?  If <b>YES</b> to above then check for the audit reports and its findings.  If <b>NO</b> to above then check that the organization has adopted other means of ensuring that the contracted organization is complying with its requirements.				
28.	Has the organization established a standard mechanism to ensure that the examinations are conducted fairly and invigilation of such examinations are not compromised?				

Other comments and observations:

No.	Comments and Observation

Auditor Name		Signature Date	
Auditor Name		Signature Date	
Auditor Name		Signature Date	