



Checklist # 65

**Civil Aviation Authority of Nepal  
Airworthiness Inspection Division**

**Checklist for Line Station Inspection**

**Name of Organization:**  
**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 Part-145.

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>NCAR 145.A.10 Scope and Approval</b>					
1.	a) Line station included in the Scope of Work b) Authority approval certificate valid c) Scope of Work defined in MOE				

No.	Questions	Yes	No	N/A	Remarks
<b>NCAR 145.A.25 Facilities</b>					
2.	a) Adequate lighting b) Weather protection c) Office space for certifying staff d) Tool storage area e) Parts storage area f) Fire extinguishers are valid g) Emergency exits marked h) First Aid Kit available				
No.	Questions	Yes	No	N/A	Remarks
<b>NCAR 145.A.30 Personnel Requirements</b>					
3.	a) Sufficient certifying staff b) Valid Part-66 licenses c) Company authorization issued d) Human Factors training current e) EWIS training current f) Fuel Tank Safety training current (if applicable) g) SMS training completed h) Shift handover procedure available i) Duty time and rest compliance				
No.	Questions	Yes	No	N/A	Remarks
<b>NCAR 145.A.40 Equipment, Tools and Material</b>					
4.	a) Tool list available b) Calibration system implemented c) Calibration labels on tools d) Special tools available e) Tool control system f) GSE serviceability identified				
No.	Questions	Yes	No	N/A	Remarks

NCAR 145.A.42 Components					
5.	a) Only approved parts used b) CAAN Form 1, EASA Form 1 and FAA Form 8130-3 traceability c) Shelf life control d) Serviceable/unserviceable segregation e) Quarantine area identified f) Receiving inspection procedure				
No.	Questions	Yes	No	N/A	Remarks
NCAR 145.A.45 Maintenance Data					
6.	a) Access to current AMM b) IPC available c) MEL/CDL available d) TSM available e) SRM available (if required) f) AD and SB access g) Revision control system				
No.	Questions	Yes	No	N/A	Remarks
NCAR 145.A.47 Production Planning					
7.	a) Manpower planning b) Task allocation system c) Shift handover procedure d) Work cards controlled				
No.	Questions	Yes	No	N/A	Remarks
NCAR 145.A.50 Certification of Maintenance					

8.	<ul style="list-style-type: none"> <li>a) CRS procedure defined</li> <li>b) Defect rectification procedure</li> <li>c) Deferred defect control (MEL/CDL)</li> <li>d) Independent inspection procedure</li> <li>e) Duplicate inspection for critical tasks</li> <li>f) Control of critical tasks</li> </ul>				
<b>No.</b>	<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Remarks</b>
<b>NCAR 145.A.55 Maintenance Records</b>					
9.	<ul style="list-style-type: none"> <li>a) CRS records retained</li> <li>b) Defect rectification records</li> <li>c) Technical log entries</li> <li>d) Training records</li> <li>e) Tool calibration records</li> <li>f) Parts traceability records</li> <li>g) Record retention period defined</li> </ul>				
<b>No.</b>	<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Remarks</b>
<b>NCAR 145.A.60 Occurrence Reporting</b>					
10.	<ul style="list-style-type: none"> <li>a) Occurrence reporting procedure</li> <li>b) Staff awareness of reporting system</li> <li>c) Reporting to competent authority</li> <li>d) Internal investigation process</li> </ul>				
<b>No.</b>	<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Remarks</b>
<b>NCAR 145.A.65 Safety and Quality Policy</b>					
11.	<ul style="list-style-type: none"> <li>a) Safety policy available</li> <li>b) Quality Manager appointed</li> <li>c) Internal audit program</li> <li>d) Findings and corrective action tracking</li> <li>e) Management review records</li> </ul>				
<b>No.</b>	<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Remarks</b>
<b>NCAR 145.A.70 Maintenance Organization Exposition</b>					

12.	a) MOE approved by authority b) Line station procedures included in MOE c) MOE accessible to staff d) Amendment control procedure				
<b>No.</b>	<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Remarks</b>
<b>NCAR 145.A.75 Privileges of the Organization</b>					
13.	a) Scope of privileges defined b) Work limited to approved scope c) Subcontracting controlled				
<b>No.</b>	<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Remarks</b>

No.	Comments and Observations

	Name and Designation	Signature	Date
Inspector(s)			