

Part 2: Part-145 Compliance Audit Review.

The five columns may be labeled & used as necessary to record the approval class and/or product line reviewed. Against each column used of the following JCAR-145 sub-paragraphs please either tick (✓) the box if satisfied with compliance or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.

Para	Subject				
145.25	Facilities				
145.30	Personnel				
145.35	Certifying Staff				
145.40	Equipment, Tools, etc.				
145.42	Acceptances of Components				
145.45	Maintenance Data				
145.47	Production Planning				
145.50	Certification of Maintenance				
145.55	Maintenance Records				
145.60	Occurrences Reporting				
145.65	Procedures & Quality				
145.70	See Part 3				
145.75	Privileges of AMO				
145.80	Limitations on AMO				
145.85	Changes to AMO				
145.90	Continued Validity				
SMS		reviewed		approved	

Airworthiness Inspector(s):

Signature(s):

Date of Form 268 part 2 completion:

Part 3: Compliance with 145.70 Maintenance Organization Exposition.

Please either tick (✓) the box if satisfied with compliance; or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding; or enter N/A where an item is not applicable; or N/R when applicable but not reviewed.

Part 1 Management.

- 1.1 Corporate commitment by the accountable manager.
- 1.2 Safety and Quality Policy.
- 1.3 Management personnel.
- 1.4 Duties and responsibilities of the management personnel.
- 1.5 Management Organization Chart.
- 1.6 List of Certifying staff (Note: a separate document may be referenced).
- 1.7 Manpower Resources (Note: a separate document may be referenced).
- 1.8 General description of the facilities at each address intended to be approved.
- 1.9 Organization's intended scope of work.
- 1.10 Notification procedure to the competent authority regarding changes to the organization's activities / approval / location / personnel.
- 1.11 Exposition amendment procedures.

Part 2 Maintenance Procedures.

- 2.1 Supplier evaluation and subcontract control procedure.
- 2.2 Acceptance/inspection of aircraft components and material from outside contractors.
- 2.3 Storage, tagging, and release of aircraft components and material to aircraft maintenance
- 2.4 Acceptance of tools and equipment.
- 2.5 Calibration of tools and equipment.
- 2.6 Use of tooling and equipment by staff (including alternate tools).
- 2.7 Cleanliness standards of maintenance facilities.
- 2.8 Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff.
- 2.9 Repair procedure.
- 2.10 Aircraft maintenance program compliance.
- 2.11 Airworthiness Directives procedure.
- 2.12 Optional modification procedure.

2.13		Maintenance documentation in use and completion of same.
2.14		Technical record control.
2.15		Rectification of defects arising during base maintenance.
1.16		Release to service procedure.
2.17		Records for the operator.
2.18		Reporting of defects to the competent authority /Operator/Manufacturer.
1.19		Return of defective aircraft components to store.
2.20		Defective components to outside contractors.
2.21		Control of computer maintenance record systems.
2.22		Control of man-hour planning versus scheduled maintenance work.
2.23		Control of critical tasks.
2.24		Reference to specific maintenance procedures.
2.25		Procedures to detect and rectify maintenance errors.
2.26		Shift / task handover procedures.
2.27		Procedures for notification of maintenance data inaccuracies and ambiguities to the type certificate holder.
2.28		Production planning procedures.
Part L2 Additional Line Maintenance Procedures.		
L2.1		Line maintenance control of aircraft components, tools, equipment, etc.
L2.2		Line maintenance procedures related to servicing/fuelling/de-icing, etc.
L2.3		Line maintenance control of defects and repetitive defects.
L2.4		Line procedure for completion of technical log.
L2.5		Line procedure for pooled parts and loan parts.
L2.6		Line procedure for return of defective parts removed from aircraft.
L2.7		Line procedure for control of critical tasks
Part 3 Quality System Procedures.		
3.1		Quality audit of organization's procedures.
3.2		Quality audit of aircraft.
3.3		Quality audit remedial action procedure.
3.4		Certifying staff qualification and training procedure.
3.5		Certifying staff records.

- 3.7 Qualifying inspectors.
- 3.8 Qualifying mechanics.
- 3.9 Aircraft / aircraft component maintenance tasks exemption process control.
- 3.10 Concession control for deviation from organization's procedures. etc.
- 3.11 Qualification procedure for specialized activities such as NDT, welding etc.
- 3.12 Control of manufacturers' and other maintenance working teams.
- 3.13 Human Factors training procedure.
- 3.14 Competence assessment of personnel.

Part 4 Operators.

- 4.1 Contracted operators.
- 4.2 Operator's procedures/paperwork.
- 4.3 Operator record completion.

Part 5 Appendices.

- 5.1 Sample Documents.
- 5.2 List of sub-contractors.
- 5.3 List of Line maintenance locations.
- 5.4 List of Part-145 organizations.

MOE Reference:

MOE Amendment:

Airworthiness Inspector(s):

Signature(s):

Date of Form 268 part 3 completion:

Part 4: Findings Part-145 Compliance Status.

Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organization for the necessary corrective action.

Part 2 or 3	Audit reference (s) Findings	L e v e l	Corrective action		
			Date due	Date closed	Reference

Part 5: Part-145 Approval or Continued Approval Or Change Recommendation

Name of organization:

Approval No.:

Audit reference(s):

The following Part-145 scope of approval is recommended for this organization:

Or, it is recommended that the Part-145 scope of approval specified in CARC Form 18-127 Approval Number CARC.AMO.xx be continued.

Name of recommending Airworthiness Inspector(s): Signature of Airworthiness Inspector(s):

Date of recommendation:

Chief Division (*Name & Sig.*):

Director Airworthiness Standards (*Name & Sig.*):

Date: