



Remote Audit Check List

Name of Organization:

Location:

CARC Acceptance No:

Result

Remarks

	Item	SAT	UNSAT	N/A	
A	Pre-audit				
1	Review completed filled CARC applications Forms 18-0148 (FAMO) and 18-280(Jordanian customer).				
2	Review signed contract as per Part M provisions.				
3	Review approval certificate and organization's scope of activities.				
4	Review NAA / EASA audit reports (within the last 2 years including) files for outstanding action items, history and correspondence.				
5	Review List of CS , SS and NDT for aircraft /component scope requested including manpower resources.				
6	Review the EASA MOE , FAA RSM or NAA exposition as applicable including the Capability List.				
7	Review evidence of compliance with regulatory, company training requirements and continuation training attendance listings iaw 145.30 (e) and 145.35 (e) requirements.				
8	Review self-audit showing compliance with Part 145 and Part M as applicable followed with statement signed by Part 145 Quality Assurance Manager.				
9	Review status of concessions granted during COVID-19 crisis attached with risk assessment.				
10	Review acceptance senior persons Forms and assessment against AWS 34.				
11	Potential use of video call "synchronous" for conducting interviews, guided site tours, documentary review with auditee participation.				





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B	Off-site remote audit				
1	Does the management's commitment to safety and quality formally expressed in a statement of the organization's safety policy?				
2	Does the management organizational chart show a clear structure of the personnel within the organization taking into consideration the scope of the personnel detailed in the exposition?				
3	Does the organizational chart show the Quality Manager and Safety Manager reporting directly to the Accountable Manager for all quality management and safety management related matters?				
4	Does the AMO have procedures for assessing and monitoring staffing requirements for line and/or base maintenance tasks including requirements for Certifying staff in lieu with AWS 37 and AWS 38?				
5	Does the organization have a clear description of its line maintenance and base maintenance capabilities at each location at which the AMO intends to provide maintenance services?				
6	Does the organization consider workplace health and safety aspects of facilities – for example, ventilation, working at heights, confined spaces, personal protective equipment, emergency showers, emergency eye baths, safety signage, evacuation plans, fire safety etc.?				
7	Does the organization identify a requirement for specific environmental conditions for the conduct of maintenance and demonstrate how they manage the environmental conditions within facilities, such as: - procedure for assessing when working environment deteriorates to unacceptable level - segregation of working spaces - specialist equipment				

	management - security access management procedures?				
8	Does the organization describe any special facilities for storage, such as: - segregation from unserviceable parts, equipment and tools - customer owned components - manufacturer's compliance requirements - security - ventilation - building maintenance - cleanliness protocols - materials - chemical storage - special signage - special storage and handling provisions required - dangerous goods?				
9	If tools are borrowed or leased, does the AMO have a Memorandum of Understanding or contract in place?				
10	Is the AMO's approved scope of maintenance defined by the Approval Certificate and the exposition approved by NAA match?				
11	Does the organization demonstrate how it ensures its capability is sufficient for the scope of work?				
12	Do the AMO procedures identify specific fabrication and/or repair of aeronautical products or repairs carried out on aircraft/systems?				
13	Does the exposition include NDT activities or special processes that are carried out internally and not necessarily included on the Approval Certificate?				
14	How the organization ensures employees have access to the part of the exposition relevant to their duties?				
15	Does the AMO have in place a procedure where changes are communicated to employees if changes are made that may affect their duties?				
16	Does the organization have information of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for supplier evaluation and subcontract control procedure, commensurate with the size of the organization and the scope of work?				
17	Does the AMO have procedures to ensure subcontracted organizations are trained in the AMO's procedures (if required) and standards the subcontractor is required to meet?				



18	How the AMO inspects received aeronautical products to ensure they are acceptable and meet the requirements?				
19	Does the AMO have procedural inspection criteria?				
20	Does the AMO have a quarantine procedure for handling incoming supplies that do not satisfy the criteria for acceptance?				
21	Does the AMO clearly state control processes for identifying and dealing with suspect unapproved parts?				
22	Are storage facilities deemed suitable?				
23	Is there a documented procedure for the control of serviceable, unserviceable and suspect unapproved parts / components e.g. inspection /acceptance documentation / labelling / tagging/issue and return/disposal process etc.?				
24	Is there a control register for tools and equipment where maintenance data specifies these tools and equipment are necessary to measure specified values and dimensions such as torque figures etc. and require controlling in terms of servicing or calibration? Information on the accuracy and the standards used to verify the accuracy of the equipment should be kept?				
25	Is there a process/procedure for accepted alternative tooling and equipment to ensure performance is monitored and is satisfactory?				
26	Does the AMO exposition include or reference procedures for the calibration and testing of equipment and tools (such as any precision tools, gauges, scales, pressure gauges, torque wrenches, ammeters, ohmmeters, voltmeters and other electronic equipment etc.)?				
27	Does the AMO maintain a control register for all precision tooling and equipment together with a record of calibrations and standards used?				
28	Does the AMO have a system of tagging tools - loan tags, calibration tags, U/S tags etc.?				
29	Is there a procedure for lost tools?				
30	Are aircraft hangar and component workshop floors sealed to minimize dust				



	generation?				
31	Do the AMO facilities provide protection from the weather elements to prevent the ingress of rain, hail, ice, snow, wind and dust etc. Aircraft hangars, component workshops and storage facility floors should be sealed to minimize dust generation?				
32	Does the AMO hold current maintenance data for the entire duration of the approved activities which are applicable to any specific aircraft, aeronautical product or process listed on the AMO's approval certificate?				
33	Do the AMO procedures specify the source, subscription, method(s) of access and how the AMO confirms the maintenance data is current to the class of aircraft or products being maintained?				
34	Does the AMO ensure all applicable maintenance data it uses is current for the latest revision when performing any maintenance activities?				
35	Does the AMO have a procedure in its exposition to ensure that the Instructions for Continuing Airworthiness that it controls are kept up-to-date?				
36	Do work orders specify the amendment status of the Instructions for Continuing Airworthiness to be used for that work?				
37	Does the AMO have appropriate, facilities, tooling, equipment, materials, data, records, personnel, training etc. to ensure the repair processes comply with the approved maintenance requirements?				
38	Do the handover procedures refer to the use of handover logs/continuation worksheets etc. to detail work completed and work to be performed?				
39	Does the AMO quality system have an audit process/checklist to ensure AMO compliance?				
40	Does the AMO have procedures for recording extensive or complex maintenance tasks which have the provision for separate entries and certifications as required including duplicate certifications when working on designated critical tasks?				



41	On completion of a Maintenance Check, are all work 'signed for' by the individual(s) carrying out the task and then verified and certified by appropriately authorized individual(s)?				
42	Do the AMO procedures consider technical records control for unscheduled maintenance tasks which are out of phase from any programmed maintenance check input?				
43	Does the AMO keep a copy of records in relation to the transfer, return, leasing or sale of an aircraft or aeronautical product involving the operator/customer?				
44	If the generated work order is not performed when required, is there a function for transfer/deferral as required? If a transfer/deferral occurs, is there a function to check the history of the event to review why the deferral occurred in the first instance and who completed the deferral?				
45	Does the AMO make clear what categories of deferral are acceptable?				
46	Does the AMO have a Deferred Items Register/record that forms part of the work pack?				
47	Are independent inspection items identified in accordance with prescribed procedures?				
48	Does the AMO have procedures which address control of subcontract works for the rectification of specific defects? For example, composite repair to a panel?				
49	Does the AMO state within its exposition the requirements of when a maintenance certification or CRS is issued? For example, before flight on the completion of any scheduled maintenance or defect certification. This applies when the work is carried out on base maintenance or line station.				
50	Who within the AMO is appropriately authorized on behalf of the AMO to complete maintenance certifications ?				
51	Are the certifications issued in accordance with the AMO procedures? As referred to by the AMO exposition and with availability and use of current maintenance data.				



52	Does each CRS issued by the AMO contain the details of the maintenance carried out, including the date such maintenance was completed and the identity of the authorized certifying individual(s)?				
53	Does the AMO ensure that, before its issue of certification authorizations to appropriately licensed individuals, the individual is competent with the process and procedures for completing operator documentation?				
54	Does the AMO have procedures requiring it to make and retain a copy of the records provided to the customer/operator?				
55	Does the AMO, as per a contractual agreement, provide the operator with a copy of all maintenance records as required to satisfy its maintenance responsibilities? Does this include a copy of the CRS for inclusion in the operator's records and in the Technical Log?				
56	Does the AMO reporting system enable the appropriate collection and evaluation of occurrence and defect reports including the assessment and extraction of those occurrences to be reported to CARC/operator/manufacture, as appropriate?				
57	Does the AMO identify a specific department responsible for control of the occurrence and defect reporting?				
58	Does the AMO receive aeronautical products from outside contractors? If yes, does the AMO have procedures for dealing with defective aeronautical products?				
59	Does the AMO utilize aeronautical product on a loan agreement? If yes, does the AMO have procedures to manage the loan process for the receipt and return of loaned items? If loaned aeronautical products are dispatched to another operator, are they accompanied by the original (or copy) paperwork?				
60	Does the organization have information of value in determining if the AMO has provided sufficient evidence of compliance with the requirements for the control of computer maintenance records system, commensurate with the size of the organization and the scope of work.				



61	Does the AMO specify the details of the system used for computer maintenance records?				
62	If maintenance certifications and CRS's are approved to be issued electronically, is there appropriate security of the system and backups?				
63	Does the AMO's exposition include the following information: company planning versus time available procedure; how the AMO takes into account the complexity of work and organization of shifts plus account of human performance limitations?				
64	Does the organization have Critical Control Systems by ensuring that verification of all critical control system tasks is completed by an independent individual?				
65	Does the AMO exposition include procedures that encourage maintenance personnel to identify tasks as potentially critical before an error occurs, thereby reducing the risk of maintenance errors?				
66	Do the AMO procedures take into consideration the utilization of its customer/operator procedures which are specific to their designated critical tasks?				
67	Do the AMO procedures include or reference the AMO's specific Maintenance Procedures, such as: <ul style="list-style-type: none"> • NDT • Engine running • Aircraft pressure runs • Aircraft towing • Aircraft taxiing • Handling and control of waste materials • Scrapping of parts • Working away from main base/workshop 				
68	Does the AMO have a reporting system which focuses on the detection and rectifying of maintenance errors that could result in a failure, malfunction, or defect endangering the safe operation of an aircraft if not performed properly?				
69	Are human factors and the normal limitations of human performance pro-actively considered during design or acceptance of maintenance process, procedures and documentation? This may				

	include design and readability of: - Task cards and work instructions - Procedures Manuals - SMS procedures and documentation				
70	Does the AMO have a production planning system that takes into account human performance limitations when planning maintenance, to ensure that the tasks may be carried out without undue haste and within the normal limits of human performance.?				
71	Do these procedures consider and allow for last minute (ad hoc) situations where the customer operator requests additional maintenance tasks?				
72	Does the AMO detail within its procedures for Line Maintenance, appropriate information for inspection of condition and acceptance for aeronautical products and specify the required documentation?				
73	Is there a system for control of shelf life materials and products?				
74	Are there adequate storage areas for the segregation and quarantining of products, as required ?				
75	Does the AMO's exposition also include a written SMS compliant with the requirements of paragraphs 145.65?				
76	Does the AMO have a procedure for conducting audits and a Quality Audit Program, Plan or Schedule that ensures all aspects of compliance with Part 145 are checked every 12 months?				
77	Does the exposition have a statement committing the organization to ensuring quality of the product it produces?				
78	Does the organization have independent auditors identified?				
79	Are there Audit checklists contained within the documented procedures?				
80	Does the organization have a documented audit procedure for conducting audits of aeronautical product suppliers and subcontractors?				
81	Does the exposition detail instructions or make reference to instructions that require the Quality Manager/Auditor to ensure that any remedial action taken is adequate?				



82	If appropriate actions cannot be taken, is it documented that the matter(s) should be brought to the attention of the Accountable Manager?				
83	Does the AMO have a procedure in their exposition that details how the AMO assesses all certifying employees for their competence, qualifications and capability to carry out their intended certifying duties ?				
84	If the AMO arranges for Manufacturer's and Other Maintenance Working Teams, not approved under Part 145 to provide the services for which the AMO is approved, Does the AMO maintain control of those services under their QMS, including conducting pre-contract audits, sample service audits and using a corrective action follow-up plan?				
85	How the AMO ensures that all employees have up-to-date knowledge of HF as it applies to their roles in the organization?				
86	Has the AMO developed and documented the content of its HF training program to meet the training needs of personnel performing the different functions within the organization using knowledgeable personnel and appropriate guidance material?				
87	Does the AMO have a documented policy requirement for HF continuation training as stated in 145.35 and a process to identify when employees requiring it are due?				
88	Is the HF continuation training of an appropriate duration in each two year period to cover all of the required content in relation to relevant quality and safety audit findings and other internal/external sources of information available to the organization on human errors in maintenance.?				
89	Does the AMO have a documented Safety management systems in place and implemented?				





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	Item	Result		Remarks
		SAT	UNSAT	
C	Certification			
1	Check applicable fees are paid?			<i>(Invoice No)</i>
2	Check CARC Form 18-0268 is filled and completed?			
3	Check closure of audit / outstanding finding.			<i>(Audit Report AWS No)</i>
4	Check acceptance certificate and organization's scope of approval accuracy?			
5	Check MOE supplement acceptance?			

Assigned Inspector(s)

Signature

Date:

Chief Division

Director Airworthiness Standards

