

AMO MODULAR AUDIT RECORD AND REPORTING SYSTEM

Part 2 : Nig.CAR Part 6 Audit Modules - Guidance & Report

Name of Organisation				Approval ref	
AMOPM Reference		Audit number		AMOPM review date	

0 AMOPM conformity		Regulation 6.5.1.1 & IS 6.5.1.1				
Part 1 Management		2.6-Use of tooling		2.23 Production and planning System	3.9-Exemption process control	AMO PM complies with IS 6.5.1.1
1.1 Corporate commitment by the accountable manager	³	2.7-Cleanliness standard		Part L2 Additional Line Maintenance Procedures	3.10- Concession control for Deviation from	
1.2 Management Personnel		2.8- Maintenance Instruction and		L2.1-Line Maintenance Control of :Comp. Tools etc.	3.11-Qualifications for specialised activities	
1.3 Duties & responsibilities of management personnel		2.9-Repair procedure		L2.2- Line Maintenance Servicing, Fuelling,	3.12-Control of manufacturer's teams	
1.4-Management Organisational - .Chart -		2.10- Aircraft Maintenance Program Compliance		L2.3- Line Maintenance Control of Defect	Part 4 Documentation	
1.5-List of Certifying Staff -		2.11-Airworthiness Directives Procedures		L2.4- Line procedures for completion of	4.1-Contracted Air Operators	
1.6-Manpower Resource -		2.12- Optional Alteration Procedures		L2.5- Line procedures Pooled and Loaned Parts	4.2- Air Operators procedures and paperwork	
1.7-General Description of Facilities -		2.13 Maintenance Documentation in use & Completion..		L2.6-Line procedures Return of defective parts	4.3- Air Operators record completion	
1.8-Organisation Intended Scope of Work-		2.14-Technical Records Control		Part 3 Quality System Procedures		
1.9- Notification procedure to the Authority regarding changes to the organisation's activities/approval/location/personnel		2.15-Rectification of Defects/Defect Control		3.1-Quality Audit of Org. procedures	Part 5 Examples of Documents: Lists	
1.10-Manual Amendment.		2.16- Release to Service Procedures		3.2- Quality Audit of aircraft	5.1-Sample of documents	
Part 2 Maintenance Procedures		2.17-Records for the operators		3.3- Quality Audit remedial actions	5.2-Listed sub-contractors	
2.1-Supplier Evaluation Procedures		2.18-Reporting of defects		3.4-Certifying staff qualifications & training	5.3-List of line maintenance locations	
2.2-Acceptance /Inspection of components etc.		2.19-Return of Defective aircraft components		3.5-Certifying staff records	5.4-List of contracted Organisation	
2.3-Storage & tagging and release of aircraft component		2.20-Defective components Shipped to contractors		3.6-Quality audit personnel		
2.4-Acceptance of tools and equipment		2.21-Control of computer maintenance record systems		3.7-Qualifying inspectors		
2.5-Calibration of tools		2.22 Reference to Specific procedures		3.8-Qualifying mechanics		
					DAWS Inspector	Signature

³ Complete the right part of each box with one of two indicators :

- A cross (X) which means in compliance
- N/A which means the requirement is Not Relevant according to the AMOPM

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- A number which relates to a comment which is recorded in part 3 of the report
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1 Housing and Facilities Requirements		Regulations 6.3.1.1 & 6.3.1.2 (AMOPM § 1.7, 2.3, 2.7)							
Accommodation		Environment		Inspection Aids		General lighting		Storage Facilities	
For Management and Administration		Office and working Areas		Assembly Facilities		Specific lighting		Tools and Equipment	
For Records-Planning - Quality		Work tables and equipment		Function and Test		Power Air Vacuum		Parts and Materials	
Working Area, adequate		Cleaning Facilities		Access Equipment (platforms, etc)				Racking, Binning	
Location and Security		Special Requirement (Battery loading)		Docking Equipment		No contamination hazard		Labeling	
Hangar Space		ESD Protection						Bonded Area	
Shops Spaces		Noise Protection						OEM Specifications	
Tenancy of Hangar, Shops, etc.		Area to Study Approved Data						ESD Protection	
Maintenance-visits Plan		Weather Protection						Access Control	
Overall Cleanliness		Dust Protection						Segregation	
								DAWS Inspector	Signature

2 Personnel & Training		Regulation 6.4.1.1 (AMOPM § 1.2, 1.3, 1.4, 1.6, 2.10, 2.15, 2.16, L2.2, L2.3, section 3)							
Management		Other Personnel Sufficient to:-		Other Personnel		Qualifications of Personnel appropriate to function		Compliance with CAR Part 2	
Responsibilities defined & understood at all levels		...plan the tasks at all levels		Appropriate certification of the tasks		Experience of personnel. appropriate. to function		(Or interim NCAA requirement)	
Accountable Manager responsibilities understood, interview		certify Maintenance				Has 6mths recent experience in 24mths on the type ratings			
Control of activities Effective communications.		...carry out the tasks at all levels		Job or task description defined		Competence established in accordance with AMOPM		Names of Operatives checked	
Supervision of activities		...supervise the tasks at all levels		Initial/continuation training carried out		Competence of temporary personnel			
Maintenance. man-hour plan, job descriptions		..audit all maintenance related activities				Knowledge of AMO procedures by personnel		Certification procedures adhere to IS 6.4.1.1(V)	
Organisation-chart (reporting chains)									
								DAWS Inspector	Signature

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3 Certifying Staff		Regulation 6.4.1.5 (AMOPM § 3.5)						
Central Record information		Authorization document				Names of certifying persons checked	Authorisation references	Result
Complete		Provided to and held by staff		Valid & covers activities certified				
Accurate		Available in the Department		Signed by holder				
Up to date		Scope of authorization defined		Control of inspection stamps				
Control of records/ data		Training: basic, type, comp.-proc., continuous.		Has 6mths recent experience in 24mths on the type ratings				
Retention of records		Human Factors training						
						DAWS Inspector	Signature	

4 Tools Test Equipment & Materials		Regulation 6.3.1.3 (AMOPM § 1.7, 2.4, 2.5, 2.6)						
Tools & Test Equipment Sufficient to Perform				Materials and Components				
...approved Scope of Work		Availability Satisfactory		Calibration of in use tools		Supplier Evaluation		Line procedures
...agreed Capability List		Line Procedures		Calibration Control		Acceptance/Goods In		Pool parts/spares
...departmental Tasks		Equipment Recall System		Calibration Records		Storage & identification		Shelf life control
Rarely used tools/equipment		Control of Personnel tools		Traceable standard of calibration		Provisioning of spare parts		
Alternative tool/equipm.						Manufactured repair parts		
						DAWS Inspector	Signature	

5 Airworthiness Data		Regulation 6.5.1.9 (AMOPM § 2.8, 2.9, 2.11, 2.12, 2.13, 2.17)							
Provision of Data for:-		Regulatory & Advisory Information		Publications Available		Condition of Manuals.		Reader / Printer / Terminal	
Approved Scope of Work		Available		Aircraft Manufacturers		Aircraft Manufacturers		Availability	
Departmental activities		Up to Date		Component Manufacturer		Engine Manufacturers		Serviceability	
Customer request. Maintenance activity		Subscription of		Subscription of		Components		Location, number	
AMO own-developed data		TC-holder's CAA AD-notes		Customized Maintenance Program.		Manual Amendments			
		Adoption of Nig. CARs		Control of current status					
						DAWS Inspector	Signature		

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6 Approval for Return to Service		Regulation 6.5.1.7 (AMOPM § 2.2, 2.14, 2.16, 2.21)			Airworthiness Release Forms sampled:		
Maintenance Release issued		Maintenance Release contains details of		Shift Work Handovers inc Base to Line	Work Order Checked:-	Airworthiness Tag Ref.	Result
By properly authorized staff		Maintenance carried out, (ref to approved data)		Task Itemization			
Inspection stamp legibility		Date of Maintenance Recorded		Handover Recording			
Duplicate Inspections		Staff Authorization Ref & signature.		Certification Control			
Completion details, adequacy		Organization Approval Reference		Worksheet Task Breakdown			
At time & place of maintenance		CRS statement					
Internal release		Reference to enclosures					
Electronic originated CRS		Special approval Data enclosed					
on Customer work package							
					DAWS Inspector Signature		

7 Maintenance Records		Regulation 6.5.1.8 (AMOPM § 2.14, 2.16, 2.17, 2.21, L2.3)						
Detailed record of work :		Work Cards		All Work Details Recorded		Work Order Checked	Aircraft/Compon't	Result
Carried out retained		Fully completed and signed		In an acceptable manner				
(for 2 yrs. from CRS or as required by		CRS / Airworthiness Approval Tag raised		Copies retained for 2 years				
AOC Records		Updated to latest schedule		Retained in safe place				
Legible during archiving		Revision status		Storage environment				
Records Provided to Operator		Approved data reference documented		Computer back up and storage satisfactory.				
Approved data used retained				Electronic Aircraft Maintenance records complies with IS 6.5.1.8				
					DAWS Inspector Signature			

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8 Occurrence Reporting Procedures		Regulation 6.5.1.10 (AMOPM § 2.18)				
Reports made					MOR Reference Checked	Result
To the NCAA		Within the prescribed period		Follow up/tracking effective		
To the Operator		Standard of Completion		Dissemination of findings		
To the Manufacturer		Reporting Form Used		Review meetings/bodies		
Sample reports						
					DAWS Inspector	Signature

9 Detailed Procedures		Regulation 6.5.1.1 & 6.5.1.2 (AMOPM sections 2, L2, 3 and QM)					
AMOPM & Procedures relevant to the Department			Do they fully cover:-		Procedures Audited Subject	Reference	Result
AMOPM Readily available to all staff		Review/Control Procedure		Departmental Practices			
Approval of AMOPM		Approval of procedures		Method of Work Control.			
AMOPM edition controlled		Amendments / changes		Certification Procedures.			
AMOPM Supplements		Adequately Descriptive		Variations or Concessions			
Procedures readily available to all staff		Procedure Ownership		All aspects covered adequate			
Being followed in practice		Standardised Structure		Reflects QA Policy Statements			
					DAWS Inspector		

10. Production and Planning		Regulation 6.5.1.13 (AMOPM §				
Planning System includes:			Production planning procedure Includes			
Support for production function.		Organising maintenance teams and shifts	Preparation of work,		Logistics,	
Scheduling the maintenance work			Hangar availability,		Inventory control,	
Support during maintenance work			Square meters of accommodation,		Man-hours availability	
Planning safety related tasks			Environmental conditions (access, lighting standards and		Man-hours estimation, Scheduling critical maintenance tasks during periods when	
Changeover / handover information			Co-ordination with internal and external suppliers, etc.			
					DAWS Inspector	Signature

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14 Changes To The Approval		Regulation 6.2.1.9 (AMOPM §1.9)					
A. Confirm No Changes Have Occurred to the Following							
1	The name of the organisation.		7	Company procedures			
2	The location of the organisation.		8	Approved scope of work.			
3	Additional locations of the organisation.		9	Certifying staff.			
4	The accountable manager		10	Adherence to Amendment Procedures			
5	Any of the senior/nominated persons		11	Notification to the Authority			
6	The facilities, equipment, tools, material, etc.		12	Changes to Capability Lists Controlled and recorded			
				DAWS Inspector	Signature		
B. If changes proposed, will these influence (Audit Module)							
Management (2)		Equipment, Tooling (4)		Certif. Staff (3)		Procedures Departmental (9)	AMO PM (12)
Accountable Manager (2)		AMO Procedures (9)		Competence of Personnel (2)		Audit System (10,11)	Facility
Organisation Chart (2)		Approved Data (5)		Worksharing of Facilities		Approval Certif. (14)	Occurrence rep. Procedure (8)
Location Facility (1,13)						DAWS Inspector Signature	
C. Approval Conditions (special defined)							
Additional							
Time Limited							
				DAWS Inspector	Signature		

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15	Product Audit of (Description)	P/N	S/N	Work Order #
	Final Inspection		Worksheet Package	Subcontract
Transfer to Customer				
	Approved Data		Routing Card	
Packing				
Release to Service	Customer Order		Changes to Work Order Sheet / Routing	
Authority of Certifying Staff	Order Review			
	Internal Order			History of parts assembled
Completion of CRS			Work accomplished	"Local manufactured parts"
			Competence of mech.	
Information to customer				
	Incomplete Inspection results transferred into W/O			History of furnished parts
	Test			
				DAWS Inspector Signature

AMO MODULAR AUDIT RECORD AND REPORTING SYSTEM		
<i>Part 3 : Nig. CAR Part 6 Approval - Findings & Recommendations</i>		<i>Approval reference</i>
<i>Name of Organisation</i> →		

Note : - Each finding or recommendation must be identified by a number cross-related to the same number in Form 6 part 2 audit modules. The first column of the array must contain that number. The second column must contain the associated Nig. CAR Part 6 reference and/or AMOPM §.
 - Any finding or recommendation recorded in this part must be copied or the content made known to the organisation surveyed. Greyed column is reserved for the organisation comments and answer.

Item	Nig. CAR Part 6 / AMOPM	Findings / recommendations	Level	Root Cause	Corrective Action Plan (CAP) Answer / Comments / ref rep.	CAP Target Date	NCAA Follow up /Closure Date
Part 2							

Item Part 2	Nig. CAR Part 6 / AMOPM §	Findings / recommendations	Level	Root Cause	Corrective Action Plan (CAP) Answer / Comments / ref rep.	CAP Target Date	NCAA Follow up /Closure Date

Item Part 2	Nig. CAR Part 6 / AMOPM §	Findings / recommendations	Level	Root Cause	Corrective Action Plan (CAP) Answer / Comments / ref rep.	CAP Target Date	NCAA Follow up /Closure
Level 1 & 2 Findings acceptance. Corrective actions & schedule proposal : (date, name and signature of the surveyed organisation representative or acceptance letter reference)							
Level 1 & 2 Proposed corrective actions and schedule acceptance : (date, name and signature of the Inspector)							
RECOMMENDATION REPORT TO SUPPORT NIG. CAR PART 6 APPROVAL ISSUE / RENEWAL / CONTINUATION / VARIATION							
<u>Comments:</u>							

DEFICIENCIES:

(Note: Have as many deficiencies rectified before you depart the AMO and have the Quality Manager transfer the remainder into his audit report procedure).

Level 1 Finding

Means any significant non-compliance applicable requirements of Nig. CARs Part 6, with organization procedure manuals or with the term of an approval, certificate or with the content of a declaration which lowers the safety and hazards seriously the safety.

Action for level 1 finding

In the case of an initial application for approval, no approval shall be issued until all level 1 findings are corrected.

For level 1 findings, immediate action shall be taken by the authority to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the maintenance organisation approval, until successful corrective action has been taken by the organisation.

Level 2 Finding

Means any non-compliance with applicable requirements of Nig. CARs Part 6,, with organization procedure manuals or with the term of an approval, certificate or with the content of a declaration which could lower the safety and possibly hazard the safety.

Action for level 2 finding

In the case of an initial application for approval a provisional approval valid for a maximum 3-month period may be given to allow time for the level 2 findings to be corrected.

For level 2 findings, the corrective action period granted by the authority must be appropriate to the nature of the finding but in any case initially must not be more than three months. In certain circumstances and subject to the nature of the finding the authority may extend the three month period subject to a satisfactory corrective action plan agreed by the authority.

If a maintenance organization fails to submit an acceptable corrective action plan or fails to apply the corrective measures within the time limit agreed or extended by the authority, the degree of seriousness of non-compliance increases to level 1 and the measures provided for above.

Level 3 finding

An observation is a minor irregularity which are considered as observations and warrant attention.

Action for level 3 findings

Inform the company

AMO MODULAR AUDIT RECORD AND REPORTING SYSTEM		
<i>Part 4 Supplement Additional Requirements</i>		<i>Approval reference</i>
<i>Name of Organisation</i>		

Note A:

This questionnaire follows the numbering system of the “ AMO PM ” .

Check the box if in compliance or put a number in the box and make a comment in the Part 3.

Additional Special Conditions:

1. NCAA Suspected Unapproved Parts Program (TGM Vol. 4 Chapter 32 and Form AC-AWS032 and AC-AWS032A).

Is the maintenance organization in compliance with or has the AMO submitted reports to the NCAA in accordance with the NCAA suspected unapproved parts program as detailed in NCAA TGM Vol.4 Chapter 32 “ suspected unapproved parts program ” and forms AC-AWS032 and AC-AWS032A detecting and reporting of suspected unapproved parts (Check compliance with the procedure)?

Note: Reference Part 3 of this document for all comments!

Recommendation for AMO Approval

Station was found to comply with requirements of Nig. CAR Part 6

Station was found to comply with requirements of Nig. CAR Part 6 except for deficiencies listed in Part 3 of this Document. AMO must forward a letter to the NCAA addressing corrective action to inspection findings and/or submit a corrective action plan before an AMO Certificate is issued.

Recommend certificate with rating applied for on application be issued

Recommend certificate with rating applied for on application (except those listed in Form CL: O-AWS007A Part 3) be issued

The NCAA hereby accepts the AMO corrective action and/or corrective action plan.

Name of NCAA Inspector making Recommendation: _____

Signature of Inspector making Recommendation: _____

DAWS Office: _____ **Date:** _____