

## Part 1

# CAR 704 / 705 Air Operator Maintenance Requirements Checklists

### **Table of Contents**

(March 2001)

AOC-01	Previous Transport Canada Audit .....	3
AOC-02	Maintenance Control Manual.....	5
AOC-03	Person Responsible for Maintenance .....	13
AOC-04	Evaluation Program.....	15
AOC-05	Technical / Regulatory Publications .....	19
AOC-06	Technical Records.....	22
AOC-07	Weight & Balance.....	26
AOC-08	Maintenance Development Program (MPD).....	29
AOC-09	Reliability Monitoring Programs.....	38
AOC-10	<i>Reserved</i> .....	49
AOC-11	Maintenance Planning.....	50
AOC-12	Defect Recording, Rectification, Deferral, and Control Procedures.....	55
AOC-13	Airworthiness Directive, Service Bulletin .....	60
AOC-14	ETOPS - Extended Range Operations .....	62
AOC-15	Minimum Equipment List - MEL, OMEL, GMEL .....	67
AOC-16	All Weather Operations - Category II, III.....	71
AOC-17	Technical Dispatch Procedures.....	74
AOC-18	Flight Authorities - Test / Ferry .....	78
AOC-19	Maintenance Arrangements .....	81
AOC-20	Training Program.....	86
AOC-21	Personnel Records.....	89
AOC-22	De-Icing Procedures .....	91
AOC-23	Elementary Work, Servicing .....	93
AOC-24	<i>Reserved</i> .....	96
AOC-25	Servicing - Fueling, De-fueling & Lubrication, Oxygen.....	97
AOC-26	Control of Parts, Parts Pooling.....	100
AOC-27	Service Difficulty Reporting SDR.....	103

**Intentionally Blank**

Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-01 Previous Transport Canada Audit</b>	
1.	What was the purpose and date of the previous audit? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
2.	Were there a significant number of Audit Findings? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span> <ul style="list-style-type: none"> <li>• What conclusions were drawn from the audit?</li> </ul>
3.	Was the audit follow-up completed? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span> <ul style="list-style-type: none"> <li>• List any outstanding audit findings respecting the previous audit?</li> </ul>
4.	Since the last audit, are there indications of high managerial staff turnover? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
5.	Is there any indications of high staff, flight crew or maintenance personnel turnover? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>
6.	Have there been any changes in the company's scope, size, aircraft, type of service since the previous audit? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span>

## AOC-01 Previous Transport Canada Audit

7.	Have there been any additional Operations Specifications or a change to the Maintenance Scope of Approval / Authorized since the previous audit? <span style="margin-left: 100px;">N/A <input type="checkbox"/></span> <span style="margin-left: 20px;">OK <input type="checkbox"/></span> <span style="margin-left: 20px;">Finding <input type="checkbox"/></span> <span style="margin-left: 20px;">Not Checked <input type="checkbox"/></span>
8.	<span style="margin-left: 100px;">N/A <input type="checkbox"/></span> <span style="margin-left: 20px;">OK <input type="checkbox"/></span> <span style="margin-left: 20px;">Finding <input type="checkbox"/></span> <span style="margin-left: 20px;">Not Checked <input type="checkbox"/></span>  <i>Ref.</i>

**Comments/Summary:**

---



---



---



---



---



---



---



---



---



---



---

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-02 Maintenance Control Manual</b>	
<b>Maintenance Control - Administrative</b>	
1.	<p>Does the manual have a table of contents?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CASS 726.08(1)(a)</p>
2.	<p>Does the manual reflect the business or trade name?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CASS 726.08(1)(b)</p>
3.	<p>Does the company have a fixed place of business?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CAR 706.04(2)(a)</p>
4.	<p>Does the manual have a description of the      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• organization and size?</li> <li>• state the geographic location and sub base facilities?</li> <li>• state the type and number of aircraft operated?</li> <li>• the nature and operation?</li> </ul> <p>Ref: CASS 726.08(1)(c)</p>
5.	<p>Does the statement reflect approvals listed on the Operations Certificates / Limitations?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CASS 726.08(1)(c)</p>
6.	<p>Is there a signed statement (by the certificate holder) indicating that the manual is their means of complying with the Canadian      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AOC-02 Maintenance Control Manual

	<p>Aviation Regulations?</p> <ul style="list-style-type: none"> <li>Is there a listing of the incorporated documents?</li> <li>Is the list covered by the certification statement made by the certificated holder?</li> </ul> <p><b>Note: there's no compelling regulation for the AOC to change certification if the certificate holder position changes</b></p> <p>Ref: CASS 726.08(1)(d)</p>				
7.	<p>Has each Incorporated by Reference Document been "certified" by the PRM or person responsible for that management function as the Air Operator's means of compliance with the CARs?</p> <p>Ref: CASS 726.08(2)(d)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	<p>Does the manual describe an amendment procedure?</p> <p>Ref: CASS 726.08(1)(e)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	<p>Does the manual describe the page identification process?</p> <p>Ref: CASS 726.08(1)(f)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>Is there an LEP and is it approved by Transport Canada?</p> <p>Ref: CASS 726.08(1)(f)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	<p>Do the pages contained in the manual match those listed in the LEP?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-02 Maintenance Control Manual

	Ref: CASS 726.08(1)(f)				
12.	Does the manual specify distribution procedures and the identity of manual holders / locations?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.08(1)(g)				
13.	Is the amendment procedure followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.08(1)(e)				
14.	Are manuals up to date?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.08(1)(e)				
15.	Are distribution procedures followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.08(1)(e)				
16.	Are manuals physically located at the designated site or with the specified person?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.08(1)(e)				
17.	<b>Complete separate PRM Checklist ....</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
18.	Does the manual contain a chart depicting the organizational	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-02 Maintenance Control Manual

	responsibilities? <ul style="list-style-type: none"> <li>If not, is one required for clarity?</li> </ul> <p>Ref: CASS 726.08(1)(h)(iii)</p>				
19.	Does the manual state the communication equipment to be used in the conduct of the type of business intended? <ul style="list-style-type: none"> <li>Is it adequate?</li> </ul> <p>Ref: CASS 726.04(2)(b)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	Are they able to contact the aircraft / crew when away from the main base or remotely operated?  <p>Ref: CASS 726.06(2)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
21.	How is updating of the control manual actioned or the need generated?  <p>Ref: CASS 726.04(1)(h)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
22.	Does the company have facilities adequate for the control of maintenance, elementary work and servicing?  <p>Ref: CAR 706.04 / CASS 726.04(2)(a)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
23.	<b>Complete separate Evaluation Program Checklist ....</b>	N/A <input type="checkbox"/>		Not Checked <input type="checkbox"/>	
<b>Maintenance Control - Operational</b>					
24.	Is there sufficient number of personnel to control all of the required maintenance, scheduling, elementary work, servicing?  <p>Ref: CASS 726.04(1)(b)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



<b>AOC-02 Maintenance Control Manual</b>				
25.	<b>Complete separate Technical, Regulatory Publication Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
26.	<b>Complete separate Technical Records Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
27.	<b>Complete separate Weight &amp; Balance Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
28.	Does the manual specify how maintenance actions are to be recorded?  Ref: CAR 726.08(1)(k)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
29.	<b>Complete separate Maintenance Development Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
30.	<b>Complete separate Reliability Monitoring Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
31.	<b>Complete separate Corrosion Control &amp; Aging Aircraft Checklist ...</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>	
32.	Is there a person identified that is responsible for developing a maintenance schedule?  Ref: CASS 726.04(1)(a)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
33.	Does the manual identify the maintenance schedules appropriate to the type of equipment / aircraft operated by the company?  • Have any maintenance schedules been omitted?  Ref: CASS 726.08(1)(l)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
34.	Does the manual indicate a procedure for adding additional aircraft to the operating certificate?  • If so, do they follow the	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AOC-02 Maintenance Control Manual

	procedure? Ref:		
35.	Complete separate Maintenance Planning Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
36.	Complete separate Defect Control Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
37.	Complete separate Airworthiness Directive / Service Bulletin Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
38.	Complete separate instructions, job cards ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
39.	Complete separate Technical Dispatch Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
40.	Complete separate MEL / GMEL / OMEL Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
41.	Complete separate EROPS Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
42.	Complete separate CAT II Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
43.	Complete separate Flight Authority - Test - Ferry Flight Checklist ....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
44.	Complete separate Maintenance Arrangements Checklist ....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
45.	Complete separate Training Program Checklist ....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
46.	Complete separate Personnel Records Checklist ....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
47.	Complete separate Elementary Work / Servicing Checklist ....	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
48.	Complete separate Ramp Procedures Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
49.	Complete separate De-Icing Procedures Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>
50.	Complete separate Complete separate Servicing - fuel, oil, lubricants Checklist ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-02 Maintenance Control Manual

51.	<b>Complete separate Control of Parts / Parts Pooling Checklist</b> ...	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
52.	Are sufficient spare parts available, located where needed?  Ref: CAR 706.04(1)(e)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
53.	Are sufficient supplies and spare parts available to ensure timely rectification of defects / MEL provisions?  Ref: CAR 706.04(2)(e)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
54.	<b>Complete separate SDR Checklist ....</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
55.	<b>Complete separate Sample Aircraft Checklist ....</b>	N/A <input type="checkbox"/>	Not Checked <input type="checkbox"/>		
56.	Ref.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Items completed by:

\_\_\_\_\_

Date:

\_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

### AOC-03 Person Responsible for Maintenance

<p>1.</p>	<p>Review TC company files, is there documentation to support the evaluation of the PRM?</p> <ul style="list-style-type: none"> <li>• completion of the CARs examination (AMEs exempt)?</li> <li>• check for convictions under Section 7.3 of the AA or CAR 605.84/85/86?</li> <li>• assessment by interview?</li> </ul> <p>Ref: CASS 726.03(1)(a) &amp; (3) / CASS 726.03(4) &amp; (5) / CASS 726.03(1)(b)(ii)</p>	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>
<p>2.</p>	<p>If the AOC holder also holds an AMO Certificate, is the PRM for the Air Operator the same person as the PRM for the AMO?</p> <p>Ref: CAR 706.03(2)</p>	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>
<p>3.</p>	<p>Does the PRM fully understand the responsibilities of the position?</p> <p>Ref: CAR 706.03(b)</p>	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>
<p>4.</p>	<p>Is there evidence to suggest that the PRM did not remove aircraft from service when they failed to comply with airworthiness or operational requirements?</p> <p>Ref: CAR 706.03(1)c) / CASS 726.03(7)</p>	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>
<p>5.</p>	<p>Does the PRM sub delegate any of the responsibility?</p> <ul style="list-style-type: none"> <li>• If so, is the identity / position of the individual and their duties fully described in the manual?</li> <li>• Does the description specify which functions or activities that are to be assigned?</li> </ul>	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>

# AOC-03 Person Responsible for Maintenance

Ref: CASS 726.08(1)(h)

6.

N/A  OK  Finding  Not Checked

Ref.

## Comments/Summary:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-04 Evaluation Program</b>	
1.	<p>Is the requirement to evaluate the company maintenance system identified in the manual? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span></p> <p><b>Ref: CAR 706.07 / CASS 726.07(1)</b></p>
2.	<p>Is the person responsible for evaluating the program identified in the manual? If not the PRM, are this person's duties clearly defined in the manual? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span></p> <p><b>Ref: CAR 706.03(3) / CASS 726.07(2)</b></p>
3.	<p>Has the operator conducted an initial evaluation at the end of 12 months? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span></p> <p><b>Ref: CASS 726.07(4)(a)</b></p>
4.	<p>Does the evaluation program cover all functions defined in the manual? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span></p> <p><b>Ref: CASS 726.07(2) &amp; (3)</b></p>
5.	<p>Does the evaluation program cover regulatory changes? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span></p> <p><b>Ref: CASS 726.07(2)</b></p>
6.	<p>Is there evidence (records) indicating that formal review of maintenance requirements have been undertaken? <span style="float: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></span></p> <ul style="list-style-type: none"> <li>• Were records kept according to the requirements specified in the manual?</li> </ul>

## AOC-04 Evaluation Program

	Ref: CASS 726.07(4)(c)				
7.	Does the operator use checklists for the evaluation process?  <ul style="list-style-type: none"> <li>Are examples available and are they comprehensive?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.07(4)				
8.	Does the operator follow the frequency of evaluation as specified in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.07(4)(a)				
9.	Does the operator follow the stated corrective action process? (sample, are persons required to provide input in the process, involved?)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.07(4)(c)				
10.	Are the correct forms as stated in the manual in use?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 706.07				
11.	Has action taken as a result of a non-compliance finding included immediate and long term action to correct the root cause of the finding?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.07(4)(e)				
12.	Is there any evidence to suggest that follow-up activities have been carried out?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.07(4)(f)				



## AOC-04 Evaluation Program

13.	<p>Is there any record of a maintenance schedule review being carried out or the evaluation of supplemental maintenance requirements for applicability and inclusion to the operators program?</p> <ul style="list-style-type: none"> <li>• Were they included?</li> <li>• Does the outcome deviate from manufacturers recommendations; are the conclusions stated and decisions substantiated? (see std 625)</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Ref: CASS 726.07(4) / 625.86(5)(b)(I)</b>					
14.	<p>Are aircraft operational and environmental conditions considered in the evaluation program? (sample, review actual process)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Ref: CASS 726.07(3)</b>					
15.	<p>*Is there evidence that the operator has reviewed and evaluated Service Bulletins and other technical information for applicability to their fleet?</p> <ul style="list-style-type: none"> <li>• Is there evidence of a maintenance specialist being involved in the decision process?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Ref: CASS 726.07(4) / ANB055</b>					
16.	<p>How would the company handle a service bulletin issued today which affects their fleet? (sample / interview, does the response reflect stated procedures, follow process through?)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Ref: CAR 706.07</b>					
17.		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-05 Technical / Regulatory Publications</b>	
1.	<p>Is the person responsible for keeping publications current aware of his / her responsibilities (interview)?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CASS 726.12(1)</b></p>
2.	<p>Does the operator have technical and regulatory publications according to the list in their approved manual? Note: CASS 726.04(2) is not explicit in the requirement for technical or regulatory information, the following is a <u>possible</u> list ....</p> <ul style="list-style-type: none"> <li>• Aeronautics Act</li> <li>• Canadian Aviation Regulations &amp; appropriate standards</li> <li>• type certificates;</li> <li>• supplemental type certificates;</li> <li>• FAA Advisory Circulars 43.13</li> <li>• Airworthiness Directives, applicable to the aircraft / equipment operated;</li> <li>• manufacturer's maintenance, illustrated parts, overhaul manuals, and service bulletin and service letters,</li> <li>• MCM or MPM</li> </ul> <p><b>Ref: CASS 726.04(2)</b></p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
3.	<p>Are publications / manuals current, i.e. amendments up-to-date?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CASS 726.04(2)</b></p>
4.	<p>*Is the system for monitoring manual currency effective?</p> <p style="text-align: right;">N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AOC-05 Technical / Regulatory Publications

	Ref: CASS 726.07				
5.	Are appropriate portions of publications made available to company personnel, contractors as outlined in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.04(2)/CASS 726.08(1)(j)				
6.	How is the operator made aware of technical information, updates, bulletins, etc. applicable to the aircraft type they operate?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.04(2)				
7.	Does the company have equipment, i.e. Computers, fiche reader / printer etc., necessary for reproducing this information?  • Does the equipment function?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.04(2)				
8.	If regulatory publications are to be available via the Internet, have the company demonstrate their access to and navigate the information.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.04(2)				
9.	If publications are to be made available to the operator via a contract for maintenance, does the operator ensure that the technical manual applies to their particular aircraft via serial number or model or year?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.04(2)				
10.	How does the operator control out of date / historical publications / training notes?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

AOC-06 Technical Records	
1.	<p>Is the location of records in accordance with the manual? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p>Ref: CAR 726.04(2)(f)</p>
2.	<p>Does the use of job / segmented / task cards, require the operator to update a computer software program after completion? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>If so, is there any evidence of missed entries or incorrect times being input?</li> </ul> <p>Ref:</p>
3.	<p>*Supplemental worksheets used for recording and actioning defects discovered during maintenance activities, are they the operator's or the AMO's? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Is this according to manual requirements?</li> </ul> <p>Ref:</p>
4.	<p>Does the operator ensure that completed inspection packages are reviewed? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p>Ref: Std. 625.96(2)</p>
5.	<p>Are the maintenance check sheets used as described in the manual? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p>Ref: <i>Approved Maintenance Schedule</i></p>
6.	<p>Cross check completed check sheets with the aircraft log books, is there evidence of maintenance being completed prior to certifying the Technical Log entry? (sample). N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>

## AOC-06 Technical Records

Ref: CAR605.92(1)					
7.	<p>Sample aircraft technical records (including Journey Log). Do the recorded actions meet regulatory requirements? For example:</p> <ul style="list-style-type: none"> <li>• certifications;</li> <li>• time between checks;</li> <li>• weight and balance report;</li> <li>• inspections completed on time;</li> </ul> <p>Ref: CAR 605.86 / CAR 605.96 / CAR 571 / Std. AWM 571 Appendix C</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	<p>Are established procedures being followed to record and control maintenance items? For example:</p> <ul style="list-style-type: none"> <li>• scheduled maintenance and inspection;</li> <li>• Ad's and special instructions;</li> <li>• components;</li> <li>• TBOs and life-limited times;</li> <li>• calendar-time items;</li> <li>• pitot-static and altimeter calibration checks;</li> <li>• compass calibration;</li> <li>• weight and balance</li> <li>• independent control checks / CMR / critical maintenance tasks.</li> </ul> <p>Ref: CAR 605.96 / CAR 571.10(4) / CAR 726.08(1)(m)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	<p>Are maintenance records acceptable for completeness and final certification? (sample)</p> <p>Ref: Std. AWM 571.10(2) -(4)/ CAR605.92(1)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>Does the operator transfer information from the journey log to the permanent technical record in accordance to regulatory and MCM requirements?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-06 Technical Records

	MCM requirements?				
	Ref: CAR 605.96(2)				
11.	Does the operator maintain technical records in a dry, secure area?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 706.04(2)(f)				
12.	*Do company personnel record information and defects in the journey log or other technical record in accordance with MCM procedures?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.08(1)(k)				
13.	Is the technical record (including journey log) a consecutive, unbroken history?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 605.93(4)				
14.	Is computer software used as a sole support technical history? <ul style="list-style-type: none"> <li>• If so, is there evidence of original entries being updated?</li> <li>• Is the original entry protected?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 605.93(2) / CAR 103.4(a) / Std. 625.93(3)				
15.	*Is the primary method for controlling maintenance tasks generated / tracked by computer? <ul style="list-style-type: none"> <li>• If so, it must be a secure system, (see technical records)?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 103.04				
16.	Where computer maintenance software is used, is the ACA holder identified in the	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



## AOC-06 Technical Records

	<p>computerized record ?</p> <p><b>Ref: CAR 605.93(1)(b)</b></p>
17.	<p>Is there evidence of maintenance releases, which are issued "subject to satisfactory test flight", not having the corresponding final certification by the pilot-in-command?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: Std. AWM 571.10(4)</b></p>
18.	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref.</b></p>

**Comments/Summary:**

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-07 Weight &amp; Balance</b>					
1.	Is the person responsible for weight and balance control knowledgeable of their duties and responsibilities?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.12(1)					
2.	Are any of the aircraft operated subject to the five year re-weigh requirement? (sample)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 625 Appendix C, (8)					
3.	Are weight and balance reports carried on board each aircraft? <ul style="list-style-type: none"> <li>• Is there more than one report which may be contradictory?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Type Certificate					
4.	Is there evidence of changes being made to aircraft basic weight without amendments to the weight and balance report?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 571 Appendix C (2)					
5.	Does each amendment to the weight and balance report include revision dates and revised equipment lists?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 571 Appendix C					
6.	Are empty weight and c of g calculations computed in the amended report?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 571 Appendix C					

## AOC-07 Weight & Balance

7.	<p>Has a maintenance release been signed for each change to the weight &amp; balance report?</p> <p><b>Ref: Std. 571 Appendix C</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	<p>Does each aircraft's weight &amp; balance report demonstrate continuity back to the time the aircraft was weighed?</p> <p><b>Ref: CAR605.92 / Std. 571 Appendix C</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	<p>Do company personnel follow the approved procedures when moving from one aircraft configuration to another?</p> <p><b>Ref: Std. 571 Appendix C (3)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>For each aircraft configuration established, has a maintenance release been signed? (note: the current configuration must be identified however a maintenance release is not required for the entry when changing from one configuration to another)</p> <p><b>Ref: Std. 571 Appendix C</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	<p>Does the system of control ensure accurate weight and balance information is used by the pilot-in-command?</p> <p><b>Ref: CASS 726.08(1)(u) / Std. 571 Appendix C</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	<p>Does the weight and balance report / equipment list include all items specified in the aircraft type certificate?</p> <ul style="list-style-type: none"> <li>Does it also include additional equipment required / installed for the operation of the aircraft?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-07 Weight & Balance

- Does it include any equipment installed as a result of an STC or modification?

Ref: Std. 571 Appendix C (1)(a)

13.

N/A  OK  Finding  Not Checked

Ref.

### Comments/Summary:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-08 Maintenance Development Program (MPD)</b>					
<b>Program Application</b>					
1.	Does the manual state the objective of the maintenance development program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Does the manual state policy of how Maintenance Development activities will influence the maintenance schedule?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Is the maintenance schedule / program, or portion thereof, to be affected by the program clearly defined?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Does the operator have internal maintenance capabilities i.e. QA / production systems (essential for effective control) and access to engineering support (aid in evaluating)?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Administration</b>					
5.	Is the MPD a self contained document?  • If so, does the MCM enable it's use by reference?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	If self contained, is there an amendment process described?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-08 Maintenance Development Program (MPD)

### Policy Changes & Authority

7.	Does the program require TC approval before changes are to be instituted?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Does the document specify procedures for establishing or policy with regards to the program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Does the program include a graphic portrayal of the program operation? <ul style="list-style-type: none"><li>Is one required for clarity? (process chart)</li></ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Is reliability monitoring to be part of this program? <ul style="list-style-type: none"><li>If so, complete separate Reliability Monitoring Checklist.</li></ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### Initial Maintenance Requirements

11.	Does the manual describe how an initial maintenance schedule is to be developed or what it is based upon? <ul style="list-style-type: none"><li>Is it based upon an MRB and other operator data?</li></ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	Does the manual specify the amount of in service data needed prior to making considering changes to the maintenance schedule?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-08 Maintenance Development Program (MPD)

13.	Is the MPD process dependent on reliability monitoring process? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>Evaluation of Information</b>	
14.	Does the program consider information from other sources, for example: manufacturers, other operators, airworthiness authorities? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
15.	How is this information obtained from other sources controlled and processed within the organization? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
16.	Does the description of the program contain a diagram of the organizational structure? <ul style="list-style-type: none"><li>• If not, is one required for clarity?</li></ul> N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
17.	Does the manual define lines of authority and responsibility? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
18.	Does the scope of maintenance activity to be control under this program require a comprehensive system for evaluating aircraft fleet / or product performance or is N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AOC-08 Maintenance Development Program (MPD)

simple means acceptable?

### Performance Influences:

19.	Does the program consider the operating environment, where and when aircraft fly, land and layover such as hot, cold, humid, dusty, salty, etc.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	Does the program consider the operating schedule, flight hours per cycle, cycles per day, flight hours per day, variation within fleets due to short / long routing.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
21.	Does the program consider the effect of adding or deleting aircraft on the population samples, resource and maintenance capabilities?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
22.	Does the program consider the modification status of components in the program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
23.	Does the program consider the integration of used equipment / aircraft?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
24.	Is the system of data collection fully described and does it specify typical sources of information?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



## AOC-08 Maintenance Development Program (MPD)

25.	If sampling is used, the method, number of samples, time on the samples, when sampling and intervals spelled out.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
26.	Does the operator define tasks such as "inspection", "check" for their scope of purpose?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
27.	Escalation procedure - required series or sequence of checks?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
28.	Are task interval parameters tailored to operators desired units?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
29.	Does the operator participate in the MRB process? <ul style="list-style-type: none"> <li>If so is their utilization comparable to that of the world fleet leaders?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
30.	Are alternate or substitute inspection methods used to qualify maintenance requirements, i.e. X-ray substituted for ultrasonic?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-08 Maintenance Development Program (MPD)

31.	Does the operator have a procedure or the capability to enhance manufacturers maintenance instructions?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
32.	Are the enhancements driven by reliability processes or other feedback mechanisms?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
33.	Procedures for making other changes from one primary maintenance process to another, for example changing from Hard Time to On Condition	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
34.	Does the system obtain data from units only under operational conditions?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
35.	Does the manual provide samples of how data justifying actions is to be collected?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Data Analysis &amp; Application to the Maintenance Program:</b>					
36.	Does it describe how data analysis will influence adjustments to maintenance control ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-08 Maintenance Development Program (MPD)

37.	Are the duties and responsibilities for initiating program revision clearly defined?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
38.	Does the operator use trending as a means for determining maintenance requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
39.	Is the documentation required to be used to effect changes in maintenance program described?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
40.	Procedures provided to assure that any TBO adjustment or other program change does not conflict with a corrective action program established by a previous reliability analysis.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
41.	Program contains a statement that the TC Office will be advised when increases to time limitations or other program changes controlled by the program occur.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
42.	Does the program include a graphic display of major system/component TBO escalation.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Maintenance Schedule Amendment:**

## AOC-08 Maintenance Development Program (MPD)

43.	Does the program identify organizational elements responsible for approval of amendments to the maintenance schedule?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
44.	Is it singular or quorum based?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Procedures for Maintenance Control Changes :</b>					
45.	Program describes the procedures used for making changes to maintenance controls.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
46.	Organizational elements responsible to prepare substantiation reports to justify maintenance control changes identified.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
47.	Procedures included relative to manual revisions concerning time increases and what will be required prior to pursuing a subsequent time increase.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
48.	Procedures provided for revision to the Operations Specifications when and if required.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**AOC-08 Maintenance Development Program (MPD)**

49.

N/A     OK     Finding     Not Checked

*Ref.*

***Comments/Summary:***

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

AOC-09 Reliability Monitoring Programs	
Program Application: <i>FAA AC / AMA</i>	
1.	Does the reliability program clearly define the components, systems, or complete aircraft which are to be controlled? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Is the maintenance program, or portion thereof, to be controlled by reliability program clearly defined? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Does the program reference the operator's MCM where details pertaining to overhaul and inspections periods, work content, and other maintenance program activities that are guided by the program may be found? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
Organizational Structure:	
4.	Does the description of the program contain a diagram of the organizational structure? <ul style="list-style-type: none"> <li>If not, is one required for clarity?</li> </ul> N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Does the manual define lines of authority and responsibility. N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Is the appropriate authority delegated to each organizational element? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

## AOC-09 Reliability Monitoring Programs

### Definitions:

7. Does the program clearly define significant terms? N/A  OK  Finding  Not Checked

8. Are acronyms or abbreviations peculiar to the program defined? N/A  OK  Finding  Not Checked

### Data Collection System:

9. Is the data collection system fully described and does it specify typical sources of information? N/A  OK  Finding  Not Checked

10. Does the system obtain data from units only under operational conditions? N/A  OK  Finding  Not Checked

11. Does the data relate directly to established levels of performance? N/A  OK  Finding  Not Checked

12. Does the manual provide samples of data and how it is to be collected? N/A  OK  Finding  Not Checked

## AOC-09 Reliability Monitoring Programs

13.	<p>If sampling techniques are to be used, is the method of sampling - number of / in service time / intervals, specified?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
<p><b>Establishing Performance Standards and Revision:</b></p>	
14.	<p>Does the program include an initial performance standard that defines acceptable performance requirements?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
15.	<p>Does the manual describe methods used to evaluate and control performance? Are various methods in use?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
16.	<p>Are performance standards for system or component failures expressed in mathematical terms ? For example:</p> <ul style="list-style-type: none"> <li>• 1000 hours of aircraft operation ?</li> <li>• Number of landings ?</li> <li>• Operating cycles ?</li> <li>• Departure delays ?</li> <li>• Pilot reports ?</li> <li>• Other findings under operational conditions ?</li> </ul> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
17.	<p>When a performance standard is exceeded, is an active investigation required ?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>



## AOC-09 Reliability Monitoring Programs

18.	<p>Are statistical techniques used in reliability measurement supportive of maintenance control actions ?</p> <ul style="list-style-type: none"> <li>• Are actuarial or engineering studies used to determine maintenance changes.</li> <li>• Are studies made involving inspection frequency and content, overhaul limits and times ?</li> <li>• Do they show aircraft, system, or component modification ?</li> <li>• Does it show other actions peculiar to prevailing conditions ?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
19.	<p>Are there provisions for the re-evaluating performance standards that lose their value ?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	<p>Are there provisions to establish initial performance standards for new aircraft being placed in service ?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
21.	<p>Are there provisions for the initial alert values to be adjusted based on carrier's first year of experience ?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
22.	<p>If PIREPS per 1000 departures is the standard, is 5 PIREPS per 1000 added to rate for past year to set alert value?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
23.	<p>Are alert levels set up on a combination of past performance</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-09 Reliability Monitoring Programs

	plus "good judgment" ?				
24.	Is a statistical approach used to establish alerts ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
25.	Are alert values equal to mean plus 3 standard deviations? <ul style="list-style-type: none"> <li>If not, what criterion is used?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Data Analysis Methodology &amp; Application to Maintenance:</b>					
26.	Does the manual contain a description of the data analysis process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
27.	Does it describe how the analysis will influence adjustments to maintenance control ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
28.	Types of action appropriate to the trend or level of reliability experienced.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
29.	Are procedures for evaluating critical failures established?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-09 Reliability Monitoring Programs

30.	<p>Are the statistical techniques that are used to determine reliability levels described?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
31.	<p>Is the manner in which information is exchanged between organizational elements fully described?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
32.	<p>Are the activities and responsibility of each organizational element defined?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
33.	<p>Does the program include a graphic portrayal of the program operation?</p> <ul style="list-style-type: none"> <li>• Is one required for clarity? (process chart)</li> </ul> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
<p><b>Data Display &amp; Corrective Action Process:</b></p>	
34.	<p>Does the program describe the reports, charts, operating experience in use?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
35.	<p>Does the description contain essential information for each item</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AOC-09 Reliability Monitoring Programs

	controlled by program?				
36.	Is each system and component identified by appropriate ATA code number? If not what method is used?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
37.	Does the data display method show trends as well as the current month's performance?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
38.	Is there a description of the corrective action process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
39.	Does the corrective action process include a requirement to establish planned completion dates?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
40.	Is there a status (real time) of corrective action available?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
41.	Is corrective action description appropriate to circumstances ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-09 Reliability Monitoring Programs

<b>Program Revision:</b>					
42.	Does the manual contain procedures for implementing changes to the reliability program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
43.	Does the program identify which organizational elements are responsible for approving amendments to the reliability program?  • Is this a quorum approach?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
44.	Are the duties and responsibilities for initiating program revision clearly defined?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
45.	Do procedures identify and isolate areas which will require TC approval prior to implementation?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
46.	Does the program require periodic reviews be accomplished which would validate the performance standard in use is still realistic?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
47.	Is a method of distribution and implementation of approved revisions to the reliability program	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-09 Reliability Monitoring Programs

included in the manual?

### Procedures for Implementing Maintenance Control Changes:

48.	Does the program describe procedures which are used for making changes to maintenance controls?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
49.	Is the documentation used to effect changes in maintenance program described?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
50.	Are substantiation reports justifying maintenance control changes required / prepared / produced by the organizational elements responsible for such changes?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
51.	Are specific parameters identified which are to be used to determine changes in maintenance control?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
52.	Are procedures provided which cover all maintenance program activities controlled by the reliability program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
53.	Are procedures specified for changing items from "Hard Time" to "On Condition" or "Condition	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-09 Reliability Monitoring Programs

	Monitoring?"				
54.	Are procedures specified for making other changes from one primary maintenance process to another?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
55.	Are procedures included concerning maintenance interval changes and the subsequent action required should an additional time increase be pursued?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
56.	Is a feedback process described for influencing revision to Operations Specifications if and when required?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
57.	Has a procedure been established to ensure that any program change / TBO adjustment, does not conflict with a corrective action process established by a previous reliability analysis?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
58.	Does the program include a graphic display detailing major system / component TBO escalation process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
59.	Are details of Airworthiness Directives or Service Bulletins taken into consideration or evaluated for applicability to the program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-09 Reliability Monitoring Programs

### Program Approval:

60.	Are procedure describing approval process clearly identified?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
61.	Does the manual contain a requirement to notify / advise the TC Office responsible when increases to time limitations or other processes / changes controlled by the program occur?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
62.	Ref.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

### Comments/Summary:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_



**AOC-10 Reserved**

**Reserved**

Company: \_\_\_\_\_

Date: \_\_\_\_\_

## AOC-11 Maintenance Planning

*Note: As maintenance planning is procedural specific to the operator, a supplemental checklist may need to be developed from the approved manual in support of the audit.*

1.	Is the individual responsible for the program knowledgeable of the procedures described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.12(1)				
2.	Is the method or process used to monitor / schedule maintenance activities / repetitive AD's (computer / status system / other) being followed by the organization? <ul style="list-style-type: none"> <li>• Does this include supplemental maintenance items (such as STC's added after MS approval, floats &amp; skis etc., safety equipment)?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 706.04(2)c) / CASS 726.08(1)(m)				
3.	Are the same method(s) used at all locations and sub bases?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CASS 726.08(1)(m)				
4.	*Is the primary method for controlling maintenance tasks generated / tracked by computer? <ul style="list-style-type: none"> <li>• If so is it a secure system, (see technical records)?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 103.04 / CAR 605.93(2)				
5.	Is the method used up-to-date and current?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-11 Maintenance Planning

Ref: CASS 726.08(1)(m)	
6.	<p>*Is there operational or additional equipment that is not addressed in the maintenance schedule? (sample)</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: Std 625.86</p>
7.	<p>Is there evidence that maintenance requirements have been missed or actioned late?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CASS 726.08(1)(m)</p>
8.	<p>Are there service bulletins that were or should have been adopted / installed / integrated into the maintenance program? (sample)</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CASS 726.08(1)(m) / CAR 625.86(6)</p>
9.	<p>Is the frequency and use of tolerances planned or excessive?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: Std. 625.86(8) / TP13094</p>
10.	<p>Are maintenance releases made to facilitate the use of the tolerance prior to it's use?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: Std. 625.86(8)</p>
11.	<p>Is aircraft operating information (aircraft daily flight time / condition / status) relayed to the individual making decisions on maintenance requirements?</p> <ul style="list-style-type: none"> <li>Is this in accordance with the instruction / procedures</li> </ul> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AOC-11 Maintenance Planning

	<p>specified in the manual?</p> <ul style="list-style-type: none"> <li>Does this information include a requirement for - defects, MELs, special inspections, hard landings, lighting strikes, etc</li> </ul> <p><b>Ref: CASS 726.08(1)(m)</b></p>				
12.	<p>*For aircraft operating under MEL authorities, how is repair interval planned and actioned?</p> <p><b>Ref: CASS 726.08(1)(m)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	<p>Is the liaison between the operator and the maintenance contractor effective?</p> <ul style="list-style-type: none"> <li>Is there any evidence that the communication process does not work?</li> </ul> <p><b>Ref: CAR 706.09(2)(a) / CASS 726.04(1)(g)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	<p>*Is the maintenance contractor consulted in the defect deferral process?</p> <p><b>Ref: CASS 726.04(1)(g) / CASS 726.08(1)(v)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	<p>Are maintenance requirements communicated to the AMO in accordance with manual requirements?</p> <p><b>Ref: CASS 726.04(1)(g) / CASS 726.08(1)(v)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	<p>Does the operator maintain current inspection sheets as identified in the Maintenance Schedule?</p> <p><b>Ref: CAR 605.86 / Approved Maintenance Schedule (TP13094)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
17.	<p>Do inspection sheets cover all applicable areas of the aircraft as</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-11 Maintenance Planning

	described in the program? Move to MS Checklist !!				
18.	Are the appropriate forms and information supplied to the maintenance organization or are they to be reproduced by the AMO?  <ul style="list-style-type: none"> <li>Is this in accordance with the stated process?</li> </ul> <b>Ref: CAR 605.86 / Approved Maintenance Schedule (TP13094)</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
19.	Did AMO personnel use the latest check sheet (revision) during the last few inspections?  <b>Ref: CAR 605.86 / Approved Maintenance Schedule (TP13094)</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	Where the operator writes or re-writes job / segmented / task cards, does the operator follow the process stated in the manual for controlling revision of the cards?  <ul style="list-style-type: none"> <li>Does the card contain a reference link to the original instructions?</li> </ul> <b>Ref: Std. 625 Appendix D (3)(a)(vi)</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
21.	For computer controlled maintenance planning, is the repeat interval self generated or is this a manual input operation?  <ul style="list-style-type: none"> <li>Is the process consistent with the description in the manual?</li> <li>Is there any evidence that repeat interval maintenance requirements have been overlooked or entered incorrectly?</li> </ul> <b>Ref: CAR 706.08(1)(m) / CAR 605.86 / Approved Maintenance Schedule (TP13094)</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
22.		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

<b>AOC-11 Maintenance Planning</b>	
<b>Ref.</b>	

**Comments/Summary:**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

AOC-12 Defect Recording, Rectification, Deferral, and Control Procedures					
Recording					
1.	Does the company record defects in accordance with the procedures specified in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.08(1)(o) / CAR 605.94(1)					
2.	Are defects recorded in the proper record / log; are they identified appropriately and handled in accordance with stated procedures?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.05(a) / CAR 605.94(1)					
3.	Does this recording procedure apply to defects found by flight crew during normal operations?  • Does the method indicated conflict with regulatory requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.05(a) / CAR 605.94(1)					
4.	Are defects found during maintenance recorded in accordance with procedures stated by the operator or by the maintenance contractor?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					
5.	*Supplemental worksheets used for recording and actioning defects discovered during maintenance activities, are they the operator's or the AMO's?  • Is this according to manual requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.05(a)					
6.	Is there evidence of defects not being recorded:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-12 Defect Recording, Rectification, Deferral, and Control Procedures

- by the flight crew?
- while the aircraft is away from base?
- during maintenance?

Ref: CAR 605.94(1)

7. How does the company handle self generated / recorded fault logs (Built In Test Equipment)? N/A  OK  Finding  Not Checked

Ref: CASS 726.08(1)(o)

### Deferral

8. For aircraft that released under MEL authority, complete MEL Checklist ... N/A  Not Checked

9. How does the operator determine a defects suitability for deferral?  

- Are technical / regulatory manuals and type certificate information available / consulted in the process?

N/A  OK  Finding  Not Checked

Ref: CAR 605.06(a)

10. Are defects assessed against mandatory or required operating equipment limitations (also includes Type Certificates Data Sheets and basis of certification)? N/A  OK  Finding  Not Checked

Ref: CAR 605.09 / CAR 605.10 / CAR 605 General

11. \*Are environmental factors and operational role of the aircraft considered in the defect's assessment? N/A  OK  Finding  Not Checked

Ref: CAR 602 Division II /CAR 605.06(b)



## AOC-12 Defect Recording, Rectification, Deferral, and Control Procedures

12.	*Is the maintenance contractor consulted in the deferral process?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.08(1)(o)					
13.	Are deferrals entered in the journey log or other recording system in accordance with stated procedures?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.08(1)(o) / CAR 605.94(1)					
14.	Are procedures for placarding deferred defects being followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR Std 625.08 CAR 605.10(2)(b)					
15.	Are personnel that defer authorized?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 605.10(2)(c) / CAR 706.08(1)(o)					
<b>Recurring Defect</b>					
16.	Is there any evidence indicating recurring defects are not being addressed according to stated procedures?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.05(2) / CASS 726.05(1)					
17.	Is the operator's stated procedure effective in detecting the reoccurrence of defects?  • Does the defect system highlight defects that recur to	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-12 Defect Recording, Rectification, Deferral, and Control Procedures

	<p>the flight crew and maintenance organization?</p> <p>Ref: CAR 706.05(a) / CASS 726.05(1)</p>				
18.	<p>Does the operator's criteria, for classifying recurring defects, meet regulatory requirements?</p> <p>Ref: CASS 726.05(3)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
<b>Control</b>					
19.	<p>*For aircraft operating under MEL authorities, how is repair interval planned and actioned?</p> <p>Ref: CASS 726.08(1)(m)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
20.	<p>Troubleshooting, part removal. Does the manual indicate how a part removed for troubleshooting purposes must be handled?</p> <ul style="list-style-type: none"> <li>If so, does the company follow procedures for storage, time limits and maintenance release requirements?</li> <li>parts removed from another aircraft for troubleshooting?</li> </ul> <p>Ref: CASS 726.08(1)(r) / CAR 571.13 / CAR 706.08(1)(m)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
21.	<p>Ref.</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

AOC-13 Airworthiness Directive, Service Bulletin	
1.	<p>Does the operator have all Airworthiness Directives applicable to their fleet? <span style="float: right;">N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></span></p> <p><b>Ref: CASS 726.04(2) / Std. AWM 593 Appendix B (2)(a)</b></p>
2.	<p>Does the operator ensure timely action of Airworthiness Directives? <span style="float: right;">N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></span></p> <p><b>Ref: CASS 726.08(1)(m) / CASS 726.07(4)</b></p>
3.	<p>Are the details, of maintenance actions used during the accomplishment of Airworthiness Directives, recorded in the appropriate technical record?</p> <ul style="list-style-type: none"> <li>For Service Bulletins?</li> </ul> <p><b>Ref: CAR 605.94(1) / Std. AWM 571.03 / Std. AWM 571.10(4) / Std. 625 Appendix H (1)(b)</b></p>
4.	<p>Does the operator have direct access to Service Bulletin and other technical information applicable to their fleet?</p> <ul style="list-style-type: none"> <li>If access is by way of a contract, is the access adequate? (sample, have operator demonstrate)</li> </ul> <p><b>Ref: CASS 726.07(4)</b></p>
5.	<p>*Is there evidence that the operator has reviewed and evaluated Service Bulletins and other technical information for applicability to their fleet?</p> <ul style="list-style-type: none"> <li>Is there evidence of a maintenance specialist being involved in the decision process?</li> </ul> <p><b>Ref: CASS 726.07(4) / ANB055</b></p>

## AOC-13 Airworthiness Directive, Service Bulletin

6.	<p>Is the implementation of AD / SB or other technical information actioned directly from the manufacturers technical information or is the process re written into task cards or action sheets?</p> <ul style="list-style-type: none"> <li>If re written, is there a control process or review mechanism in place which ensures the accuracy of the information?</li> </ul> <p>Ref: Std. 625 Appendix D (3)(vi)</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	<p>Ref.</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

AOC-14 ETOPS - Extended Range Operations	
1.	<p>Is the individual responsible for the program knowledgeable of the procedures described in the manual?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
2.	<p>Is propulsion system reliability data forwarded to Transport Canada on a monthly basis?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: TP 6327 4.9.1</p>
3.	<p>Is the engine and APU oil consumption being monitored as described in the manual?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: TP 6327 4.4</p>
4.	<p>Does the curriculum for the ETOPS training consider all factors and consideration of the program?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: TP 6327 4.10</p>
5.	<p>Have personnel that certify ETOPS departure checks been trained and authorized? (sample)</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: TP 6327 4.10</p>
6.	<p>Parts / components may be sensitive to ETOPS requirements; does the operator have a program to control modification status of individual components?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: TP 6327 4.2.1</p>

## AOC-14 ETOPS - Extended Range Operations

7.	Do part pooling activities consider ETOPS CMP requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: TP 6327 4.11					
8.	Does the aircraft configuration and modification status conform to the requirements specified in the CMP document? (sample, component changes)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					
9.	Is there any evidence to suggest that the operator has conducted a verification process after engine shutdown or primary system failure or critical maintenance activities? (sample)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: TP 6327 4.6					
10.	Does the operator continue to input unscheduled / scheduled engine removal data into the ETOPS program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: TP 6327 4.9.2					
11.	Are thrust reductions due to abnormal causes logged and tracked for program input?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					
12.	Does the operator adhere to the approved reliability program and are ETOPS sensitive items covered by the program, i.e. propulsion, systems, structure?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					

## AOC-14 ETOPS - Extended Range Operations

13.	Does the operator continue to collect and advise TC of data relevant to the health of the approved ETOPS program as defined in the approved document or MCM?  Ref: TP 6327 4.7.1	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	Does the operator adhere to maintenance procedures and tasks specified in the manual, maintenance schedule or operator's ETOPS control document?  Ref: TP 6327 4.2	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	Are ETOPS aircraft being maintained in conformance with the manufacturer's ETOPS type configuration?  Ref: TP 6327 4.2	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	Is the ETOPS program now in use in line with the program approved by TC?  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
17.	Is the operator incorporating changes required by configuration document amendments?  Ref: TP 6327 4.2.1	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
18.	Is the operator reviewing and modifying the ETOPS program to reflect control document amendments in a timely manner?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



## AOC-14 ETOPS - Extended Range Operations

	Ref:				
19.	Is the operator following the ETOPS control document or program as outlined in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref:				
20.	*Does the operator release aircraft participating in the ETOPS program in accordance with the approved MEL document?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: TP 6327 3.4.2				
21.	Does the operator adhere to the enhanced training, approved in the manual or operator's ETOPS control document?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: TP 6327 4.10				
22.	Is there any evidence of the operator dispatching aircraft (ETOPS qualified) after a power unit or primary failure without reference to the approved MEL?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref:				
23.		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref.				

**Comments/Summary:**

---



---



---



---

---

---

---

---

---

---

---

---

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

AOC-15 Minimum Equipment List - MEL, OMEL, GMEL					
1.	Is the MEL TC Civil Aviation approved?  Ref: CAR 605.07(3) / CAR 704.07(2)(d) / CAR 705.07(2)(e)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Does the operator have a MEL training program?  • Does the program include training of contract maintenance personnel?  Ref: TP9155 - 3.16	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Is a copy of the approved MEL carried on board the aircraft (sample)  Ref: CAR 605.09(1)(b)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Is the on-board copy at the corrective revision? (sample)  Ref: CAR 605.09(1)(b)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Are MEL numbers entered in the journey log for deferred MEL items?  Ref: TP9155 Appendix R1.3	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Are only <u>authorized personnel</u> releasing or dispatching aircraft with inoperative items?  Ref: TP9155 Appendix R1.3 / R1.4	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-15 Minimum Equipment List - MEL, OMEL, GMEL

7.	<p>Are appropriate maintenance instructions carried on board the aircraft to facilitate conformance to the MEL?</p> <p><b>Ref: TP9155</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	<p>Are aircraft with multiple deferred MEL items operated for extended periods through maintenance bases and terminating airports?</p> <p><b>Ref: TP9155</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	<p>*For aircraft that released under MEL authority, are they done so in accordance with the correct procedure?</p> <ul style="list-style-type: none"> <li>• placarding</li> <li>• authorized person</li> <li>• category</li> <li>• time limits</li> </ul> <p><b>Ref: CAR 605.09</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>Does the operator implement revisions to their MEL within a reasonable time after the release of a revision to the Master MEL?</p> <p><b>Ref: TP9155</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	<p>*Does the company have MEL self extension authority?</p> <ul style="list-style-type: none"> <li>• Are MEL self extensions coordinated between operations and maintenance?</li> </ul> <p><b>Ref:</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	<p>Is there any evidence to suggest that this privilege is being abused, i.e. excessive or repetitive extensions for the same item; late or untimely actioning of the</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-15 Minimum Equipment List - MEL, OMEL, GMEL

	defect?  Ref:				
13.	Is there evidence of notification being sent to Transport Canada when MEL self extensions are granted?  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
14.	Does the organization follow the policies and procedures for conformance to the MEL as described in the manual?  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
15.	*Does the operator release aircraft participating in the ETOPS program in accordance with the approved MEL document?  Ref: TP 6327 3.4.2	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
16.	*Have individual aircraft MELs been reviewed / amended to reflect the additional maintenance procedures necessary for the ETOPS operation?  Ref: TP 6327 3.4.2 a)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
17.	*Does the ETOPS departure check cover items such as maintenance sensitive items, MEL deferral review, deferred item review, system verification, log book review?  Ref: TP 6327 4.2.1 c)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
18.	How is aircraft configuration management (CMP) integrated / factored / coordinated into the ETOPS and MEL processes?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**AOC-15 Minimum Equipment List - MEL, OMEL, GMEL**

	Ref:
19.	Ref: N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

**Comments/Summary:**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

AOC-16 All Weather Operations - Category II, III					
1.	Does the operator have All Weather Operations (AWO) approval to Category II - III limits?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: TP 1490					
2.	Does the operator have an approved maintenance program in support of the AWO?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: TP 1490					
3.	Are aircraft down graded / returned to Category II - III status in accordance with approved procedures?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: TP 1490					
4.	Are the equipment and systems required for an AWO maintained in accordance with the approved maintenance schedule?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: TP 1490					
5.	Are modifications to Category II - III equipments and systems approved in accordance with Chapter 513 of the Airworthiness Manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: TP 1490					
6.	Does the operator maintain a current list of personnel authorized to certify the company aircraft to Category II - III?  <ul style="list-style-type: none"> <li>• Is the list available to the person responsible for dispatching the aircraft?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: TP 1490					

## AOC-16 All Weather Operations - Category II, III

7.	Have Category II - III certified maintenance personnel received initial and recurrent training?  <b>Ref: TP 1490</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Does the operator utilize contract maintenance?  <ul style="list-style-type: none"> <li>If so, can it be verified that the contracting maintenance organization is approved by TC Civil Aviation to properly maintain the Category II - III systems?</li> </ul> <b>Ref: TP 1490</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	If a foreign maintenance organization is used, does it meet the minimum requirements for approval to properly maintain the Category II - III systems?  <b>Ref: TP 1490</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Are defects which effect AW Operations rectified in a timely manner?  <b>Ref: TP 1490</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Is there any evidence to suggest that aircraft are operated to limits which do not meet configuration requirements?  <b>Ref: TP 1490</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	<b>Ref.</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



***Comments/Summary:***

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-17 Technical Dispatch Procedures</b>					
1.	Are maintenance entries attesting to serviceability and continuation of safe operation made each time a tolerance is used?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 625.86(8)					
2.	Have authorized personnel issued the tolerance in accordance with the manual requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.08(1) / CASS 726.06(1)					
3.	Is there any evidence to suggest that Airworthiness Directives are also given the tolerance?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std 625.86(8) / CAR 605.84(10)(b)					
4.	Does tolerance use conflict with the requirements outlined in the respective maintenance schedules?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR Std 625.86 Appendix C					
5.	Is there any evidence to suggest that the pilot-in-command is given adequate notification of the next scheduled maintenance activity? (particular attention to operations from remote locations)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.06(2)					
6.	Do the procedures ensure that aircraft are not operated in an unairworthy condition?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CASS 726.08(1)(q)					

## AOC-17 Technical Dispatch Procedures

7.	How is the PRM advised of the status while aircraft are away from base?  Ref: CAR 706.06(1)(a) / CASS 726.06(2)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	*Are environmental factors and operational role of the aircraft considered in the dispatch of an aircraft with a defect?  Ref: CAR 602 Division II	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Is the procedure followed for returning the aircraft to service when aircraft become unserviceable away from base?  Ref: CASS 726.08(1)(q)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Are procedures followed for transmitting maintenance information to aircraft operating away from the base?  Ref: CASS 726.08(1)(q)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Is deferred maintenance taken into consideration when dispatching aircraft?  Ref: CAR 706.05(d)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	For aircraft that have additional (dual) flight authorities, are procedures followed for invoking the applicable flight authority?  Ref: CAR 706.06(2) / CASS 726.08(1)(q) / CAR 507.08	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
13.	*For companies that have self	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-17 Technical Dispatch Procedures

	<p>flight permit authority issuance privileges, are procedures followed for invoking or issuing the flight permit?</p> <ul style="list-style-type: none"> <li>• Check Company Operations Manual for complimentary procedures?</li> </ul> <p><b>Ref: CAR 706.06(2) / CASS 726.08(1)(q) / CAR 507.08 / CAR 507.04(4) AWM 505 Appendix F</b></p>	
14.	<p>*Does the fleet weight and balance control program for dispatching aircraft meet requirements?</p> <ul style="list-style-type: none"> <li>• Is the pilot-in-command always aware of the aircraft's operating weight and configuration?</li> </ul> <p><b>Ref: CAR 706.06(3) Note: 2000-12-14 Fleet W&amp;B presently undefined in the CARs</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
15.	<p>Are maintenance entries regarding aircraft weight and balance status recorded in the journey log?</p> <p><b>Ref: CAR 605.94(1) / CAR Std 571 Appendix C</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
16.	<p>For aircraft operated under ETOPS or All Weather Operation, are the operations and technical dispatch in accordance with stated procedures. (refer to separate checklists)</p> <p><b>Ref: TP 6327</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>
17.	<p><b>Ref.</b></p>	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

**Comments/Summary:**

---

---

---

---

---

---

---

---

---

---

---

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-18 Flight Authorities - Test / Ferry</b>					
1.	*Does the technical dispatch system flag to the pilot-in-command when test flight requirements are to be used? <ul style="list-style-type: none"> <li>• Are operations and maintenance required to communicate with each other?</li> </ul> Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	For maintenance test flights, is the final certification of "satisfactory flight" made by the pilot in command? <ul style="list-style-type: none"> <li>• Is there any evidence to suggest passengers may have carried on board during the test flight?</li> </ul> Ref: CAR 571.10(4) / Std. 571.10(4) Table Item F / CAR 605.85(2) & (3)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	*For aircraft that have additional (dual) flight authorities are procedures followed for invoking the applicable flight authority?  Ref: CAR 507.08(1)&(3), CAR 571.06(3) / CAR706.06(2) / CASS 726.08(1)(q)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Are flight and maintenance crews familiar with "away from base" ferry-flight procedures as described in the manual?  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Does the operator follow the procedures described in the manual when exercising ferry-flight authorization?  Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Where self flight permit authorization is given, when used has the company followed	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-18 Flight Authorities - Test / Ferry

	<p>has the company followed procedures and have the required company authorizations been obtained?</p> <p><b>Ref:</b></p>
7.	<p>Is the proper (company) form being used? Does the F/P form become part of the permanent record?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
8.	<p>Is there any evidence of misuse or aircraft positioning that may have taken place under flight permit authority?</p> <ul style="list-style-type: none"> <li>Do the conditions specified seem reasonable or complete?</li> </ul> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
9.	<p>Are ferry flights being reported to the TC Civil Aviation as described in the manual?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
10.	<p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref.</b></p>

**Comments/Summary:**

---



---



---



---



---



---



---

---

---

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-19 Maintenance Arrangements</b>	
1.	<p>Does the manual state a policy for initiating or governing maintenance contracts?    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref: CAR 726.08(v)</b></p>
2.	<p>Does the manual specify criteria which must be identified or included in the maintenance contract?    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Does it include a description of contract administration and the scope of work?</li> <li>• If the manual does not contain specific procedures, are maintenance contracts to be individually approved by TC?</li> </ul> <p><b>Ref: CASS 726.09 Info note.</b></p>
3.	<p>How is the provision of emergency maintenance services addressed?    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Does the manual specify procedures for obtaining these services?</li> <li>• If so, is the process followed?</li> </ul> <p><b>Ref: CASS 726.09(1) / CASS 726.09 Info note.</b></p>
4.	<p>Is a communication procedure included in the arrangement to advise maintenance contractors of planned or unscheduled maintenance requirements?    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Does the procedure identify responsibilities of the maintenance coordinator?</li> <li>• *Does this include how AD requirements are to be communicated between the parties?</li> </ul> <p><b>Ref: CAR 726.08(v)</b></p>
5.	<p>Is direction included specifying    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AOC-19 Maintenance Arrangements

	<p>which maintenance instructions are to be used by the contractor when performing maintenance?</p> <ul style="list-style-type: none"> <li>Does the process include the provision / use of forms and for providing copies of the appropriate maintenance schedules?</li> </ul> <p>Ref: CAR 726.08(v)</p>
6.	<p>Are all contracts entered into, identified in the manual?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CAR 706.08(v)</p>
7.	<p>*Does the contract permit operator evaluation (evaluation program) of the contracted organization?      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref: CAR 726.08(v)</p>
8.	<p>For individual contracts,      N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Are all parties' responsibilities clearly defined in the manual and the contract?</li> <li>Does the company follow the procedures for transmitting records between parties as established in the manual?</li> <li>Are requirements for maintenance releases specified, which documents and what entries in which technical record?</li> <li>Is a requirement for contractor feedback specified in the maintenance arrangement, i.e. problems, SDR information, evaluation program, ...?</li> <li>Does it include providing feedback information in support approved reliability</li> </ul>

## AOC-19 Maintenance Arrangements

	program where required?  <b>Ref: CAR 726.08(v)</b>				
9.	<p>Where the work is performed outside of Canada, has the person been approved by a manual approved under the Foreign States' requirements?</p> <ul style="list-style-type: none"> <li>Is a "maintenance specification" required for work that is routinely carried out in a Foreign State?</li> </ul> <p><b>Ref: CAR 571.11(3) / CASS 726.09(2)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>Are both parties in possession of contract-substantiating documents for reliability programs and MPM/MCM?</p> <p><b>Ref: CAR 726.08(v)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	<p>Does the contractor have the facilities, capability and the excess capacity to perform the additional work?</p> <p><b>Ref: CAR 726.08(v)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
12.	<p>Is the contractor approved to operate and maintain the same type of aircraft as the operator?</p> <ul style="list-style-type: none"> <li>If the operator utilizes the contractor's maintenance information / systems, has compatibility been established between the operator's and the contractor's aircraft?</li> <li>Does the maintenance program address equipment unique to the operator?</li> <li>Have inspections intervals, cycle / calendar time and other variances been adjusted to suit the operator?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-19 Maintenance Arrangements

	Ref: CAR 726.08(v)				
13.	<p>Have the applicability and authority of the publications been delineated in the contract?</p> <ul style="list-style-type: none"> <li>Has the operator adopted any contract facility processes, i.e. repair methods and/or techniques?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 726.08(v)				
14.	<p>Does the contract state the responsibilities and involvement of both parties in all or part of the reliability program?</p> <ul style="list-style-type: none"> <li>Is the operators fleet combined with the contractors aircraft for reliability and statistical purposes?</li> <li>Do the aircraft operate in similar environments?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 726.08(v)				
15.	<p>Does the contractor subcontract to a third party any part of the work?</p> <ul style="list-style-type: none"> <li>Where actioned, does the main contract identify the contracting responsibilities between the operator and the first AMO?</li> <li>Have all phases of the subcontractor's arrangements been investigated using the same procedures as for the main contractor?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 726.08(v)				
16.	<p>Is the contract significant enough to warrant Transport Canada review?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: CAR 726.08(v)				

<b>AOC-19 Maintenance Arrangements</b>	
17.	Have all phases of aircraft maintenance (e.g. heavy and light engine maintenance / structural maintenance) been established? <span style="margin-left: 20px;">N/A <input type="checkbox"/></span> <span style="margin-left: 20px;">OK <input type="checkbox"/></span> <span style="margin-left: 20px;">Finding <input type="checkbox"/></span> <span style="margin-left: 20px;">Not Checked <input type="checkbox"/></span>  Ref: CAR 726.08(v)
18.	<span style="margin-left: 200px;">N/A <input type="checkbox"/></span> <span style="margin-left: 20px;">OK <input type="checkbox"/></span> <span style="margin-left: 20px;">Finding <input type="checkbox"/></span> <span style="margin-left: 20px;">Not Checked <input type="checkbox"/></span>  Ref.

***Comments/Summary:***

---



---



---



---



---



---



---



---



---



---



---



---

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-20 Training Program</b>					
1.	Does the operator state a policy with respect to training for those individuals required to action functions of the organization?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.12					
2.	Does the operator's manual contain a description of training requirements with respect to other duties carried out CAR 706 requirements? (note: this statement is broadly applied, training may be required for technical dispatch, weight and balance, etc.)  <ul style="list-style-type: none"> <li>• Has training covering regulations and standards pertinent to the activity or function, been carried out?</li> </ul>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.12 / Std. 706.12					
3.	Has training for critical or independent maintenance tasks been provided to those individuals who will exercise the privilege?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.13)(b)					
4.	*Are training records for Elementary Work and Servicing available?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					
5.	Is training conducted according to the training cycle specified in the approved manual or is it driven by the results of the evaluation program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 726.12(5) / Std. 726.12(2)(c)					
6.	Does the manual specify a update	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-20 Training Program

	<p>training cycle (3 years) or is it driven by the results of the evaluation program?</p> <p><b>Ref: Std. 726.12(5)</b></p>				
7.	<p>Is there evidence of update training that has been carried out?</p> <ul style="list-style-type: none"> <li>Was it conducted as a result of regulatory or operator program changes?</li> </ul> <p><b>Ref: Std. 726.12 / Std. 726.12 (2)(c)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	<p>Is there evidence of training that is / was a direct result of a finding made in conjunction with the evaluation program?</p> <ul style="list-style-type: none"> <li>Is there training that should have transpired as a result of a finding made under this program?</li> </ul> <p><b>Ref: Std. 726.12 (2)(c)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	<p>The Commercial Air Service Standard permits certain elements of the training program to be administered under an AMO's MPM.</p> <ul style="list-style-type: none"> <li>If so, does the MCM must make reference to items in the contained in the MPM?</li> </ul> <p><b>Ref: Std. 726.12(6)</b></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p><i>Ref.</i></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

---

---

---

---

---

---

---

---

---

---

---

---

---

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-21 Personnel Records</b>					
1.	Do personnel records consist of the items described in the manual and are they being maintained?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 726.08(t)					
2.	Are there records in use which are not described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					
3.	Does the operator keep records of training provided for two years since the last entry?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.13(1)					
4.	Is a record provided to the person who has received the authorization to accomplish the function?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.13(2)					
5.	Do the personnel records for management assigned personnel contain their "qualifications"?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR 706.13(1)(a)					
6.	Are any management functions sub delegated?  • If so, is there a record of the individuals qualifications available?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: CAR706.13(1)(a)					
7.	*Is there a list of personnel	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

AOC-22 De-icing Procedures	
Note: check with C&BA de-icing requirements may be covered under the company's COM.	
1.	<p>Does the manual have a policy statement regarding de-icing activities? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p>Ref:</p>
2.	<p>Does the operator have it's own de-icing capabilities or is this function contracted? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Does this include de-icing activities at any of the line stations?</li> </ul> <p>Ref:</p>
3.	<p>Does the manual specify how de-icing will be conducted by the contractor? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Where a de-icing contractor is utilized, is the requirement for inspecting the contractor and equipment specified in the manual?</li> </ul> <p>Ref:</p>
4.	<p>Are personnel conducting the de-icing operation trained and knowledgeable with de-icing procedures? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p>Ref:</p>
5.	<p>Is a record of training held by the operator? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p>Ref:</p>
6.	<p>Does the manual specify the type N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>

## AOC-22 De-Icing Procedures

	<p>of fluids to be used?</p> <ul style="list-style-type: none"> <li>Are these fluids types considered for maintenance problems?</li> </ul> <p>Ref:</p>
7.	<p>Is there a requirement to identify container of de-icing fluids?      N/A <input type="checkbox"/>      OK <input type="checkbox"/>      Finding <input type="checkbox"/>      Not Checked <input type="checkbox"/></p> <p>Ref:</p>
8.	<p>N/A <input type="checkbox"/>      OK <input type="checkbox"/>      Finding <input type="checkbox"/>      Not Checked <input type="checkbox"/></p> <p>Ref.</p>

**Comments/Summary:**

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-23 Elementary Work, Servicing</b>					
1.	Does the company use procedures other than manufacturers stated in the performance of Elementary Work or Servicing? <ul style="list-style-type: none"> <li>• Are these procedures specified in the manual?</li> </ul> Ref: Std. 726.08(1)(j)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Are authorization records for elementary work and servicing available and current? <ul style="list-style-type: none"> <li>• Does the company follow the training process as described in the manual?</li> <li>• Are the authorizations supported by an available training record?</li> </ul> Ref: CAR 706.04(1)(f) / CAR 706.10 / CAR 706.13(b)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Do any of the authorized tasks conflict with Appendix A, Subpart 625?  Ref: Std. 726.10	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Do authorizations include the performance of certain AD requirements? <ul style="list-style-type: none"> <li>• If so, has the training remained up to date with revisions to the AD, if issued?</li> </ul> Ref:	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Is the system of control for Elementary Work and Servicing adequate?  Ref: CAR 706.11 / Std. 726.08(1)(j)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Does the company follow	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

## AOC-23 Elementary Work, Servicing

	procedures for the recording of Elementary Work and Servicing?  <b>Ref: Std. 726.08(1)(k)</b>				
7.	For flight crew members that request contract servicing, have they been trained in the proper methods and techniques themselves?  <b>Ref:</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Are the necessary tools and equipment for elementary work and servicing available?  <b>Ref: CAR 706.04(2)(d)</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Does the company have facilities adequate for the performance of maintenance and servicing?  <b>Ref:</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	  <b>Ref.</b>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

**Comments/Summary:**

---



---



---



---



---



---



---



---

---

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**AOC-24 Reserved**

**Reserved**



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-25 Servicing - Fueling, De-fueling &amp; Lubrication, Oxygen</b>					
1.	Does the company follow stated procedures for fuel handling and controlling?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref: Std. 706.08(1)(r)					
2.	Is the fuel regularly monitored and tested for quality?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					
3.	What standard is used for the companies in support of their fuel handling?  • Are their practices in conformance with the standard?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					
4.	Are there records for inspection of the fueling facility?  • For each base or fueling facility?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					
5.	Drum fueling; is the method used to filter the fuel as described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					
6.	Is there a time limit for storage of fuel in being respected as described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Ref:					

## AOC-25 Servicing - Fueling, De-fueling & Lubrication, Oxygen

7.	Is the condition of the fueling facility, i.e., hoses (bonded), nozzle caps, filters, grounding cables and fire extinguishers being monitored?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref:				
8.	Is the fueling / defueling equipment properly identified and maintained?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref:				
9.	*Are the aircraft refueling points properly identified and placarded?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref:				
10.	*Is the training program for personnel operating fueling / defueling equipment followed as described in the MCM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref:				
11.		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref.				

**Comments/Summary:**

---



---



---



---



---



---



---



---

---

---

---

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

AOC-26 Control of Parts, Parts Pooling	
1.	<p>Are parts and materials owned or used by the company acquired and stored per the procedures described in the manual?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
2.	<p>Is the individual responsible for the control of parts / material knowledgeable about the procedures described in the manual?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
3.	<p>Does the company use a quarantine storage system?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Are there procedures stated for limited access and control?</li> <li>• Is it segregated, locked?</li> </ul> <p>Ref:</p>
4.	<p>Does the quarantine store contain unserviceable parts, components, material and equipment?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Are these parts being handling according to procedures?</li> <li>• Are these items properly identified and held in temporary transit status?</li> </ul> <p>Ref:</p>
5.	<p>Does the company's system ensure that there are no unserviceable, unidentified or untagged parts in bonded stores?</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p>Ref:</p>
6.	<p>Is there a stated policy and</p> <p>N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p>

## AOC-26 Control of Parts, Parts Pooling

	<p>requirement for the acquisition of parts and materials used during the performance of elementary work and servicing?</p> <p><b>Ref: Std. 706.08(1)(r)</b></p>
7.	<p>Are shelf-lived items controlled as described in the MPM/MCM?    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
8.	<p>Are flammable fluids and materials stored in fireproof cabinets in a separate area?    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
9.	<p>Are material batches numbered as described in the MPM/MCM?    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
10.	<p>Are scrap items mutilated as described in the MPM/MCM?    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <p><b>Ref:</b></p>
11.	<p>Does the acquisition procedure involve parts pooling agreements with other operators?    N/A <input type="checkbox"/>    OK <input type="checkbox"/>    Finding <input type="checkbox"/>    Not Checked <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• If parts pooling is used, are limits on their use, and certification requirements specified in the manual / contract?</li> <li>• Is traceability back to the</li> </ul>



Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AOC-27 Service Difficulty Reporting SDR</b>	
1.	<p>Are other personnel knowledgeable about the procedures to be followed? <span style="float: right;">N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></span></p> <p><b>Ref: CAR 706.14 / Std: 726.08(1)(p) / Std 591.01</b></p>
2.	<p>Do company personnel have a clear understanding of what a service difficulty is? <span style="float: right;">N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></span></p> <p><b>Ref: CAR 706.14 / Std: 726.08(1)(p) / Std 591.01</b></p>
3.	<p>Does the Operator submit service difficulty reports (SDRs) as described in the manual? <span style="float: right;">N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></span></p> <ul style="list-style-type: none"> <li>• each time the same or a similar defect is encountered?</li> </ul> <p><b>Ref: Std. 726.14 / Std 591.01</b></p>
4.	<p>Sample defect entries / maintenance worksheets, are service difficulties being reported? <span style="float: right;">N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></span></p> <ul style="list-style-type: none"> <li>• Is there evidence that the operator is not filing Service Difficulty Reports?</li> </ul> <p><b>Ref: Std. 726.14 / Std 591.01</b></p>
5.	<p>Does the Operator report unapproved parts via the SDR system? <span style="float: right;">N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></span></p> <p><b>Ref: Std 591.01 Appendix D</b></p>
6.	<p>Are the reports forwarded within the time frames established in the manual? <span style="float: right;">N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></span></p>

## AOC-27 Service Difficulty Reporting SDR

	Ref: Std. 591.01				
7.	Are SDR records maintained as described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: Std. 591.01				
8.	Is the operator's responsibility for the SDRs, which are discovered by the maintenance contractor, covered in the manual or specified in the maintenance contract?  • Are these requirements met?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: Std. 726.14 / Std. 591.01				
9.	Are all data sources feeding the SDR system functioning as described in the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref: Std. 726.14 / Std. 591.01				
10.		N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
	Ref.				

**Comments/Summary:**

---



---



---



---



---



---



---



---



---



---



---

Items completed by: \_\_\_\_\_ Date: \_\_\_\_\_