



CIVIL AVIATION SAFETY AND SECURITY OVERSIGHT AGENCY

CHECKLIST

CL-O-AWS006A
June 2017

MAINTENANCE CONTROL MANUAL (MCM) EVALUATION CHECKLIST

Name of Operator:
Date of Evaluation:
Type of Operation:
Type and Series of Aircraft
Inspector(s): /
Assessment Code: S=Satisfactory; U = Unsatisfactory; N/C= Not Checked; N/A= Not Applicable

Item	Assessment			
	S	U	N/C	N/A
FOR INITIAL REVIEW AND REVISION OF MCM (as applicable)				
1. Is the MCM in a format that is easy to revise?				
2. Does the MCM contain-				
(a) A list of effective pages?				
(b) An index?				
(c) All items required by the Civil Aviation (Air Operator Certification and Administration) Regulations				
3. Are all systems, checks and procedures in accordance with applicable the Civil Aviation (Air Operator Certification and Administration) Regulations				
4. Are all systems described in the MCM in place and operational?				
5. Are referenced manuals available and adequate for the proposed use?				
6. Does the compliance statement address all regulatory requirements?				
7. Are all references given in the compliance statement adequately addressed in the MCM and adequately describe the means of compliance with the particular Civil Aviation Regulations?				
8. If any item in the MCM has been copied from the AFM-				
(a) Is it in agreement with the information in the AFM?				
(b) Is there a system in place to ensure amendment of the				

MCM when the AFM is amended?				
9. Does the manual contain the following sections with clear and concise policy guidance and instructions in accordance with the Civil Aviation (Air Operator Certification and Administration) Regulations				
(a) General Organization				
(i) Corporate commitment by air operator?				
(b) General Information:				
(i) Brief description of the organization?				
(ii) Relationships with other organizations?				
(iii) Fleet composition?				
(iv) Line stations locations?				
(c) Maintenance Management Personnel:				
(i) Accountable manager?				
(ii) Nominated post holders?				
(iii) Maintenance coordinator?				
(iv) Duties and responsibilities of personnel?				
(v) Organization chart?				
(vi) Manpower resources and training policy?				
(d) Procedures for notifying the Authority regarding changes to maintenance arrangements?				
(e) Manual amendment procedures?				
(f) Aircraft logbook utilization and MEL application?				
(g) Aircraft Maintenance – development and amendments?				
(h) Time and maintenance records, responsibilities and retention?				

Item	Assessment			
	S	U	N/C	N/A
(i) Accomplishment and control of Airworthiness Directives?				
(j) Analysis of effectiveness of maintenance?				
(k) Non-mandatory modification embodiment policy?				
(l) Major modification standards?				
(m) Deferred defects?				
(n) Engineering activities?				
(o) Pre-flight inspections?				
(p) Aircraft weighing?				
(q) Flight test procedures?				
(r) Appropriate portions of the air operator's operating manual?				
(s) Procedures for Certificate of Release to Service in accordance with the Civil Aviation (Air Operator Certification and Administration) Regulations				
(t) Procedure for use of an aircraft after its release in accordance with the Civil Aviation (Air Operator Certification				

and Administration) Regulations				
(u) Retention of substantiating data supporting compliance with airworthiness requirements in accordance with the Civil Aviation (Air Operator Certification and Administration) Regulations				
(v) If a reliability programme is required are procedures and information included in accordance with the Civil Aviation (Air Operator Certification and Administration) Regulations				
10. Does the distribution list allow the accepted manual to be available for the guidance of maintenance and operational personnel?				
11. Does the MCM include the following organization and structure details:				
(a) The accountable manager and designated person responsible for the maintenance system?				
(b) Procedures to be followed to satisfy the maintenance requirements under the Civil Aviation (Air Operator Certification and Administration) Regulations				
Note: Where the air operator is an AMO, the quality functions prescribed in the Civil Aviation (Air Operator Certification and Administration) Regulations (Release to service) may be included in the MPM of the AMO				
(c) Procedures for the reporting of failures, malfunctions, and defects to the Authority, the aircraft manufacturer and the State of Design within seventy-two hours of discovery?				
(d) A description of the administrative arrangements between the national air operator and the AMO, or a description of the maintenance procedures and the procedures for completing and signing a CRS when maintenance is based on a system other than that of an AMO?				
(e) A description of the procedures to ensure that each aircraft operated is in an airworthy condition?				
(f) A description of the procedures to ensure that the operational emergency equipment for each flight is serviceable?				
(g) The names, duties, qualifications and training of the person or persons required to ensure that all maintenance is carried out in accordance with the MCM?				
(h) A reference to the maintenance programme required in The Civil Aviation (Air Operator Certification and Administration) Regulations				
(i) A description of the methods for completion and retention of the maintenance records required by the Civil Aviation (Air Operator Certification and Administration) Regulations				
(j) A description of the procedures for monitoring,				

assessing and reporting maintenance and operational experience for all aeroplanes over 5700kg maximum certified take-off mass and helicopters over 3175kg certified take-off mass?				
(k) A description of the procedures for obtaining and assessing continued airworthiness information from the Organization responsible for the type design and implementing any resulting actions for all aeroplane over 5700kg maximum certified take-off mass and helicopter over 3175kg certified take-off mass?				

Item	Assessment			
	S	U	N/C	N/A
(l) A description of the procedures for implementing mandatory continuing airworthiness information as required in the Civil Aviation (Air Operator Certification and Administration) Regulations				
(m) A description of how a system of analysis shall be established and maintained for the continued monitoring of the performance and efficiency of the maintenance programme in order to correct any deficiency in that programme?				
(n) A description of aircraft types and models to which the manual applies?				
(o) A description of procedures for ensuring-				
(i) Un serviceability affecting airworthiness are recorded and rectified?				
(ii) Deferred defect procedures are properly defined?				
(p) A description of the procedures for advising the Authority of significant in-service occurrences?				
12. Does the MCM define the circumstances under which reports of failures, malfunctions and defects will be issued?				
<p>Note: A report under the Civil Aviation (Air Operator Certification and Administration) Regulations is required in following circumstances:</p> <ul style="list-style-type: none"> (a) Primary structural failure (b) Control system failure (c) Fire in the aircraft (d) Engine structure failure (e) Any other condition considered an imminent hazard to safety, Refer also to the Civil Aviation (Air Operator Certification and Administration) Regulations and the Civil Aviation (Airworthiness) Regulations; (Reporting of failures, malfunctions, and defects). 				
13. Does the operator have a system to ensure that-				
(a) The MCM is amended as necessary to keep the information up to date and to incorporate such mandatory material as the Authority may require?				

(b) Copies of all amendments are furnished promptly to all Organizations or persons to whom the manual has been issued?				
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Comments:

Recommendations

Name of Inspector _____ Signature _____ Date _____
