

Section/division Flight Operations /Airworthiness

MAINTENANCE CONTROL MANUAL **EVALUATION CHECKLIST**

Form Number: CA 43-01

Name of Applicant		
Operation category	AOC number	
Contact person	Contact telephone number	

Item	CAA REGULATORY REFERENCE/REQUIREMENT	⋖	n	N/A	Note
Α.	LAYOUT AND PRESENTATION				
1.	To include table of content, sections, description and paragraphing and page numbers for easy referencing				
2.	List of effective pages				
B.	EVALUATION, REVISION AND DISTRIBUTION CONTROL				
1.	Distribution control				
2.	To include a system of analysis and continued monitoring to ensure that the approved policies and procedures contained in the MCM continue to comply with the regulatory requirements. This should include the review of the maintenance programme(s)				
C.	STATEMENT OF COMPLIANCE				
1.	Declaration by the accountable executive confirming that the MCM and any other documents referenced are in compliance with the CAA regulations				
D.	DESCRIPTION OF AIR OPERATOR				
1.	To include legal name of operator, office location(s), size of organisation, type and number of aircraft and nature of business				
E.	PROCEDURE TO ENSURE THAT:				
1.	Each aircraft, covered by the MCM, is maintained in an airworthy condition				
2.	The operational and emergency equipment, necessary for an intended flight, is serviceable;				
3.	The Certificate of Airworthiness or the Authority to Fly, as the case may be, and the Certificate of Release to Service remains valid for each aircraft covered by the MCM				
F.	MAINTENANCE ARRANGEMENTS				
1.	To include a description of the administrative arrangements between the operator and AMO including the review of the arrangements				
G.	PERFORMANCE OF MAINTENANCE				
1.	To include details for the performance of servicing and maintenance including the procedures for completing and signing a maintenance release for aircraft				
Н.	KEY ROLES AND RESPONSIBILITIES				
1.	To include organisational chart, names and detailed duties of the person (s) tasked to ensure that all maintenance is carried in accordance to MCM				

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1. To include a description of the methods used for the completion and retention of the operator's maintenance records J. CONTINUED AIRWORTHINESS 1. Procedure for monitoring, assessing and reporting maintenance required by the operator of an aircraft 2. Procedures for complying with the service information reporting requirements to the aircraft manufacturer and to the Director 3. Procedures for implementing action resulting from mandatory continuing airworthiness information, issued by the organisation responsible for the type design of the aircraft covered by the MCM responsible for the type design of the aircraft covered by the MCM responsible for the type design of the aircraft covered by the MCM responsible for the type design of the aircraft covered by the MCM responsible for the type design of the aircraft covered by the MCM responsible for the type design of the aircraft covered by the MCM responsible for the type design of the aircraft covered by the MCM responsible for the type design of the aircraft covered by the MCM responsible for the type design of the aircraft covered by the MCM responsible for the type design of the performance and efficiency of the Maintenance Programme in order to correct any deficiency in that programme 3. To include a description on the tracking of aircraft status and forecasting and arranging of scheduled maintenance. 4. Also procedures for the tracking and accomplishment of mandatory continuing airworthiness information (MCAIs) and how alternate means of compliance are requested and complied with. L. DEFECT CONTROL AND RECTIFICATION 1. Procedures for ensuring that unserviceable items affecting airworthiness are recorded in the flight folio and rectified or deferred in the flight folio in accordance with the MEL 2. Procedures for controlling deferred defects, clearing them on return to base, or extending them for a time period acceptable to the Director; 3. Procedure for controlling recurring defects, the reporting system to be established, and system to effect co	I.	MAINTENANCE RECORDS	4	¬	N/A	Note
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3.	All-weather operations					
4.	RVSM					
5.	Any other special operation	าร				
6.	Procedures to determine the configuration	ne aircraft condition as well as operational				
7.	Process to confirm all sche all MCAIs addressed and a	eduled maintenance has been carried out accomplished				
P.	FORMS TO BE USED					
1.	A sample of forms describe	ed for use in the MCM				
Q.	ANY ADDITIONAL ITEM(S	5)				
1.	Additional CAR requiremen	nts				
NOTE	S:					
RECO	MMENDATION					
	<u>_</u>					
MARII	AL OF BROCEDURE FOU	ND TO BE.				
	AL OF PROCEDURE FOU	ND TO BE: NOT ACCEPTABL	E			
A	COEFIABLE	NOT ACCEPTABLE				
AIRW	SIGNATURE OF ORTHINESS INSPECTOR	NAME IN BLOCK LETTERS		DATI	E	
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