



Section/division **Flight Operations Airworthiness**

Form Number: CA 127-05

127 AUDIT & INSPECTION CHECKLIST FOR AOC ISSUANCE AND/OR RENEWAL

Name of Operator									
Physical address									
Name of Responsible Person Aircraft									
							Postal code		
Postal address									
							Postal code		
Telephone number				Fax number					
Cell phone number				E-mail address					
Base of Maintenance									
Class and type of licences									
AOC Number					AOC expiry Date				
PART	127		128		133		138		
Date of this audit									
SACAA Audit team									
ORGANISATION REPRESENTATIVES DURING BRIEFING MEETING									
ACCOUNTABLE MANAGER									
QUALITY ASSURANCE MANAGER									
RESPONSIBLE PERSON AIRCRAFT									
OTHER									

A.	ORGANIZATIONAL STRUCTURE: Nominated Post Holders: (CAR 127.06.2)	YES	NO	N/A	Note No.
1.	Chief Executive Officer:				
2.	Responsible Person Safety:				
3.	Responsible Person for Aircraft:				
4.	Responsible Person Quality:				
5.	Are their key personnel responsibilities and functions defined and formalised?				
6.	Are these key management personnel current and in line with the Operator's OPS Manual? (CATS 127.04.2(2))				
B.	MANAGEMENT (CAR 127.06.2)	YES	NO	N/A	Note No.
1.	Is there a description and Organogram Contained in the MCM or OPS Manual?				
2.	Has senior management ensured that duties, responsibilities, and authorities are defined, documented, and communicated within the organisation?				
3.	Are there any changes that have been incorporated in the Operator's Post Holders, scope, size, aircraft, and type of service since the previous audit?				
4.	If any changes were done, were these changes submitted to ASLC and SACAA for acceptance or approval?				
5.	Are these changes reflected in the approved MCM; OPSPECS and OPS Manual?				
6.	Were these changes impacting negatively to safety?				
7.	If yes please explain in detail how are they impacting negatively to operation safety?				
8.	In the case of Quality Assurance, is there a clear description of functional tasks and lines of reporting established and functioning?				
9.	Is effective succession, delegation, or deputation of these responsibilities and others, which are critical to the AOC Holder, made when the principle office holders are absent?				
C.	QUALITY MONITORING SYSTEM (CATS 127.06.2 2(5)(b)) (CATS 127.04.2 2 2.1.5)	YES	NO	N/A	Note No.
1.	Is the quality system documented?				
2.	Are the auditors suitably qualified?				
3.	Has the organisation designated a person responsible for quality?				
4.	Can the organisation show evidence of an internal audit plan and of internal audits conducted?				
5.	When last was an audit performed to ensure the contracted AMO ratings were still valid?				
6.	When last was an audit performed on the technical record keeping system utilized by the AMO? How often are these audits performed?				
7.	Are records available for the previous SACAA audit and the last audit carried out by the Operator on their maintenance provider?				
8.	Have corrective action been taken on previous SACAA audits/ inspections conducted and are actions taken to prevent recurrence of such non-compliance?				
9.	Are there any outstanding audit findings? If yes; check if they have been attended to. Obtain a copy of the corrective action plan from AMO.				

10.	Was there an audit follow-up required? Check if the follow-up was completed.				
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		YES	NO	N/A	Note No.
11.	Is there a corrective and preventive action procedure?				
12.	Is there a procedure for management review and overview?				
13.	Are appropriate actions decided at management reviews documented and implemented to maintain an adequate level of conformance to airworthiness requirements?				
D.	DOCUMENTATION Is the following documentation available and current?	YES	NO	N/A	Note No.
1.	Access to Civil Aviation Regulations 2011, as amended?				
2.	Maintenance Control Manual (MCM)(CAR 127.09.5)?				
3.	Approved Maintenance Program (AMS), check the last revision of AMS if it is in line with the source document e.g MRBR, MPD, Maintenance Manual Chapter 5 and other Components Maintenance Manuals (CAR 127.09.2)				
4.	Maintenance arrangements agreements (contracts) with the contracted Approved Maintenance Organisation; check if these contracts are valid. (CAR 127.09.4) and (CAR 127.09.3)				
5.	Approved MEL, is the currently used MEL in line with the latest revision of the MMEL? (CAR 127.07.28)				
6.	Technical Log or Defer defect log, are the defects being rectified within the Repair category stipulated on the MEL? (CAR 127.05.27)				
7.	Reliability Programme (If applicable, Reliability program is mandatory for maintenance program that was derived from the MRB process and where by some significant items do not have overhaul limit) (CAR 127.09.2 (3)(d))				
8.	Certificate of Airworthiness and Certificate of Registration (Check all aircraft operated by the AOC Holder) (CAR 127.04.1)				
9.	Mass and Balance programme manual, check if the Operator's manual has been accepted by SACAA and is current in line with the aircraft manufacturer's Mass and Balance loading manual. (CAR 127.07.16)				
10.	Does the Operator monitor and assess maintenance and operational experience with respect to Continuing airworthiness information (CAR 127.09.7)				
E.	MAINTENANCE REQUIREMENTS (CAR 127.09.1) and (CAR 127.09.4)	YES	NO	N/A	Note No.
1.	Does the Operator have an in-house maintenance facility?				
2.	If not, who is the Manager responsible for overall Maintenance, and if PRA is also AMO, look at the interface between the two organisations.				
3.	Name of this organisation:				
3.1	Name of organisations responsible for contracted aircraft maintenance:				
	(i)				
	(ii)				
	(iii)				
	(iv)				
	(v)				

4.	Are current copies of the contracted AMO's license and Operations Specifications held?				
5.	Are the AMO/AMO's ratings valid?				

		YES	NO	N/A	Note No.
6.	Does the AMO have sufficient personnel for supporting maintenance required by the Operator? Check for personnel ratings required for the type/types of aircraft maintained.				
7.	Who is authorized to release the Operator's aircraft when maintenance has been carried out away from main base?				
8.	Is the Operator's maintenance and inspection functions accomplished in accordance with Operator's MCM?				
9.	Does the Operator or contracted AMO have a system in place to track all life limited items and continued airworthiness data such as recurrent ADs and SBs?				
10.	Is this system or method effective?				
11.	Do the Operator/contracted AMO have access to the manufacturer's airworthiness data such as AMM, WD, SRM, CMM, OHM etc...? Check if subscription is current with the manufacturer.				
12.	Is the Maintenance Organisation maintaining the Operator's aircraft in accordance with the approved maintenance programme or Approved Phase programme? Review two major checks and three to four minor checks work packs.				
13.	Does the AMO contain the latest scope of work, and does the organisation limit itself to the approved scope of work?				
14.	Does the Organisation comply with all the procedures for completion of records? (CAR 127.09.6)				
15.	Can all work performed be traced to the person doing the work?				
16.	Does the system allow for an Inspector to counter sign upon completion of the work performed?				
17.	Is reference to the manuals used entered on all maintenance work sheets?				
18.	Are the inspection checklists used in compliance with requirements?				
19.	Review some of the aircraft log books available in the AMO. Are log books filled in completely and correctly?				
20.	Review some of the CRMAs issued during the past year.				
21.	Do these meet with requirements of CAR Part 43?				
22.	Does the Operator or contracted AMO comply with the service information reporting requirements to the aircraft manufacturer and to the DCA?				
23.	Does the Operator comply with requirements for record completion and retention of the maintenance records?				
24.	Does the Operator / maintenance provider have the latest incidences/accidences reports Has the Operator reported all incidents and accidents				
25.	Does the AMO have all the special tools required for the scope of work SACAA CARs (CAR127.09.4)?				
26.	Does the organisation have tools, properly calibrated, easily identifiable, and safely kept for future use.				
27.	Does the organisation have storage facilities to store the components, and spares removed during the maintenance?				
28.	Does the organisation have adequate spare parts to support the complexity of the operation?				
F.	MASS AND BALANCE	YES	NO	N/A	Note No.

1.	Has the Operator appointed a responsible person for the monitoring of the mass and balance compliance, especially if delegated to a separate maintenance provider?				
2.	Review documentation and record retention. Are these acceptable?				
3.	Are the Operator's Unit Load Devices (ULD certified to a Technical Standard Order (TSO), STC, production certificate or military standard?				
4.	Does the Operator have a program to maintain ULDs? Is the program in line with the ULD manufacturer's recommendations or procedures developed by the Operator and acceptable to the SACAA?				
G.	MINIMUM EQUIPMENT LIST (CAR 127.07.28)	YES	NO	N/A	Note No.
1.	Does the Operator hold an approved Minimum Equipment List Program?				
2.	Does the approved MEL to the latest revision status as per MMEL and DDPM?				
3.	Is there a system in place to get the latest revisions of the MMEL?				
4.	Has the Operator appointed a responsible person for the monitoring and updating the Minimum Equipment List in line with the latest Master Minimum Equipment List and Dispatch Deviation Procedure Manual?				
5.	Does the Operator's training program incorporate cockpit crew members and maintenance personnel to continuously attend courses so as to keep updated on the MELs latest development?				
6.	Is the MEL Management Program effective?				
7.	Does the Operator ensure that unserviceable items affecting the airworthiness of an aircraft are recorded and rectified or deferred in accordance with the approved MEL?				
8.	What system is in place to ensure that defects recorded are rectified? If there were defects, were the aircraft dispatched in support of the approved data, such as MEL or Exemption?				
H.	RELIABILITY PROGRAM (CAR 127.09.2 (3)(d))	YES	NO	N/A	Note No.
1.	Does the Operator have an approved reliability program?				
2.	Does the program indicate responsibility of all the relevant functions?				
3.	Does the program have a documented DATA collection system, and the verification of the data collected to be of highest quality?				
4.	Does the data collection system cover all the different operational conditions: unscheduled removals, confirmed failures, pilot's reports, sampling inspections, shop findings, and service difficulty reports?				
5.	Does the system have an analysis of the collected data, which can be used timely on possible failure?				
6.	Does the program has a performance standard, a point of measure for maximum tolerably unreliability?				
7.	Can the program support control for adjusting time limitations, justification of extensions and visa versa?				
I.	FLIGHT RECORDERS	YES	NO	N/A	Note No.
1.	Are all aircraft involved in commercial operations equipped with appropriate Flight Recorders?				
2.	Has the Operator carried out FDR downloads as prescribed by the regulations?				
3.	Does the Operator keep DFDR records? Check for the last DFDR down loads.				

