



MAINTENANCE CONTROL MANUAL EVALUATION CHECKLIST

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

Item	CAA REGULATORY REFERENCE/REQUIREMENT	A	U	N/A	Note
A.	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				
H.	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				

I.	MAINTENANCE RECORDS	A	U	N/A	Note
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 and procedures for assessing continuing airworthiness information, issued by the organisation responsible for the type design of the aircraft covered by the MCM				
K.	APPROVED MAINTENANCE PROGRAMMES AND CONTROL				
1.	Include a reference to the maintenance programme for each aircraft type operated				
2.	Procedure for establishing and maintaining a system of analysis and continued monitoring 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 extending deferred defects over and above the time period acceptable to the Director, and the number of times an extension may be applied for, taking into account the category of severity in each case;				
4.	Procedures for controlling recurring defects, the reporting system to be established, and system to effect corrective action				
5.	Procedures for controlling the removal and use of parts from other aircraft, the control and certification of such action and the controlling of TBO records when this occurs;				
M.	SERVICE DIFFICULTY REPORTING				
1.	To include procedures for informing of significant in-service occurrences				
N.	REGULATORY AND TECHNICAL INFORMATION				
1.	To include a list of regulatory and technical data and how appropriate information is available when and where needed				
O.	TECHNICAL DISPATCH To include procedures for:				
1.	The authorisation of ferry flights				
2.	EDTO				

