



## ANTR 145 Detailed Audit Checklist

### Instructions for completion

When completing this document it is important to make a positive statement showing how the organisation complies with any relevant part of the ANTR-145 requirement.

Column-1: ANTR-145 Reference

Column-2: Serial No. of the item of Audit

Column-3: Item of Audit (based on ANTR-145 requirements)

Column-4: Mention Org's MOE & MOE procedure reference giving the details of compliance procedure

Column-5:

(a) Give the status of applicability of the respective regulation. If applicable give the org's method of compliance.

(b) If the status of the respective regulation is not applicable, mention N/A and give reason.

(c) If certain functions are subcontracted, give references to the contract reference and interface manual references

Column-6: Reserved for BCAA's comments. Give the status of the Org's compliance action

Column-7: Reserved for BCAA's remarks.

If additional information is required to demonstrate compliance, please attach an appropriately referenced continuation sheet.

Where the term 'The Owner' is used this also means 'The Operator'.

Once completed please submit this document to the Airworthiness Section of Aeronautical Licensing Directorate, Bahrain CAA.

When the Compliance Check List has been completed and accepted by Bahrain CAA, a copy should be maintained by both the organisation and BCAA in their respective approval process file.

**Additional Information if any:** May attach additional sheets with the cross reference to the compliance statement reference (Column-1, 4 & 5) for any additional information with respect to the method of compliance by organisation.

The organisation is privileged to develop and / or add details to this Check List / Statement to strengthen their activity. However, for the sake of uniformity, it is preferred to retain the same format.



ANTR-145 Reference	Sl. No.	Items of Audit	MOE / MOE Procedure Ref.	Applicable/ Not Applicable & reason for N/A. If applicable, Comments of the Org. on the applicable items	BCAA's Comments	(BCAA USE) Sat/ Un-Sat/ NA/ NR
(1)	(2)	(3)	(4)	(5)	(6)	(7)
145.A.1 General	1	Is the organisation holds the approval granted by BCAA for the maintenance of Aircraft, Equipment, Components installed on the Aircraft registered under the Kingdom of Bahrain?				
145.A.10 Scope	1	Is the organisation developed a demonstration to show compliance to the approval requirement?				
	2	Is the organisation hold the approval certificate, terms of approval and are valid?				
	3	Check that the works performed are in accordance with the terms of approval. Specific to the location of the facility either or both Base & Line and including that of additional components maintenance facility.				
	4	Check that the works performed are in accordance with detailed capability list is attached to MOE and is approved either direct or indirect method of approval.				
	5	Is the organisation approved to perform work through contracted / sub-contracted organisation. Check that the contracted works are performed in accordance with the MOE procedures and quality system.				
145.A.15 Application	1	Has the organisation submitted an application for the issue or change of an approval using application form ALD/AIR/F056 (Appendix III) and this compliance statement?				
	2	Has the organisation submitted ALD/AIR/F018 and interview conducted for approval / acceptance of post holders / key management personnel of the AMO?				
145.A.20 Terms of Approval	1	Check the "Certificate of Approval". Verify whether the Certificate enlisted all Line stations / Bases				
	2	Check the Classes, Rating and Scope of Approval given in the Certificate. Verify the capability List for the extent of work.				
	3	Is the maintenance organisation approval displayed in a prominent place / holder's principle place of business?				
	4	Does the MOE mentions the Class / Ratings / Scope / Capability (if not presented as a separate document)				



145.A.25(a) Facility Requirement	1	Check for availability of suitable hanger to accommodate the aircraft. Alternately, check for evidence supporting hanger space will be allotted by other organisation as & when required. Check the Aircraft hangar visit plan to ensure availability.				
	2	Check availability of appropriately licenced personnel and skilled technicians covering the aircraft being maintained both in LINE & BASE facility.				
	3	Check availability of the following updated documents (as applicable to the Line or Base maintenance or workshops) for reference and use: Maintenance Manual; Trouble Shooting Manual; List of Circulars issued by QC department; Set of approved schedules including Special inspection schedules; Working Sheets; Copy of certified Minimum Equipment List; Quality Procedures; Advisory Circulars related to the scope of work handled				
	4	Has the organisation established to assess the requirement and has provided all necessary general tools, special tools, maintenance support equipment, N2 cylinders, Pr. Regulators, ground power units, Tools calibrations, spares, consumables etc. commensurate to the scope of approval of the line station.				
	5	Has the organisation established to assess the requirement and has provided all necessary general tools, special tools, maintenance support equipment, N2 cylinders, Pr. Regulators, ground power units, Tools calibrations, spares, consumables etc. commensurate to the scope of approval of the Base Facility.				
	6	Has the organisation established to assess the requirement and has provided all necessary general tools, special tools, maintenance support equipment, Tools calibrations, spares, consumables etc. commensurate to the scope of approval of the workshop including that of the specialised workshops to the standards established by the component manufactures.				
	7	Has the organisation established a tool control system to monitor and to ensure avoid FOD ingestions into aircraft systems.				
145.A.25(b) Facility Requirement - accommodati on	1	Check for availability of office accommodation / work stations for the planned work to their personnel (such as but not limited to management staff / support staff / certifying staff / technical staff / stores staff, etc.)				



145.A.25(c) Facility Requirement – working environment	1	Check for the protection of hanger - free from dust, noise, wind pollution and rain, adequate lighting as necessary for performance of the approved scope. Is the hanger maintained neat and clean?				
	2	Availability of aircraft docking mechanism and their locks and all safety barriers available and serviceable.				
	3	Environmental control- separate waste containers (for solid and liquid) provided, maintained and used correctly.				
	4	Fire extinguishers- correct type/ quantity/condition and located in designated area with valid test/service date. (for the correct type & quantity, check the evidence of recommendation if any received from the local fire / disaster management organisations by the AMO)				
145.A.25(c) Facility Requirement – working environment	1	Pneumatic supply-reliable and tapping points conveniently located and with oil/water ways and lubrication container maintained.				
	2	Waste oil, fuel, hydraulic oil and soiled rags properly disposed into waste containers provided. (Check the AMO has established waste disposal system as per local government directives)				
	3	Hanger is provided with proper electrical grounding points. They are marked properly and the resistance check is carried out at regular intervals. Resistance value and due date of inspection are painted on the points. Check records.				
	4	Check for docking assistance line marking on the hanger floor.				
	5	Check the electrical wiring in the hanger for the followings: a) Condition; b) Loose/improper connection; c) Insulation;				
	6	Check whether the electrical mains for easy access for selecting OFF during electrical emergency situation.				
	7	Check that mechanism for handling Electrostatic Sensitive Devices (ESD) at the hanger floor				
	8	Check for arrangement for hanger facility at Line Stations for minor scheduled work or defect rectification which necessitates hanger facility				
	9	Check the availability of system / procedure / mechanism for maintenance of hanger equipment (such as but not limited to docking, trestles, stands, work bench, tool trolleys, safety / emergency equipment etc.) and availability of such facility				



	10	Check for availability of specialised workshops (NDT/Welding, etc.)/ component workshops and its facility requirement commensurate to the scope of work				
	11	Check the availability of system / procedure / mechanism for maintenance of work shop equipment.				
	12	Check for availability of office accommodation / work stations for the planned work to their personnel (such as but not limited to management staff / support staff / certifying staff / technical staff / stores staff, etc.)				
	13	Availability of Standards and procedure to maintain working environment conducive for the staff performing maintenance activity in hangar & shops, commensurate to the scope of work				
	14	Availability of the specific working environment and availability of Standards and procedure to maintain that specific environment conditions as required by the maintenance data of aircraft / component manufacturer, commensurate to the scope of work				
	15	Arrangements to make available the working environment for line maintenance such that the particular maintenance or inspection task can be carried out without undue distraction and with the acceptable level of temperature, moisture, hail, ice, snow, wind, light, dust/other airborne contamination.				
145.A.25(d) Facility Requirement - stores	16	Availability of store facility with adequate and appropriate racks & bins, suitable environment with control mechanism to maintain the desired level.				
	17	Availability of secured storage facilities for components, equipment, tools and material with the appropriate provision to ensure segregation of serviceable components and material from unserviceable aircraft components, material, equipment and tools.				
	1	Availability of standards and procedure to maintain the conditions of storage in accordance with the manufacturer's instructions and / or organisation procedure to prevent deterioration and damage of stored items.				
	2	Procedure for restricting the access rights to storage facilities to authorised personnel (See AMC 145.A.25(d)) and monitoring.				
	3	Availability of Organisation's stores procedure manual with respect to facility, storage, environment control, stores personnel authorisation, incoming inspection, acceptance standards, identification, traceability, issue of items, return of issued items back to stores, flammable goods / material storage recommendations, stores stock tallying etc.				
145.A.30(a) Personnel Requirements	1	Availability Accountable Manager with corporate authority in the organization and his financial authority to make available all necessary resources to accomplish maintenance and to promote documented safety & quality policy				



	2	Presence of MOE statement of Accountable Manager signed by both CEO and nominated Accountable Manager, if applicable.					
	3	Is a letter of acceptance or the Key Management Personnel acceptance form duly signed by BCAA and available in records?					
	4	Is the Accountable Manager's Qualification, Experience, Credentials and knowledge / understanding to ANTR-145 requirement is evidenced in records and considered appropriate?					
	5	Duties & responsibilities of AM is defined in MOE					
145.A.30(b) Personnel Requirements	1	<p>Are the post holders / responsible managers appointed and accepted / approved by BCAA?</p> <p>The appointed post holders / Responsible Managers / Key Management Personnel are as follows: (But not limited to)</p> <ol style="list-style-type: none"> <li>1. Quality Manager</li> <li>2. Quality Assurance Manager</li> <li>3. Base Maintenance Manager</li> <li>4. Line Maintenance Manager</li> <li>5. Work Shop Maintenance Manager</li> <li>6. SMS manager</li> <li>7. Training Manager</li> </ol> <p>Note: The type of post holders and number appointed may vary depending upon the scope of approval, size and complexity of the organisation. However the MOE Organisation structure should reflect all such area / Post Holders Title.</p>					
	2	Is the Key Management Personnel acceptance form for the above post holders duly signed by BCAA and available in records?					
	3	Is the Terms of Reference issued to the accepted post holders / Responsible Managers / Key Management Personnel by the Accountable Manager and their individual duties & responsibilities defined in MOE?					
	4	Is the qualification, experience requirements are derived in MOE for the Accountable Manager / other Post Holders / Responsible Managers / Key Management Personnel as the case may be?					
	5	Is the procedure defined in MOE for managing the oversight functions of a Post Holders / Responsible Managers / Key Management Personnel during their long absence.					
	6	Is the use of company titles / designations against the corresponding Post Holders / Responsible Managers / Key Management Personnel defined in MOE					



	7	Is the organisation structure defines the reporting hierarchy?				
	8	Is organisation chart shows all managers / staff administering the designated duties under the Post Holders / Responsible Managers / Key Management Personnel				
	9	Is the policy in MOE defines the reporting system in the case of Post Holders / Responsible Managers / Key Management Personnel				
145.A.30(c) Personnel Requirements	1	Has the Accountable Manager appointed a person responsible for Quality and got the acceptance from BCAA? Is the person given direct access to the Accountable Manager to brief on the matters related to quality and compliance?				
	2	If the MOE defines the procedure for identifying gap in the Quality System and associated feedback of compliance matters and involvement of Accountable Manager. Verify compliance and documentary evidence.				
	3	Is the provision incorporated for all Post holders to report to the Accountable Manger to inform/ discuss the quality and compliance matter?				
145.A.30(d) Personnel Requirements	1	MOE procedure of maintenance man hour estimation taking in to account various functions – planning, production, inspection in accordance with the approval. Three monthly review and readjustment. Verify Compliance with evidence.				
	2	MOE procedure of maintenance man hour supervising, quality monitoring, documentation etc. as per scope of approval. Verify Compliance with evidence				
	3	MOE procedure of maintenance man hour estimation taking in to account of planned absentee ( training, vacations ,etc.)				
	4	MOE procedure for review and reporting the shortfall of man power to accountable manager .Verify?				
	5	Check the MOE procedure related to maintenance man-hour planning, that should exclude all maintenance activities carried out outside the scope of the CAR-145 approval. Verify?				
	6	Has the MOE defines the Company employee and contract employee ratio. How the ratio defined including the limitations any and maintained? Verify?				
	7	Methodology derived to calculate man-hour before the aircraft hangar visit planned? Check base maintenance man hour plan during the Aircraft Hangar visit plan				
	8	Review man hour availability allotted for quality functions and adequacy of man power in quality department.				
	9	Practice of reviewing man hour plan every 3 months, and action for deviation of planned man hours vis -a-vis actual man hour.				



	10	Has the procedure established to identify the Significant deviation from the maintenance man-hour plan for reporting to the departmental manager, the quality manager and the accountable manager for review. Significant deviation means more than a 25% shortfall in available man-hours during a calendar month for any one of the functions specified in ANTR 145.A.30(d).				
	11	Has the system & procedure established on training of contract employees in company policies and procedures				
	12	Has the system & procedure established for giving feedback to the Accountable Manager by independent quality auditing staff, the non-compliance.				
145.A.30(e) - Personnel Requirements	1	Has the procedure established for the qualification, experience requirement, competency assessment of personnel involved in any maintenance, certification, stores, welding, structural repair, development of maintenance programme, airworthiness review, management and/or quality audits etc. and method of evaluation of all personnel involved in these activities.				
	2	MOE procedure for adequate initial and recurrent training to be provided as per the job function of all staff and records to ensure continued competence				
	3	Has the AMO established procedure to train their staff within 6 months of recruitment?				
	4	Has the AMO established procedure to train the contracted staff immediately on recruitment?				
	5	MOE procedure to release the staff after duly assessment of knowledge, competency and related maintenance organisation procedures, as applicable to their duties				
	6	Check the MOE procedure for the criteria of assessment to manager, supervisors, mechanics specialised services, certifying staff, support staff etc.				
	7	Check the syllabus & criteria of initial training on human factors in MOE for all personnel and for new employee and feedback to quality department for planning recurring training. Verify the compliance and records				
	8	MOE procedure for training on fuel tank safety and EWIS for technical personnel of organisation. Verify the compliance and records				





	9	<p>Is the defined procedure in MOE cater for understanding of application of human factors and human performance issues appropriate to that person's function in the organisation in addition of competency assessment. Is the following personnel being trained for initial &amp; continuation.</p> <ul style="list-style-type: none"> <li>- Post-holders, managers, supervisors;</li> <li>- Certifying staff, support staff, and mechanics;</li> <li>- Technical support personnel such as, planners, engineers, technical record staff;</li> <li>- Quality control/assurance staff;</li> <li>- Specialised services staff;</li> <li>- Human factors staff/ human factors trainers;</li> <li>- Store department staff, purchasing department staff;</li> <li>- Ground equipment operators;</li> <li>- Contract staff in the above categories.</li> </ul> <p>Verify Compliance.</p>				
	10	<p>Has the system &amp; procedure established to conduct training need analysis for their staff in performing their duties.</p>				
145.A.30(f) - Personnel Requirements	1	<p>Has the system &amp; procedure established for competency assessment, approval and qualification / training and standards of NDT specialist. Are they appropriately qualified &amp; trained for the particular non-destructive test (including that of the new methods such as thermography, shearography etc. as applicable), in accordance with International standard or equivalent Standard acceptable to BCAA. Is the standards referred in MOE Verify Compliance.</p>				
	2	<p>Has the system &amp; procedure established for competency assessment, approval and qualification and standards of personnel engaged in following specialised task shall be appropriately qualified in accordance with recognized Standards.</p> <p>specialized services:</p> <ol style="list-style-type: none"> <li>1. Structural repair specialist</li> <li>2. Battery Charging</li> <li>3. Boroscope Inspection</li> <li>4. Engine condition monitoring</li> <li>5. Aircraft performance monitoring</li> <li>6. Shop activities – Calibration and Bench Check</li> </ol> <p>Is the standards referred in MOE? Verify Compliance</p>				



	3	Has the system & procedure established for competency assessment, approval, training etc. for other technique of NDT non-destructive inspection such as delamination coin tapping. Verify Compliance.				
	4	Has the procedure established for record keeping of personnel qualification, training, experience, licensing, authorising and competency assessment				
145.A.30(g) - Personnel Requirements	1	Has procedure established for task trained certifying staff to carry out minor scheduled line maintenance and simple defect rectification. Verify compliance and records Note: Minor schedules and simple defects required to be defined in the MOE.				
	2	Has procedure established for minor scheduled line maintenance up to and including a weekly check specified in AMP and requirements for its certifications. Verify Compliance.				
	3	Has procedure established for certification of minor inspection where weekly check not specified in AMP, such check to be considered equivalent to weekly. Verify Compliance.				
	4	Has procedure established for describing the scope of simple defect rectification listed in this Para, and issuing CRS for these tasks after appropriate task training. Periodicity of updating the simple defect lists. Verify Compliance.				
	5	Has procedure established for requirements of certifying staff (B1, B2, as appropriate) at out station for line maintenance certification/ defect rectification Periodicity of updating the simple defect lists. Verify Compliance.				
	6	Has procedure established for limited scope of scheduled and non-scheduled line maintenance (defect rectification) to only those tasks that can be certified by the available certifying staff category. Verify Compliance.				
145.A.30(h) - Personnel Requirements	1	Has the system & procedure established for ensuring qualification, experience and assessing competency of support staff, certifying staff & Category C staff to perform inspection, certification of task, issue CRS in base maintenance as applicable .				
	2	Has the MOE procedures define the responsibility of Category C staff before issue of CRS				
145.A.30(i) - Personnel Requirements	1	Has the procedures established for ensuring qualification, experience and assessing competency of component certifying staff?				



145.A.30(j) - Personnel Requirements	1	Has the procedure established for ensuring compliance to the certification requirement in the case of certification of line or base maintenance scope with respect to Appendix IV to ANTR 145.				
	2	Has the procedure established for ensuring compliance to the training requirement for acceptance of certifying staff holding local license & ratings but not holding license in accordance with ANTR 66.				
	3	Has the system & procedure established to qualify and train the flight crew holding type rating and to issue limited certification authorisation, authorising them to certify repetitive pre-flight Ads which specifically states that the flight crew may carry out such ADs?				
	4	Has the system & procedure established to qualify and train the flight crew holding type rating to ensure that they can perform the tasks to the required standards, and to issue limited certification authorisation, authorising them to certify certain specified tasks , in the case of aircraft operating away from a supported location?				
	5	Has the organisation established procedure in MOE for issue or certification authorization to its employees holding equivalent type authorizations on aircraft of similar technology, construction and systems to certify at stations away from base in the case of unforeseen situations / circumstances.				
	6	Has the organisation established procedure in MOE for issue one off certification authorization to the employees not employed by them but holding equivalent type authorizations on aircraft available at that location during unforeseen situations / circumstances.				
	7	Has the organisation established system & procedure, issuing the one-off authorisation to ensure that any such maintenance that could affect flight safety is re-checked by an appropriately approved organisation at the earliest available opportunity				
	8	Has the MOE describes the procedure to report to BCAA the issuances of authorisations mentioned above within 7 days of such issuance.				
	9	Has the AMO established a documented procedure for certification by outsourced base maintenance activity?				
	10	Has the AMO established a documented procedure for certification by outsourced line maintenance activity?				
145.A.35(a) Certifying Staff and Support	1	Has the AMO established procedures in MOE to ensure that certifying staff and support staff have an adequate understanding of the relevant aircraft and/or components to be maintained together with organisation procedures have received training and successfully assessed to issue authorization.				



	2	Has the AMO established procedures regarding ensuring competency assessment and other requirements before the issue or re-issue of authorization to certifying staff to issue CRS at base maintenance				
	3	Has the AMO established procedures regarding ensuring competency assessment and other requirements for support staff holding Category B1/ B2 licence with appropriate type rating at base maintenance				
	4	Has the MOE describes the procedure for personal files of certifying and support staff for the retention of the following documents. a. Approved Examination results. b. DGCA endorsement c. Evidence for Company examination. d. Copy of Certification Authorisation e. Evidence of recent experience.				
145.A.35(b) Certifying Staff and Support	1	Has the MOE procedure describes clearly the issuing of certification authorisation to certifying staff for other than those listed in ANTR 145.A.30(j) and ANTR 66.A.20(a)3(ii) except for the Cat A license and any type rating listed on the AML required by ANTR 66 subject to the license remaining valid throughout the validity period of authorisation and certifying staff remaining in compliance with ANTR 66? Verify for compliance				
145.A.35(c) Certifying Staff and Support	1	Has the MOE describes the procedure to ensure that the certification privilege to certifying staff and support staff are having at least 6 months of actual relevant aircraft or component maintenance experience in any consecutive two years period? Verify for compliance.				
145.A.35(d) Certifying Staff and Support	1	Has the AMO derived policy & procedure to ensure currency of continuation training to the certifying staff and support staff maintained every two years and this training covers the elements of aircraft technology, company procedures and human performance. Verify compliance.				
145.A.35(e) Certifying Staff and Support	1	Has organisation established a detailed programme for continuation training for certifying staff and support staff, including a procedure to ensure compliance with the relevant requirements of ANTR 145.A.35 as the basis for issuing certification authorisations and procedure to ensure compliance with ANTR 66 (See AMC 145.A.35(e)). \				
	2	Has the AMO identifies the shortcomings in the training needs, conducting training need analysis and involvement of quality system? Has the AMO documented the necessary procedure for the same?				



	3	Has the AMO established the system & procedure to include the topics on defects, incidents, errors in maintenance, non-adherence to the procedures and of human factor required to be addressed during the continuation trainings. Do they have a mechanism to review the training needs once in every two years before scheduling the continuation training?				
	4	Has the AMO documented the training schedules and maintains List of certifying staff and support staff for various training conducted. Records of conducting training as per the schedule. e.g., attendance sheets, hand outs, instructor evaluation sheets, etc. Verify personal files for evidence of attending the training.				
145.A.35(f) Certifying Staff and Support	1	HAS the AMO established procedure for issue of certification authorisation 45.A.30(j)(5)) to the prospective certifying staff after assessing their competency, qualification and capability in line with AMCs 1,2,3&4 of 145.A.30( e) etc. Verify compliance				
	2	HAS the AMO established procedure for reassessment of certifying staff prior to revalidate Certification Authorization. Verify evidence.				
	3	Has the AMO established procedure of obtaining assessment sheets from other organizations, if certifying personnel are hired - Eg., Structural work, NDT, maintenance contracts, etc.				
145.A.35(g) Certifying Staff and Support	1	Is the format of Certification Authorisation documented and which includes the scope, limitations, validity and other conditions of Para AMC 145.35 (a) (b) and (d). Certification Authorisation in the form of Hard Copy or Electronic form and procedure for administering such method.				
145.A.35(h) Certifying Staff and Support	1	Is the format of Certification Authorisation documented indicates the scope, limitations, validity and other conditions clearly and codes used if any, the translation available for ready reference?				
145.A.35(i) Certifying Staff and Support	1	Has the MOE procedure defines the responsibility of the quality system for issue of certification authorisation to certifying staff and assigned the responsibility to QM or any designated person by QM?  Verify for compliance.				
145.A.35(j) Certifying Staff and Support	1	Has the AMO defined the record keeping system for their certifying staff/ support staff and the preservation period of minimum 3 years?  1.details of any aircraft maintenance licence held under ANTR 66 and 2. all relevant training completed. 3. the scope of the certification authorisations issued, where relevant, 4. particulars of staff with limited or one-off certification authorisations.  Verify compliance & Records				



	2	Has the MOE defines the procedure on certifying / support Staff's access rights and to provide a copy of their records on request. Verify compliance & Records				
145.A.35(k) Certifying Staff and Support	1	Has the AMO defined the procedure of providing a copy of the Certification Authorisation to their certifying staff on request? Is there any record system maintained for showing compliance?				
145.A.35(l) Certifying Staff and Support	1	Has MOE defines the policy / procedure and the circumstances which requires showing or submitting of Certification Authorization to the BCAA / authorities within 24 hours of receiving intimation to that effect?				
145.A.35(m) Certifying Staff and Support	1	Has the MOE defines the policy / procedure to ensure the minimum age requirement for a certifying / support staff.				
145.A.35(n) Certifying Staff and Support	1	Has the AMO defined the criteria on utilisation of Category A maintenance license holders and certification limitation policy. Has the policy clearly defined with respect to ensuring completion of required theoretical & practical task training on the intended task and issue of authorisation with suitable limitation. Verify compliance.				
145.A.35(o) Certifying Staff and Support	1	Has the AMO defined the criteria on utilisation of Category B2 maintenance license holders and certification limitation policy in relation to ANTR-66.A.20(a)(3)(ii). Has the policy clearly defined with respect to ensuring completion of required theoretical & practical task training on the intended task and issue of authorisation with suitable limitation. Verify compliance.				
	2	Has the AMO defined the procedure for ensuring compliance to the requirement of ANTR 66 / CAP 09 for issue / renewal of AML of their employees?				
	3	Has the AMO defined the procedure for ensuring compliance to fulfil the OJT requirement in accordance with ANTR 66 / CAP 09 of their employees? If not in-house, how do they administer the OJT tasks for their employees				
	4	Has the organisation established procedures to utilise the AML issued by other ICAO contracting states under BCAA validation as provisioned in CAP-09 and the requirements stipulated therein?				
	5	Has the foreign AMOs defined the procedure to utilise the privileges of the AML issued by their national regulation (not qualified under ANTR66 of BCAA) and additional requirement stipulated under Annex IV to ANTR-145 for certification of aircraft registered under BCAA and components installed therein?				
	6	Has the AMO defined the procedure for training, qualifying, authorising a support / certifying staff for conducting taxiing operation of aircraft				



	7	Has the AMO defined the procedure for training, qualifying, authorising a support / certifying staff for conducting weighment of aircraft and subsequent weight balance document preparation?				
	8	Has the AMO defined the procedure for utilising the certifying personnel of manufacturers and / or other AMOs in the case of unforeseen situations and / or for any specific repairs / modifications etc.				
145.A.36 Records of Airworthiness Review Staff	1	Has the MOE procedure defines the procedure on record keeping requirement for the Airworthiness Review Staff (either employed or contracted) and their current list with their scope of approval. Further procedure on record retention method, preservation period, security etc. Verify compliance.				
	2	Has the MOE provisioned to record the list and details of Airworthiness Review Staff				
145.A.40(a) Equipment, tools and Materials	1	Has the organisation developed a documented system of analysing the requirement of tools, equipment and materials to perform the scope of work undertaken? This requirement of analysis shall be performed as part of the aircraft hangar visit plan to ensure that all necessary tools, equipment and materials are made available to perform the intended maintenance work.				
	2	Has the organisation derived a list of tools, equipment and materials which are specifically recommended by the manufacturer for maintenance and how its availability is ensured before undertaking maintenance?				
	3	Has the organisation derived the procedure for the use of alternate tools (if permitted to do so by the manufacture). Has the procedure developed and approved by BCAA for the use of alternate tools & equipment?				
	4	Has the AMO defined the requirement for fabrication of alternate tools & equipment? The requirement shall cover the personnel qualification for tool & equipment fabrication and certification, fabrication methodology, tool qualifying procedure etc.				
	5	Has the AMO derived a procedure to procure and / or make available the tools & equipment which are not required on permanent basis?				
	6	Has the AMO prepared the tool inventory and derived a procedure for accounting / traceability of tools/equipment issued for maintenance and its return/receipt? Tool Talley procedure on completion of the task / maintenance work at the end of day or shift to avoid foreign object ingestion on to aircraft critical operating systems?				
	7	Has AMO derived the procedure for loaning in / loaning out of tools / equipment and its control?				



	8	Has the AMO developed periodic inspection requirements for the general tools, maintenance support equipment such as docking system, slings, cranes, lighting, fire extinguishing system and ground support equipment such as GPU/Hydraulic rigs/pneumatic rigs/air supply system etc.				
145.A.40(b) Equipment, tools and Materials	1	Has the AMO identified the calibration standards for the tools, special tools and equipment requiring periodic calibration? Are these standards traceable to international standards?				
	2	Has the AMO's Quality department prepared a master list of tools, Special tools & equipment requiring periodic calibration as part of the quality procedure and shared to the engineering and stores for compliance? The master list shall mention the calibration standards identified against each tool, special tool & equipment.				
	3	Are the calibration certificates / labels / correction cards are made available together with the tools/special tools/equipment calibrated while using them.				
	4	Has the AMO derived a procedure to develop a data base for such tools and to track the calibration periodicity, standards required to be applied and calibration due dates?				
145.A.42(a) Components	1	Has the AMO derived the procedure on acceptance of components, parts and raw materials? Carryout random verification.				
	2	Has the AMO defined the procedure for classification of components?				
	3	Has the AMO defined the requirement for verification of statement of conformity and its traceability when using standard part raw materials?				
145.A.42(b) Components	1	Has the AMO derived the procedure for ensuring for eligibility of components to be installed on aircraft and acceptance of different airworthiness standards & modification / repairs?				
	2	Has the AMO established procedure to ensure component eligibility in accordance with the applicable maintenance data				
	3	Has the AMO derived procedure and got the procedure approved for the fabrication of any restricted range of parts?				
145.A.42(c) Components	1	Has the AMO derived a fool proof system & procedure for segregation of serviceable, unserviceable and unsalvageable components, parts and materials				
	2	AMO derived a fool proof system & procedure for identification & segregation of life limited parts, methods adopted to make it permanently unusable and to avoid re-entry in to component supply system?				





145.A.45(a) Maintenance Data	1	Has the AMO established a system & procedure to make available the current and applicable maintenance data for performing maintenance on aircraft and components commensurate with the scope of approval of organisation?				
	2	Has the AMO established a procedure to hold applicable maintenance data while performing maintenance on aircraft & components, in case, the maintenance data is provided by the customer / operator?				
145.A.45(b) Maintenance Data	1	Has AMO established procedure to ensure the maintenance data being possessed / held / used (either procured self or supplied by customer/operator) are to the latest update? How do they monitor on routine basis and update the maintenance data? Is the system / method / procedure derived is satisfactory? Verify.				
	2	Is the technical publication division is ensuring procurement of / make available the following maintenance data (not limited to) as applicable at both Base & Line Stations as necessary:  <ol style="list-style-type: none"> <li>1. TC</li> <li>2. STC</li> <li>3. AMM</li> <li>4. AFM</li> <li>5. CMM</li> <li>6. EMM</li> <li>7. MPD</li> <li>8. MMEL/MEL</li> <li>9. WBM</li> <li>10. WDM</li> <li>11. SRM</li> <li>12. SSID / CPCP</li> <li>13. NDT</li> <li>14. IPC</li> <li>15. Ads</li> <li>16. SBs</li> <li>17. FIM/TSM</li> <li>18. AMP,</li> <li>19. Applicable ANTRs</li> <li>20. Applicable CAPs</li> <li>21. Applicable Airworthiness Advisories etc. (list as applicable)</li> </ol>				
145.A.45(c) Maintenance Data	1	Has organisation established procedures to ensure that the inaccurate, incomplete or ambiguous procedure, practice, information or maintenance instruction if any found / contained in the maintenance data used by maintenance personnel is recorded and notified to the author of the maintenance data and corrective action applied?				



145.A.45(d) Maintenance Data	1	Is the system established by the AMO to modify maintenance instructions is satisfactory and approved by BCAA?				
	2	Is the system of modifying maintenance instructions demonstrated are equivalent to or higher to the standards of the maintenance data originator?				
	3	What is the system of informing such modifications to the type certificate holder / originator of the maintenance data and follow up action for its acceptance / rejection if any?				
	4	Has the AMO ensured that the modification to the maintenance instructions are not applied on engineering design of repairs and modifications				
145.A.45(e) Maintenance Data	1	Is the procedure established by AMO for creating & providing work card or work sheet system satisfactory?				
	2	Is the work cards / work sheets prepared are in conformity with the requirement of maintenance data? Are they accurate transcription of the maintenance data or they are referred to the tasks contained in maintenance data?				
	3	Are the complex maintenance tasks transcribed onto work cards / work sheets with clear stages subdivided to ensure accomplishment of the maintenance task?				
	4	Are these work cards / worksheets prepared by the AMO are approved by any responsible person(s) of the AMO?				
	5	Has the AMO established a system / procedure to safeguard these prepared and approved work cards / worksheets from unauthorised alterations?				
	6	Has the AMO established the procedure to use the work card / work sheet system developed by the operator and if so the established procedure ensures compliance to maintenance requirements?				
	7	Has the AMO established system / procedure to ensure cross referring to the main work order and completion of all work cards/worksheets to the satisfaction of certifying personnel?				
	8	Has the AMO established procedure to update and maintain the backup of the developed work cards / work sheets with traceability system.				
145.A.45(f) Maintenance Data	1	Has the AMO established the procedure to ensure that the maintenance data provided to the maintenance personnel are current / up to date				
	2	Has the AMO established a procedure for the maintenance personnel to ensure that the maintenance carried out are to the current / latest maintenance data?				
	3	Are the maintenance personnel given access to the applicable maintenance data at the place of work				



145.A.45(g) Maintenance Data	1	Is the system of confirming to the latest status of maintenance data supplied by the operator established and commitment to this effect from operator is available?				
	2	Is the work order generated by either the AMO or the operator specifies the maintenance data amendment status?				
145.A.47(a) Production planning	1	Has the AMO established an appropriate & documented procedure to plan for all necessary personnel , tools, equipment , material, maintenance data and facilities to ensure the safe completion of maintenance task commensurate to the scope of work and its complexity.				
145.A.47(b) Production planning	1	Has the AMO established documented procedure for organising the shifts with due consideration to the human factor limitations while planning the maintenance task?				
145.A.47(c) Production planning	1	Has the MAO established a documented procedure for handling task handover and / or personnel changeover during shift change? Is the method adopted in these changeovers gives provision to record status of the work?				
145.A.48(a) Performance of maintenance	1	Has the AMO established a documented procedure to ensure that the aircraft / components are clear of tools, equipment and extraneous parts / materials, after completion of any maintenance activity and before closing of the panels / covers / cowls etc., and certification of the task?				
145.A.48(b) Performance of maintenance	1	Has the AMO established procedure for identification of Critical Maintenance Tasks before releasing the work orders to the line or base maintenance and to capture any error induced while performance of the Critical Maintenance Task.				
	2	Has the AMO derived a training programme to familiarise / make the personnel related to maintenance, store, hangar & maintenance support services, etc., aware of the critical maintenance tasks and their consequences and impact on aircraft flight safety?				
145.A.48(c) Performance of maintenance	1	Is the error capturing system established by the AMO also caters for the appropriate corrective / rectification action? Is the established procedure helps in identification of repeated errors in maintenance and minimising the same?				
	2	Has the AMO established a documented procedure for identifying the tasks requiring independent inspection and personnel requirement for carrying out such inspection?				
145.A.48(d) Performance of maintenance	1	Has the established procedure for damage assessment and the repair / modification carried out are in accordance with the data specified in M.A.304?				



145.A.50(a) & (b) Certification of maintenance	1	Has the AMO established a documented procedure for issue of certificate of release to service before flight / after completion of any maintenance by appropriately authorised Certifying staff?				
	2	Has the organisation established procedure to ensure adherence to requirement as specified in 145.A.70, by the certifying staff taking into account the availability and use of appropriate, applicable & current maintenance data?				
	3	Is the CRS format in accordance with the ANTR 145?				
145.A.50(c) Certification of maintenance	1	Has the AMO documented the procedure for reporting to owner / operator regarding any new defects or incomplete maintenance work orders identified during the Maintenance of aircraft and obtaining agreement to rectify such defects or completing the missing elements of the maintenance work order.				
145.A.50(d) Certification of maintenance	1	Check the procedure for issue of authorised release Certificate or airworthiness approval tag identified as BCAA Form 1 after completion of any maintenance on a component. Has the AMO defined the procedure in the case of use components for their own use after completion of maintenance? Is the procedure of constitutes the intent of component release requirement?				
	2	Check the procedure for issue of CRS for used components removed from aircraft which have been withdrawn from service from the BCAA registered aircraft.				
	3	Has the AMO defined the procedure for issue of CRS for used components removed from aircraft involved in abnormal occurrence / incident / accident / lightning strike / heavy landing etc.				
	4	Has the AMO issues CRS for the components not maintained by ANTR 145 organisation. If so the detailed procedure for acceptance derived / used are approved?				
	5	Has the AMO developed a procedure to issue CRS to new but unused components in storage without the BCAA Form 1 manufactured by organisation acceptable to BCAA?				
	6	Has the AMO developed procedure to issue CRS for components removed from serviceable aircraft registered under BCAA?				
	7	Has the AMO developed procedure to issue CRS for components removed from serviceable aircraft not registered under BCAA?				
	8	Has the AMO established a procedure to identify and record defects in aircraft technical log system?				
	9	Has the AMO established procedure to identify major and minor defects?				



	10	Has the AMO established procedure for defect analysis and root cause analysis for rectification and preventive action?				
	11	Has the AMO established a procedure for intimation of major defects to BCAA and to the design / manufacture and their state including that of the defect investigation report whether completed are sought advisories to complete the investigation for resolution?				
	12	Verify that the defects are taken into reliability programme?				
	13	Has the MEL invoked items are rectified within the prescribed time period?				
	14	Has a system established by AMO to avoid release of aircraft with multiple MEL items invoked?				
145.A.50(e) Certification of maintenance	1	Has the AMO defined the procedure to release the aircraft within the approved limitations, when they are unable to complete all maintenance ordered?				
	2	To cater for the above scenario, has the AMO defined the procedure and made the certifying staff aware of their responsibilities to check with quality and if agreed, to enter such fact in the aircraft certificate of release to service before the issue of such certificate?				
145.A.50(f) Certification of maintenance	1	Has the organisation developed a documented procedure to use the component not having appropriate release certificate but otherwise in compliance with all applicable maintenance and operational requirement and to remove such from service upon the prescribed time limit unless an appropriate release certificate has been obtained				
145.A.55(a) Maintenance records	1	Has the AMO documented a procedure to list down the inspection required to be carried out on an aircraft for the given work order and these work orders are indexed for traceability in accordance with GM 145.A.55(a)?				
	2	Has the AMO documented a procedure to ensure recording of details of maintenance work carried out by the appropriate staff assigned with such responsibility?				
	3	Has the AMO documented a procedure to ensure retention of records necessary to prove that all requirement have been fulfilled for issuance of CRS, include that of subcontracted release document and issue / recommend for Airworthiness Review certificate.				
	4	Is the procedure documented by the AMO with respect to reconstruction of all necessary records in the event of accidental damage / loss?				
145.A.55(b) Maintenance records	1	Has the AMO documented the procedure to provide the owner / operator a copy each of the CRS and detailed maintenance record associated with the work carried out and all the necessary compliance documents in support of ANTR M.A.305?				



145.A.55(c) Maintenance records	1	Has the AMO developed a secured facility for retention and preservation of records and they are protected from rain, fire, flood, insects, damage, theft, known natural calamities, etc. and the procedures to that effect documented?				
		Are these records preserved for three years from the date on which the aircraft or component to which the work relates was issued with CRS and the records related to ARC issue / recommendation?				
	2	Has the AMO developed a facility and system / procedure with respect to data back up? Are these hardware used to ensure backup are stored in a different location from that containing the working data with a suitable environment that ensures good condition?				
	3	Has the AMO derived a procedure and devised a method in conformity with the CAMO / Owner / Operator contract for handing over / transfer of all retained maintenance records related to aircraft / components from the period of three(3) years (or the period as agreed by the contract but not less than that required by ANTRs) preceding the termination of operations of the AMO?				
145.A.60(a) Occurrence reporting	1	Has the AMO established the procedure to identify the unsafe conditions that hazards seriously the flight safety?				
	2	Has the AMO established hazard management system which covers all areas of maintenance?				
	3	Has the organisation established a procedure to identify the reportable occurrences?				
	4	Has the organisation established a procedure to report to the Authority, the state of registry and the organisation responsible for the design of the aircraft or component any condition of the aircraft or component identified?				
145.A.60(b) Occurrence reporting	1	Has the AMO established a documented procedure to collect the information on occurrences caused internally, serious and reportable?				
	2	Has the AMO established a system of free & frank reporting culture?				
	3	Has the AMO established an internal occurrence reporting system, enabling the AMO to collect and evaluate for corrective / preventive action?				
	4	HAS the established internal occurrence reporting system identifies the adverse trends, corrective actions taken or to be taken by the organisation to address deficiencies and include evaluation of all known relevant information relating to such occurrences? and a method to circulate the information as necessary?				
	5	Has the AMO established system / appropriate method to inform all concerned on the Para above, within / outside the organisation?				
	6	Is the system established by the AMO is a closed loop?				



145.A.60(c) Occurrence reporting	1	Has the AMO ensures making occurrence reports in accordance with BCAA occurrence reporting requirements and ensure that they contain all pertinent information about the condition and evaluation results known to the organisation?				
145.A.60(d) Occurrence reporting	1	Are the occurrence reports sent to the aircraft / component owner or operator and its effects on them, in case of contracted maintenance?				
145.A.60(e) Occurrence reporting	1	Is the organisation submits the reports of reportable occurrences to BCAA, the country of manufacture, design organisation and state of design within the prescribed time period (72 hours)?				
145.A.65(a) Safety and quality policy, maintenance procedures and quality system	1	Has the Quality & Safety policy signed and included in the latest MOE?				
	2	Is the quality policy MOE defines the safety management system, human factor application, human factor performance consideration, error reporting system, compliance monitoring and quality audit cooperation?				
	3	Has the contract procedures established between AMO & the operator, clearly specifies the maintenance & release requirements?				
145.A.65(b) Safety and quality policy, maintenance procedures and quality system	1	Has the AMO specified the standards for the specialised services for NDT				
145.A.65(c) Safety and quality policy, maintenance procedures and quality system	1	Has the AMO quality system established the independent audit system?				
	2	Is the independent audit system catering for routine sampling checks on the maintenance processes?				
	3	Is the independent audit system addresses the random audit concept for ensuring the standards of maintenance carried out are in accordance with the requirement				
	4	Has the AMO established an annual audit system covering all aspects of ANTR 145? Is the Annual Audit is planned to be progressive or onetime as single operation? If it is progressive, is the audit plan derived suitably to carryout and monitor?				
	5	Is the audit plan derived giving due consideration to GM 145.A.65(c)(1)?				
	6	Is the AMO using sampling audit method of product lines? If so how is it ensured that the findings and rectification action is applied to all other product line of similar area and monitored for compliance?				
	7	Has the sampling audit method ensures at least one product is audited on each product line?				



	Is the sampling audit method ensures that both product and procedure audit are carried out in combined manner when selecting a sampling audit method?				
8	Is the AMO eligible for contracting independent audit element of the quality system? If so is the audit being carried out (ANTR 145.A.65(c)(1)) twice in every 12 months period?				
9	Has the AMO covers the line stations on their annual audit plan?				
10	Are the findings communicated to the respective persons/departments for rectification within the target dates?				
11	Is the AMO organise and conducts regular meetings with the departments concerned to check the progress on the rectification action?				
12	Is the feedback meetings are headed by the Accountable Manager or delegated to the Quality Manager? If the day-to-day meetings are held by the Quality Manager, is there a procedure made for the Accountable Manager to attend the meetings at least twice in a year?				
13	Is the AMO procedure cater for proper investigation of audit findings and corrective / preventive action applied in a timely manner?				
14	Has the AMO derived the procedure for extending the audit finding compliance period / time frame? Is the procedure approved by BCAA?				
15	Has the AMO derived a procedure to apply for extension from the time frame for compliance to the audit findings of BCAA?				
16	Has the AMO established procedure to analyse the audit findings and increased the frequency of audit to address the week areas?				
17	Has the AMO established the qualification, experience, training, repetitive training criteria for their audit personnel?				
18	How the organisation ensured that the audits are not carried out by the persons, responsible for the functions they have been assigned with?				
19	Has the AMO established the procedure to retain the records of audit reports, findings, rectification action, resolutions applied for the period of 2 years after the date of closing of the findings?				
20	Has the AMO established procedure to forward all the report of audit, findings, rectification / resolutions to the BCAA as & when the audits are carried out on their organisation and contracted organisations?				





145.A.70 Maintenance organisation exposition	1	Check that the MOE contents are in accordance with the AMC 145.A.79(a) and GM 145.A.70(a)				
	2	Does the Manual of Procedure (or equivalent document for a foreign approval) contain a commitment statement signed by the accountable manager on behalf of the organisation				
	3	Does the manual state the names of the key management personnel and their positions?				
	4	Does the manual contain a current chart showing lines of responsibility?				
	5	Does the manual contain a statement of the current duties and responsibilities of the key management positions?				
145.A.75(a) Privileges of the organisation	1	The scope of approval mentioned in MOE is in accordance with the certificate of approval & terms of approval issued by the BCAA?				
	2	Is the scope of line, base & location mentioned clearly in MOE?				
145.A.75(b) Privileges of the organisation	1	Are the authorisations issued to the certifying staff are commensurate to the AMO's limitation?				
	2	Has the procedure defined in MOE for approval of other organisation, not approved under ANTR 145 and subsequent quality monitoring by the AMO?				
	3	Is the AMO limit the work scope to other organisation as approved in previous paragraph when awarding certain work and monitoring of such work process?				
	4	Is the AMO ensures to not to include base maintenance check of an aircraft or a complete workshop maintenance check or overhaul of an engine or engine module? Refer to fundamentals of sub-contracting under ANTR 145, stipulated in AMC 145.A.75(b)				
145.A.75(c) Privileges of the organisation	1	Has the AMO defined the procedure and conditions to provide maintenance to the aircraft or any component for which it is approved, at any location, when such need arises due to un-serviceability of the aircraft or for supporting occasional line maintenance in MOE?				
145.A.75(d) Privileges of the organisation	1	Has the AMO defined the procedure and conditions to provide maintenance to the aircraft or any component for which it is approved, at a location identified as a line maintenance location capable of supporting minor maintenance and lists such location in MOE?				



145.A.75(e) Privileges of the organisation	1	Has the AMO defined the procedure for certificate of release to service in accordance with ANTR 145.A.50 specifying the conditions and limitations if any?				
145.A.80 Limitations on the organisation	1	Has the AMO established a procedure to ensure compliance with the requirements regarding facility, equipment, tooling, materials, maintenance data, certifying staff etc., before undertaking the maintenance activity and drawn a limitation if any on exercising the privileges as approved?				
	2	What is the policy and procedure committed by the AMO for exercising the privilege of the approved scope of the organisation if for any reason, the AMO did not exercise the privileges on any specific aircraft type / components in the preceding 6 months?				
145.A.85 Changes to the organisation	1	Has the organisation defined the policy and developed procedure to identify and activate immediate action required in the case of any changes to the organisation in terms of (1) the name of the organisation; (2) the main location of the organisation; (3) additional locations of the organisation; (4) the accountable manager; (5) any of the persons nominated under ANTR 145.A.30(b); (6) the facilities, equipment, tools, material, procedures, work scope, capability, certifying staff and airworthiness review recommendation staff that could affect the approval.				
145.A.90 Continued validity	1	What is the system established by the AMO to ensure continued compliance to the ANTR-145 requirement for maintaining the continued validity of the scope of approval granted to the AMO?				
145.A.95 Findings	1	Has the AMO defined the Level 1 finding and the corrective / preventive action procedure before releasing the aircraft / components to service?				
	2	Has the AMO defined the Level 2 finding and the corrective / preventive action procedure?				
	3	Is the corrective / preventive action procedure containing the provisions to carryout root cause analysis of the findings? The root cause analysis must contain at least the following elements (not limited to): 1. Lack of organisation's policy / Requirements 2. Lack of documented system / procedure 3. Existing system / procedure ineffective. 4.Non-compliance to the Regulatory / organisation's requirement 5.Inadequate infrastructure 6.Inadequate manpower,				



	3	7.Lack of training / Responsibility not defined, 8.Personnel non adherence to the requirement				
	4	Has the AMO mentioned the situation / circumstances requiring extension to the prescribed time period and the procedure documented for obtaining such extension for rectification / closure action of the respective finding.  Has the AMO included the risk assessment procedure as part of the application for extension?				





**RECOMMENDATIONS**

**CONCLUSION**

**AIRWORTHINESS INSPECTOR COMMENTS**

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

Sign: \_\_\_\_\_