	MOC CHECKLIST	
GalaxyAerospace maintenance . repair . overhaul	Form no.	GAM/Q-033
	Revision	0 (01/2018)
	Reference no.	09012019-01

A	MOC Details	
1.	MOC reference no.	GAM/MOC/18/0033
2.	Date raised	20/12/2018
3.	Auditor	MUHAMMAD SYAFIQ KAMIL
4.	Date	09/01/2019
5.	Audit report no.	IAR-2019/003

B	Checklist Details			
No.	Check items	Y	N	Remarks
1.	MOC form			
	▪ Current form	√		
	▪ Requestor signed	√		
	▪ HOD signed	√		
	▪ Safety Manager signed	√		
	▪ Accountable Manager signed	√		
	▪ Application letter		√	QA to issue upon submission
2.	DCA forms			
	▪ JPA-AP7(A)			N/R
	▪ Application forms		√	QA to fill up AMO variant form
	▪ AN compliance		√	QA to issue
	▪ Fees and charges		√	EM/CE to request to finance prior submission
3.	GAM 1st level document			
	▪ MOE amended		√	QA to add base location
	▪ SMS Manual amended			N/R
	▪ CAME amended			N/R
	▪ DOM amended			N/R
	▪ MMP amended			N/R
	▪ 2nd level amended		√	EM to add procedure regarding holding items
	▪ Contract agreement available	√		
	▪ HIRARC	√		
	▪ Others	√		Letter of allowance to use facility by PGU

NOTE: This MOC checklist shall be used in conjunction with Audit checklist for relevant section

4.	Maintenance Data			
	▪ GAM have access?	√		GAM already maintain AW139 PGU
	▪ Current and up to date?	√		
	▪ Readily available?	√		
	▪ Master list available & update?	√		
	▪ Others			
5.	Tools & equipment			
	▪ General tools available?	√		
	▪ Special tools available?	√		
	▪ Calibrated tools available?	√		
	▪ Test equipment available?	√		
	▪ Dockings & platforms	√		
	▪ Safety equipment		√	To provide details. QA to check
	▪ Inventory, up to date & controlled?		√	
6.	Facilities			
	▪ Where	√		
	▪ Hangar	√		
	▪ Store		√	To clarify the status
	▪ Tool crib	√		
	▪ Office	√		
7.	Personnel			
	▪ Man-hour plan	√		
	▪ LAE (B1.3) - name	√		To enlist name of personnel
	▪ LAE (B2) - name	√		To enlist name of personnel
	▪ LAE (C) - name	√		To enlist name of personnel
	▪ Technician - name	√		To enlist name of personnel
	▪ Competency assessment		√	Required for the new LAE
	▪ LOAH – updated?		√	LOAH will updated upon completion of assessment and qualified
	▪ Support staff		√	To enlist name of personnel
	▪ Others			

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8.	Training			
	▪ Appropriate training conducted?	√		To conduct AW139 GENFAM prior to audit
	▪ Formal training conducted	√		
	▪ Continuation training			N/R
	▪ Training records up to date?		√	
	▪ Others			

C	Findings
1.	Please clarify storage facility (bonded store) location for PGU base
2.	Please enlist all personnel involved for the PGU operation (technical and supporting staff)
3.	If store is to be declared outside base facility, procedure of holding store at PGU for tools storage and temporary aircraft parts storage shall be established.
4.	Please provide relevant contact person from PGU officer who responsible for facility's daily maintenance, safety and cleanliness
5.	Please conduct AW139 General Familiarisation (GENFAM) training for required staffs prior to audit
6.	
7.	
8.	
9.	

D	Approval	
1.	Performed by:	Date:
	Name & Signature	09/01/2019
2.	MOC checklist	Date: 09/01/2019
	▪ Email to requestor on	09/01/2019 (via GAMS)
	▪	
3.	Status	Remarks
	▪ Open	☒
	▪ Closed	☐
	▪ Cancelled	☐

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