

MOC CHECKLIST

Form no.	GAM/Q-033
Revision	0 (01/2018)
Reference no.	09012019-02

A		MOC Details			
1.	MOC reference no.	GAM/MOC/18/0019			
2.	Date raised	09/08/2018			
3.	Auditor	MUHAMMAD SYAFIQ KAMIL			
4.	Date	09/01/2019			
5.	Audit report no.	IAR-2019/004			
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 will issue upon submission to CAAM	
2.	DCA forms				
	▪ JPA-AP7(A)			N/R	
	▪ Application forms		√	QA to fill up form	
	▪ AN compliance		√	QA will provide	
	▪ Fees and charges		√	EM to request to finance	
3.	GAM 1 st level document				
	▪ MOE amended		√	QAM will amend	
	▪ SMS Manual amended			N/R	
	▪ CAME amended			N/R	
	▪ DOM amended			N/R	
	▪ MMP amended			N/R	
	▪ 2 nd level amended		√	EM to amend for hangar space aircraft accommodation	
	▪ Contract agreement available		√	Only LOI. EM to establish contract	
	▪ HIRARC	√			



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	▪ Others			
4.	Maintenance Data			
	▪ GAM have access?	√		
	▪ Current and up to date?		√	EM to attach latest publication master list
	▪ Readily available?		√	Not available
	▪ Master list available & update?		√	PML not yet updated with EC155B & engines
	▪ Others			
5.	Tools & equipment			
	▪ General tools available?	√		
	▪ Special tools available?	√		
	▪ Calibrated tools available?	√		
	▪ Test equipment available?	√		
	▪ Dockings & platforms	√		
	▪ Safety equipment	√		
	▪ Inventory, up to date & controlled?	√		
6.	Facilities			
	▪ Where	√		UniKL MIAT
	▪ Hangar	√		Hangar 2, but mere insufficient space
	▪ Store	√		
	▪ Tool crib	√		
	▪ Office	√		
7.	Personnel			
	▪ Man-hour plan		√	EM to provide man-hour plan
	▪ LAE (B1.3) - name		√	List of personnel required
	▪ LAE (B2) - name		√	List of personnel required
	▪ LAE (C) - name		√	List of personnel required
	▪ Technician - name		√	List of personnel required
	▪ Competency assessment		√	QA to conduct once approved
	▪ LOAH – updated?		√	QA to update once approved
	▪ Support staff		√	List of supporting staff required

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	<ul style="list-style-type: none"> Others 			
8.	Training			
	<ul style="list-style-type: none"> Appropriate training conducted? 	√		Require EC155 General Familiarisation
	<ul style="list-style-type: none"> Formal training conducted 	√		
	<ul style="list-style-type: none"> Continuation training 	√		Amendment of MOE (Company Procedure)
	<ul style="list-style-type: none"> Training records up to date? 	√		
	<ul style="list-style-type: none"> Others 			
C	Findings			
1.	Contract agreement with operator not yet established. Please notify QAD once done.			
2.	Hangar 2 UniKL MIAT shall be established a solution for insufficient space for aircraft accommodation			
3.	No list of personnel for LAE and technician provided in MOC			
4.	Publication Master List is to be updated with EC155 publication subscription			
5.				
6.				
7.				
8.				
9.				
D	Approval			
1.	Performed by:	Date:		
	<i>*Name & Signature</i>  	09/01/2019		
2.	MOC checklist	Date: 09/01/2019		
	<ul style="list-style-type: none"> Email to requestor on 	09/01/2019 via GAMS		
	<ul style="list-style-type: none"> 			
3.	Status	Remarks		
	<ul style="list-style-type: none"> Open 	<input checked="" type="checkbox"/>		
	<ul style="list-style-type: none"> Closed 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> Cancelled 	<input type="checkbox"/>		