A	MOC Details	
1.	MOC reference no.	GAM/MOC/19/0003
2.	Date raised	14/01/2018
3.	Auditor	MUHAMMAD SYAFIQ KAMIL
4.	Date	08/02/2019
5.	Audit report no.	IAR-2019/012

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 1st level document			
	▪ MOE amended		√	QAM will amend
	▪ SMS Manual amended			N/R
	▪ CAME amended			N/R
	▪ DOM amended			N/R
	▪ MMP amended			N/R
	▪ 2nd level amended		√	EM to amend for hangar space aircraft accommodation
	▪ Contract agreement available		√	EM to establish contract
	▪ HIRARC	√		

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

MOC CHECKLIST

Form no.	GAM/Q-033
Revision	0 (01/2018)
Reference no.	08022019-01

Galaxy Aerospace
maintenance . repair . overhaul

	▪ Others			
4.	Maintenance Data			
	▪ GAM have access?		√	
	▪ Current and up to date?		√	EM to attach latest publication master list
	▪ Readily available?		√	Not yet updated
	▪ Master list available & update?		√	Not yet updated with AS355 F2 & engines
	▪ Others			
5.	Tools & equipment			
	▪ General tools available?	√		
	▪ Special tools available?		√	Thru agreement with AHM
	▪ 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	√		To assess
	▪ LAE (B2) - name	√		To assess
	▪ LAE (C) - name	√		To assess
	▪ 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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	▪ Others			
8.	Training			
	▪ Appropriate training conducted?	√		Require AS355 F2 General Familiarisation
	▪ Formal training conducted	√		
	▪ Continuation training	√		Amendment of MOE (Company Procedure)
	▪ Training records up to date?	√		
	▪ 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 technician provided in MOC
4.	Publication Master List is to be updated with AS355 F2 publication subscription
5.	Man hour plan to be revised and submitted
6.	
7.	
8.	
9.	

D	Approval	
1.	Performed by:	Date:
	*Name & Signature	08/02/2019
2.	MOC checklist	Date: 08/02/2019
	▪ Email to requestor on	08/02/2019 via GAMS
	▪	
3.	Status	Remarks
	▪ Open	☒
	▪ Closed	☐
	▪ Cancelled	☐

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