

**MOC CHECKLIST**

Form no.	GAM/Q-033
Revision	0 (01/2018)
Reference no.	08022019-02

A		MOC Details			
1.	MOC reference no.	GAM/MOC/19/0002			
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 1 <sup>st</sup> 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 <sup>nd</sup> level amended		√	EM to amend for hangar space aircraft accommodation	
	▪ Contract agreement available		√	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 yet updated
	▪ Master list available & update?		√	Not yet updated with AS355 N & 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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	<ul style="list-style-type: none"> <li>Others</li> </ul>			
8.	Training			
	<ul style="list-style-type: none"> <li>Appropriate training conducted?</li> </ul>	√		Require AS355 N General Familiarisation
	<ul style="list-style-type: none"> <li>Formal training conducted</li> </ul>	√		
	<ul style="list-style-type: none"> <li>Continuation training</li> </ul>	√		Amendment of MOE (Company Procedure)
	<ul style="list-style-type: none"> <li>Training records up to date?</li> </ul>	√		
	<ul style="list-style-type: none"> <li>Others</li> </ul>			
<b>C</b>	<b>Findings</b>			
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 N publication subscription			
5.	Man hour plan to be revised and submitted			
6.				
7.				
8.				
9.				
<b>D</b>	<b>Approval</b>			
1.	Performed by:	Date:		
	<i>*Name &amp; Signature</i>  	08/02/2019		
2.	MOC checklist	Date: 08/02/2019		
	<ul style="list-style-type: none"> <li>Email to requestor on</li> </ul>	08/02/2019 via GAMS		
	<ul style="list-style-type: none"> <li></li> </ul>			
3.	Status	Remarks		
	<ul style="list-style-type: none"> <li>Open</li> </ul>	<input checked="" type="checkbox"/>		
	<ul style="list-style-type: none"> <li>Closed</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>Cancelled</li> </ul>	<input type="checkbox"/>		