

**MOC CHECKLIST**

Form no.	GAM/Q-033
Revision	0 (01/2018)
Reference no.	25012019-01

A		MOC Details			
1.	MOC reference no.	GAM/MOC/18/0017			
2.	Date raised	18/07/2018			
3.	Auditor	MUHAMMAD SYAFIQ KAMIL			
4.	Date	12/02/2019			
5.	Audit report no.	IAR-2019/015			
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)		√	Weighing Engineer to fill up form	
	▪ Application forms			N/R	
	▪ AN compliance			N/R	
	▪ Fees and charges		√	Weighing Engineer to request to finance	
3.	GAM 1 <sup>st</sup> level document				
	▪ MOE amended			N/R	
	▪ SMS Manual amended			N/R	
	▪ CAME amended			N/R	
	▪ DOM amended			N/R	
	▪ MMP amended			N/R	
	▪ 2 <sup>nd</sup> level amended		√	WE To amend WBM	
	▪ Contract agreement available			N/R	
	▪ HIRARC	√			
	▪ Others				

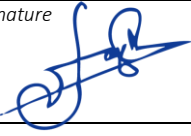

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4.	Maintenance Data			
	▪ GAM have access?		√	CAMO not yet subscribed for aircraft type
	▪ Current and up to date?		√	CAMO not yet subscribed for aircraft type
	▪ Readily available?		√	CAMO not yet subscribed for aircraft type
	▪ Master list available & update?		√	CAMO not yet subscribed for aircraft type
	▪ Others			
5.	Tools & equipment			
	▪ General tools available?	√		
	▪ Special tools available?		√	Weighing equipment for new type not yet ready
	▪ Calibrated tools available?			N/R
	▪ Test equipment available?			N/R
	▪ Dockings & platforms		√	To loan during weighing activity
	▪ Safety equipment	√		
	▪ Inventory, up to date & controlled?	√		
6.	Facilities			
	▪ Where	√		Galaxy Office
	▪ Hangar	√		Customer's hangar upon request
	▪ Store			N/R
	▪ Tool crib			N/R
	▪ Office	√		
7.	Personnel			
	▪ Man-hour plan			N/R
	▪ LAE (B1.3) - name		√	To assigned by customer
	▪ LAE (B2) - name		√	
	▪ LAE (C) - name		√	To assigned by customer
	▪ Technician - name		√	To assigned by customer
	▪ Competency assessment	√		
	▪ LOAH – updated?		√	To grant once approved
	▪ Support staff		√	To nominate once customer request
	▪ Others			

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8.	Training		
	▪ Appropriate training conducted?	<input checked="" type="checkbox"/>	Require General Familiarisation
	▪ Formal training conducted	<input type="checkbox"/>	N/R
	▪ Continuation training	<input type="checkbox"/>	N/R
	▪ Training records up to date?	<input checked="" type="checkbox"/>	To be updated once attend
	▪ Others	<input type="checkbox"/>	
<b>C</b>	<b>Findings</b>		
1.	Please provide details of training for all aircraft types to be applied		
2.	Please establish agreement for weighing equipment loan		
3.			
4.			
5.			
6.			
7.			
8.			
9.			
<b>D</b>	<b>Approval</b>		
1.	Performed by:	Date:	
	<i>*Name &amp; Signature</i>  	12/02/2019	
2.	MOC checklist	Date: 12/02/2019	
	▪ Email to requestor on	12/02/2019 via GAMS	
	▪		
3.	Status	Remarks	
	▪ Open	<input checked="" type="checkbox"/>	
	▪ Closed	<input type="checkbox"/>	
	▪ Cancelled	<input type="checkbox"/>	