

**MOC CHECKLIST**

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

A		MOC Details			
1.	MOC reference no.	GAM/MOC/18/0011			
2.	Date raised	20/06/2018			
3.	Auditor	MUHAMMAD SYAFIQ KAMIL			
4.	Date	12/02/2019			
5.	Audit report no.	IAR-2019/016			
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 1 <sup>st</sup> 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	
	▪ 2 <sup>nd</sup> level amended		√	EM to add procedure regarding new store	
	▪ Contract agreement available	√			
	▪ HIRARC	√			
	▪ Others	√		Letter of allowance to use facility by JBPM	

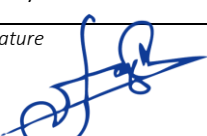

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4.	Maintenance Data			
	▪ GAM have access?	√		GAM already maintain AW189 JBPM
	▪ Current and up to date?	√		
	▪ Readily available?	√		
	▪ Master list available & update?	√		
	▪ Others			
5.	Tools & equipment			
	▪ General tools available?	√		Require transfer to new base
	▪ Special tools available?	√		Require transfer to new base
	▪ Calibrated tools available?	√		Require transfer to new base
	▪ Test equipment available?	√		Require transfer to new base
	▪ Dockings & platforms	√		Require transfer to new base
	▪ Safety equipment		√	To provide details. QA to check
	▪ Inventory, up to date & controlled?		√	Will be check during audit
6.	Facilities			
	▪ Where	√		JBPM Bertam Base
	▪ Hangar	√		JBPM Bertam Base
	▪ Store		√	To clarify the status
	▪ Tool crib		√	To clarify the status
	▪ Office		√	To clarify the status
7.	Personnel			
	▪ Man-hour plan		√	To provide
	▪ 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			
<b>C</b>	<b>Findings</b>			
1.	Please clarify storage facility (bonded store) location for JBPM base			
2.	Please enlist all personnel involved for the JBPM operation (technical and supporting staff)			
3.	If store is to be declared for new base facility, procedure of new store at JBPM for tools storage and aircraft parts storage shall be established.			
4.	Please provide relevant contact person from JBPM officer who responsible for facility's daily maintenance, safety and cleanliness			
5.	Please conduct AW189 General Familiarisation (GENFAM) training for required staffs prior to audit			
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"/>		