

MOC CHECKLIST

Form no.	GAM/Q-033
Revision	0 (01/2018)
Reference no.	19022019-01

A		MOC Details		
1.	MOC reference no.	GAM/MOC/19/0010		
2.	Date raised	23/01/2019		
3.	Auditor	ADIB NAFIE BIN AHMAD YUNUS		
4.	Date	19/02/2019		
5.	Audit report no.	IAR-2019/017		
B		Checklist Details		
No.	Check items	Y	N	Remarks
1.	MOC form			
	▪ Current form	√		
	▪ Requestor signed	√		
	▪ HOD signed	√		
	▪ Safety Manager signed	√		Ref: GAM/SMS/H-60(19)
	▪ Accountable Manager signed		√	No. Signed by COO
	▪ Application letter		√	CAM to prepare application letter to CAAM
2.	DCA forms			
	▪ JPA-AP7(A)		√	Nominated ARS to be assess (Azillah and Farhana)
	▪ Application forms		√	CAM to be filled
	▪ AN compliance		√	QA to prepare AN 6101 & 6102 compliance c/list by 25/2/2019
	▪ Fees and charges		√	CAM to request from finance
3.	GAM 1 st level document			
	▪ MOE amended		N/A	
	▪ SMS Manual amended		N/A	
	▪ CAME amended		√	To check during audit
	▪ DOM amended		N/A	
	▪ MMP amended		N/A	
	▪ 2 nd level amended		N/A	
	▪ Contract agreement available		√	To be check during audit on 27 Feb 2019
	▪ HIRARC	√		Ref: GAM/SMS/H-60(19)

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	▪ Others		N/A	
4.	Maintenance Data			
	▪ GAM have access?		√	To be check during audit on 27 Feb 2019
	▪ Current and up to date?		√	To be check during audit on 27 Feb 2019
	▪ Readily available?		√	To be check during audit on 27 Feb 2019
	▪ Master list available & update?		√	To be check during audit on 27 Feb 2019
	▪ Others		N/A	
5.	Tools & equipment			
	▪ General tools available?		N/A	
	▪ Special tools available?		N/A	
	▪ Calibrated tools available?		N/A	
	▪ Test equipment available?		N/A	
	▪ Dockings & platforms		N/A	
	▪ Safety equipment		N/A	
	▪ Inventory, up to date & controlled?		N/A	
6.	Facilities			
	▪ Where		N/A	
	▪ Hangar		N/A	
	▪ Store		N/A	
	▪ Tool crib		N/A	
	▪ Office	√		
7.	Personnel			
	▪ Man-hour plan	√		To be check during audit on 27 Feb 2019
	▪ LAE (B1.3) - name		N/A	
	▪ LAE (B2) - name		N/A	
	▪ LAE (C) - name		N/A	
	▪ Technician - name		N/A	
	▪ Competency assessment		√	QA to propose assessment date 27 Feb 2019
	▪ LOAH – updated?		√	QA to consider issuance of LOAH upon completion assessment
	▪ Support staff		√	To check during audit on 27 Feb 2019

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	<ul style="list-style-type: none"> Others 		N/A	
8.	Training			
	<ul style="list-style-type: none"> Appropriate training conducted? 		√	To conduct GenFam AS365 N2
	<ul style="list-style-type: none"> Formal training conducted 		√	No record yet
	<ul style="list-style-type: none"> Continuation training 	√		QA to check and will issue QA Memo
	<ul style="list-style-type: none"> Training records up to date? 	√		Refer QA Training records
	<ul style="list-style-type: none"> Others 		√	
C	Findings			
1.	New amended CAME shall be made ready prior to audit			
2.	LOI or agreement with owner/operator shall be established			
3.	Publication shall be subscribed and updated in the master list prior to audit. NCR shall be raise if found publication not ready during audit			
4.	Man Hour plan to be ready			
5.	Aircraft GenFam AS365N2 not yet conducted. Please propose date and inform QA			
6.				
7.				
8.				
9.				
D	Approval			
1.	Performed by:	Date:		
	<i>*Name & Signature</i> <i>Adib Nafie Bin Ahmad Yunus</i> Quality Assurance Inspector.	19/02/2019		
2.	MOC checklist	Date:		
	<ul style="list-style-type: none"> Email to requestor on 	19/02/2019		
	<ul style="list-style-type: none"> CC 			
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"/>		