

MOC CHECKLIST

Form no.	GAM/Q-033
Revision	0 (01/2018)
Reference no.	25022019-01

A		MOC Details			
1.	MOC reference no.	GAM/MOC/18/0007			
2.	Date raised	22/01/2018			
3.	Auditor	MUHAMMAD SYAFIQ KAMIL			
4.	Date	25/02/2019			
5.	Audit report no.	IAR-2019/019			
B		Checklist Details			
No.	Check items	Y	N	Remarks	
1.	MOC form				
	▪ Current form	√			
	▪ Requestor signed	√			
	▪ HOD signed	√			
	▪ Safety Manager signed		√		
	▪ Accountable Manager signed	√		CTOO	
	▪ 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 st level document				
	▪ MOE amended		√	QAM will amend	
	▪ SMS Manual amended		√	SM will amend	
	▪ CAME amended			N/R	
	▪ DOM amended			N/R	
	▪ MMP amended		√	SMM will amend	
	▪ 2 nd level amended		√	EM will amend	
	▪ Contract agreement available			N/R	
	▪ HIRARC		√	SMS Manager to issue	
	▪ Others				

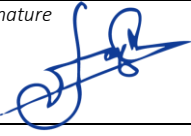

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4.	Maintenance Data			
	▪ GAM have access?	√		
	▪ Current and up to date?	√		ARC, Form 1 have access
	▪ Readily available?	√		ARC, Form 1 have access
	▪ Master list available & update?	√		To audit
	▪ Others			
5.	Tools & equipment			
	▪ General tools available?			N/R
	▪ Special tools available?			N/R
	▪ Calibrated tools available?			N/R
	▪ Test equipment available?			N/R
	▪ Dockings & platforms			N/R
	▪ Safety equipment			N/R
	▪ Inventory, up to date & controlled?		√	To check
6.	Facilities			
	▪ Where	√		
	▪ Hangar			N/R
	▪ Store	√		
	▪ Tool crib	√		
	▪ Office			N/R
7.	Personnel			
	▪ Man-hour plan		√	EM to provide man-hour plan
	▪ LAE (B1.3) - name			N/R
	▪ LAE (B2) - name			N/R
	▪ LAE (C) - name			N/R
	▪ Technician - name			N/R
	▪ Competency assessment		√	QA to conduct for new store inspectors
	▪ LOAH – updated?		√	QA to update once approved
	▪ Support staff	√		
	▪ Others			

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8.	Training		
	▪ Appropriate training conducted?	√	
	▪ Formal training conducted	√	
	▪ Continuation training	√	
	▪ Training records up to date?	√	
	▪ Others		
C	Findings		
1.	EM to provide updated man-hour plan to manage 2 separate stores		
2.	Logistics and items movement transfer shall be executed prior to audit		
3.	Audit is expected to conduct on the third week of March 2019		
4.			
5.			
6.			
7.			
8.			
9.			
D	Approval		
1.	Performed by:	Date:	
	<i>*Name & Signature</i>  	25/02/2019	
2.	MOC checklist	Date: 25/02/2019	
	▪ Email to requestor on	25/02/2019 via GAMS	
	▪		
3.	Status	Remarks	
	▪ Open	<input checked="" type="checkbox"/>	
	▪ Closed	<input type="checkbox"/>	
	▪ Cancelled	<input type="checkbox"/>	