

MOC CHECKLIST

Form no.	GAM/Q-033
Revision	0 (01/2018)
Reference no.	08042019-02

A		MOC Details			
1.	MOC reference no.	GAM/MOC/19/0021			
2.	Date raised	5/04/2019			
3.	Auditor	ADIB NAFIE BIN AHMAD YUNUS			
4.	Date	08/04/2019			
5.	Audit report no.	IAR-2019/029			
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 Mr. Ismail Sulaiman signed on behalf of AM	
	▪ Application letter		√	CAM to prepare application letter to CAAM	
2.	DCA forms				
	▪ JPA-AP7(A)		√	No nominated ARS	
	▪ Application forms		√	CAM to be filled	
	▪ AN compliance		√	QA to prepare AN 6102 compliance c/list	
	▪ 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	√			
	▪ DOM amended		N/A		
	▪ MMP amended		N/A		
	▪ 2 nd level amended		N/A		
	▪ Contract agreement available		√	Not available. Purpose add capability is for Tender Bidding	
	▪ HIRARC		√	Safety Department to prepare HIRARC	

MOC CHECKLIST

Form no.	GAM/Q-033
Revision	0 (01/2018)
Reference no.	08042019-02

	<ul style="list-style-type: none"> Others 		N/A	
4.	Maintenance Data			
	<ul style="list-style-type: none"> GAM have access? 		√	Technical Publication not yet available. GAM shall have access when publication available.
	<ul style="list-style-type: none"> Current and up to date? 		√	
	<ul style="list-style-type: none"> Readily available? 		√	
	<ul style="list-style-type: none"> Master list available & update? 		√	
	<ul style="list-style-type: none"> Others 		N/A	
5.	Tools & equipment			
	<ul style="list-style-type: none"> General tools available? 		N/A	
	<ul style="list-style-type: none"> Special tools available? 		N/A	
	<ul style="list-style-type: none"> Calibrated tools available? 		N/A	
	<ul style="list-style-type: none"> Test equipment available? 		N/A	
	<ul style="list-style-type: none"> Dockings & platforms 		N/A	
	<ul style="list-style-type: none"> Safety equipment 		N/A	
	<ul style="list-style-type: none"> Inventory, up to date & controlled? 		N/A	
6.	Facilities			
	<ul style="list-style-type: none"> Where 		N/A	
	<ul style="list-style-type: none"> Hangar 		N/A	
	<ul style="list-style-type: none"> Store 		N/A	
	<ul style="list-style-type: none"> Tool crib 		N/A	
	<ul style="list-style-type: none"> Office 	√		
7.	Personnel			
	<ul style="list-style-type: none"> Man-hour plan 	√		Initial Man Hour Plan attached indicates negative status in QA and ARS
	<ul style="list-style-type: none"> LAE (B1.3) - name 		N/A	
	<ul style="list-style-type: none"> LAE (B2) - name 		N/A	
	<ul style="list-style-type: none"> LAE (C) - name 		N/A	
	<ul style="list-style-type: none"> Technician - name 		N/A	
	<ul style="list-style-type: none"> Competency assessment 		√	QA to conduct assessment on nominated ARS once it being nominated
	<ul style="list-style-type: none"> LOAH – updated? 		√	QA to consider issuance of LOAH upon completion assessment

MOC CHECKLIST

Form no.	GAM/Q-033
Revision	0 (01/2018)
Reference no.	08042019-02

	▪ Support staff		√	To check during audit
	▪ Others		N/A	
8.	Training			
	▪ Appropriate training conducted?		√	To conduct GenFam King Air
	▪ Formal training conducted		√	No record yet
	▪ Continuation training	√		QA to check and will issue QA Memo
	▪ Training records up to date?	√		Refer QA Training records
	▪ Others		√	

C Findings	
1.	No ARS nomination. CAMO need to nominate at least one ARS for the applied aircraft.
2.	Contract agreement / LOI not available. Contract / LOI shall be made available prior to audit.
3.	HIRARC is not available. Safety Department to complete HIRARC prior submit application to CAAM.
4.	Maintenance Data / Publication is not available. Price quotation identified. To check PRF status during audit.
5.	Man Hour plan indicates negative status on QA and ARS. CAMO to add personnel in its operation.
6.	
7.	
8.	

D Approval	
1.	Performed by: _____ Date: _____
	<i>*Name & Signature</i> <i>Adib Nafie Bin Ahmad Yunus</i> Quality Assurance Inspector. 18/03/2019
2.	MOC checklist Date: _____
	▪ Email to requestor on 08/04/2019
	▪ CC _____
3.	Status Remarks
	▪ Open <input checked="" type="checkbox"/>
	▪ Closed <input type="checkbox"/>
	▪ Cancelled <input type="checkbox"/>