

MOC CHECKLIST

Form no.	GAM/Q-033
Revision	0 (01/2018)
Reference no.	GAM/MOC/18/0024

A MOC Details				
1.	MOC reference no.	GAM/MOC/18/0024		
2.	Date raised	1 Oct. 2018		
3.	Auditor	Salmon Abu Zaim		
4.	Date	16 Oct. 2018		
5.	Audit report no.	-		
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			CAME part 0.6
2.	DCA forms			
	▪ JPA-AP7(A)	✓		CADM form 4.
	▪ Application forms		N/A	
	▪ AN compliance		N/A	
	▪ Fees and charges	✓		KM 125
3.	GAM 1 st level document			
	▪ MOE amended		N/A	
	▪ SMS Manual amended		N/A	
	▪ CAME amended	✓		to be amended upon her approval
	▪ DOM amended		N/A	
	▪ MMP amended		N/A	
	▪ 2 nd level amended		N/A	
	▪ Contract agreement available		N/A	
	▪ HIRARC		N/A	
	▪ Others		N/A	

NOTE: This MOC checklist shall be used in conjunction with Audit checklist for relevant section

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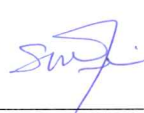

4.	Maintenance Data			
	▪ GAM have access?		N/A	
	▪ Current and up to date?		N/A	
	▪ Readily available?		N/A	
	▪ Master list available & update?		N/A	
	▪ Others		N/A	
5.	Tools & equipment			
	▪ General tools available?		N/A	
	▪ Special tools available?		N/A	
	▪ Calibrated tools available?		N/A	
	▪ Test 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		N/A	
7.	Personnel			
	▪ Man-hour plan		/	
	▪ LAE (B1.3) - name		N/A	
	▪ LAE (B2) - name		N/A	
	▪ LAE (C) - name		N/A	
	▪ Technician - name		N/A	
	▪ Competency assessment	/		carried out on 17/10/2018 refer attach.
	▪ LOAH – updated?		N/A	
	▪ Support staff		N/A	
	▪ Others		N/A	

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8.	Training			
	▪ Appropriate training conducted?	/		CAME 0.3.6.2
	▪ Formal training conducted	/		
	▪ Continuation training	/		CAME 25/5/18, SMS 15/2/2018
	▪ Training records up to date?	/		Aircraft 28/3/18, HF 24/4/2018
	▪ Others		N/A	

C	Findings
1.	Previous approval as CAMO manager
2.	CAMO part M cert.
3.	CAME 0.3.2
4.	Man-hour plan (GAM-CAMO) manpower mgmt - CAME 0.3.6.1 and 5.9
5.	Air Legislation
6.	
7.	
8.	
9.	

D	Approval	
1.	Performed by:	Date:
	<i>*Name & Signature</i> Salman Abu Za'im 	16/10/2018.
		
2.	MOC checklist	Date:
	▪ Email to requestor on	18/10/2018
	▪	
3.	Status	Remarks
	▪ Open	<input checked="" type="checkbox"/>
	▪ Closed	<input type="checkbox"/>
	▪ Cancelled	<input type="checkbox"/>