

MOC CHECKLIST

Form no.	GAM/Q-033
Revision	0 (01/2018)
Reference no.	GAM/MOC/18/0025

A MOC Details				
1.	MOC reference no.	GAM/MOC/18/0025		
2.	Date raised	11/10/2018		
3.	Auditor	Muhammad Syafiq bin Kamil		
4.	Date	31/10/2018		
5.	Audit report no.	N/A		
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		✓	To provide prior to submission.
2.	DCA forms			
	▪ JPA-AP7(A)		✓	Required for Mr. Ismail Sulaiman as
	▪ Application forms			HODO, Ms. Farhana as HoA, ^{Fareez} Yusof
	▪ AN compliance		N/A	Mr. Aziz as CVE
	▪ Fees and charges		✓	To request to finance.
3.	GAM 1 st level document			
	▪ MOE amended			N/A
	▪ SMS Manual amended			N/A
	▪ CAME amended			N/A
	▪ DOM amended		✓	To provide latest amended ROM
	▪ MMP amended			N/A
	▪ 2 nd level amended		✓	To provide latest amended procedure.
	▪ Contract agreement available			N/A
	▪ HIRARC			N/A
	▪ Others			

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?	✓		
	▪ Current and up to date?		✓	To update DOM
	▪ Readily available?	✓		To check procedures & manuals .
	▪ 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		✓	GAM HQ Design Office - to amend.
	▪ Hangar			N/A
	▪ Store			N/A
	▪ Tool crib			N/A
	▪ Office		✓	To amend new office in DOM .
7.	Personnel			
	▪ Man-hour plan		✓	B provide list of personnel w man hour .
	▪ LAE (B1.3) - name			N/A
	▪ LAE (B2) - name			N/A
	▪ LAE (C) - name			N/A
	▪ Technician - name			N/A
	▪ Competency assessment		✓	HIMO SEA to conduct assessment of key personnel .
	▪ LOAH - updated?			
	▪ Support staff		✓	B provide latest list of DE, SCE, Tech Pub .
	▪ Others			

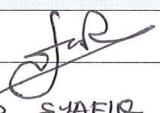
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8.	Training		<input checked="" type="checkbox"/>	To conduct training before assessment
	▪ Appropriate training conducted?		<input checked="" type="checkbox"/>	To provide date of training proposed.
	▪ Formal training conducted		<input checked="" type="checkbox"/>	"
	▪ Continuation training	<input checked="" type="checkbox"/>		} to check
	▪ Training records up to date?	<input checked="" type="checkbox"/>		
	▪ Others			

C	Findings
1.	Please include latest amendment of DOM in the MOC
2.	Please propose date / instructor for training to be conducted.
3.	Please incorporate all necessary documents prior to submit audit
4.	
5.	p/s : Since Sharliza is the MOC requestor and she already
6.	resigned, the MOC shall be reverted to Ms. Fauhana or
7.	Mr. Ismail for further corrective action.
8.	
9.	

D	Approval	
1.	Performed by: 	Date: 31/10/2018
	*Name & Signature MUHAMMAD SYAFIQ KAMIL C/B HEAD OF INDEPENDENT MONITORING OFFICE	
2.	MOC checklist	Date:
	▪ Email to requestor on	31/10/2018
	▪	
3.	Status	Remarks
	▪ Open	<input checked="" type="checkbox"/> TO CLOSE FINDING BY SUBMISSION
	▪ Closed	<input type="checkbox"/>
	▪ Cancelled	<input type="checkbox"/>