



**MOC CHECKLIST**

Form no.	GAM/Q-033
Revision	0 (01/2018)
Reference no.	GAM/MOC/18/0027

A MOC Details				
1.	MOC reference no.	GAM/MOC/18/0027		
2.	Date raised	11 OCT 2018		
3.	Auditor	Sulman Abu Zaim		
4.	Date	16/10/2018		
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			ras: TSC as per WBM 0.4.3.5
2.	DCA forms			
	▪ JPA-AP7(A)	}	N/A	Not required. Fadhana as WE already approved by CAAM. For next nominated candidate to go through MOC proc. until to attach DCA form 4.
	▪ Application forms			
	▪ AN compliance			
	▪ Fees and charges			
3.	GAM 1 <sup>st</sup> level document			
	▪ MOE amended		N/A	
	▪ SMS Manual amended		N/A	
	▪ CAME amended		N/A	
	▪ DOM amended		N/A	
	▪ MMP amended		N/A	
	▪ 2 <sup>nd</sup> level amended		N/A	
	▪ Contract agreement available		N/A	
	▪ HIRARC		N/A	
	▪ Others	✓		WBM to be amend, but no attachment provided to QAD yet.

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4.	Maintenance Data				
	▪ GAM have access?	}	N/A		
	▪ Current and up to date?				
	▪ Readily available?				
	▪ Master list available & update?				
	▪ Others				
5.	Tools & equipment				
	▪ General tools available?	}	N/A		
	▪ Special tools available?				
	▪ Calibrated tools available?				
	▪ Test equipment available?				
	▪ Dockings & platforms				
	▪ Safety equipment				
	▪ Inventory, up to date & controlled?				
6.	Facilities				
	▪ Where	}	N/A		
	▪ Hangar				
	▪ Store				
	▪ Tool crib				
	▪ Office				
7.	Personnel				
	▪ Man-hour plan	}	N/A		
	▪ LAE (B1.3) - name				
	▪ LAE (B2) - name				
	▪ LAE (C) - name				
	▪ Technician - name				
	▪ Competency assessment				next W/E to follow WBM part 2.0 req.
	▪ LOAH – updated?			N/A	WBM 2.4.3.1
	▪ Support staff	N/A			
	▪ Others	N/A			

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8.	Training			
	▪ Appropriate training conducted?		}	Refer attachment A.
	▪ Formal training conducted			
	▪ Continuation training			
	▪ Training records up to date?	✓		
	▪ Others		N/A	

<b>C</b>	<b>Findings</b>
1.	Refer Summary of findings.
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

<b>D</b>	<b>Approval</b>	
1.	Performed by:	Date:
	*Name & Signature Salman Abu Za'im GAM	16/10/2018
		
2.	MOC checklist	Date:
	▪ Email to requestor on	16/10/2018
	▪	
3.	Status	Remarks
	▪ Open	<input checked="" type="checkbox"/> To close all outstanding item b4 submission
	▪ Closed	<input type="checkbox"/>
	▪ Cancelled	<input type="checkbox"/>