

CAMO AUDIT CHECKLIST

AUDIT REPORT NO		AUDIT START DATE	
AUDIT AREA		AUDIT END DATE	
AUDITOR(S)	1. 2. 3.	AUDITEE(S)	1. 2. 3.

NO.	REQUIREMENTS	REG. REF.	COMPLIANCE			REMARKS / OBJECTIVE EVIDENCES
			Y	N	NA	
(A)	ORGANISATION SET-UP					
1.	Organisation structure					
a)	Does the CAMO structure is suitable for the size of aircraft operation?	Chapter 3.1.5 (g) and Chapter 5.1.4 of CAD 6802 CAGM 6802 Chapter 4.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Manpower					
a)	Is the organization establish a procedure of determining the required manpower?	CAGM 6802 Chapter 4.1.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Is the man-hours calculation developed covers all activities respectively?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Is there any evidence of significant changes to the number of manpower		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Does the organization maintained the required personnel to support the approved privilege/s and scope of work?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Are there any significant changes on the number of personnel? Is the manpower being sufficient to the operation?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Scope of Work and Privileges					
a)	Is the organization managed the aircraft in accordance with the approved Scope of Work? Verify.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

b)	Are there any subcontracted activities of continuing airworthiness task? If yes, did the organization clearly identifies the subcontracted activities?	Chapter 2.3 & 3.1.5 (l) of CAD 6802	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Is the organization established and implemented the procedures for controlling the subcontracted continuing airworthiness activities?	Chapter 10 of CAD 6802	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(B)	PERSONNEL					
1.	Post Holder	Reg.31 of CAR 2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a)	Does the organization establish a policy for the qualification and experience of respective post holder in accordance with the requirement?	Chapter 5 of CAD 6802	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Does the organization provide adequate facility and equipment for the post holder to carry out his/her function?	Chapter 4 of CAD 6802	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Does the organization ensure that the man-hours calculation for the post holder does not exceed the available man-hour available of the post-holder?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Does the organization establish a training policy and training programme for the post holder?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Does the organization notify CAAM for the changes of the post holder?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Does the organization maintain and update post holder records? Verify procedures and records		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Airworthiness Review Staff (ARS)	Reg. 33 of CAR 2016 and Chapter 6 of CAD 6802				
a)	Does the organization privilege include the Airworthiness Review Report? If yes, does the organization develop policy and procedures for the ARS?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Does the organization maintain list of ARS approved in the exposition? Verify the authorisation and scope of privilege given.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	If the organization do not have ARR privilege, did the organization contract out the ARR to		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	other approved organization with the specific privilege?				
d)	Does the organization ensure that the contracted ARR organization meeting the requirements?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e)	Does the organization have adequate ARS employed compared to the number of aircraft managed? Verify the adequacy of man-hours planning for ARS.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f)	Does the organization provide adequate facility and equipment for the ARS to carry out his/her function? Verify the evidence.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g)	Does the organization provide unrestricted access to the aircraft, documents and facility to the ARS?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h)	Does the organization ensure that adequate initial training, recurrent training, and appropriate type training has been provided to the ARS? Verify procedures, training records for the adequacy of training and compliance.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i)	Does the ARS granted with the authorization that meeting his/her limitation? Verify procedures and records.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j)	Does the organization ensure that the ARS maintain his privilege in accordance with Chapter 6.1.3 of CAD 6802?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k)	Does the organization ensure that all the ARS records and information are retain with minimum 2 years after the ARS left the organization? Verify procedure, process and records.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	CAMO Personnel				
a)	Man-hour calculation.				
b)	Organisation structure.				
(C)	MANAGEMENT OF MAINTENANCE DATA/TECHNICAL PUBLICATIONS	Chapter 4.1 of CAD 6801 Chapter 8 of CAD 6802			

a)	Does the organization establish a policy and procedures for managing the maintenance data/technical publications?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Does the person manage the maintenance data/technical publications aware of his responsibilities?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Does the organization provide proper facility and equipment for managing the maintenance data/technical publications?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Does the organization make available all publications for the scope of work performed such as regulatory publications, technical manual, operational manuals and etc to all levels?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Are the publications and manuals up to date?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	If the owner provides the data to the CAMO, does the contract define the obligations of both parties?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(D)	MANAGEMENT OF MAINTENANCE PROGRAMME	Chapter 7.1.2 of CAD 6802				
a)	Does the organization identify the respective person/section/department that is responsible on managing the aircraft maintenance programme? Verify the structure, term of reference and procedures.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Does the person prepare the maintenance programme knowledgeable on the aircraft type, organization procedures, CAAM requirements, operational requirements and any other requirements that are applicable for developing the maintenance programme?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Does the organization provide the required training for the person who is responsible to develop and review the maintenance programme? Verify training procedure and all related records		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	If the development of the maintenance programme is subcontracted to other organization, verify the subcontract arrangement/agreement is in accordance with the organization procedure?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Does the organization develop the programme in accordance with manufacturer's data		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	(TC/RTC/STC), requirements issued by CAAM, approved design data and any other data that is deemed acceptable to the CAAM? Verify the process and records.				
f)	Does the organization review and amend the programme in accordance with the period stipulated in the procedure and/or whenever required? Verify the process, records and source of documents.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g)	Does the organization follow the maintenance schedule as describe in the maintenance programme?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h)	Do the work sheets cover all applicable area of the aircraft as describe in the programme? Verify in accordance with OEM's or approved data.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i)	Does the organization clearly identify on the critical task, independence task and complex task?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j)	Does the organization include the service life limited components in the maintenance programme? Verify.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k)	Does the organization establish a policy for escalating tasks interval?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l)	Is there any record on escalation of task interval?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m)	Does the organization follow the procedures for adjusting maintenance and overhaul intervals as describe in the policies, procedures and maintenance programme? Is the source of adjusting is an approved source (eg: reliability outcome)?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n)	Does the organization ensure that completed work packages are reviewed and retained by records section as described in the policy?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(E)	MANAGEMENT OF RELIABILITY PROGRAMME	Chapter 3.1.1(e), 3.3 and 4.1.2(b) of CAD 6801 Chapter 7.1.2(e) of CAD 6802			
a)	Does the organization established policies and procedures of managing the Airworthiness Directives?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

b)	Does the procedures include the process requires and responsibility of person/s for the decision of Airworthiness Directives compliance?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Does the person managing the Airworthiness Directives knowledgeable on the aircraft type, organization procedures, State of Design requirements, CAAM requirements, operational requirements and any other requirements that are applicable for managing the Airworthiness Directives?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Does the organization continuously monitor the directives? Verify		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Does the records of Airworthiness Directives are controlled and maintained by the organization in acceptable manners?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(F)	MANAGEMENT OF MODIFICATION AND REPAIRS	Chapter 3.1.1(e)(5) and 3.4 of CAD 6801 Chapter 7.1.2(c) of CAD 6802				
a)	Does the organization establish a policy and procedure for managing modification repairs?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Does the organization have adequate personnel for the management of modification and repairs?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Does the person carry out management of the modification and repairs is competent to carry the function?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Does the organization carry out proper assessment to clearly identify major or minor modifications?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Does the organization use approved data?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Does the organization ensure that the modification and repairs are carried out by an approved maintenance organization?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(G)	MANAGEMENT OF AIRCRAFT MAINTENANCE PLANNING	Chapter 4.1.3 of CAD 6801 Chapter 7.1.2(d), (f) and (h) of CAD 6802				

a)	Does the organization establish a policy and procedures for managing maintenance planning of the aircraft?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Does the organization have adequate personnel to carry out maintenance planning activities? Verify manpower planning record.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Does the organization provide adequate facility equipment and tools for the personnel to perform maintenance planning activities?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Does the organization provide adequate training for the personnel to carry out specific function under maintenance planning activities?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Does the organization have a monitoring system forecasting of the schedule inspection? Verify source of data with actual forecasting records.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Does the organization have a monitoring system forecasting of the components life? Verify source of data with actual forecasting records.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g)	Does the organization have a monitoring system forecasting of the airworthiness directives? Verify source of data with actual forecasting records.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h)	Does the procedures include a process of check and balance before the issuance of a package?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i)	Does the organization provide detail package including task/job card to the maintenance organization?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j)	Does the procedures established to confirm all of the return package/work order are completed correctly?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(H)	MANAGEMENT OF LOG BOOK AND JOURNEY LOG	Reg. 160 of CAR 2016 Chapter 3.5.3 of CAD 6801 Chapter 7.1.2(i) of CAD 6802				

a)	Does the organization establish a policy and procedures for managing the log book and journey log book?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Does the log book and the journey log book are in a format acceptable to CAAM?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Does the organization comply with the procedures on updating the information in the log book and journey log book?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Does the journey log and log book compiled are in correct series of order?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Does the organization establish a procedure for making correction of the entry to the records?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Is there any evidence of discrepancies found during the review of the records?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(I)	MANAGEMENT OF MASS AND BALANCE PROGRAMME	Chapter 7.1.2(j) of CAD 6802				
a)	Does the organization establish a policy for controlling the weight and balance for aircraft/fleet?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Is the policies and procedures established suitable and sufficient for the size of operation?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Does the organization follow the policies and procedures in weight and balance control as described in the exposition?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Does the organization reweight the aircraft every 4 years or whenever there is a need arising from the compliance to the requirements?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Does the weight and balance report get amended upon any change to aircraft weight or C.G?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Does the weight and balance include all items required by the aircraft type approval or type certificate?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g)	Does the weight and balance equipment list include additional items installed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

h)	Is the weight and balance report certified by a qualified person?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i)	Are the latest weight and balance reports or amendment available?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(J)	MANAGEMENT OF PRE-FLIGHT SECTION	Chapter 2.1.4 & 3 of CAD 6801				
a)	Does the organization establish a policy and procedures for pre-flight inspection?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Does the pre-flight inspection include all instruction from the approved data such as flight manual, airworthiness directives, operational requirements and etc?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Does the pre-flight inspection also include the instruction that are from the engineering manual/maintenance manual? If yes, verify how the organization incorporate such check in to the pre-flight inspection.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Is the pre-flight inspection procedures and checklist available to all respective flight personnel and engineering personnel? Verify also the updating process		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Does the organization provide adequate pre-flight training to the personnel involve?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	If authorization is required for the personnel to perform the pre-flight inspection, does the organization establish and properly implemented the procedure? Verify together authorization renewal records		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g)	Does the organization continuously monitor the authorization for the pre-flight inspection? Verify		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(K)	MANAGEMENT OF MEL, CDL AND DDG	Reg. 42 of CAR 2016 Para 3.1.1(b) & 4.3 of CAD 6801				
a)	Does the organization establish policies and procedures to establish, manage, and review the MEL?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Is a copy of approved MEL is carried on board?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

c)	Are aircraft with multiple deferred items operated for extended periods? If yes, is the control and the deferred items acceptable?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Does the organization record the MEL deferred item/s in the journey log?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Are placards installed for inoperative equipment?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Is the personnel release or dispatch the aircraft with MEL deferred items authorize to do so?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g)	Is the MEL approved by CAAM Airworthiness Sector and Flight Operation Sector? Does it follow the latest MMEL and follow the procedure for MEL amendment?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h)	Has the MEL been amended to reflect the additional maintenance requirement/procedure necessary for EDTO, RVSM, operation?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(L)	MANAGEMENT OF CHECK FLIGHT	Chapter 3.1.1(f) of CAD 6801				
a)	Does the organization establish a policy and procedures for maintenance check flight for the aircraft?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Does the organization define the check flight accordingly? Is the information for the type of check flight adequate?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Does the organization establish a process to authorize pilot to perform the check flight?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Does the organization monitor the pilot authorization to perform check flight?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Does the organization maintain an up to date Maintenance Check Flight Schedule (MCFS)?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Does the current MCFS produced deviates from the original documents (AFM, RFM etc)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g)	Does the organization acquire CAAM approval for the deviations?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h)	Does the organization Approved Flight Test Schedule (AFTS) maintain up to date by the organization?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

i)	Does the organization apply for PTF prior conducting the check flight?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j)	Does the procedures for the check flight made available to the maintenance organization? If no, how does the organization circulate the information to the AMO?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(M)	MANAGEMENT OF MAINTENANCE CONTRACT	Chapter 10.1.1(d) of CAD 6802				
a)	Does the exposition describe contract policies and management of the maintenance contract?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Does the contract reflect both parties' obligation as a CAMO and AMO?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	If the organization is also an approved AMO, how the organization ensures that its AMO obliged to the organization requirements for the aircraft maintenance?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Does the organization establish the contract in accordance with the guidance provided in respective airworthiness guidance? If not, what are the differences, is it acceptable and reason for not implemented?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Does the organization follow the procedures for transmitting records between organizations as established in the policies and procedures?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Does the AMO approved for the aircraft type?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g)	Does the maintenance arrangements consistent with the nature and extent of the aircraft operations?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h)	Does the organization ensure that its AMO/contracted AMO maintain the aircraft components in accordance with the requirements?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i)	Does the organization establish a proper control of the AMO and ensures the AMO/contracted AMO at all time in compliance with CAAM requirements?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j)	Have the applicability and responsibility for the publications define clearly within the organizations?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(N)	MANAGEMENT OF RECORDS KEEPING					
1.	Records Control Procedure	Reg 38,39 and 164 of CAR 2016 Chapter 3.5 of CAD 6801 Chapter 7.1.2(i) of CAD 6802				
a)	Does the organization establish policy and procedures for management of the records?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Does the organization provide adequate facility and equipment for keeping the records?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Does the organization allocate adequate personnel for managing the records? Verify man power records.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Does the organization clearly identify records that belong to continuing airworthiness organization and maintenance organization?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Does the keeping of the records are in an acceptable format?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	If the records are kept in computer database, does it store in a manner that is acceptable?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g)	Does the paper used for the recording is robust and can withstand normal handling? Does the records that are kept in paper form are still legible?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h)	Does the organization provide computer system for record storage which able to perform updating and backup within 24 hours after new entry?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Transfer Records	Chapter 3.7 of CAD 6801				
a)	Does the organization establish a policy and procedures for records transfer after termination of lease agreement or transfer of ownership or any other occasion that may cause the continuing airworthiness records transfer to another entity?	Chapter 13.1.6 & 13.1.7 of CAD 6802	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Does the contract specify the obligation of the owner and continuing airworthiness organization on their responsibility for the records?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3.	Records Protection, Security and Penetration	Reg. 163 of CAR 2016				
a)	Does the facility for keeping and storing the records could prevent it from damage, alteration, and theft?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Does the organization retain the records in accordance with the requirements?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Does the organization have a control for the access of the records? If yes, verify the adequacy of the control.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(O)	QUALITY MONITORING	Chapter 11 of CAD 6802				
1.	Quality Auditor					
a)	Does the organization develop the process and procedures to qualify quality auditor?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Does the organization maintain adequate quality personnel to carry out monitoring of compliance activity? Verify man-hours planning.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Does the organization provide adequate training to the quality auditor? Verify personnel training, qualification, and competency assessment records.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Does the organization provide adequate facility and equipment for auditor to carry out their monitoring function?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Does the quality system provide a control for the quality personnel to perform quality audit?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Does the quality system maintain an up to date files on quality personnel?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g)	Is there any evidence that the quality did not maintain its independency throughout the system?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Records					
a)	Does the organization provide the quality monitoring department with adequate office and equipment to carry out monitoring function?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

b)	Does the quality system ensure that their records are controlled and kept in a manner that comply with the requirements and organization procedures?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Does the quality ensure that all of the quality audit records are up to date?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Quality Monitoring Procedures					
a)	Does the organization develop a quality monitoring system acceptable to the regulations and standards?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Does the quality post holder have sole control over the quality matters and have direct access to the Accountable Manager		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Does the organization establish a programme for continuously monitor the organization compliance to the organization procedures and requirements? Verify associated procedures and process		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Does the organization established quality audit procedures is comprehensive and cover all applicable aspect of the continuing airworthiness CADs?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Does the organization ensure that there is a feedback system to accountable manager to ensure the corrective action necessary?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Does the quality control program provide a check of the system's effectiveness?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g)	Does the quality system adequately monitor the corrective action and analyse the preventive measure? Are follow-up procedures in place and carried out in timely manner?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h)	Does the quality monitor all contracted maintenance is carried out in accordance with the contract?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i)	Does the quality monitor all sub-contracted continuing airworthiness management is carried out in accordance with contract obligations?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j)	Does the quality establish a procedure for controlling the approved signatory? Verify the		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	procedures, records and authorization of the approved signatories.				
k)	Is there independence system to ensure that the quality system is in compliance with CAD 6802?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l)	Does the quality maintain the records of all the activities above for at least two years?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Changes to the Organization				
a)	Does the organization establish a policy and procedures for notifying the authority on changes to the organization?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	Does the organization notify the authority for the changes according to the requirements?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c)	Does the organization analyse the changes implication to the organization?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(P)	MANAGEMENT OF AIRWORTHINESS	Chapter 9 of CAD 6802			
a)	Does the organization establish a policy and procedures for managing the airworthiness review?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	Does the organization provide adequate facility and equipment for the ARS to carry out their function?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c)	Does the airworthiness review conduct in such that the airworthiness review is in continuous pattern? Verify the maximum 90 days prior to the expiry of CoA.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d)	Does the organization establish a standard ARR in accordance with Chapter 9.1.1 of CAD 6802?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e)	Does the physical inspection of the aircraft carry out by qualified personnel?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f)	Does the physical survey comply with Chapter 9.1.3 of CAD 6802?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g)	Does the feedback system on ARR findings are properly channelled, actioned and closed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h)	Does the ARR findings that is consider as safety issue have been informed to CAAM? Verify records of ARR for findings and closure.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i)	Does the organization, whenever a safety related issue found during the airworthiness review take appropriate action to the aircraft?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j)	If the ARR function is contracted to other CAMO organization, does the organization ensures that the contracted organization ARR is in compliance with CAAM requirements? Verify contract and ARR records.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Q)	MANAGEMENT OF PERMIT TO FLY	CAD 8305				
a)	Does the organization establish a policy and procedure for permit to fly process?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Does the process establish covers both PTF with Flight Conditions, and PTF with Conditions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Does the PTF process available to the respective maintenance organization that supporting the aircraft maintenance for the organization?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Does the persons involve in the PTF process are adequately trained?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Does the organization properly carry out the PTF process in accordance with the approved procedures and within the limit specify in the manuals? Verify records.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Does the organization inform CAAM on the PTF issued within stipulated period?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g)	Does the person in the organization issued the PTF verify the additional condition as required in the maintenance manual and flight manual?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h)	Does the person in the organization issued the PTF is holding valid approval and authorization?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i)	Does the organization record all the PTF and Flight Condition/ Conditions approval accordingly?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(R)	MANAGEMENT OF MANDATORY OCCURRENCE REPORTING – AIRWORTHINESS ASPECT	Chapter 2.2 of CAD 6801				

a)	Does the organization establish policies and procedures for mandatory occurrence reporting management?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Does the organization provide the report to CAAM in timely manner?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Does the organization identify the reportable occurrence in the procedure?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Does the organization perform mandatory occurrence reporting data collection?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Does the person responsible for the mandatory occurrence reporting is knowledgeable on the procedures and regulatory requirements and familiar with the reporting procedures?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Are there procedures on advising State of Registry on any mandatory occurrence? (for leasing aircraft)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g)	Does the organization provide the reporting that are related to safety issues to other organization?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h)	Does the organization maintain mandatory occurrence report records in accordance with the procedures?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i)	Is there any recorded mandatory occurrence reporting? If no, verify records of reportable occurrence, defect, abnormal operation that may contributes to mandatory occurrence reporting.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(S)	MANAGEMENT OF CAMO CONTRACT	Chapter 11 of CAD 6801 Chapter 10.1.1 of CAD 6802				
a)	Does the organization (CAMO) establish a policy and procedure for management of contract between CAMO and owner?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Does the contract establish between owner and CAMO is in accordance with Chapter 11 of CAD 6801 where obligations between parties are clearly identify?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	When CAMO subcontracted continuing airworthiness function as agreed by CAAM to another approved CAMO, does the owner aware on such arrangement?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

d)	When CAMO is not an approved AMO organization, does the contract established is under the arrangement of CAMO organization and owner are aware of such arrangement?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Does the maintenance contract detailing the requirements as required in Chapter 7.1.3 of CAD 6802?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	When no contractual agreement require for example issuance of work order to an AMO, does the organization establish procedures and control acceptable to CAAM?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

INSTRUCTION FOR COMPLETING GAM/Q-008A - CAMO AUDIT CHECKLIST

NO.	DESCRIPTION	INSTRUCTION
1	Audit Report No.	State the audit report no. E.g. IAR-2022/001
2	Audit State Date	State audit start date.
3	Audit Area	State the audit area. E.g. Mass and Balance Program
4	Audit End Date	State audit end date.
5	Auditor(s)	Fill up the auditor(s) name.
6	Auditee(s)	Fill up the auditee(s) name.
7	Compliance	Tick compliance status.
8	Remarks / Objective Evidence	Enter remarks/objectives evidence.
9	Notes	Write notes during the audit.