

### CAMO AUDIT CHECKLIST

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

NO.	REQUIREMENTS	COMPLIANCE			REMARKS / OBJECTIVE EVIDENCES
		Y	N	NA	
<b>(A)</b>	<b>ORGANISATION SET-UP</b>				
<b>1.</b>	<b>Organisation structure</b>				
a)	Does the CAMO structure is suitable for the size of aircraft operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Is the number of post holder adequate for the position created?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.</b>	<b>Manpower</b>				
a)	Is the organization establish a procedure of determining the required manpower?	<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)	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"/>	
<b>3.</b>	<b>Continuing Airworthiness Management Exposition</b>				
a)	Does the CAME describe the duties and responsibilities attached to each position? Verify and make reference to organizational structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Does the CAME contain statement of the organization policy, distribution controls, and system amendments? Verify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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c)	Does the exposition describe the procedures used to perform the continuing airworthiness management activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Does the exposition describe the training program? Verify the adequacy of the training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Does the CAME contain a policy that describe the quality monitoring system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>(C)</b>	<b>MANAGEMENT OF MAINTENANCE DATA/TECHNICAL PUBLICATIONS</b>				
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 made 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"/>	
d)	Are the publications and manuals up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>(D)</b>	<b>MANAGEMENT OF MAINTENANCE PROGRAMME</b>				
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, regulation 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 ensure that the maintenance organization is using the latest maintenance manual? Verify the process and records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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d)	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"/>	
e)	Does the organization follow the maintenance schedule as describe in the maintenance programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Do the inspection sheets/task cards 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"/>	
g)	Does the organization include the service life limited components in the maintenance programme? Verify.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h)	Does the organization establish a policy for escalating tasks interval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i)	Is there any record on escalation of task interval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
n)	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"/>	
o)	Does the organization ensure that completed inspection packages are reviewed and retained by records section as described in the policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>(E)</b>	<b>MANAGEMENT OF MODIFICATION AND REPAIRS</b>				
a)	Does the organization establish a policy and procedure for managing modification and 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"/>	

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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"/>	
<b>(F)</b>	<b>MANAGEMENT OF AIRCRAFT MAINTENANCE PLANNING</b>				
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 provide adequate facility equipment and tools for the personnel to perform maintenance planning activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Does the organization provides adequate training for the personnel to carry out specific function under maintenance planning activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	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"/>	
e)	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"/>	
f)	Does the organization have a monitoring system forecasting of the airworthiness directives and service bulletin? Verify source of data with actual forecasting records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g)	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"/>	
h)	Does the organization provide detail package including task/job card to the maintenance organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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i)	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"/>	
<b>(G)</b>	<b>MANAGEMENT OF LOG BOOK AND JOURNEY LOG</b>				
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 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"/>	
<b>(H)</b>	<b>MANAGEMENT OF MASS AND BALANCE PROGRAMME</b>				
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)	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"/>	
c)	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"/>	
d)	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"/>	
e)	Does the weight and balance equipment list include additional items installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Is the weight and balance report certified by a qualified person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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		Y	N	NA	
g)	Are the latest weight and balance reports or amendment available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>(I)</b>	<b>MANAGEMENT OF RECORDS KEEPING</b>				
1.	Records Control Procedure				
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 clearly identify records that belong to continuing airworthiness organization and maintenance organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	If the records are kept in computer database, does it store in a manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	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"/>	
g)	Does the organization provide computer system for record storage which able to perform updating and backup?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Records Protection, Security and Penetration				
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"/>	

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