



Workshop Audit Checklist

MOC No. (if applicable)

Audit Report Ref. IAR-_____

Date of Audit:

Area: Avio / SE / CC

Audit Carried out by:

Description	Satis	Unsatis	N/A	Remarks
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A. Facility				
1. Availability and sufficient space to;				
a) <i>Study work instruction</i>				
b) <i>Complete maintenance record</i>				
c) <i>Accommodate planned maintenance</i>				
d) <i>Segregation of serviceable/unserviceable item</i>				
e) <i>Storage of tools / equipment / material</i>				
2. Secured / restricted				
3. Environmental control				
a) <i>Temperature</i>				
b) <i>Humidity</i>				
c) <i>Noise</i>				
d) <i>Lighting</i>				
e) <i>Waste</i>				
f) <i>Contamination</i>				
g) <i>FOD control</i>				
4. Cleanliness / Housekeeping				
5. Storage equipment (racking, cabinet, etc.)				
6. Safety Equipment (Evacuation plan / Fire extinguisher)				
7. Labelling				
8. Personnel Protective Equipment				
9. Electrostatic Sensitive Device (ESD)				

Legend;
 Avio: Avionic Workshop
 SE: Safety Equipment Workshop
 CC: Capability Change



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B. Personnel				
1. Sufficient staff to;				
a. <i>Plan</i>				
b. <i>Perform</i>				
c. <i>Supervise</i>				
d. <i>Certify</i>				
2. Staff competence				
a. <i>Record of competence assessment</i>				
b. <i>Training needs (if available)</i>				
3. Manhour plan (available & updated)				
4. Staff training				
a. <i>Mandatory Training / Continuation Training</i>				
b. <i>Type training</i>				
c. <i>Tools / Equipment Training</i>				
5. Staff records (available & updated)				

C. Tool & Equipment				
1. From approved source				
2. Available				
3. Serviceable				
a. <i>Calibration due, label and certificate</i>				
b. <i>Physical condition</i>				
4. Tools Control record				
5. Servicing record				
6. Use of fabricated tools				
a. <i>Acceptance record</i>				

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b. Evidence of equivalence				
c. Availability of serviceable card				

D. Material

1. From approved source				
2. Storage procedure				
3. Condition				
4. Traceability				
5. Use of alternate material				
a. Evidence of equivalence				

E. Maintenance Data / Document


1. From approved source (Publication Master List)				
2. Documents control (use of registered from, controlled/uncontrolled copy, etc.)				
3. Availability to staff				
4. Updated / current				
5. Completion of work documents (worksheet/defect reporting/etc.)				
6. Maintenance Records (accurate, complete and well kept)				
7. Operation Procedure Manual				
8. Shift / Handover record				
9. Approved Personal Computer (PC)				

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F. Certification of Maintenance				
1. Work performed in accordance with approved document				
2. Work performed using approved / relevant tool / equipment				
3. Work performed within the approved scope of approval				
4. Work performed within approved facility(s)				

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Description	Satis	Unsatis	N/A	Remarks
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Instruction for Workshop Audit Checklist GAM/Q-008C

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|---------------------------------|---|
| MOC No | Enter the MOC No if applicable |
| Date of Audit | Enter the date of audit |
| Audit Report Reference | Enter the Audit Report Reference |
| Audit Carried out by | Enter the Auditor details |
| Area | Select the scope of audit. E.g. Avionic / Safety Equipment / CC |
| A. Facility | Check / Tick where applicable |
| B. Personnel | Check / Tick where applicable |
| C. Tools & Equipment | Check / Tick where applicable |
| D. Material | Check / Tick where applicable |
| E. Maintenance Data / Document | Check / Tick where applicable |
| F. Certification of Maintenance | Check / Tick where applicable |