

PART 145 AUDIT CHECKLIST

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

PART	DESCRIPTION	REF.	COMPLIANCE			REMARKS / OBJECTIVE EVIDENCES
			Y	N	NA	
0.0	Organisation					
0.1	Does the AMO have a valid certificate for the rating and or Operation specification held and available for view by authority if requested? Is the rating/limited rating reflected on the approval certificate?	CAD 8601 Chapter 3 FAR 145.5 (a) (b) FAR 145.59,145.61	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
0.2	Does a certificate or rating issued to a AMO (CAAM) or repair station located outside the United States (FAA) is effective from the date of issue until the last day of the 12th month after the date of issue unless the AMO/repair station surrenders the certificate or the authority suspends or revokes it? Doe the AMO or repair station submit the renewal application within the stipulated time as required by the authority? Has the holder of an expired, surrendered, suspended, or revoked certificate return it to the authority?	CAD 8601 Chapter 7.2 FAR 145.55 (b)(c)(d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
0.3	Does the organization perform maintenance for which it is rated and within the limitation of the scope of approval?	FAR 145.201 (a) (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
0.4	Does the Repair Station have an approved Capability list and or Operations specification that has been accepted by the FAA, and that all items on the capability list are within the repair stations scope of the ratings for which it holds?	FAR 145.215 RSQCM 4.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.0	Facility Requirements (145.25)					
1.1	Facilities are provided appropriate for all planned work, ensuring in particular,	CAD 8601	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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	protection from the weather elements. Specialized workshops and bays are segregated as appropriate, to ensure that environmental and work area contamination is unlikely to occur.	Chapter 5.1 (a) FAR 145.103 (a)(1)(2) RSQCM 4.2				
1.2	Office accommodation is provided for the management of the planned work of the certifying staff, so that they can carry out their designated tasks in a manner that contributes to good aircraft maintenance standards.	CAD 8601 Chapter 5.1 9b) FAR 145.103 (a)(2) RSQCM 4.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	The working environment including aircraft hangars, component workshops and office accommodation is appropriate for the task carried out and in particular special requirements observed. The working environment must be such that the effectiveness of personnel is not impaired: a. Temperatures b. Lighting c. Dust and any other airborne contamination are kept to a minimum d. Noise shall not distract personnel from carrying out inspection tasks. e. Where a particular maintenance task requires the application of specific environmental conditions different to the foregoing, then such conditions are observed. Specific conditions are identified in the maintenance data. f. Line maintenance activity can be carried out without undue distraction.	CAD 8601 Chapter 5.1 (c) (1)(2)(3)(4)(5)(6) FAR 145.103 (a)(2) RSQCM 4.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Secure storage facilities are provided for components, equipment, tools and material. Storage conditions ensure segregation of serviceable components and material from unserviceable aircraft components, material, equipment and tools. The conditions of storage are in accordance with the manufacturer's instructions to prevent deterioration and damage of stored items. Access to storage facilities is restricted to authorised personnel.	CAD 8601 Chapter 5.1 (d) FAR 145.103 (a) (2) RSQCM 4.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	Does the Repair Station allow the FAA inspector access to the facility at anytime?	FAR 145.223 (a) RSQCM 4.11.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6	Does the Repair Station have signed agreements with the non-certificated	FAR 145.223 (b)(c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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	maintenance organizations that allow access by the Repair Station FAA inspector at anytime?	RSQCM 4.7				
2.0	Personnel Requirements (145.30)					
2.1	Review Post Holder qualification and requirements	CAD 8601 Chapter 5.2 a) to (c) FAR 145.3(a), FAR 145.151 (a) RSQCM 3.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	The organisation shall have a maintenance man-hour plan showing that the organisation has sufficient staff to plan, perform, supervise, inspect and quality monitor the organisation in accordance with the approval. a. Availability of man-hour plan b. Procedure for review of man-hour plan c. Responsible person to manage the man-hour	CAD 8601 Chapter 5.2 (d) MOE 2.22.1 (2)(4) FAR 145.151 (b)(c), 145.153 (a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	The organisation shall establish and control the competence of personnel involved in any maintenance, management and / or quality audits procedure and to a standard agreed by the authority	CAD 8601 Chapter 5.2 e) MOE 3.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	Competency procedure for specialised services e.g. NDT Note: Sample training records	CAD 8601 Chapter 5.2 (f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.5	Procedure for qualification, experience and assessment of certifying staff Note: Sample records	CAD 8601 Chapter 5.2 (g) MOE 3.15.2 FAR 145.153 (b)(2) RSQCM 4.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6	Procedure for qualification, experience and assessment for component certifying staff. Verify compliance. Note: Sample records	CAD 8601 Chapter 5.2 (i) MOE 3.15.2 FAR 145.153 (b)(2) RSQCM 4.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.7	For FAA repair station located outside the United States does the supervisors meet the FAA requirements (i) Have a minimum of 18 months of	FAR 145.153 (b)(2), (c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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	practical experience in the work being performed; or (ii) Be trained in or thoroughly familiar with the methods, techniques, practices, aids, equipment, and tools used to perform the maintenance, preventive maintenance, or alterations Do all supervisors read, write, and understand English?	RSQCM 4.8				
2.8	For FAA Repair Station, does the repair station assure that all personnel authorize to approve an article for return to service meet the requirements of: (i) Have a minimum of 18 months of practical experience in the work being performed; or (ii) Be trained in or thoroughly familiar with the methods, techniques, practices, aids, equipment, and tools used to perform the maintenance, preventive maintenance, or alterations. Do the inspector understand, read and write English	FAR 145.157 (b)(c) RSQCM 4.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.9	Does the repair station assure that all inspection personnel meet the requirements of: (i) Thoroughly familiar with the applicable regulations in this chapter and with the inspection methods, techniques, practices, aids, equipment, and tools used to determine the airworthiness of the article on which maintenance, preventive maintenance, or alterations are being performed; and (ii) Proficient in using the various types of inspection equipment and visual inspection aids appropriate for the article being inspected; and Do inspector understand, read and write English?	FAR 145.153 (a)(b) RSQCM 4.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.0	Certifying Staff (145.35)					
3.1	Assessment towards understanding of the relevant aircraft and/ or components to be maintained together with company procedure.	CAD 8601 Chapter 5.3 (a) & (g) RSQCM 4.8.5.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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			Y	N	NA	
3.2	<p>Verify the authorisation, validity of certificate and to cross refer in the List of Approval Holder</p> <p>For FAA registered aircraft, does the repair station have a current roster of its management and supervisory personnel, including the names of the officials who are responsible for its management and the names of all supervisors who oversee maintenance functions?</p> <p>Does the repair station have a roster of inspection personnel?</p>	CAD 8601 Chapter 5.3 (b) FAR 145.161 (a)(1)(2) RSQCM 4.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	<p>For FAA registered aircraft does the repair station update the rosters within 5 business days of the change?</p>	FAR 145.161 (b) RSQCM 4.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	<p>Does the training plan for maintenance personnel has been established?</p> <p>For FAA, has the repair station submitted an RSTP to their local FAA/IFO PMI for approval? If so, has the site maintained the program in accordance with the defined procedures and processes, and are records available for review?</p>	CAD 8601 Chapter 5.3 (e)(f) FAR 145.163 RSQCM 4.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.5	<p>For FAA, does the repair station have hazardous material training program? Anyone being trained?</p>	FAR 145.165				
3.6	<p>Does the organisation/relevant personnel maintain their staff records?</p>	CAD 8601 Chapter 5.3 (k)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.7	<p>Certifying staff able to present certification authorisation upon request.</p>	CAD 8601 Chapter 5.3 (m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.0	Equipment, tools and material (145.40)					
4.1	<p>The organisation shall have available and use the necessary equipment, tools and material to perform the approved scope of work.</p>	CAD 8601 Chapter 5.4 (a) FAR 145.109 (a) RSQCM 4.2.5.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	<p>All tools, equipment and particularly test equipment, as appropriate, are controlled and calibrated to a standard acceptable by the authority, at a frequency to ensure serviceability and accuracy. Records of such calibrations and traceability to the standard used shall be kept by the</p>	CAD 8601 Chapter 5.4 (b) FAR 145.109 (b & c) RSQCM 4.12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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			Y	N	NA	
	organisation.					
4.3	Verify <ul style="list-style-type: none"> a. Person responsible is defined b. List of Tools & Inventory c. List of Special tools d. Procedure for alternative tooling and tool loan e. Storage is sufficient f. Record and traceability g. Sample records 	CAD 8601 Chapter 5.4 (b) FAR 145.109 (b & c) RSQCM 4.2 & 4.12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.0	Acceptance of Components (145.42)					
5.1	All components shall be classified and appropriately segregated.	CAD 8601 Chapter 5.5 (a) RSQCM 4.10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	Sample the component, ensure that the particular component is sourced from accepted release document and approved supplier.	CAD 8601 Chapter 5.5 (b), (c), (d) and (e) RSQCM 4.10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Verify salvage procedure.	CAD 8601 Chapter 5.5 (g) MOE 2.19 RSQCM 4.10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.0	Maintenance Data (145.45)					
6.1	Hold and use applicable current maintenance data in the performance of maintenance, including modifications and repairs. Verify maintenance data provided by an operator or customer (customer supplied maintenance data).	CAD 8601 Chapter 5.6 (a) and (b) MOE 2.8 FAR 145.109 (d) RSQCM 4.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	Establish procedures to ensure that if found, any inaccurate, incomplete or ambiguous procedure, practice, information or maintenance instruction contained in the maintenance data used by maintenance personnel is recorded and notified to the author of the maintenance data.	CAD 8601 Chapter 5.6 (c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3	Provide a common work card or worksheet system to be used throughout relevant parts of the organisation. Note: Sample workcard or worksheet	CAD 8601 Chapter 5.6 (e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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6.4	Ensure that all applicable maintenance data is readily available for use when required by maintenance personnel. Verify and sample	CAD 8601 Chapter 5.6 (f) RSQCM 4.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.5	The organisation shall establish a procedure to ensure that maintenance data it controls or uses is kept up to date. In the case of operator/customer controlled and provided maintenance data, AMO shall be able to show that either it has written confirmation from the operator/customer that all such maintenance data is up to date or it has work orders specifying the amendment status of the maintenance data to be used or it can show that it is on the operator/customer maintenance data amendment list.	CAD 8601 Chapter 5.6 (g) RSQCM 4.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.0	Production planning (145.47)					
7.1	The organisation shall have a system appropriate to the amount and complexity of work to plan the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities in order to ensure the safe completion of the maintenance work.	CAD 8601 Chapter 5.7 (a) RSQCM 4.10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2	The planning of maintenance tasks, and the organising of shifts, shall take into account human performance limitations.	CAD 8601 Chapter 5.7 (b) RSQCM 4.10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.3	When it is required to handover the continuation or completion of maintenance tasks for reasons of a shift or personnel change over, relevant information shall be adequately communicated between outgoing and incoming personnel.	CAD 8601 Chapter 5.7 (c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.0	Performance of maintenance (145.48)					
8.1	Procedure for ensuring the aircraft or component is clear of all tools, equipment and any extraneous parts or material, and that all access panels removed have been refitted after completion of maintenance is established.	CAD 8601 Chapter 5.8 (a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.2	Procedure for error capturing method is implemented after the performance of any critical maintenance task is available.	CAD 8601 Chapter 5.8 (b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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8.3	Procedure for capturing the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks is in place	CAD 8601 Chapter 5.8 (c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.4	Procedure for assessing modifications and repairs is available. Do non-certificated maintenance people perform Major Alteration and repairs? If so, how are they supervised, and how does the Repair Station show compliance?	CAD 8601 Chapter 5.8 (d) FAR 43.3 RSQCM 4.16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.5	For FAA registered aircraft, does the repair station arrange for another person to perform the maintenance, preventive maintenance, or alterations of any article for which the certificated repair station is rated? If that person is not certificated under part 145, does the certificated repair station ensure that the non-certificated person follows a quality control system equivalent to the system followed by the certificated repair station?	FAR 145.201 (a) (2) RSQCM 4.16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.6	For FAA registered aircraft, does repair station approve for return to service any article for which it is rated after it has performed maintenance, preventive maintenance, or an alteration in accordance with part 43?	FAR 145.201 (a) (3) RSQCM 4.10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.7	For FAA registered aircraft, does the repair station ensure that it does not maintain or alter any article for which it is rated if it requires special technical data, equipment, or facilities that <u>are not available</u> to it require special technical data?	FAR 145.201 (b) RSQCM 4.10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.8	For FAA registered aircraft, does the repair station ensure that it does not maintain any article unless the maintenance, preventive maintenance, or alteration was performed in accordance with the applicable approved technical data or data acceptable to the FAA?	FAR 145.201 (c)(1) RSQCM 4.10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.9	For FAA registered aircraft, does the repair station ensure that it does not maintain any article after a major repair or major alteration unless the major repair or major alteration was performed in accordance with applicable approved technical data?	FAR 145.201 (c)(2) RSQCM 4.10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.10	Does the Repair Station contract out maintenance function, and does the repair	FAR 145.217	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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	Station have in a format approved to the FAA a document and or process for monitoring contracted functions?	RSQCM 4.7				
8.11	Does the repair Station have appropriate Records for documenting that a component has been maintained in accordance current standards and technical data acceptable to the Administrator?	FAR 43.2 RQSCM 4.11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.12	Verify that all methods, techniques and tools used during maintenance meet the requirements specified in the current manufacturers maintenance manual or instructions for continued airworthiness, or practices acceptable to the administrator noted in 43.16	CFR 43.13 RSQCM 4.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.0	Certification of maintenance (145.50)					
9.1	A maintenance release shall be issued by appropriately authorized certifying staff. Note: Review records / worksheets	CAD 8601 Chapter 5.9 (a) CFR 43.5 RSQCM 4.10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2	A maintenance release shall be issued at the completion of any maintenance, before flight. A base maintenance release (BMR) is also required upon satisfactory completion of any scheduled base maintenance check. For FAA registered aircraft, does the repair station ensure that the articles it maintains are inspected and approved for return to service, and that the release document is complete and that it references all applicable FAA requirements as well as Customer required information Note: Review records / worksheets	CAD 8601 Chapter 5.9 (b) FAR 145.213 RSQCM 4.10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.3	New defects or incomplete maintenance work orders identified during the above maintenance shall be brought to the attention of the aircraft operator for the specific purpose of obtaining agreement to rectify such defects or completing the missing elements of the maintenance work order.	CAD 8601 Chapter 5.9 (c) RSQCM 4.10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.4	Procedure for issuing authorized release certificate / airworthiness approval tag is	CAD 8601 Chapter 5.9 (d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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			Y	N	NA	
	defined.	RSQCM 4.10				
9.5	<p>Procedure for maintenance release when an aircraft is grounded at a location other than the main line station due to non-availability of a component is established.</p> <p>For FAA registered aircraft, does the repair station temporarily transport equipment, material and personnel for work on an article for which it is approved to maintain to location outside the facility? If so, does the repair station have approval for this process in its RSM/QCM for their Local FAA PI or IFO PI?</p>	CAD 8601 Chapter 5.9 (e) FAR 145.203 (a & b) RSQCM 4.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.0	Maintenance records (145.55)					
10.1	<p>The organisation shall record all details of maintenance work carried out. As a minimum, the organisation shall retain records necessary to prove that all requirements have been met for the issue of the maintenance release, including subcontractor's release documents.</p> <p>For FAA registered aircraft, Does the Repair Station maintain all it records in English that demonstrates compliance to Part 43, and are those records in a format that is acceptable to the FAA?</p>	CAD 8601 Chapter 5.10 (a) FAR 145.219 (a) CFR 43.9 RSQCM 4.11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.2	<p>The organisation shall provide a copy of each maintenance release to the aircraft operator, together with a copy of any specific approved repair / modification data used for repairs / modifications carried out, upon completion of the maintenance.</p>	CAD 8601 Chapter 5.10 (b) FAR 145.219 (b) RSQCM 4.11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.3	<p>The organisation shall retain a copy of all detailed maintenance records for three years for CAAM and two years for FAA from the date the aircraft or component to which the work relates was released from the organization.</p> <p>Does the repair station make all required records available for inspection by the FAA and the National Transportation Safety Board?</p> <p>Note: Review storage of records Verify procedure compliance</p>	CAD 8601 Chapter 5.10 (c) FAR 145.219 (c)(d) RSQCM 4.11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.0	Mandatory occurrence reporting – airworthiness aspect (145.60)					

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			Y	N	NA	
11.1	<p>Procedure for Occurrence Report (OR) is available.</p> <p>Does the report produce and submit such reports as soon as practicable but in any case, within 48 hours of the organisation identifying the condition to which the report relates.</p> <p>Does the Repair Station RSM/QCM provide information for reporting Malfunctions, Failures, or Defects to the FAA within 96 hours of discovery?</p>	CAD 8601 Chapter 5.11 FAR 145.221 RSQCM 4.14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.0	Safety and quality policy, maintenance procedures and quality system (145.65)					
12.1	Does the Maintenance Organization/repair station establish and maintain a quality control system acceptable to the authority?	CAD 8601 Chapter 5.12 (a) FAR 145.211 (a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.2	Does the Maintenance Organization/repair station personnel follow the quality control system when performing maintenance under the organization approval?	FAR 145.211 (b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.3	Does the Maintenance Organization/repair station prepare and keep current a quality control manual	CAD 8601 Chapter 5.12 (c) FAR 145.211 (c) RSQCM 2.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.4	For FAA registered aircraft, does certificated repair station notify its certificate holding district office of revisions to its quality control manual?	FAR 145.211 (d) RSQCM 2.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.5	Is the Maintenance Exposition/ Repair station manual acceptable to the authority and current?	FAR 145.207 (a)(b) RSQCM 2.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.6	Is the Maintenance Exposition/ Repair station manual accessible for use by repair station personnel required by subpart D of this part?	FAR 145.207 (c) RSQCM 2.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.7	For FAA, does the repair station provide to its certificate holding district office the current repair station manual in a format acceptable to the FAA?	FAR 145.207 (d) RSQCM 2.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.8	Does the repair station notify its certificate holding district office of each revision of its repair station manual in accordance with the procedures required by Sec. 145.209(j)?	FAR 145.207 (e) RSQCM 2.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

INSTRUCTION FOR COMPLETING GAM/Q-008 – PART 145 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.