

MOC CHECKLIST

| | |
|---------------|------------|
| Form no. | GAM/Q-011A |
| Revision | 2 (03/24) |
| Reference no. | |

| A | | MOC Details | | | |
|-----|------------------------------------|-------------------|---|---------|--|
| 1. | MOC reference no. | | | | |
| 2. | Date raised | | | | |
| 3. | Auditor | | | | |
| 4. | Date | | | | |
| 5. | Audit report no. | | | | |
| 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 | | | | |
| 2. | DCA forms | | | | |
| | ▪ JPA-AP7(A) | | | | |
| | ▪ Application forms | | | | |
| | ▪ AN compliance | | | | |
| | ▪ Fees and charges | | | | |
| 3. | GAM 1 st level document | | | | |
| | ▪ MOE amended | | | | |
| | ▪ SMS Manual amended | | | | |
| | ▪ CAME amended | | | | |
| | ▪ DOM amended | | | | |
| | ▪ MMP amended | | | | |
| | ▪ 2 nd level amended | | | | |
| | ▪ Contract agreement available | | | | |
| | ▪ HIRARC | | | | |

NOTE: This MOC checklist shall be used in conjunction with Audit checklist for relevant section

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| | | | | |
|----|---|--|--|--|
| | <ul style="list-style-type: none"> ▪ Others | | | |
| 4. | Maintenance Data | | | |
| | <ul style="list-style-type: none"> ▪ GAM have access? | | | |
| | <ul style="list-style-type: none"> ▪ Current and up to date? | | | |
| | <ul style="list-style-type: none"> ▪ Readily available? | | | |
| | <ul style="list-style-type: none"> ▪ Master list available & update? | | | |
| | <ul style="list-style-type: none"> ▪ Others | | | |
| 5. | Tools & equipment | | | |
| | <ul style="list-style-type: none"> ▪ General tools available? | | | |
| | <ul style="list-style-type: none"> ▪ Special tools available? | | | |
| | <ul style="list-style-type: none"> ▪ Calibrated tools available? | | | |
| | <ul style="list-style-type: none"> ▪ Test equipment available? | | | |
| | <ul style="list-style-type: none"> ▪ Dockings & platforms | | | |
| | <ul style="list-style-type: none"> ▪ Safety equipment | | | |
| | <ul style="list-style-type: none"> ▪ Inventory, up to date & controlled? | | | |
| 6. | Facilities | | | |
| | <ul style="list-style-type: none"> ▪ Where | | | |
| | <ul style="list-style-type: none"> ▪ Hangar | | | |
| | <ul style="list-style-type: none"> ▪ Store | | | |
| | <ul style="list-style-type: none"> ▪ Tool crib | | | |
| | <ul style="list-style-type: none"> ▪ Office | | | |
| 7. | Personnel | | | |
| | <ul style="list-style-type: none"> ▪ Man-hour plan | | | |
| | <ul style="list-style-type: none"> ▪ LAE (B1.3) - name | | | |
| | <ul style="list-style-type: none"> ▪ LAE (B2) - name | | | |
| | <ul style="list-style-type: none"> ▪ LAE (C) - name | | | |
| | <ul style="list-style-type: none"> ▪ Technician - name | | | |
| | <ul style="list-style-type: none"> ▪ Competency assessment | | | |
| | <ul style="list-style-type: none"> ▪ LOAH – updated? | | | |
| | <ul style="list-style-type: none"> ▪ Support staff | | | |

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|----------|---|--------------------------|--|--|
| | <ul style="list-style-type: none"> ▪ Others | | | |
| 8. | Training | | | |
| | <ul style="list-style-type: none"> ▪ Appropriate training conducted? | | | |
| | <ul style="list-style-type: none"> ▪ Formal training conducted | | | |
| | <ul style="list-style-type: none"> ▪ Continuation training | | | |
| | <ul style="list-style-type: none"> ▪ Training records up to date? | | | |
| | <ul style="list-style-type: none"> ▪ Others | | | |
| C | Findings | | | |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| D | Approval | | | |
| 1. | Performed by: | Date: | | |
| | <i>*Name & Signature</i> | | | |
| 2. | MOC checklist | Date: | | |
| | <ul style="list-style-type: none"> ▪ ▪ | | | |
| 3. | Status | Remarks | | |
| | <ul style="list-style-type: none"> ▪ Open | <input type="checkbox"/> | | |
| | <ul style="list-style-type: none"> ▪ Closed | <input type="checkbox"/> | | |
| | <ul style="list-style-type: none"> ▪ Cancelled | <input type="checkbox"/> | | |

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