



Surveillance Checklist

Surveillance Ref No. _____

Area / Base _____

Date of surveillance _____

Auditor _____ :

Maintenance Base PIC/Auditee :

No	Item	Compliance			Remark
		Yes	No	N/A	
Facility					
1	Housekeeping – Cleanliness of hangar floor, Condition during and after maintenance				
2	Adequate lighting – Adequate to carry out task				
3	Noise – Ensure noise does not distract personnel from carrying out task				
4	Environment control – Schedule and general waste				
5	Hangar floor racks - unserviceable, holding rack, Item labeling for items placed on racks (Serviceable, U/S, holding label)				
6	Storage of POL				
6.1	Availability of POL storage facility				
6.2	Control of POL – Labeling, POL control list (Total POL items available)				
6.3	Shelf life – Control of due date, de-can items,				
6.4	Availability of MSDS at the POL storage area for each item				



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Tools and equipment					
1	GSE				
1.1	Serviceability of equipment - Label and condition				
1.2	Proper storage of GSE				
1.3	Performance of GSE preventive maintenance				
1.4	Availability of safety equipment on GSE, if required i.e – fire extinguisher on tow truck				
2	Tools and equipment				
2.1	Tools Store conditions – General housekeeping in the tool store				
2.2	Availability of tools – Labeling, control number, Tool listing				
2.3	Control of in and out of tools– The usage of tools in and out register book				
2.4	Proper storage of tools – In store / during maintenance				
2.5	Condition of tool – Serviceability (label, general condition)				
2.6	Calibrated tools – Control of calibrated tools, calibration information (sticker, etc.)				



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2.7	Control of personnel tool – Registered, List of tools				
3	Material and consumable – Storage of materials at maintenance base.				
3.1	List of materials stored at maintenance base				
3.2	Storage condition and labeling				
3.3	Control of materials and consumables at maintenance base				
Maintenance Data					
1	Publication				
1.1	Publication Master List – up to date				
1.2	Access to current maintenance data				
1.3	Registered PC – availability of current maintenance data				
2	Maintenance record – if available				
2.1	Control of maintenance record – Condition of storage				
2.2	Completeness of maintenance record – sample				



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2.3	Backup of maintenance record – Hard drive				
2.4	Storage of worksheet, AJL etc in use, inside a secure environment.				
2.5	AJL , Work order and worksheet register at maintenance base				
General					
1	Daily handover logbook				
1.1	Utilization of daily handover logbook – completeness, correct use of logbook.				
1.2	Record of FOD walk				
2	Aircraft				
2.1	Cleanliness				
2.2	Parking condition – shroud, covering, choke				
2.3	Storage condition				
3	Performance of maintenance				
3.1	Grounding of aircraft during maintenance				



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No	Item	Compliance			Remark
		Yes	No	N/A	
3.2	Use of proper tools, equipment, etc.				
3.3	Maintenance data availability				
3.4	Proper carry out of maintenance				

Notes:



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Auditor's Signature

NCR : Yes/No

Reference :

Name :

Position :

INSTRUCTION FOR COMPLETING GAM/Q-041, SURVEILLANCE CHECKLIST

No.	Item	Instructions
1.	Surveillance Ref No.	Enter Surveillance Audit Reference Number
2.	AREA/BASE	Enter Audit Area and Maintenance Base
3.	Date of surveillance	Enter date of surveillance
4.	Auditor	Enter name of Auditor
5.	Maintenance Base PIC/Auditee	Enter name of Maintenance base PIC or Auditee
6.	Compliance	Tick (v) where applicable on each item.
7.	Remark	Enter if there is remark/ objective evidence / findings
8.	Auditor signature	Signature, Name and position of auditors,
9.	NCR	Circle or strike where applicable
10.	Reference	Enter NCR reference number