

**SURVEILLANCE CHECK SHEET FOR AIRCRAFT ELECTRICAL,
 INSTRUMENTS AND AVIONIC MAINTENANCE ORGANISATIONS**

1. COMPANY DETAILS	
1.1. AMO Number:	1.2. Date of inspection:
1.3. Name of Organisation:	
1.4. Accountable Manager:	
1.5. First Alternate Accountable Manager:	
1.6. Second Alternate Accountable Manager:	
1.7. QA Manager:	
1.8. AMO License Displayed:	1.9. Expiry Date:
1.10. How many personnel: Licensed:	Qualified:

2.	MANUAL OF PROCEDURE & QUALITY SYSTEM	N/A	YES	NO	#
2.1	Is there an updated Manual of Procedure available?				
2.2	Is the MOP compiled i.a.w CAR 145?				
2.3	Is maintenance away from base addressed in the MOP?				
2.4	Do staff members have ready access to the MOP and all other documents issued by the Director of Civil Aviation?				
2.5	Are staff members trained as required?				
2.6	Is the QA auditor also a certifying technician?				
2.7	Where necessary corrective actions taken on the last audit?				
2.8	Is a copy of this report available?				
2.9	Does the AMO have an updated publications list?				
2.10	Is the organisation in possession of the latest updated volumes of the Aviation Legislation in South Africa?				

3.	TECHNICAL PUBLICATIONS	N/A	YES	NO	#
3.1	Does the organisation have a comprehensive holding list for all Maintenance Publications held?				
3.2	Is a complete set of AD's available?				
3.3	Are SB's and other pertinent service information available and up to date?				
3.4	Is AC 43.13 available?				
4.	MAINTENANCE & LOGBOOKS	N/A	YES	NO	#
4.1	Scrutinize completed job cards / work packs and check for the following: - Does the system allow for an Inspector to counter sign on completion				

	<p>of the maintenance?</p> <ul style="list-style-type: none"> - Can all work carried out be traced to the person who actually performed the task? - Is the origin of all parts replaced, readily available and traceable? - Are all CRMA's strictly i.a.w the CAR 43.02.15 (SACATS 43.02.15)? 				
4.2	Check validity of licenses held.				

5.	FACILITIES	N/A	YES	NO	#
5.1	Does the floor plan in the MOP indicate where the Organisation is situated in relation to other buildings or facilities?				
5.2	Does the facility comply with the local authorities requirements, and are the fire extinguishers serviced regularly?				
5.3	<p>Is a battery shop available?</p> <p>If YES, do you consider it:</p> <ul style="list-style-type: none"> - In a practical location? - Is it properly ventilated? - Are all batteries labeled? - Is the storage of batteries during charging considered to be satisfactory? - Is the separation between lead-acid ni-cad batteries applicable and satisfactory? - Are protective clothing and equipment available? - Are facilities available for the correct disposal of battery electrolyte? 				

6.	STORES	N/A	YES	NO	#
6.1	Is the store tidy and properly laid out?				
6.2	Is the space adequate, and the lightening and environmental control sufficient?				
6.3	Are parts correctly labeled and binned?				
6.4	Do the labels indicate clearly the service life and maintenance required to restore these parts to an airworthy condition?				
6.5	Do all parts have traceable histories and are the applicable invoices or delivery notes available?				
6.6	Is the stores control effective?				
6.7	Is a system in place to dispose of the scrap?				

7.	TOOLS AND EQUIPMENT (LS/6)	N/A	YES	NO	#
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7.1	ELECTRICAL WORKSHOPS <ul style="list-style-type: none"> ➤ Digital Voltmeter ➤ Multimeter (VOM) ➤ Megger ➤ Bonding Tester ➤ Growler ➤ HT Tester ➤ Magneto Timing Light ➤ Capacitance Tester ➤ Pulley and Bearing Extractors ➤ Cleaning Bath ➤ Press ➤ Test Bench for Alternator, Generator, Starter ➤ Battery Charger ➤ Ni-cad Battery Charger (Deep Cycle) ➤ Magneto Test Bench 				
7.2	INSTRUMENT WORKSHOP <ul style="list-style-type: none"> ➤ Regulated Pressure and Suction Supply ➤ 12V and 24V DC Electrical Supply ➤ 26V and 115V AC 400 Hz Electrical Supply ➤ Mercury Barometer ➤ Vacuum Chamber with Vibrator and necessary valves ➤ VSI Tester ➤ Water – Mercury Manometer ➤ Stopwatch ➤ Magnetizer ➤ Potentiometer Tester ➤ Mercury Thermometer calibration in °C ➤ Resistance/Impedance Bridge ➤ Multimeter (VOM) ➤ Megger ➤ Tachometer Tester and Drives ➤ Tilt Table ➤ Spirit Levels ➤ Dead Weight Tester with appropriate weights ➤ Landing Compass 				
7.3	AVIONICS WORKSHOPS <ul style="list-style-type: none"> ➤ Stabilized DC Supply 				

	<ul style="list-style-type: none"> ➤ Multimeter (VOM) ➤ Vacuum Tube Voltmeter ➤ Audio Output Meter ➤ RF Thru-line Wattmeter for HF and VHF measurements plus relevant load inserts ➤ Digital Voltmeter ➤ Frequency Counter capable of measurements up to 150MHz ➤ Oscilloscope with a minimum Bandwidth of DC to 10MHz ➤ VHF Signal Generator ➤ HF Signal Generator ➤ Audio Signal Generator ➤ Marker Beacon Signal Generator ➤ VOR/LOC Signal Generator ➤ Glideslope Signal Generator ➤ ADF Sense Antenna Loop Simulator 				
7.4	Are test equipment and test benches as specified by the individual manufacturers available?				
7.5	Are all the operating instructions for the various test equipment and test benches available?				
7.6	Have all measuring equipment, including the landing compass, been calibrated on a regular basis by approved testing organisations?				
7.7	Is test equipment that is not used to certify items as airworthy (troubleshooting only), placarded as such?				
7.8	Are all calibration certificates available at the time of inspection?				

Signature of AMO Representative:	
Discrepancies to be rectified on or before (date):	
Signature of AW Inspector:	Rank:
HOO: AW comments	
HOO: AW signature:	Date:

#	REMARKS

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