



<b>MANUFACTURING ORGANISATION AUDIT CHECKLIST</b>
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1.	<b>COMPANY DETAILS:</b>											
1.1	Name of Organisation:											
1.2	License Number			Date of inspection:								
1.3	Physical Address:											
									Postal code			
1.4	Postal address											
									Postal code			
1.5	Telephone number:											
1.6	Fax number:											
1.7	Cellular telephone:											
1.8	E-mail address:											
1.9	Name of Accountable Manager:											
1.10	QA Manager:											
1.11	License Displayed:		Y		N	Expiry date:				Number of personnel:		
1.12	Time spent on inspection			Distance traveled:								
1.13	Date of latest CAA surveillance inspection					Were all the non-conformances satisfactorily addressed?			Y	N		
1.14	Date of last CAA renewal audit					Were all the non-conformances satisfactorily addressed?			Y	N		
1.15	Date of last Internal Audit					Were all the non-conformances satisfactorily addressed?			Y	N		
<b>2</b>	<b>AUDIT</b>											
<b>A</b>	<b>MANAGEMENT RESPONSIBILITY</b>						<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTE No.</b>		
1.	Is there full and efficient co-ordination between departments and within departments in respect of airworthiness matters?											
2.	Has the organisation's accountable management determined the quality objectives and how they will be achieved?											
3.	Does the organization's management review the adequacy and suitability of its quality system? Is this review documented?											
4.	Does the organization have a suitable arrangement with the holder of a design organization approval?											

5.	Does the holder of a Part 21 and Part 148 approvals issue Service Letters and Service Bulletins?				
6.	Does the Manual of Procedures (M.O.P.) specify/define the competency of management personnel and are those procedures complied with it?				
7.	Does the organisation conduct the management reviews and does the quality indicators meet the specified requirements?				
8.	Does the organisation comply with the notification procedures to the Director of Civil Aviation regarding changes in the organisation?				
9.	Does the Manual of Procedures (M.O.P.) specify/define the competency of management personnel and are those procedures complied with it?				
10	<b>Remarks:</b>				
<b>B</b>	<b>CERTIFYING INSPECTORS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTE No..</b>
1.	Is there a list of certifying inspectors current?				
2.	Has the organisation determined a clear prerequisite for eligibility to become certifying personnel?				
3.	Is there a program for recurrent training for certifying inspectors/qualifying personnel?				
4.	<b>Remarks:</b>				
<b>C</b>	<b>PERSONNEL AND TRAINING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTE No.</b>
1.	Does the organization comply with the procedure for initially assessing, and the procedure for maintaining, the competence of its personnel, (training and recurrent training program of personnel)?				
2.	Have personnel in technical departments been given the appropriate authority?				
3.	Does the organization have sufficient personnel to plan, perform, supervise and inspect the manufacturing of products, parts or appliances?				
4.	Are the technical records (including education, training, and experience) of personnel kept as required?				
5.	<b>Remarks:</b>				
<b>D</b>	<b>WORKSHOPS AND FACILITIES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTE No.</b>
1.	Are the general facilities adequate and conducive to the type				
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	of manufacturing to be performed in the facilities?				
2.	Are the facilities consistent with those described in the M.O.P?				
3.	Is there suitable accommodation for the proper storage, segregation and protection of the products, parts or appliances concerned and for the materials and supplies to be used and is this documented in the manual of procedures?				
4.	Does the M.O.P. contain a statement regarding the standard of cleanliness to be maintained at each manufacturing facility? Does the organization comply with the specified cleanliness standard?				
5.	Are general conditions of the workshops tidy and orderly?				
6.	Is safety equipment available and current?				
7.	Are relevant manufacturing documentation (including specifications) available, easily accessible and being complied with?				
8.	Are the workshops and storage areas adequately marked?				
9.	Is the control of stores satisfactory?				
10	Is there a need for the control of climate conditions? If so, what measures are implemented to ensure that operations are always conducted within parameters?				
11	Is an incoming inspection conducted on purchased products or materials?				
12	Is the dispatch procedure defined in the M.O.P. and does the organization comply with the procedure?				
13	Do parts in the store have traceability or batch numbers? Is the control of batch numbers satisfactory?				
14	Are the shelves marked with P/N or Batch Number or Part Names?				
15	Is there a procedure of control of shelf-life expiry items in the M.O.P. and is it complied with?				
16.	Are quarantine areas segregated and marked?				
17	<b>Remarks:</b>				
<b>E</b>	<b>TOOLS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTE No.</b>
1.	Does the organization have adequate the equipment (including test equipment) necessary to perform adequately all functions appropriate to the manufacturing?				
2.	Are there procedures/instructions for usage of special tools and equipments?				
3.	Are there procedures for the control and, where necessary, calibration of tools and other equipment, jigs and fixtures followed? Are there measures to remove from service tools with calibration expired dates?				
4.	Are calibration records and verification standards kept for at least five years?				
5.	Check the service log book (Equipments)				
6.	Is the tools and equipment list current?				
7.	<b>Remarks:</b>				

<b>F</b>	<b>QUALITY ASSURANCE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTE No.</b>
1.	Does the organization's management review the adequacy and suitability of its quality system? Is this review documented?				
2.	Are measures taken to ensure that the quality control system is understood, implemented and complied with at all levels?				
3.	Is there a schedule for management reviews and internal audits?				
4.	Is there evidence of management reviews? Does the review address all quality indicators, including but not limited to: audit reports, accidents, incidents, occurrences, and customer complaints and personnel reports?				
5.	Are appropriate actions decided at management reviews documented and implemented to maintain adequate level of conformance to airworthiness requirements?				
6.	Can the organization show evidence of internal audits conducted? Does the audit cover the entire scope of the organization?				
7.	Does the training, knowledge and background/experience of quality audit personnel satisfy the Director of Civil Aviation?				
8.	Does the PPS or similar documents indicate adequate supervision / inspection during manufacture of products, parts or appliances?				
9.	Is the corrective and preventive action procedure implemented and complied with?				
10.	Does the organization is the authorized release statements as required by the CAR's?				
11.	Are certificates of airworthiness and export airworthiness approvals supplied by the aircraft manufacturer, to the owner of the aircraft?				
12.	Is adequate control being exercised over the concession control system? Are concessions properly documented and highlighted?				
13.	Are deviations from the approved procedures allowed? Is this control of deviations satisfactory? Are deviations properly documented and highlighted?				
14.	Does the M.O.P. define manufacturing process? Is there sufficient detail to ensure product repeatability?				
15.	What measures has the organization effected to ensure that its subcontractors and key suppliers maintain high level of quality compliance?				
16.	Does the organization perform first article inspections at its subcontractors to ensure the subcontractor's product complies with the requirements?				
17.	Are there mechanisms/procedures to be followed when subcontractors deviate from specifications (minor/major deviation)?				
18.	Has the PPS or job cards been completed for work carried out? Are the inspections signed off by appropriately authorized personnel?				

19.	Are the authorized release certificates been issued for the relevant rating? Are the certificates being signed by appropriately authorized personnel?				
6.	<b>Remarks:</b>				
<b>G</b>	<b>DOCUMENT AND DATA CONTROL</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTE No.</b>
1.	Is the written procedure when permission is required to deviate from the requirements of the organisation's manual of procedure followed?				
2.	Is there a concession control procedure when deviation from specified product, part or appliance manufacturing is sought?				
3.	Is the procedure for the control, amendment and distribution of the Manual of Procedure and Technical Literature followed?				
4.	Does the aircraft manufacturer control the issue and update documents supplied to the aircraft owners?				
5.	Is the technical literature necessary to perform adequately all functions appropriate to the ratings required, current?				
6.	Is at least one complete and current copy of the Manual of Procedure held at each work location?				
7.	Is the approved data/manufacturing processes available for the work been done? Is this data easily accessible for all personnel?				
8.	Has the organization developed a statement of compliance?				
9.	Is the organization is possession of a capability list? Does it contain all the information pointed specified in the Technical Guidance material?				
10	Are staff members familiar with the M.O.P. and associated documents?				
11.	<b>Remarks:</b>				
<b>F</b>	<b>PROCESS CONTROL, INSPECTION &amp; TEST</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTE No.</b>
1.	Does the organization comply with the procedure detailing the manufacturing of its products? Do these processes contain sufficient detail to ensure repeatability?				
2.	Is the work being carried out covered by the approved scope of work?				
3.	What measures has the organization implemented to ensure that there is no variance between the design data and manufactured products?				
4.	Has a system for the control and traceability of critical processes, materials and components been instituted? Can				

	components and parts be traced to the appropriate materials and processes? Can materials and parts be traced to the final product?				
5.	Can critical materials used in the processes be traced to source/supplier?				
6.	Does the organization specify how parts will be marked and identified?				
7.	Is the approved manufacturing documentation available where the work is performed, and in use?				
8.	Has the final inspection procedure been defined, documented and complied with?				
9.	Are relevant inspection values defined, measured and recorded?				
10.	Are all production items appropriately identified? Is the inspection status known?				
11.	Are there procedures for applying specialized activities?				
12.	Has the manufacturing organization established a production acceptance test procedure? Have every product, part or appliance manufactured been subjected to a test in accordance with the production acceptance test procedure?				
13.	Is the selection of inspection, measuring and test equipment (IMT) appropriate to the required accuracy?				
14.	What procedures are in place to control/segregate non-conforming products during manufacturing and how are these products re-worked to ensure conformance to the design data?				
15.	Has the organization established requirements for the identification, handling, packaging and protection of products				
16.	Perform a critical conformance check. Do these dimensions, conditions, etc conform to specifications?				
17.	<b>Remarks:</b>				
<b>REMARKS / FINDINGS:-</b>					
<b>1.Please indicate which sections were not audited during this specific surveillance inspection.</b> <b>2.Note is it mandatory to audit these section in the next surveillance inspection before the next renewal audit:</b>					
No.	<b>NOTES</b>				

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3.	<b>COMMENTS BY ORGANIZATION'S REPRESENTATIVE:</b>	
<b>I the undersigned</b>		
I was de-briefed on the inspection/audit ( <i>*Delete which is not applicable</i> ), have read and accept*/do not accept* ( <i>*Delete which is not applicable</i> ) the findings and observations of the inspector/s.		
<b>SIGNATURE OF ORGANISATION'S REPRESENTATIVE</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>
<b>SIGNATURE OF INSPECTOR</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>
4.	<b>COMMENTS BY MANAGER: MAN (ONLY APPLICABLE IF SEVERE OR MAJOR FINDINGS WERE IDENTIFIED)</b>	
<b>SIGNATURE OF MANAGER: MANUFACTURING</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>