

AOC MODULAR AUDIT RECORD AND REPORTING SYSTEM

Part 2 : SLCAR Part 26 Audit Modules - Guidance & Report

Name of Organisation		AOC Number	
MCM Reference	Audit number	MCM review date	

0 MCM Conformity <i>SLCAR Part 26 Chapter 5.4</i>							
Part 1 Administration and Control		2.6-Line Locations Stations		3.9- Engineering Activities		3.25- Reference to the maintenance programme	4.8 Repair procedure
1.1 Statement of Compliance with SLCARs	3	2.7-Accountable Manager		3.10-Reliability Programmes		3.26-Monitoring, assessing& reporting maintenance & operational experience	4.9 Return of defective aircraft components to store
1.2 Table of Contents		2.8- Director of Maintenance		3.11- Pre-flight Inspections			4.10 Defective component to outside contractor
1.3 Definition of Terms		2.9-Maintenance Coordination		3.12- Ground handling Activities		3.27- MOR Reporting	
1.4-Records of Amendments		2.10- Duties and Responsibilities of post holders		3.13- Cargo and Baggage Handling		Part 4 Maintenance Procedures Under Equivalent System	4.11 line procedure for pooled parts and loan parts
1.5-List of Effective Pages		2.11-Organisational Charts		3.14- Servicing Refueling, De-icing Procedures.			4.1-Supplier evaluation procedure
1.6-Records of Temporary Revisions		2.12- Manpower Resources and Training Policy		3.15- Aircraft Weighing		4.2-Acceptance and Inspection Procedure for component	4.13. issue of the maintenance release
1.7-Manual Distributions		2.13 Notification Procedure to the Authority Regarding Changes.		3.15- Flight Test Procedures		4.3-Storage and Labeling of aircraft components	4.14 control of computer maintenance record systems
1.8-MCM Procedures of Amendments and Revisions		Part 3 Maintenance Procedures		3.16-Sample of Documents, Tags and Forms Used.		4.4-Acceptance of Tools and Equipment	
1.9-Organizational Changes		3.1-Aircraft Log book Utilization and MEL application		3.17-Appropriate portions of the AOC holder's operations manual.		4.5-Calibration of Tools	Continuing Airworthiness Management
1.10-MCM Amendment. Procedure.		3.2- Aircraft Maintenance Programme Development and Amendment		3.18- Rectification of defects arising during base maintenance?		4.6-Use of Tools and Equipment by staff (including alternate tools)	Continuing airworthiness management contract
Part 2 General Organisation		3.3- Time and Maintenance Records, Responsibilities, Retention.		3.19-Liaison with manufacturers and Regulatory Authorities		4.7 Reference to specific maintenance procedures such as-	Recommendation for C of A Issue/Renewal
2.1-Corporate Commitment		3.4- Accomplishment and control of Airworthiness Directives		3.20-Procedures for the reporting of failures, malfunctions, and defects.		(a) Engine running procedures?	Maintenance Review
2.2-Brief Description of Organisation		3.5- Analysis of the Effectiveness of the Maintenance Programme.		3.21-The design of the MCM shall observe Human Factors principles.		(b)Aircraft pressure run procedures?	Maintenance Review Personnel
2.3-Relationships with other Organisations		3.6- Non-mandatory Modification Embodiment Policy.		3.22-Maintenance Agreements with AMO		(c)Aircraft towing procedures?	RII List
2.4-Fleet Composition		3.7- Major Modification Standards		3.23-Airworthy Aircraft		(d)Aircraft taxiing procedures?	
2.5-Type of Operations		3.8- Deferred Defects		3.24- Emergency Equipment Serviceability			
						Inspector	Signature

³ Complete the right part of each box with one of two indicators : A cross (X) which means in compliance
N/A which means the requirement is Not Relevant according to the MCM

Part 2 : SLCAR Part 26 Audit Modules – Guidance & Report

Name of Organisation

AOC Number

MCM Reference

Audit number

Audit date

Location & Participants

Complete the right part of each box with one of three indicators :

- A cross (X) which means in compliance
- N/A which means the requirement is Not Relevant to the activity at the address surveyed
- A number which relates to a comment which is recorded in part 3 of the report
- A circled number means that the relevant MCM procedure is considered being inadequate and must therefore be amended. It relates to a comment which is recorded in part 3 of the report
- N/C which means that the point has not been evaluated

1 AOC Maintenance Responsibility *SLCAR Part 26 Chapter 5.2*

Individual Responsible for Maintenance Control identified		Assures Maintenance is perform per MCM and MCAI		Deferred Defect Management			
Duties and Responsibilities of Maintenance Control Management		Ensures C OF A is Valid for Aircraft Fleet		Airworthiness Directive Management		Service Bulletin Management	
		Assures Pre-Flight Inspection					Assures Aircraft Ground Servicing
Assures Correction of Deferred Defects/MEL						Assures Aircraft Ground De-icing	
Assures Accomplishment of Maintenance as per AMP		Responsible Manager Identified and Qualified					
Assures Analysis of Effectiveness of AMP		Assures Aircraft Mass and Balancing Control System		Compliance with EDTO Procedures			Assures Maintenance Review
Assures Accomplishment of Mandatory Continued Airworthiness Instruction (MCAI)		Assures Continued Serviceability and Inspection of Flight Recorders		Assures Aircraft Refueling and Defueling		Assures Flight Data Monitoring	Assures Ageing Airplane Airworthiness and Safety Improvement
Assures Accomplishment of Modification and Repairs		Assures Retention of Records of Inspection of Flight Recorders		Engineering Department			
				Inspector	Signature		

2 AOC Maintenance System *SLCAR Part 26 Chapter 5.3*

Management System		Under AMO	Under Equivalent System	List of Maintenance Providers and scope of work/Location	CAMO
Aircraft Registered in Sierra Leone maintained by AMO		AMO approved by State of Registry	Equivalent System approved by State of Registry	Technical Library System Available	CAMO approved by the Authority
Aircraft Registered in Sierra Leone maintained by		AMO has line/base maintenance facility at AOC base	Competent Personnel available	Maintenance Production & Planning System	CAMO contract available.
Foreign Registered aircraft maintained by AMO approved by State of Registry		AMO has the ratings for AOC aircraft type	Adequate Facilities for proper maintenance and servicing	Maintenance Control Centre and System established	Operator's access to Contracted CAMO Records for its aircraft fleet
Operator maintains a main maintenance base		Maintenance Contract Existing and Valid	Tools and Equipment Control System	Engineering Activities Procedures established	CAMO activities and limitations specified in the MCM
Operator maintains line maintenance locations		Maintenance Contract activities stated in MCM	Spares, and Materials Inventory Control System established	RII Control System established	Operator's meeting with CAMO
Continuing Airworthiness Management System Established		List of Maintenance Providers and scope of work/Location	Storage Facilities adequate	Ground Support Equipment Control System	

Continuing Airworthiness Management Contracted out			Maintenance Record System established		Inspector	Signature
---	--	--	--	--	------------------	------------------

AOC MODULAR AUDIT RECORD AND REPORTING SYSTEM

Part 2 : SLCAR Part 26 Audit Modules – Guidance & Report

Name of Organisation		AOC Number	
MCM Reference		Audit number	Audit date
Location & Participants			

Complete the right part of each box with one of three indicators :

- A cross (X) which means in compliance
- N/A which means the requirement is Not Relevant to the activity at the address surveyed
- A number which relates to a comment which is recorded in part 3 of the report
- A circled number means that the relevant MCM procedure is considered being inadequate and must therefore be amended. It relates to a comment which is recorded in part 3 of the report
- N/C which means that the point has not been evaluated

3 Maintenance Management		SLCAR Part 26 Chapter 5.5					
		Sufficient Personnel to			Office Accommodation		
AOC with Contracted AMO		Planning Personnel to...plan the tasks at all levels		Qualifications & Experience of Personnel appropriate to function		For Management and Administration	Office and working Areas
Maintenance Agreement with AMO		Certifying Staff to certify Maintenance (Equivalent System)		Compliance with SLCARs Part 1		For Records-Planning -Quality	Work tables and equipment
AOC with Equivalent System of Maintenance		... supervise and carry out the tasks at all levels		RII Personnel Qualification and Training		Working Area, adequate	
Responsibilities defined & understood at all levels		Organisation-chart (reporting chains)		Maintenance Personnel Rest and Duty		Line Maintenance Office	
Responsible Manager Identified and Qualified		..audit all maintenance related activities		Initial/continuation training carried out		Inspector	Signature

4 Maintenance Records		SLCAR Part 26 Chapter 5.8						
					Aircraft Records checked		Aircraft/Compon't	Result
Total TIS (hours, calendar time and cycles of the aircraft and all life-limited components)		The current aircraft status of compliance with the maintenance programme		Detailed Maintenance Records for Maintenance Release				
The current status of compliance with all ADs and SBs		CRS / Airworthiness Approval Tag raised		Detailed Maintenance Records for Airworthiness Release				
Modifications and Repairs Records		Approved data reference documented		Retained in safe place				
Time Since Last Overhaul for Overhaul Components		Component cards maintained for helicopter life component		Deferred Defect cleared on time and recorded as procedure				
Maintenance Records Retention for 90days		Completed Work package retained		Computer back up and storage satisfactory.				
Maintenance Records Retention for 1year		Approved Data Retained		Responsible Manager Identified and Qualified		Inspector	Signature	

Part 2 : SLCAR Part 26 Audit Modules - Guidance & Report

Name of Organisation \		AOC Number	
MCM Reference		Audit number	Audit date
Location & Participants			

Complete the right part of each box with one of three indicators :

- A cross (X) which means in compliance
- N/A which means the requirement is Not Relevant to the activity at the address surveyed
- A number which relates to a comment which is recorded in part 3 of the report
- A circled number means that the relevant MCM procedure is considered being inadequate and must therefore be amended. It relates to a comment which is recorded in part 3 of the report
- N/C which means that the point has not been evaluated

5. Aircraft Technical Log		SLCAR Part 26 Chapter 5.9			Techlog sampled:		
Aircraft Technical Log Contains:					Aircraft Reg. Marks	Techlog Ref	Result
Information from previous flight for continued flight safety		Current Maintenance Status of Aircraft		Current Inspection Status of Aircraft			
Current Aircraft Maintenance Release		All Deferred Defects that affects operation		Maintenance Entries made as per procedures			
Current Aircraft Airworthiness Release		Approved by the Authority		Responsible Manager Identified and Qualified			
Technical Log conforms to Template		Records of Removed/ Installed Components Stated			Inspector Signature		

6. Maintenance and Airworthiness Release:		SLCAR Part 26 Chapter 5.10			Aircraft Reg. Marks			Maintenance /Airworthiness Release Ref	Result
Maintenance Release Issued by AMO		Special approval Data enclosed		CRS statement					
Airworthiness Release Issued under Equivalent System of Maintenance		Airworthiness Release issued per procedure		Reference to enclosures					
CRS issued by AMO in accordance with the MCM		Maintenance record section of techlog endorsed per MCM		Responsible Manager Identified and Qualified					
				Maintenance Release content as per procedures	Inspector Signature				

7. Modification and Repairs		SLCAR Part 26 Chapter 5.11			Aircraft Reg. Marks		Major Mods and Repairs Record Ref	Result
Procedures for approval of Major and Minor Modifications and Repair		Copies of Reports submitted to the Authority		Major Modification and Repairs Report (Forms)				
Classification of Major and Minor Modifications and repairs		Current List of Major / Minor Modifications and Repairs.		Procedures for Monitoring of recurring inspections from repairs				
Approval of Technical Data by the Authority		Return to Service under Equivalent System/AMO		Major Modification and Repairs Record retained				
Responsible Manager Identified and Qualified		Procedures for Implementation of ICAs from modifications			Inspector Signature			

Part 2 : SLCAR Part 26 Audit Modules - Guidance & Report

Name of Organisation		AOC Number	
MCM Reference		Audit number	Audit date
Location & Participants			

Complete the right part of each box with one of three indicators:

- A cross (X) which means in compliance
- N/A which means the requirement is Not Relevant to the activity at the address surveyed
- A number which relates to a comment which is recorded in part 3 of the report
- A circled number means that the relevant MCM procedure is considered being inadequate and must therefore be amended. It relates to a comment which is recorded in part 3 of the report
- N/C which means that the point has not been evaluated

8 .Aircraft Maintenance Programme				SLCAR Part 26 Chapter 5.12					
Operations Specifications and Maintenance Programme Approval		Maintenance Programme Revision Procedures		Engine, Propeller and Component Maintenance		Short Term Escalation Procedures and application		Responsible Manager Identified and Qualified	
Developed based on MRBR and/ or TCH Documents		Scheduled maintenance requirements		Special Authorisation Maintenance Requirements		Interval Escalation Procedures and application		Annual Review of AMP	
Maintenance Programme current with source documents		Unscheduled maintenance requirements		Non-routine maintenance job Cards		Scheduled maintenance tasks work packages			
Required Inspection Item (RII) (Duplicate Inspection) requirements.		Work sheet, task cards, and/or methods provide detailed instructions		Analysis of effectiveness of Maintenance Programme		Inspector Signature			

9. Reliability Monitoring				SLCAR Part 26 Chapter 5.13					
Reliability Document Approval		Corrective Action System		Maintenance Intervals Adjustment and Process/task Changes System		Reliability Programme Revision System		Reliability Programme Controlled Components List	
Organization Chart and Responsibility		Performance Standards System		Review Records and Reports		Reliability Meeting			
Sample Data to be collected		Data Display and Reports		Data Collection System		Inspector Signature			
Data Analysis System		Maintenance Control Changes		Responsible Manager Identified and Qualified					

10 Mandatory Occurrence Reporting Reports made		SLCAR Part 26 chapter 5.4					
						MOR Reference Checked	Result
To the SLCAA		Within the prescribed period		Follow up/tracking effective			
To the State of Registry or Design		Standard of Completion		Dissemination of findings			
To the Manufacturer		Reporting Form Used		Review meetings/bodies			
Sample reports		Investigation to prevent a Reoccurrence		Responsible Manager Identified and Qualified		Inspector Signature	

AOC MODULAR AUDIT RECORD AND REPORTING SYSTEM

Part 2 : SLCAR Part 26 Audit Modules - Guidance & Report

Name of Organisation		AOC Number	
MCM Reference		Audit number	Audit date \
Location & Participants			

Complete the right part of each box with one of three indicators :

- A cross (X) which means in compliance
- N/A which means the requirement is Not Relevant to the activity at the address surveyed
- A number which relates to a comment which is recorded in part 3 of the report
- A circled number means that the relevant MCM procedure is considered being inadequate and must therefore be amended. It relates to a comment which is recorded in part 3 of the report
- N/C which means that the point has not been evaluated

11 Quality System Central		SLCAR Part 26 Chapter 3.2.3				
QA System Includes:		Certifying Staff		Non-Certifying Staff		Name Non Cert. Staff Checked
Audit Plan	Remedial Actions	Qualification Procedures	Job Description			
Procedures Audits	Follow up /closing	Training	Training			
Product Audits (aircraft/ component)	Feedback to Account. Manager	Records	Competency Testing			
Monitoring Shift Work	Review outstanding Non-Compliances	Job Description	Records			
Logic of audit sequence	Line stations					
Subcontractors	Satellite facility					
Responsible Manager Identified and Qualified	Wet lease operations					
Maintenance Contractors						
				Inspector	Signature	

12 Quality Audits Departmental		SLCAR Part 26 Chapter 3.2.3				
Internal Company Audits of the Department Covers		Internal Audits carried out		QA Dept.		Date of Last Audit
Audits of all Products	Maintenance Requirements Variations	To an Audit Plan	Findings Notified			
Audit of Workshop Activities	Process Exemptions	Audit Finding Identified	Follow up Appropriate			
Personnel Qualifications	Special Process Control	Audit Closed	Senior Manager Involvement			
Work Card/ Technical Log Completion	Audits of operators	Feed Back System Working	Qualification and Training of Auditors			
Responsibility/ reporting to	Equipment / tooling	Audit checklist				
riation of normal proceeding	Instructions Verbal/written					
				Inspector	Signature	

AOC MODULAR AUDIT RECORD AND REPORTING SYSTEM

Part 2 : SLCAR Part 26 Audit Modules - Guidance & Report

Name of Organisation		AOC Number	
MCM Reference		Audit number	Audit date
Location & Participants			

Complete the right part of each box with one of three indicators :

- A cross (X) which means in compliance
- N/A which means the requirement is Not Relevant to the activity at the address surveyed
- A number which relates to a comment which is recorded in part 3 of the report
- A circled number means that the relevant MCM procedure is considered being inadequate and must therefore be amended. It relates to a comment which is recorded in part 3 of the report
- N/C which means that the point has not been evaluated

13 Authorisation of the AOC		<i>SLCAR Part 26 Chapter 2.3</i>						
Operations Specification Part D and E		MNPS/RNP Authorization		Prorated Time Authorisation		Leased Aircraft Maintenance Programme Authorisation		
Maintenance Approval Schedule/work Scope for Equivalent System		MEL Authorisation		Reliability Programme Authorisation		Maintenance Contractual Arrangement		
CAT II and CAT III Authorisation		Short-Term Escalation Authorisation		Part Borrowing Authorisation				
RVSM Authorisation		Continuing Airworthiness Authorisation						
EDTO Authorisation		Mass and Balance Control Authorisation						
PBN Authorisation		Part Pool Agreement Authorisation						
							Inspector	Signature

14 Changes To AOC Certificate		<i>SLCAR Part 26 Chapter 2.11</i>						
A. Confirm No Changes Have Occurred to the Following								
1	The name of the organisation.							
2	The Principal Base of the organisation.							
3	Additional Base of the organisation.							
4	The accountable manager							
5	Any of the senior/nominated persons on the Operations Specifications							
6	The facilities, equipment, tools, material, etc.							
7	Notification to the Authority							
							Inspector	Signature

AOC MODULAR AUDIT RECORD AND REPORTING SYSTEM

Part 2 : SLCAR Part 26 Audit Modules - Guidance & Report

Name of Organisation		AOC Number	
MCM Reference		Audit number	Audit date
Location & Participants			

Complete the right part of each box with one of three indicators :

- A cross (X) which means in compliance
- N/A which means the requirement is Not Relevant to the activity at the address surveyed
- A number which relates to a comment which is recorded in part 3 of the report
- A circled number means that the relevant MCM procedure is considered being inadequate and must therefore be amended. It relates to a comment which is recorded in part 3 of the report
- N/C which means that the point has not been evaluated

15 Housing and Facilities Requirements		SLCAR Part 8B Chapter 3.2							
Accommodation		Environment		Inspection Aids		Line Station & Facilities		Storage Facilities	
For Management and Administration		Office and working Areas		Assembly Facilities		Line procedures		Tools and Equipment	
For Records-Planning - Quality		Work tables and equipment		Function and Test		Adequate Staffing		Parts and Materials	
Working Area, adequate		Cleaning Facilities		Access Equipment (platforms, etc)		Accommodation for engineers		Racking, Binning	
Location and Security		Special Requirement (Battery loading)		Docking Equipment		Tools and Equipment adequacy and control		Labeling	
Hangar Space		ESD Protection		General lighting		Ground servicing equipment		Bonded Area	
Shops Spaces		Noise Protection		Specific lighting		Parts and Materials storage		OEM Specifications	
Tenancy of Hangar, Shops, etc.		Area to Study Approved Data		Power Air Vacuum		Access to Airworthiness Data		ESD Protection	
Maintenance-visits Plan		Weather Protection				Maintenance Records		Access Control	
Overall Cleanliness		Dust Protection		No contamination hazard				Segregation	
						Inspector Signature			

16 Certifying Staff		SLCAR Part 26 Chapter 5.5, Part 8B Chapter 4.2, 4.5							
Central Record information		Authorization document		Names of certifying persons checked		Authorisation references		Result	
Complete		Provided to and held by staff		Valid & covers activities certified					
Accurate		Available in the Department		Signed by holder					
Up to date		Scope of authorization defined		Control of inspection stamps					
Control of records/ data		Training: basic, type, comp.-proc., continuous.		Fuel Tank Safety Training					
Retention of records		Human Factors training							
						Inspector Signature			

AOC MODULAR AUDIT RECORD AND REPORTING SYSTEM

Part 2 : SLCAR Part 26 Audit Modules - Guidance & Report

Name of Organisation		AOC Number	
MCM Reference		Audit number	Audit date
Location & Participants			

Complete the right part of each box with one of three indicators :

- A cross (X) which means in compliance
- N/A which means the requirement is Not Relevant to the activity at the address surveyed
- A number which relates to a comment which is recorded in part 3 of the report
- A circled number means that the relevant MCM procedure is considered being inadequate and must therefore be amended. It relates to a comment which is recorded in part 3 of the report
- N/C which means that the point has not been evaluated

17 Tools Test Equipment & Materials	SLCAR Part 8B Chapter 3.3								
Tools & Test Equipment Sufficient to Perform				Materials and Components					
...approved Scope of Work	Availability Satisfactory	Calibration of in use tools	Supplier Evaluation	Line procedures					
...agreed Capability List	Line Procedures	Calibration Control	Acceptance/Goods In	Pool parts/spares					
...departmental Tasks	Equipment Recall System	Calibration Records	Storage & identification	Shelf life control					
Rarely used tools/equipment	Control of Personnel tools	Traceable standard of calibration	Provisioning of spare parts						
Alternative tool/equip.			Manufactured repair parts						
				Inspector				Signature	

18 Airworthiness Data	SLCAR Part 26 5.2, 5.4, Part 8A Section II chapter 4								
Provision of Data for:-	Regulatory & Advisory Information	Publications Available	Condition of Manuals.	Reader / Printer / Terminal					
Approved Scope of Work	Available	Aircraft Manufacturers	Aircraft Manufacturers	Availability					
Departmental activities	Up to Date	Component Manufacturer	Engine Manufacturers	Serviceability					
Contracted Maintenance	Subscription of	Subscription of	Components	Location, number					
AOC own-developed data	TC-holder's CAA AD-notes	Customized Maintenance Program.	Manual Amendments						
	Adoption of CARs	Control of Revision Status of documents							
				Inspector				Signature	

AOC MODULAR AUDIT RECORD AND REPORTING SYSTEM	
Part 3 : SLCAR Part 26 Approval - Findings & Recommendations	<i>AOC Number</i>
<i>Name of Organisation \</i>	

Note :
 - Each finding or recommendation must be identified by a number cross-related to the same number in checklist CL: O-AWS019 audit modules. The first column of the array must contain that number. The second column must contain the associated SLCAR PART 26 reference and/or MCM .
 - Any finding or recommendation recorded in this part must be copied or the content made known to the organisation surveyed. Greyed column is reserved for the organisation comments and answer.

Item	SLCAR Part / MCM	Findings / recommendations	Level	Root Cause	Corrective Action Plan (CAP) Answer / Comments / ref rep.	CAP Target Date	SLCAA Follow up /Closure
Part 2							

Item	SLCAR Part / MCM	Findings / recommendations	Level	Root Cause	Corrective Action Plan (CAP) Answer / Comments / ref rep.	CAP Target Date	SLCAA Follow up /Closure
Part 2							

Item	SLCAR Part / MCM §	Findings / recommendations	Level	Root Cause	Corrective Action Plan (CAP)	CAP Target	SLCAA Follow up /Closure
Part 2					Answer / Comments / ref rep.	Date	
Level 1 & 2 Findings acceptance. Corrective actions & schedule proposal : (date, name and signature of the surveyed organisation representative or acceptance letter reference)							
Level 1 & 2 Proposed corrective actions and schedule acceptance : (date, name and signature of the Inspector)							
RECOMMENDATION REPORT TO SUPPORT SLCARs PART 26 AOC CERTIFICATE ISSUE / RENEWAL / CONTINUATION / VARIATION							
<u>Comments:</u>							
Date, name and signature of the Inspector:							

DEFICIENCIES:

(Note: Have as many deficiencies rectified before you depart the AOC and have the Quality Manager transfer the remainder into his audit report procedure).

Level 1 Finding

Means any significant non-compliance with SLCARs, which would lower the maintenance standards and probably hazard an aircraft. It includes non-compliance with authorizations and limitations on the AOC operations specifications.

Action for level 1 finding

In the case of an initial application for approval, no approval shall be issued until all level 1 findings are corrected.

In the case of a re-issue or surveillance, the AOC approval should be provisionally suspended in whole or in part depending upon the extent of the level 1 finding until corrective action has been taken. A follow up visit to the AOC may be necessary to verify corrective action depending on the nature of the level 1 finding.

Level 2 Finding

Means any non-compliance with SLCARs which could lower the maintenance standard and possibly hazard an aircraft. It includes non-compliance with authorizations and limitations on the AOC operations specifications.

Action for level 2 finding

In the case of an initial application for approval a provisional approval valid for a maximum 3-month period may be given to allow time for the level 2 findings to be corrected.

In the case of a re-issue or surveillance, the AOC should be given a maximum of 3 months extension to their approval to complete the corrective action and written notice to that effect should be given to the AOC. Failure to comply with the 3-month time scale will cause the approval to expire. A follow up visit to the AOC may be necessary depending on the nature of the level 2 finding.

Level 3 Finding

An observation intended to give background information. A level 3 must not include any information suggesting non-compliance with SLCAR

Action for level 3 findings

Inform the company

Note A:

This questionnaire follows the numbering system of the “Maintenance Implementation Procedures”.

Check the box if in compliance or put a number in the box and make a comment in the Part 3.

Part 4 Supplement Additional Requirements

Approv

Name of Organisation

Note: Reference Part 3 of this document for all comments!

Recommendation for AOC Variation and Renewal

Station was found to comply with requirements of SLCAR PART 26

Station was found to comply with requirements of SLCAR PART 26 except for deficiencies listed in Part 3 of this Document. AOC must forward a letter to the SLCAA addressing corrective action to inspection findings and/or submit a corrective action plan before an AOC Certificate is issued.

Recommend certificate with rating applied for on application be issued

Recommend certificate with rating applied for on application (except those listed in Form AXXXX Part 3) be issued

The SLCAA hereby accepts the AOC corrective action and/or corrective action plan.

Name of SLCAA Inspector making Recommendation: _____

Signature of Inspector making Recommendation: _____

Airworthiness Office: _____ Date: _____