



MAINTENANCE CONTRACT AGREEMENT EVALUATION CHECKLIST

Reference: CL: O-AWS036

Revision: Revision 0

INSPECTION RECORD

Name of Maintenance Organisation:

Physical Address (Location):

Postal Address:

Date of Evaluation:

Rating of Maintenance:

Inspector's Name(s):

Assessment Code: YES = Requirements met NO* = Requirements not met Note: Compliance location in MP/MCM: Or Reason for "No" Compliance

S/N	Audit / Inspected Area	REFERENCE REGULATIONS	INSPECTOR'S OBSERVATION			
	Audit Questions		Compliance Verified		Note: Compliance location in MP/MCM:	SLCAA's Assessment
ITEM			YES	NO		
1.	Review the air operator's MCM to determine -	SLCAR Part 26, Chpt 5.4				
	a) Does the air operator's MCM show the need for the air operator to have a maintenance contractor?					
	b) Do the air operator's procedures adequately address all aspects of contracted maintenance?					
2.	Does the air operator have a system in place that ensures that the maintenance provider would perform work in accordance with the air operator's manual and maintenance programme?					
3.	Is the information necessary to ensure compliance with the programme made available to the maintenance provider?					
4.	Does the air operator have a system to ensure that the maintenance provider follows the information provided?					
5.	Is the air operator able to show that the maintenance provider has competent personnel					

	and adequate equipment and facilities to perform the work?					
6.	Are the following specific areas included or referenced in the air operator's programme-					
Adequate Organization						
7.	Does the air operator ensure that -	SLCAR Part 26, chpt 5.4				
	a) The person with whom he arranges to perform maintenance has an organization capable of handling the work?					
	b) If required inspection items (RII) will be maintained or altered by the maintenance provider, are the inspection functions separated within the organization?					
	c) Where his maintenance programme or procedures require specific compliance aspects, he is able to show that the maintenance provider is equally capable of following the manual and procedures?					
Manual Requirements						
8.	Does the air operator's manual covering the administration of his maintenance programme include specific methods for complying with the applicable sections of SLCARS	SLCAR Part 26, chpt 5.4				
9.	If a maintenance provider must know these requirements, does the air operator ensure that the information is provided?					
10.	Has the air operator listed in his manual the persons with whom he contracts for maintenance?					
11.	Does the manual include a description of the contracted work?					
12.	Where the air operator chooses to adopt the maintenance provider's maintenance manuals or portions thereof that are to be used for the performance of maintenance are the adoption details stated in the operator's manual system?					

13.	Does the operator ensure that the maintenance provider's personnel are trained in accordance with his manual and the operator's procedures?				
14.	Does the air operator maintain, or determines that each person with whom he arranges to perform his required inspections maintains, a current listing of persons who have been trained, qualified, and authorized to conduct required inspections?				
15.	Are the persons identified by name, occupational title, and the inspection that they are authorized to perform?				
16.	Does the air operator (or person with whom he arranges to perform his required inspections) give written information to each person so authorized, describing the extent of the person's responsibilities, authorities, and inspection limitations?				
17.	Does the air operator provide this list for inspection when requested by the SLCAA				
Continuing Analysis					
18.	Does the air operator continually survey his maintenance programme and all persons acting under that programme to ensure continuous compliance with the programme and the SLCARs	SLCAR Part 26, chpt 5.11			
19.	Does the operator ensure that corrective action is taken on any deficiencies or inadequacies found in his maintenance programme (by performing audits of the maintenance providers)?				
Training Programmes					
20.	Does the air operator ensure that the maintenance provider's personnel are trained in a manner equivalent to the requirements of the operator's manual (eg, By the maintenance provider's personnel to attend specific courses or maintain specific levels of proficiency)?	SLCAR Part 26, chpt 4.3			
Duty Time					
21.	Does the air operator ensure that his maintenance providers follow the duty time requirements? (If the air operator's maintenance manual and procedures indicate	SLCAR Part 26, chpt 5.15			

	that the maintenance provider provides specific assurances, then the contractor must provide those assurances.)					
Certificate Requirements						
22.	Does the air operator ensure that only certified persons are directly in charge of maintenance and/or perform required inspections?	SLCAR Part 26, chpt 5.5				
Authority to perform						
23.	Is the air operator able to establish compliance with his own procedures, either through direct supervision, surveillance, and/or auditing, or through appropriate controls such as contractual relationships?	SLCAR Part 26, chpt 5.13				
Records						
24.	If the operator's maintenance manual(s) and/or procedure(s) indicate that the responsibility for making regulatory records available is delegated to maintenance providers, does the manual(s) and/or procedure(s) clearly delineate the records required to be maintained, the length of time the records should be maintained, and the form and manner of maintaining such records?	SLCAR Part 26, chpt 5.7				
Other Areas of Consideration.						
25.	Is the source of major repair and major modification data developed by or for the air operator accomplished in accordance with the air operator's manuals?	SLCAR Part 26, chpt 5.10				
26	Does the air operator ensure that all organizations with whom he has maintenance arrangements will adequately and promptly report to the air operator per the requirements of SLCAR Part 26	SLCAR Part 26, chpt 5.4				
Evaluate the Written Contract						
28.	Is it confirmed that no contractual clauses contradict the air operator's manual policy and procedures and current regulations?	SLCAR Part 26, chpt 3.2.4				
29.	If adherence to the operator's maintenance manual and procedures make clear that regulatory requirements are guaranteed through business transactions with maintenance providers, does the contract reflect that obligation?	SLCAR Part 26, chpt 5.5				
Qualification to Perform Substantial Maintenance						

30.	Has the air operator conducted an on-site audit of the maintenance provider to assess that the maintenance provider has the required -	SLCAR Part 26, chpt 3.2.3				
	a) Capability?					
	b) Organization Structure?					
	c) Competent and trained personnel?					
	d) Relevant and current technical and administrative material from the air operator manual for the work to be performed?					
	e) Adequate facilities and equipment to do the work arranged for in accordance with the air operator's programme?					
	f) The ability to transfer and receive data and information necessary to support the continuing analysis and surveillance programme, reliability programme, or other programmes required by the air operator's manual?					
31.	Does the air operator have a system in place that detects, identifies and provides timely corrective action on a continuing basis for all deficiencies and deviations in those portions of the continuing airworthiness maintenance programme accomplished by the substantial maintenance provider, including maintenance record keeping?					
32.	Does the air operator have a system in place that tracks and evaluates, on a continuing basis, the standards of performance (quality) of the substantial maintenance work accomplished by the individual maintenance provider?					
33.	Does the system also include provisions for timely corrective action if the quality of work becomes unsatisfactory and deficiencies are noted?					
34.	Where an air operator elects to obtain the services of a substantial maintenance provider on an unscheduled and/or short notice basis does his manual include specific procedures for doing so?					

35.	Inspectors Remarks:
	Recommendations:
	This maintenance contract agreement has been evaluated and found SATISFACTORY / UNSATISFACTORY . I recommend that it is APPROVED / NOT APPROVED for application.
	Signature of Inspectors with date:
36.	Airworthiness Manager - Remarks and Recommendation
	Remarks:
	I hereby Approval / do not Approve the Maintenance Contract Agreement
	Signature..... Airworthiness Manager