	MAINTENANCE PROCEDURES MANUAL (MPM) EVALUATION CHECKLIST	Reference:	CL: O-AWS028
		Revision:	Revision 0

The purpose of the Maintenance Procedure Manual evaluation checklist is to assist inspectors with a view to ensuring that MPM submitted to the SLCAA for approval by applicants are standardized and include all items required by SLCARs Part 8B and other additional required items.
The manual should contain the information as applicable. The information may be presented in any subject order so long as all applicable subjects are covered.
Small Approved Maintenance Organisations may combine the various items to form a simple Procedures manual more relevant to their needs.

In all cases the checklist should clearly show either compliance (YES) & location of the compliance in the notes section or not applicable (NO) & the reason in the notes section.

MPM EVALUATION RECORD	
Maintenance organisation:	
Maintenance Organisation Number:	
Physical Address (Location):	
MPM Document No. Issue and Date:	
Date of Evaluation:	
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* **Audit Questions** **ITEM**	**REFERENCE REGULATIONS**	**INSPECTOR'S OBSERVATION**			
			Compliance Verified		**Note: Compliance location in MPM:**	**SLCAA's Assessment**
			YES	**NO**		
1.	Is the MPM in a format that is easy to revise?	SLCAR Part 8B chpt 5.1				
2.	Does the MPM contain?					
	(a) A list of effective pages?					
	(b) An index?					
	(c) All items required by SLCAR Part 8B?					
	(d) References to the applicable Regulations?					
3.	**Does the AMO Procedures manual contain the following contents:**					
	(a) General					

	(i) A general description of the scope of work authorised under the organisation's terms of approval.					
	i) A description of the organisation's procedures and quality assurance programme or inspection system in accordance with 5.2 of this Part.					
	i) A general description of the organisation's facilities.					
	y) The names, tasks, duties, and responsibilities of the person or persons required to ensure the maintenance organisation is in compliance with the regulations of Sierra Leone.					
	y) A description of the procedures used to establish the competence of maintenance personnel as required by 5.2 and 4.3 of this Part.					
	i) A description of the method used for the completion and retention of the maintenance records required by 5.8 of this Part.					
	1) The records shall show that all requirements for the signing of an approval for return to service have been met.					
	2) The records shall be kept for a minimum period of 1 year after the signing of an approval for return to service.					
	i) A description of the procedure for preparing the approval for return to service and the circumstances under which it is to be signed.					
	i) The names of personnel authorised to sign the approval for return to service and the scope of their authorisation. The person signing the approval for return to service shall be qualified in accordance with Part 1 of these regulations.					
	k) A description, when applicable, of the additional procedures for complying with an operator's maintenance procedures and requirements					
	k) a description, when applicable, of contracted activities					
	i) a description, when applicable, of the additional procedures for complying with an operator's maintenance procedures and requirements					
	i) a description of the procedures for complying with the information reporting requirements of this regulation					
	i) A description of the procedures with respect to aeroplanes over 5700 kg maximum certificated take-off mass and helicopters over 3175 kg maximum certificated take-off mass, whereby information on faults, malfunctions, defects, and other occurrences that cause or might cause adverse effects on the continuing airworthiness of the aircraft is transmitted to the organisation responsible for the type design of					

	that aircraft and to the operator's airworthiness authority.					
v)	A description of the procedure for receiving, assessing, amending, and distributing within the maintenance organisation all necessary airworthiness data from the TC holder or type design organisation					
v)	If the manual is also used to comply with the requirements of the maintenance programme for an aircraft, a maintenance programme.					
i)	A description of the AMO's SMS, required by 4.6 and SLCARs Part 19, with reference to a separate manual, or inclusion of the SMS practices within the AMO Procedures Manual.					
(b) Management		SLCAR Part 8B chpt 5.1				
(i)	A statement signed by the accountable manager confirming that the manual defines the organisation's procedures and associated personnel responsibilities and will be complied with at all times.					
(ii)	An organisation chart showing the associated chains of responsibility of the person or persons nominated to ensure the organisation is in compliance with the applicable regulations.					
(iii)	Procedures for notifying the Authority regarding changes to the organisation's activities, approval, location, or personnel.					
(iv)	Liaison or contractual arrangements with other organisations that provide services associated with the approval.					
(v)	Procedures for amending the manual.					
(c) Maintenance Procedures		SLCAR Part 8B chpt 5.2				
(i)	Supplier evaluation procedures					
(ii)	Acceptance/inspection of aeronautical products, including materials from outside contractors					
(iii)	Storage, labelling/tagging, and release of aeronautical products and materials to aircraft maintenance					
(iv)	Acceptance of tools and equipment					
(v)	Calibration of tools and equipment, including alternate tools					
(vi)	Use of tools and equipment by personnel, including alternate tools					
(vii)	Cleanliness standards of maintenance facilities.					
(viii)	Maintenance instructions and relationship to aircraft or aeronautical product manufacturers'					

		service information, including updating and availability to personnel					
	(ix)	Repair procedures.					
	(x)	Procedures for compliance with an operator's maintenance programme					
	(xi)	AD procedures					
	(xii)	Mandatory continuing airworthiness information handling procedures					
	(xiii)	Optional modification procedures					
	(xiv)	Maintenance documentation in use and completion of same					
	(xv)	Technical record control.					
	(xvi)	Procedures for handling of defects arising during maintenance.					
	(xvii)	Issue of the approval for return to service required by 5.7 of this Part.					
	(xviii)	Records for the operator, if the organisation is not an operator itself.					
	(xix)	Reporting of defects and other occurrences as required by the Authority					
	(xx)	Return of defective aeronautical products to store					
	(xxi)	Control of defective aeronautical products sent to outside contractors for overhaul, etc.					
	(xxii)	Control of computer maintenance record systems.					
	(xxiii)	Reference to specific maintenance procedures, such as engine running procedures, aircraft pressure run procedures, aircraft towing procedures, and aircraft taxiing procedures.					
	(xxiv)	Contract/subcontract procedures					
	(xxv)	Human factors.					
	(xxvi)	Procedures that designate the individual responsible for briefing the arriving shift's supervisors and personnel of the exact status of in-progress maintenance.					
	xxvii)	Rest and duty limitations for persons performing maintenance functions.					
	xviii)	Line maintenance procedures, when applicable, including:					
		1) Control of aircraft components, tools, equipment, etc.					
		2) Procedures related to servicing, fuelling, de-icing, etc.;					
		3) Control of defects and repetitive defects;					
		4) Pooled parts and loan parts; and					
		5) Return of defective parts removed from aircraft.					
	(xxix)	Inspection procedures, appropriate to the ratings sought, for:					

	1) **Incoming inspections.** A system or method for the inspection of incoming aeronautical products and/or materials, including the inspection of:					
	a) New aeronautical products and/or materials received from the manufacturer for:					
	a.a Shipping damage;					
	b.a Traceability of life limits, if applicable; and					
	c.a Identification and tagging of parts to manufacturer's invoices.					
	b) Overhauled or repaired parts from an approved agency for:					
	a.a Shipping damage;					
	b.a Traceability of life limits, if applicable; and					
	c.a Traceability of overhaul records and/or AATs.					
	c) Items sent out for contracted maintenance functions for:					
	a.a Shipping damage; and					
	b.a Conformity to the Authority's and the manufacturer's specifications, including material type and state of preservation.					
	d) Items of unknown origin for:					
	a.a Shipping damage					
	b.a Conformity to the Authority's and the manufacturer's specifications, drawings, or dimensions, including material type and state of preservation;					
	c.a Airworthiness status, including ADs and traceability of life limits, if applicable; and					
	d.a Functional tests, as applicable					
	2) **Preliminary inspections.** A system or method for the preliminary inspection of aeronautical products to be repaired for:					
	a) State of preservation;					
	b) Functional operation prior to disassembly, if applicable;					
	c) Traceability of life limits and/or time since overhaul, if applicable; and					
	d) Identification and tagging of parts to manufacturer's invoices.					
	3) **Hidden damage inspections.** A system or method for inspecting damaged parts for hidden damage that ensures items are disassembled as necessary and inspected for hidden damage in adjacent areas.					
	4) **Progressive inspections.** A system or method of inspection, testing, and/or calibration during and after disassembly and at various stages while work is in progress.					

	5) **Final inspections.** A system or method for final inspection, testing, and/or calibration of units when work is completed.					
	(d) Quality Assurance Programme or Inspection System	SLCAR Part 8B chpt 5.2				
	(i) Quality audit of organisation procedures					
	(ii) Quality audit of aircraft.					
	(iii) Quality audit findings					
	(iv) Remedial action procedures.					
	(v) Qualification and training procedures for certifying staff issuing an approval for return to service.					
	(vi) Records of certifying staff.					
	(vii) Qualification and training procedures for quality audit personnel.					
	(viii) Qualification and training procedures for mechanics					
	(ix) Exemption process control					
	(x) Concession control for deviation from the organisation's procedures.					
	(xi) Qualification procedure for specialised activities such as NDT, welding, etc.					
	(xii) When required, control of the manufacturer's working teams based at the premises of the organisation, engaged in tasks that interface with activities included in the approval					
	(xiii) Quality audit of subcontractors or acceptance of accreditation by third parties (e.g., use of NDT organisations approved by a State regulatory body other than the Authority).					
	(xiv) Quality assurance audit procedures, including the following principal audit checks:					
	1) Checks on aircraft while undergoing scheduled maintenance for:					
	a) Compliance with maintenance programme and mandatory continuing airworthiness requirements and ensuring that only work instructions reflecting the latest amendment standards are used;					
	b) Completion of work instructions, including the transfer of defects to additional worksheets, their control, and final collation; action taken with respect to items carried forward and/or not completed during the particular inspection or maintenance task;					
	c) Compliance with the manufacturer's AMM and the organisation's procedures;					
	d) Standards of inspection and workmanship;					
	e) The condition of corrosion prevention and control treatments and other protective processes;					

	f) Aircraft maintenance which is not limited to the normal working day; procedures adopted during shift changeover of personnel to ensure continuity of inspection and responses; and					
	g) Precautions taken to ensure that, on completion of any work or maintenance, all aircraft are checked for loose tools and miscellaneous small items such as split pins, wire, rivets, nuts, bolts, and other debris, and for general cleanliness and housekeeping.					
	2) Checks on airworthiness data for:					
	h) Adequacy of aircraft manuals and other technical information appropriate to each aircraft type, including aeronautical products and other equipment, and the continuing receipt of revisions and amendments and availability of continuing airworthiness data (e.g., ADs, life limits);					
	i) Assessment of the manufacturer's service information, determining its application to aircraft types maintained-and the recording of compliance or embodiment;					
	j) Maintenance of a register of manuals and technical literature held within the organisation, with their locations and current amendment status; and					
	k) Assurance that all the organisation's manuals and documents, both technical and procedural, are kept up-to-date.					
	3) Checks on stores and storage procedures for:					
	l) Adequacy of stores and storage conditions for rotatable products, small parts, perishable items, flammable fluids, engines, and bulky assemblies in accordance with the specifications adopted by the organisation;					
	m) The procedure for examining incoming components, materials, and items for conformity with order, release documentation, and procurement from sources approved by the organisation;					
	n) The "batch recording" of goods received and identification of raw materials, the acceptance of part life items into stores, and the requisition procedures for the issue of items from stores; and					
	o) Labelling procedures, including:					
	a.a The use of serviceable/unserviceable/ repairable labels and their certification and final disposal after installation;					

	b.a The internal release procedure to be used when components are to be forwarded to other locations within the organisation;					
	c.a The procedure to be adopted for the release of goods or overhauled items to other organisations (should also cover items being sent away for rectification or calibration);					
	d.a The procedure for the requisitioning of tools together with the system for ensuring that the location of tools and their calibration and maintenance status are known at all times; and					
	e.a Control of shelf life and storage conditions of stores, control of the free issue dispensing of standard parts, identification, and segregation.					
	4) Checks on maintenance facilities for:					
	p) Cleanliness; state of repair; correct functioning of hangars, hangar facilities, and special equipment; and the maintenance of mobile equipment;					
	q) Adequacy and functioning of special services and techniques, including welding, NDI, weighing, and painting;					
	r) Viewer/printer equipment provided for use with electronic media ensuring that regular maintenance takes place and an acceptable standard of screen reproduction and printed copy is achieved;					
	s) Adequacy of special tools and equipment appropriate to each type of aircraft, including aeronautical products and other equipment; and					
	t) Calibration and maintenance of tools and measuring equipment; and environmental controls.					
	5) Checks on the AMO's general airworthiness control procedures for:					
	u) Monitoring of the practices of the organisation with respect to scheduling or preplanning maintenance tasks to be performed in the open air, and the adequacy of the facilities provided;					
	v) Operation of the system for service difficulty reporting required by the Authority;					
	w) Authorisation of personnel to issue an approval for return to service with respect to inspections and maintenance tasks and the effectiveness and adequacy of training, including continuation training and the recording of personnel experience, training, and qualifications for grant of authorisation;					
	x) The effectiveness of technical instructions issued to maintenance personnel, including:					

	a.a Adequacy of personnel in terms of qualifications, numbers, and ability in all areas required to support the activities included in the approval granted by the airworthiness authority;					
	b.a Efficacy and completeness of the quality assurance programme;					
	c.a Maintaining logbooks and other required records and confirming that these documents are assessed in accordance with the requirements of Sierra Leone ;					
	d.a Ensuring that repairs are performed only in accordance with approved repair schemes and practices;					
	e.a Control of subcontractors;					
	f.a Control of activities subcontracted, such as management of the operator's maintenance programme;					
	g.a Monitoring of exemption process control and concession control for deviation from the organisation's procedures; and					
	h.a Follow-up on internal reporting/occurrences.					
	(e) System of Standard Forms and Documents	SLCAR Part 8B chpt 5.1				
	(i) Is the standard forms and documents developed and intended to be utilised by the AMO associated with activities undertaken under the terms, conditions, and limitations of the approval, such as:					
	1) Daily maintenance;					
	2) Line maintenance;					
	3) Contract maintenance;					
	4) Work performed at another location;					
	5) Work performed for an air operator;					
	6) Major modification and repair of aeronautical products;					
	7) Approval for return to service after major repairs;					
	8) Inspections and in-progress maintenance;					
	9) Corrective actions; and					
	10) Technical record control.					
	(ii) Does the AMO Procedures Manual includes examples of standard forms and documents, instructions for completing the forms, and procedures for retaining the forms and documents?					
	(iii) Is the instructions for completing the form on the form or in a separate document?					
	(iv) Does the number and content of the forms depend on the size and complexity of the organisation and					

	the variety of aircraft and aeronautical products for which ratings are issued?					
	(v) Does the Revisions or additions to the forms section of the AMO Procedures Manual follow the documented revision procedures?					
	(vi) Does the AMO Procedures Manual refer to a separate document of forms that provides samples of the forms with instructions?					
	(vii) The forms included in the manual shall be samples of each form, tag, and label described in the procedures within the AMO Procedures Manual, such as a:					
	1) Work order;					
	2) Discrepancy log;					
	3) Record of employee training;					
	4) Calibration report;					
	5) Approval for return to service;					
	6) Mechanical reliability report; and					
	7) Malfunction and defect report					
4.	Are all systems, checks and procedures in accordance with the applicable regulations?	SLCAR Part 8B chpt 5.1				
5.	Are all systems described in the MPM in place and operational?					
6.	Are referenced manuals available and adequate for the use?					
7.	Does the statement of compliance address all Regulatory requirements.					
8.	Are all references given in the statement of compliance Adequately addressed in the MPM and adequately describe the means of compliance with the particular regulations?					
9.	Does the manual contain the following sections in accordance with SLCAR Part 8B with policy guidance and instructions presented in a clear and concise manner?					
10.	Does the MPM meet the following minimum standards?					
	(a) Is the Quality Manager responsible for:					
	(i) Monitoring the amendment of the MPM, including associated procedure manuals.					
	(ii) Submitting proposed amendments to the Authority.					
11.	Completed by: (Name) Position:					

	Signature:
	Date of Evaluation
	The Maintenance Procedures Manual along with this Compliance Checklist has been evaluated and found to be **SATISFACTORY/UNSATISFACTORY**. I recommend that it is **APPROVED/NOT APPROVED**
	Comments **Signature of Inspectors with date:**
12.	**I hereby Approve / do not Approve the Maintenance Procedures Manual** Airworthiness Manager Remarks and Recommendation
13.	**Name of Airworthiness Manager** **Signature and Date.....**