	QUALITY ASSURANCE AUDIT CHECKLIST	Reference:	CL: O-AWS041
		Revision:	Revision 0

Assessment Code: S = Satisfactory U = Unsatisfactory NS = Not Seen NA = Not Applicable.

S/N	*Audit / Inspected Area* **Audit Questions**	REFERENCE REGULATIONS	INSPECTOR'S OBSERVATION				
	ITEM		COMPLIANCE VERIFIED				REMARKS
			S	U	NS	NA	
1.	**INSPECTORS TRAINING SYSTEM (ITS)**						
	Inspector Audited:		Date:				
1.1	**FORMAL TRAINING RECORDS**						
1.1.1	Has Inspector done the SLCAA-IFSS Indoctrination?						
1.1.2	Has Inspector done a Certification course (AOC or AMO)?						
1.1.3	Has Inspector done a Surveillance course (Air Operator Surveillance)?						
1.1.4	Has Inspector done a Personnel Licensing course?						
1.1.5	Has Inspector done an Investigation course (Compliance & Enforcement or Accident Investigation)?						
1.1.6	Has Inspector done a Job Skills course (A/c certification, Major Repair, SMS, Aviation Safety Prog)?						
1.1.7	Has Inspector done an A/P or Avionics type course (Job functions)?						
1.1.8	Has Inspector done a Cabin Safety course?						
1.1.9	Has Inspector done a Management course?						
1.2	**QUALIFYING OF INSPECTORS**						
1.2.1	Check training folder whether Inspector meets the training requirements						
1.2.2	Discussion with Senior Management on general behavioral attitude of Inspector (fresh issuance)						
1.2.3	Crosscheck the Form: AC-AWS017 with attached evidence of work						
1.3	**ISSUANCE OF SCOPE OF AUTHORISATION**						
1.3.1	Crosscheck Form: AC-AWS032 with experience and training						
1.3.2	Crosscheck Form: AC-AWS032 with scope of authorisation						
2.	**DATABASE**						
	Database Audited:		Date:				

2.1	**CONTENT OF THE DATABASE**						
2.1.1	Is the Information grouping done properly?						
2.1.2	Are the dates correct?						
2.1.3	Are the References correct?						
2.1.4	Is information of Description correct?						
2.1.5	Is the Corrective Action Plan *(if applicable)* appropriate?						
2.1.6	Is the Closure of deficiencies *(if applicable)* conclusive?						
2.1.7	Was the Timeline *(if applicable)* followed?						
2.1.8	Was database properly updated?						
2.1.9	Others specify?						
2.2	**INPUT OF INFORMATION**						
2.2.1	Crosscheck the inputted information with the hard copy? *(randomly)*						
2.3	**SHARING OF DATABASE**						
2.3.1	Is the database stored properly in a secure format?						
2.3.2	Is the database distributed to designated Officers?						
2.3.3	Is the database accessible to designated Inspectors?						
2.3.4	Is there proper back-up for the database?						
3.	**MODIFICATION/REPAIRS**						
	Modification Audited:		Date:				
3.1	**ASSESSMENT OF INSPECTOR THAT CARRIED OUT EVALUATION**						
3.1.1	Is the Inspector qualified to do this evaluation?						
3.2	**APPLICATION SUBMITTED**						
3.2.1	Are Forms O-AWS013 & O-AWS013A properly completed?						
3.2.2	Are relevant supporting documents attached?						
3.2.3	Was the application properly evaluated?						
3.3	**FINAL APPROVAL**						
3.3.1	Did the Inspector file the approval through the Airworthiness Manager & DFSS?						
4.	MANUALS						
	Name of Operator:		**Date:**				
	Type of Manual:		**A/C Type & Model:**				
	Name of Inspector that evaluated the manual:						
4.1	**MANUAL AUDIT**						
4.1.1	Is manual bound in four (4) rings folder?						
4.1.2	Is manual approved?						
4.1.3	Are List of Effective Pages (LEPs) signed, stamped and dated?						
4.1.4	Do all the pages in the LEP & Tables of Contents correlate with those within the manual?						

No.	Item					
4.1.5	Do the revision numbers and dates in the LEP correlate with those at the footer or header of the manual pages?					
4.1.6	Are the critical areas of the manual appropriately documented?					
4.1.7	Is the manual current? *(Check revision status of the source documents as applicable:)*					
4.1.7.1	MMEL rev.					
4.1.7.2	CDL					
4.1.7.3	Aircraft Maintenance Manual rev.					
4.1.7.4	Engine Maintenance Manual rev.					
4.1.7.5	Maintenance Planning Document rev.					
4.1.7.6	Current SLCARs					
4.1.7.7	Operator's name & postal address					
4.1.7.8	Base & Line Station Locations					
4.1.7.9	Names of Post Holders					
4.1.7.10	Scope of Work or Capability List					
4.1.7.11	Others *(Specify)*					
4.1.7.12	Is the soft copy of the manual in the pouch readable?					
4.1.7.13	Are soft copies of the source documents attached and readable *(e.g. MMEL, MPD, Airframe MM, Engine MM, etc.)*					
4.2	**CHECKLIST USED FOR EVALUATION**					
4.2.1	Is the appropriate checklist for manual issue/re-issue attached?					
4.2.2	Is checklist properly filled and signed by Inspector(s)?					
4.2.3	Is checklist signed by Airworthiness Manager?					
5.	**FACILITY/SAFETY MANAGEMENT**					
	Facility Audited:		Date:			
5.1	**FACILITY/NAME OF OFFICE AUDITED**					
5.1.1	Does the office have sufficient work area, lighting and ventilation?					
5.1.2	Are work areas clean and organized? *E.g. free of irrelevant items*					

5.1.3	Are fire extinguishers available, serviceable, properly located and identified?						
5.1.4	Is there an emergency exit?						
5.1.5	Is emergency exit clearly marked and free of obstruction?						
5.2	**TOOLS, EQUIPMENT AND MATERIALS**						
5.2.1	Are required tools available *e.g. Civil Aviation Act, SLCARs, TGM, Compliance and Enforcement Handbook?*						
5.2.2	Are required stationaries *(e.g. computers/laptops, printers, photocopiers)* available and serviceable?						
5.2.3	Are operational vehicles sufficient and serviceable?						
5.2.4	Are Inspectors operational kits *(e.g. reflective jacket, access pass etc.)* adequate?						
5.3	**RECORD KEEPING**						
5.3.1	Is there sufficient space for records keeping?						
5.3.2	Is there a proper record control system?						
5.3.3	Are records properly arranged?						
5.3.4	Are expired documents properly archived?						
5.3.5	Does the library have access to manufacturers information?						
5.4	**MANAGEMENT OF CHANGES**						
5.4.1	Are revisions to source documents properly circulated?						
5.5	**STAFF NUMBERS AND MAN-HOUR PLAN**						
5.5.1	Are staff properly identified?						
5.5.2	Is there sufficient number of technically qualified staff?						
5.5.3	Is Inspectors work period in accordance with SOPs?						
5.6	**STATE SAFETY PROGRAMME**						
5.6.1	Is there State Safety policy and objectives?						
5.6.2	Is there Management commitment and responsibility?						
5.6.3	Is there safety accountability in place?						
5.6.4	Are qualified personnel appointed into key positions?						
5.6.5	Is there emergency response planning in place and properly coordinated?						
5.6.6	Are SMS activities properly documented and implemented?						
5.7	**STATE SAFETY RISK MANAGEMENT**						
5.7.1	Is there hazard identification programme in place?						
5.7.2	Is there safety risk assessment and mitigation programme in place?						

5.8	**STATE SAFETY ASSURANCE**						
5.8.1	Is there safety performance monitoring and measurement in place?						
5.8.2	Is there a system for the continuous improvement of SMS programme?						
5.9	**STATE SAFETY PROMOTION**						
5.9.1	Is SMS part of Inspectors training and educational records?						
5.9.2	Is there safety awareness/communication system in place?						
6.	**AIRCRAFT, RAMP, MAINTENANCE & CERTIFICATION**						
	Audited Item:		Date:				
6.1	**CERTIFICATE OF AIRWORTHINESS [C of A] AND MAINTENANCE CLEARANCE CERTIFICATE [MCC] ISSUE/RENEWAL**						
6.1.1	Is the inspector qualified for the job?						
6.1.2	Is the required checklist kept in the issue/renewal folder?						
6.1.3	Are the correct forms and checklists used, properly filled and signed?						
6.1.4	Is the report prepared/arranged according to the TGM?						
6.1.5	Are the finding(s) properly closed?						
6.1.6	Was the checklist signed by the Airworthiness manager as applicable?						
6.1.7	Are the original copies of the aircraft C of R, Noise certificate and previous C of A/MCC issued in the aircraft folder?						
6.2	**AMO & AOC [AIRWORTHINESS ASPECTS] CERTIFICATION AND FOREIGN AIRLINE BASE INSPECTION**						
6.2.1	Are the procedures in the relevant section of the TGM and SLCARs followed *(e.g. phase – to – phase clearance)*?						
6.2.2	Are the necessary documents required for the certification kept in the folder?						
6.2.3	Are job aids for each phase properly filled?						
6.2.4	Are the correct form(s) and checklist(s) used, properly filled and signed?						
6.2.5	Is the report prepared/arranged properly?						
6.3	**RAMP INSPECTION/DATABASE/ANALYSIS**						
6.3.1	Is the checklist properly filled and signed?						
6.3.2	Is the ramp notice properly closed, if any?						
6.3.3	Is the ramp database up to date?						
6.4	**AIRCRAFT TYPE CERTIFICATE ACCEPTANCE**						

6.4.1	Are the procedures in the relevant section of the TGM and SLCARs followed?						
6.4.2	Was the correct checklist and forms used, properly filled and signed?						
6.4.3	Does the Technical Library have access to the manufacturers portal for all the aircraft which TC have been accepted by SLCAA?						
6.4.4	Are the records complete and properly kept?						
7	**1. Observations And Comments** **Immediate Action Required**						
8.	**AUDITOR(s):** **NAMES, SIGN & DATE**						
9.	**QAS COORDINATOR:** **NAME, SIGN & DATE:**						