



MOM-PART M COMPLIANCE LIST

THIS LIST MUST BE COMPLETED AND ENCLOSED WITH APPLICATION

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AACK/DSF/AIW/MAI-FRM 005d Ver. 3 /01.01.2016

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M.A. 617(1) to (6) Changes to the approved maintenance organisation	M.A. 616		
		-name, locationnotification to the authority	
M.A. 618(a)(1) Continued validity of approval	M.A. 618(a)(1)		

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EC. No. 2042	Content	Reference
	- compliance with Part M	
M.A. 618(a)(2)	Continued validity of approval - access to the organisation	
M.A. 618(a)(3)	Continued validity of approval - surrendered or revoked approval	
M.A. 618(b)	Continued validity of approval - returns of certificate	
M.A. 619(a)	Findings - level 1	
M.A. 619(b)	Findings - level 2	
M.A. 619(c)	Findings - corrective action	

Decision No 2003/19/RM Appendix IV to AMC M.A.604 Maintenance Organisation Manual	MOM reference	CAAK REMARKS
		(CAAK USE ONLY)
Part A. — General		
— Table of content		
— List of effective pages		
— Record of amendments		
— Amendment procedure		
• Drafting		
Amendments requiring direct approval by the competent authority		
• Approval		
— Distribution		
Name or title of each person holding a copy of the manual		
Accountable manager statement		
Approval of the manual		
Statement that the maintenance organisation manual and any incorporated		
document identified therein reflect the organisation's means of compliance		
with Part-M		
Commitment to work according to the manual		
Commitment to amend the manual when necessary		
Part B — Description		
— Organisation's scope of work		
Description of the work carried out by the organisation (type of product, type of work) and subcontracted work		
Identification of the level of work which can be performed at each facility.		
— General presentation of the organisation		
Legal name and social status		
Name and title of management personnel		
Accountable manager		
Senior managers		
Duties and responsibilities		
— Organisation chart		
— Certifying staff		
Minimum qualification and experience		
List of authorised certifying staff		
— Personnel		
Technical personnel (number, qualifications and experience)		
Administrative personnel (number)		

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Decision No 2003/19/RM	MOM reference	CAAK
Appendix IV to AMC M.A.604 Maintenance Organisation Manual	WOW reference	REMARKS
Appendix IV to Allio III.A.004 Maintenance Organisation Manual		(CAAK USE
		ONLY)
General description of the facility		
Geographical location (map)		
• Plan of hangars		
Specialised workshops		
Office accommodation		
• Stores		
Availability of all leased facilities.		
— Tools, equipment and material		
List of tools, equipment and material used (including access to tools used on		
occasional basis)		
Test apparatus		
Calibration frequencies		
— Maintenance data		
List of maintenance data used in accordance with M.A.402, and appropriate		
amendment subscription information (including access to data used on		
occasional basis).		
Part C — General Procedures		
— Organisational review		
Purpose (to insure that the approved maintenance organisation continues to		
meet the requirements of Part-M)		
Responsibility		
Organisation, frequency, scope and content (including processing of		
authority's findings)		
Planning and performance of the review		
Organisational review checklist and forms		
Processing and correction of review findings		
Reporting		
Review of subcontracted work		
— Training		
Description of the methods used to ensure compliance with the personnel		
qualification and training requirements (certifying staff training, specialised		
training)		
Description of the personnel records to be retained		
— Contracting		
Selection criteria and control		
Nature of contracted work		
List of contractors		
Nature of arrangements		
Assignment of responsibilities for the certification of the work performed		
— One time authorisations		
Maintenance checks		
Certifying staff		
Part D — Working Procedures		
— Work order acceptance		
Preparation and issue of the work package		
Control of the work order		
Preparation of the planned work		
Work package content (copy of forms, work cards, procedure for their use,		
distribution)		
Responsibilities and signatures needed for the authorisation of the work		
- Logistics		
L	1	1

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Decision No 2003/19/RM	MOM reference	CAAK
	WOW reference	CAAK REMARKS
Appendix IV to AMC M.A.604 Maintenance Organisation Manual		(CAAK USE
		ONLY)
Persons/functions involved		·
Criteria for choosing suppliers		
Procedures used for incoming inspection and storage of parts, tools and		
materials		
Copy of forms and procedure for their use and distribution		
— Execution		
Persons/functions involved and respective role		
Documentation (work package and work cards)		
Copy of forms and procedure for their use and distribution		
Use of work cards or manufacturer's documentation		
Procedures for accepting components from stores including eligibility check		
Procedures for returning unserviceable components to stores		
Release to Service – Certifying staff		
Authorised certifying staff functions and responsibilities		
— Release to Service - Supervision		
Detailed description of the system used to ensure that all maintenance tasks,		
applicable		
to the work requested of the approved maintenance organisation, have been		
completed		
as required.		
Supervision content		
Copy of forms and procedure for their use and distribution		
Control of the work package		
Release to Service – Certificate of release to service		
Procedure for signing the CRS (including preliminary actions)		
Certificate of release to service wording and standardised form		
Completion of the aircraft continuing airworthiness record system		
Completion of EASA Form 1		
Incomplete maintenance		
Check flight authorisation		
Copy of CRS and EASA Form 1		
— Records		
— Special procedures		
Such as specialised tasks, disposal of unsalvageable components, re-certification of		
parts not having an EASA Form 1, etc.		
— Occurrence reporting		
Occurrences to be reported		
• Timeframe of reports		
• Information to be reported		
• Recipients		
— Management of indirect approval of the manual		
Amendments content eligible for indirect approval Page 2018-18-18-18-18-18-18-18-18-18-18-18-18-1		
• Responsibility		
• Traceability		
Information to the competent authority		
• Final validation		
Part E – Appendices		
— Sample of all documents used.		
List of maintenance locations. List of Part 145 or M.A. Subport Forganizations.		
— List of Part 145 or M.A. Subpart F organisations.		

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			MOM reference:	
Rules on professional training, professional qualifications and other requirements to be met by airline technical staff authorized for the maintenance of aircraft components.		by		
Organisation/Operator's name:	Signature:	Date:	MOM revision:	

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