

MOM-PART M COMPLIANCE LIST

THIS LIST MUST BE COMPLETED AND ENCLOSED WITH APPLICATION

MOM	MOM Reference
Cover page	
Content	
List of effective pages	
Log of revision	
Log of temporary revision	
Distribution list	
Revision notice	

EC. No. 2042	Content	Reference
M.A. 602	Application Form 2	
M.A. 603(a)	Extent of approval - The grant of approval	
M.A. 603(b)	Extent of approval - fabrication of parts	
M.A. 604(a)(1) to (8)	Maintenance organisation manual	
M.A. 604(b)	Maintenance organisation manual - approval	
M.A. 604(c)	Maintenance organisation manual - minor amendments	
M.A. 605(a)	Facilities - Facilities are provided for planed work	
M.A. 605(b)	Facilities - Office accommodation	
M.A. 605(c)	Facilities - Secure storage facilities	
M.A. 606(a)	Personnel requirements - accountable manager	
M.A. 606(b)	Personnel requirements - nominated persons	
M.A. 606(c)	Personnel requirements - knowledge, experience...	
M.A. 606(d)	Personnel requirements - number of staff	
M.A. 606(e)	Personnel requirements - recording of the qualification	
M.A. 606(f)	Personnel requirements - NDT	

EC. No. 2042	Content	Reference
M.A. 606(g)	Personnel requirements - certifying staff	
M.A. 606(h)(1) and (2)	Personnel requirements - certifying staff	
M.A. 607(a)(1)	Certifying staff - maintenance experience	
M.A. 607(a)(2)	Certifying staff - adequate understanding of aircraft	
M.A.607(b)(1)	Certifying staff - aircraft grounded at other location than main base	
M.A.607(b)(2)	Certifying staff - aircraft grounded at other location than main base	
M.A. 607(c)	Certifying staff Certifying staff records, list...	
M.A. 608(a)(1)	Components, equipment and tools - necessary tools, equipment...	
M.A. 608(a)(2)	Components, equipment and tools - access to occasionally used tools	
M.A. 608(b)	Components, equipment and tools - control, calibration, records	
M.A. 608(c)	Components, equipment and tools - classification, inspection, segregation	
M.A. 609	Maintenance data - current maintenance data	
M.A. 610	Maintenance work orders	
M.A. 611	Maintenance standards - subpart D standards	
M.A. 612	Aircraft certificate of release to service - issuing procedure	
M.A. 613(a)	Component certificate of release to service - Form 1	
M.A. 613(b)	Component certificate of release to service - computer data base	
M.A. 614(a)	Maintenance records - records of all maintenance carried out	
M.A. 614(b)	Maintenance records - copy of certificate of release to service to the owner	
M.A. 614 (c)(1)	Maintenance records - retention period, storage...	
M.A. 614(c)(2)	Maintenance records - back up	
M.A. 614(c)(3)	Maintenance records - transfer	
M.A. 615(a)	Privileges of the organisation - approval, location	
M.A. 615(b)	Privileges of the organisation - specialized services	
M.A. 615(c)	Privileges of the organisation - maintenance at other location	
M.A. 615(d)	Privileges of the organisation - issuing of certificate of release to service	
M.A. 616	Organisational review	
M.A. 617(1) to (6)	Changes to the approved maintenance organisation -name, location...notification to the authority	
M.A. 618(a)(1)	Continued validity of approval	

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)		

Decision No 2003/19/RM Appendix IV to AMC M.A.604 Maintenance Organisation Manual	MOM reference	CAAK REMARKS (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		

Decision No 2003/19/RM Appendix IV to AMC M.A.604 Maintenance Organisation Manual	MOM reference	CAAK REMARKS (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		
• 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. Subpart F organisations.		

Rules on professional training, professional qualifications and other requirements to be met by airline technical staff authorized for the maintenance of aircraft components.	MOM reference:

Organisation/Operator's name:	Signature:	Date:	MOM revision: