



-145 APPROVAL RECOMMENDATION REPORT

Par 2: PART-145 Compliance Audit Review

The five columns may be labeled & used as necessary to record the approval class &/or product line reviewed. Against each column used of the following PART-145 sub-paragraphs please either tick (√) the box if satisfied with compliance or cross (X) the box if not satisfied with compliance and specify the reference of Part 4 finding next to the box or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.

Para	Subject					
145.25	Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.30	Personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.35	Certifying Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.40	Equipment, Tools, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.42	Acceptance of Components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.45	Maintenance Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.47	Production Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.50	Certification of Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.55	Maintenance Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

145.60	Occurrence Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.65	Procedures & Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.70	See Part 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.75	Privileges of AMO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.80	Limitations on AMO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.85	Changes to AMO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.90	Continued Validity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPETENT AUTHORITY surveyor(s)

Signature(s):

Regulatory office:

Date of Form 6 part 2 completion:

**PART-145 APPROVAL RECOMMENDATION REPORT
 COMPETENT AUTHORITY FORM 6**

Part 3: Compliance with 145.A.70 Maintenance organisation exposition

Please either tick (√) the box if satisfied with compliance; or if not satisfied with compliance and specify the reference of the part 4 finding; or enter N/A where an item is not applicable; or N/R when applicable but not reviewed.

Part 1	MANAGEMENT	
1.1	<input type="checkbox"/>	Corporate commitment by accountable Manager
1.2	<input type="checkbox"/>	Safety and Quality Policy
1.3	<input type="checkbox"/>	Management personnel
1.4	<input type="checkbox"/>	Duties and responsibilities of the management personnel
1.5	<input type="checkbox"/>	Management Organisation Chart
1.6	<input type="checkbox"/>	List of Certifying staff (Note: a separate document may be referenced)
1.7	<input type="checkbox"/>	Manpower resources
1.8	<input type="checkbox"/>	General description of the facilities at each address intended to be approved
1.9	<input type="checkbox"/>	Organisations intended scope of work
1.10	<input type="checkbox"/>	Notification procedures to the competent authority regarding changes to the organisation's activities/approval/location/personnel
1.11	<input type="checkbox"/>	Exposition amendment procedures
Part 2	MAINTENANCE PROCEDURES	
2.1	<input type="checkbox"/>	Supplier evaluation and subcontract control procedures
2.2	<input type="checkbox"/>	Acceptance/inspection of aircraft components and material from outside contractors
2.3	<input type="checkbox"/>	Storage, tagging, and release of aircraft components and material to aircraft maintenance
2.4	<input type="checkbox"/>	Acceptance of tools and equipment
2.5	<input type="checkbox"/>	Calibration of tools and equipment
2.6	<input type="checkbox"/>	Use of tooling and equipment by staff (including alternate tools)
2.7	<input type="checkbox"/>	Cleanliness standards of maintenance facilities
2.8	<input type="checkbox"/>	Maintenance instructions and relationship to aircraft/aircraft component manufacturer's instructions including updating and availability to staff
2.9	<input type="checkbox"/>	Repair procedures

**PART-145 APPROVAL RECOMMENDATION REPORT
COMPETENT AUTHORITY FORM 6**

PART 3: Compliance with 145.A.70 Maintenance organisation exposition

2.10		Aircraft maintenance programme compliance
2.11		Airworthiness Directive procedure
2.12		Optional modification procedures
2.13		Maintenance documentation in use and completion of same
2.14		Technical record control
2.15		Rectification of defects arising during base maintenance
2.16		Release to service procedure
2.17		Records for the operator
2.18		Reporting of defects to COMPETENT AUTHORITY/Operator/Manufacturer
2.19		Return of defective aircraft components to store
2.20		Defective components to outside contractors
2.21		Control of computer maintenance record system
2.22		Control of man-hour planning versus scheduled maintenance work
2.23		Control of critical tasks
2.24		Reference to specific maintenance procedures
2.25		Procedures to detect and rectify maintenance errors
2.26		Shift / task handover procedures
2.27		Procedures for notification of maintenance data inaccuracies and ambiguities to the type certificate holder
2.28		Production planning procedures

Part L2

ADDITIONAL LINE MAINTENANCE PROCEDURES

L2.1		Line maintenance control of aircraft components, tools, equipment, etc
L2.2		Line maintenance procedures related to servicing/fuelling/de-icing, etc
L2.3		Line maintenance control of defects and repetitive defects
L2.4		Line procedure for completion of technical log
L2.5		Line procedure for pooled parts and loan parts
L2.6		Line procedure for return of defective parts removed from aircraft
L2.7		Line procedure for control of critical tasks

Part 3

QUALITY SYSTEM PROCEDURES

3.1		Quality audit of organisation procedures
3.2		Quality audit of aircraft
3.3		Quality audit remedial action procedure

**PART-145 APPROVAL RECOMMENDATION REPORT
 COMPETENT AUTHORITY FORM 6**

PART 3: Compliance with 145.A.70 Maintenance organisation exposition

3.4	<input type="checkbox"/>	Certifying staff qualification and training procedure
3.5	<input type="checkbox"/>	Certifying staff records
3.6	<input type="checkbox"/>	Quality audit personnel
3.7	<input type="checkbox"/>	Qualifying inspectors
3.8	<input type="checkbox"/>	Qualifying mechanics
3.9	<input type="checkbox"/>	Aircraft/aircraft component maintenance tasks exemption process control
3.10	<input type="checkbox"/>	Concession control for deviation from organisation's procedures
3.11	<input type="checkbox"/>	Qualification procedure for specialised activities such as NDT, welding etc
3.12	<input type="checkbox"/>	Control of manufacturers' and other maintenance working teams
3.13	<input type="checkbox"/>	Human Factors training procedure
3.14	<input type="checkbox"/>	Competence assessment of personnel

Part 4

4.1	<input type="checkbox"/>	Contracted operators
4.2	<input type="checkbox"/>	Operator procedures/paperwork
4.3	<input type="checkbox"/>	Operator record completion

Part 5

APPENDICES

5.1	<input type="checkbox"/>	Sample Documents
5.2	<input type="checkbox"/>	List of sub-contractors
5.3	<input type="checkbox"/>	List of line maintenance location
5.4	<input type="checkbox"/>	List of Part-145 organisations

Date of Form 6 part 3 completion:

MOE Reference:

MOE Amendment:

COMPETENT AUTHORITY audit staff:

Signature(s):

COMPETENT AUTHORITY office:
 completion:

Date of Form 6 part 3

**PART-145 APPROVAL RECOMMENDATION REPORT
 COMPETENT AUTHORITY FORM 6**

Part 4 : Findings regarding PART-145 compliance status

Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for the necessary corrective action.

Part 2 or 3 ref.	Audit reference(s): Findings	L e v e l	Corrective action		
			Date Due	Date Closed	
					Reference

5) PART-145 APPROVAL RECOMMENDATION REPORT
COMPETENT AUTHORITY FORM 6

Part 5 : PART-145 Approval or continued approval or change recommendation*

Name of organisation:

Approval reference:

Audit reference(s):

The following PART-145 scope of approval is recommended for this organisation:

Or, it is recommended that the PART-145 scope of approval specified in Competent Authority Form 3 referenced

..... be continued.

Name of recommending COMPETENT AUTHORITY surveyor:

Signature of recommending COMPETENT AUTHORITY surveyor:

Regulatory Office:

Date of recommendation:

Form 6 review (quality checks):

Date:
