

## MOA(Part-145) Audit Checklist

Initial issue       Reissue       Change

Part A: General	
Name of organization	
Approval reference	
Address of facility audited	
Audit period	From _____ to _____
Date(s) of audit	
Audit reference(s)	
Lead auditor	
Auditing team	
Part B: Part-145 Compliance Audit Review	
<p>Please either tick (√) result box if satisfied with CAOIRI Part-145 compliance or cross (X) the box if not satisfied with compliance and specify the number and reference of finding in the remarks column, or enter N/A where an item is not applicable or N/R when applicable but not reviewed in the result box.</p>	

REGULATION	PART 145 REFERENCE	COMMENT	RESULT
<b>145.A.10 Scope</b>			
Requirements to Qualify	145.A.10		
<b>145.A.15 Application</b>			
Application	145.A.15		
<b>145.A.20 Terms of Approval</b>			
Ratings See also AMC 145.A.20	145.A.20		
<b>145.A.25 Facility requirements</b>			
Management and Admin	145.A.25(b)		
Records – Planning – Quality	145.A.25(b)		
Adequate accommodation protected from weather elements	145.A.25(a)		
Location and Security	145.A.25(d)		
Technical Support / Engineering	145.A.25(b)		
Working Area	145.A.25(a)		
House-Keeping	145.A.25(c)		
Certification Sign Off Area	145.A.25(b)		
<b>Environment</b>	145.A.25(b)		
Office and Working Areas	145.A.25(c)		
Work Tables and Equipment	145.A.25(c)		
Cleaning Facilities	145.A.25(c)		
Humidity and Temperature	145.A.25(c)		
Inspection Aids	145.A.25(c)		
Access Equipment	145.A.25(c)		
Function and Test	145.A.25(c)		
Contamination	145.A.25(c)		
Noise Protection	145.A.25(c)		
Lighting	145.A.25(c)		
<b>Storage Facilities</b>			
Equipment and Tools	145.A.25(d)		
Parts and Materials	145.A.25(d)		
ESD Protection	145.A.25(d)		
Segregation	145.A.25(d)		
Racking / Binning	145.A.25(d)		
Bulk / Sheet Material Interview	145.A.25(d)		
OEM Storage Instructions	145.A.25(d)		
Access Restricted to Authorised Personnel only	145.A.25(d)		

<b>145.A.30 Personnel requirements</b>			
Responsibilities defined and understood	145.A.30(g)		
Knowledge and satisfactory experience	145.A.30(e)		
Application of the safety and quality policy	145.A.30(a)		
Adequate understanding of CAOIRI Part 145	145.A.30(e)		
Supervision of activities	145.A.30(d)		
Managerial deputies	145.A.30(b)4		
Control of activities	145.A.30(a)		
Staff Competence assessed	145.A.30(e)		
Form 4s submitted	145.A.30(b)2		
Other Personnel			
One off authorisation reported to CAOIRI within 7 days	145.A.30(j)5		
Specialised services staff	145.A.30(e) & (f)		
Appropriate Qualifications	145.A.30(e)		
Production man-hours plan	145.A.30(d)		
Register of B1 and B2 support staff	145.A.30		
Responsibilities appropriate to terms of reference and function	145.A.30(e)		
Sufficient certifying staff	145.A.30(d)		
Sufficient to plan and perform	145.A.30(d)		
Quality function man-hours	145.A.30(d)		
Job description defined	145.A.30(e)		
Compliance with EN 4179	145.A.30(f)		
Experience appropriate to function	145.A.30(e)		
Issue of one off Authorisations	145.A.30(j)		
Competence			
Established in accordance with MOE	145.A.30(e)		
Established qualification standards	145.A.30(e)		
Assessment of sub contract staff	145.A.75(b)		
Initial and continuation training (incl Human Factors)	145.A.30(e)		
Authorisation of Flight Crew	145.A.30(j)		
Human Factors assessment	145.A.30(e)		
Assessment of all Personnel	145.A.30(e)		
Record of qualification and competence assessment	145.A.30(e)		

<b>145.A.35 Certifying Staff and Support Staff</b>			
Central Record Information Complete	145.A.35(j)		
Accurate	145.A.35(j)		
Up to date	145.A.35(j)		
Restricted to appropriate staff	145.A.35(j)		
QA oversight	145.A.35(i)		
Details required information	145.A.35(j)		
Retention of records	145.A.35(j)		
Control of inspection stamps	145.A.35(j)		
<b>Authorisation Document</b>			
Provided to and held by staff	145.A.35(k)		
Scope of authorisation defined	145.A.35(h)		
<b>Authorisation Issue &amp; Renewal</b>			
Authorisation Procedures Training	145.A.30(e)		
Competency	145.A.30(e)		
Recency	145.A.35(c)		
Based on valid licence	145.A.35(g)		
<b>Competence</b>			
Adequate understanding of tasks	145.A.35(a)		
Maintenance experience	145.A.30(e)		
Qualification	145.A.30(f)(g)(h) & 145.A.35(g)		
<b>Continuation Training</b>			
Plan for initial and continuation training	145.A.35(e)		
Procedures	145.A.35(d)		
Human Factors	145.A.35(d)		
Programme defined	145.A.35(e)		
Content	145.A.35(e)		
Technical Knowledge	145.A.35(d)		
Frequency in 2 year period	145.A.35(d)		
<b>145.A.37 Maintenance personnel duty time limitations</b>			
8 consecutive hours in the 24-hour period	145.A.37(a)		
4 periods of at least 24 consecutive hours	145.A.37(b)		
<b>145.A.40 Equipment, Tools and Material</b>			
<b>Tools &amp; Test Equipment Sufficient for</b>			
Approved scope of work	145.A.40(a)		
OEM and alternative tools	145.A.40(a)		
Access equipment and inspection docking	145.A.40(a)		
Personal tool control	145.A.40(a)		

<b>145.A.40 (cont.)</b>			
Control register of in-use tools	145.A.40(a)		
Calibration standards	145.A.40(a)		
Calibration records	145.A.40(a)		
Availability satisfactory	145.A.40(a)		
Line procedures	145.A.40(a)		
Calibration control and identification	145.A.40(b)		
<b>145.A.42 Acceptance of Components</b>			
<b>Goods Inwards</b>			
<b>Appropriately released</b>			
Acceptance / Goods in (Form 1, etc)	145.A.42(a)		
Supplier evaluation	145.A.42(a)		
Marked iaw Part 21 Subpart Q	145.A.42(a)1		
Segregated	145.A.42(a)		
Raw material – spec and traceability	145.A.42(a)5		
Standard parts	145.A.42(a)4		
<b>Eligibility &amp; Modification status</b>			
ADs	145.A.42(b)		
Details on Form 1	145.A.42(b)		
<b>Fabrication of Parts</b>			
Part No. reflects manufacturing data	145.A.42(c)		
Internal use only	145.A.42(c)		
TC, STC or DOA data	145.A.42(c)		
Inspected	145.A.42(c)		
Defined in scope of work	145.A.42(c)		
Correctly identified and marked	145.A.42(c)		
Unsalvageable parts	145.A.42(d)		
<b>145.A.45 Maintenance Data</b>			
Readily available (close proximity)	145.A.45(f)		
Applicable standards	145.A.45(b)		
For approved Scope of Work	145.A.45(a)		
Up to Date	145.A.45(a)(g)		
Applicable for work in progress	145.A.45(a)		
<b>Inaccurate Data</b>			
Reporting forms easy to use and readily available	145.A.45(c)		
Record of communication with author	145.A.45(c)		
Record of deficiency	145.A.45(c)		
<b>Regulatory and Advisory Information</b>			
TCDS	145.A.45(b)		
ADs	145.A.45(b)		
Approved Organisations list	145.A.45(b)		

<b>145.A.45 (cont.)</b>			
<b>Publications Available</b>			
TC Holders Manuals	145.A.45(b)		
Component Manufacturer	145.A.45(b)		
CMM	145.A.45(b)		
Repair Data	145.A.45(b)		
Applicable Standards	145.A.45(b)		
NDTM	145.A.45(b)		
IPC	145.A.45(b)		
Approved Organisations List	145.A.45(b)		
SRM	145.A.45(b)		
S/Ls	145.A.45(b)		
CCP	145.A.45(b)		
S/Bs	145.A.45(b)		
<b>Manual Condition and Control</b>			
Reader / Printer / Terminal	145.A.45(b)		
Condition	145.A.45(b)		
CD controls	145.A.45(b)		
Availability	145.A.45(b)		
Serviceability	145.A.45(b)		
Manual Amendments	145.A.45(b)		
<b>MO Produced Data</b>			
Traceable to source documentation	145.A.45(d)		
Up to Date	145.A.45(b)		
Standardisation of documentation	145.A.45(e)		
Revision control	145.A.45(e)		
Meets OEM intent	145.A.45(d)		
Publication and control procedure	145.A.70(a)		
Availability	145.A.45(a)		
<b>145.A.47 Production Planning</b>			
<b>Planning</b>			
Planning support during maintenance	145.A.47(a)		
Availability of resources	145.A.47(a)		
Planning of safety critical maintenance tasks	145.A.65(b)3		
Pre planning procedures	145.A.47(a) & 145.A.30(d)		
<b>Handover</b>			
Handover Procedures	145.A.47(c)		
Suitable handover area	145.A.47(b)(c)		
Adequate shift overlap	145.A.47(b)(c)		
Verbal and written handover	145.A.47(c)		

<b>145.A.50 Certification of Maintenance</b>			
<b>CRS Issued</b>			
Appropriately authorised staff with signature	145.A.50(b)		
CRS statement correct	145.A.50(b)		
Dated and life limitation (hours, cycles)	AMC 145.A.50(b)		
Approval reference and inspection stamp legibility	AMC 145.A.50(b)		
Operator agreement for deferred items	145.A.50(c)(e)		
Cross-referenced to maintenance data used i.e. Maint.	145.A.50(b)		
Uncompleted work	145.A.50(e)(c)		
Planning support during maintenance	145.A.47(a)		
No hazardous non-compliances	145.A.50(a)		
Details of work carried out and Work Pack references	145.A.50(b)		
Reflects work order	145.A.50(a)		
Programme or Task	AMC 145.A.50(b)		
Revision status of maintenance data	145.A.50(b)		
Dimensional information retained	AMC 145.A.50(b)		
Fully completed and signed	145.A.50(b)		
<b>Work Sheet Control</b>			
Tally sheet control of scheduled and unscheduled task cards / work sheets	145.A.45(e) & 145.A.50(a)		
Cross-reference to additional work sheets	145.A.45(e) & 145.A.50(a)		
<b>145.A.55 Maintenance Records</b>			
<b>Documentation</b>			
Protection from fire, theft and flood	145.A.55(c)		
Records provided to Operator	145.A.55(b)		
In an acceptable manner	145.A.55(c)		
Legible	145.A.55(a)		
Computer programme safeguards against unauthorised use	145.A.55(c)2		
Copies retained for 5 years but consider CAOIRI Part M.A.305(h)	145.A.55(c)		
CRS / Form 1 raised	145.A.55(b)		
Computer back up and storage satisfactory	145.A.55(c)(2)		

<b>145.A.60 Occurrence Reporting</b>			
<b>Internal Reporting Occurrence</b>			
Report from accessible and easy to use	145.A.60(c)		
Evidence of investigations	145.A.60(b)		
Just culture / disciplinary policy	145.A.60(b)		
Evidence of feedback to reportees	145.A.60(b)		
<b>Reports Made</b>			
Reports submitted within 72 hours	145.A.60(e)		
- to the CAOIRI	145.A.60(a)		
- to the Operator	145.A.60(a)		
- to the TC Holder (state of registry)	145.A.60(a)		
What reporting form used	145.A.60(c)		
Follow up / tracking effective	145.A.60(b)		
Dissemination of findings	145.A.60(b)		
Review meetings / bodies	145.A.60(b)		
Closure recommendations	145.A.60(b)		
Standard of Completion	145.A.60(c)		
<b>145.A.65 Safety and Quality Policy, maintenance procedures and Quality System</b>			
<b>To Ensure Good Maintenance Practices</b>			
Readily available to all staff	145.A.65(b)		
Human Factors principles considered	145.A.65(b)		
Safety and Quality Policy in MOE	145.A.65(a)		
Provision and control of specialised services	145.A.65(b)		
Review / Control Procedure	145.A.65(b)		
Work orders / contracts	145.A.65(b)		
Minimise errors on Critical Systems	145.A.65(b)3 x AMC		
Adequately Descriptive	145.A.65(b)		
Departmental Practices	145.A.65(b)		
Certification Procedures	145.A.65(b)		
Procedure Ownership	145.A.65(b)		
Method of Work Control and Sub-contracting	145.A.65(b)(1)		
Findings notified to appropriate dept	145.A.65(c)(2)		
Remedial actions	145.A.65(c)(2)		
Findings clearly identified	145.A.65(c)(2)		
Accountable Manager quality meetings	145.A.65(c)(2)		
Senior Manager involvement	145.A.65(c)(2)		
Procedures Audits	145.A.65(c)(1)		
Product sample audits for each product line	145.A.65(c)(1)		
Workshop Audit	145.A.65(c)(1)		



<b>145.A.65 (cont.)</b>			
Audit reports adequately descriptive	145.A.65(c)(1)		
Random Audits	145.A.65(c)(1)		
Follow up appropriate	145.A.65(c)(2)		
Audit closed appropriately	145.A.65(c)(2)		
Audit Plan	145.A.65(c)(1)		
Feedback system working	145.A.65(c)(2)		
Out of hours monitoring	145.A.65(c)(1)		
All aspects of Part 145 compliance are checked every 12 months	145.A.65(c)(1)		
Independence of auditors	145.A.65(c)(1)		
Target rectification dates for action	145.A.65(c)(2)		
Qualification Procedures	145.A.65(c)(1)		
Effectiveness of audit programme	145.A.65(c)(2)		
Records retained > 2 years	145.A.65(c)(2)		
Competency assessment	145.A.65(c)(1)		
Root cause addressed	145.A.65(c)(2)		
Line station audits	145.A.65(c)(1)		
Findings corrected in timely manner	145.A.65(c)(2)		
Training of Auditors	145.A.30(e) & 145.A.65		
<b>145.A.70 Maintenance Organisation Exposition</b>			
Accountable Managers statement signed	145.A.70(a)		
Scope of work reflects activity	145.A.70(a)		
List of sub contract organisation			
Nominated persons correct			
Capability list			
Minor amendments			
Availability			
Approval of changes to the MOE by the CAOIRI	145.A.70(b)		
Indirect approval for minor changes to the MOE	145.A.70(c)		
<b>145.A.75 Privileges of the organisation</b>			
a) Maintenance limited to that identified in the approval certificate at an approved location	145.A.75(a)		
b) Sub-contract control	145.A.75(b)		
c) Unscheduled Maintenance away from approved sites (procedures in MOE)	145.A.75(c)		

<b>145.A.75 (cont.)</b>			
d) Maintain any aircraft at a location identified as a line maintenance location capable of supporting minor maintenance. Identified in MOE.	145.A.75(d)		
e) Issue certificates of release to service in respect of paragraph (1) to (d) on completion of maintenance in accordance with Part 145.A.50	145.A.75(e)		
<b>145.A.80 Limitation on the organisation</b>			
Maintain an aircraft or aircraft component for which it is approved when all necessary facilities, equipment, tooling, material, approved technical data and certifying staff are available	145.A.80		
<b>145.A.85 Changes to the Organisation</b>			
<b>Agreed Procedures during Changes</b>	145.A.85		
The location of the organisation	145.A.85		
Additional locations of the organisation	145.A.85		
Changes to Capability Lists Controlled and recorded	145.A.85		
Company procedures	145.A.85		
The name of the organisation	145.A.85		
Certifying staff	145.A.85		
Any of the nominated persons	145.A.85		
The Accountable Manager	145.A.85		
Notification to the Authority	145.A.85		
Approved scope of work	145.A.85		
Facilities, equipment, tools, material etc	145.A.85		
<b>145.A.90 Continued Validity of Approval</b>			
Remain in compliance with CAOIRI Part 145	145.A.90(a)		
Access for CAOIRI	145.A.90(a)		
<b>145.A.95 Findings</b>			
Root cause addressed within agreed timescales	145.A.95(c)		
Corrective action plan	145.A.95(c)		

Note: Each level 1 and 2 finding should be recorded in Audit Report Finding & Corrective Action Request Form (CAOIRI Form 6) and should be sent to the organization (auditee) for the necessary corrective action.

Lead auditor name & signature:	Auditing team name(s) & signature(s):			
Date of checklist completion:				