

**Leaflet - 2****Quality Audit of Aircraft/Component****1 Objective**

This section outlines the policies and procedures adopted by the SLAF for carrying out a product audit on aircraft/Components at engineering and maintenance squadrons and formations.

**2 General Procedure**

- a. Audit will be carried out to verify the condition of the facility, procedures and practices in place for carrying out maintenance, product sampling (aircraft / component), which is the result of the procedures followed by maintenance personnel.
- b. Auditing will be based on the checklists, which are used to find out the anomalies in the facilities, procedures, products and non-conformities recorded.
- c. Non-conformities recorded will be referred to the relevant clause of AFO, or regulatory requirement
- d. Reference to the evidences related to the non-conformances will be mentioned in the non- conformances and copy retained in file for future reference.
- e. Signature of the auditee will be obtained in the non-conformances.
- f. List of non-conformances will be communicated to section in-charge (immediate senior in line) and OCM/CO
- g. Corrective measures will be suggested to correct the discrepancies and followed up for ensuring compliance.

**3 Audit Programme – Auditing Standards**

- a. Auditing standards will be based on SLAF requirement provided in AFO and based on self experience to correct the discrepancies observed. Audit points will be complied in the form of checklists and the same will be used.

**1) Product Samples (Aircraft and / or Equipment)**

- i. Auditing of aircraft / component will include verification of the airworthiness status of aircraft by following checklists and using experience to observe the discrepancies which may affect the airworthiness of the aircraft / component.
- ii. Status of completion of schedules, F-700, procedure sheets and NRCs including the transfer of defects to F-700 / NRC on the columns provided for recording the additional work carried out in the inspection schedule, will be verified
- iii. Compliance to the following requirements will be verified;
  - a) Compliance with manufacturers' and the organization's standard specifications and procedures;

- b) Condition of corrosion prevention and control treatments and other protective processes;
  - c) Procedures followed to ensure that entire aircraft is checked on completion of any work or maintenance, for loose tools, loose articles, general cleanliness and housekeeping.
  - d) Recording of observations.
  - e) Correct certification of maintenance documents, log books and recording of all maintenance work.
  - f) Adherence to the procedures.
  - g) Condition of aircraft / equipment.
- iv. Record of audit and spot checks made with respect to each aircraft will be maintained by the QAOs/QAIs.

## 2) Dates and Time Scales

- i. Regular Audit will be conducted on aircraft / equipment in following intervals, as per published audit plan.
  - a) Bi-Annual Audit Checklist - QA/CL/01
  - b) Quarterly Audit Checklist - QA/CL/02
  - c) CASS Audit Checklist - QA/CL/03
- ii. Variation to audit plan will be maintained to maximum of plus or minus two week for CQAO and one week for others and should be due to reasons beyond control of the organization such as weather, civil unrest etc.
- iii. Spot check audit will be carried out without any prior intimation to the personnel at the location.

## 4 Auditing Methods

Sampling and Trial method of auditing process will be followed, while preparing the audit check list for various maintenance and related activities.

### a. Sampling

Sampling is an audit method in which one of the activity / end product is randomly selected and audited to know whether the organization follows the set systems and procedures to produce a quality end product. Auditing by sampling method will be followed while auditing various systems and functions of the organization.

**b. "Trail" Audits**

- 1) Trail Audit is a procedure by which the audit is conducted on a process starting from its Initialization to completion. For example; Audit subject: Use of latest publication for maintenance activities. Trail Auditing will be carried out about the process used by the organization for ordering publication, keeping a track of its subscription status, system in place to ensure receipt of publication, documenting the receipt, dispatch of publication, review of publication, action taken to execute the requirement of the publication on the aircraft / component and so on.
- 2) Audit by Trail method will also be used while conducting audit of the maintenance organization's system and procedures.

**5 Appendix**

- Appendix A : Bi-Annual Audit Checklist (QA/CL/01)
- Appendix B : Quarterly Audit Checklist (QA/CL/02)
- Appendix C : CASS Audit Checklist (QA/CL/03)



## Appendix A

QA/CL/01

## COMMAND QUALITY ASSURANCE INSPECTORATE

## BI-ANNUAL AUDIT CHECKLIST

<b>Name of Flying / Aircraft engineering formation</b>	
<b>Date of Audit</b>	
<b>Name of section representative</b>	

**NOTE:** Specify the availability/non availability/satisfactory/ unsatisfactory state of the area of audit in the space provided under the comment. If any special observations are made, the same to be depicted in the space provided in the last page mentioning the item no.

## 1. PREVIOUS AUDIT

Item		Comments
1	Was the audit follow-up completed?	
1.1	List any outstanding audit findings respecting the previous audit?	
2	Have there been any additional Operations Specifications or a change to the Maintenance Scope of Approval / Authorized since the previous audit?	

## 2. MANAGEMENT

Item		Comments
1	Are their responsibilities defined in the job description?	
2	Does the management ensure that safety and quality objectives are understood and maintained by all personnel?	
3	Does the management conduct flight & ground safety meetings?	

<b>4</b>	Are Tech orders & SOPs available?	
4.1	Do they sign Tech orders (F-4820A) for current 06 months?	
<b>5</b>	Are adequate facilities provided for the technicians?	
<b>6</b>	Does the management consider the human limitation when detailing for work?	
<b>7</b>	Does the management reviews and follow up the audit report?	
<b>8</b>	Are they control satisfactory work environment?	

### 3. SUPPORT, OVERHAUL BAYS

Item		Comments
<b>1</b>	Do the Workshop/Bays follow the policies and procedures for Workshop/Bays?	
<b>2</b>	Do they have Job description to allocate responsibilities?	
<b>3</b>	Are operating instructions available?	
<b>4</b>	Do they have required manuals / Maintenance Instructions?	
4.1	Are they controlled?	
<b>5</b>	Do they have a list of competent personnel?	
<b>6</b>	Do they have a list of special authorized personnel?	
<b>7</b>	Do they have a continuation training program?	
<b>8</b>	Do they have adequate training aids?	
<b>9</b>	Do they have adequate special tools/equipment?	
9.1	Are they Properly calibrated?	
9.2	Are they properly attached with tags, labels?	
<b>10</b>	Do they have a spare requisition register?	
<b>11</b>	Do they have adequate PPE?	
11.1	Do they use PPE during maintenance?	
<b>12</b>	Do they have personnel files?	
12.1	Do they record outcome of personnel interviews?	

13	Do they use approved worksheets?	
14	How does the technician record additional defects discovered during the inspection process?	
15	Are F-556A register and worksheets updated and completed?	
16	Are they adhering to tool control procedure?	
17	Is there a system for managing of chemicals in use?	
18	Is there a system for managing consumables?	
19	Do they have unidentified aircraft parts stored in the bays?	
20	Do they have adequate fire appliances?	
21	Have they displayed adequate safety posters?	
22	Are they maintaining proper environmental condition?	
23	Do they practice 5S routing check?	

#### 4. FORWARD SUPPLY STORE

Item		Comments
1	Do they practice AIS procedure?	
2	Do they have a register for received components?	
3	Do they have a list of authorized AIS inspectors?	
4	Is there a system of quarantine?	
4.1	Is it segregated?	
4.2	Do they complete AIS with out delay?	
4.3	What are the actions taken for AIS rejects?	
5	Do they have a life monitoring system?	
6	Do they maintain the EPASS effectively?	
7	Is the staff competent for the job?	
8	Are the components are packed/blanked properly?	
9	Are the aeronautical products properly certified or re-certified?	
10	Are aeronautical products stored in an organized manner?	

10.1	Are aeronautical products isolated from non-aeronautical products?	
11	Do they have unserviceable /unidentified /untagged parts in the stores?	
12	Are RD items returned on time?	
13	Do they practice a tyre rotation and record them?	
14	Are components properly stored?	
15	Is the environment of the stores controlled?	
16	Do they check serviceability of fire system periodically?	
17	Is there a separate oil stores?	
18	Are oil and lubricant stored separately?	
19	Are the degraded fuel/oil/lubricant stored?	
20	Are they use separate pumps/taps for individual containers?	
21	Are the safety posters available adequately?	
22	Are they practice 5S routing check?	

## 5. TOOLS STORE

Item		Comments
1	Is there a tool control procedure?	
2	Are there orders / JD for tool man?	
3	Is the tool man competent?	
4	Is there a serviceable labels and equipment record?	
5	Is there a tool calibration due monitoring chart?	
6	Are there tools properly stored?	
7	Is there an effective system for tool control?	
7.1	Does the Master tool list updated?	
7.2	Does the daily tool issue up dated and maintained?	
7.3	Does 100 % tool check carried out during one month (SNCO I/C Tool stores)?	

7.4	Do they have a procedure for long term tool issue?	
8	Are there any unserviceable tools?	
9	Are there non applicable items available?	
10	Do they practice a corrosion control program?	
11	Do they practice a tool cleaning program?	
12	Do they have adequate PPE?	
12.1	<ul style="list-style-type: none"> <li>Goggles</li> </ul>	
12.2	<ul style="list-style-type: none"> <li>Ear protectors</li> </ul>	
12.3	<ul style="list-style-type: none"> <li>Safety Masks</li> </ul>	
12.4	<ul style="list-style-type: none"> <li>Rubber boots</li> </ul>	
12.5	<ul style="list-style-type: none"> <li>Glouse</li> </ul>	
12.6	<ul style="list-style-type: none"> <li>Safety belt and harness</li> </ul>	

## 6. Production Control

Item		Comments
1	Do they possess a job description?	
2	Is there a job detail file?	
3	Is there a procedure for production reporting?	
4	Is there a monthly maintenance plan?	
5	Do they maintain the readiness of rapid deployment team with all equipment?	
6	Is there a calculated man power index for each maintenance?	



## 7. DOCUMENT CONTROL

Item		Comments
1	Are job description available?	
2	Are required manuals available?	
3	Are publications / manuals up-to - date?	
4	Have they taken action on publications received?	
5	Are all manuals registered in Command Library?	
6	Is the master publication list includes? <ul style="list-style-type: none"> <li>• Last revised date</li> <li>• Number of copies</li> <li>• Locations</li> </ul>	
7	Is there a publication In/Out register?	
8	Do they have technical information in different mediums and have they converted them to English medium and authenticated?	
9	Are digital literature maintain?	
9.1	<ul style="list-style-type: none"> <li>• Availability of digital literature list</li> </ul>	
10	Do they have access to internet publications?	
11	Is there any uncontrolled or additional publications?	
12	Are they use obsolete documents?	
12.1	<ul style="list-style-type: none"> <li>• Are the training manuals clearly marked "for training purposes only"?</li> </ul>	
12.2	<ul style="list-style-type: none"> <li>• Are they marked as "UNCONTROLLED"?</li> </ul>	
13	Is the AFO Vol-4 updated?	
14	Is the MS & WS approved?	
15	Is the modification leaflet approved?	
16	Is there a register for received ADs. SBs, ASBs, TBs, CSNs etc?	
17	Are they maintain the AERMS effectively?	
18	Is the archive maintained?	
18.1	<ul style="list-style-type: none"> <li>• Availability of for archives In/Out register</li> </ul>	
18.2	<ul style="list-style-type: none"> <li>• Availability of archives In/Out procedure</li> </ul>	
18.3	<ul style="list-style-type: none"> <li>• Retention of archives documents</li> </ul>	
18.4	<ul style="list-style-type: none"> <li>• Safe custody archives key</li> </ul>	

**8. TECHNICAL CONTROL**

Item		Comments
1	Are job descriptions available?	
2	Are maintain records completed?	
2.1	<ul style="list-style-type: none"> <li>Worksheets</li> </ul>	
2.2	<ul style="list-style-type: none"> <li>Maintenance Schedules</li> </ul>	
2.3	<ul style="list-style-type: none"> <li>Propeller Engine log books</li> </ul>	
2.4	<ul style="list-style-type: none"> <li>Historical records</li> </ul>	
3	Are records of daily flying hours and condition maintain?	
4	Are defect analysis records updated?	
5	Are they calculate alert value and take action for "Does Exist"?	
6	Is there a monitoring system for Limited life-time components?	
7	Is there a record of battle damage?	
8	Is there a record of repair & modification?	
9	Is there a record of R&D?	
10	Are they practice proper cannibalization procedure?	

**9. PLANNING CONTROL**

Item		Comments
1	Are job descriptions available?	
2	Is there a maintenance forecast?	
3	Is there a register for demand/repair?	
4	Are records for tool / test equipment calibration maintained?	
5	Do they retain documents of dispatched items for repair/overhaul?	
5	Is there a register for F-4426?	

**10. PERSONNEL RECORD AND TRAINING**

<b>Item</b>		<b>Comments</b>
<b>1</b>	Is there a Training Manual?	
<b>1.1</b>	<ul style="list-style-type: none"> <li>Is there a training manual for type training as applicable for the each trade?</li> </ul>	
<b>2</b>	Are the job descriptions available?	
<b>3</b>	Are the approved Trg syllabus available?	
<b>4</b>	Are the competency list available?	
<b>5</b>	Is the training forecast available?	
<b>6</b>	Is there a system to reconduct the non-conducted trg classes?	
<b>7</b>	Is there a list of authorized trg instructors?	
<b>7.1</b>	Does the organization have a program to evaluate the instructors?	
<b>8</b>	Are additional training classes conducted?	
<b>9</b>	Is the attendance register available and updated?	
<b>10</b>	Are the results of previously conducted trg class accurate?	
<b>11</b>	Is there a record for Eng off practical record sheets?	
<b>12</b>	Have they conducted flight engineer & crew chief trg?	
<b>12.1</b>	<ul style="list-style-type: none"> <li>Availability of approved Trg syllabus</li> </ul>	
<b>12.2</b>	<ul style="list-style-type: none"> <li>Availability of standardization check record</li> </ul>	
<b>12.3</b>	<ul style="list-style-type: none"> <li>Availability of refresher trg record</li> </ul>	
<b>13</b>	Are Form 4820 properly maintained?	
<b>14</b>	Is there a system to distribute competency certificate?	
<b>15</b>	Are all training materials and manuals clearly marked "for Training Purposes Only"?	

**11. MAINTENANCE SUPPORT**

<b>Item</b>		<b>Comments</b>
<b>1</b>	Are Proof load testing done?	
<b>2</b>	Are all equipment serviced periodically?	
<b>3</b>	Are serviceable labels available in all equipment?	
<b>4</b>	Are all technicians hold relevant competencies?	
<b>5</b>	Is the special authorized person list available and updated?	
<b>6</b>	Are operating instructions available in all equipment (SOP)?	
<b>7</b>	Are there any defective/unserviceable equipment available?	
<b>8</b>	Are there demarcated places for each equipment?	
<b>9</b>	Can equipment take out easily?	
<b>10</b>	Are cylinders legibly marked to clearly identify the gas contained in them?	
<b>11</b>	Are the servicing schedules available for all GSE?	
<b>12</b>	Are the filters of rigs cleaned/replace periodically?	
<b>13</b>	Are the adequate measures has been taken to prevent contamination?	
13.1	<ul style="list-style-type: none"> <li>Hydraulic test rig</li> </ul>	
13.2	<ul style="list-style-type: none"> <li>Preservation rig</li> </ul>	
<b>14</b>	Is there system for tool management?	
<b>15</b>	Do they use PPE?	
<b>16</b>	Are they use adequate protective covers?	

**12. ASR**

<b>Item</b>		<b>Comments</b>
<b>1.0</b>	Is there effective system for asr in practice?	
1.1	<ul style="list-style-type: none"> <li>ASR Team with adequate technicians</li> </ul>	
1.2	<ul style="list-style-type: none"> <li>ASR Handing over Taking over procedures</li> </ul>	
1.3	<ul style="list-style-type: none"> <li>Availability of schedules for daily servicing</li> </ul>	
<b>2.0</b>	is there effective system to check fuel sample?	
2.1	<ul style="list-style-type: none"> <li>Location of cupboard</li> </ul>	
2.2	<ul style="list-style-type: none"> <li>Safe custody of key</li> </ul>	
2.3	<ul style="list-style-type: none"> <li>Availability of certificate</li> </ul>	
2.4	<ul style="list-style-type: none"> <li>Certificate retention period (archives)</li> </ul>	
	<ul style="list-style-type: none"> <li>Availability of fuel cupboard key in/out register?</li> </ul>	
<b>3.0</b>	Are the adequate measures has been taken to control towing operation?	
3.1	<ul style="list-style-type: none"> <li>Safe custody of key?</li> </ul>	
3.2	<ul style="list-style-type: none"> <li>Availability of license holders list?</li> </ul>	
3.3	<ul style="list-style-type: none"> <li>Availability of Tow vehicle key in/out register?</li> </ul>	
<b>4</b>	Are they practice daily FOD check?	
4.1	<ul style="list-style-type: none"> <li>Availability of records?</li> </ul>	
<b>5</b>	Are they aware of emergency procedure?	
<b>6</b>	Is the fire plan available?	
<b>7</b>	Are they use PPE?	
<b>8</b>	Are they maintain F-700 satisfactorily?	
8.1	<ul style="list-style-type: none"> <li>Any missing entries</li> </ul>	
8.2	<ul style="list-style-type: none"> <li>Any alterations</li> </ul>	
8.3	<ul style="list-style-type: none"> <li>Any overwrites</li> </ul>	
8.4	<ul style="list-style-type: none"> <li>Dirty/torn out</li> </ul>	
<b>9</b>	Are they maintain AERMS effectively?	

**13. QUALITY ASSURANCE**

<b>Item</b>		<b>Comments</b>
<b>1</b>	Is the Quality manual available?	
1.1	Is it appropriate for the organization function?	
<b>2</b>	Are personnel responsible solely to the internal quality inspector when performing their functions?	
<b>3</b>	Is the quality program available?	
3.1	Is the quality program effective?	
<b>4</b>	Have they performed internal audit in specified period?	
<b>5</b>	Do they practice appropriate check list?	
<b>6</b>	Is the check list covers all areas?	
<b>7</b>	Are audit reports raised?	
7.1	Are audit reports reviewed by OCM?	
7.2	Are audit reports reviewed by CO?	
7.3	Are there any pending follow up action since last audit?	
7.4	Does the IQAI maintain audit records?	
<b>8</b>	Are individuals that performing QA duties are not directly involved in maintenance/servicing activities?	
<b>9</b>	Are facilities adequate for the QA functions?	
<b>10</b>	Is there an IQAI list available?	
<b>11</b>	Is there a job description available?	
<b>12</b>	Are the IQAIs are suitably qualified?	
<b>13</b>	Are they familiar to QAS stamping procedure?	

## 14. AIRCRAFT

Item		Comments
1	Are there any discrepancy in the physical states of aircraft against F-700?	
2	Is the mechanical condition of the aircraft satisfactory?	
3	Do aircraft placards confirm to Manuals?	
4	Is the Survival Kit serviceable?	
5	Is the aircraft fire extinguisher serviceable?	
6	Are additional safety items particular to this aircraft serviceable? (i.e. floats, life rafts, etc.)	
7	Does the aircraft show signs of corrosion control?	
8	Is the aircraft clean inside and out?	
9	Are the safety covers being properly attached (with Luminas band)	
10	Are the quick release fasteners marked with red color?	
11	Have Aircraft covers and blanks streamers to remind “Remove before flight” ?	
12	Are the grounded aircraft maintained in satisfactory level?	
12.1	<ul style="list-style-type: none"> <li>Properly preserved</li> </ul>	
12.2	<ul style="list-style-type: none"> <li>Storage condition maintaining</li> </ul>	
12.3	<ul style="list-style-type: none"> <li>Tyre rotation</li> </ul>	
12.4	<ul style="list-style-type: none"> <li>Control of contamination</li> </ul>	
12.5	<ul style="list-style-type: none"> <li>Humbug test</li> </ul>	
12.6	<ul style="list-style-type: none"> <li>Use of fumigation</li> </ul>	

## 15. HANGAR

Item		Comments
1	Hanger Floor Cleanliness	
2	Tidiness	
3	Adequate lighting?	
4	Is the working environment?	
4.1	<ul style="list-style-type: none"> <li>Temperature is suitable for work.</li> </ul>	
4.2	<ul style="list-style-type: none"> <li>Dust and airborne contamination is limited to a minimum.</li> </ul>	
4.3	<ul style="list-style-type: none"> <li>Lighting is satisfactory.</li> </ul>	
4.4	<ul style="list-style-type: none"> <li>Noise is not excessive. Noise suppression equipment is provided to workers.</li> </ul>	
4.5	<ul style="list-style-type: none"> <li>Required specific environmental conditions are observed for special task where applicable.</li> </ul>	
5	Awareness of flight and ground safety	
6	Is there an accountable person for flight and ground safety?	
7	Is there a demarcated servicing area?	
8	Are adequate refuse bins available?	
9	Are the work benches clean?	
10	Is there an identification of compressed air separate from oil mixture?	
11	Are there any unnecessary equipment?	
12	Is there a suggestion box?	
13	Are adequate safety posters available?	
14	Is there adequate electrical outputs available?	
14.1	<ul style="list-style-type: none"> <li>Extension leads are well secured</li> </ul>	
15	Is there a system for fire control system?	



15.1	<ul style="list-style-type: none"> <li>Availability of adequate fire appliances in the correct category</li> </ul>	
15.2	<ul style="list-style-type: none"> <li>Checking of the fire appliances (Colour code)</li> </ul>	
15.3	<ul style="list-style-type: none"> <li>Periodic check on serviceability</li> </ul>	
15.4	<ul style="list-style-type: none"> <li>Fire plan display boards</li> </ul>	
15.5	<ul style="list-style-type: none"> <li>Fire drill</li> </ul>	
<b>16</b>	Availability of first aid kits with the required medicines?	
16.1	<ul style="list-style-type: none"> <li>Periodically inspected and replenished as needed</li> </ul>	
16.2	<ul style="list-style-type: none"> <li>Easily accessible</li> </ul>	
<b>17</b>	Is the hygienic condition of the rest room satisfactory?	
<b>18</b>	Are exits and entrances free from obstruction?	
<b>19</b>	Cleanliness of apron area - free from debris	
<b>20</b>	Availability and cleanliness of run up area?	
<b>21</b>	Are picketing points clear and identified?	

## 16.0 BATTERY BAY

Item		Comments
<b>1</b>	Are both battery shops segregated?	
<b>2</b>	Is there any potential for contamination (of tools, protective clothing, ventilation, the tester)?	
<b>3</b>	Is the cleaning station segregated?	
<b>4</b>	Are the electrical fittings spark-proof?	
<b>5</b>	Does the door open outwards?	
<b>6</b>	Are they use protective clothing?	
<b>7</b>	Is the battery charger calibrated?	

8	Is there a proper ventilation system.	
9	Is the lighting adequate?	
10	Is there a proper certification, including records?	
11	Is there a proper segregation in the shop and store?	
12	<b>Lead/Acid</b>	
12.1	Is the bicarbonate available for neutralizing?	
12.2	Is there an emergency station, including a fire extinguisher?	
12.3	Are the proper tools (such as a gravity tester and distilled water) available?	
12.4	Is the maximum room temperature (27° C/81° F) observed?	
12.5	Is there a go/no-go connector tester?	
13	<b>Nicad</b>	
13.1	Are boric/acetic acid, lemon juice or vinegar available for neutralizing?	
13.2	Is the torque wrench calibrated?	
13.4	Are there cleaning facilities (i.e. a sink and running water) and cleaning tools available?	
13.5	Is there an emergency station, with a bottle of distilled water, a shower and a fire extinguisher available?	
13.6	Are the proper tools (a shorting clip, cell puller, vent cap remover, temp switch tester and multi-meter) available?	
13.7	Is there a vent cap tester?	
13.8	Is the cannibalizing procedure adopted (of scrap cells and parts)?	
13.9	Is the maximum room temperature (21° C/70° F) observed?	

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## Appendix B

QA/CL/02

**COMMAND QUALITY ASSURANCE INSPECTORATE**  
**QUARTALY AUDIT CHECKLIST FOR BASE QAO'S/QAI'S**

<b>Name of Flying /Aircraft Engineering Formation</b>	
<b>Date of Audit</b>	
<b>Name of Section Representatives</b>	
<b>Date of Last Audit</b>	

**NOTE:** Specify the availability/non availability/satisfactory/ unsatisfactory state of the area of audit in the space provided under the comment. If any special observations are made, the same to be depicted in the space provided in the last page mentioning the item no.

Item No	Description	Comments
<b>1.0</b>	<b>PREVIOUS AUDIT</b>	
1.1	Are there any outstanding audit findings in respect to the previous audit?	
1.2	Check applicability of implemented development of the system respecting the previous audit action taken.	

Item No	Description	Comments
<b>2.0</b>	<b>PLANNING CONTROL AND PRODUCTION CONTROL</b>	
2.1	Availability of up to date technical organization chart complied with AFO 401-2 (29 April 2019) and customized to formation requirement which is approved by formation commander.	
2.2	Availability of technical orders, and job descriptions for the delegation of authority as per the organization chart and controlling of critical /complex maintenance activities.	
2.3.0	Are following special tasks covered by SOPs or tech orders?	
2.3.1	A/C jacking & Leveling	
2.3.2	VIP/VVIP Operations	
2.3.3	AERMS	
2.3.4	Towing, and Marshaling of Aircraft	
2.3.5	Operation of Squadron related other critical tasks	
2.4	Is there a separate person for accountability of planning control with a valid JD and Technical order?	

2.5	Check availability of servicing forecast.	
2.6	Is there a system spares monitoring according to forecast?	
2.7	Is there a procedure for tool controlling and equipment "in and out" for the servicing?	
2.8	Do they have proper manpower deployment procedure?	
2.9	Availability of authenticated spares, consumables, tools and equipment demand / repair register. (local and foreign)	
2.10	Availability of authenticated annual training forecast starting 05 <sup>th</sup> January each year.	
2.11	Forecast for precision tools and equipment calibration.	
2.12	Availability of R&D projects.	
<b>2.13.0</b>	<b>Technical Training</b>	
2.13.1	Availability and validity of training syllabuses for each and every technical task.	
2.13.2	Availability and validity of training notes and teaching/training aids. (Training aids and material shall be separately controlled.)	
2.13.3	List if approved instructors.	
2.13.4	Annual Training forecast.	
2.13.5	Training records.	
2.13.6	Competency records.	
2.13.7	Training Programme competency records(annual and monthly) <ul style="list-style-type: none"> <li>• Familiarization</li> <li>• Competency training</li> <li>• Quality, Safety and productivity</li> <li>• Human Factor</li> <li>• General (English ,Computer Etc..)</li> <li>• Continuation training</li> <li>• Human factor training</li> <li>• Ground safety and flight safety training.</li> </ul>	
2.13.8	Maintenance of Officer's practical training records and SLAF Form 6859 (Aircraft Maintenance Engineer/Technician log book) and F 4820s.	
2.13.9	Class room facility.	
<b>2.14</b>	<b>Maintenance Support</b>	
2.14.1	Master list of tools, equipment and facilities.	
2.14.2	Maintenance plan for each equipment ?	
2.15	Availability of production records and data base on man hrs with identified task and trends. Note 1: Utilization of technical, training ,leave and pass, non-technical ,guard duties and IS duties, miscellaneous duties. Note 2: Record shall prove that man power have been utilized considering human factors and limitations	
2.16	Availability of emergency technical team with required equipment.	
<b>3.0</b>	<b>TECHNICAL AND DOCUMENTS CONTROL</b>	
3.1	Is there a separate person for accountability of	

	technical control with valid JDs?	
3.2	Availability of following authenticated documents	
3.2.1	Master publication register (description, revisions state and date, location, originator, number of copies) <b>NOTE:</b> E-copies and data bases for each of above requirement shall be secured only for authorized personnel and access should be controlled.	
3.2.2	Life limited item list (LLI) for each aircraft with due date and remaining life.	
3.2.3	Master work sheet/maintenance schedules and register.	
3.2.4	List of ADs / SBs /ASBs and mandatory modification with applicable aircraft /component/ system.	
3.2.5	List of local modifications and maintenance instruction with applicable aircraft /component/ system.	
3.2.6	List of life limited item and consumables available at FSS with due dates remaining dates and re-store plan.	
3.3.0	Log Books	
3.3.1	Check the availability of airframe, engine and propeller Log Books for all the aircraft held by the formation.	
3.3.2	Check for the maintenance of all Log Books with transfer of important entries form the F 700.	
3.3.3	<b>HISTORICAL RECORD CARDS</b> Check for maintenance and regular update, required for all components subject to control of life.	
3.4	Availability and monitoring system for TOR, SOR and CSN.	
3.5.0	Maintenance of AERMS	
3.5.1	Accuracy (cross check with hard copies)	
3.5.2	Access control (level of accessibility shall be controlled.)	
3.5.3	User competency	
3.6.0	Maintenance of archives as per AFO	
3.6.1	Is there maintained archives register?	
3.6.2	Is there available a system to monitor documents "IN and OUT" for archives?	
<b>4.0</b>	<b>INTERNAL QUALITY ASSURANCE SERVICE</b>	
4.1	Is the Quality manual available?	
4.2	Is it appropriate for the organization function?	
4.3	Are personnel responsible to the internal quality inspector when performing their functions?	
4.4	Is the Quality assurance program available?	
4.5	Have they performed internal audit in specified period?	
4.6	Do they follow appropriate check list?	
4.7	Is the check list covers all areas?	

4.8	Are there any pending follow up action since last audit?	
4.9	Does the IQAI maintain audit records?	
4.10	Are individuals who perform QA duties are directly involved in maintenance/servicing activities?	
4.11	Is there an list of IQAIs available?	
4.12	Is there a job description available for them?	
4.13	Are they familiar to QAS stamping procedure?	
4.14	Are they familiar to QCC monitoring procedure?	
<b>5.0</b>	<b>LINE AND BASES MAINTENANCE FACILITIES</b>	
<b>5.1</b>	<b>Hangar General</b>	
<b>5.1.1</b>	<b>ASR Table</b>	
5.1.1.1	Is there effective system for ASR in practice?	
5.1.1.2	Availability of ASR team with adequate technicians.	
5.1.1.3	Proper maintenance of ASR handing over taking over records procedures.	
5.1.1.4	Availability of schedules for daily servicing .	
5.1.1.5	Is there effective system to check fuel sample?	
5.1.1.6	Safe custody of fuel sample cupboards key.	
5.1.1.7	Availability of fuel sample certificates.	
5.1.1.8	Are the adequate measures has been taken to control towing operation?	
5.1.1.9	Availability of list of Towing license holders with license expire date.	
5.1.1.10	Availability of towing vehicle key in/out register.	
5.1.1.11	Are they practice daily FOD check records?	
5.1.1.12	Is there fire plan available?	
5.1.1.13	Are they maintain AERMS effectively?	
5.1.1.14	Availability of JDs.	
5.1.1.15	Maintenance of DOB for special occurrences and normal operations.	
5.1.1.16	Maintaining of F-700 ,AERMS and serviceability state.	
<b>5.1.2</b>	<b>Hanger Environment</b>	
5.1.2.1	Light condition, emergency system and serviceability.	
5.1.2.2	Layout, orderliness, Cleanliness and use of quality tools and 5S practices.	
5.1.2.3	Display of fire plan and contingency plan and condition of extinguishers.	
5.1.2.4	Display of adequate posters and validity and visibility.	
5.1.2.5	Safety markings and notices where applicable.	
5.1.2.6	Voluntary reporting (Suggestion/ complaint) box	
5.1.2.7	Availability of first aid box.	

5.1.2.8	Parking plan and markings if applicable.	
<b>5.2.0</b>	<b>Tools and Tool Controlling</b>	
5.2.1	Are there orders/instructions for duty tools storeman?	
5.2.2	Is the tool storeman competent?.	
5.2.3	Is there a calibration due chart?	
5.2.4	Is there an effective system for tool control?	
5.2.5	Is the master tool list updated?	
5.2.6	Is the daily tool list issue register updated and maintained?	
5.2.7	Does 100 present tool check carried out at specific time interval?	
5.2.8	Do they have a procedure for long term issue?	
5.2.10	Are there non applicable item available?	
5.2.11	Do they practice a tool corrosion control program?	
5.2.12	Do they have adequate PPE? Goggles Ear protectors Safety masks Rubber boots Gloves Safety belts and harness	
<b>5.3.0</b>	<b>Technical Library</b>	
5.3.1	Temperature and lightings are satisfactory level.	
5.3.2	Availability of job descriptions for Technical Library controller.	
5.3.3	Tidiness of the Technical library is satisfactory level.	
5.3.4	Properly updating and maintaining the publications including followings <ul style="list-style-type: none"> <li>Regulatory authority publications</li> <li>Manufacturer's manuals</li> <li>Other service information and Instructions such as ADs,SBs,SILs,etc.</li> </ul>	
5.3.5	Is the Uncontrolled and Controlled document are clearly marked and separated?	
5.3.6	Is the Publication in and out register properly maintained?	
5.3.7	Amendment of manual and necessary document as per the revision of applicable bulletins (SB,ASB....) and other information are properly done.	
5.3.8	Publication update monitoring process is properly functioning.	
5.3.9	Publication action forms are registered and controlled.	
<b>5.4.0</b>	<b>FSS Stores</b>	
5.4.1	Do they practice AIS procedure?	
5.4.2	Do they have a register for received components?	
5.4.3	Do they have a list of authorized AIS inspectors?	



5.4.4	Is there a system of quarantine?	
5.4.5	Do they complete AIS without delay?	
5.4.6	Are they take actions taken for AIS rejects?	
5.4.7	Do they have a life monitoring system?	
5.4.8	Do they maintain the EPAS effectively?	
5.4.9	Is the staff component for the job?	
5.4.10	Are the components in the stores packed/blanked properly?	
5.4.11	This aircraft items stored properly?	
5.4.12	Do they have unserviceable /unidentified/untagged items in the stores?	
5.4.13	Are RD items returned on time?	
5.4.14	Do they practice tyre rotation and record them?	
5.4.15	Is the environment of the stores controlled?	
5.4.16	Do they check serviceability of fire system periodically?	
5.4.17	Is there a separate oil stores?	
5.4.18	Are oil and lubricants stored separately?	
5.4.19	Are the degraded fuel/oil/lubricant stored?	
5.4.20	Are they use separate pumps/taps for individual containers?	
5.4.21	Are the safety posters available adequately?	
5.4.22	Are they practice 5S routin check?	
<b>5.5.0</b>	<b>Hanger Bays</b>	
5.5.1	Do the workshop/bays follow the policies and procedures for workshop/bays?	
5.5.2	Do they have job descriptions to allocate responsibilities?	
5.5.3	Are operating instruction available?	
5.5.4	Do they have required manuals/maintenance instructions?	
5.5.5	Are they controlled?	
5.5.6	Do they have a list of competent personnel?	
5.5.7	Do they have a list of special authorized personnel?	
5.5.8	Do they have a continuation training program?	
5.5.9	Do they have adequate training aids?	
5.5.10	Do they have adequate special tools/equipment?	
5.5.11	Are they properly calibrated?	
5.5.12	Are they properly attached with tags,labels?	
5.5.13	Do they have a spare requisition register?	
5.5.14	Do they have adequqte PPE?	

## 7.0 OBSERVATIONS RECORD SHEET

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## 8. DETAILS OF AUDITORS (QAO/QAI's)

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## Appendix C

QA/CL/03

**COMMAND QUALITY ASSURANCE INSPECTORATE  
CONTINUING AIRWORTHINESS SURVEILLANCE SYSTEM (CASS) CHECKLIST**

<b>Name of Flying /Aircraft Engineering Formation</b>	
<b>Date of Audit</b>	
<b>Name of Section Representatives</b>	
<b>Date of Last Audit</b>	

**NOTE:** Specify the availability/non availability/satisfactory/ unsatisfactory state of the area of audit in the space provided under the comment. If any special observations are made, the same to be depicted in the space provided in the last page along with particular numbers.

## 1. Form – 700

Item		Status		Remarks
		Sat	Unsat	
<b>A.</b>	<b>FORM - 700</b>			
1.	Tally of F-700 Hrs with "Master Flying Hrs Log Book"			
2.	Discrepancies between Current and Traveler			
3.	Transaction of entries from previous F 700			
4.	Alteration of entries			
5.	Overdue servicing			
6.	Latitudes and authorizations			
7.	Last servicing / Inspection			
8.	General			

## 2. Technical Records

Item		Status		Remarks
		Sat	Unsat	
<b>A.</b>	<b>AIRCRAFT DOCUMENTS</b>			
1.	Completion of the MS and Worksheet of last Servicing/ Inspection/ Component change			
2.	Safe custody of the MS and worksheet of last Servicing/ Inspection/ Component change in the achieves			
3.	Completion and correctness of Log Book /Component passport entries			



**18. DETAILS OF AUDITORS (QAO/QAI's)**

No	Rank	Name	Signature	QAS Stamp