

**Checklist Number:** .....

**Checklist Name:** Checklist for General Maintenance Manual (GMM) Compliance and Approval

**Applicability:** .....

**Location:** ..... **Date:** .....

AOCR : Air Operator Certificate Requirements / HOR : Helicopter Operator Certificate Requirements  
 RCAB : Regulation of Civil Aviation Board / ADAT-GMM : Announcement of the Department of Air Transport on Requirements for General Maintenance Manual  
 TCAR 8 Part 145 : Repair Station Certificate Requirements TCAR 8 PART 145

No.	Subject	Reference	S	U	N/A	Comment
<b>0</b>	<b>DESIGN AND APPLICATION OF THE MANUAL</b>					
<b>0.1</b>	The design (manual structure, format, language, layout, etc.) and application (readability, legibility, consideration of environment, etc.) of the manual observes Human Factors principles (The possibility of human errors is reduced to a minimum).	AOCR Chapter 12 Item 2.1 HOR Item 6.2.1				
<b>0.2</b>	<b>General Structure:</b>	AOCR Chapter 9 Item 2.1, Chapter 12 Item 2.1, Appendix AF HOR Item 6.2.1				
<b>0.2.1</b>	For a single GMM document, it contains all the information required to show compliance with the applicable CAAT regulation and all detailed procedures and lists customised by the AOC holder.					
<b>0.2.2</b>	For GMM supplemented by associated documents (e.g. procedures, lists, forms, etc.): (a) The GMM still contain information in each required content demonstrating compliance to the regulation (GMM chapter referring only to an associated documents is not acceptable) (b) All associated documents are provided with the GMM (c) All associated documents meet the same rules in term of management control and information presentation required for the GMM • They are collected into a separate manual (e.g. procedural manual, forms manual) • It has document reference number  NOTE: Associated documents are part of the GMM, therefore, the approval will include the GMM and all listed associated documents of which these should all be independently verified and validated.					
<b>0.2.3</b>	Certain sections of the contents required by the regulation that are "Not applicable" are clearly annotated.					
<b>0.2.4</b>	Each detailed procedure described within the GMM, it addresses, at least, the following questions to show compliance with the applicable regulation: • What must be done? • Who is responsible for it and do it? • When must be done? • Where must it be done? • How must it be done? • Which procedure(s)/form(s) are used?  NOTE: The organisation may choose to use another format as long as all the applicable sections of the regulation are addressed and cross-referenced.					
<b>0.3</b>	<b>Format and Language:</b>	AOCR Chapter 12 Item 2.1 HOR Item 6.2.1				
<b>0.3.1</b>	The GMM is produced in electronic format. The final version is in Portable Document Format (PDF), but any draft version may be provided to the CAAT in another format (such as Word document) to facilitate the document study.					
<b>0.3.2</b>	The GMM is available in the English language.  NOTE: It may also be written in a second language (English and the language of the country where the organisation is located) provided that the CAAT has formally agreed. The English version shall always prevail.					
<b>0.4</b>	<b>Cover Page Presentation:</b>					
<b>0.4.1</b>	The title "General Maintenance Manual (GMM)"					
<b>0.4.2</b>	A unique identification document reference number					
<b>0.4.3</b>	The official name of the Organisation as defined on the Air Operator Certificate (AOC) and any different name of doing-business-as					
<b>0.4.4</b>	The AOC approval number as indicated in AOC (In case of initial process, coordinate with assigned inspector)					
<b>0.4.5</b>	The address, telephone, fax numbers and the generic e-mail address of the Principal Place of Business of the Organisation					
<b>0.4.6</b>	The copy number according to the distribution list					
<b>0.5</b>	<b>Pages Presentation</b> (Information presented on each page of the GMM which can be added in the header or footer):					
<b>0.5.1</b>	The name of the organisation (official name as defined on the AOC)					
<b>0.5.2</b>	The issue/revision status of the page (Can be used as cross-reference with the LEP)					
<b>0.5.3</b>	The chapter of the GMM (e.g. 1-5)					
<b>0.5.4</b>	The page number which can be a running number for the whole manual or separated by each section of the manual					
<b>0.5.5</b>	The name of the document "General Maintenance Manual (GMM)"					
<b>0.6</b>	If the Organisation wishes to include references to regulation and other policy, they are added to the GMM indicated under the content of a paragraph or as footnotes.					
<b>0.7</b>	<b>Overall Presentation:</b>					
<b>0.7.1</b>	Title at the top of each page contain the following information which are clear and correct: (a) Organisation identity (b) Manual's name as "General Maintenance Manual (GMM)" and document reference number (c) Relevant chapter or section name of the page					
<b>0.7.2</b>	(b) Section ordering number is logical					
<b>0.7.3</b>	(c) Use of terminology, abbreviations, and references are consistent across the manual					
<b>0.7.4</b>	(d) Page and section formatting are consistent across the manual					
<b>0.7.5</b>	(e) All typos are corrected					

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No.	Subject	Reference	S	U	N/A	Comment
1	<b>GMM PART I - GENERAL</b>	ADAT-GMM Clause 3(1)				
1.1	<b>Table of Content (ToC):</b> It presents structure of the manual with all required contents (including the content that is 'not applicable') and relevant page number where the content can be found in the manual.	ADAT-GMM Clause 3(1.2)				
1.2	<b>List of Effective Pages (LEP):</b> (a) It provide correct revision status of every page in the GMM allowing traceability from the previously approved version. (b) It includes the name of the organisation, the date of review, approval and the name of the person who has reviewed and/or approved the GMM. (c) It can be used to ensure that the manual is up-to-date and that no page is missing (all pages are indicated).  NOTE: In the case of GMM direct approval by the CAAT, the GMM approval is given through a formal letter issued by the CAAT. This letter must be made available to the final users. In the case of GMM indirect approval by the nominated person (normally, the Quality Manager), GMM approval is completed by the organisation entering the date of the GMM approval, the name, position and signature of the approving person.	ADAT-GMM Clause 3(1.3)				
1.3	<b>Record of amendments:</b> (1) It provides a chronological account of the changes, including the date, nature of the amendment, and the person or entity responsible for making the change (2) Any change to the approved GMM is identified depending on the revision numbering system chosen by (even the document replaced entirely for a new issue): <ul style="list-style-type: none"> <li>A new issue and/or revision number;</li> <li>A new issue and/or revision date;</li> <li>Clear identification of the modified text in each GMM chapter/paragraph (e.g., using vertical bars, highlighting with a specific colour the changed text, etc.)</li> </ul> NOTE: Issuing a new document solely to avoid tracking changes within the GMM is not acceptable.	ADAT-GMM Clause 3(1.4)				
1.4	<b>Distribution list:</b> (1) It identifies holders' name or position for the controlled copy of the manual (2) It ensures that all personnel involved in the continuing airworthiness and/or maintenance activities have access to the relevant information (3) It contains reference to the location of any e-copies of the GMM (4) As a minimum, the GMM is distributed to: <ul style="list-style-type: none"> <li>The organisation's accountable manager and nominated persons</li> <li>Any person of the organisation at a lower level as necessary</li> <li>The contracted CAAT Part-145 maintenance organisation(s)</li> <li>The CAAT</li> <li>Any organisation subcontracted under the provisions of the AOC</li> </ul> NOTE: In a digital environment, the concept of physical copies is not applicable if all users can access the same electronic file at a specific location. If the documents are stored in a centralised electronic location accessible to all relevant individuals within the organisation, it may not be necessary to assign separate copy numbers to each document holder based on their positions. Instead, separate copy number is assigned for each separate electronic file. The goal for the copy number identification is to have a mechanism in place that enables identification, tracking, and accountability for the document when distributed.	ADAT-GMM Clause 3(1.5)				
1.5	<b>Definitions and abbreviations:</b> It lists all the definitions and abbreviations/acronyms in use within the GMM.	ADAT-GMM Clause 3(1.6)				
1.6	<b>Accountable Manager statement commitment:</b> The statement is signed by the Accountable Manager and states at least the following statement (Any amendment to the statement should not alter its intent):  NOTE: If the Accountable Manager is not the highest level responsible of the organisation, the latter must then countersign the statement. Whenever the Accountable Manager is changed, it is important to ensure that the new Accountable Manager signs the statement at the earliest opportunity as part of the acceptance by the CAAT. Failure to carry out this action invalidates the AOC approval.	ADAT-GMM Clause 3(1.1)				
1.6.1	"This GMM and its associated documents describe the organisational structure and operational procedures upon which the CAAT approval is based for maintaining airworthiness of aircraft of the organisation and ensure the compliance of relevant requirements and regulations relating to continuing airworthiness of aircraft."					
1.6.2	"These procedures are endorsed by the undersigned and must be complied with, as applicable, in order to ensure that all continuing airworthiness activities, including maintenance of the aircraft managed, are carried out on time to an approved standard."					
1.6.3	"These procedures do not override the necessity of complying with any new or amended regulation published from time to time where these new or amended regulations are in conflict with these procedures."					
1.6.4	"If these procedures can no longer meet the requirements of the applicable CAAT regulations due to a regulatory development, a change in the organisation or its activities, or for any other reasons, an amendment to the manual will be prepared and submitted to the approval process as appropriate."					
1.6.5	"It is understood that the approval of the organisation is based on the continuous compliance of the organisation with applicable CAAT regulations, and with the organisation's procedures described in this exposition. The CAAT is entitled to limit, suspend, or revoke the approval certificate if the organisation fails to fulfil the obligations imposed by applicable regulations, or any conditions according to which the approval was issued."					
1.7	<b>General introduction and scope of work:</b>	ADAT-GMM Clause 3(1.7)				
1.7.1	Description of the organisation Describe how the whole organisation is organised under the management of the Accountable Manager. Vision and mission may be included.					
1.7.2	Relationship with other organisations As applicable, identify the relationship between the organisation and supported / sub-contracted organisations or a more detailed description of the supported / supporting individuals, including subsidiaries/mother company, and consortia.					

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1.7.3	<b>Scope of work</b>	ADAT-GMM Clause 3(1.7)				
1.7.3	(a)(1) Clearly detail the Organisation privileges, as applicable (Clearly state 'YES' or 'NO' instead of deletion): (a) Manage the continuing airworthiness of aircraft (b) Assign arrangement limited continuing airworthiness tasks to subcontracted organisation (c) Conduct maintenance review (d) Manage reliability program and/or assign arrangement limited reliability program tasks to subcontracted organisation (e) Indirectly approve airworthiness manuals (specified which manual e.g. GMM, AMP, or all manuals) (f) Approve one-time extension of MEL Rectification Interval Extension (MEL-RIE) (g) Approve one-time permitted variation to maintenance periods (h) Carry out maintenance under AOC provisions (1) Carry out limited line maintenance activities (2) Assign arrangement limited maintenance tasks under AOC provisions to subcontracted organisation	ADAT-GMM Clause 3(1.7)				
1.7.3	(a)(2) When the Organisation carries out maintenance under AOC provisions, the scope of work for the maintenance under AOC provisions is described in this section, including: (a) A brief policy on performance control of maintenance committing to: <ul style="list-style-type: none"> <li>comply with all applicable legislation, requirements, and adopt practices to improve safety standards</li> <li>provide the necessary resources for the implementation of the safety policy</li> <li>apply human factors and 'just culture' principles to internal safety reporting and the investigation of occurrences</li> <li>enforce safety as a primary responsibility of all managers and continuously promote the safety policy to all personnel</li> </ul> (b) Scope of maintenance details (Aircraft make, type group, model, maintenance level) <ul style="list-style-type: none"> <li>The limitation relative to the maintenance checks/tasks uses the naming convention as referenced in the TC holder data (e.g. MRB/MPD).  <ul style="list-style-type: none"> <li>In cases of unforeseen maintenance such as, but not limited to, major repairs and modifications that are not described in this chapter, it must be carried out by a maintenance organisation approved by the CAAT.</li> <li>Limitations to unscheduled line maintenance capabilities are stated (e.g. excluding structural repairs and excluding landing gear replacement) which may include defect rectification in accordance with AOCR Appendix W</li> <li>In the case of line maintenance, a clear definition is required of the line maintenance as applicable to the particular Organisation  <ul style="list-style-type: none"> <li>the task does not require the use of complex tools or equipment that requires extensive setting up, or specialised training.</li> <li>the task is not replacement of major aircraft appliances (engine, landing gear, propeller, APU).</li> <li>It is the tasks required to prepare aircraft for flight in accordance with AOCR Chapter 9 Item 7.3.1.</li> <li>It is limited to the tasks required for applicable aircraft managed by the Organisation only.</li> </ul> </li> </ul> </li> </ul>	ADAT-GMM Clause 3(1.7) AOCR Chapter 9 Item 2.4, 2.5, 2.6 and 7.3.1 AOCR Appendix W				
1.7.3	(b) This section includes a process to ensure that particular procedure is included in GMM and approved by the CAAT prior to the commencement of any maintenance activity.	ADAT-GMM Clause 3(1.7) AOCR Chapter 9 Item 2.3				
1.7.3	(c) List of aircraft managed by the Organisation Identify the list of aircraft managed by the organisation by type/series to which the manual applies (For each aircraft registration, it can refer to the AOC and Operations Specification or operations manual where the aircraft registrations are listed). The list includes at least: <ul style="list-style-type: none"> <li>Type/series of aircraft, engines, propellers, and APUs</li> <li>Owner</li> <li>As applicable for maintenance under AOC provisions privilege, identification whether maintenance under AOC provisions are carried out for each type/series/model</li> <li>A reference to the applicable approved maintenance program for each aircraft</li> </ul> NOTE: If the organisation is not approved for all models of an aircraft/engine series, each approved model should be listed individually.	ADAT-GMM Clause 3(1.7) AOCR Chapter 13 Item 2(c) and 2(j) HOR Chapter 9 Item 9.2(c) and 9.2(k)				
1.7.3	(d) List of route stations, locations, or destinations Identify list of all operated route stations, locations, or destinations with activity details undertaken at each location, including name of organisation contracted/subcontracted for engineering and maintenance at each location. The list includes at least: <ul style="list-style-type: none"> <li>Regions/countries/continents</li> <li>Aerodrome (with ICAO code if any)</li> <li>Type of stations (Base station, Line station, Transit station)</li> <li>Activities undertaken and relevant contracted/subcontracted organisation, as applicable (Clearly identify whether it is under the scope of maintenance under AOC provisions, or contracted maintenance, or both)</li> </ul> NOTE 1: Contracted Organisation means a CAAT-approved organisation that carries out activities under its own approval for another approved organisation. NOTE 2: Subcontracted Organisation means an organisation, not itself appropriately approved to CAAT that carries out activities or a specialised service as a subcontractor for and under quality system of an organisation appropriately approved by the CAAT. NOTE 3: Base station is the location where the fleet, personnel, equipment, and facilities are stationed for the main continuing airworthiness management and maintenance activities. NOTE 4: Line station is the location where personnel, equipment, facilities are stationed for line maintenance activities (clearly identify whether it is maintenance under AOC provisions or contracted maintenance) NOTE 5: Transit station is the location where the aircraft pick up / drop off passengers or goods without having any maintenance (only pre-flight check is performed) NOTE 6: Any changes to the list are submitted to the CAAT for approval (If this list is separated from the GMM, no indirect approval is granted. This list still needs to be submitted to the CAAT for approval as a part of GMM information).	ADAT-GMM Clause 3(1.7) AOCR Chapter 9 Item 2.1				

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1.7.3	(e) Management of the list It includes detailed procedures on how to manage those lists in this section <ul style="list-style-type: none"> <li>Responsible person/position</li> <li>Amendment procedure of the list (describe how to prepare and seek approval of the list)</li> <li>If the list is not included in the GMM (refer to a separate form manual), which form to be used and how the records are contained</li> <li>Approval of the list (as a general rule, indirect approval process is only applicable for information already included in the Organisation's AOC and Operations Specification. Addition of information not included in the approved certificate requires direct approval by the CAAT.)</li> </ul>	ADAT-GMM Clause 3(1.7) AOCR Chapter 9 Item 2.1				
1.7.4	<b>Access</b> It indicates that the organisation will grant access at any time to any facility, aircraft, document, records, data, procedures, or any other material relevant to its activity subject to the AOC and Operations Specification, whether it is contracted/subcontracted or not, to any person authorised by the CAAT.	ADAT-GMM Clause 3(1.7) AOCR Chapter 9 Item 32.6				
1.7.5	<b>Facilities</b> All the facilities are identified in this paragraph and described each of the facilities, at which the organisation intends to carry out the continuing airworthiness management and applicable maintenance tasks.	ADAT-GMM Clause 3(1.7) AOCR Chapter 9 Item 3.2				
1.7.5	(a) The information may include a diagram to illustrate the facility layout. It should identify the following items (the list is not exhaustive): <ul style="list-style-type: none"> <li>Various offices/departments (Technical Library, Planning, Training, applicable maintenance office and storage, etc.)</li> <li>Description of the equipment available, including the means to access the continuing airworthiness records and data (internet connection, etc.)</li> <li>Location of record storage (if applicable)</li> <li>Environmental provisions (system of protection against weather, ground water protection, heating/air condition, lighting, noise protection, access security, fire system, etc.)</li> <li>Office accommodation for: (planning, technical records, Quality, technical reference area, maintenance review, applicable storage, etc.)</li> </ul>	ADAT-GMM Clause 3(1.7) AOCR Chapter 9 Item 3.2 and 2.3				
1.7.5	(b) And, it includes the following addresses: <ol style="list-style-type: none"> <li>Principal Place of Business (PPB) - The PPB is the head office or the registered office of the Organisation within which the principal financial functions and operational control of the activities referred to in applicable regulations are exercised.</li> <li>Main and supporting offices (if different from the above)</li> <li>Postal address of each facilities</li> <li>E-mail addresses (Generic email address of continuing airworthiness management function, compliance monitoring function, and as applicable, maintenance management function)</li> <li>Subcontractors facilities - Details of this subject depends on the extent of subcontracted activities, as agreed with the allocated inspector. For simple subcontracted tasks (e.g. special services) It may be sufficient to link to the list of Subcontractors already included in the GMM where each subcontractor is identified.</li> <li>Line maintenance facilities (at each location including main base) as applicable - In case the Hangar facility is not available at the location, this must be clearly stated. As a general guidance, in such case, the scope of work of the particular line station should not exceed the weekly check. Inclusion of other minor scheduled maintenance tasks is subject to detailed assessment that they can be carried out safely to the required standards at the designated line maintenance station.</li> <li>Layout of premises - Where the accommodation is not owned by the organisation, as in the case of a hangar where space is rented or shared, proof of tenancy/access may be required and it must be included in an Appendix of the GMM. For line maintenance of aircraft, hangars may be required. In this case the availability of a suitable hangar must be demonstrated, particularly in the case of inclement weather for minor scheduled work and lengthy defect rectification.</li> <li>Subcontractors maintenance facilities - Where maintenance and/or issuance of certificates of release to service is carried out at the subcontractor's facilities, a layout of the subcontractor's facilities which are intended to be part of the approval is to be included in this paragraph.</li> </ol> NOTE: Suitable office accommodation at appropriate locations for the Personnel. Office accommodation should be such that the incumbents, whether they are continuing airworthiness management, planning, technical records or management system staff, can carry out their designated tasks in a manner that contributes to good standards. Office accommodation should also include an adequate technical library and room for document consultation.	ADAT-GMM Clause 3(1.7) AOCR Chapter 9 Item 3.2 and 2.3				
1.7.5	(c) The procedure also ensures that any inadequacy of facilities observed in the course of operations is reported to the entity responsible for them, without undue delay.	ADAT-GMM Clause 3(1.7) AOCR Chapter 2 Item 40.3				
1.8	<b>Management Organisation Chart:</b> The Organisation chart is clear and consistent with 'General Introduction and Scope of Work' and represents the up-to-date description of the structure of the organisation. These charts should present associated chains of responsibility of the Accountable manager, Nominated persons, and their delegates.	ADAT-GMM Clause 3(1.8)				
1.8.1	<b>General Organisation Chart</b> Provide a comprehensive understanding of the whole of a company's management structure. For example nominated post holder of continuing airworthiness, flight operation, ground operation, compliance monitoring or quality management, etc.					
1.8.2	(a) Continuing Airworthiness Management Organisation Chart <ul style="list-style-type: none"> <li>Give further details on the continuing airworthiness management system and clearly show the independence of the compliance monitoring system (quality management system). This chart may be combined with the General Organisation Chart or subdivided as necessary, depending on the size and complexity of the organisation.</li> <li>Compliance monitoring staff (e.g. Manager, Auditor) must be shown to be independent from the Head of Engineering.</li> </ul>					
1.8.2	(b) Maintenance Management Organisation Chart (if the Organisation carries out maintenance under AOC provisions) <ul style="list-style-type: none"> <li>Give further details on the maintenance management system and clearly show independence of the compliance monitoring system (quality management system). This chart may be combined with the General Organisation Chart or subdivided as necessary, depending on the size and complexity of the organisation.</li> <li>Compliance monitoring staff (e.g. Manager, Auditor) must be shown to be independent from the Head of Maintenance.</li> <li>Certifying staff may report to any of the managers specified, excluding the person responsible for the compliance monitoring system, to ensure the compliance monitoring staff remain independent.</li> </ul>					

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1.9	<p><b>Management Personnel</b></p> <p>Identify a person or group of persons to ensure that all maintenance is carried out in accordance with the GMM of the Organisation by listing, as minimum, the title and names of:</p> <p>(1) The Accountable Manager            (2) Quality Manager for Maintenance (Compliance Monitoring Manager)            (3) Head of Engineering            (4) Head of Maintenance (if maintenance under AOC provisions are granted)            (5) Other nominated post holder involving in Continuing Airworthiness Management and applicable Maintenance functions (such as Head of Training, Head of Safety, etc.) may also be listed</p> <p>NOTE: If any person holds more than one position, it must be clearly identified.</p>	<p>ADAT-GMM Clause 3(1.9)            AOCR Chapter 9 Item 4.1            AOCR Chapter 12 Item 1.3            AOCR Chapter 13 Item 2(b)            HOR Chapter 6 Item 6.1.4            HOR Chapter 9 Item 9.2(b)</p>				
1.9.1	The nominated personnel represent the up-to-date description of the continuing airworthiness management and applicable maintenance management structure of the organisation and are responsible for all continuing airworthiness and maintenance functions (all applicable functions are covered under their respective responsibilities). These persons ensure that all maintenance is carried out in accordance with the approved GMM.					
1.9.2	The compliance monitoring system is independent from the other functions.	<p>ADAT-GMM Clause 3(1.9)            AOCR Chapter 9 Item 30.2.2</p>				
1.9.3	It includes clear procedures who deputises for all position of the nominated personnel in the case of lengthy absence of the said person (this may be done by detailing the procedures to appoint a deputy nominated person or by directly identifying the person by name)	<p>ADAT-GMM Clause 3(1.9)            AOCR Chapter 9 Item 4.2</p>				
1.10	<p><b>Management Personnel's duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>The duties and responsibilities of all management personnel identified in the list (as applicable) are detailed in this section.</li> <li>The responsibilities of a Nominated person cannot be delegated to other Manager(s), unless such Manager(s) is/are identified as "Deputy Nominated Person" for the related function (e.g., Deputy Head of Engineering).</li> <li>The duties of any nominated person may be delegated to other manager(s) who is/are reporting to him/her.</li> <li>Other nominated post holder involving in Continuing Airworthiness Management and applicable Maintenance functions (such as Head of Training, Head of Safety, etc.) may be described by focusing on such involved responsibilities.</li> </ul>	<p>ADAT-GMM Clause 3(1.9)            AOCR Chapter 9 Item 4.1, and 4.4            AOCR Chapter 13 Item 2(b)            HOR Chapter 9 Item 9.2(b)</p>				
1.10.1	<b>Accountable Manager</b> - who has the authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements.	<p>ADAT-GMM Clause 3(1.9)            AOCR Chapter 5 Item 1.3</p>				
1.10.1	The Accountable Manager is responsible for, but not be limited to, the following responsibilities: <ul style="list-style-type: none"> <li>establishing and maintaining an effective management system</li> <li>ensuring that all necessary resources are available to manage continuing airworthiness in accordance with CAAT requirements</li> <li>establishing and promoting safety policy</li> <li>nominating a person with the responsibility of ensuring that the organisation always complies with the applicable continuing airworthiness management, maintenance, and maintenance review requirements</li> <li>nominating a person with the responsibility for managing the compliance monitoring function as part of the management system</li> <li>nominating a person with the responsibility for managing the development, administration, and maintenance of effective safety management processes as part of the management system</li> <li>ensuring that the person nominated have direct access to keep him/her properly informed on compliance and safety matters</li> <li>ensuring that any charges are paid, as prescribed by the CAAT</li> <li>returning the approval to the CAAT in case of surrender or revocation</li> <li>supervising of the progress of the corrective actions/review of the overall results</li> <li>signing the Statement Commitment by the Accountable Manager</li> </ul>	<p>ADAT-GMM Clause 3(1.9)            AOCR Chapter 1 Item 7.2            AOCR Chapter 5 Item 1.3 and 1.4            AOCR Chapter 9 Item 4.1</p>				
1.10.2	<p><b>Compliance Monitoring Manager</b> - who is responsible monitor compliance with AOCR for the aircraft continuing airworthiness and maintenance, and the adequacy of procedures required to ensure airworthy aircraft. This person is independent from the work monitored.</p> <p>NOTE: Subject to agreement with the CAAT, some of the duties associated with the Compliance Monitoring Manager can be delegated to one or various Managers, who should report directly to the Compliance Monitoring Manager.</p>	<p>ADAT-GMM Clause 3(1.9)            AOCR Chapter 1 Item 7.2            AOCR Chapter 5 Item 1.4            AOCR Chapter 9 Item 4.1            AOCR Chapter 13 Item 2(b)            HOR Chapter 9 Item 9.2(b)</p>				
1.10.2	<p>(a) The Compliance Monitoring Manager is responsible for ensuring that (the list is not exhaustive):</p> <ul style="list-style-type: none"> <li>the activities of the organisation are independently monitored for compliance with the applicable requirements and any additional requirements as established by the organisation, and that these activities are carried out properly under the supervision of the nominated persons</li> <li>any contracted maintenance is monitored for compliance with the contract or work order</li> <li>assessing subcontractors working under the organisation's compliance monitoring system and maintaining the expertise necessary to be able to do so, to the satisfaction of CAAT</li> <li>monitoring the amendment of the GMM procedures and standard practices, and their compliance with the current revision of applicable regulations as well as any guidance material issued by the CAAT</li> <li>an audit plan is properly implemented, maintained, and continually reviewed and improved</li> <li>corrections and corrective actions are requested as necessary, and following-up closure of any non-conformances</li> <li>establishing a compliance monitoring feedback system, including regular meetings with the Accountable Manager to appraise the effectiveness of the compliance monitoring system. This includes details of any reported discrepancy not being adequately addressed by the relevant person or in respect of any disagreement concerning the nature of a discrepancy</li> <li>coordinating action on airworthiness occurrences and initiating any necessary further investigations and follow-up activities</li> <li>establishing feedback loops from continuing airworthiness management and maintenance incidents/issues, and providing feedback into the continuation training program</li> <li>liaising with CAAT regarding compliance and auditing</li> </ul>					

Checklist Number: .....

Checklist Name: Checklist for General Maintenance Manual (GMM) Compliance and Approval

Applicability: .....

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TCAR 8 Part 145 : Repair Station Certificate Requirements TCAR 8 PART 145

No.	Subject	Reference	S	U	N/A	Comment
1.10.2	(b) The Compliance Monitoring Manager is: <ul style="list-style-type: none"> <li>ultimately responsible to the accountable manager</li> <li>NOT one of the persons with the responsibility of the applicable continuing airworthiness management, maintenance, and maintenance review</li> <li>able to demonstrate relevant knowledge, background and appropriate experience related to the activities of the organisation, including knowledge and experience in compliance monitoring</li> <li>have access to all parts of the organisation, and as necessary, any subcontracted organisation</li> <li>ensure that the compliance monitoring system is "independent" which normally means that the Compliance Monitoring Manager and the compliance monitoring staff are not directly involved in the function being audited (continuing airworthiness management, maintenance process, maintenance certification, issue of authorisations, training, etc.).</li> </ul>	ADAT-GMM Clause 3(1.9) AOCR Chapter 1 Item 7.2 AOCR Chapter 5 Item 1.4 AOCR Chapter 9 Item 4.1 AOCR Chapter 13 Item 2(b) HOR Chapter 9 Item 9.2(b)				
1.10.2	(c) When the Organisation carries out maintenance under AOC provisions, the compliance monitoring manager is additionally responsible for: <ul style="list-style-type: none"> <li>implementing an independent audit program in which compliance with all maintenance procedures is reviewed at regular intervals in relation to each type of aircraft maintained. This includes the management and completion of audits and production of audit reports and ensuring any observed non-compliances or poor standards are brought to the attention of the person concerned</li> <li>assessing providers of materials, standard parts, components and contracted organisations for satisfactory product quality in relation to the needs of the maintenance organisation</li> <li>issuing/renewing/cancelling Certifying Staff individual authorisations</li> </ul>	ADAT-GMM Clause 3(1.9) AOCR Chapter 1 Item 7.2 AOCR Chapter 5 Item 1.4 AOCR Chapter 9 Item 4.1 AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.30 AOCR Chapter 13 Item 2(b) HOR Chapter 9 Item 9.2(b)				
1.10.2	(d) Depending upon the organisation structure, if some of the compliance monitoring duties are delegated to one or several managers, those managers must report to Compliance Monitoring Manager (such as Occurrence Reporting Manager, Auditing Manager, etc.).	ADAT-GMM Clause 3(1.9) AOCR Chapter 13 Item 2(b) HOR Chapter 9 Item 9.2(b)				
1.10.3	<b>Head of Engineering</b> - who is responsible for the management and supervision of continuing airworthiness activities of the organisations and ultimately responsible to the accountable manager.  NOTE: In the case of this person having additional continuing airworthiness responsibilities (e.g., to select contracted/subcontracted organisations, to approve MEL Rectification Interval Extensions (RIE), etc.) those additional responsibilities should be added provided they do not conflict with those of other nominated personnel.	ADAT-GMM Clause 3(1.9)  AOCR Chapter 1 Item 7.2 AOCR Chapter 5 Item 1.4 AOCR Chapter 9 Item 4.1 AOCR Chapter 13 Item 2(b) HOR Chapter 9 Item 9.2(b)				
1.10.3	(a) The Head of Engineering must not be employed by any Part-145 approved organisation under contract to the Organisation, unless specifically agreed by the CAAT.	ADAT-GMM Clause 3(1.9) AOCR Chapter 1 Item 7.2 AOCR Chapter 5 Item 1.4 AOCR Chapter 9 Item 4.1				
1.10.3	(b) The responsibilities of the Head of Engineering include, but are not limited to, the following: <ul style="list-style-type: none"> <li>ensure the continuing airworthiness for the aircraft managed</li> <li>ensure that all applicable airworthiness directives, operational directives and other requirements established by the CAAT in reaction to a safety problem with a continued airworthiness impact are applied</li> <li>develop and control the Aircraft Maintenance Program(s) for every aircraft managed, including any applicable reliability program</li> <li>present the Aircraft Maintenance Program(s) to the CAAT for approval, as applicable</li> <li>monitor the effectiveness of the Aircraft Maintenance Program(s)</li> <li>ensure that all maintenance is carried out in accordance with the Approved Maintenance Program and released in accordance with applicable requirements</li> <li>establish and manage maintenance contract(s)</li> <li>ensure that any required maintenance is adequately ordered</li> <li>supervise activities, and coordinate related decisions to ensure that any maintenance is carried out properly and is appropriately released for the determination of aircraft airworthiness</li> <li>ensure that modification and repairs are adequately approved and that the data for modifications and repairs complies with the applicable requirements</li> <li>establish and implement a non-mandatory modification embodiment policy</li> <li>ensure that non-mandatory modifications, inspections or other type of non-mandatory information from the (Supplemental) Type Certificate Holder or Design Approval Holder (DOA) are adequately approved</li> <li>ensure that all required maintenance, including defects, is adequately carried out by an appropriately approved maintenance organisation</li> <li>manage and coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts and component inspections to ensure work is carried out properly</li> <li>manage and archive all continuing airworthiness records and/or operator's technical log</li> </ul>	ADAT-GMM Clause 3(1.9) AOCR Chapter 1 Item 7.2 AOCR Chapter 5 Item 1.4 AOCR Chapter 9 Item 4.1 AOCR Chapter 13 Item 2(b) HOR Chapter 9 Item 9.2(b)				
1.10.3	(b) (continued...): <ul style="list-style-type: none"> <li>ensure that the mass and balance statement reflects the current status of the aircraft, and to deliver it to the aircraft flight operation</li> <li>coordinate the performance of maintenance check flights, when necessary</li> <li>ensure the organisation holds and uses all applicable and current maintenance data</li> <li>provide suitable office accommodation at appropriate locations for the personnel</li> <li>participate in the development of the GMM procedures and content, and submit it to the Compliance Monitoring Manager for review, acceptance, and approval</li> <li>ensure sufficient appropriately qualified staff for the expected volume and complexity of work</li> <li>establish and control the competence of personnel involved in the continuing airworthiness management and maintenance review</li> <li>record and archive all details of work carried out</li> <li>report any identified condition of an aircraft or component which endangers flight safety to the CAAT, to the national civil aviation authority of the operator (in case of wet-lease out) and to the organisation responsible for the type design or supplemental type design</li> <li>if applicable, manage aircraft maintenance reviews</li> <li>ensure that the Certificate of Registration, Certificate of Airworthiness, Nose Certificate, and the Maintenance Review Report of each aeroplane managed remains valid</li> </ul>					
1.10.3	(c) Depending upon the organisation structure, if some of the continuing airworthiness duties are delegated to one or several managers, those managers must report to Head of Engineering (such as Engineering Manager, Reliability Manager, Planning Manager, Technical Records Manager, etc.).	ADAT-GMM Clause 3(1.9) AOCR Chapter 13 Item 2(b) HOR Chapter 9 Item 9.2(b)				

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No.	Subject	Reference	S	U	N/A	Comment
1.10.4	<b>Head of Maintenance</b> - who is responsible for the management and supervision of maintenance activities of the organisations (If the organisation carries out maintenance on its aircraft under AOC provisions) and ultimately responsible to the accountable manager. NOTE: The duties and responsibilities of the Head of Maintenance may be amended as appropriate, provided that they do not conflict with those of other management personnel.	ADAT-GMM Clause 3(1.9) AOCR Chapter 5 Item 1.4 AOCR Chapter 9 Item 4.1 AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.30 AOCR Chapter 13 Item 2(b) HOR Chapter 9 Item 9.2(b)				
1.10.4	(a) Head of Maintenance has direct access to the Accountable Manager on matters concerning maintenance activities.					
1.10.4	(b) The responsibilities of the Head of Maintenance include, but are not limited to, the following: <ul style="list-style-type: none"> <li>ensuring the satisfactory completion and certification of all maintenance works</li> <li>ensuring that the organisation's procedures and standards are complied with when carrying out maintenance</li> <li>ensuring the competence of all personnel engaged in maintenance</li> <li>establishing training programs and continuation training (This responsibility can also be under the Compliance Monitoring Manager)               <ul style="list-style-type: none"> <li>ensuring that any work for internal functions or external contracted/subcontracted organisations are correctly detailed in a work order/contract and that the requirements of the work order/contract are fulfilled in respect of inspection</li> <li>providing feedback to the compliance monitoring system about contracted/subcontracted services</li> <li>responding to safety and quality deficiencies in the area of responsibility, which arise from independent compliance monitoring audits</li> <li>ensuring the quality of workmanship in the final product is to a standard acceptable to the organisation and CAAT</li> <li>implementing the safety policy and objectives, including human factors principals</li> <li>ensuring the availability of appropriate facilities for planned work</li> <li>ensuring the availability of a working environment appropriate to the tasks being undertaken</li> <li>ensuring the incoming inspection of components, parts, materials, tools and equipment, as well as that the related classification, segregation and storage is in accordance with the manufacturer's recommendations</li> <li>developing a planning system appropriate to the amount and complexity of the maintenance scope of work</li> </ul> </li> </ul>	ADAT-GMM Clause 3(1.9) AOCR Chapter 5 Item 1.4 AOCR Chapter 9 Item 4.1 AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.30 AOCR Chapter 13 Item 2(b) HOR Chapter 9 Item 9.2(b)				
1.10.4	(b) (continued...): <ul style="list-style-type: none"> <li>ensuring the availability of tools, equipment and materials to perform the planned tasks;</li> <li>ensuring the availability of sufficient competent personnel to plan, perform, supervise, inspect and certify the work being performed</li> <li>ensuring the availability of all necessary maintenance data</li> <li>ensuring the reporting of any inaccuracies, incompleteness, or ambiguities in maintenance data</li> <li>providing a common work card or worksheet system to be used throughout relevant parts of the organisation and ensuring such documents comply with TCAR Part 145, 145.A.45(e)               <ul style="list-style-type: none"> <li>notifying the Accountable Manager of any financial or standard deficiencies</li> <li>notifying the Accountable Manager and Compliance Monitoring Manager of any lack of 25% of available man-hours over a calendar month</li> <li>ensuring the storage of the organisation's technical records</li> </ul> </li> </ul>					
1.10.4	(c) Depending upon the organisation structure, if some of the maintenance duties are delegated to one or several managers, those managers must report to the Head of Maintenance (such as Line Maintenance, Technical Engineering Manager, Logistics Manager, etc.).					
1.11	<b>Manpower resources and training policy</b> An analysis of the tasks is performed the way in which it intends to divide and/or combine tasks and establish the number of man/hours and the qualifications needed to perform the tasks. With significant changes in the aspects relevant to the number and qualifications of persons needed, this analysis is updated.	ADAT-GMM Clause 3(1.10) and (1.11) AOCR Chapter 5 Item 1.5 AOCR Chapter 9 Item 5 and 6				
1.11.1	<b>Manpower resources</b> The organisation must be able to demonstrate that they have adequate manpower resources to support the entire scope of approval. This section demonstrates that the number of people dedicated to the performance of the approved continuing airworthiness and maintenance activity is adequate. It lists, as a minimum, the number of staff involved in continuing airworthiness management and maintenance activities as applicable.					
1.11.1	(a) Manpower resources analysis The assessment includes (for each department/section/directorate) a comparison between the manpower required and the manpower available, so as to ensure that the organisation has sufficient staff for the expected work (man-hour plan). According to the size and complexity of the organisation, the assessment and table may be further developed or simplified. Particular attention must be given to the situation when the same person is acting with different roles within the Organisation (e.g. a person who is acting at the same time as CMR staff, quality auditor, engineering support staff etc.) or different roles under different certificate approval (e.g. a person who is acting at the same time as quality auditor for AOC and AMO certificate). In such cases the man-hour plan for the particular function should take into account this aspect to ensure the person is allocated enough time to carry out the necessary activities required for each of the different roles he/she undertakes and appropriate consideration is given to human performance limitations.					
1.11.1	(b) Summary indication of the total number of staff, by department (Continuing airworthiness management, Compliance monitoring, Training management, etc.) A summary table needs to be included in this section indicating: <ul style="list-style-type: none"> <li>Number of Full-time manpower required for each department</li> <li>Number of Full-time and Part-time in equivalent full-time for each department including all subcontracted staff</li> <li>Total number (sum) of Full-time manpower required from all departments</li> <li>Total number (sum) of Full-time and Part-time in equivalent full-time from all departments</li> <li>Number of the total man-hours available</li> </ul>					
1.11.1	(c) Notification instructions to the CAAT when any significant re-deployment or loss of staff or any staff change having impact on the approval including a variation of more than 25% on the number of staff. This may refer to GMM Item 1.12.6.	ADAT-GMM Clause 3(1.10) AOCR Appendix AF Item 2.1.4				
1.11.1	(d) When the Organisation carries out maintenance under AOC provisions, the manpower resources must include: <ul style="list-style-type: none"> <li>Maintenance management personnel</li> <li>Certifying staff</li> <li>Maintenance support staff including store and purchasing staff, training staff, and subcontracted staff which at least half the staff that perform maintenance in each flight line on any shift are employed by the Organisation to ensure organisational stability.</li> </ul>	ADAT-GMM Clause 3(1.10) AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.30				

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No.	Subject	Reference	S	U	N/A	Comment
1.11.2	<p><b>Training policy and competence assessment</b></p> <p>This section describes how the training and qualification standards for personnel are assessed as appropriate for the size and complexity of the organisation. It explains how the need for recurrent training is assessed and undertaken, also how the training recording and follow-up is performed.</p> <p>Clear differentiation is expected for each different position in the organisation as applicable (nominated postholders, other managers, auditing staff, planners, records keeping staff, MCC staff, reliability staff, engine health monitoring staff, flight recording inspection staff, CMR staff, training staff, subcontracted staff, etc.).</p>	ADAT-GMM Clause 3(1.11) AOCR Chapter 9 Item 4.3 and 6				
1.11.2	<p>(a) Initial qualification requirements</p> <ul style="list-style-type: none"> <li>General education; (e.g. relevant engineering degree or aircraft maintenance technician qualification with additional education, etc)</li> <li>Specific training such as GMM, AOCR, HOR, CAAT Part-145, Human Factors, FTS, EWIS, training on relevant sample of the type(s) of aircraft, etc.)</li> <li>Knowledge of the language in which the approved maintenance data is written (for example: English)</li> <li>Aeronautical experience</li> </ul>					
1.11.2	<p>(b) Recurrent training procedure, including:</p> <ul style="list-style-type: none"> <li>Training Program and contents (GMM and associated procedures, AOCR, HOR, CAAT Part-145, Human Factors, FTS, EWIS, etc.)</li> <li>Training setting up</li> <li>Frequency and duration</li> <li>Provisions taking into account:               <ul style="list-style-type: none"> <li>- Any changes to the aircraft and its maintenance</li> <li>- Result of in-service experience gained by the organisation including analysis of safety occurrences</li> <li>- Information published by manufacturers</li> <li>- Changes in organisation procedures</li> <li>- Changes in relevant requirements and regulations</li> <li>- Feedback on safety and Human Factor issues</li> </ul> </li> </ul>					
1.11.2	<p>(c) Training control procedure</p> <p>Brief description of the system in place to control the staff training needs, monitoring the due dates of the recurrent training and coordinating the training courses including management of instructors.</p> <ul style="list-style-type: none"> <li>Responsible person</li> <li>Control procedure</li> <li>Management of instructors</li> </ul>					
1.11.2	<p>(d) Competence assessment procedure</p> <p>This section describes how the Organisation establishes and control the competency of personnel involved in compliance monitoring, continuing airworthiness management, maintenance reviews, and, as applicable, maintenance under AOC, in accordance with a procedure and to a standard agreed by the CAAT. In addition to the necessary expertise related to the job function, competency must include an understanding of safety management and human factors principles appropriate to the person's function and responsibilities in the organisation. The organisation must assess the competence of the personnel and review training needs on yearly basis or at more frequent intervals if, and when, significant changes occur to the organisation, procedures and aircraft types operated.</p>					
1.11.2	<p>(d)(1) Procedure for the assessment of personnel competency</p> <p>The paragraph describes the process for conducting competency assessment of personnel. The procedure specifies:</p> <ul style="list-style-type: none"> <li>(a) the persons who are responsible for this process</li> <li>(b) when the assessment should take place</li> <li>(c) how to give credit from previous assessments</li> <li>(d) how to validate qualification records</li> <li>(e) the means and methods to be used for the initial assessment, extension and renewal of an authorisation (process/method used)</li> <li>(f) the means and methods to be used for the continuous control of competency, including to gather feedback on the performance of personnel</li> <li>(g) the aspects of competencies to be observed during the assessment in relation to each job function</li> <li>(h) assessors</li> <li>(i) the actions to be taken if the assessment is not satisfactory</li> <li>(j) how to record assessment results and forms to be used</li> </ul>					
1.11.2	<p>(d)(2) Competency is assessed by the evaluation of:</p> <ul style="list-style-type: none"> <li>(a) Applicable qualification requirements for the specific position of staff as detailed in the relevant GMM chapter by personnel record review</li> <li>(b) On-the-job performance and/or testing of knowledge as applicable to the job function by appropriately qualified personnel (e.g. in the case where the assessment is related to a new activity for which the Organisation is not yet approved such as a new aircraft type, new component, new maintenance level, etc.)</li> <li>(c) Appropriate attitude towards safety and observance of procedures by interview</li> <li>(d) Review of records for basic, organisational, and/or product type and differences training</li> <li>(e) Review of experience records</li> </ul> <p>Validation of the above includes a confirmation check with the organisation(s) that issued such document(s). For that purpose, experience/training may be recorded in a document such as a logbook.</p>					
1.11.2	<p>(d)(3) As a result of this assessment, an individual's qualification determines:</p> <ul style="list-style-type: none"> <li>(a) which level of ongoing supervision would be required and whether unsupervised work could be permitted</li> <li>(b) whether there is a need for additional training</li> </ul>	ADAT-GMM Clause 3(1.11) AOCR Chapter 9 Item 4.3 and 6				



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1.11.2	(d)(4) When the Organisation carries out maintenance under AOC provisions, the scope of competence assessment provided must include the following personnel to ensure that they are adequately trained to perform their duties: <ul style="list-style-type: none"> <li>• Maintenance management personnel</li> <li>• Personnel who completing and signing maintenance release</li> <li>• Other positions relating to maintenance activities of the organisation (mechanics, logistic and purchasing, storekeeper, training staff, subcontracted staff, etc.)</li> </ul>	ADAT-GMM Clause 3(1.11) AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.30				
1.11.2	(d)(5) When the Organisation carries out maintenance under AOC provisions, the procedure must have a clear identification of the scope of the assessment (initial, extension or renewal of an AOC C/S individual authorisation). This means for EXAMPLE: <ul style="list-style-type: none"> <li>• For aircraft certifying staff, which is/are the category(s) (e.g. line maintenance certifying staff, etc.) and which is/are the aircraft type (s) being assessed for endorsement in the authorisation (initial or extension of privileges)</li> <li>• For quality auditor, which is the scope of the auditor authorisation (e.g. system/procedures or product audit)</li> <li>• Etc.</li> </ul> Upon request, the Organisation must furnish any staff with a copy of their personal records on leaving the organisation (for C/S records also refer to GMM Item 3.8.2(b)).					
1.11.2	(d)(6) When the Organisation carries out maintenance under AOC provisions, it also describes procedure to take credit of experience/training for new maintenance personnel joining the Organisation (ref. TCAR 8 Part 145 Item GM 3 145.A.30(e)).					
1.11.2	(d)(7) When the Organisation carries out maintenance under AOC provisions, it also describes procedure to assess the need of EWIS training for the various categories of maintenance personnel, when applicable to the scope of approval of the Organisation.					
1.11.2	(e) Training records This section outlines the requirements for maintaining records for each personnel within the Organisation. It includes but not limited to: <ol style="list-style-type: none"> <li>(1) Constitution of the records including:               <ol style="list-style-type: none"> <li>(a) Identity, individual authorisation reference number, copy of the authorisation, scope of the authorisation, date of issue, validity, copy of diplomas, any licences held, copy of training certificate, continuation training, experience, summary sheet, assessment check lists and associated documents (result of any written or oral assessment by the person responsible for granting the approval) / material, etc.</li> <li>(b) Type and format of record - electronic or paper copy</li> </ol> </li> <li>(2) Management of CMR staff records</li> <li>(3) Retention of records               <ol style="list-style-type: none"> <li>(a) Duration / location</li> <li>(b) Type of documents</li> </ol> </li> </ol>	ADAT-GMM Clause 3(1.11) AOCR Chapter 9 Item 4.3, 4.7, and 6				
1.11.2	(f) When the Organisation carries out maintenance under AOC provisions, the scope of training provided must include the following personnel to ensure that they are adequately trained to perform their duties: <ul style="list-style-type: none"> <li>• Maintenance management personnel</li> <li>• Personnel who completing and signing maintenance release</li> <li>• Other positions relating to maintenance activities of the organisation (mechanics, logistic and purchasing, storekeeper, training staff, subcontracted staff, etc.)</li> </ul>	ADAT-GMM Clause 3(1.11) AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.30 AOCR Chapter 9 Item 4.3 and 6				
1.11.2	(g) Training procedure for maintenance personnel including management, supervisors, quality audit staff, and mechanics, in case of introduction of a new type of aircraft, taking into account the complexity and numbers of the type, the anticipated pattern of aircraft utilisation and the organisation's previous experience of aircraft with similar characteristics.	ADAT-GMM Clause 3(1.11) AOCR Chapter 9 Item 6.2.2 and 6.2.9				
1.11.2	(h) Training course syllabus information which include formal instruction and practical experience, as appropriate, depending up the nature of the training course. The information includes: <ul style="list-style-type: none"> <li>• Aims and objectives</li> <li>• Categories of staff to be trained</li> <li>• Implementation time frame (for initial course)</li> <li>• Training methods and syllabus: {refer to GM 1 - 145.A.30 (e)}</li> <li>• Duration of training</li> <li>• Validation/Approval of the training courses</li> <li>• Requirements for trainers</li> <li>• Training Records (Duration / location, Type of documents)</li> </ul>	ADAT-GMM Clause 3(1.11) AOCR Chapter 9 Item 6.2.1 AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.30				
1.11.2	(i) Training course must include systems familiarisation training on the particular aircraft types and on related maintenance practices for personnel issuing CMR and CRS including contracted maintenance personnel.	ADAT-GMM Clause 3(1.11) and AOCR Chapter 9 Item 6.2.3 and 6.2.5				
1.11.2	(j) This training program must include training course required for ensuring the continuing airworthiness and maintenance of aircraft with specific approvals. These approvals include specialised operations such as Extended Diversion Time Operations (EDTO), Reduced Vertical Separation Minima (RVSM), Category II/III operations, or other unique operational authorisations. The paragraph outlines the specific training requirements for each position necessary to maintain compliance with the regulations and standards associated with the authorised specific approvals. Additionally, it may detail any additional training requirements for these specialised operations to ensure ongoing airworthiness and safety.	ADAT-GMM Clause 3(1.11) and AOCR Chapter 9 Item 4.3				
1.11.2	(k) When the Organisation carries out maintenance under AOC provisions, training program includes Safety Training (including HF) and promotion ensuring that: <ul style="list-style-type: none"> <li>• All staff are able to demonstrate an understanding of safety management principles including Human Factors, related to their job function.</li> <li>• All staff are familiar with the safety policy and the procedures and tools that can be used for internal safety reporting.</li> <li>• Staff who have been designated safety management responsibilities are familiar with the relevant processes in terms of hazard identification, risk management, and the monitoring of safety performance.</li> <li>• The safety training cover all the topics of the training syllabus specified in TCAR 8 Part 145 GM1 145.A.30(e) either as a dedicated course or else integrated within other training.</li> </ul>	ADAT-GMM Clause 3(1.11) AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.30				

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No.	Subject	Reference	S	U	N/A	Comment
1.11.2	(l) When the Organisation carries out maintenance under AOC provisions, personnel involved in the basic maintenance service of the organisation must receive both initial and recurrent safety training, appropriate for their responsibilities. This includes at least the following staff members: <ul style="list-style-type: none"> <li>Nominated persons, line managers supervisors;</li> <li>Certifying staff, support staff and mechanics;</li> <li>Technical support personnel such as planners, engineers, technical record staff;</li> <li>Persons involved in compliance monitoring and/or safety management-related processes and tasks, including the application of human factors principles, internal investigations and safety training;</li> <li>Specialised services staff;</li> <li>Stores department staff, purchasing department staff;</li> <li>Ground equipment operators</li> </ul>	ADAT-GMM Clause 3(1.11) AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.30				
1.11.2	(m) When the Organisation carries out maintenance under AOC provisions, training is provided to management and staff at least: <ul style="list-style-type: none"> <li>during the initial implementation of safety management processes;</li> <li>for all new staff or personnel recently allocated to any safety management related task;</li> <li>on a regular basis to refresh their knowledge and to understand changes to the management system;</li> <li>when changes in personnel affect safety management roles, and related accountabilities/responsibilities; and</li> <li>when performing dedicated safety functions in domains such as safety risk management, compliance monitoring, internal investigations.</li> </ul> • initial safety training is provided for staff within 6 months of joining the organisation, but Temporary staff may need to be trained shortly after joining the organisation to cope with the duration of employment. Personnel being recruited from another organisation, and temporary staff are assessed for the need to receive any additional safety training.					
1.11.2	(n) When the Organisation carries out maintenance under AOC provisions, recurrent safety training is delivered either as a dedicated course or else integrated within other training. It is of an appropriate duration in each 2-year period, in relation to the relevant compliance monitoring audit findings and other internal/external sources of information available to the organisation on safety and HF issues. Recurrent training must take into account certain information reported through the internal safety reporting scheme.	ADAT-GMM Clause 3(1.11) AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.30				
1.12	<b>GMM amendment procedure</b> This section describes how the Organisation ensure that the GMM is amended as necessary to keep the information contained therein up to date.	ADAT-GMM Clause 3(1.12) AOCR Chapter 12 Item 2.2 AOCR Chapter 13 Item 2(n) HOR Chapter 6 Item 6.2.2 HOR Chapter 9 Item 9.2(o)				
1.12.1	Drafting procedure This section describes how amendments to the GMM will be managed: <ul style="list-style-type: none"> <li>Identification of modified text in each GMM chapter/paragraph (e.g., using vertical bars, highlighting with a specific colour the changed text, etc.)</li> <li>Criteria to (re)sign the corporate commitment after the GMM amendment</li> <li>Revision status amendment criteria (in line with "List of effective pages")</li> <li>Explanation regarding revision change for amended chapter (pages not affected vs pages affected)</li> <li>Tracking changes of successive GMM drafts (within the same GMM revision) sent to the CAAT to address its remarks before final version is accepted</li> <li>Definition of criteria for new issue or revision (if applicable)</li> <li>Definition of minor &amp; major amendment to the GMM and any associated documents</li> </ul>					
1.12.2	Eligible Amendment Amendment class that requires direct approval from the CAAT and, as applicable, indirect approval procedure in accordance with AOCR Appendix Y.  The organisation is responsible to ensure that processes, areas, activities, and personnel subject to the change have been reviewed and assessed showing satisfactory compliance with all the applicable requirements.  This section describes the process for managing and approving direct changes to the organisation, with respect to: <ul style="list-style-type: none"> <li>Identification of changes requiring direct approval</li> <li>Person responsible for notifying changes to the CAAT</li> <li>Notification procedure (How and when)</li> <li>Change procedure (Risk assessment and audit procedures)</li> </ul> In the absence of an indirect approval privilege, also minor amendments to the GMM and/or associated documents must be approved by the CAAT.	ADAT-GMM Clause 3(1.12) AOCR Chapter 9 Item 2.12, 2.13, and 2.14 AOCR Appendix Y AOCR Chapter 13 Item 2(n) HOR Chapter 9 Item 9.2(o)				
1.12.3	GMM periodic review This section describes how the GMM is reviewed periodically by the Organisation and to ensure that it is in compliance with applicable requirements and remains up-to-date which reflects the current approved operations, and the design and application of the GMM observes Human Factors principles. It includes the following procedures, but not limited to: <ol style="list-style-type: none"> <li>A clear interval for the periodic review of applicable manual</li> <li>Criteria to be taken into account during the review</li> <li>Who is responsible for the review of a manual</li> <li>How the review result will be documented including any form to be used</li> <li>Who is responsible for result review and approval</li> <li>How the approved result will be processed for record or manual amendment</li> </ol>	ADAT-GMM Clause 3(1.12) AOCR Chapter 9 Item 32.4 AOCR Chapter 12 Item 2.1 HOR Chapter 6 Item 6.2.1				
1.12.4	Procedure for submission of the GMM to the CAAT for approval <ul style="list-style-type: none"> <li>Person responsible for notifying changes to the CAAT</li> <li>Documents to be submitted</li> </ul>	ADAT-GMM Clause 3(1.12)				

Checklist Number: .....

Checklist Name: Checklist for General Maintenance Manual (GMM) Compliance and Approval

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1.12.5	<p>List of all associated documents</p> <p>This section provides cross-reference to all associated procedures, documents, appendices, forms and all other lists which are referred in the GMM but not provided in the GMM. The associated documents to be referred in the GMM are all those information associated with the contents required by the regulations which are considered a part of the GMM information.</p> <p>The GMM together with the associated procedures covers all aspects of engineering and applicable maintenance activities, including the provision and control of specialised services and detail the standards to which the Organisation intends to work. This section ensures the following points are met:</p>	ADAT-GMM Clause 3(1.12) AOCR Chapter 9 Item 2.1(a) and Appendix AF				
1.12.5	<p>(a) It provides summary table of associated documents with at least the following information:</p> <ul style="list-style-type: none"> <li>Type of document</li> <li>Document reference</li> <li>Indirect approval authorisation</li> <li>Approval entity (approved by)</li> <li>Eligible amendments for indirect approval</li> </ul> <p>When the Organisation develops second level procedures (for example to describe the details of engineering and maintenance processes in each area), those procedures must be collected into a separate controlled manual (e.g. associated procedures manual, or forms manual) to be also listed in this table.</p>	ADAT-GMM Clause 3(1.12) AOCR Chapter 9 Item 2.1(a) and Appendix AF				
1.12.5	<p>(b) The indirect approval of each document is agreed and accepted with the Authority inspector. When an indirect approval is granted, it is important that the GMM describes the limits of the indirect approval privilege for each associated document. The minimum scope for the amendment eligible for indirect approval is 'any change to the document that does not affect the scope of work from the approval certificate'. The eligible amendment of airworthiness manual is in accordance with AOCR Appendix Y.</p>	ADAT-GMM Clause 3(1.12) AOCR Chapter 9 Item 2.1(a) and Appendix AF AOCR Chapter 9 Item 2.14 and Appendix Y				
1.12.5	<p>(c) Indirect approval of associated documents</p> <p>This section describes the process for managing the indirect approval on those listed associated documents, with respect to:</p> <ul style="list-style-type: none"> <li>Specification of the class of amendments eligible for indirect approval for each document</li> <li>How to amend and control the amendment of the document which must be distinguished from normal amendment (direct approval)</li> <li>Person responsible for control and amendment of each document</li> <li>Person responsible for notifying changes to the CAAT at least 10 calendar days before its effective date</li> <li>Notification/distribution procedure (How and when)</li> <li>A description on how to manage and stop utilising the published indirect approval version of the document when there is any fault revealed on the document or intervention feedback from the CAAT</li> </ul> <p>NOTE: For indirect approval procedure for airworthiness manuals, it must be in accordance with AOCR Appendix Y.</p>	ADAT-GMM Clause 3(1.12) AOCR Chapter 9 Item 2.1(a) and Appendix AF AOCR Chapter 9 Item 2.14 and Appendix Y				
1.12.5	<p>(d) The procedure ensures that even if a document is subject to indirect approval, in the case of a change affecting the scope of work, the document will be submitted for approved by the CAAT (e.g. The Organisation changes from subcontracted flight recorders' readout or replay work to be performed by themselves)</p>	ADAT-GMM Clause 3(1.12) AOCR Chapter 9 Item 2.1(a) and Appendix AF				
1.12.5	<p>(e) The procedure ensures that in any case the CAAT must continue to receive a copy of all such minor changes when "indirectly" approved.</p>					
1.12.6	<p>Notification of Changes to the CAAT</p> <p>This section describes a management process and timeframe to ensure that the following change proposals will be notified to the CAAT in advance before the change takes place:</p> <ol style="list-style-type: none"> <li>Change of Organisation Name</li> <li>Change of postal address without any change of the actual site</li> <li>Change to the locations/facilities of the continuing airworthiness management function with or without amendment to the scope of approval (e.g. address change of any location already approved, addition or cancellation of sites, etc.)</li> <li>Expansion or transfer of offices / facility layout (e.g. modification, extension, reduction, or reorganisation of an approved location, addition built working areas such as offices, or records keeping building within the approved facility, etc.)</li> <li>Change of the Accountable Manager or nominated persons or Certificate of Maintenance Review (CMR) staff as required by the AOCR</li> <li>Reduction or increase of the staff number when the variation is more than 25% of the total staff number, or, when variation is affecting the approval (e.g. resignation/termination of all staff managing compliance monitoring, resignation/termination of all staff responsible for continuing airworthiness management)</li> <li>Reduction or increase of the scope of work affecting the approval certificate (e.g. addition/removal of an aircraft type or engine model not included in the approval certificate, extension of the scope of approval to add privileges, etc.)</li> <li>Addition/removal of any organisation(s) working under the organisation quality system (subcontractors)</li> <li>Reduction or increase of the scope of work not affecting the approval certificate (addition/removal/change of an aircraft registration from an existing aircraft)</li> <li>Any change to the procedures and associated documents</li> <li>Any change affecting the approval certificate</li> <li>Notify to CAAT one month in advance for any change proposal to the maintenance arrangements, e.g. a change to another maintenance organisation or significant organisational, procedural or technical change to a maintenance agreement.</li> </ol>	ADAT-GMM Clause 3(1.12) AOCR Chapter 9 Item 2.1(a) and Appendix AF AOCR Chapter 9 Item 7.1.9				

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No.	Subject	Reference	S	U	N/A	Comment
2	<b>GMM PART II - CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES</b>	ADAT-GMM Clause 3(2)				
2.1	<b>Use of continuing airworthiness record system, Aircraft Technical Log (ATL) system, and Minimum Equipment List (MEL)</b>  The aircraft continuing airworthiness records are the means to assess the airworthiness status of a product and its components. An aircraft continuing airworthiness record system includes the processes to keep and manage those records and should be proportionate to the subject aircraft. Aircraft continuing airworthiness records provides with the information needed: (1) to demonstrate that the aircraft is in compliance with the applicable airworthiness requirements (2) to schedule all future maintenance as required by the aircraft maintenance program based on the last accomplishment of the specific maintenance as recorded in the aircraft continuing airworthiness records.	ADAT-GMM Clause 3(2.1) AOCR Chapter 13 Item 2(d) HOR Chapter 9 Item 9.2(d)				
2.1.1	<b>Aircraft continuing airworthiness record system</b> (a) Description of continuing airworthiness record system used by the Organisation, including the aircraft technical log system.					
2.1.1	(a)(1) A clear description (with reference to the samples used) is included for each continuing airworthiness record. <ul style="list-style-type: none"> <li>Current mass and balance report/statement</li> <li>Status of Mandatory Continuing Airworthiness Information (MCAI) such as airworthiness directives and measures mandated by the applicable State's Authority (State of Design, State of Registry, State of Operator) in immediate reaction to a safety problem</li> <li>Status of modifications and repairs</li> <li>Status of compliance with aircraft maintenance program</li> <li>Deferred maintenance tasks and deferred defects rectification</li> <li>Status of life-limited parts and time-controlled components</li> <li>Supporting detailed maintenance records (Release documents, copy of workcards, history records)</li> <li>Aircraft Technical Log system - a system for recording defects and malfunctions during the aircraft operation and for recording details of all maintenance carried out on an aircraft between scheduled base maintenance visits. In addition, it is used for recording flight safety and maintenance information the operating crew need to know.</li> </ul>					
2.1.1	(a)(2) Aircraft technical log approval This paragraph explains who is responsible for submitting the aircraft technical log, and any subsequent amendment thereto, to the CAAT for approval and what is the procedure to be followed. It ensures that the Technical log contain space for the following information: (a) Aircraft nationality and registration (b) Date (Day-Month-Year) (c) Name list of flight crew members (d) Duty assignment of each flight crew member (e) Place of departure (f) Place of arrival (g) Time of departure (h) Time of arrival (i) Hours of flight (j) Nature of flight (private, aerial work, scheduled or non-scheduled) (k) Incidents, observations (if any) (l) Signature of Pilot-In-Command	ADAT-GMM Clause 3(2.1) RCAB Issue 5 on Journal Logbook AOCR Chapter 13 Item 2(d) HOR Chapter 9 Item 9.2(d)				
2.1.1	(a)(3) Instructions for use This paragraph provides detailed instructions for using the aircraft continuing airworthiness record system described in the previous paragraph. It emphasises the respective responsibilities of the maintenance personnel, the operating crew and the continuing airworthiness management staff.	ADAT-GMM Clause 3(2.1) AOCR Chapter 13 Item 2(d) HOR Chapter 9 Item 9.2(d)				
2.1.2	<b>Minimum Equipment List (MEL) development and application</b> (This section does not apply to those types of aircraft that do not have a MEL)	ADAT-GMM Clause 3(2.1) AOCR Chapter 2 Item 15.1, and 41				
2.1.2	(a) General <ul style="list-style-type: none"> <li>This section explains broadly what an MEL document is. It clearly states that the MEL is a document that lists the equipment that may be temporarily inoperative, subject to certain conditions, at the commencement of flight.</li> <li>The MEL is an alleviating document having the purpose to identify the minimum equipment and conditions to operate safely an aircraft having inoperative equipment. Its purpose is not, however, to encourage the operation of aircraft with inoperative equipment. It is undesirable for aircraft to be dispatched with inoperative equipment and such operations are permitted only as a result of careful analysis of each item to ensure that the acceptable level of safety, as intended in the applicable airworthiness and operational requirements is maintained. The continued operation of an aircraft in this condition is minimised.</li> </ul>					
2.1.2	(b) MEL Development and Amendment This section explains how the MEL is developed and amended by the Organisation. The following points are addressed, including but not limited to: <ul style="list-style-type: none"> <li>MEL Format - reflect MMEL, using ATA 100/2200 specification numbering system.</li> <li>Scope of the MEL - how the Organisation ensures the scope of the MEL and maintain to reflect dispatch conditions associated with any granted specific approvals, different types of operations, when an aircraft has installed equipment which is not required for the operation conducted.</li> <li>Responsible person/department for control and amendment of the MEL</li> <li>Amendment to the MEL - applicable changes to the MMEL that require amendment of the MEL, submitting the amended MEL for approval with the timescale of 90 days from the effective date specified in the approved change to the MMEL, any granted MEL indirect approval procedure in accordance with AOCR Appendix Y. The indirect approval procedure may be referred to GMM Item 1.12.5(c).</li> <li>This paragraph also describes how the Organisation ensures that the MEL reflects any specific approval (EDTO, RVSM, PBN, AWO, etc.) granted and any incorporated modification for each aircraft managed.</li> </ul>	ADAT-GMM Clause 3(2.1) AOCR Chapter 2 Item 15.1, and 41 AOCR Chapter 9 Item 1.2 and Appendix Y				

Checklist Number: .....

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2.1.2	(c) MEL Application This paragraph explains in sufficient detail the MEL application procedure because the MEL is a tool that the personnel involved in continuing airworthiness and maintenance have to be familiar with in order to ensure proper and efficient communication with the crew in case of a defect rectification to be deferred. The following points are addressed, including but not limited to:	ADAT-GMM Clause 3(2.1) AOCR Chapter 2 Item 15.1, and 41				
2.1.2	(c)(1) MEL categories The Organisation must establish rectification intervals for each inoperative instrument, item of equipment or function listed in the MEL. <ul style="list-style-type: none"> <li>The rectification interval in the MEL must not be less restrictive than the corresponding rectification interval in the MMEL.</li> <li>If the Organisation chooses to list non-safety-related equipment in the MEL, not listed in the MMEL, they must include a rectification interval category. These items may be given a 'D' category rectification interval provided any applicable (M) procedure (in the case of electrically supplied items) is applied.</li> <li>All items related to the airworthiness, or required for the safe operation, of the aircraft and not included in the list are automatically required to be operative.</li> <li>If the Organisation chooses NOT to list non-safety-related equipment in the MEL, this section also provides an effective decision making process for failures that are not listed to determine if they are related to airworthiness and required for safe operation. In order for inoperative installed equipment to be considered non-safety-related, the following criteria are considered: <ul style="list-style-type: none"> <li>the operation of the aircraft is not adversely affected such that standard operating procedures related to ground personnel, and crew members are impeded</li> <li>the condition of the aircraft is not adversely affected such that the safety of passengers and/or personnel is jeopardised</li> <li>the condition of the aircraft is configured to minimise the probability of a subsequent failure that may cause injury to passengers/personnel and/or cause damage to the aircraft</li> <li>the condition does not include the use of required emergency equipment and does not impact emergency procedures such that personnel could not perform them</li> </ul> </li> </ul>	ADAT-GMM Clause 3(2.1) AOCR Chapter 2 Item 15.1, and 41				
2.1.2	(c)(2) Application <ul style="list-style-type: none"> <li>This paragraph explains how the continuing airworthiness and maintenance personnel make the flight crew aware of a MEL limitation. This should refer to the technical log procedures.</li> <li>MEL application in cases where maintenance personnel is not available should also be described, if applicable.</li> <li>An assessment of both the cause and any potentially hazardous effect of any defect or combination of defects that could affect flight safety should be made in order to initiate any necessary further investigation and analysis necessary to identify the root cause of the defect.</li> <li>Unless specifically permitted by a maintenance procedure, an inoperative item may not be removed from the aircraft.</li> </ul>					
2.1.2	(c)(3) Acceptance by the crew This paragraph explains how the crew notifies their acceptance or non-acceptance of the MEL deferral in the technical log. Any aircraft defect that hazards seriously the flight safety must be rectified before further flight.					
2.1.2	(c)(4) Management of the MEL time limits <ul style="list-style-type: none"> <li>Any aircraft defect that would not hazard seriously the flight safety must be rectified as soon as practicable, after the date the aircraft defect was first identified and within any limits specified in the maintenance data or the MEL.</li> <li>System in place to ensure that all defects affecting the safe operation of the aircraft are rectified within the limits prescribed by the approved minimum equipment list (MEL), configuration deviation list (CDL) or maintenance data, as appropriate.</li> <li>This system could be the aircraft technical log for those (small) Organisations that use it as a planning document, or a specific follow-up system where control of the maintenance time limit is ensured by other means, such as data processed planning systems.</li> <li>The necessary components or parts needed for the rectification of defects are made available or ordered on a priority basis and fitted at the earliest opportunity.</li> </ul>					
2.1.2	(c)(5) MEL Rectification Interval Extension (RIE) This paragraph explains any granted MEL-RIE privilege where the owner/operator is allowed to overrun the MEL time limitation under specific conditions. Where applicable, this paragraph describes the specific duties and responsibilities with regard to controlling these extensions in accordance with AOCR Appendix Z.	ADAT-GMM Clause 3(2.1) AOCR Chapter 2 Item 15.1, and 41 AOCR Chapter 9 Item 2.7 AOCR Appendix Z				
2.2	<b>Aircraft maintenance program (AMP) — Development amendment and approval</b> <ul style="list-style-type: none"> <li>The AMP is a document which describes the specific scheduled maintenance tasks and their frequency of completion, related standard maintenance practices and the associated procedures necessary for the safe operation of those aircraft to which it applies.</li> <li>The content of this GMM chapter is expected to be found in every AMP "general requirements" section. However, while the content of the AMP includes specific information applicable to that specific AMP, this GMM chapter should describe those procedures in a generic way, being applicable to every AMP managed by the organisation (e.g., responsible person, forms used, etc.).</li> </ul>	ADAT-GMM Clause 3(2.2)				
2.2.1	General This introductory paragraph mentions that the purpose of a the AMP is to provide maintenance planning instructions necessary for the safe operation of the aircraft. Specific reference to the AMP approved by State of Registry (Document name/reference) managed by the Organisation is included in this paragraph.	ADAT-GMM Clause 3(2.2) AOCR Chapter 13 Item 2(c) HOR Chapter 9 Item 9.2(c)				
2.2.2	Content This paragraph explains the format(s) and contents of the AMP(s) which must contain at least the following information: (1) Maintenance tasks and the intervals at which these are to be performed, taking into account the anticipated utilisation of the aeroplane; (2) When applicable, a continuing structural integrity program; (3) Procedures for changing or deviating from (a) and (b) above; and (4) When applicable, condition monitoring and reliability program descriptions for aircraft systems, components and engines. (5) Other information prescribed by applicable authority's requirements	ADAT-GMM Clause 3(2.2) AOCR Chapter 9 Item 8 AOCR Chapter 13 Item 3.1 HOR Chapter 9 Item 9.3.1				

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2.2.3	<p>Development and Sources</p> <ul style="list-style-type: none"> <li>This paragraph explains how the AMP is developed by the Organisation. It explains how the Organisation ensures that the AMP is based on current maintenance program information made available by the State of Design or by the organisation responsible for the type design, and any additional applicable experience. The maintenance tasks and intervals that have been specified as mandatory in approval of the type design will be identified.</li> <li>This paragraph also identifies the sources (MRB, MPD, maintenance manual, etc.) used for the development of an AMP.</li> <li>This paragraph also describes how the Organisation ensures that the design and application of the maintenance program observes Human Factors principles.</li> <li>This paragraph also describes how the Organisation ensures that the AMP reflects any specific approval granted for each aircraft managed.</li> <li>This paragraph also describes how the Organisation ensures that copies of all amendments to the AMP are furnished promptly to all concern organisations or persons and the CAAT.</li> </ul>	<p>ADAT-GMM Clause 3(2.2)            AOCR Chapter 9 Item 8            AOCR Chapter 12 Item 3            AOCR Chapter 13 Item 2(i)            AOCR Chapter 13 Item 3.2 and 3.3            HOR Chapter 6 Item 6.3            HOR Chapter 9 Item 9.2(i)            HOR Chapter 9 Item 9.3.2 and 9.3.3</p>				
2.2.4	<p>Responsibilities</p> <p>This paragraph identifies the person(s) responsible for the development and management of the AMP.</p>	<p>ADAT-GMM Clause 3(2.2)            AOCR Chapter 9 Item 8</p>				
2.2.5	<p>AMP amendments</p>	<p>ADAT-GMM Clause 3(2.2)            AOCR Chapter 9 Item 8            AOCR Chapter 13 Item 2(i)            HOR Chapter 9 Item 9.2(i)</p>				
2.2.5	<p>(a) Continuing validity</p> <p>This paragraph describes the system for ensuring the continuing validity of the AMP. Particularly, it shows how any relevant information is used to update the AMP. This includes, as applicable, MRB report revisions, consequences of modifications, manufacturer and authority's recommendations, in-service experience, reliability reports, and any other relevant sources.</p>					
2.2.5	<p>(b) Periodic review procedure</p> <ul style="list-style-type: none"> <li>This paragraph describes how the AMP details are reviewed periodically, preferably at least annually. As a minimum, revisions of documents affecting the program basis need to be considered by the owner or the Organisation for inclusion in the AMP during the annual review. The procedure consists of the at least the following information:               <ol style="list-style-type: none"> <li>A clear interval for the periodic review of applicable manual</li> <li>Criteria to be taken into account during the review which must be in accordance with AOCR Appendix AE</li> <li>Who is responsible for the review of a manual</li> <li>How the review result will be documented</li> <li>Who is responsible for result review and approval</li> <li>How the approved result will be processed for record or manual amendment</li> </ol> </li> <li>Applicable mandatory requirements for compliance with airworthiness standards should be incorporated into the AMP as soon as possible.</li> </ul>	<p>ADAT-GMM Clause 3(2.2)            AOCR Chapter 9 Item 8.4, 8.5, and 8.7            AOCR Appendix AE            AOCR Chapter 13 Item 2(i)            HOR Chapter 9 Item 9.2(i)</p>				
2.2.6	<p>AMP approval</p> <p>This paragraph identifies the person(s) responsible for the submission of the AMP to the authority and the applicable procedure to follow. The different approval procedures are included in this section.</p>	<p>ADAT-GMM Clause 3(2.2)            AOCR Chapter 9 Item 8</p>				
2.2.6	<p>(a) AMP direct approval procedure by the authority (State of Registry)</p> <p>This paragraph indicates how the AMP is managed by the Organisation to be processed for direct approval by the authority. It describes responsible person, applicable procedure and forms to be used</p>					
2.2.6	<p>(b) AMP indirect approval procedure</p> <p>This paragraph indicates the eligible minor amendments subject to indirect approval procedure, responsible person, applicable procedure and forms to be used in accordance with AOCR Appendix Y.</p> <p>In any case, the overseeing authority must continue to receive a copy of all such changes when "indirectly" approved. The indirect approval procedure may be referred to GMM Item 1.12.5(c).</p>	<p>ADAT-GMM Clause 3(2.2)            AOCR Chapter 9 Item 8.10 and Appendix Y</p>				
2.2.7	<p>Permitted variations to maintenance periods (AMP task one-off extension procedure)</p> <p>This paragraph describes procedure to extend the due date of an AMP task for a specific aircraft due to impossibility to carried out the task on time, when exceptional circumstances arise which could not reasonably have been anticipated in accordance with AOCR Appendix AA including but not limited to:</p> <ul style="list-style-type: none"> <li>AMP tasks subject to this extension procedure and AMP tasks excluded</li> <li>Maximum extension applicable</li> <li>Extension procedure</li> <li>Identification of forms used</li> </ul> <p>NOTE: This one-off extension is different from the escalation of an established AMP task interval. While only the next due for one specific aircraft registration is extended with the one-off extension procedure, the escalation procedure modifies the task interval permanently (and it is not limited to one specific aircraft registration).</p>	<p>ADAT-GMM Clause 3(2.2)            AOCR Chapter 9 Item 2.8 and 2.9            AOCR Appendix AA</p>				
2.2.8	<p>Maintenance planning procedure</p> <p>The continuing airworthiness management function is responsible for determining what maintenance is required, when it has to be performed, by whom and to what standard in order to ensure the continued airworthiness of the aircraft. It is also required to coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts, and component inspection to ensure the work is carried out properly.</p> <p>This paragraph describes the system in place to ensure that all required maintenance (AMP tasks, ADs embodiment, etc.) whether it is scheduled or unscheduled maintenance is performed in due time in accordance with the approved AMP in a controlled and satisfactory manner. The following points must be addressed:</p>	<p>ADAT-GMM Clause 3(2.2)            AOCR Chapter 9 Item 2.1 and 8            AOCR Chapter 12 Item 1.4            HOR Chapter 6 Item 6.1.5 and 6.2.1</p>				
2.2.8	<p>(a) Tasks due date control system</p>					
2.2.8	<p>(b) Short term, mid-term and long-term planning procedure, as applicable</p>					

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2.2.8	(c) Coordination with contracted maintenance organisations or maintenance management functions to: <ul style="list-style-type: none"> <li>Allocate maintenance events/slots and planning the timely presentation of the aircraft</li> <li>Provide the work package to be performed - a system is in place to track work package changes (revisions) and to ensure that the work package and the Certificate of Release to Service refer to the same revision. (i.e., in case of different work package revisions have been issued after addition/removal of tasks).</li> <li>Ensure that no flight takes place in case of overdue maintenance tasks (i.e., having any maintenance task not performed during the maintenance event and overdue during the aircraft ground time).</li> <li>Liaise all matters relating to the maintenance contract or agreement and for airworthiness matters affecting the safe operation of the aircraft</li> </ul>	ADAT-GMM Clause 3(2.2) AOCR Chapter 9 Item 7.1.4 AOCR Chapter 9 Item 8 AOCR Chapter 12 Item 1.4 HOR Chapter 6 Item 6.1.5				
2.2.8	(d) Re-scheduling of those maintenance tasks not performed.	ADAT-GMM Clause 3(2.2) AOCR Chapter 9 Item 8				
2.2.8	(e) Process of the work package received after the maintenance event, so as to review its content, update the aircraft continuing airworthiness records and archive the work package in accordance with the applicable procedures.	AOCR Chapter 12 Item 1.4 HOR Chapter 6 Item 6.1.5				
2.3	<b>Continuing airworthiness records: responsibilities, retention and access</b>	ADAT-GMM Clause 3(2.3)				
2.3.1	Hours and cycles recording The recording of flight hours and cycles is essential for the planning of maintenance tasks. This paragraph explains how the continuing airworthiness management function has access to the current flight hours and cycles information and how it is processed through the Organisation. It must to ensure that the hours of service or elapsed times quoted in the approved AMP are not exceeded as regards components and structural assemblies, and that scheduled maintenance periods are adhered to.	ADAT-GMM Clause 3(2.3) AOCR Chapter 9 Item 14.1(a) and 14.1(b) AOCR Chapter 13 Item 2(d) HOR Chapter 9 Item 9.2(d)				
2.3.2	Records (a) This paragraph describes the organisation documents that are required to be recorded and what are the recording period requirements for each of them. This can be provided by a table or series of tables that would include the following: <ul style="list-style-type: none"> <li>Family/structure of document (if necessary)</li> <li>Format of documents</li> <li>Name of document(s) (e.g. technical log, CRS or aircraft and its components, AD records, modification records, repair records, (un)schedule maintenance records, in-service life-limited part history records, etc.)</li> <li>Retention period(s)</li> <li>Responsible person for retention</li> <li>Place of retention</li> </ul> Where IT systems are used to retain documents and data, it should be possible to print a paper version of the documents and data kept.	ADAT-GMM Clause 3(2.3) AOCR Chapter 13 Item 2(d) HOR Chapter 9 Item 9.2(d)				
2.3.2	(b) The procedure ensures that the following records are kept for the required periods: <ol style="list-style-type: none"> <li>The total time in service (hours, calendar time and cycles, as appropriate) of the aeroplane and all life-limited components</li> <li>The current status of compliance with all mandatory continuing airworthiness information</li> <li>Appropriate details of modifications and repairs to the aircraft and its major components</li> <li>The time in service (hours, calendar time and cycles, as appropriate) since the last overhaul of the aircraft or its components subject to a mandatory overhaul life</li> <li>The current status of the aircraft's compliance with the AMP</li> <li>The detailed maintenance records to show that all requirements for the a maintenance release have been met.</li> </ol> Item (1) to (5) is required to be kept for a minimum of 90 days after the unit to which they refer has been permanently withdrawn from service. Item (6) is required to be kept for a minimum period of 1 year after the signing of the maintenance release.	ADAT-GMM Clause 3(2.3) AOCR Chapter 13 Item 2(d) AOCR Chapter 12 Item 4 HOR Chapter 9 Item 9.2(d) HOR Chapter 6 Item 6.4				
2.3.2	(c) The procedure ensures to process the foregoing information into aircraft, engine and propeller log books or equivalent records, to maintain the records and documents concerning overhaul and repair work, component changes, mandatory modifications and inspections and to maintain the Modification Record Book. The procedure must ensure that all certificates of release to service contain minimum information as required by the regulations.	ADAT-GMM Clause 3(2.3) AOCR Chapter 9 Item 14.1(c) AOCR Chapter 12 Item 1.2, 7 HOR Chapter 6 Item 6.1.3, 6.7				
2.3.3	Storage and Preservation of records (a) This paragraph sets out the means provided to protect the records from fire, flood, etc., as well as the specific procedures in place to ensure that the records will not be altered during the retention period (especially computer records). The procedure describes to ensure that the records are stored in a manner that ensures protection from damage, alteration and theft. Microfilming or optical storage of records may be carried out at any time. The records should be as legible as the original record and remain so for the required retention period. Physical records on either paper or microfilm systems should use robust material, which can withstand normal handling, filing and ageing. They should be stored in a safe way with regard to damage, alteration and theft.	ADAT-GMM Clause 3(2.3) AOCR Chapter 12 Item 4.4 AOCR Chapter 13 Item 2(d) HOR Chapter 6 Item 6.4.4 HOR Chapter 9 Item 9.2(d)				
2.3.3	(b) Digitised records This paragraph describes to ensure that when digitised records created from an original paper record, or as a digital electronic original, they are stored on a system which is secured and kept in an environment protected from damage (e.g. fire, flooding, excessive temperature or accidental erasing). IT systems have at least one backup system, which should be updated at least within 24 hours of any entry in the primary system. Access to both primary and backup systems is required to be protected against the ability of unauthorised personnel to alter the database and they preferably are located remotely from the main system. The system used for retention of digitised records: <ul style="list-style-type: none"> <li>ensure the integrity, accuracy and completeness of the record;</li> <li>ensure that access to the digitised record has safeguards against alteration of the data;</li> <li>ensure the authenticity of the record including assurance that the date has not been modified after creation;</li> <li>be capable of retrieving individual records within a reasonable time period; and</li> <li>be maintained against technological obsolescence which would prevent printing, displaying or retrieval of the digitised records.</li> </ul> All computer hardwares (discs, tapes etc.) used to ensure backup are stored in a different location from that containing the working data, in an environment that ensures they remain in good condition (safe environment).	ADAT-GMM Clause 3(2.3) AOCR Chapter 9 Item 14.2 AOCR Chapter 12 Item 4.4 AOCR Chapter 13 Item 2(d) HOR Chapter 6 Item 6.4.4 HOR Chapter 9 Item 9.2(d)				
2.3.3	(c) Access to records in the event of an accident or serious incident This paragraph describes to ensure that in the event of an accident or serious incident the Accountable Manager will hold the records secure until requested by the State of Registry's authority, the Agency and/or the responsible accident investigating body.	ADAT-GMM Clause 3(2.3) AOCR Chapter 9 Item 32.6(g)				

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2.3.3	(d) Records retention by contracted maintenance organisation This paragraph describes to ensure that when the Organisation arranges for the relevant contracted maintenance organisation to retain copies of the continuing airworthiness records on its behalf, the Organisation still retains its responsibility for the records relating to the preservation of records. If the Organisation ceases to be the continuing airworthiness management function of the aircraft, it also remains responsible for transferring the records to any other person or organisation managing continuing airworthiness of the aircraft. Owner/Operator/Continuing airworthiness management function of the aircraft must present the records to the CAAT upon request.	ADAT-GMM Clause 3(2.3) AOCR Chapter 9 Item 32.6(a) AOCR Chapter 13 Item 2(d) HOR Chapter 9 Item 9.2(d)				
2.3.3	(e) Transfer of continuing airworthiness records <ul style="list-style-type: none"> <li>This paragraph describes to ensure that where continuing airworthiness management of an aircraft is transferred to another organisation or person, all retained records will be transferred to the said organisation or person.</li> <li>This paragraph sets out the procedure for the transfer of records. In particular, it specifies which records have to be transferred and who is responsible for the coordination (if necessary) of the transfer. Where a continuing airworthiness management organisation terminates its operation, all retained records will be transferred to the owner of the aircraft.</li> </ul>	ADAT-GMM Clause 3(2.3) AOCR Chapter 12 Item 4.3 and 4.4 HOR Chapter 6 Item 6.4.3 and 6.4.4				
2.3.3	(f) Facilitation of audit This paragraph describes how the records structured or stored in such a way as to facilitate auditing. This includes but not limited to: <ul style="list-style-type: none"> <li>how to categorise and organise the records according to relevant topics or areas of operation to ensure that information is easily retrievable and can be accessed quickly during audits</li> <li>how to store in a centralised location or electronic database that is accessible to authorised personnel. This facilitates efficient retrieval of records when needed for auditing purposes.</li> <li>how to define format and label consistently to ensure clarity and ease of understanding. This includes using standardised naming conventions, file formats, and documentation practices.</li> <li>how to ensure procedures are in place to document changes to records, including updates, revisions, and deletions. This helps maintain an accurate audit trail and ensures the integrity of the records over time.</li> </ul>	ADAT-GMM Clause 3(2.3) AOCR Chapter 9 Item 14.3				
2.3.4	When the Organisation carries out maintenance under AOC provisions, the procedure must also cover <ul style="list-style-type: none"> <li>Records of management system key processes for maintenance activities (maintenance management, compliance monitoring system, etc.)</li> <li>Contracts, both for contracting and subcontracting which must be kept for a minimum period of 5 years.</li> </ul> And all detailed maintenance records (including certificates of release to service) and any associated maintenance data for 3 years from the date when the aircraft or component to which the work relates was released from the organisation.	ADAT-GMM Clause 3(2.3) AOCR Chapter 9 Item 14.3 AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.55				
2.4	<b>Accomplishment and control of Mandatory Continuing Airworthiness Information (MCAI) such as Airworthiness Directives (AD), Operational Directives (OD), Safety Measures</b> This section demonstrates that there is a comprehensive system in place to ensure compliance with MCAI such as AD and OD with a continuing airworthiness impact. This includes the following information:	ADAT-GMM Clause 3(2.4) AOCR Chapter 9 Item 16.1, 16.2, and 16.3 AOCR Chapter 13 Item 2(f) and 2(h)				
2.4.1	MCAI information sources ADS/ ODS/ safety measures information sources; State of Design, State of Registry, State of Operator, etc., depending on the aircraft types and registrations (including its components) managed by the Organisation. This chapter identifies the sources of information and the recipient list within the organisation.	HOR Chapter 9 Item 9.2(f) and 9.2(h)				
2.4.2	Scope of applicability (State of Registry, State of design, State of Operator, etc.) <ul style="list-style-type: none"> <li>The regulations of the State of Registry of an aircraft normally determine which MCAI apply to a particular aircraft (including the engine, propeller, parts and appliances). As a general rule, ICAO Annex 8 are applied, which means that the State of Design MCAIs apply.</li> <li>In accordance with the CAAT regulations, aircraft registered in Thailand are required to comply with CAAT-issued or adopted MCAIs (MCAIs from State of Design or any MCAIs accepted by CAAT), including those MCAIs which have been issued or adopted by the State of Design for products, parts and appliances.</li> </ul>					
2.4.3	MCAI decision This paragraph explains how and by whom the MCAI information is analysed and what kind of information is provided to the relevant maintenance functions/organisations in order to plan and perform the MCAI. This includes as necessary a specific procedure for the management of emergency MCAI. The procedure must include: (1) Procedure(s) for the analysis of MCAI such as AD/ODs/safety measures with priority of response (2) Person/department responsible for the assessment (3) Assessment of effectivity and applicability method of compliance selection (4) Planning and monitoring MCAI accomplishment needs and embodiment status (special tools/kits, base maintenance event required) (5) Recording of the assessment (6) Incorporation of the new MCAI information into the MCAI status and/or MCAI control system <ul style="list-style-type: none"> <li>Reference to MCAI status mentioned in GMM Item 2.1 - continuing airworthiness record.</li> <li>MCAI control system update after reception of maintenance records showing aircraft MCAI embodiment.</li> <li>In case this step is already described in GMM Item 2.1, precise reference to that procedure is included in this paragraph</li> <li>By means of Modification Records, Technical Records, Log Books or other means adopted by the Organisation; it must be possible at any time to establish the record of compliance with MCAI and information for each aircraft</li> </ul> (7) Procedure(s) for the management of emergency MCAI (8) Information to be provided to the Maintenance Organisation, for example: <ul style="list-style-type: none"> <li>Method of compliance and which part of a multi-part MCAI has to be accomplished, where a choice is available in the MCAI.</li> <li>MCAI reference or full MCAI copy.</li> </ul>	ADAT-GMM Clause 3(2.4) AOCR Chapter 9 Item 16.1, 16.2, 16.3, and 16.4 AOCR Chapter 13 Item 2(f) and 2(h) HOR Chapter 9 Item 9.2(f) and 9.2(h)				
2.4.4	MCAI control This paragraph specifies how the Organisation ensures that all the applicable MCAIs are accomplished on time. This includes a closed-loop system that allows verifying that, for each new or revised MCAI and for each aircraft: (1) the MCAI is not applicable, or (2) if the MCAI is applicable: <ul style="list-style-type: none"> <li>the MCAI is not yet accomplished but the time limit is not overdue,</li> <li>the MCAI is accomplished, and any repetitive inspection is identified and performed. This may be a continuous process or may be based on scheduled reviews.</li> </ul>	ADAT-GMM Clause 3(2.4) AOCR Chapter 9 Item 16.1, 16.2, and 16.3 AOCR Chapter 13 Item 2(f) and 2(h) HOR Chapter 9 Item 9.2(f) and 9.2(h)				



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2.4.5	<p>Alternative Means of Compliance (AMoC) to MCAI</p> <p>This paragraph describes how the Organisation requests AMoC to MCAI and manages to ensure its compliance.</p> <p>(1) Procedure for assessing the need for AMoC to MCAI</p> <p>(2) Clear identification of the person responsible for AMoC to MCAI</p> <p>(3) Clear description of the various stages of the application process for approval from the State that issued the MCAI, the State of Registry, and the State of Operator</p> <p>(4) Procedure to report State of Operator, State of Registry, State of Design, and manufacturer for any operational experiences affected by the applied AMoC to MCAI</p> <p>(5) Procedure how to record the use of all AMoC to MCAI</p>	<p>ADAT-GMM Clause 3(2.4)</p> <p>AOCR Chapter 9 Item 16.1, 16.2, and 16.3</p> <p>AOCR Chapter 13 Item 2(f) and 2(h)</p> <p>HOR Chapter 9 Item 9.2(f) and 9.2(h)</p>				
2.5	<p><b>Non-mandatory modifications and inspections</b></p> <p>This paragraph specifies how the Organisation establish and work according to a policy, which assesses non-mandatory information (modifications or inspections) related to the airworthiness of the aircraft. Nonmandatory information refers to service bulletins, service letters, and other information that is produced for the aircraft and its components by an approved design organisation, the manufacturer, or the authority.</p> <p>This chapter specifies how non-mandatory modification information is managed and processed through the organisation. It includes the following information:</p>	<p>ADAT-GMM Clause 3(2.5)</p> <p>AOCR Chapter 9 Item 16.2 and 16.3</p> <p>AOCR Chapter 13 Item 2(g)</p> <p>HOR Chapter 9 Item 9.2(g)</p>				
2.5.1	<p>Non-mandatory modifications and inspections policy</p> <p>This section outlines the policy regarding non-mandatory modifications and inspections.</p> <p>(1) Define the scope of the policy, emphasising safety as the paramount concern.</p> <p>(2) Specify criteria for evaluating proposed modifications and inspections, including safety, operational benefits, cost-effectiveness, and regulatory compliance.</p> <p>(3) Clarify stakeholder roles and responsibilities in the decision-making process and establish documentation requirements for proposal, evaluation, and approval.</p> <p>(4) Provisions for regular review and updates to ensure alignment with evolving regulatory standards and industry best practices.</p>	<p>ADAT-GMM Clause 3(2.5)</p> <p>AOCR Chapter 9 Item 16.2 and 16.3</p>				
2.5.2	<p>Procedure to assess non-mandatory information</p> <p>(1) Responsible person/department</p> <p>(2) Modification/inspection to be assessed (sources)</p> <p>(3) Criteria used to decide whether the modification/inspection is embodied or not</p> <p>(4) Forms and records of the assessment.</p> <p>At least, the assessment and implementation of those non-mandatory modifications/inspections related to defects/adverse trends identified during the analysis of the effectiveness of the AMP (or reliability program) must be considered.</p>					
2.6	<p><b>Repairs and modifications</b></p> <ul style="list-style-type: none"> <li>This chapter sets out a procedure for the assessment of the approval status of any major repair or modification embodiment. It identifies the type of approval required, and the applicable approval procedure.</li> <li>Organisations must ensure that the data used for any repairs or modification complies with applicable regulations.</li> </ul> <p>Although the approved design organisation or the CAAT are responsible for the classification of the repair or modification, the organisation must demonstrate, in this chapter, how it intends to identify, assess, embody and monitor repairs or modifications.</p> <p>This section includes, but not be limited to, the following items:</p>	<p>ADAT-GMM Clause 3(2.6)</p> <p>AOCR Chapter 12 Item 6</p> <p>HOR Chapter 6 Item 6.6</p> <p>Modifications and Repairs Approval Requirement Chapter 1</p>				
2.6.1	Definition of major and minor modification / repair (in accordance with relevant CAAT regulation)					
2.6.2	<p>Acceptable data for modifications and repairs</p> <p>(1) Data approved by State of Design</p> <p>(2) Data approved by an approved Design Organisation (DOA)</p> <p>(3) Data approved by TC/STC holder</p> <p>(4) Data approved by previous State of Registry or State of Operator</p> <p>(5) Acceptable data under Bilateral agreements between CAAT and its counterpart civil aviation authorities</p>	<p>ADAT-GMM Clause 3(2.6)</p> <p>AOCR Chapter 12 Item 6</p> <p>HOR Chapter 6 Item 6.6</p> <p>Modifications and Repairs Approval Requirement Chapter 2 and 3</p>				
2.6.3	<p>Type of approval required</p> <p>In order to facilitate the process for the identification of the type of approval required, this paragraph describes the different possible options/scenarios, as exemplified below:</p> <p>(1) Modifications or repairs issued by organisation other than the Type Certificate Holder (TCH)</p> <p>(2) Modifications or repairs from DOA that is not the TCH</p> <p>(3) Modifications applicable to the TC but is not identified on the CAAT TC acceptance certificate for the aircraft (only validation is required)</p>					
2.6.4	<p>Coordination with DOA and approved Maintenance Organisation</p> <p>(1) Responsible person and/or department</p> <p>(2) Applicable Procedure(s)</p> <p>(3) Documents and records to keep as substantiating data for embodied modifications/repairs shown in the current status of modifications and repairs</p> <p>(4) Incorporation and distribution of all instructions for continued airworthiness issued by the organisation responsible for the type design of the embodied modification or repair. The procedure must ensure that all supplements to the approved aircraft flight manual, maintenance instructions, instructions for continuing airworthiness and repair instructions pertaining to a modification or repair are incorporated into the existing operating data for the aircraft. It is recorded the incorporation of the required supplements in the appropriate revision logs.</p>	<p>ADAT-GMM Clause 3(2.6)</p> <p>AOCR Chapter 9 Item 16.2, 16.3, and 16.4</p> <p>AOCR Chapter 12 Item 6</p> <p>AOCR Chapter 13 Item 2(g)</p> <p>HOR Chapter 6 Item 6.6</p> <p>HOR Chapter 9 Item 9.2(g)</p> <p>Modifications and Repairs Approval Requirement Chapter 4 and 5</p>				
2.6.5	<p>Coordination with flight operation function</p> <p>This paragraph describes where transmission of advisory information of a temporary nature to flight crews is required by e.g. in respect of modifications to the aircraft, trial installations or other changes which the crew need to be aware of during their operation of the aircraft, or which impose operating restrictions, an information sheet is included in the technical log containing the relevant data.</p>	<p>ADAT-GMM Clause 3(2.6)</p> <p>AOCR Chapter 9 Item 19.1(c)</p>				

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2.6.6	<p>Cabin reconfiguration approval and control</p> <p>This paragraph describes procedures for any change to the cabin configuration from the aircraft was first certificated for which constitutes a modification. The procedure includes:</p> <p>(1) Responsible person/department</p> <p>(2) Applicable Procedure(s) how:</p> <ul style="list-style-type: none"> <li>to obtain approval from the CAAT</li> <li>to ensure the change conforms to an approved design</li> <li>each change of configuration is certified with the issue of a Certificate of Release to Service</li> <li>to ensure the operation manual and instructions contain precise descriptions, preferably pictorial, of the approved configuration and any limitations provided to concerned staff</li> <li>checklist is used to ensure various actions necessary for fitting or securing of emergency equipment and exits when carrying out configuration changes</li> <li>clear guidance is provided to persons responsible for loading and securing the aircraft for flight so that the conditions of the approved configuration are met</li> </ul> <p>(3) Documents and records and any forms to be used</p>	<p>ADAT-GMM Clause 3(2.6)</p> <p>AOCR Chapter 9 Item 23</p> <p>Modifications and Repairs Approval Requirement Chapter 2, 4 and 5</p>				
2.6.7	<p>Aircraft external damage marking and records</p> <p>This paragraph describes a system for identifying any external damage in the form of scratches and minor dents, corrosion, and deformations as a result of collision with ground service equipment, access steps and vehicles, collision with objects, severe environment, and etc. after inspection and acceptance so that it is readily apparent when new damage occurs. The procedure describes:</p> <p>(1) Responsible person/department</p> <p>(2) How to record the assessment and acceptance of the damage</p> <p>(3) How to ensure that the damage is recorded and kept in the aircraft either directly on pictorial diagrams or by use of a grid referencing system (Such records may be included in the technical log or another readily available document)</p> <p>(4) How to ensure that the damage record for each aircraft is reviewed by the Organisation from time to time to ensure that:</p> <ul style="list-style-type: none"> <li>it has been kept up to date</li> <li>the repaired damage is not removed from the aircraft record</li> <li>the cumulative effects of damage do not exceed manufacturers limitations</li> </ul> <p>(5) Identification of forms used</p>	<p>ADAT-GMM Clause 3(2.6)</p> <p>AOCR Chapter 9 Item 24</p> <p>Modifications and Repairs Approval Requirement Chapter 3, 4 and 5</p>				
2.7	<p><b>Defect report including mandatory occurrence report</b></p> <p>This chapter focuses on the management of defects and the associated processes and procedures to identify, assess, report, investigate and correct defects. While GMM Item 2.1 covers deferred defects management as part of Continuing Airworthiness Record System and MEL application, this chapter describes in detail the whole defect control system in use. The system may be proportionate to the type of aircraft and operation.</p> <p>Defects such as cracks and structural defects are not addressed in the MEL and CDL. However, it may be necessary in certain cases to defer the rectification of a defect. This chapter establishes the procedure(s) for managing and deferring reported defects. This includes appropriate liaison with the manufacturer.</p> <p>This chapter also explains how the defect reports provided by the contracted maintenance organisations are processed by the continuing airworthiness management function. Analysis is conducted in order to give elements to activities such as the AMP evolution and non-mandatory modification policy.</p> <p>It is structured as follows:</p>	<p>ADAT-GMM Clause 3(2.7)</p> <p>AOCR Chapter 9 Item 10, 11, and 12.</p> <p>AOCR Chapter 13 Item 2(k)</p> <p>HOR Chapter 9 Item 9.2(l)</p>				
2.7.1	<p>Description of the defect management system in place - Procedure(s) for managing open defect reports including deferred defect policy and criteria</p> <p>(1) Responsibilities</p> <p>(2) Forms used</p> <p>(3) Departments involved</p> <p>(4) Compliance with approved data</p> <p>(5) Recording standard in a way to assist in identifying which defects are repetitive including a method to enable flight crews to identify recurring/repetitive defects</p>	<p>ADAT-GMM Clause 3(2.7)</p> <p>AOCR Chapter 9 Item 10, 11, and 12.</p>				
2.7.2	<p>Procedure(s) for monitoring, assessment, classification and analysis of maintenance and operational experience with respect to continuing airworthiness</p> <ul style="list-style-type: none"> <li>The system ensures that all defects affecting the safe operation of the aircraft are rectified within the limits prescribed by the approved MEL, CDL or maintenance data, as appropriate. Also, that such defect rectification cannot be postponed unless in accordance with a procedure approved by the CAAT.</li> <li>This section also describes the assessment of both the cause and any potentially hazardous effect of defects or combination of defects that could affect flight safety which must be made in order to initiate any necessary further investigation and analysis to identify the root cause of the defect.</li> </ul>	<p>ADAT-GMM Clause 3(2.7)</p> <p>AOCR Chapter 9 Item 10.2 and 10.6</p> <p>AOCR Chapter 12 Item 5.2</p> <p>AOCR Chapter 13 Item 2(e)</p> <p>HOR Chapter 6 Item 6.5.2</p> <p>HOR Chapter 9 Item 9.2(e)</p>				
2.7.2	<p>(a) Assessment and classification of defects (MEL/CDL, no-MEL items, non-safety related defects, repetitive defects, intermittent defects, etc).</p>	<p>ADAT-GMM Clause 3(2.7)</p>				
2.7.2	<p>(b) Control and monitoring procedure for repetitive defects includes:</p> <p>(1) A limit to the number of times a particular defect may be repeated</p> <p>(2) History record of a particular repetitive defect is available at scheduled inspections</p> <p>(3) The defect is brought to the attention of a senior person in the Organisation, usually the Quality Manager ensuring that positive action is taken to obviate a further repetition of the defect</p> <p>(4) Ensuring that line and outstation maintenance personnel have access to repetitive defect information</p>	<p>ADAT-GMM Clause 3(2.7)</p> <p>AOCR Chapter 9 Item 12</p>				
2.7.2	<p>(c) Criteria for reportable mandatory occurrences in accordance with the applicable requirements</p> <p>NOTE: This may refer to appropriate Safety Management Manual.</p>	<p>ADAT-GMM Clause 3(2.7)</p> <p>AOCR Chapter 12 Item 5</p> <p>AOCR Chapter 13 Item 2(f)</p> <p>HOR Chapter 6 Item 6.5</p> <p>HOR Chapter 9 Item 9.2(f)</p>				

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 TCAR 8 Part 145 : Repair Station Certificate Requirements TCAR 8 PART 145

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2.7.2	(d) Deferred defect policy The policy must ensure that: <ul style="list-style-type: none"> <li>Any aircraft defect that seriously hazards the flight safety must be rectified before further flight.</li> <li>Only the licensed aircraft maintenance engineer or approved maintenance organisation can decide, using approved data, whether an aircraft defect seriously hazards the flight safety, and therefore, decide when and which rectification action will be taken before further flight, and which defect rectification can be deferred.</li> <li>Any aircraft defect that would not hazard seriously the flight safety is rectified as soon as practicable, after the date the aircraft defect was first identified and within any limits specified in the approved data</li> <li>Deferred defects are defined as those defects reported in operational service which are deferred for later rectification, or defects arising during maintenance which are carried forward for rectification at a later maintenance input.</li> </ul>	ADAT-GMM Clause 3(2.7) AOCR Chapter 9 Item 10.3, 10.4, and 11 AOCR Chapter 13 Item 2(k) HOR Chapter 9 Item 9.2(l)				
2.7.2	(e) Where a defect report shows that such defect is likely to occur to other aircraft, a liaison is established with the manufacturer and the authority so that they may take all the necessary action.)	ADAT-GMM Clause 3(2.7) AOCR Chapter 9 Item 11				
2.7.2	(f) Deferral process, including, but not limited to:	ADAT-GMM Clause 3(2.7) AOCR Chapter 9 Item 11 AOCR Chapter 13 Item 2(k) HOR Chapter 9 Item 9.2(l)				
2.7.2	(f)(1) Limitation periods to be applied for each type of defect (e.g. flight hours, calendar time, number of sectors, return to base)	ADAT-GMM Clause 3(2.7) AOCR Chapter 9 Item 11.4				
2.7.2	(f)(2) Procedure to ensure that the period for which defects are deferred reflects the importance of the defect as it affects airworthiness and/or safe operation					
2.7.2	(f)(3) Procedure to ensure that all deferred defects and their rectification are made known to the pilot/flight crew, whenever possible, prior to their arrival at the aircraft	ADAT-GMM Clause 3(2.7) AOCR Chapter 9 Item 11.2				
2.7.2	(f)(4) Procedure to ensure that deferred defects are transferred on to worksheets at appropriate maintenance check, and to ensure that deferred defects which have not been rectified during the maintenance check, are re-entered on to a new deferred defect record sheet. These documents are considered a part of aircraft technical log system.	ADAT-GMM Clause 3(2.7) AOCR Chapter 9 Item 10.5 and 11.5				
2.7.2	(f)(5) Procedure to ensure that the original date of the defect is retained and there are cross references between the aircraft technical log system or maintenance check and the deferred defect sheets to enable each defect which has been deferred to be traced back to its original entry.	ADAT-GMM Clause 3(2.7) AOCR Chapter 9 Item 10.5 and 11.7				
2.7.2	(f)(6) Planning and monitoring functions (Spares, tooling and equipment, personnel, data, etc.) - the procedure must ensure that the necessary components or parts needed for the rectification of defects are made available or ordered on a priority basis, and fitted at the earliest opportunity.	ADAT-GMM Clause 3(2.7) AOCR Chapter 9 Item 11.6				
2.7.2	(f)(7) Procedure to ensure that number of defects and the length of time during which each defect is deferred are kept to a minimum	ADAT-GMM Clause 3(2.7) AOCR Chapter 9 Item 11.4				
2.7.2	(f)(8) Clearance of deferred defects	ADAT-GMM Clause 3(2.7) AOCR Chapter 9 Item 11				
2.7.2	(f)(9) Certificate of release to service requirement					
2.7.2	(f)(10) Obtaining special flight permit, as necessary, from the authority					
2.7.3	Procedure(s) for analysis and follow up investigation Procedure(s) and form to be used for reporting and liaison with manufacturers and regulatory airworthiness authorities on occurrences of faults, malfunctions, defects or other occurrences that cause or might cause adverse effects on the continuing airworthiness of the aircraft, including any significant in-service occurrences and mandatory occurrences published by the authority: <ol style="list-style-type: none"> <li>CAAT</li> <li>State of registry of the aircraft</li> <li>State of Operator</li> <li>Organisation responsible for the type design or supplemental type design of the aircraft including relevant component, modification, and repair</li> </ol> NOTE: This may refer to appropriate Safety Management Manual.	ADAT-GMM Clause 3(2.7) AOCR Chapter 12 Item 5.1, 5.2 and 5.3 AOCR Chapter 13 Item 2(e), 2(f) and 2(i) HOR Chapter 6 Item 6.5.1 and 6.5.2 HOR Chapter 9 Item 9.2(e), 9.2(f) and 9.2(m)				
2.7.4	Reporting timescales including Rectification Interval Extension process described in GMM Item 2.1.2 Where appropriate, cross-reference(s) to section GMM Item 2.1.2 is acceptable.	ADAT-GMM Clause 3(2.7)				
2.7.5	Subcontracted organisations and reporting procedure					
2.7.6	Occurrence database and management Where the Organisation holds one or more additional CAAT approval certificates, <ul style="list-style-type: none"> <li>The Organisation may establish an integrated occurrence reporting system covering all certificate(s) held; and</li> <li>Single reports for occurrences should only be provided if the following conditions are met:               <ul style="list-style-type: none"> <li>The report includes all relevant information from the perspective of the different organisation certificates held</li> <li>The report addresses all relevant specific mandatory data fields and clearly identifies all certificate holders for which the report is made</li> <li>Such single reporting was agreed with the CAAT</li> </ul> </li> </ul> NOTE: This may refer to appropriate Safety Management Manual.	ADAT-GMM Clause 3(2.7) AOCR Chapter 13 Item 2(f) HOR Chapter 9 Item 9.2(f)				

Checklist Number: .....

Checklist Name: Checklist for General Maintenance Manual (GMM) Compliance and Approval

Applicability: .....

Location: .....

Date: .....

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 TCAR 8 Part 145 : Repair Station Certificate Requirements TCAR 8 PART 145

No.	Subject	Reference	S	U	N/A	Comment
2.8	<p><b>Engineering activity</b></p> <p>This chapter is applicable to the Organisation involved in design activities for modifications or repairs. Where the organisation has a DOA capability under Part-21, it will be indicated here Including a direct reference to the applicable manuals. Where applicable, it presents the scope of the organisation's engineering activity, and the associated procedure(s) for approval of modifications and repairs.</p> <p>This chapter should include the following items:</p> <p>(a) Scope of the organisation's engineering activity in terms of approval of modifications and repairs.            (b) Procedure for developing and submitting a modification/repair design for approval to the Agency.            (c) Person in charge of accepting the design before submission to the Agency.            (d) Supporting documentation and forms used.            (e) Procedure(s) for obtaining, assessing, and implementing actions from Continuing Airworthiness Information.</p> <p>In case the Organisation does not have DOA capability under Part-21, a description with applicable reasons must be clearly annotated under this content.</p>	ADAT-GMM Clause 3(2.8)				
2.9	<p><b>Reliability programs</b></p> <ul style="list-style-type: none"> <li>Reliability programs are developed for aircraft maintenance programs based upon maintenance steering group (MSG) logic, or those that include condition monitored components or that do not contain overhaul time periods for all significant system components, or when required by specific regulations.               <ul style="list-style-type: none"> <li>In case the Organisation manages an aircraft that does not need to develop the reliability program, a description with applicable reasons must be clearly annotated under this content.</li> <li>This section may refer to a separated approved reliability program manual. However, this section must contain at least information demonstrating compliance to the regulation.</li> <li>The purpose of a reliability program is to ensure that the aircraft maintenance program tasks are effective, and their periodicity is adequate. This chapter explains the management of a reliability program. It at least addresses the following:</li> </ul> </li> </ul>	ADAT-GMM Clause 3(2.9) CAAT Notification on Aircraft Maintenance Programme of AOHolder B.E. 2560 Clause 8				
2.9.1	<p>(a) Extent and scope of the reliability program</p> <p>This paragraph includes:</p> <p>(1) The type, model, serial number and registration mark of the aircraft controlled by the program as well as its applicable specific approvals which are utilised under the program such as RVSM, ETOPS, CATII / III, or SET-IMC.            (2) Engines and other components that monitored under the program.            (3) Any components that are contracted for the reliability monitoring, a cross-reference is made including the name of the organisation responsible for or being a part of the program.</p>	ADAT-GMM Clause 3(2.9) CAAT Notification on Aircraft Maintenance Programme of AOHolder B.E. 2560 Clause 8 (1) and (3)				
2.9.1	<p>(b) Specific organisational structure, duties and responsibilities</p> <p>This paragraph explains organisational structure, duties and responsibilities in respect to the management of the reliability program.</p>	ADAT-GMM Clause 3(2.9)				
2.9.1	<p>(c) Identification of reliability data, including sources</p> <p>This paragraph outline the process for identifying and collecting reliability data essential for the AMP and specifies the types of data to be collected, such as pilot reports, unschedule component removal reports, shop reports, and occurrence reports, and what kind of data will be extracted from those reports for analysis</p>	ADAT-GMM Clause 3(2.9) CAAT Notification on Aircraft Maintenance Programme of AOHolder B.E. 2560 Clause 8 (2)				
2.9.1	<p>(d) Procedure for analysis of reliability data</p> <p>This paragraph:</p> <p>(1) describes the method for analyzing collected reliability data to identify trends, patterns, and potential areas for improvement in the AMP.            (2) outlines the steps involved in data analysis, including data cleaning, statistical analysis, and trend identification.            (3) specifies the tools and techniques to be used, such as reliability engineering software or statistical modeling.            (4) defines criteria for assessing data reliability and significance, ensuring robust analysis results.            (5) describes how to incorporate feedback loops to continuously improve the analysis process based on findings.            (6) describes the assignments of roles and responsibilities for conducting data analysis, ensuring appropriate expertise and resources are available.            (7) describe document procedures for reporting analysis results and implementing recommendations for program enhancements.</p>	ADAT-GMM Clause 3(2.9)				
2.9.1	<p>(e) Procedure for implementing and reviewing relevant alerts</p> <p>This paragraph:</p> <p>(1) outlines the process for receiving, assessing, and implementing alerts generated from the reliability program or external sources.            (2) details the steps for evaluating the significance and applicability of each alert to the maintenance program, including criteria for prioritising alerts based on safety impact, operational risk, and regulatory requirements.            (3) specifies the responsibilities of personnel involved in alert review and implementation, including maintenance technicians, engineers, and management.            (4) establishes procedures for documenting actions taken in response to alerts, including any modifications to maintenance tasks, schedules, or procedures.            (5) defines a system for periodically reviewing the effectiveness of alert responses and updating procedures as needed to optimise reliability program outcomes.            (6) provides mechanisms for feedback and communication between stakeholders involved in alert management to facilitate continuous improvement and learning.</p>					
2.9.1	<p>(f) Corrective action system (maintenance program amendment)</p> <p>This paragraph:</p> <p>(1) outlines the process for identifying and addressing deficiencies or inadequacies in the maintenance program through corrective actions.            (2) specify criteria for determining when corrective action is required, such as deviations from regulatory requirements, safety concerns, or operational impacts.            (3) establishes procedures for evaluating the effectiveness of corrective actions and incorporating amendments into the maintenance program.            (4) defines roles and responsibilities for personnel involved in implementing corrective actions, including maintenance personnel, compliance monitoring staff, and management            (5) provides mechanisms for continuous monitoring and improvement of the corrective action system to enhance the overall effectiveness of the maintenance program.</p>					

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 TCAR 8 Part 145 : Repair Station Certificate Requirements TCAR 8 PART 145

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2.9.1	(g) Reliability report This paragraph: (1) provides an overview of the purpose of the reliability report (2) describes what elements will be included in the reliability report (3) describes how the report is produced in a structured format, including tables, charts, and graphs to enhance readability and clarity (4) describes distribution of the report to relevant stakeholders, such as management, maintenance personnel, regulatory authorities, and other key decision-makers (5) provides example of the produced report	ADAT-GMM Clause 3(2.9) CAAT Notification on Aircraft Maintenance Programme of AOC Holder B.E. 2560 Clause 8				
2.9.1	(h) Scheduled reviews (reliability meetings and when the participation of the Authority is needed) This paragraph: (1) details the frequency and format of scheduled reliability meetings, including participants, agenda items, and objectives. (2) outline procedures for conducting reliability reviews, including data analysis, trend identification, and performance evaluation. (3) specifies circumstances that require the participation of the CAAT representatives in reliability meetings, such as significant safety concerns, regulatory compliance issues, or major operational changes. (4) provides guidance on coordinating and facilitating communication between the organisation and the CAAT during reliability meetings. (5) establish mechanisms for documenting meeting outcomes, decisions, and action items, as well as tracking progress and follow-up actions. (6) defines roles and responsibilities for personnel involved in organising, conducting, and participating in reliability meetings, including management, maintenance personnel, quality assurance staff, and regulatory representatives. (7) ensures that reliability meetings contribute to continuous improvement and optimisation of the reliability program, enhancing safety, efficiency, and compliance with regulatory requirements					
2.9.2	This chapter is subdivided as follows: (a) Airframe (1) Include details on the airframe components covered by the reliability program. (2) Specify any specific maintenance tasks or inspections related to the airframe. (3) Describe any special considerations or unique challenges related to the airframe maintenance.	ADAT-GMM Clause 3(2.9)				
2.9.2	(b) Propulsion (1) Outline the engines covered by the reliability program. (2) Specify any maintenance tasks or inspections related to the propulsion systems. (3) Describe any specific monitoring or analysis processes for engine performance (such as engine health monitoring system), including but not limited to: • Engine Unscheduled Removals rate (12-month moving average) due to unexpected issues or failures • In-Flight Shutdown (IFSD) rate (12-month moving average) which is the frequency at which engines are shut down during flight due to failures or significant safety concerns • Significant events related to propulsion issues or failures • Parameters to be monitored for engine health and performance, the method of the data collection and corrective action process, based on the manufacturer's recommendations (such as Engine Power Ratio, Vibration, Fuel Flow, Oil Consumption, Temperature, etc.) • The monitoring intended to detect turbine engine deterioration at an early stage before safe operation is affected					
2.9.2	(c) Component (1) Detail any other components covered by the reliability program, such as propellers/rotors, avionics, landing gear, or hydraulic systems. (2) Specify maintenance tasks or inspections related to these components. (3) Describe any unique considerations or monitoring requirements for these components compared to the airframe and propulsion systems.					
2.9.3	When the Reliability Program is included in the GMM only, not included in the AMP, and there is no separate manual, all required procedures are added under this chapter and complies with the requirements in accordance with Reliability Programme Compliance and Approval Checklist.  If there is a separate manual or included in the AMP, a cross-reference must be clearly made in this chapter.	ADAT-GMM Clause 3(2.9) CAAT Notification on Aircraft Maintenance Programme of AOC Holder B.E. 2560 Clause 8				
2.9.4	<b>Reliability program for aeroplane with Extended Diversion Time Operations (EDTO)</b> This paragraph outlines additional requirements of the reliability program for EDTO which includes:	ADAT-GMM Clause 3(2.9) AOCR Chapter 2 Item 22.7				
2.9.4	(a) Propulsion system reliability - established covering the engine and associated systems, including data collecting and monitoring of: (1) System to mitigate the risk of in-flight engine failure or malfunction of associated system/equipment (2) Establishment of alert-based in-flight shutdown rate monitoring • Data collection and rate calculation • Actions to be taken when the rate exceeds the alert level and how to restore the rate to an acceptable level • Procedure to notify the CAAT when the alert level is triggered	CAAT Notification on Aircraft Maintenance Programme of AOC Holder B.E. 2560 Clause 8 (1) Announcement of Department of Transport on ETOPS Clause 5				
2.9.4	(b) Monitoring of EDTO significant system (1) Methods to ensure effectiveness of EDTO maintenance program (2) Procedure to collect and analysis of EDTO significant system issues					
2.9.5	<b>Reliability program for aircraft operating All-Weather Operations (AWO)</b> This paragraph outlines additional requirements of the reliability program for AWO which includes: (a) System reliability monitoring to ensure that significant trends will be responded to promptly or all-weather classification will be suspended until remedial action has been taken. (b) The program should monitor: (1) Total approaches - Total number of approaches and number of satisfactory approaches tracked by aircraft type, and visibility. (2) Unsatisfactory approaches - Total number of unsatisfactory approaches tracked by aircraft registration, airfield, and reasons/causes. (3) Unscheduled Component Removals (UCR) - Total number of UCR of components of the related avionics systems. (4) Successful automatic landings (in real and/or simulated conditions)	Announcement of the Department of Air Transport on Requirements for General Maintenance Manual B.E. 2551 Clause 3(2.9)  AOCR Chapter 9 Item 21.1  CAAT Notification on Aircraft Maintenance Programme of AOC Holder B.E. 2560 Clause 8 (1)				

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 TCAR 8 Part 145 : Repair Station Certificate Requirements TCAR 8 PART 145

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2.9.6	<b>Reliability program for Single Engine Turbined-powered aeroplanes at night and/or in Instrument Meteorological Conditions (SET-IMC)</b> This paragraph outlines additional requirements of the reliability program for SET-IMC which includes:	ADAT-GMM Clause 3(2.9) AOCR Chapter 2 Item 29.10 and Appendix M CAAT Notification on Aircraft Maintenance Programme of AOHolder B.E. 2560 Clause 8 (1)				
2.9.6	(a) Turbine engine reliability - established covering the engine and associated systems, including data collecting and monitoring of: (1) World fleet moving average power loss rate (rather than in-flight shutdown rate) which must be less than 1 per 100,000 engine hours (e.g. a 12-month moving average if the sample is large). • Power loss in this context is defined as any loss of power, the cause of which may be traced to faulty engine or engine component design or installation, including design or installation of the fuel ancillary or engine control systems. (2) Engine hours flown in the period (3) In-flight shutdown rate (12-month moving average) for all causes (4) Unscheduled engine removal rate (12-month moving average) (5) Engine trend monitoring and event reports to ensure that there is no indication that the Organisation's experience is unsatisfactory. • oil consumption monitoring program • describing the parameters to be monitored, the method of the data collection and corrective action process, based on the manufacturer's recommendations. The monitoring is intended to detect turbine engine deterioration at an early stage before safe operation is affected. (6) Engine associated system monitoring (ignition system, magnetic particle detection or equivalent system, accessories gearbox, reduction gearbox, emergency engine power control device)					
2.9.6	(b) Immediate evaluation procedures when adverse trend is observed in consultation with the authority and the manufacturer with a view to determining actions to restore the intended safety level	ADAT-GMM Clause 3(2.9) AOCR Chapter 2 Item 29.10 and Appendix M				
2.9.7	<b>Reliability program for Helicopter Emergency Medical Service (HEMS)</b> As applicable to a helicopter conducting HEMS operations without an assured safe forced landing capability, this section provide details to ensure that the Organisation provides engine reliability statistics for the helicopter type and engine type (except in the case of new engines) showing sudden power loss from the set of IFSD events not exceeding 1 per 100,000 engine hours in 5 years moving window (or not-exceeding 3 per 100,000 engine hours can also be accepted by CAAT after an assessment showing an improving trend). This section is related to GMM Item 2.18.12.	ADAT-GMM Clause 3(2.9) HOR Chapter 12 Item 12.1.3 and Appendix D Item 3.1				
2.10	<b>Pre-flight inspections</b>	ADAT-GMM Clause 3(2.10)				
2.10.1	Pre-flight inspection definition "Pre-flight inspection means the inspection carried out before flight to ensure that the aircraft is fit for the intended flight". Pre-flight inspection is not considered maintenance. It includes but is not necessarily limited to: (a) a walk-around type inspection of the aircraft and its emergency equipment for condition including, in particular, any obvious signs of wear, damage or leakage. In addition, the presence of all required equipment including emergency equipment is established. (b) an inspection of the aircraft continuing airworthiness record system or the aircraft technical log system, as applicable, to ensure that the intended flight is not adversely affected by any outstanding deferred defects and that no required maintenance action shown in the maintenance statement is overdue or will become due during the flight. (c) a control that consumable fluids, gases etc. uplifted prior to flight are of the correct specification, free from contamination, and correctly recorded. (d) a control that all doors are securely fastened. (e) a control that controls surfaces and landing gear locks, pitot/static covers, restraint devices and engine/aperture blanks have been removed. (f) a control that all the aircraft's external surfaces and engines are free from ice, snow, sand, dust etc. and an assessment to confirm that, as the result of meteorological conditions and de-icing/anti-icing fluids having been previously applied on it, there are no fluid residues that could endanger flight safety.	ADAT-GMM Clause 3(2.10) AOCR Chapter 9 Item 22				
2.10.2	Pre-flight inspection responsibilities • The Organisation is responsible for the satisfactory accomplishment of the pre-flight inspection. That inspection is carried out by the pilot or maintenance personnel and does not need to be carried out by an approved maintenance organisation or by certifying staff. • The continuing airworthiness management function must publish guidance to maintenance and flight personnel and any other personnel performing preflight inspection tasks, as appropriate, defining responsibilities for these actions. • The performance of ground de-icing and anti-icing activities does not require a CAAT Part-145 maintenance organisation approval. Nevertheless, inspections required to detect and, when necessary, remove de-icing and/or anti-icing fluid residues or other tasks performed in accordance with approved maintenance data are considered maintenance. Such inspections may only be carried out by suitably authorised personnel.	ADAT-GMM Clause 3(2.10) AOCR Chapter 9 Item 22.1				
2.10.3	Pre-flight inspection content (a) This paragraph defines the content of the pre-flight inspection for every aircraft (or aircraft type managed), ensuring compliance with applicable regulations, including: • The aircraft is maintained in an airworthy condition • The operational and emergency equipment necessary for an intended flight is serviceable • The certificate of airworthiness of the aircraft is valid Reference to sample of documents in GMM Item 5.1 or another document (AMP, Aircraft Flight Manual (AFM), operations manual, etc.) where this content is described is also acceptable.	ADAT-GMM Clause 3(2.10) AOCR Chapter 12 Item 1.1 HOR Chapter 6 Item 6.1.2				
2.10.3	(b) The content also includes how the Organisation provides information, preferably, in the Technical Log, to advise the Pilot-in-command: (1) when the next Scheduled Maintenance Inspection (SMI) is due, by flying hours and calendar time (2) any defects existing on the aircraft affecting its operational airworthiness and safety (3) any maintenance actions falling due before the next SMI Where a procedure acceptable to the Authority exists for the control of maintenance actions necessary between scheduled maintenance inspections it may not be practicable to include full details in the Technical log. In such cases, it should be possible for flight crew to verify, with the assistance of maintenance personnel if necessary, that no maintenance task is due or will become due before the end of the intended flight.	ADAT-GMM Clause 3(2.10) AOCR Chapter 9 Item 22.2 and 22.3 AOCR Chapter 5 Item 15.1 and Appendix O Item 5.9.2				
2.10.3	(c) The content also includes how the Organisation provides any other information to the crew concerning the aircraft and its systems, including changes resulting from modifications, which may affect the operation of the aircraft.	ADAT-GMM Clause 3(2.10) AOCR Chapter 9 Item 22.4				

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 TCAR 8 Part 145 : Repair Station Certificate Requirements TCAR 8 PART 145

No.	Subject	Reference	S	U	N/A	Comment
2.10.3	(d) The content also includes the following procedures to ensure that (whether the aircraft is dispatched by the Organisation or the task is wholly or partly sub-contracted): (1) Fuel uplifted prior to flight is free from contamination. (2) Refueling of the aircraft is carried out in a controlled manner taking into account essential safety measures for fire prevention. (3) Baggage and cargo is loaded and restrained in accordance with AFM limitations and that cargo doors are securely fastened. (4) Push-back and start-up are carried out to a standard procedure for the specific type of aircraft, under the control of a suitably trained person, that the area in which engines will be started is free from debris and contamination likely to damage the engines and that fire-fighting facilities are immediately available. (5) Control surface and landing gear locks, restraint devices and blanks are removed. (6) Proper attention is given to the rectification of recorded defects, compliance with the MEL and any limitations imposed in respect of the period of flights, flying hours or calendar time. (7) The aircraft is serviced and inspected as required by the AMP.	ADAT-GMM Clause 3(2.10) AOCR Chapter 9 Item 22.5				
2.10.3	(e) This paragraph also explains how the evolution of the content of the pre-flight inspection and of the maintenance program are concurrent (e.g., after aircraft configuration changes, addition of new aircraft models within the same aircraft type, additional items based on Organisation's experience, etc.).	ADAT-GMM Clause 3(2.10)				
2.10.3	(f) The procedure to ensure that details of preflight inspection will be included in the technical log.	ADAT-GMM Clause 3(2.10) AOCR Chapter 9 Item 22.1				
2.10.4	Training standard for personnel performing the pre-flight inspection Different staff may be authorised to perform pre-flight inspections (technical flight crew, maintenance staff, ground handling staff, etc). Therefore, training standards for each type of staff doing pre-flight inspections must be described (basic qualification, initial training, recurrent training, etc.)	ADAT-GMM Clause 3(2.10)				
2.10.5	The following paragraphs are self-explanatory. Although these activities are normally not performed by continuing airworthiness personnel, these paragraphs have been placed here in order to ensure that the related procedures are consistent with the continuing airworthiness activity procedures: (a) Preparation of aircraft for flight (b) Subcontracted ground-handling function (c) Security of cargo and baggage loading (d) Control of refuelling, quantity/quality (e) Control of snow, ice, residues from de-icing or anti-icing operations, dust and sand contamination to an approved standard.					
2.11	<b>Aircraft weighing</b> <ul style="list-style-type: none"> <li>This chapter states the cases where an aircraft has to be weighed (for instance, after a major modification, because of weight and balance operational requirements, etc.), who performs it, according to which procedure, who calculates the new weight and balance, and how the result is processed in the Organisation.</li> <li>During any phase of operation, the loading, mass and centre of gravity (CG) position of the aircraft must comply with the limitations specified in the AFM (or equivalent document), CAAT requirements, or the operations manual if more restrictive.</li> <li>Although this is a pilot/Organisation responsibility, other organisations (such as aircraft TCH, maintenance organisation, ground handling agent, etc.) participate in the process, being the continuing airworthiness management function's responsibility to ensure that the mass and balance statement reflects the current status of the aircraft.</li> <li>Coordination between the Organisation, maintenance organisation and pilot/operator is needed. This chapter explains the whole process and also details the procedure followed by the Organisation to fulfil its responsibility.</li> </ul>	ADAT-GMM Clause 3(2.11)				
2.11.1	Cases where the aircraft has to be weighed This paragraph explains cases where the aircraft managed by the Organisation has to be weighed with a specified required timeframe/interval. The procedure ensures that: (a) The Organisation establishes the mass and the CG position of any aircraft by actual weighing as required by applicable requirements. (b) New aircraft that have been weighed at the factory may be placed into operation without reweighing if the mass and balance records have been adjusted for alterations or modifications to the aircraft, and the deviation is not over required criteria. Aircraft transferred from one operator to another operator do not have to be weighed prior to use by the receiving operator unless more than the required interval have elapsed since the last weighing or the mass and balance cannot be accurately established by calculation or the deviation exceeds the required criteria. (c) Aircraft is reweighed if the effect of modifications on the mass and balance is not accurately known.	ADAT-GMM Clause 3(2.11) CAAT Notification - Rule and Procedures for Weight and Balance B.E. 2566 Clause 5, 6 and 7				
2.11.2	Organisations and procedures for aircraft weighing This section describes how the Organisation ensures that weighing is accomplished by the manufacturer of the aircraft or by an approved maintenance organisation, following instructions in approved data such as Aircraft Maintenance Data, Weight and Balance Manual, etc. It also includes, but not limited to:	ADAT-GMM Clause 3(2.11) CAAT Notification - Rule and Procedures for Weight and Balance B.E. 2566 Clause 8, 9, 10, 11 and 12				
2.11.2	(a) Precautions are taken consistent with good practices such as: (1) checking for configuration and completeness of the aircraft and equipment (2) determining that fluids are properly accounted for (3) ensuring that the aircraft is clean (4) ensuring that weighing is accomplished in an enclosed building	ADAT-GMM Clause 3(2.11) CAAT Notification - Rule and Procedures for Weight and Balance B.E. 2566 Clause 8 (2)				
2.11.2	(b) Procedures ensuring any equipment used for weighing are properly calibrated, zeroed, and used in accordance with the manufacturer's instructions. Each scale is calibrated either by the manufacturer, by a certified civil department of weights and measures or by an appropriately authorised organisation within required timeframe or within a time period defined by the manufacturer of the weighing equipment, whichever is the lesser. The equipment enables the mass of the aircraft to be established accurately and that the required weighing accuracy criteria are met.	ADAT-GMM Clause 3(2.11) CAAT Notification - Rule and Procedures for Weight and Balance B.E. 2566 Clause 8 (3)				
2.11.3	Mass and balance statement calculation The section describes the procedure in place to produce the aircraft mass and balance statement, calculating the mass and centre of gravity (CG) position of the aircraft from the weighing report data received from the authorised signatory.	ADAT-GMM Clause 3(2.11)				

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 TCAR 8 Part 145 : Repair Station Certificate Requirements TCAR 8 PART 145

No.	Subject	Reference	S	U	N/A	Comment
2.11.4	<p>Mass and balance statement update and revision</p> <p>This section describes to ensure that:</p> <ul style="list-style-type: none"> <li>The accumulated effects of modifications and repairs on the mass and balance are accounted for and properly documented.</li> <li>The mass and centre of gravity (CG) position of the aircraft are revised or reweight when required. Such information are made available to the pilot-in-command.</li> <li>If the AFM requires to record changes to mass and CG position or to require weighing in any case, and make them known to the pilot-in-command, the revised mass and CG position are made known to the pilot-in-command.</li> </ul>	ADAT-GMM Clause 3(2.11) CAAT Notification - Rule and Procedures for Weight and Balance B.E. 2566 Clause 7				
2.12	<p><b>Maintenance check flight procedures</b></p> <p>The criteria for performing a maintenance check flight (MCF) are normally included in the AMP or derived by different possible scenarios. This chapter explains how the MCF procedure is established in order to meet its intended purpose (for instance, after a heavy maintenance check, after engine or flight control removal installation, etc.), and the release procedures to authorise such an MCF. It consists of:</p>	ADAT-GMM Clause 3(2.12)				
2.12.1	<p>Maintenance check flight definition</p> <p>Maintenance check flight ('MCF') means a flight of an aircraft with a certificate of airworthiness (CofA) or with a special flight permit which is carried out for troubleshooting purposes or to check the functioning of one or more systems, parts or appliances after maintenance, if the functioning of the systems, parts or appliances cannot be established during ground checks and which is carried out in any of the following situations:</p> <p>(a) as required by the aircraft maintenance manual (AMM) or any other maintenance data issued by a DOA being responsible for the continuing airworthiness of the aircraft</p> <p>(b) after maintenance, as required by the Organisation or proposed by the organisation responsible for the continuing airworthiness of the aircraft</p> <p>(c) as requested by the maintenance organisation for verification of a successful defect rectification</p> <p>(d) to assist with fault isolation or troubleshooting</p>					
2.12.2	<p>Maintenance check flight policy</p> <p>The Organisation must list the situations where an MCF will be performed. For example:</p> <ul style="list-style-type: none"> <li>Required by ICAs after maintenance event (AMP, AMM, Modification, etc.).</li> <li>After heavy maintenance event, as continuing airworthiness policy even when it is not required by ICAs.</li> <li>To confirm the correct rectification of an intermittent defect (e.g., landing gear indication faults).</li> <li>When importing an aircraft onto into Thailand register from another country.</li> <li>During aircraft phase-in, as the Organisation policy.</li> <li>Etc.</li> </ul>					
2.12.2	<p>Maintenance Check flight procedure</p> <p>(a) Coordination with the maintenance organisation.</p> <p>(b) Coordination with the subcontracted organisation (if applicable).</p> <p>(c) Meetings before the flight.</p> <p>(d) Check of flight conditions; pilots' requirements, staff on board, etc.</p> <p>(e) Check flight results, meeting and report assessment.</p> <p>(f) CRS and records. Depending on the aircraft defect and the status of the maintenance activity performed before the flight, different scenarios and CRS procedures may apply:</p> <p>(1) CRS before and/or after the MCF</p> <p>(2) limitations entry into the aircraft technical log and CRS</p> <p>(3) no CRS can be issued in accordance with the maintenance data before the flight and a special flight permit is needed</p>					
2.13	<p><b>Continuing airworthiness management data</b></p> <p>The Organisation must hold and use applicable current approved maintenance data for the performance of continuing airworthiness tasks in accordance with the AMP and applicable requirements. This chapter describes the management of the maintenance data within the Organisation (ensuring that they remain updated), including distribution to subcontracted organisations and contracted maintenance organisations.</p>	AOCR Chapter 9 Item 17				
2.13.1	<p>Identification of maintenance data used by the Organisation</p> <ul style="list-style-type: none"> <li>Instructions for Continuing Airworthiness (ICAs) issued by TC Holder; such as AMM, AFM, MEL, SRM, TSM, IPC, MPD, W&amp;B, etc.</li> <li>ICAs issued by STC holder (e.g., AMM/IPC/MEL/AFM supplements)</li> <li>ICAs and technical drawings issued by DOA</li> </ul>	AOCR Chapter 9 Item 16.5 and Item 17				
2.13.2	<p>ICAs issued by Component OEM; such as Component Vendor Recommendations, CMM, Component Repair Manual, Engine Time Limits Manual, etc.</p>					
2.13.3	<p>(a) Procedure to obtain updated approved maintenance data and continuing airworthiness information from</p> <ul style="list-style-type: none"> <li>TC/STC holder, aircraft owner, etc.</li> <li>Subscriptions, and contracts</li> </ul>	AOCR Chapter 9 Item 16.5 AOCR Chapter 12 Item 5.4 AOCR Chapter 13 Item 2(h) HOR Chapter 6 Item 6.5.4 HOR Chapter 9 Item 9.2(h)				
2.13.3	<p>(b) Procedure to assess continuing airworthiness information and recommendations available from the organisation responsible for the type design whether it is considered necessary to implement resulting actions</p>					
2.13.4	<p>Procedure to ensure that maintenance data used remains updated (amendment status monitoring system)</p>	AOCR Chapter 9 Item 17.2				
2.13.5	<p>Distribution procedure:</p> <ul style="list-style-type: none"> <li>within the Organisation</li> <li>to Subcontractors</li> <li>to Contracted Maintenance Organisations</li> <li>notify of any amendments</li> </ul>					



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2.13.6	This chapter also explains how the continuing airworthiness management function transcribes the maintenance tasks instructions onto the work cards or worksheets provided to the Maintenance Organisation (for every maintenance event) or work orders referring to specific maintenance tasks (with revision status). Different options may be used, for example depending on the contracted maintenance organisation, line or base maintenance event, aircraft or component maintenance, etc.	AOCR Chapter 9 Item 15.1				
2.13.6	(a) The procedure describes how the Organisation ensures that only documents incorporating the latest amendments are issued, and that all superseded documents are withdrawn and cancelled.					
2.13.6	(b) The procedure describes how the working documents made available for use by maintenance staff such as worksheets or cards which must include: (1) A list of inspections, checks or work items required to meet the requirements of the approved AMP and adequate directions for their implementation (2) The part numbers and serial numbers (unless not relevant to component control) of all components to be removed and replaced, and their locations on the aircraft (3) Details of any modifications which have to be incorporated during the check (4) Any mandatory or special inspections, or any other checks which are required to be made by the company in addition to those required by the approved maintenance schedule (5) Detailed procedures for engine run, engine or propeller change, fuel flow tests, duplicate inspection of controls, landing gear retraction tests etc., as applicable (6) A list of outstanding deferred defects (7) Recording of work completion as a result of the maintenance check and any defects arising from inspections (8) The identification of the worksheets or cards by an issue number (9) The identification associated to relevant items in the AMP	AOCR Chapter 9 Item 15.1, 15.2 and 15.3				
2.13.6	(c) The procedure describes for documentation control to ensure that if any worksheet or card is mislaid or lost, this will be readily apparent on completion of the check, and that each 'pack' of worksheets or cards is complete and certified before the aircraft is released for service.	AOCR Chapter 9 Item 15.3				
2.13.6	(d) The procedure how all worksheets or cards are recorded on a package control sheet or which must contain the following information: (1) Name and the Authority Approval reference of the (maintenance) organisation (2) Aircraft type and registration marks (3) The maintenance check to be carried out (4) The date of issue and any applicable due date (5) The approved AMP reference number and amendment status (6) The name of the Organisation	AOCR Chapter 9 Item 15.4				
2.14	<b>Instructions to maintenance personnel</b> In addition to the technical and procedural contents of documents such as maintenance manuals and the GMM prepared by the Organisation, this chapter describes a system of bulletins or instructions development which is utilised to advise maintenance personnel of matters of immediate technical importance, and to define company practices where these differ from other published information.	AOCR Chapter 9 Item 13				
2.14.1	This procedure describes how the system for publishing instructions is: (1) Distributed individually to maintenance personnel or in such a way that each person has access to a copy and there is a record kept to show that he has seen each document issued (2) Numbered sequentially and dated. Where instructions are revised an issue or revision number must be shown (3) Identified as to content, e.g. by ATA Chapter or by aircraft type number so as to permit easy access to particular subjects					
2.14.2	The procedure ensures that the main source to issue the instructions is the in-service experience of the aircraft being operated and maintained, to which the maintenance organisation finds a need to provide guidance to maintenance personnel. Other sources of information include CAAT requirements, in-service experience reports and similar continuing airworthiness information published by airworthiness authorities and manufacturers.					
2.14.3	The procedure ensures that where instructions are issued which conflict with, or vary, information published by manufacturers or other sources, it must be clearly shown which information takes priority. It must also be ensured that instructions cannot be construed as overriding published mandatory information or concern matters beyond the scope of the approval held by the Organisation.					
2.15	<b>Document management</b> This section describes how the Organisation's technical library is made available to personnel concerned with the documents in GMM Item 2.13, CAAT requirements, copied of appropriate company manuals, procedures, and instructions. The procedures include:	AOCR Chapter 9 Item 17				
2.15.1	Responsible person who is appointed to be responsible for the technical library					
2.15.2	Identification of data kept or made available in the technical library <ul style="list-style-type: none"> <li>CAAT requirements and regulations</li> <li>manufacturer's manuals and any relevant service information (refer GMM Item 2.13)</li> <li>copies of appropriate company manuals (e.g. GMM, AMP, MEL, TPM, RPM, SMM, QMM, etc.)</li> <li>procedures and instructions published in the format other than manual such as directives, bulletins, notifications, etc.</li> </ul>					
2.15.3	How all publications are kept up-to-date <ul style="list-style-type: none"> <li>Management of physical contents (e.g. hardcopied manual/bulletin/notice, microfilm, microfiche, compact disk, etc.) at each location</li> <li>Management of digitised contents (e.g. electronic files, centralised electronic location, etc.)</li> </ul>					
2.15.4	Document arrangement and distribution <ul style="list-style-type: none"> <li>Identification of concerned department(s) and organisation(s)</li> <li>Supply of amendments</li> <li>Notification of amendments</li> <li>Access of line maintenance stations or location away from base</li> </ul>					

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2.16	<b>Instructions to flight crews</b> This paragraph outlines how the Organisation provides instructions to flight crews regarding obtaining engineering assistance, necessary certifications, and reporting defects:	AOCR Chapter 9 Item 19				
2.16.1	Obtaining Engineering Assistance Pilots-in-command are informed about how to seek engineering assistance when aircraft are away from the main base. This includes procedures for obtaining necessary certifications and what to do if there are doubts about work carried out by other organisations.					
2.16.2	Reporting Defects If no arrangements are made for engineering support at route stations, pilots-in-command are instructed on the procedures for reporting defects to the main base. This ensures that any issues with the aircraft can be addressed promptly and effectively.					
2.17	<b>Aircraft furnishings and cabin safety provisions</b> This paragraph addresses the maintenance and control of aircraft furnishings and cabin safety provisions.	AOCR Chapter 9 Item 25 and Item 26				
2.17.1	Aircraft furnishing (1) The procedure describes how the Organisation maintains adequate control over the cleaning of aircraft furnishing materials. This includes how to ensure knowledge of material types, recommended cleaning methods, the effects of time-in-service on flame resistance properties, the flame-retardant processes applied, if any, and the method of re-application of such a process, where this is necessary. (2) When proprietary flame-retardant processes are necessary for materials like seat covers, how to track the number and type of cleaning actions each item undergoes until re-proofed.	AOCR Chapter 9 Item 25				
2.17.2	Maintenance of cabin and safety provisions (1) The procedure to set up regular inspection and monitoring (2) The monitoring matters include: (a) Stowage and accessibility of lifejackets (b) Continuing compliance, and test, of floor proximity escape path marking (c) Checking of cabin and toilet smoke detector systems (d) Access to and functioning of type III and IV exits (e) Integrity of cargo compartment fire containment capability, linings and seals (f) Inspection of catering carts and trolleys, brakes, restraints and placards (g) Functional test of inflatable escape chutes and flotation devices (aeroplanes and helicopters) (h) Continuity integrity of toilet fire precautions (i) Protection of life rafts and flotation bags from damage after deployment (j) Compliance with approved cabin configuration for seat positions, access to exits and minimum space for seated passengers, particularly where seats are regularly removed and refitted (k) Statutory provisions for the marking of exits and break-in areas	AOCR Chapter 9 Item 26				
2.18	<b>Continuing airworthiness and maintenance procedures for specific approvals</b> This paragraph describes the procedures and protocols in place for ensuring the continuing airworthiness and maintenance of aircraft with specific approvals. These approvals include specialised operations such as Extended Diversion Time Operations (EDTO), Reduced Vertical Separation Minima (RVSM), Category II/III operations, or other unique operational authorisations. The paragraph outlines the specific requirements, inspections, maintenance schedules, and reporting mechanisms necessary to maintain compliance with the regulations and standards associated with the authorised specific approvals. Additionally, it may detail any additional procedures or precautions required for these specialised operations to ensure ongoing airworthiness and safety.	AOCR Chapter 9 Item 21				
2.18.1	<b>Reduced Vertical Separation Minima (RVSM)</b> (1) Description of schedule test to ensure that altimetry systems is verified continue to meet RVSM standards (Minimum Aircraft Systems Performance Specification: MASPS). (2) Responsible person/department and procedure for receiving the reports of height-keeping performance issued by the monitoring agencies. (3) Responsible person/department and procedure for coordination of airworthiness issues from height-keeping performance monitoring program. (4) Responsible person/department and procedure for taking immediate corrective action for individual aircraft, or aircraft type groups, identified in height-keeping performance reports as not complying with the height-keeping requirements for operation in airspace where RVSM is applied. (5) Provisions and procedures which ensure that appropriate action will be taken in respect of aircraft found to be operating in RVSM airspace without a valid RVSM specific approval. These provisions and procedures need to address: • the situation where the aircraft in question is operating without a specific approval in the airspace of the a State. • the situation where the operator for which the State has regulatory oversight responsibility is found to be operating without the required specific approval in the airspace of another State. (6) Responsible person/department and procedure for coordination with the DOA on any modification, repair, or design change which in any way alters the initial RVSM approval. (7) Reporting mechanisms for submitting any maintenance practices which may affect the continuing RVSM approval integrity, e.g. the alignment of pitot/static probes, dents, or the deformation around static plates, and any RVSM-related issues to the CAAT. (8) Procedure to inform the flight crew of the RVSM status of the aircraft before the flight is begun. (9) Any procedures in respect of continued airworthiness management and maintenance of the granted approval.	AOCR Chapter 9 Item 21.3.2 and 21.3.6 AOCR Chapter 11 Item 2.7(b) and 2.8				

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2.18.2	<p><b>All Weather Operations (AWO - CAT II / III operations)</b></p> <p>(1) A list of the systems required to be fully serviceable in order to qualify the aircraft for Category II or III operations.</p> <p>(2) Procedure for the control of the modification status of the equipment fitted in the required systems which are deemed to be 'sensitive' in terms of all weather operations.</p> <p>(3) Procedure to apply placards to both equipment and installation to alert maintenance personnel to the need to fit only controlled equipment.</p> <p>(4) Procedure for downgrading all weather capability from Category III or II to Category I in the event that an uncontrolled item of equipment is fitted or after any defect in an affected system or any event which results in disturbance of the system.</p> <p>(5) Procedure for upgrading capability from Category I to Category II or III as appropriate when serviceability is proven, normally by performing a successful Category II approach or Category III landing in Category 1 weather conditions (sometimes referred to as a standard landing).</p> <p>(6) Procedure to inform the flight crew of the Category II or III status of the aircraft before the flight is begun.</p> <p>(7) AWO system reliability monitoring and procedure to suspend the AWO operation when significant trends are observed (this may refer to appropriate information in GMM Item 2.9)</p> <p>(8) Any procedures in respect of continued airworthiness management and maintenance of the granted approval.</p>	AOCR Chapter 9 Item 21.1				
2.18.3	<p><b>Extended Diversion Time Operations (EDTO)</b></p> <p>(a) This section describes procedures on development and amendment of EDTO manual.</p> <p>(1) Development and amendment of EDTO manual</p> <ul style="list-style-type: none"> <li>Responsible person/department for control and amendment of the EDTO manual</li> <li>Applicable changes to the EDTO manual that require amendment, submitting the amended EDTO manual for approval, any granted EDTO manual indirect approval procedure in accordance with AOCR Appendix Y. The indirect approval procedure may be referred to GMM Item 1.12.5(c).</li> <li>This paragraph also describes how the Organisation ensures that the EDTO manual reflects the extended diversion time capabilities granted for each aircraft managed.</li> </ul> <p>(2) EDTO maintenance program</p> <p>(3) Engine condition monitoring program</p> <ul style="list-style-type: none"> <li>Oil consumption monitoring program including APU oil</li> <li>Parameters to be monitored, the method of the data collection and corrective action process, based on the manufacturer's recommendations.</li> <li>The monitoring intended to detect turbine engine deterioration at an early stage before safe operation is affected</li> </ul> <p>(4) Development of propulsion system reliability (refer to appropriate information in GMM Item 2.9)</p> <p>(5) Training and competency assessment program for maintenance personnel</p> <p>(6) Spare provisioning necessary for EDTO</p> <ul style="list-style-type: none"> <li>EDTO part identification and verification</li> <li>EDTO part provision system</li> </ul> <p>(7) Development of MEL for EDTO (refer to appropriate information in GMM Item 2.1.2)</p> <p>(8) Procedure to inform the flight crew of the EDTO status of the aircraft before the flight is begun.</p> <p>(9) Any procedures in respect of continued airworthiness management and maintenance of the granted approval.</p> <p>This section may refer to appropriate information in a separated approved EDTO manual.</p>	<p>Announcement of Department of Transport on EDTO Clause 5 Item 5.4</p> <p>AOCR Chapter 2 Item 22.7 and Chapter 9 Item 21.2.1</p>				
2.18.3	<p>(b) When the EDTO information is included in the GMM only, and there is no separate manual, all required procedures are added under this chapter and complies with the requirements in accordance with EDTO Manual Compliance and Approval Checklist.</p> <p>If there is a separate manual or included in other manual, a cross-reference must be clearly made in this chapter.</p>	<p>Announcement of Department of Transport on EDTO</p> <p>AOCR Chapter 2 Item 22.7 and Chapter 9 Item 21.2.1</p>				
2.18.4	<p><b>Minimum Navigation Performance Specifications (MNPS)</b></p> <p>(1) Procedure to ensure that the pre-flight procedures for any NAT MNPS operation include a UTC time check and resynchronisation of the aircraft Master Clock.</p> <p>(2) Procedure to check and inform the flight crew of the MNPS status of the aircraft before the flight is begun.</p> <p>(3) Any procedures in respect of continued airworthiness management and maintenance of the granted approval.</p>	AOCR Chapter 9 Item 21.4.1, 21.4.4 and 21.4.7				
2.18.5	<p><b>Performance-Based Navigation (PBN)</b></p> <p>(1) Appropriate maintenance procedures to ensure continued airworthiness in accordance with the appropriate navigation specifications.</p> <p>(2) Procedure to inform the flight crew of the PBN status of the aircraft before the flight is begun.</p> <p>(3) Any procedures in respect of continued airworthiness management and maintenance of the granted approval.</p>	AOCR Chapter 11 Item 2.3(d) HOR Chapter 5 Item 5.2				
2.18.6	<p><b>Performance-Based Communication and Surveillance (PBCS)</b></p> <p>(1) Appropriate maintenance procedures to ensure continued airworthiness, in accordance with appropriate RCP/RSP specifications.</p> <p>(2) Responsible person/department and procedure for receiving the reports of observed communication/surveillance performance issued by monitoring programs (e.g. success probability/continuity).</p> <p>(3) Responsible person/department and procedure for reporting problems, identified either by the flight crew or other personnel, to the Authority and appropriate PBCS monitoring entities associated with the route of flight on which the problem occurred.</p> <p>(4) Procedure for disclosing operational data in a timely manner to the Authority and/or appropriate PBCS monitoring entities when requested for the purpose of investigating a reported problem.</p> <p>(5) Responsible person/department and procedure for taking immediate corrective action for individual aircraft, aircraft types or the Organisation, identified in such reports as not complying with the RCP/RSP specification(s).</p> <p>(6) Procedure for providing the Authority corrective action on the non-compliance with the RCP/RSP specification issued by the Authority or relevant PBCS monitoring entity within a predetermined timeframe.</p> <p>(7) Procedure to check and inform the flight crew of the PBCS status of the aircraft before the flight is begun.</p> <p>(8) Any procedures in respect of continued airworthiness management and maintenance of the granted approval.</p>	AOCR Chapter 11 Item 1.4(d), 1.5, 3.3(d) and 3.4 HOR Chapter 5 Item 5.1 and 5.3				

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2.18.7	<b>Electronic Flight Bags (EFB)</b> (1) Procedure for the use of, and training requirements for, the device and each EFB function. (2) Procedure to ensure that the EFB equipment and its associated installation hardware, including interaction with aeroplane systems if applicable, meet the appropriate airworthiness certification requirements. (3) Establishment of requirements for redundancy of the information (if appropriate) contained in and displayed by the EFB function(s). (4) Procedure to manage the EFB function(s) including any database it may use or contained contents (5) Procedure to assess safety risks associated with the operations supported by the EFB function(s) (6) Any procedures in respect of continued airworthiness management and maintenance of the granted approval.  If there is a separate manual or included in other manual, a cross-reference must be clearly made in this chapter.	AOCR Chapter 10 Item 25.2.1(b) and 25.3 HOR Chapter 4 Item 4.17				
2.18.8	<b>Single-Engine Turbine Aeroplanes in Instrument Metrological Conditions or at night (SET-IMC)</b> (1) Turbine engine reliability and automatic engine trend monitoring system (may refer to appropriate information in GMM Item 2.9.4) considering Aeroplane Engine Combination (AEC) (2) Procedure to ensure the aircraft equipped with the system and equipment required by the regulations before operating the SET-IMC including a statement of certification of the additional equipment required, and of the maintenance and reliability program for such equipment, including the engine. (3) The identification of areas or routes intended to operate with SET-IMC. (4) Procedure to ensure that the MEL is specified the operating equipment and systems required for the SET-IMC and for VMC operations. (5) Procedure to ensure that the AMP is extended to address the equipment and systems required for the SET-IMC (6) Procedure to report all significant failures, malfunctions or defects occurred during SET-IMC operation to the CAAT (7) Procedure to inform the flight crew of the SET-IMC status of the aircraft before the flight is begun. (8) Any procedures in respect of continued airworthiness management and maintenance of the granted approval. (9) Parts control and verification program: <ul style="list-style-type: none"> <li>Control program with support from the manufacturer to ensure that the proper parts and configuration are maintained for single engine turbine-powered aeroplanes approved to conduct the SET-IMC operation.</li> <li>Verification program for parts borrowing or pooling arrangements, as well as those parts used after repair or overhaul, maintain the necessary configuration of that aeroplane approved for single engine operations.</li> </ul> (10) Procedure to minimise the probability of in-flight engine failure by ensuring that the engine is equipped with: <ul style="list-style-type: none"> <li>An ignition system that activates automatically, or is capable of being operated manually, for take-off and landing, and during flight in visible moisture</li> <li>A magnetic particle detection or equivalent system that monitors the engine, accessories gearbox and reduction gearbox, and which includes a flight deck caution indication</li> <li>An emergency engine power control device that permits continuing operation of the engine through a sufficient power range to safely complete the flight in the event of any reasonably probable failure of the fuel control unit</li> </ul>	AOCR Chapter 2 Item 29.10 and Appendix M				
2.18.9	<b>Electronic Navigation Data Management (Aeronautical Database Management)</b> This chapter describes procedure ensuring that the aircraft operated by the Organisation are equipped with up-to-date and accurate electronic navigation data (such as Navigation Database, GPWS/TAWS terrain/obstacle database). This includes but not limited to: (1) Responsible person/department for database management. (2) Identification of Data Sources - Process to obtain current database and ensure correct version of database to the identified applicable database managed by or involved with continuing airworthiness manage function. (3) Data Validation and Approval - Procedure to validate the accuracy and integrity of data and approve electronic navigation data products before they are used in aircraft operations. This involves assessing the integrity and compatibility of the data with the aircraft's avionics systems. This may include collaboration procedure with flight operation. (4) Data Distribution - Procedures for timely distribution of updated database to all applicable aircraft. (5) Update Schedule - A schedule for regular updates to the applicable database, taking into account data currency requirements and operational considerations. This may refer to applicable AMP task. (6) Notification Process - Define procedures for notifying relevant personnel or departments of database updates and ensuring timely dissemination of information. (7) Errors/Omissions Reporting - Procedure to report any database errors/omissions to the data supplier. (8) Documentation - Procedure to maintain detailed records of all database management activities, including update schedules, distribution logs, validation results, and any discrepancies or issues encountered.	AOCR Chapter 11 Item 5 HOR Chapter 5 Item 5.5 AOCR Chapter 10 Item 15				
2.18.10	<b>Automatic Dependent Surveillance–Broadcast (ADS-B)</b> (1) Procedure to ensure continuing airworthiness of the ADS-B system. (2) Procedure to ensure that the MEL reflects the functional requirements of the ADS-B system (3) Any procedures in respect of continued airworthiness management and maintenance of the granted approval.	AOCR Chapter 2 Item 39.4				
2.18.11	<b>Vibration Health Monitoring (VHM)</b> As applicable to be fitted with VHM for a helicopter conducting Commercial Air Transport offshore operations in a hostile environment, this section provide details to ensure that the Organisation has a system to: <ol style="list-style-type: none"> <li>Collect the data including system generated alerts</li> <li>Analyze and determine component serviceability</li> <li>Respond to detected incipient failures</li> </ol> This section may refer to GMM Item 2.9 Reliability Program, if included.	HOR Chapter 4 Item 4.15				

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2.18.12	<p><b>Helicopter Emergency Medical Service (HEMS)</b></p> <p>As applicable to a helicopter conducting HEMS operations without an assured safe/forced landing capability, this section provide details to ensure that the Organisation provides:</p> <p>NOTE 1: HEMS operations - If called to an emergency an ambulance would proceed at great speed, sounding its siren and proceeding against traffic lights thus matching the risk of operation to the risk of a potential death.</p> <p>NOTE 2: Air ambulance operations - For a transfer of a patient or equipment where life and death or consequential injury of ground transport is not an issue the journey would be conducted without sirens and within normal rules of motoring once again matching the risk to the task. In regulatory terms, air ambulance is considered to be a normal transport task where the risk is no higher than for operations to the full AOCR and HOR compliance.</p>	HOR Chapter 12 Item 12.1.3 and Appendix D Item 3				
2.18.12	<p>(a) Engine reliability statistics for the helicopter type and engine type (except in the case of new engines).</p> <p>This section may refer to GMM Item 2.9 Reliability Program, if included.</p>	ADAT-GMM Clause 3(2.9) HOR Chapter 12 Item 12.1.3 and Appendix D Item 3.1				
2.18.12	<p>(b) Procedures to attain and then maintain the helicopter/engine modification standard defined by the manufacturer that has been designated to enhance reliability during the take-off and landing phases.</p>	HOR Chapter 12 Item 12.1.3 and Appendix D Item 3.2				
2.18.12	<p>(c) Preventive maintenance actions as recommended by the helicopter or engine manufacturer as follows:</p> <p>(1) Engine oil spectrometric and debris analysis, as appropriate</p> <p>(2) Engine trend monitoring, based on available power assurance checks</p> <p>(3) Engine vibration analysis (plus any other vibration monitoring systems where fitted)</p> <p>(4) Oil consumption monitoring</p>					
2.18.12	<p>(d) Usage monitoring system which fulfills at least the following:</p> <p>(1) Recording of the following data:</p> <p>(i) date and time of recording, or a reliable means of establishing these parameters</p> <p>(ii) amount of flight hours recorded during the day plus total flight time</p> <p>(iii) N1 (gas producer RPM) cycle count</p> <p>(iv) N2 (power turbine RPM) cycle count (if the engine features a free turbine)</p> <p>(v) turbine temperature exceedance: value, duration</p> <p>(vi) power-shaft torque exceedance: value, duration (if a torque sensor is fitted)</p> <p>(vii) engine shafts speed exceedance: value, duration</p> <p>(2) Data storage of the above parameters, if applicable, covering the maximum flight time in a day, and not less than 5 flight hours, with an appropriate sampling interval for each parameter.</p> <p>(3) The system includes a comprehensive self-test function with a malfunction indicator and detection of power-off or sensor input disconnection.</p> <p>(4) Procedures for downloading and analysis of the recorded parameters, including sufficient frequency of downloading to ensure data are not lost through overwriting.</p> <p>(5) The analysis of parameters gathered by the usage monitoring system, the frequency of such analysis and subsequent maintenance actions are described in the maintenance documentation.</p> <p>(6) Procedures for data storage in an acceptable form and accessible to CAAT for at least 24 months.</p>					
2.18.12	<p>(e) Procedures to report to the manufacturer for any loss of power control, engine shutdown (precautionary or otherwise) or engine failure for any cause (excluding simulation of engine failure during training), including the required content of each report as follows:</p> <p>(1) date and time</p> <p>(2) operator (and maintenance organisations where relevant)</p> <p>(3) type of helicopter and description of operations</p> <p>(4) registration and serial number of the airframe</p> <p>(5) engine type and serial number</p> <p>(6) power unit modification standard where relevant to failure</p> <p>(7) engine position</p> <p>(8) symptoms leading up to the event</p> <p>(9) circumstances of engine failure including phase of flight or ground operation</p> <p>(10) consequences of the event</p> <p>(11) weather/environmental conditions</p> <p>(12) reason for engine failure if known</p> <p>(13) In case of an in-flight shutdown (IFSD), the nature of the IFSD (demanded/un-demanded)</p> <p>(14) procedure applied and any comment regarding engine restart potential</p> <p>(15) engine hours and cycles (from new and last overhaul)</p> <p>(16) airframe flight hours</p> <p>(17) rectification actions applied including, if any, component changes with part number and serial number of the removed equipment</p> <p>(18) Any other relevant information.</p>					
2.18.12	<p>(f) Use of Full Authority Digital Engine Control (FADEC)</p> <p>Current technology increasingly allows for the recording function required to be incorporated in FADEC. Where a FADEC is capable of recording some of the required parameters, such parameters may be utilized by the FADEC providing that the functions as set out in the requirements are satisfied. This section must provide clear details on the use of FADEC, partially, or in whole, to fulfil the requirement for recording and storing parameters in a usage monitoring system.</p>	HOR Chapter 12 Item 12.1.3 and Appendix D Item 3.3				

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No.	Subject	Reference	S	U	N/A	Comment
2.18.13	<b>Other specific approvals (such as ADS-C/CPDLC, other Performance Operating Limitations, etc.)</b> (1) Procedure to ensure that the aircraft and its equipment is approved, installed, and maintained in a manner approved by CAAT. (2) Procedure to ensure the airworthiness of aircraft is maintained in accordance with the approved operating limitations and performance information contained in its flight manual, supplemented as necessary with other acceptable data including additional requirements mandated by CAAT. (3) Procedure to ensure that the applicable airworthiness manual (such as AMP, MEL, etc.) reflects the functional and airworthiness requirements of the granted approval. (4) Any procedures in respect of continued airworthiness management and maintenance of the granted approval.	AOCR Chapter 2 Item 24.3 AOCR Chapter 2 Item 29.2 HOR Chapter 3 Item 3.2.3				
2.19	<b>Flight recorders</b> This section describes how the Organisation manages continuing airworthiness of the installed required flight recorders for each aircraft managed.	AOCR Chapter 10 Item 3 AOCR Appendix V HOR Chapter 4 Item 4.3 HOR Appendix A				
2.19.1	(a) Applicability This section provides details of managed aircraft that is required to installed particular type of flight recorders in a summary table. It contains at least: (1) Each aircraft registration (2) Maximum certificated take-off mass of the aircraft (3) First issued C of A of the individual aircraft (4) TCDS number and its date of application for type certification is submitted to the State of Design (5) Applicable required flight recorders and its relevant CMM for each Part Number (FDR/ADRS, CVR/CARS, AIR/AIRS, DLR/DLRS, Combined recorders such as CVFDR, Flight Crew-Machine Interface Recordings or FCMIR) This table is not considered the GMM associated list and can be managed under direct control of the Compliance Monitoring System.					
2.19.1	(b) Continuing airworthiness of flight recorders This section provides details how the Organisation manages continuing airworthiness of flight recorders. It includes but not limited to: (1) Procedure to preserve records from flight recorder following an accident or incident (2) Procedure to ensure continued serviceability of flight recorders <ul style="list-style-type: none"> <li>Operational checks</li> <li>Evaluations of records or recording inspection including required inspection intervals</li> </ul> (3) Procedure to manage continuing airworthiness information of each applicable flight recording system	AOCR Chapter 10 Item 3 AOCR Appendix V Item 7 HOR Chapter 4 Item 4.3 HOR Appendix A Item 3				
2.19.2	<b>Flight recording inspection</b> This chapter provides overview covering various aspects of flight recording inspection, including equipment management, operational procedures, documentation, and quality control measures.	AOCR Chapter 9 Item 33 and Appendix AG				
2.19.3	<b>Flight Recording Inspection Facilities</b> (1) Selection, control, and maintenance of hardware and software for flight recorder readouts. (2) Operating procedures for replay equipment and assessing aircraft/flight information. (3) Revision control of flight recorder maintenance program documents. (4) If subcontracting, outline criteria for selecting an external organisation with suitable hardware and software capabilities.	AOCR Chapter 9 Item 33 and AOCR Appendix AG Item 2.1, 2.2, and 2.3 AOCR Appendix V Item 7.3 HOR Appendix A Item 3.3				
2.19.4	<b>Staff Training and Competency</b> (1) Define training procedures for staff involved in conducting flight recording inspections, covering FDR, CVR, AIR, and DLR systems. (2) Ensure staff are trained in hardware design, maintenance, and operation, as well as data analysis techniques. (3) If subcontracting, establish procedures for verifying the competency of personnel employed by the subcontracted organisation.	AOCR Chapter 9 Item 33 and AOCR Appendix AG Item 2.4 AOCR Chapter 9 Item 4.3				
2.19.5	<b>Flight Recorder System Readout Report</b> (1) Documenting scope of work, and any limitations in the readout process. (2) Retaining flight recorder system readout records for a minimum of 90 days. (3) Specify formats for documenting findings, anomalies, and limitations identified during the inspection process. (4) If subcontracting, define procedures for reviewing and approving reports generated by the subcontracted organisation. (5) If subcontracting, outline requirements for overseeing and managing the subcontracted work, including procedures for reviewing and verifying the results of the flight recording inspection.	AOCR Chapter 9 Item 33 and AOCR Appendix AG Item 2.5 AOCR Appendix V Item 7.3 and 7.5 HOR Appendix A Item 3.3 and 3.5				
2.19.6	<b>Flight Data Recorder (FDR) System Readout Standards</b> (1) Adherence to minimum performance standards for FDR systems. (2) Management of documentation concerning parameter allocation, conversion equations, periodic calibration and other serviceability/maintenance information (3) Responsibilities for FDR readout, reporting, and data validation. (4) Readout procedures (5) Procedures for anomaly detection and rectification.	AOCR Chapter 9 Item 33 and AOCR Appendix AG Item 2.2, 2.5 and 2.6 AOCR Chapter 10 Item 3.1 and Appendix V HOR Chapter 4 Item 4.3.1 and Appendix A				
2.19.7	<b>Cockpit Voice Recorder (CVR) System Readout Standards</b> (1) Compliance with performance standards for CVR systems. (2) Criteria for quality assessment of CVR audio recordings. (3) Readout procedures (4) Validation process for CVR replays. (5) Documentation process	AOCR Chapter 9 Item 33 and AOCR Appendix AG Item 2.2, 2.5 and 2.7 AOCR Chapter 10 Item 3.2 and Appendix V HOR Chapter 4 Item 4.3.2 and Appendix A				
2.19.8	<b>Airborne Image Recording (AIR) System Readout Standards</b> (1) Ensuring adherence to performance standards for AIR systems. (2) Readout procedures (3) Procedures for evaluating recordings and conducting quality assessments.	AOCR Chapter 9 Item 33, Chapter 10 Item 3.1, 3.4, Appendix V, and Appendix AG Item 2.2, 2.5 and 2.8 HOR Chapter 4 Item 4.3.1 and				
2.19.9	<b>Data Link Recording (DLR) System Readout Standards</b> (1) Compliance with performance standards for DLR systems. (2) Procedures for retrieving and decoding recorded messages. (3) Readout procedures (4) Verification and assessment of recorded data integrity.	AOCR Chapter 9 Item 33 and AOCR Appendix AG Item 2.2, 2.5 and 2.9 AOCR Chapter 10 Item 3.3 and Appendix V HOR Chapter 4 Item 4.3.3 and				

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2.20	<p><b>Leasing of aircraft and related aeronautical products</b></p> <p>This chapter provides details on how the Organisation manages and controls leasing of aircraft and related aeronautical products. It includes but not limited to:</p> <p>(1) Procedure to manage the lease and seek the CAAT approval before engaging the lease.</p> <p>(2) Procedure to notify the CAAT when lease is amended affecting the roles and responsibilities with regard to the continuing airworthiness and operational control of the aircraft of the approved lease arrangement.</p> <p>(3) Procedure to draft the lease agreement and ensure that it is clearly addressed with the following information:</p> <p>(a) Roles and responsibilities with regard to the continuing airworthiness and operational control of the aircraft for the duration of the lease</p> <p>(b) All necessary airworthiness documentation and records, including historical detailed maintenance records and aircraft configuration status are provided</p> <p>(c) Any other necessary responsibilities arising from the lease arrangement (e.g. Insurance, Indemnification, Operational Support, Dispute Resolution, End-of-Lease Obligations, Financial Obligations, etc.)</p> <p>(4) Procedure for retention of the lease and related records</p>	<p>AOCR Chapter 13 Item 2(m)            HOR Chapter 9 Item 9.2(n)            AOCR Chapter 1 Item 9</p>				
2.21	<p><b>Maintenance carried out under AOC provisions</b></p> <p>This chapter is for the Organisation that carries out maintenance under AOC provisions or as applicable to the activity of the Organisation.</p>	<p>AOCR Chapter 9 Item 2.2, 2.3,            and Chapter 13 Item 2(a)(2)            HOR Chapter 9 Item 9.2(a)(2)</p>				
2.21.1	<p><b>Acceptance / inspection of aircraft components and materials and installation</b></p> <p>For the Organisation carries out maintenance under AOC provisions, this paragraph describes the procedures for receiving components, parts, materials incoming from outside the Organisation, such as for example from suppliers, contracted organisations, etc.</p>	<p>AOCR Chapter 9 Item 2.3 and            TCAR 8 Part 145 Item 145.A.42            AOCR Chapter 9 Item 18.7            HOR Chapter 9 Item 18.6(a)</p>				
2.21.1	<p>(a) Classification and Definitions</p> <p>This section provides how the Organisation classifies components/materials in accordance CAAT Part-145 regulations:</p> <p>(1) Serviceable components</p> <p>(2) Unserviceable components</p> <p>(3) Standard parts</p> <p>(4) Raw and Consumable material</p> <p>(5) Unsalvageable components</p>					
2.21.1	<p>(b) Component / Material certification</p> <p>This chapter identifies the release documents to be expected/accepted for each type of part/material depending from their status (new/used). It is recommended to develop a table listing all the cases, for easy reference to receiving inspection personnel.</p> <ul style="list-style-type: none"> <li>Status "NEW" for Standard parts, Materials, Aircraft parts</li> <li>Status "USED" for Aircraft parts</li> </ul> <p>In addition, this section also describes the specific requirements applicable to PMA parts, life limited parts, used parts, etc.</p>					
2.21.1	<p>(c) Receiving Inspection Procedures</p> <p>(c)(1) Components, Materials and Standard Parts received from external sources</p> <p>The procedures for acceptance of components, standard parts and materials provide the objective of ensuring that they are in satisfactory condition and meet the Organisation's requirements. These procedures are based upon incoming inspections.</p>					
2.21.1	<p>(c)(2) Physical inspection of components, standard parts and materials verify the following:</p> <ul style="list-style-type: none"> <li>Accompanying documentation contains the applicable specification or standard, part number, batch number, supplied quantity, and the manufacturing sources.</li> <li>General condition of components and their packaging in relation to damages that could affect integrity.</li> <li>Shelf life of the component has not expired.</li> <li>Items are received in the appropriate package in respect of the type of component, e.g. correct ATA 300 or electrostatic sensitive devices packaging, when necessary.</li> <li>Components have all plugs and caps appropriately installed to prevent damage or internal contamination. Care is taken when tape is used to cover electrical connections, fluid fittings or openings because adhesive residues can insulate electrical connections and contaminate hydraulic or fuel units.</li> <li>Materials or standard parts received in batches are supplied in a package. The packaging states the applicable specification or standard, part number, batch number and the quantity of the items. If the material is acquired from different batches, acceptance documentation for each batch is provided</li> </ul>					
2.21.1	<p>(c)(3) Review of accompanying documentation and data:</p> <ul style="list-style-type: none"> <li>Compliance with order or condition</li> <li>Conformity with company requirements (e.g. type of release requested, sources)</li> </ul>					
2.21.1	<p>(c)(4) Identification of parts or material after receiving inspection (e.g. tag)</p> <p>(c)(5) Traceability of parts or materials to the related documentation (e.g. internal tracking number)</p> <p>(c)(6) Receiving inspection records</p> <p>(c)(7) Quarantine procedures</p> <p>(c)(8) Modification standard and AD compliance</p> <p>(c)(9) Identification of storage limitation or life limits</p> <p>(c)(10) Components received in Aircraft-on-Ground (AOG). These parts are normally received directly at the AOG location and dedicated procedures need to be in place.</p>					
2.21.1	<p>(c)(11) Receiving inspection of components from internal sources (e.g. transfer between stores, from the aircraft):</p> <ul style="list-style-type: none"> <li>Conformity with company requirements</li> <li>Records</li> <li>Required documentation</li> <li>Compliance with order, conditions</li> <li>Quarantine procedures</li> <li>Identification of storage limitation or life limits</li> <li>Components removed serviceable from aircraft or assemblies</li> </ul>					
2.21.1	<p>(c)(12) Procedures for treatment of a suspected unapproved part (bogus part):</p> <ul style="list-style-type: none"> <li>Identification</li> <li>Records</li> <li>Notification to CAAT</li> <li>Forms used (refer to GMM Item 2.7.3)</li> </ul>					

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2.21.1	<p>(d) Installation of components/standard parts/materials</p> <p>Procedure for verification prior to installation of components/standard parts/materials</p> <p>Components, standard parts and materials are only fitted when specified in the applicable maintenance data. This could include parts catalogue (IPC), service bulletins (SB), aircraft maintenance manual (AMM), etc. So, the installation of a component, standard part and material can only done after checking the applicable maintenance data. This check ensures that the part number, modification status, limitations, etc., of the component, standard part or material are the ones specified in the applicable maintenance data of the particular aircraft or component (i.e. IPC, SB, AMM, CMM, etc.) where the component, standard part or material is going to be installed. This procedures ensure that this check is performed before installation:</p> <ul style="list-style-type: none"> <li>• Verification the applicable maintenance data specifies the particular component, standard part or material</li> <li>• Verification of satisfactory condition and appropriate document for installation</li> <li>• Verification that, a component is eligible to be fitted when different modification and/or airworthiness directive configuration may be applicable</li> <li>• Verification prior to installation of standard parts on an aircraft or component (e.g. traceability, applicable standard as per maintenance data requirement)</li> <li>• Verification prior to use any raw or consumable material on an aircraft or component (e.g. due dates, applicable specification as per maintenance data requirement)</li> </ul> <p>The design approval holder may have included in the instructions for continued airworthiness specific verification activities to be conducted by the installer of the part or appliance.</p>	<p>AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.42            AOCR Chapter 9 Item 18.7</p>				
2.21.2	<b>Storage, tagging and delivery of components to maintenance</b>	<p>AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.25 and 145.A.42            AOCR Chapter 9 Item 18.7</p>				
2.21.2	(a) Storage Procedures	<p>AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.25 and 145.A.42            AOCR Chapter 9 Item 18.7</p>				
2.21.2	<p>(a)(1) Procedures for maintaining satisfactory storage conditions according to manufacturer's recommendation for:</p> <ul style="list-style-type: none"> <li>• aircraft components;</li> <li>• consumable, raw material</li> <li>• Special storage requirements (condition and limitation) e.g.: ESD sensitive devices, rubber</li> <li>• Control of environment (temperature, humidity, dust, oxidation, chemical substances, etc.)</li> <li>• Flammable fluids</li> <li>• Engines</li> <li>• Bulky assemblies</li> <li>• Record of position in the store (s)</li> </ul>	<p>AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.25 and 145.A.42            AOCR Chapter 9 Item 18.7            AOCR Chapter 9 Item 18.6</p>				
2.21.2	<p>(a)(2) Segregation between serviceable, unserviceable, unsalvageable</p> <p>This procedure describes how unserviceable components are identified and stored in a secure location under the control of the Organisation until a decision is made on the future status of such components.</p>	<p>AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.25 and 145.A.42            AOCR Chapter 9 Item 18.7</p>				
2.21.2	(a)(3) System and procedure to control shelf life / Life limit and modification standard.	<p>AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.25 and 145.A.42            AOCR Chapter 9 Item 18.7            AOCR Chapter 9 Item 18.6(b)</p>				
2.21.2	<p>(a)(4) Access to storage facilities restricted to authorised personnel</p> <p>This section may refer to GMM Item 1.7.5 Facilities, if already described.</p>	<p>AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.25 and 145.A.42            AOCR Chapter 9 Item 18.7</p>				
2.21.2	(a)(5) Procedure to periodically review the management procedures and conditions of storage to ensure that satisfactory standards are implemented.	<p>AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.25 and 145.A.42            AOCR Chapter 9 Item 18.7            AOCR Chapter 9 Item 18.6(d)</p>				
2.21.2	(b) Tagging	<p>AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.25 and 145.A.42            AOCR Chapter 9 Item 18.7</p>				
2.21.2	<p>(b)(1) Procedures for Tagging / labelling components/standard parts/materials</p> <ul style="list-style-type: none"> <li>• Serviceable components</li> <li>• Unserviceable components - This section describe how the unserviceable status of the component is clearly declared on a tag together with the component identification data and any information useful to define actions necessary to be taken. Such information must state, as applicable, in-service times, maintenance status, preservation status, failures, defects or malfunctions reported or detected exposure to adverse environmental conditions, and if the component was installed on an aircraft involved in an accident or incident. Means are provided to prevent unintentional separation of this tag from the component.</li> <li>• Standard parts</li> <li>• Raw and Consumable material</li> <li>• Unsalvageable components</li> <li>• Mutilation before disposal - This section also describes how mutilation is accomplished in such a manner that the components become permanently unusable for their original intended use. Mutilated components will not be able to be reworked or camouflaged to provide the appearance of being serviceable, such as by re-plating, shortening and rethreading long bolts, welding, straightening, machining, cleaning, polishing, or repainting.</li> </ul>	<p>AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.25 and 145.A.42            AOCR Chapter 9 Item 18.7</p>				
2.21.2	<p>(b)(2) When in agreement with the component owner, the component is disposed of for legitimate non-flight uses, such as training and education aids, research and development, or for non-aviation applications, mutilation may not be appropriate. In such case, this procedure also describes how the component may be marked indicating that it is unsalvageable, or the original part number or data plate information can be removed or a record kept of the disposition of the component.</p> <ul style="list-style-type: none"> <li>• Records of components with mandatory life limitations or other critical components scrapped/mutilated and information provided to original manufacturer</li> <li>• Quarantine</li> </ul>					
2.21.2	<p>(c) Release to the maintenance process</p> <p>This section describes procedure for issue of components, standard parts and materials, to the maintenance process (control, identification, batch segregation). The release document expected for components/standard parts/materials are described in GMM Item 2.21.1.</p>					



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2.21.3	<b>Acceptance of tools and equipment</b> This chapter describes the procedures for the acceptance of new, maintained, modified, calibrated tools/ equipment received and also the lent/ hired tooling.	AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.40 AOCR Chapter 9 Item 18.7				
2.21.3	(a) Tools and equipment acceptance procedure <ul style="list-style-type: none"> <li>• Sources</li> <li>• Conformity with company requirements (e.g. certification, ...)</li> <li>• Records</li> </ul>					
2.21.3	(b) Incoming inspection for tools <ul style="list-style-type: none"> <li>• Required documentation</li> <li>• Compliance with order / condition</li> <li>• "Quarantine" procedure</li> <li>• Internal identification</li> <li>• Verification of necessary control / calibration</li> </ul>					
2.21.3	(c) Monitoring of tool service providers <ul style="list-style-type: none"> <li>• Selection process</li> <li>• Internal authorisation process</li> <li>• Monitoring of the internal authorisations (e.g. scope of authorisation, validity, ... )</li> <li>• Withdrawal of the internal authorisation</li> <li>• List of tools service providers</li> </ul>	AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.40 AOCR Chapter 9 Item 18.7				
2.21.3	(d) The list of tools service providers (inspection /servicing/ calibration) is established in this section. The list: <ul style="list-style-type: none"> <li>• is not considered the GMM associated list and can be managed under direct control of the Compliance Monitoring System.</li> <li>• should be normally kept distinguished from the list of suppliers of materials, standard parts and components used in the maintenance process which is referred in the GMM Item 3.8.6. However the two lists may be also combined provided that the "suppliers" as defined in GMM Item 3.8.6 are clearly distinguished from the "tool service providers".</li> </ul> For further guidance on how to develop this procedure, refer to the "Guidance Material for Tools and Equipment, CAAT-GM-AIR-511".	AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.40 AOCR Chapter 9 Item 18.7				
2.21.4	<b>Calibration of tools and equipment</b> This chapter describes all the procedures related to the controls, revisions, modifications, checking and calibration of tools and equipment, including: (a) Inspection, servicing and calibration program; equipment and calibrated tool register (b) Establishment of inspection, servicing and calibration time periods and frequencies (c) Person/department responsible for the calibration program, the register, the follow-up, time period and frequencies (link between departments if necessary) (d) Identification of servicing/calibration due dates (e) Management of personal or loaned calibrated tools (f) Procedure for tools found out of tolerance during calibration (feedback to production, safety assessment, process to identify affected components/products and to inform concerned functions for further actions in case of safety concerns, etc.). For further guidance, refer to the "Guidance Material for Tools and Equipment, CAAT-GM-AIR-511".					
2.21.5	<b>Use of tooling and equipment by staff (including alternative tools)</b>					
2.21.5	(a) Distribution of tools (Record of user and Location of use)					
2.21.5	(b) Determining tool serviceability prior to issue					
2.21.5	(c) Training and control of personnel in the use of tools and equipment (records of training)					
2.21.5	(d) Personal (own) instruments/tools control					
2.21.5	(e) Loan tool control and audit					
2.21.5	(f) Control of alternative tools: <ul style="list-style-type: none"> <li>• Demonstration of equivalence between design/manufacturing data of alternative tools and the data/features of the tools recommended in the maintenance data of the manufacturers</li> <li>• In-house identification rule of alternative tools (e.g. P/N, S/N)</li> <li>• Alternative tools validation process</li> <li>• Register of alternative tools, tagging and relationship between the references of original tools and alternative tools.</li> <li>• Treatment of possible changes of maintenance data according to the new references of alternative tooling (e.g. modifications limited to the references of the tooling to be used or adaptation of maintenance data regarding alternative tooling)</li> <li>• Use, storage and maintenance manuals according to the need</li> <li>• In-house approval of each alternative tooling before servicing</li> <li>• Storage of the records of alternative tooling</li> </ul> For further guidance, refer to the "Guidance Material for Tools and Equipment, CAAT-GM-AIR-511".					
2.21.6	<b>Procedure for controlling working environment and facilities</b>	AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.25 AOC Chapter 9 Item 3.2				
2.21.6	(a) Organisation of the cleaning of the facilities: <ul style="list-style-type: none"> <li>• "Foreign Object" exclusion programme</li> <li>• Cleaning programme</li> <li>• Individual responsibilities</li> <li>• Timescales</li> <li>• Waste material disposal</li> <li>• Special procedure for some facilities (painting, white room, parts cleaning)</li> <li>• Segregation of facilities to prevent cross contamination</li> </ul>					
2.21.6	(b) Environmental control of working environment Guidance on the effects of environmental factors in maintenance can be found in ICAO Doc.9824 Human Factors Guidelines for Aircraft Maintenance Manual.					

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 TCAR 8 Part 145 : Repair Station Certificate Requirements TCAR 8 PART 145

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2.21.7	<b>Maintenance data and Relationship to Aircraft / Aircraft Component Manufacturer's Instructions including Updating and Availability to Staff</b> This chapter describes the management of all the technical documentation in use within the Organisation. It clearly identifies the various types of documentation in use (external and/or internal origin), to be controlled by the Organisation in order to perform the intended scope of work. The documentation may be divided in 2 main groups identified in the paragraphs below:	AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.45				
2.21.7	(a) Maintenance Data Coming from External Sources (1) Control of Maintenance data obtained directly from the author (ADs, SBs, SIL, CMM, AMM, ESM, etc.) <ul style="list-style-type: none"> <li>• Subscriptions control</li> <li>• Technical library</li> <li>• Issue / amendment control</li> </ul> (2) Procedure to ensure all applicable maintenance data is readily available for use when required by maintenance personnel This section may refer to GMM Item 2.4 and 2.13 if already described.					
2.21.7	(b) Documentation/Maintenance Instructions Issued by the maintenance organisation This procedure describes the various types of maintenance instructions which may be developed by the Organisation starting from the maintenance data (e.g. AMM, CMM, etc.). It has to be noted that the GMM Item 2.21.13 only describes the templates and their use in the maintenance process, while the GMM Item 2.21.7 is intended to cover the procedure on how to ensure that maintenance data are correctly transcribed into work instructions. Specific instructions from manufacturer maintenance data related to CDCCL must be considered.  It has to be noted that the privilege given to develop modified maintenance instructions (as described in this section), is excluding the engineering design of repairs and modifications.					
2.21.7	(b)(1) Modification of maintenance instructions by the organisation, if applicable					
2.21.7	(b)(2) Maintenance instructions issued in conformity to approved data in order to facilitate/customise the maintenance (e.g. work card/work sheet, engineering orders, technical specifications, etc.) as applicable <ul style="list-style-type: none"> <li>• paper or computer generated work cards and related amendment control</li> <li>• qualification requirements for staff involved in preparation/approval of work cards/work sheets, etc.</li> <li>• Incorporation of best practice and human factors principles:               <ul style="list-style-type: none"> <li>- Complex or long maintenance tasks subdivided into clear stages to allow recording what was actually accomplished by each individual</li> <li>- Differentiation of disassembly, accomplishment, reassembly, testing tasks</li> <li>- Compliance and traceability with FTS/CDCCL instructions</li> </ul> </li> </ul> "complex" or "long maintenance tasks" refers to tasks involving multiple disciplines or multiple shifts, or multiple zones/access opening, special tools etc., or a combination of these. The stages into which the work cards are to be subdivided should refer to where work can be interrupted. Subdivision should also indicate when a different discipline continues to work if no separate work cards are provided.					
2.21.7	(b)(3) Documentation issued for internal information purposes (e.g. quality information bulletins, quality alerts, occurrence investigation reports, etc.) as applicable, including procedure to ensure awareness by the staff.					
2.21.7	(b)(4) Control of information <ul style="list-style-type: none"> <li>• Technical library</li> <li>• Issue / amendment control</li> <li>• Distribution: access to the staff</li> </ul>					
2.21.8	<b>Performance of Airworthiness Directives (AD)</b> This section describes how the Organisation carries out ADs under AOC provisions.	AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.42 and 145.A.45				
2.21.8	(a) Control of the scope of work (limitations and conditions) Procedures to ensure the scope of work for ADs carried out under AOC provisions which must be in accordance with as described in GMM Item 1.7.3(a)(2).	AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.42, 145.A.45, and 145.A.50				
2.21.8	(b) Identification of the responsibilities of the maintenance organisation with regards to ADs such as but not limited to establishing compliance with the following: <ol style="list-style-type: none"> <li>(1) Procedure for control of ADs applicable to components in the store(s) of the Organisation to ensure that all applicable ADs are embodied to the parts the Organisation has in store. The Organisation must employ qualified staff for the AD analysis, issuing internal work orders, performing the AD compliance follow-up.</li> <li>(2) Procedure to hold and use applicable current airworthiness directives, including access to the relevant ADs by maintenance personnel.</li> <li>(3) Verification that, prior to installation on an aircraft, a component is eligible to be fitted when different AD configuration may be applicable.</li> <li>(4) Procedure to ensure that a CRS is not issued in case of any non-compliance which is known to endanger flight safety (e.g. overdue AD, etc.).</li> </ol>	AOCR Chapter 9 Item 2.2, 2.3 and TCAR 8 Part 145 Item 145.A.42, 145.A.45, and 145.A.50 AOCR Chapter 13 Item 2(a)(2) HOR Chapter 9 Item 9.2(a)(2)				
2.21.8	(c) Accomplishment of Aircraft/components/engines ADs / work orders specifying the status of the document to be used					
2.21.8	(d) Awareness of the mandatory character of the associated maintenance data					
2.21.8	(e) Identification of the mandatory requirement in the maintenance documentation					

Checklist Number: .....

Checklist Name: Checklist for General Maintenance Manual (GMM) Compliance and Approval

Applicability: .....

Location: .....

Date: .....

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 TCAR 8 Part 145 : Repair Station Certificate Requirements TCAR 8 PART 145

No.	Subject	Reference	S	U	N/A	Comment
2.21.9	<b>Performance of repair works</b> This chapter is intended to describe how the organisation is performing repairs on aircraft/components/engines according to already available maintenance data and how is managing the repairs not described in the manufacturers' documentation. This chapter only concerns the repairs that are carried out under AOC provisions.	AOCR Chapter 9 Item 2.2, 2.3 and TCAR 8 Part 145 Item 145.A.45 and 145.A.48 AOCR Chapter 13 Item 2(a)(2) HOR Chapter 9 Item 9.2(a)(2)				
2.21.9	(a) Repairs according to already available maintenance data (1) Repairs in accordance with AMM, SRM, CMM or other maintenance data published by the TCH, STCH, etc. (2) Repairs already approved by Part 21 DOA, EASA, FAA, or Authority accepted by CAAT. (3) Internal process in use and forms to manage the repairs					
2.21.9	(b) Repairs requiring a new approval (not already included in the available maintenance data) (1) Sources of repair approval (e.g.: approved data from Part 21 DOA, EASA, FAA, etc.) (2) Minor repairs that require CAAT approval (3) Work order (4) Internal process in use and forms to manage the repairs (5) Maintenance instruction (job cards,..)					
2.21.9	(c) Control of the scope of work (limitations and conditions) Procedures to ensure the scope of work for repair under AOC provisions which must be minor repairs which do not require extensive disassembly and can be accomplished by simple means.					
2.21.10	<b>Performance of modification works</b> This chapter refers to the modifications to be embodied on the aircraft/components/engines, under the AOC provisions. Only the activities which are carried out under AOC provisions are presented in this chapter. (1) Company policy (a) Sources of modification approval (e.g.: approved data from Part 21 DOA, EASA, FAA, etc.) (b) Minor modifications that require CAAT approval (c) Embodiment of modifications, including the case of STCs (2) Control of the scope of work (limitations and conditions) - Procedures to ensure the scope of work for modifications under AOC provisions which must be minor modifications which do not require extensive disassembly and can be accomplished by simple means.  Some information may refer to GMM Item 2.6.	AOCR Chapter 9 Item 2.2, 2.3 and TCAR 8 Part 145 Item 145.A.45 and 145.A.48 AOCR Chapter 13 Item 2(a)(2) HOR Chapter 9 Item 9.2(a)(2)				
2.21.11	<b>Performance of scheduled maintenance works</b> This procedure is primarily applicable for maintenance under AOC provisions. (1) Identification of the approved AMP under which the maintenance has to be carried out (2) Control of the scope of work (limitations and conditions) - Procedures to ensure the scope of work to carry out schedule maintenance under AOC provisions which must be scheduled maintenance and/or checks including visual inspections that will detect obvious unsatisfactory conditions/discrepancies but do not require extensive in-depth inspection. It may also include internal structure, systems and powerplant items which are visible through quick opening access panels/doors. It must also be in accordance with as described in GMM Item 1.7.3(a)(2). (3) Maintenance programme accessed by the maintenance personnel as part of the work order and procedure to ensure a CRS is done in compliance with the approved AMP  The certificate of release to service should relate to the task specified in the (S)TC holder's or the Organisation's instructions or the AMP which itself may cross-refer to maintenance data.	AOCR Chapter 9 Item 2.2, 2.3 and TCAR 8 Part 145 Item 145.A.50 AOCR Chapter 13 Item 2(a)(2) HOR Chapter 9 Item 9.2(a)(2)				
2.21.12	<b>Maintenance documentation development, completion and sign-off</b>	AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.45, 145.A.55 and 145.A.48				
2.21.12	(a) Templates in use to record maintenance This procedure identifies the process of issuing and updating all the various templates in use by the Organisation to record maintenance, such as work sheets, job cards, non-routine cards, deferred items, etc. With regards to job cards and work sheets the GMM Item 2.13 chapter only describes the templates and their use in the maintenance process, while the GMM Item 2.21.7 is intended to cover the procedure on how to ensure that maintenance data are correctly transcribed into work instructions. (1) Identification of the templates in use to record maintenance - this procedure may refer to the GMM Item 5.1 where the forms and templates in use by the Organisation are included (2) Analysis and implementation of Manufacturer data revisions (3) Initial approval and revision of the template					
2.21.12	(b) Composition of the work package This procedure describes the composition of a standard work package as applicable to the scope of work of the organisation (e.g. for aircraft maintenance will be routine work cards, non-routine cards, ADs, SBs, MEL, deferred items, tally sheet, maintenance release certificate, etc.) (1) List of maintenance documents which build up a standard work package (e.g. front page with general information, list of tasks required or control sheet, work cards, associated work orders, expected CRS, etc.) (2) Assembly of work packages for issue to maintenance activity (3) Worksheets for non-routine task (4) Assembly of completed work package for certification  This section may refer to GMM Item 2.13.6 if already described.					

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2.21.12	<p>(c) Completion of Maintenance Documentation</p> <p>This procedure describes the completion of each of the documents identified in the previous paragraph. This may be done by reference to GMM Item 5.1 where the related sample document is included together with its related filling instructions.</p> <p>(1) Process of declaring a task not applicable including conditional tasks            (2) Process of recording test results and dimensions            (3) Process of recording materials/parts replaced together with the related traceability to the accompanying documents            (4) Record and management of additional works            (5) Record and management of deferred items            (6) Process to correct a maintenance record imperfectly/incorrectly entered during the performance of maintenance.</p> <p>This cannot obviously be done after CRS issuance</p> <p>(7) Worksheet / work card completion and maintenance / independent inspection sign-off - procedure to ensure correct completion of provided work cards (e.g. training on paperwork, etc.)            (8) Use of personal stamps</p>	<p>AOCR Chapter 9 Item 2.3 and            TCAR 8 Part 145 Item            145.A.45, 145.A.55 and            145.A.48</p>				
2.21.12	<p>(c)(9) Sign-off policy: summary table for tasks sign-off</p> <ul style="list-style-type: none"> <li>The procedure clearly indicates when a task is to be considered signed-off and by which mean (e.g. use of personal stamp, use of signature, combination of stamp plus signature, etc.).</li> <li>The sign-off policy is established to assign clear responsibilities for the performance of maintenance tasks, even when a task may be signed-off by more than one person (e.g. additional inspection) or it is signed-off based on tasks carried out by a contracted or subcontracted organisations.</li> <li>Any person performing maintenance must be responsible for the tasks performed. A task can only be signed-off by "authorised personnel".</li> <li>The use of a sign-off summary table is recommended which must be consistent to the procedures in GMM Item 2.21.21 "Procedure to minimise the risk of multiple errors and preventing omissions" and to the job descriptions identified within the maintenance organisations (e.g. certifying staff in GMM Item 3.8.2, qualifying inspectors in GMM Item 3.8.4, mechanics in GMM Item 3.8.5, etc.). The table includes:               <ul style="list-style-type: none"> <li>Type of task (Normal task, Critical task, Independent inspection, Critical or identical maintenance, etc.)</li> <li>Task sign-off by "authorised personnel" (for the task performance, for the task performed under supervision, for the independent inspection, additional record of re-inspection by the same authorised person)</li> <li>Aircraft release to service by Certifying Staff</li> </ul> </li> </ul> <p>NOTE 1: A "sign-off" is a statement by the competent person performing or supervising the work, that the task or group of tasks has been correctly performed. A sign-off relates to one step in the maintenance process and is therefore different from the release to service of the aircraft</p> <p>NOTE 2: "Authorised personnel" means personnel formally authorised by the Organisation approved under AOC to sign-off tasks. "Authorised personnel" are not necessarily "certifying staff".</p> <p>Refer to GMM Item 2.19 and 2.21 for the definition of error capturing methods (and priority criteria), critical and identical maintenance tasks.</p>	<p>AOCR Chapter 9 Item 2.3 and            TCAR 8 Part 145 Item            145.A.45, 145.A.55 and            145.A.48</p>				
2.21.13	<p><b>Technical Records Control</b></p> <p>This section describes the control of technical records from maintenance tasks. This may refer to appropriate section in the GMM if the procedure is already established.</p>	<p>AOCR Chapter 9 Item 2.3 and            TCAR 8 Part 145 Item 145.A.55</p>				
2.21.13	<p>(a) Composition of maintenance records retained by the Organisation</p> <p>(1) Release to service as applicable to aircraft on Aircraft Technical Log (ATL)            (2) Detailed maintenance record associated with the work carried out            (3) Release documents of components, standard parts installed and consumable/ raw materials used</p> <p>Where the release documents are not included in the maintenance records, this section must describe how the Organisation demonstrates traceability is available in the maintenance records to the release documents and that they can be retrieved at any time for all the period to which the records retention requirements apply.</p>					
2.21.13	<p>(b) Format of the maintenance records</p> <p>(1) Paper and/or;            (2) Computer system and related backup</p>					
2.21.13	<p>(c) Records storage conditions (fire extinguisher system, fire detection, ) and retrieval of records (paper or computer based)</p> <p>Computer record systems should have at least one backup system, which should be updated within 24 hours of any new entry. Computer record systems should include safeguards to prevent unauthorised personnel from altering the data. All computer hardware that is used to ensure the backup of data should be stored in a different location from the one that contains the working data, and in an environment that ensures that the data remains in good condition. When hardware or software changes take place, special care should be taken to ensure that all the necessary data continues to be accessible through at least the full period specified in the relevant provision.</p>					
2.21.13	<p>(d) Control of access to records (paper and / or computer based records)</p>					
2.21.13	<p>(e) Lost or destroyed records (reconstruction and CAAT acceptance). This procedure must only be proposed to CAAT in case of actual need raise.</p>					
2.21.13	<p>(f) Retention of records</p> <p>(1) Periods            (2) Methods and security</p> <p>Minimum records retention period is 3 years from the date the aircraft to which the work relates was released by the Organisation as required by 145.A.55.</p>					

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2.21.14	<p><b>Rectification of defects arising during maintenance</b></p> <p>This procedure is to describe how new defects or incomplete maintenance work orders identified during maintenance are brought to the attention of the concerned function to rectify such defects or completing the missing elements of the maintenance work order.</p> <p>In the case where such maintenance will not carried out, 145.A.50(e) is applicable in order to issue the release to service (with incomplete/deferred maintenance), as addressed in GMM Item 2.21.15.</p>	AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.50				
2.21.14	<p>(1) Procedure to record defects arising during maintenance</p> <p>(2) Analysis of defects and rectification</p> <p>(3) Notification process (when necessary) to manufacturer and the CAAT</p>					
2.21.15	<p><b>Release to Service procedure</b></p> <p>This section describes Certificate of Release to Service (CRS) of the maintenance that is performed under the scope of the AOC.</p>	AOCR Chapter 9 Item 2.2, 2.3 and TCAR 8 Part 145 Item 145.A.30, 145.A.48, 145.A.50, 145.A.35, and 145.A.55				
2.21.15	<p>(a) General requirements of the release to service</p> <p>(1) In all cases, the Organisation remains the responsibility to ensure that the aircraft is airworthy before each flight for the aircraft managed under the Organisation.</p> <p>(2) A certificate of release to service must be issued by appropriately authorised certifying staff on behalf of the Organisation when that certifying staff has verified that all the maintenance that was ordered has been properly carried out by the Organisation in accordance with the procedures specified in the GMM, taking into account the availability and use of the maintenance data specified in point 145.A.45 (GMM Item 2.21.7), and that there are no known non-compliances which endanger flight safety.</p> <p>(3) A certificate of release to service must be issued before flight at the completion of any maintenance.</p> <p>(4) New defects or incomplete maintenance work orders identified during the maintenance must be brought to the attention of the person(s) who responsible for the aircraft continuing airworthiness to manage and rectify such defects or completing the missing elements of the maintenance work order.</p> <p>(5) When the Organisation is unable to complete all maintenance ordered (deferred maintenance, need to perform an MCF), it may issue a certificate of release to service within the approved aircraft limitations prescribed in approved data. The Organisation must enter such fact in the aircraft certificate of release to service before the issue of such certificate. It must also described which scenario requires a final aircraft certificate of release to service (such as after performing MCF as specified in AMM, or when successfully obtaining in-flight verification information).</p> <p>'Endanger flight safety' means any instances where safe operation could not be assured, or which could lead to an unsafe condition. These typically include, but are not limited to, significant cracking, deformation, corrosion or failure of primary structure, any evidence of burning, electrical arcing, significant hydraulic fluid or fuel leakage, and any emergency system or total system failure. An airworthiness directive that is overdue for compliance is also considered to be a hazard to flight safety.</p>	AOCR Chapter 12 Item 7.2 and 7.3 HOR Chapter 6 Item 6.7.2 and 6.7.3 AOCR Chapter 13 Item 2(a)(2) HOR Chapter 9 Item 9.2(a)(2)				
2.21.15	<p>(a)(1) Definition of the CRS statement</p> <ul style="list-style-type: none"> <li>• "Certifies that the work specified, except as otherwise specified, was carried out in accordance with the AOCR and in respect to that work the aircraft is considered ready for release to service".</li> <li>• Or instead of full statement, an alternate abbreviated certificate of release to service consisting of the statement "AOCR release to service" may be used on a Technical log. However, the introductory section of the technical log must include an example of the full certification statement from above bullet point.</li> </ul>					
2.21.15	<p>(a)(2) Minimum information to be contained in the certificate of release to service:</p> <ul style="list-style-type: none"> <li>• Basic details of the maintenance carried out (by reference to the maintenance data and related revision status, plus any eventually associated work package or job card as applicable to the product being maintained)</li> <li>• The date such maintenance was completed</li> <li>• The location where the release to service is issued</li> <li>• The identity of the Organisation, including the approval number of the Organisation</li> <li>• The identity of the person issuing the release to service, including:               <ul style="list-style-type: none"> <li>- the CAAT AOCR C/S individual authorisation number (handwritten or stamped) of the certifying staff issuing such a certificate</li> <li>- the signature of the certifying staff issuing such a certificate (may include electronic signature system when approved by the CAAT)</li> </ul> </li> <li>• The limitations to airworthiness or operations, if any.</li> <li>• CRS statement (in case maintenance is carried out under AOC provisions)</li> </ul>					
2.21.15	<p>(a)(3) Cross-reference to work packs (initial work order, additional works, to ensure that all the tasks ordered have been performed)</p>					
2.21.15	<p>(a)(4) General verification carried out after completion of maintenance that the aircraft or component is clear of all tools, equipment and any extraneous part or material and that all access panels removed have been refitted</p>					
2.21.15	<p>(a)(5) Impossibility to sign a release certificate that could hazard flight safety e.g.:</p> <ul style="list-style-type: none"> <li>• AD ordered or known to be applicable which is overdue and not embodied</li> <li>• Works which were not carried out in accordance with approved data</li> <li>• Discrepancies that may have consequences on the airworthiness of the aircraft/component/engine</li> </ul>					
2.21.15	<p>(a)(6) Impossibility to sign a release certificate due to unexpected non-availability of facilities, equipment, tooling material, maintenance data or certifying staff, or non-compliances which endanger flight safety.</p>					
2.21.15	<p>(b) Aircraft maintenance release to service (under AOC provisions)</p>					
2.21.15	<p>(b)(1) Issuance and completion instruction of CRS after Line Maintenance</p>					

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No.	Subject	Reference	S	U	N/A	Comment
2.21.15	(b)(2) Issuance of a CRS with limitations/incomplete work within aircraft limitations as per approved data (e.g. deferred maintenance, need to perform a maintenance check flight*)  Only the authorised certifying staff, can decide, using maintenance data, whether an aircraft defect hazards seriously the flight safety and therefore decide when and which rectification action must be taken before further flight and which defect rectification can be deferred. However, this does not apply when the MEL is used by the pilot or by the authorised certifying staff.  *Maintenance Check Flight (MCF): Certain maintenance data issued by the design approval holder (e.g. AMM) require that certain checks/tests are performed in flight as a necessary condition to complete the maintenance ordered. Within the approved aircraft limitations, a certifying staff should release the incomplete maintenance (taking into account the checks/tests to be performed in flight) before the flight on behalf of the Organisation. After performing the flight and any additional maintenance necessary to complete the maintenance ordered, a certificate of release to service should be issued in accordance with 145.A.50(a). The aircraft operator retains the responsibility for the MCF, including in particular cases where a special flight permit may be necessary or where the Organisation may rely on the crew performing the flight to make statements about in-flight verifications.	AOCR Chapter 9 Item 2.2, 2.3 and TCAR 8 Part 145 Item 145.A.30, 145.A.48, 145.A.50, 145.A.35, and 145.A.55 AOCR Chapter 12 Item 7.2 and 7.3 HOR Chapter 6 Item 6.7.2 and 6.7.3 AOCR Chapter 13 Item 2(a)(2) HOR Chapter 9 Item 9.2(a)(2)				
2.21.15	(b)(3) Temporary fitting an aircraft component without appropriate release certificate in AOG condition is NOT permitted for maintenance under AOC provisions.					
2.21.15	(b)(4) Release to service for components removed serviceable from aircraft  This procedure is optional and only applicable to Organisation with maintenance under AOC provisions who wish to perform swap / change over serviceable components between Thai registered A/C or between different positions of the same Thai registered aircraft, under the same Organisation. A component removed serviceable must be issued a component certificate of release to service before being installed in another aircraft or another position of the same aircraft. The CRS may be issued by using internal release tag. The procedure includes: <ul style="list-style-type: none"> <li>• Issuance and completion instruction of CRS</li> <li>• The CRS on internal release document contains the same level of information included in the CAAT Form 1 and is issued by an appropriately authorised certifying staff</li> <li>• Issuance of a CRS with limitations/incomplete work within component limitations as per approved data (e.g. deferred maintenance, need to perform a maintenance check flight)</li> </ul>					
2.21.15	(b)(5) CRS in the case of one-off authorisation is NOT permitted for maintenance under AOC provisions.					
2.21.16	<b>Return of Defective Aircraft Components to Store</b>  This chapter refers to the process of parts returned by maintenance teams to the store. The procedure includes: (1) Aircraft component received in serviceable status but found “defective” at installation (e.g. involvement of Compliance Monitoring for investigation, possible need to report the occurrence as per GMM Item 2.7.3) (2) Labelling and handling of unserviceable components (link between involved departments) (3) Labelling and handling of unsalvageable components (link between involved departments)	AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.42				
2.21.17	<b>Defective Components to Outside Contractors</b>  This chapter refers to the process of sending components to outside contractors for repair or modification. This chapter is only applicable when the Organisation is sending/contracting component maintenance to Contracted CAAT Part-145 approved Organisation. This fact is reflected in the GMM Item 3.8.6 and the contracted organisation(s) listed in GMM Item 5.3.1. The procedure includes: (1) Dispatch of components for maintenance (2) Identification of required work (3) Return of the serviceable component after maintenance at the contractor facility (4) Control of dispatch, location and return (5) Return of unserviceable loan parts (6) Management of the packaging and special transportation condition (e.g.: Wheels – oxygen bottles)	AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.42 and 145.A.205				
2.21.18	<b>Control of Computer Maintenance Records System</b>  This chapter refers to the computer systems used to manage and/or record information regarding the maintenance tasks carried out. This chapter should not be confused to GMM Item 2.21.13 “Technical record control” which is intended to cover the record keeping requirement addressed in 145.A.55. It may refer to GMM Item 2.3 Continuing airworthiness records, if already described. (1) Description of the computer records system in use and relate objectives (e.g. AMOS to track on-going maintenance in the hangar, CAMP, AD Softwares, etc.) (2) Information retrieval (3) Back-up systems (frequency, means, and delay) and second site storage (frequency, means and delay) (4) Security and safeguards to unauthorised access	AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.45 and 145.A.55				
2.21.19	<b>Control of Man-Hour Planning versus Scheduled Maintenance Work</b>  This section may refer to GMM Item 1.11.1 Manpower Resources, if already described.	AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.25, 145.A.30, and 145.A.47				
2.21.19	(a) Maintenance man-hour plan (taking into account also activities carried out outside the scope of the approval) (1) Reviewed at least every 3 months and updated when necessary (2) Covering all staff (e.g. certifying staff, inspectors, mechanics, planners, quality auditors, etc.)  Particular attention must be given to the situation when the same person is acting with different roles during a particular maintenance check (e.g. a person who is acting at the same time as certifying staff and sign-off staff during a particular maintenance, etc.) or different roles under different certificate approval (e.g. a person who is acting at the same time as quality auditor for AOC and AMO certificate). In such cases the man-hour plan for the particular maintenance check should take into account this aspect to ensure the person is allocated enough time to carry out the necessary activities required for each of the different roles he/she undertakes and appropriate consideration is given to human performance limitations.	AOCR Chapter 9 Item 5 and 28.2				
2.21.19	(b) Management system or procedures of company planning versus time available (e.g. A/C line maintenance activity)					
2.21.19	(b) Type of planning (man hours availability versus work load)					
2.21.19	(c) Type of factors taken into account in the planning (1) Human performance limitations (2) Complexity of work (3) Additional factors					
2.21.19	(d) Planning revision process					
2.21.19	(e) Organisation of shifts					

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 TCAR 8 Part 145 : Repair Station Certificate Requirements TCAR 8 PART 145

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2.21.19	(f) Use of "contracted" personnel ("Contracted" means the person is employed by another organisation and contracted by that organisation to the Organisation) At least half the staff that perform maintenance in each flight line on any shift must be employed by the Organisation to ensure organisational stability. For the purpose of meeting a specific operational necessity, a temporary increase of the proportion of contracted staff may be permitted to the Organisation by the CAAT, in accordance with an approved procedure to be included in this GMM chapter, which describes the extent, specific duties, and responsibilities for ensuring adequate organisation stability.	AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.25, 145.A.30, and 145.A.47 AOCR Chapter 9 Item 5 and 28.2				
2.21.19	(g) Procedure to manage risks of work force unbalances (1) Actual staff available lower than planned level for any shift or period (2) Temporary increase of contracted staff for specific operational needs					
2.21.19	(h) Notification to the Compliance Monitoring Manager and Accountable Manager of deviations exceeding 25% between the work load and the man hour availability.					
2.21.20	<b>Critical maintenance tasks and error-capturing methods</b>	AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.48				
2.21.20	(a) Critical maintenance tasks	AOCR Chapter 13 Item 2(a)(2) HOR Chapter 9 Item 9.2(a)(2)				
2.21.20	(a)(1) Definition of "critical maintenance task" "Critical maintenance task" means a maintenance task that involves the assembly or any disturbance of a system or any part of an aircraft, engine or propeller that, if an error occurred during its performance, could directly endanger the flight safety.					
2.21.20	(a)(2) Procedure to identify of a list of "critical maintenance tasks" defined by the Organisation (e.g. tasks that may affect aircraft stability control systems such as autopilot or fuel transfer, tasks that may affect the propulsive force of the aircraft including installation of engines/propellers/rotors, etc.) • Person responsible to amend the list • Data sources used to identify and amend the list of "critical maintenance tasks" (TCH data, occurrence reporting, results of audit, feedback from training, etc.)					
2.21.20	(a)(3) This procedure ensures that critical maintenance tasks are reviewed to assess the impact on flight safety. The list of critical maintenance tasks is customised to the scope of work of the Organisation and may contain critical tasks peculiar only to certain aircraft or components. This list may be included into a separate document under the control of the Compliance Monitoring Manager. The list of "critical maintenance tasks" is subject to continuous evaluation and when necessary amended by the Organisation as the result of maintenance errors investigations, audit, TCH data analysis, etc.					
2.21.20	(b) Error-capturing methods This paragraph identifies and detail the management of each possible error-capturing method in use by the Organisation.					
2.21.20	(b)(1) Identification of the error-capturing method(s) to be used: • The primary error-capturing method to be used must be the independent inspection • Re-inspection (limited to unforeseen cases when only one person is available)					
2.21.20	(b)(2) Independent inspection procedure - This paragraph addresses the requirements for independent inspection • Definition of independent inspection • Personnel authorised for the independent inspections - The qualification of this personnel is expected in the GMM Item 3.8.4.					
2.21.20	(b)(3) How to perform an independent inspection • What has to be checked (e.g. all those parts of the system that have actually been disconnected or disturbed must be inspected for correct assembly and locking, etc.) • How a task requiring independent inspection is signed-off This procedure can refer to the GMM Item 2.21.12 sign-off policy and consistency with this section has to be ensured.					
2.21.20	(b)(4) Reinspection procedure This paragraph addresses the requirements of for reinspection • Definition of reinspection • how to perform a reinspection by the same person • how to record the identification and the details of the reinspection					
2.21.21	<b>Reference to Specific Procedures</b> This section describes details on special maintenance tasks, if any, e.g.: (1) Engine run up (2) Aircraft pressure run (3) Aircraft towing (4) Aircraft taxiing (5) Technical wash (6) Control/ supervision of de-icing systems (7) Maintenance check flight	AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.35  AOCR Chapter 13 Item 2(a)(2) HOR Chapter 9 Item 9.2(a)(2)				
2.21.22	<b>Procedures to Detect and Rectify Maintenance Errors</b> This chapter describes procedures to minimise the risk of errors and errors being repeated in identical maintenance tasks compromising more than one system or function. Maintenance errors may also be detected as part of the occurrence reporting system following internal or external occurrence reports investigation; this process is expected to be described in the GMM Item 2.7.3 and 2.7.6.	AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.48  AOCR Chapter 13 Item 2(a)(2) HOR Chapter 9 Item 9.2(a)(2)				
2.21.22	(a) Procedure to minimise the risk of errors and preventing omissions Consistency with the GMM Item 2.21.12 chapter (sign-off policy) must be ensured. (1) Policy to ensure every maintenance task is signed-off only after completion (2) Describe how the grouping of tasks for the purpose of sign-off allows critical steps to be clearly identified (3) Procedure to ensure work performed by non-authorised personnel (e.g. temporary staff, trainees) is checked and signed-off by an authorised person					

Checklist Number: .....

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 TCAR 8 Part 145 : Repair Station Certificate Requirements TCAR 8 PART 145

No.	Subject	Reference	S	U	N/A	Comment
2.21.22	(b) Procedure to minimise the risk of errors being repeated in identical maintenance tasks compromising more than one system or function (1) Criteria to define the identical maintenance tasks This procedure ensures that no person is required to perform a maintenance task involving removal/installation or assembly/disassembly of several components of the same type fitted to more than one system (the system when fail could have an impact on safety) on the same aircraft or component during a particular maintenance check	AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.48  AOCR Chapter 13 Item 2(a)(2) HOR Chapter 9 Item 9.2(a)(2)				
2.21.22	(c) Identification of methods in use to minimise the risks					
2.21.22	(c)(1) Planning method (only applicable to identical maintenance tasks) This paragraph addresses TCAR 8 Part 145 GM1 145.A.48(c)(3) describing how the planning method is used to minimise the risk of errors being repeated in identical maintenance tasks planning the performance by different authorised persons of the same task in different systems					
2.21.22	(c)(2) Identification of the error-capturing method(s) to be used (the specific procedure on how each error capturing method is accomplished is detailed in the GMM Item 2.21.20). When more than one error-capturing method is defined, a criteria need to be established to prioritise the methods to be adopted. The use of a table is recommended. The table may consist of Type of Task (For Identical Maintenance Task, Critical Maintenance Task), Description of Task, Methods priority (Primary, Secondary). Reference to GMM Item 2.21.12 "sign-off" policy is made for details of how to sign-off each type of task in this section.					
2.21.23	<b>Shift / Task Handover Procedures</b> (1) Aims and objectives of the shift handover (2) Training of personnel in shift/task handover processes (3) Recording of shift/task handover (4) Formalised shift handover process and required information (a) Facility status (b) Work status (c) Manning status (d) Outstanding issues (e) Other possible information (5) Responsible person for managing and filling up the shift / task handover	AOCR Chapter 9 Item 3.2, 5 and 28.2				
2.21.24	<b>Procedures for Notification of Maintenance Data Inaccuracies and Ambiguities</b> (1) Definitions of maintenance data ambiguities (2) Method of internal notification of maintenance data ambiguities (3) Method of external notification of maintenance data ambiguities to the authors of that data (4) Method of assessment and extraction of those ambiguities/inaccuracies to be reported under GMM Item 2.7.2(c) as mandatory reportable occurrences (5) Feedback to staff and implementation of TC Holder/Manufacturer corrections (6) Impact of the data ambiguity on the on-going maintenance task  The authors may be any of the following: • Aircraft / component design organisation (AMM, SB, SRM, etc.) • The CAAT • The Organisation itself in the case of the Organisation's job cards, work instructions	AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.45				
2.21.25	<b>Organising of maintenance activities</b>	AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.45 and 145.A.65				
2.21.25	(a) Procedure for assessment of workscope as line or base maintenance - This procedure describes the assessment or decision making process to ensure that the maintenance tasks to be performed are under the scope of approval described in GMM Item 1.7.3(a)	AOCR Chapter 9 Item 3.2 and 3.3				
2.21.25	(b) Control of the availability and update of maintenance documents (list + MM / job cards /etc.)					
2.21.25	(c) Procedure for establishing all necessary resources are available before commencement of work (e.g. space, manpower with required capabilities, staff, facilities, tools, equipment, parts, documentation, etc.)					
2.21.25	(d) Procedure for outsourcing contractors as necessary					
2.21.25	(e) Procedure for organising maintenance personnel and providing all necessary support during maintenance					
2.21.25	(f) Organising of shifts - Good practices in the maintenance domain and applicable rules should be considered. The resulting shift schedule should be shared with the maintenance staff sufficiently in advance so they can plan adequate rest. The established shift durations should not be exceeded merely for management convenience even when staff is willing to work extended hours.					
2.21.25	(g) Working time policy - Guidance on working time may be found on ICAO Doc.9824 Human Factors Guidelines for Aircraft Maintenance Manual					
2.21.25	(h) Consideration of fatigue in the planning of maintenance - Fatigue is a physiological state of reduced mental or physical performance capability resulting from sleep loss or extended wakefulness, circadian phase, or workload (mental and/or physical activity) that can impair a person's alertness and ability to safely perform his/her tasks.					
2.21.25	(i) Planning of critical maintenance tasks					
2.21.26	<b>Maintenance away from base and approved line stations</b> This procedure can only be included when the possibility to perform maintenance outside the base and line location is described in the GMM Item 1.7.3(a) Scope of Work and 1.7.3(d) List of Location.	AOCR Chapter 9 Item 3.2, 3.5, 3.6 AOCR Chapter 13 Item 2(a)(2) HOR Chapter 9 Item 9.2(a)(2)				
2.21.26	(a) Definition and applicability The Organisation may be allowed to maintain their aircraft for which it is approved at the specified approved location in accordance with approved procedures in the GMM. The privilege to perform maintenance in location other than base and approved line station(s) under AOC provisions is limited to the following cases: (1) To support an unserviceable aircraft: It must be understood that this privilege is intended to be used only for the need of aircraft maintenance in the case of an unscheduled/unexpected event, such as an AOG requiring defect rectification. (2) Additional scenarios may be considered by the CAAT on a case by case basis upon official request.					



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2.21.26	(b) Limitations Maintenance performed under AOC provisions at locations other than base or approved line station(s) must be limited to the cases mentioned in the previous section, where the maintenance task must: (1) NOT be over the scope of work in GMM Item 1.7.3(a) approved by the CAAT (2) Be ensured that necessary facilities, certifying staff, tools, equipment, material, and maintenance data are made available at the location to perform the task (3) Be done by issuing an aircraft certificate of release to service according to GMM Item 2.21.15 (4) Be released by authorised Certifying Staff of the Organisation	AOCR Chapter 9 Item 3.2, 3.5, 3.6 AOCR Chapter 13 Item 2(a)(2) HOR Chapter 9 Item 9.2(a)(2)				
2.21.26	(c) Procedures (1) Specify maintenance tasks that are going to be performed under such privilege (daily check, weekly check, defect rectification under AOCR Appendix W, etc.) (2) Specify how the Organisation is going to ensure that the requirements are met in each case (in particular with regards to adequate facilities, sufficient staff, appropriate certifying staff, availability of tooling and equipment, availability of current maintenance data, adequate planning, release to service procedures, etc.) (3) Specify how the Organisation's quality system is going to monitor compliance with the above requirements					
2.21.26	(d)(1) Support an unserviceable aircraft due to an unscheduled event The procedure is based on the following criteria:					
2.21.26	(d)(1)(i) The Scope of work is limited to: • Aircraft type listed in the GMM Item 1.7.3(c) • Maintenance activities strictly necessary to recover the aircraft unserviceability condition as limited by the GMM Item 1.7.3(a) NOTE: When the Organisation has been granted this privilege, it should not be understood as if any maintenance task could be performed at any location.					
2.21.26	(d)(1)(ii) A process in place, under the responsibility of the Quality Manager, to show: • How the Head of Maintenance ensures that the necessary facilities, certifying staff, tools, equipment, material, maintenance data will be made available as necessary and how the maintenance records will be managed. • The involvement of the Quality System and its oversight for any work away from base or approved line stations that they are in compliance with the approved scope of work described in GMM Item 1.7.3(a). • In addition, that a list of all the CRS issued under this procedure will be made available to CAAT upon request.					
2.21.26	(d)(2) Additional scenarios The routine tasks or schedule maintenance tasks are NOT permitted to be performed under AOC provisions at location other than base or approved line stations. In this case the approval of a new line station must be requested to CAAT. The Organisation must seek CAAT official prior approval or authorisation for any additional scenarios.					
2.21.27	<b>Additional line maintenance procedures</b> This chapter is intended to provide additional procedures which are specific for the line maintenance environment, especially line station under AOC provisions, which have not been covered in the GMM Item 2.21 above, or to complement those Item 2.21 procedure if necessary. Where a procedure, was already covered in the GMM Item 2.21 and there is no need of further detail to be added, a direct reference to the GMM Item 2.21 chapter that is already described may be made to the relevant content in this section.	AOCR Chapter 9 Item 2.2, 3.2, 3.5, 3.6 AOCR Chapter 13 Item 2(a)(2) HOR Chapter 9 Item 9.2(a)(2)				
2.21.27	(a) Line Maintenance Procedure Related to Servicing / Fueling / De-icing / etc. This chapter describes the additional / special procedures of management of the specific activities: (1) Technical and maintenance documentation management (control and amendment) (2) Company Technical Procedures / Instructions management (3) Fuel supply quality monitoring (bulk storage / aircraft re-fuelling) (4) Ground de-icing (procedures / monitoring of sub-contractors) (5) Maintenance of ground support equipment (6) Monitoring of sub-contracted ground handling and servicing					
2.21.27	(b) Line Maintenance Control of Defects and Repetitive Defects This chapter describes the general procedures followed by the Organisation regarding the rectification of defects in line maintenance: (1) Rules for deferring (periods - review - permitted personnel - conformity with MEL /CDL provisions) (2) Awareness of deferred defects carried by aircraft (3) Analysis of tech log (repetitive defects – crew complaints - Analysis and transfer of cabin log items as required) (4) Co-ordination with base station (5) Procedure on how to deal with defects beyond the scope of work under AOC provisions at line station					
2.21.27	(c) Line Procedure for Pooled Parts and Loaned Parts This chapter describes the additional management procedures for pooled or loaned parts specific to the line maintenance activity, especially at line station. It covers the removal of serviceable parts from aircraft for use on another aircraft. These procedures must be associated to the chapters 2.21.1, 2.21.2, 2.21.16, 2.21.17 of the GMM. (1) Verification of approved sources of parts (sources, conformity with company requirements, Modification Standard and AD compliance, records) (2) Compliance with loan and contract requirements • Tracking and control • Required documentation (3) Processing removed loan parts for return to source (records) (4) Components removed serviceable from aircraft					
2.21.27	(d) Line Procedure for Return of Defective Parts Removed from Aircraft This chapter describes the additional management procedures for treatment of defective components associated with the line maintenance activity, especially at line station. These procedures must cover the same subjects specified in chapters 2.21.16, 2.21.17 (return of removed components, sending components...) of the GMM. (1) Required documentation (2) Service record (3) Processing advice of removal (W/O) and dispatch to technical records (4) Dispatch of the part for rectification					

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3	<b>GMM PART III - QUALITY SYSTEM</b>	ADAT-GMM Clause 3(3)				
3.1	<p><b>Quality assurance policy for continuing airworthiness</b></p> <p>This chapter provides quality policy endorsed by the Accountable Manager emphasising:</p> <ul style="list-style-type: none"> <li>Complying with all applicable legislation, to meet all the applicable requirements, and adopt practices for continuous improvement</li> <li>Taking into account all of the facilities and procedures utilised to ensure continuing airworthiness, at each of the Organisation's locations where activities take place affecting the airworthiness of the aircraft</li> <li>The quality program is effective throughout the operation and maintenance of aircraft</li> <li>The quality auditing ensures that control is being properly applied and achieving satisfactory results</li> <li>Providing the necessary resources for the implementation of a compliance monitoring system to monitor compliance with, and the adequacy of, procedures required to ensure airworthy aircraft</li> <li>Setting quality objectives and targets</li> <li>Establishing procedures for monitoring and measurement of continuing airworthiness quality assurance</li> <li>Ensuring training and competence of continuing airworthiness management and maintenance personnel</li> <li>Fostering a culture of continuous improvement</li> <li>Maintaining comprehensive documentation and record-keeping practices</li> </ul>	ADAT-GMM Clause 3(3.1)  AOCR Chapter 9 Item 30.1				
3.2	<p><b>Quality program and planning</b></p> <ul style="list-style-type: none"> <li>This paragraph shows how the audit plan is established. It describes how the Organisation establishes an audit plan to show when and how often the activities will be audited, including, but not limited to, product audits.</li> <li>The audit plan ensures that all aspects of continuing airworthiness compliance are verified every year, including all the subcontracted activities, and the auditing may be carried out as a complete single exercise or subdivided over the annual period.</li> <li>The independent audit does not require each procedure to be verified against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been verified every year without resultant findings.</li> <li>Where findings have been identified, the particular procedure is verified against other product lines until the findings have been closed, after which the independent audit procedure may revert to a yearly interval for the particular procedure. This paragraph defines the contents of the audit plan and associated procedures, including the following:</li> </ul>	ADAT-GMM Clause 3(3.2)  AOCR Chapter 9 Item 30.1				
3.2.1	<p><b>Audit program</b></p> <p>In order to ensure that no activity, procedure or applicable requirement is missing from compliance check, this section provides a cross-reference table (audit matrix) listing each applicable regulatory paragraph (and subparagraph) with the related GMM procedure (chapter/subchapter) and the audit type/area where it is checked.</p> <p>This audit matrix is intended to be a living document to be customised by the particular organisation depending on its scope of work and structure. This matrix represents the overall compliance of the audit system and needs to be amended, as necessary, based upon any change to applicable regulations, organisation procedures or audits types classification (e.g. change of the scope of work to include indirect approval privileges, change of subcontracted organisations/activities, etc.).</p> <p>The audit area may include, but not limited to, ADs &amp; PFC, AMPs, Compliance monitoring system, Contracted maintenance, Defects management, Management system, Personnel, applicable Maintenance activities under AOC provisions (facilities, maintenance personnel, storage, components, tools and equipment, line stations), etc.</p>					
3.2.2	<p><b>Audit plan</b></p> <ol style="list-style-type: none"> <li>Contents and applicable requirements</li> <li>Responsibilities</li> <li>Planned audit period and dates</li> <li>Locations to be audited</li> <li>Product audit considering the scope of approval</li> <li>Independent audits</li> <li>Audit of contracted maintenance organisations</li> <li>Audit of subcontracted organisations functions</li> <li>Validation/internal approval of the Audit Plan and management of its revisions/changes</li> </ol> <p>The Audit Plan may be developed as a calendar year table, identifying the months/weeks in columns, the audit types in rows, and the scheduled audits in the table cells.</p>	ADAT-GMM Clause 3(3.2)  AOCR Chapter 9 Item 30.1				
3.3	<p><b>Quality audit procedure</b></p> <ol style="list-style-type: none"> <li>Responsibilities</li> <li>Tools and systems</li> <li>Auditing method (remote v. on-site) and criteria</li> <li>Audit preparation</li> <li>Personnel requirements</li> <li>Audit agenda and notification</li> <li>Audit checklist and forms (For demonstration of compliance with all the applicable requirements, the audit forms used, or the audit checklists must clearly identify the requirements being audited.)</li> <li>Audit report format and templates</li> <li>Audit feedback system               <ol style="list-style-type: none"> <li>That persons concerned with any audit deficiency are kept aware of both the adverse report and the outcome</li> <li>Access to and meeting with Accountable Manager (including record of meeting procedure)</li> <li>Review of the compliance monitoring overall results</li> <li>Regular meetings to check the progress of corrective actions</li> </ol> </li> <li>Audit timescales</li> <li>Audit records which must be available for the CAAT when require</li> <li>Management of findings:               <ol style="list-style-type: none"> <li>Finding classification</li> <li>Finding notification</li> <li>Finding acceptance</li> <li>Extension and escalation of findings</li> <li>Overdue findings</li> <li>Closure of findings</li> </ol> </li> </ol>	ADAT-GMM Clause 3(3.3)  AOCR Chapter 9 Item 30.2.3 and 30.2.4				

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3.4	<p><b>Quality audit remedial action procedure</b></p> <p>(1) Corrective Action process including root cause analysis - describe methodology in use for the root cause analysis, and associated generation of corrective action plan</p> <p>(2) Implementation of Corrective Actions - describe how corrective actions are implemented, monitored, and verified for effectiveness, including documentation requirements.</p> <p>(3) Follow-Up and Verification - explain the process for conducting follow-up audits to verify the implementation and effectiveness of corrective actions.</p> <p>(4) Documentation and Reporting - specify the documentation requirements for recording non-conformities, remedial action plans, and outcomes, and detail the reporting procedures for communicating audit results and remedial actions.</p> <p>(5) Review and Continuous Improvement - outline the process for reviewing the effectiveness of the remedial action procedure and making continuous improvements as necessary.</p> <p>(6) Roles and Responsibilities - clearly define the roles and responsibilities of key personnel involved in the remedial action process, including auditors, managers, and relevant stakeholders.</p> <p>(7) Training and Awareness - address the training and awareness requirements for personnel involved in conducting audits and implementing remedial actions.</p> <p>(8) Approval and Revision - specify the approval for the procedure and the process for revising it as needed to ensure its effectiveness and compliance with regulatory requirements.</p>	ADAT-GMM Clause 3(3.4)				
3.5	<p><b>Monitoring of continuing airworthiness management activities</b></p> <p>This paragraph sets out a procedure to periodically review the continuing airworthiness management activities, in accordance with the audit plan identified in GMM Item 3.2.</p>	ADAT-GMM Clause 3(3.5)				
3.5.1	<p>This paragraph also describes how the Organisation ensures that each line station is provided with, as applicable:</p> <p>(a) A summary of the technical literature provided for the station. The list must be kept up to date and made available to the technical library so that amendments and periodic checks of currency can be made.</p> <p>(b) A summary of the station spares holding with an indication of which items are held for priority purposes, e.g. to meet possible MEL compliance requirements or EDTO dispatches etc.</p> <p>(c) Company procedures and technical instructions appropriate to the aircraft types supported.</p> <p>(d) Maintenance schedule, in the form of worksheets or cards etc, as are necessary to perform the tasks allocated to the station.</p> <p>(e) Access to deferred and repetitive defect information to assist in the diagnosis of reported defects.</p> <p>(f) Details of any subcontracts for line support, fuel supply, loading and ground handling for the Organisation so that it enables the person responsible for dispatch to ensure that all significant airworthiness tasks are satisfactorily accomplished.</p> <p>(g) Maintenance facilities and working accommodation appropriate to the scale of work and undertakings of the station.</p> <p>(h) Ground support equipment as appropriate including equipment or access to equipment for the ground de-icing, anti-icing of aircraft as necessary.</p> <p>(i) Sufficient numbers of qualified staff to perform the tasks allocated to the station.</p> <p>(j) Arrangements are made to ensure that oncoming shifts are made fully aware of any outstanding or incomplete task.</p> <p>(k) The working conditions are appropriate to the nature of the task and the necessary tools, equipment, test apparatus and technical instructions are available.</p>	ADAT-GMM Clause 3(3.5) AOCR Chapter 9 Item 28.2 AOCR Chapter 9 Item 30.1.1 and 30.1.2				
3.5.2	<p><b>Product audit of aircraft</b></p> <p>This chapter sets out the procedure(s) when performing a compliance audit of an aircraft. It sets out the differences between an maintenance review and a compliance audit.</p>	ADAT-GMM Clause 3(3.5) AOCR Chapter 9 Item 30.1.2				
3.5.2	<p>(a) Definition of "Product audit"</p> <ul style="list-style-type: none"> <li>The product of the continuing airworthiness management function is the continuing airworthiness status of the aircraft, as this is the end result of the processes/procedures.</li> <li>The compliance audit of aircraft is the continuing airworthiness management function "product audit", and its objectives are to ensure that the product is being managed and maintained in accordance with the applicable procedures and requirements. It verifies compliance with the following:               <ul style="list-style-type: none"> <li>GMM procedures, including, but not limited to interface procedures and contract terms</li> <li>AOCR and HOR requirements and related regulations</li> <li>CAAT Part-145 requirements</li> </ul> </li> </ul> <p>The product audit is different from the aircraft maintenance review. The maintenance review is performed to ensure the validity of the aircraft airworthiness status and it requires deeper assessment of the status and sample checks, whilst the product audit is performed to ensure the validity and effectiveness of the GMM procedures.</p> <p>The sample check of a product means to witness any relevant testing or demonstration and visually inspect the product and associated documentation.</p>	ADAT-GMM Clause 3(3.5) AOCR Chapter 9 Item 30.1.2				
3.5.2	<p>(b) Company product audit policy</p> <p>At least one product audit for each continuing airworthiness management function product line is required. This paragraph defines a clear policy, including the identification of different product lines existing in the Organisation. As a general rule, aircraft for which different GMM procedures apply could be considered different product lines, as exemplified below:</p> <ul style="list-style-type: none"> <li>Aircraft with different Maintenance Programs</li> <li>Different aircraft types</li> <li>Aircraft for which continuing airworthiness management is performed using different subcontractors. This is not applicable when those subcontractors are only performing limited tasks with no impact in the airworthiness of the aircraft (e.g. records keeping of dirty fingerprints where those documents are also available in digital form).</li> <li>Aircraft maintained by different maintenance organisations. The different AMO coordination procedures or the different performance of the maintenance organisations could have an impact on the continuing airworthiness status of the aircraft.               <ul style="list-style-type: none"> <li>Aircraft used in remote operations (that means operated during a limited period of time in a region without the possibility to return to the main base). There are specific procedures in place for that aircraft/operations and, therefore, it is recommended to perform a specific product audit during the remote operation.</li> </ul> </li> </ul>					

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No.	Subject	Reference	S	U	N/A	Comment
3.5.2	(c) Product Audit program, methods, and content (1) Product samples for each line of product/procedure/process (2) Dates and timescales (3) Audit method - A review of the aircraft continuing airworthiness records system in the office is necessary. An aircraft (including on-board airworthiness documents) onsite check is also necessary to make sure that the information available in the continuing airworthiness management function is consistent with the information on the aircraft (e.g. current aircraft mass and balance statement, updated deferred defect list, etc.). (4) Topics to review/checklist - An audit report must be raised each time a product audit is carried out describing what was checked and the resulting findings against applicable requirements, procedures and products.	ADAT-GMM Clause 3(3.5) AOCR Chapter 9 Item 30.1.2				
3.5.2	(d) Product Audit from maintenance under AOC provisions When the Organisation carries out maintenance under AOC provisions, the product audit program must include each line of product from the approved maintenance activities (maintenance tasks from each aircraft type, each location, each subcontractor, etc.) The sample check of a product means to witness any relevant testing and visually inspect the product and associated documentation. The sample check should not involve repeat disassembly or testing unless the sample check identifies findings requiring such action.	ADAT-GMM Clause 3(3.5) AOCR Chapter 9 Item 30.1.2				
3.5.3	Preparation of aircraft for flight quality assurance procedure This paragraph also describes how the Organisation's compliance monitoring system ensures that (whether the aircraft is dispatched by the Organisation or the task is wholly or partly subcontracted): (1) Fuel uplifted prior to flight is free from contamination. (2) Refuelling of the aircraft is carried out in a controlled manner taking into account essential safety measures for fire prevention. (3) Baggage and cargo is loaded and restrained in accordance with AFM limitations and that cargo doors are securely fastened. (4) Push-back and start-up are carried out to a standard procedure for the specific type of aircraft, under the control of a suitably trained person, that the area in which engines will be started is free from debris and contamination likely to damage the engines and that fire-fighting facilities are immediately available. (5) Control surface and landing gear locks, restraint devices and blanks are removed. (6) Proper attention is given to the rectification of recorded defects, compliance with the MEL and any limitations imposed in respect of the period of flights, flying hours or calendar time. (7) The aircraft is serviced and inspected as required by the AMP.	ADAT-GMM Clause 3(3.5) AOCR Chapter 9 Item 22.5				
3.5.4	Aircraft re-fuelling quality assurance This paragraph outlines the quality assurance requirements for aircraft refuelling. The procedure describes how the Organisation ensures the following aspects: (1) Quality of Fuel - The quality of all fuel taken on board the aircraft, particularly ensuring freedom from water contamination. (2) Compliance with IATA Guidelines - When the organisation has a facility or vehicle for storing and delivering fuel to aircraft, they comply with the IATA Fuel Guidelines to ensure that the fuel dispensed is suitable for aircraft use. (3) Record-Keeping - Records of fuelling arrangements at each station are kept, indicating the responsible party for monitoring the fuel supplier's quality performance. (4) Fuel Uplift Sampling Program - A sampling program for fuel uplift is established, considering factors such as supplier quality performance, environmental conditions, supply facilities, and frequency of use. (5) Guidance for Flight Crew and Maintenance Personnel - Guidance to flight crew and maintenance personnel is provided regarding fuel uplift sample checks and sampling procedures. (6) Training - Persons engaged in refuelling activities are properly trained for their tasks. (7) Audit - The fuel arrangements are audited to ensure the continuing acceptability of fuel quality throughout the operation. (8) Minimum Frequency of Contamination Checking - The minimum frequency of fuel contamination checking at the point of uplift are declared in guidance to maintenance personnel and acceptable to the Authority. (9) Control of Fuel Storage and Dispensing - Fuel storage and dispensing by suppliers conform to the IATA Fuel Guidelines.	ADAT-GMM Clause 3(3.5) AOCR Chapter 9 Item 20				
3.5.5	Ground de-icing and anti-icing This paragraph also describes how the Organisation's compliance monitoring system ensures the ground de-icing and anti-icing service that:	ADAT-GMM Clause 3(3.5) AOCR Chapter 9 Item 29				
3.5.5	(a) De-icing equipment is checked immediately before the commencement of winter operations and at intervals throughout the winter season to verify that the equipment is fully serviceable at each location where aircraft are likely to require de-icing.					
3.5.5	(b) Items such as mixer nozzles are correctly calibrated and it is ensured that they are not replaced with incorrectly calibrated nozzles during the winter season.					
3.5.5	(c) Satisfactory procedures for checking mixtures of de-icing fluids are established together with suitable conditions for the storage and identification of de-icing fluid					
3.5.5	(d) Where facilities for common use are provided at airports or this task is contracted out to a specialist organisation such audit checks are carried out by the Organisation as are necessary to ensure that de-icing/anti-icing of their type of aircraft will be carried out effectively and, in a manner, to ensure subsequent safe operation.					

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No.	Subject	Reference	S	U	N/A	Comment
3.5.6	<p><b>Concession control for deviation from the Organisations' procedures</b></p> <p>This chapter describes the procedures followed by the Organisation in order to deviate from the approved GMM procedures. It must be understood that any request for concession to deviate from an GMM procedures must be anyway in compliance with any regulatory requirement with particular reference to AOCR, HOR, and applicable CAAT Part-145. In all cases, the procedures from this chapter must always comply regulatory requirements.</p>	<p>ADAT-GMM Clause 3(3.5)            AOCR Chapter 9 Item 2.3 and            TCAR 8 Part 145 Item 145.A.65</p>				
3.5.6	<p>(1) Concession criteria</p> <ul style="list-style-type: none"> <li>• Object, procedures involved, justifications, compensatory conditions, period of validity, etc.</li> </ul> <p>(2) Concession management procedure</p> <ul style="list-style-type: none"> <li>• Internal evaluation</li> <li>• Drafting process</li> <li>• Response</li> <li>• Internal validation process and follow-up</li> </ul> <p>(3) System of approval and control of concession</p> <p>(4) Feedback from the Compliance Monitoring to the CAAT</p> <p>Any concession must be approved by the CAAT.</p>					
3.6	<p><b>Monitoring and analysis of the effectiveness of the maintenance programs</b></p> <p>The continuing airworthiness management function of the Organisation managing the aircraft must have a system to analyse the effectiveness of the maintenance program in order to correct any deficiency in the program, with regard to spares, established defects, malfunctions and damage, and to amend the maintenance program accordingly.</p> <p>This chapter indicates by whom and how this data is analysed, describe the decision-making process and identify the possible actions to be implemented accordingly.</p>	<p>ADAT-GMM Clause 3(3.6)            AOCR Chapter 13 Item 2(i)            HOR Chapter 9 Item 9.2(i)</p>				
3.6.1	<p>Identification of the tools/data used to analyse the efficiency of the maintenance program:</p> <ol style="list-style-type: none"> <li>(1) Pilot reports (PIREPS)</li> <li>(2) Air turnback reports</li> <li>(3) Spare consumption</li> <li>(4) Repetitive technical occurrence and defect</li> <li>(5) Technical delays analysis (through statistics, if relevant)</li> <li>(6) Technical incidents analysis (through statistics, if relevant)</li> <li>(7) Etc.</li> </ol>					
3.6.2	<p>Description of the analysis process, including, but not limited to:</p> <ol style="list-style-type: none"> <li>(1) Staff/department involved in the analysis, including identification of responsibilities</li> <li>(2) Associated procedure(s), including, but not limited to:               <ul style="list-style-type: none"> <li>• Data processing and preparation</li> <li>• Contents and methods of analysis</li> <li>• Frequency and type of reviews (e.g., daily/continuous, reliability program, maintenance review, annual review)</li> <li>• Meeting frequency and required attendance</li> <li>• Decision-making process</li> <li>• Analysis results and implementation of changes; (e.g., amendment of the AMP, amendment of maintenance or operational procedures, modifications to be embodied, component to be replaced by an improved one, etc.)</li> <li>• Form and records to be used</li> </ul> </li> </ol> <p>A reliability program (GMM Item 2.9) provides an appropriate means of monitoring the effectiveness of the maintenance program. Therefore, for those aircraft types having a reliability program it is acceptable to refer to GMM Item 2.9 in this paragraph.</p>	<p>ADAT-GMM Clause 3(3.6)            AOCR Chapter 13 Item 2(i)            HOR Chapter 9 Item 9.2(i)</p>				
3.7	<p><b>Maintenance contractor selection procedure</b></p> <p>This section describes the administrative arrangements between the Organisation and the AMO including how to develop and review the arrangements.</p>	<p>ADAT-GMM Clause 3(3.7)            AOCR Chapter 13 Item 2(a)(1)            HOR Chapter 9 Item 9.2(a)(1)</p>				
3.7.1	<p>Procedures for the development of maintenance contracts</p>					
3.7.1	<p>(a) This paragraph explains the procedures for developing maintenance contracts, detailing responsibilities, tasks, and interactions with the maintenance organisation ensuring elements to be addressed as necessary in the contract/agreement including, but not limited to:</p> <ol style="list-style-type: none"> <li>(1) Responsibility: Full details of the division of responsibilities between both parties.</li> <li>(2) Scope of Work: Clearly define the type of maintenance to be performed (e.g., line, base, engine) and specify the aircraft/engine types and registrations, if applicable.</li> <li>(3) Locations and Certificates: Maintenance locations and certificates held by the maintenance organisation.</li> <li>(4) Subcontracting: Specify conditions under which subcontracting is allowed and address Organisation approval requirement for subcontracting, if applicable.</li> <li>(5) Maintenance Program: Specify the approved maintenance program under which maintenance will be performed.</li> <li>(6) Monitoring: Include provisions for the Organisation to monitor maintenance organisation compliance.</li> <li>(7) CAAT Involvement: Allow the CAAT access to the maintenance organisation.</li> <li>(8) Maintenance Data: Specify required maintenance data and manuals, including their availability and currency.</li> <li>(9) Incoming Conditions: Specify the condition in which the aircraft/engine should be made available for maintenance.</li> <li>(10) ADs and SBs: Information exchange responsibilities regarding ADs and modifications.</li> <li>(11) Hours and Cycles Control: Specify procedures for exchange of flight hours/cycles data.</li> <li>(12) Life-Limited Parts and Time-Controlled Components: Specify information exchange responsibilities regarding life-limited parts and components.</li> <li>(13) Supply of Parts: Specify responsibility for supplying components and acceptance criteria.</li> <li>(14) Pooled Parts at Line Stations: Address management of pooled parts at line stations if applicable.</li> <li>(15) Scheduled Maintenance: Specify support documentation for planning scheduled maintenance checks.</li> <li>(16) Unscheduled Maintenance/Defect Rectification: Specify level of defect rectification authority for maintenance organisation.</li> <li>(17) Deviation from Maintenance Schedule: Procedures for managing deviations from the maintenance schedule.</li> <li>(18) Maintenance Check Flight (MCF) and Bench Test: Specify procedures for MCF and engine tests, if applicable.</li> <li>(19) Release to Service Documentation: Specify required documentation for release to service.</li> <li>(20) Maintenance Record-Keeping: Specify record-keeping responsibilities and subcontracting, if applicable.</li> <li>(21) Exchange of Information: Required information exchange.</li> <li>(22) Meetings: Include provisions for contract review, work scope planning, technical, compliance and performance, and reliability meetings</li> </ol>	<p>ADAT-GMM Clause 3(3.7)            AOCR Chapter 9 Item 7.1.3 and Appendix P            AOCR Chapter 13 Item 2(a)(1)            HOR Chapter 9 Item 9.2(a)(1)</p>				

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3.7.1	(b) This paragraph also specify a nominated person of the Organisation for engineering liaison purposes who will be responsible for planning the timely presentation of the aircraft to the maintenance organisation for all contracted maintenance and for liaison on all matters relating to the maintenance contract or agreement and for airworthiness matters affecting the safe operation of the aircraft.	ADAT-GMM Clause 3(3.7) AOCR Chapter 9 Item 7.1.4 AOCR Chapter 13 Item 2(a)(1) HOR Chapter 9 Item 9.2(a)(1)				
3.7.1	(c) This paragraph also describes, when necessary, the use of work orders for unscheduled line maintenance and component maintenance which the contract may be in the form of individual work orders addressed to the maintenance organisation in the case of: (1) An aircraft requiring unscheduled line maintenance (2) Component maintenance, including engine and propeller maintenance, as applicable. The Organisation may develop a work order template to ensure that the applicable elements in GMM Item 3.7.1(a) are considered. Such a template is included in GMM Item 5.1. This may refer to GMM Item 2.13.6 if already described.	ADAT-GMM Clause 3(3.7) AOCR Chapter 13 Item 2(a)(1) HOR Chapter 9 Item 9.2(a)(1)				
3.7.1	(d) A maintenance contract is not normally intended to provide appropriate detailed work instructions to personnel. Accordingly, there should be established organisational responsibilities and procedures in the Organisation's and the maintenance organisation to cover these functions in a satisfactory way such that any person involved is informed about his/her responsibilities and the interface procedures that apply, in accordance with the terms of the contract. These procedures can be included/appended to the GMM (and to the maintenance organisation's manual/MOE), or can consist in separate procedures (provided this paragraph includes a clear reference to them. Such procedures are an integral part of the approval. This means that they must be approved (directly by the CAAT or indirectly by the Organisation through an approved procedure if agreed by the CAAT).					
3.7.2	Maintenance contractor selection procedure This paragraph explains how a maintenance contractor is selected by the Organisation. Selection should not be limited to the verification that the contractor is appropriately approved for the specific type of aircraft, but also that the contractor has the industrial capacity to undertake the required maintenance.	ADAT-GMM Clause 3(3.7) AOCR Chapter 13 Item 2(a)(1) HOR Chapter 9 Item 9.2(a)(1)				
3.7.2	(a) This paragraph describes how the Organisation ensures that all maintenance is carried out by maintenance organisations approved in accordance with CAAT Part-145. It is also explained how it is ensured that enough maintenance capacity has been contracted for all required maintenance; e.g. aircraft base maintenance, aircraft line maintenance (scheduled and unscheduled), components maintenance (such us engines, wheels and brakes, etc.).	ADAT-GMM Clause 3(3.7) AOCR Chapter 9 Item 31 AOCR Chapter 12 Item 1.2(a) HOR Chapter 6 Item 6.1.3(a) AOCR Chapter 13 Item 2(a)(1) HOR Chapter 9 Item 9.2(a)(1)				
3.7.2	(b) This paragraph includes selection procedure for base maintenance, contracted line maintenance, on-call maintenance, and components maintenance (engine maintenance, wheels and brakes). For every type of maintenance, the following items are described, as applicable: (1) Responsible person/department. (2) Pre-audit before approval. Description of the audit to be performed (on-site), forms to be used, items to be checked such as: • Availability of CAAT Part-145 approval • Appropriate scope of work in the base maintenance facility (aircraft type, NDT capability, etc.) • Appropriate scope of work in the line maintenance station (e.g. aircraft type, B1/B2 tasks, S-Check included or only defect rectifications, etc.) • Appropriate scope of work for component maintenance (e.g. appropriate C-rating, P/N included in the approved Capability list, overhaul capability vs only tyre change capability for wheels, etc.) • Sufficient resources including staff strengths • Experience (3) Contract review process by the Compliance Monitoring Manager (or designated staff) in order to ensure that: • The contract content is in accordance with GMM Item 3.7.1 • The contract is comprehensive and that no gaps or unclear area remains • Functional responsibilities of all parties are clearly identified (4) Updating the list of contracted maintenance organisations (GMM Item 5.3.1). (5) Interface procedures training to maintenance organisation staff on detailed work instructions (aircraft technical log/task cards fill-in instructions, MEL Rectification Interval Extension procedure, damage assessment report procedure, AOC-AMO procedures, etc)	ADAT-GMM Clause 3(3.7) AOCR Chapter 9 Item 5.4 and 7.1.5 AOCR Chapter 13 Item 2(a)(1) HOR Chapter 9 Item 9.2(a)(1)				
3.7.2	(c) This paragraph describes the fact that the Organisation has contracted a maintenance organisation approved under CAAT Part-145 will not prevent it from checking at the maintenance facilities on any aspect of the contracted work to fulfil its responsibility for the airworthiness of the aircraft. When the Organisation chooses to use one-time individual work orders for unscheduled line maintenance or components maintenance, it must be demonstrated that this maintenance is manageable through work orders, both in terms of volume and complexity.	ADAT-GMM Clause 3(3.7) AOCR Chapter 13 Item 2(a)(1) HOR Chapter 9 Item 9.2(a)(1)				
3.8	<b>Monitoring that all maintenance is carried out by an appropriate maintenance organisation</b> This paragraph sets out a procedure to periodically review that the approval of the contracted maintenance organisations is relevant for the maintenance of the Organisation's fleet. This may include feedback information from any contracted organisation on any actual or contemplated amendment in order to ensure that the maintenance system remains valid and to anticipate any necessary change in the maintenance agreements.  If necessary, the procedure may be subdivided into scheduled/non-scheduled, base/line or aircraft/engine/components maintenance, where different procedures apply. In particular, the following topics may be necessary:	ADAT-GMM Clause 3(3.8)  AOCR Chapter 9 Item 30.1.2 AOCR Chapter 13 Item 2(a)(1) HOR Chapter 9 Item 9.2(a)(1)				
3.8.1	(a) Initial verification of the CAAT Part-145 scope of approval (including MOE scope of work check) during the maintenance organisation selection procedure (refer to GMM Item 3.7).					
3.8.1	(b) Provisions in the maintenance contracts to notify any change affecting the contract (e.g. Maintenance Organisation scope of approval change, CAAT Part-145 approval suspension/limitation/revocation, etc.).					
3.8.1	(c) Verifications performed during audits to contracted Maintenance Organisations as part of GMM Item 3.2					
3.8.1	(d) Additional verifications to be performed to complement those aspects not covered in the previous paragraphs					

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No.	Subject	Reference	S	U	N/A	Comment
3.8.2	<b>Licensed aircraft maintenance engineer (Certifying Staff: C/S) qualification and training procedures</b> For the Organisation carries out maintenance under AOC provisions, this chapter describes qualification procedures for the C/S qualification in accordance with RCAB 77 Article 8.A.1, Article 8.A.2 and Article 8.A.3. Clear differentiation is expected for each different rating in the scope of work (According to the scope of maintenance under AOC, only maintenance tasks equivalent to airframe rating with limitations are applicable.)	ADAT-GMM Clause 3(3.8) AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.30, and 145.A.35				
3.8.2	(a) Aircraft C/S (1) The minimum age is 21 years. (2) Experience, training and competency requirements, including compliance with TCAR 8 Part 145 Appendix IV for staff not qualified in accordance with the applicable regulation for CAAT aircraft maintenance licensing. (3) AOC C/S individual authorisation - requirements for initial issue, extension (scope of work), renewal, withdrawal of the authorisation, including, Certification Authorisation for aircraft line maintenance C/S (4) Continuation training procedures (e.g. maintenance organisation procedures, new technology, human factors issues) (5) Demonstration of 6/24 months maintenance experience, including a table of similar aircraft types (relevant to the scope of work held by the Organisation) to be used for the demonstration of 6/24 months requirement The competency assessment process for issuance, extension, and renewal of the C/S individual authorisation is described in GMM Item 1.11.2(d).	ADAT-GMM Clause 3(3.8) AOCR Chapter 9 Item 5.3 AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.30, and 145.A.35 TCAR 8 Part 145 Appendix IV				
3.8.2	(b) C/S records This section describes how C/S records are managed.	ADAT-GMM Clause 3(3.8) AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.35				
3.8.2	(b)(1) Composition of the records: <ul style="list-style-type: none"> <li>Document summary sheet for the individual C/S</li> <li>Identity and date of birth</li> <li>C/S individual authorisation reference number</li> <li>Experience, copy of the licence, copy of diplomas, copy of training certificate, completed continuation training</li> <li>Scope of the authorisation, date of issue, validity</li> <li>Copy of the AOC C/S individual authorisation</li> <li>C/S assessment check lists and associated documents, materials, and results of assessment</li> <li>Type of records - electronic or paper copy</li> </ul>					
3.8.2	(b)(2) Retention of records - Personnel records must be kept for as long as a person works for the organisation, and must be retained for at least 3 years after the person has left the organisation, or after an authorisation issued to that person has been withdrawn. <ul style="list-style-type: none"> <li>Duration and location</li> <li>Type of documents</li> </ul>					
3.8.2	(b)(3) Format of the AOC C/S individual authorisation document and authorisation codes					
3.8.2	(b)(4) Procedure to ensure C/S can show their authorisation certificate to any authorised person within 24 hours, including line maintenance locations and activities outside the approved locations, etc.					
3.8.2	(b)(5) Management and control of C/S records: <ul style="list-style-type: none"> <li>Authorised persons</li> <li>Authorised managers</li> <li>Delivery of a copy of their AOC C/S individual authorisation in either a documented or electronic format. The scope of work has to be detailed, including limitations when applicable.</li> </ul>					
3.8.2	(b)(6) Access to records: <ul style="list-style-type: none"> <li>C/S is given access upon request to their personal records</li> <li>Maintenance organisation should furnish C/S – S/S with a copy of their personal record upon request, when leaving the organisation.</li> </ul>					
3.8.3	<b>List of Certifying Staff (C/S)</b> For the Organisation carries out maintenance under AOC provisions, this section details the list of certifying staff (licensed aircraft maintenance engineer) and its management.	ADAT-GMM Clause 3(3.8) AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.30, and 145.A.35				
3.8.3	(1) Categories of C/S Define the privileges to be granted under the AOC approval for each C/S <ul style="list-style-type: none"> <li>Type rating</li> <li>List of tasks which are authorised</li> </ul>					
3.8.3	(2) Content of the List This list must include, at least, the following information, as applicable: <ul style="list-style-type: none"> <li>Name</li> <li>C/S category</li> <li>Functions</li> <li>Authorisation identification number</li> <li>Sample of the signature</li> <li>Date of the first issue of the authorisation</li> <li>Expiry date of the authorisation</li> <li>Scope/limitation of the authorisation</li> <li>Aircraft maintenance license identification number</li> </ul> The list may be provided in GMM Part 5 by referred from this section.					
3.8.3	(3) Management of the List This section includes procedure detailing the following: <ul style="list-style-type: none"> <li>Identification and management of the List</li> <li>Approval of the list</li> <li>Retention of records (Duration/location, and Type of documents (evidence))</li> </ul> The list can be directly inserted in the GMM or managed as a separate associated list. In any case, it must be possible to cross-refer from this section, including a computer record, where the list is kept. An explanation of where the List is maintained and how it is updated must be included in this section. The List, whether included in or separated from the GMM, can be indirectly approved in accordance with GMM Item 1.12.5(c) for the following cases: <ul style="list-style-type: none"> <li>Renewal of C/S authorisation date in the C/S list</li> <li>Add or remove of staff</li> </ul> In any case, the CAAT must be notified for the changes.	ADAT-GMM Clause 3(3.8) AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.30, and 145.A.35				

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No.	Subject	Reference	S	U	N/A	Comment
3.8.4	<b>Independent inspection staff qualification</b> For the Organisation carries out maintenance under AOC provisions, this chapter is dedicated to the qualification and authorisation of the “inspectors” which undertake inspection functions and sign-off the related task(s). Initial and recurrent training in relation of each job function needs to be specified.	ADAT-GMM Clause 3(3.8) AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.30, and 145.A.55				
3.8.4	(a) Identification of the various types of Inspectors in the Organisation <ul style="list-style-type: none"> <li>The various types of “inspector” personnel, as applicable to the Organisation, need to be addressed (e.g. aircraft inspector, engine inspector, store receiving inspector, etc.). Clear differentiation is expected for each different ratings in the scope of work (e.g. aircraft, engines).</li> <li>It is recommended that a roster listing all maintenance personnel formally authorised to sign-off tasks as “Inspectors” is available in the maintenance organisation under the control of the Compliance Monitoring Manager.</li> <li>They may be authorised (EXAMPLE):               <ul style="list-style-type: none"> <li>As Aircraft/component/engine inspectors, in order to sign-off (ref. GMM Item 2.21.12(c) table) the tasks performed under supervision (e.g. work performed by trainees)</li> <li>As Aircraft/component/engine inspectors, in order to sign-off (ref. GMM Item 2.21.12(c) table) the independent inspection tasks</li> <li>As Store incoming inspectors, to perform and attest the receiving inspection of aircraft components/materials as per GMM Item 2.21.1 procedure</li> </ul> </li> </ul> <p>An Aircraft/component/engine inspectors is not authorised to issue a release to service for aircraft unless he/she is also holding a “certifying staff privilege”.</p> <p>When the staff is holding more than one authorisation (e.g. mechanic, inspector and certifying staff), the different authorisations must be clearly distinguished. A person may be at the same time (EXAMPLE):</p> <ul style="list-style-type: none"> <li>airframe mechanic on the A320(CFM56), B777 (GE90) and ERJ-170 (GE CF34)</li> <li>airframe inspector on the A320(CFM56) and B777 (GE90)</li> <li>holding a certification authorisation as certifying staff only for the B777 (GE90)</li> </ul>	ADAT-GMM Clause 3(3.8) AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.30, and 145.A.55				
3.8.4	(b) Experience, training and competency requirements <ol style="list-style-type: none"> <li>Aeronautical and practical Experience,</li> <li>General Training (FTS, CDCCL, EWIS when needed and Human Factor, GMM, standard practices, etc.)</li> <li>Specific training requirements applicable to the scope of activity (aircraft, engine, store etc.)</li> <li>Knowledge of the language in which the maintenance approved data are written.</li> <li>Authorisations issue, extension, renewal or withdrawal procedures including scope of authorisation</li> </ol> <p>Recurrent training procedures including:</p> <ol style="list-style-type: none"> <li>Training Programme (GMM and associated procedures, AOCR, HOR, CAAT PART-145, HF, special requirements, ...)</li> <li>Training setting up</li> <li>Duration, intervals</li> </ol> <p>The competency assessment process for issuance, extension, renewal of the AOC Authorisation is described in GMM Item 1.11.2(d).</p>	ADAT-GMM Clause 3(3.8) AOCR Chapter 9 Item 5.3 AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.30, and 145.A.55				
3.8.4	(c) Retention of records Personnel records is kept for as long as a person works for the organisation, and must be retained for at least 3 years after the person has left the Organisation, or after an authorisation issued to that person has been withdrawn. <ol style="list-style-type: none"> <li>Duration / location</li> <li>Type of documents</li> </ol>	ADAT-GMM Clause 3(3.8) AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.30, and 145.A.55				
3.8.5	<b>Mechanics qualification and records</b> For the Organisation carries out maintenance under AOC provisions, this chapter refers to the different specialities of mechanics (e.g. airframe mechanics, powerplant mechanics, avionics, cabin, fuel, engines, cleaners, components, etc.), as applicable to the organisation. Those personnel have to be considered authorised by the Organisation to sign-off tasks that they have personally performed. An authorised mechanic is not authorised to issue a release to service for aircraft, unless he/she is also holding a “certifying staff privilege”. Initial and recurrent training in relation of each job function needs to be specified.	ADAT-GMM Clause 3(3.8) AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.30, and 145.A.55				
3.8.5	(a) Identification of the various types of Mechanics in the Organisation It is recommended that a roster listing all maintenance personnel formally authorised to sign-off tasks as “Mechanics” is available in the Organisation under the control of the Compliance Monitoring Manager.  When the staff is holding more than one authorisation (e.g. mechanic, inspector and certifying staff), the different authorisations must be clearly distinguished.					
3.8.5	(b) Experience, training and competency requirements <ol style="list-style-type: none"> <li>Aeronautical and practical Experience,</li> <li>General Training (FTS, CDCCL, EWIS when needed and Human Factor, GMM, standard practices, etc.)</li> <li>Specific training requirements applicable to the scope of activity (aircraft, engine, etc.)</li> <li>Knowledge of the language in which the maintenance approved data are written.</li> <li>Authorisations issue, extension, renewal or withdrawal procedures including scope of authorisation</li> </ol> <p>Recurrent training procedures including:</p> <ol style="list-style-type: none"> <li>Training Programme (GMM and associated procedures, AOCR, HOR, CAAT PART-145, HF, special requirements, ...)</li> <li>Training setting up</li> <li>Duration, intervals</li> </ol> <p>The competency assessment process for issuance, extension, renewal of the AOC Authorisation is described in GMM Item 1.11.2(d).</p>	ADAT-GMM Clause 3(3.8) AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A.30, and 145.A.55				
3.8.5	(c) Retention of records Personnel records is kept for as long as a person works for the organisation, and must be retained for at least 3 years after the person has left the Organisation, or after an authorisation issued to that person has been withdrawn. <ol style="list-style-type: none"> <li>Duration / location</li> <li>Type of documents</li> </ol>					



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3.8.6	<b>Supplier evaluation and subcontract control procedure</b> This section is applicable to the Organisation that carries out maintenance under AOC.	ADAT-GMM Clause 3(3.8) AOCR Chapter 9 Item 18 AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A42, 145.A.205				
3.8.6	(a) Type of Providers This paragraph provides terms to be used to standardise the nomenclature for the possible various providers of components/parts/materials and providers of maintenance services: (1) Definition of Suppliers of materials, standard parts, components <ul style="list-style-type: none"> <li>• Sources of supplies (e.g. constructor, original manufacturer (OEM), distributor approved by the manufacturer, retailer, airline, ...)</li> <li>• Types of supplies (e.g. components, consumables, standards, materials, ingredients, etc.)</li> </ul> (2) Definition of Contracted organisations <ul style="list-style-type: none"> <li>• Sources of services (e.g. CAAT Part-145 approved maintenance organisation and related approved ratings)</li> <li>• Types of services (e.g. line maintenance, base maintenance, component maintenance, etc.)</li> </ul> (3) Definition of Subcontracted organisations <ul style="list-style-type: none"> <li>• Sources of services (non Part-145 approved organisation and related qualification)</li> <li>• Types of services (e.g. specialised work, line maintenance, ground handling, etc.)</li> </ul> <p><b>NOTE 1:</b> PROVIDER - Any source of components, material, maintenance services external to the Organisation. Any provider may fall in one of the following category: SUPPLIER, CONTRACTED ORGANISATION, SUBCONTRACTED ORGANISATION.  <b>NOTE 2:</b> SUPPLIER - Any source providing components, standard parts or materials to be used for maintenance. Possible sources could be: Part-145 organisations, Part-21 organisations, operators, distributors, brokers, continuing airworthiness management organisations, aircraft owners, etc. The list of suppliers is not considered a GMM associated list and can be managed under direct control of the Organisation's Compliance Monitoring System. The term "supplier" used in this section excludes the suppliers of tools and tools calibrations services which must be described and referred in the GMM Item 2.21.3.  <b>NOTE 3:</b> CONTRACTED ORGANISATION - A CAAT Part-145 maintenance organisation that carries out maintenance under its own approval for another organisation. The list of contracted organisations is included in the GMM Item 5.3.1.  <b>NOTE 4:</b> SUBCONTRACTED ORGANISATION - An organisation, not itself appropriately approved to CAAT Part-145 that carries out aircraft line maintenance or minor engine maintenance or maintenance of other aircraft components as a subcontractor for an organisation appropriately approved by CAAT. The list of subcontracted organisations is included in the GMM Item 5.3.2.</p>					
3.8.6	(b) Supplier Evaluation The use of suppliers which are certified to officially recognised standards does not exempt the Organisation from its obligation to ensure supplied components and material are in satisfactory conditions and meet the applicable criteria of CAAT Part-145 regulation. Supplier evaluation may depend on different factors, such as the type of component, whether or not the supplier is the manufacturer of the component, the TC holder or a maintenance organisation, or even specific circumstances such as aircraft on ground. This evaluation may be limited to a questionnaire from the CAAT Part-145 organisation to its suppliers, a desktop evaluation of the supplier's procedures or an on-site audit, if deemed necessary.					
3.8.6	(b)(1) Initial approval of each type of the supplier: <ul style="list-style-type: none"> <li>• Selection processes</li> <li>• Internal acceptance process</li> <li>• Issuance of the internal authorisations (e.g. scope of authorisation, validity, ...)</li> <li>• Producing the list of suppliers</li> <li>• Internal distribution of the list – access / authorisation of computerised list</li> </ul>					
3.8.6	(b)(2) Monitoring of the lists of each type of supplier versus internal authorisation (The list of suppliers must be managed under the control of the Compliance Monitoring System): <ul style="list-style-type: none"> <li>• Incoming inspection results, audit results, possible internal limitation</li> <li>• Assessment of the service provided</li> <li>• Updating of the list</li> <li>• Withdraw of the internal authorisation, when applicable</li> </ul>					
3.8.6	(b)(3) Management of the purchase orders according to the approved suppliers.					
3.8.6	(b)(4) Records of suppliers information: <ul style="list-style-type: none"> <li>• Files</li> <li>• Duration / location</li> <li>• Type of documents (Certificates, audit reports, incoming inspection results, ...)</li> </ul>					
3.8.6	(c) Monitoring the Contracted Organisations (A process similar to the case of monitoring the suppliers may be adopted): <ul style="list-style-type: none"> <li>• Initial approval of each contracted organisation</li> <li>• Monitoring of the lists of each type of contracted organisation versus internal authorisation (refer to GMM Item 5.3.1)</li> <li>• Management of the purchase orders according to the approved contracted organisation</li> <li>• Records of contracted organisations information</li> </ul>	ADAT-GMM Clause 3(3.8) AOCR Chapter 9 Item 18 AOCR Chapter 9 Item 2.3 and TCAR 8 Part 145 Item 145.A42, 145.A.205				
3.8.6	(d) Monitoring Subcontractors: <ul style="list-style-type: none"> <li>• Initial approval of each subcontractor;               <ul style="list-style-type: none"> <li>- Pre-audit before approval and inclusion in the internal audit plan</li> <li>- Approved maintenance organisation expertise and procedures to control the sub-contractor</li> <li>- Supervision of the inspection and release from the sub-contractor</li> <li>- Contract to allow access of the CAAT to the sub-contractor</li> </ul> </li> <li>• Monitoring of the lists of each type of subcontractors versus internal authorisation (refer to GMM Item 5.3.2)</li> <li>• Management of the purchase orders according to the approved subcontractors</li> <li>• Records of subcontractors information</li> </ul>					

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3.9	<p><b>Monitoring that all contracted maintenance is carried out in accordance with the contract, including subcontractors used by the maintenance contractor</b></p> <p>This paragraph sets out a procedure to periodically review that the continuing airworthiness management personnel are satisfied that all contracted maintenance is carried out in accordance with the contract. This may include a procedure to ensure that the system allows all the personnel involved in the contract (including the contractors and their subcontractors) to familiarise themselves with its terms and that, for any contract amendment, relevant information is distributed in the organisation and to the contractor. This paragraph includes details on:</p> <p>(1) Audits performed to contracted Maintenance Organisations as part of the Audit Plan (GMM Item 3.2)            (2) Verifications by the Organisation's representative during maintenance events            (3) Additional verifications, as applicable</p>	<p>ADAT-GMM Clause 3(3.9)            AOCR Chapter 13 Item 2(a)(1)            HOR Chapter 9 Item 9.2(a)(1)</p>				
3.9.1	<p>Management of External Working Teams</p> <ul style="list-style-type: none"> <li>For the Organisation carries out maintenance under AOC provisions, this chapter details the role of outside teams acting in the premises of the Organisation to carry out a maintenance task on an aircraft/ engine/ component in the scope of a task under the responsibility of the Organisation.</li> <li>It includes procedure to ensure the contracted or subcontracted activities performed by external working team will be subject to hazard identification and safety risk management procedure.</li> <li>It describes the management of the arrangements/subcontracts with the external organisations.</li> </ul>	<p>ADAT-GMM Clause 3(3.9)            AOCR Chapter 9 Item 2.3 and            TCAR 8 Part 145 Item            145.A.55, and 145.A.205</p>				
3.9.1	<p>(a) External Team Working under their own CAAT Part-145 Approval (Contractor)</p> <p>In this case at the end of the work, the external team will issue their own CRS for the work done (aircraft CRS or CAAT Form 1, as applicable).</p> <p>(1) Segregation between the the Organisation and the CAAT Part-145 maintenance organisation working in the same premises            (2) Clear work order provided to the external working team            (3) Type of support (tools/equipment, facilities,...) made available to the External Team Working            (4) Management of the progress of work (meetings, etc.)            (5) CAAT Part-145 release to service to be expected from the working team</p>					
3.9.1	<p>(b) External Working Team not holding an CAAT Part-145 Approval (Subcontractor)</p> <p>In this case, the external working team is considered as a "Subcontractor" and the applicable procedures developed in GMM Item 3.8.6 are followed. The Organisation must be listed in GMM Item 5.3.2 together with the scope of authorisation.</p> <p>(1) Control of the Subcontractor            (2) System for control of materials, tools, working instructions and procedures            (3) System for control of documentation such as drawings, modification, repairs instructions            (4) Management of the progress of work (meetings, etc)            (5) Certification procedure for work performed by the outside team such as: repair, replacement, modification, overhaul, test, inspection.            (6) Environmental conditions            (7) Final certification            (8) Training on the internal procedures to external staff</p>					
3.10	<p><b>Quality audit personnel authorisation procedure</b></p> <p>This paragraph establishes the required training and qualification standards for Compliance monitoring personnel, involved in compliance audits:</p> <p>(1) Required experience and competence (professional background, minimum number of audits performed under supervision, English language skills, etc.)            (2) Required training (e.g., audit techniques, Regulation, FTS, GMM, continuation training, etc.)            (3) Specific experience and/or technical training in order to be authorised to audit specific areas or to cover specific audit functions, as applicable to the organisation (e.g., audit of CMR, product audit, contracted maintenance, subcontracted tasks, Lead auditor, etc.)            (4) Scope of authorisation for auditors (e.g., A320 Product audit, System/procedures Audit, CMR audit, contracted maintenance audit, subcontracted tasks, etc.)            (5) Issue, extension, renewal or withdrawal procedures of authorisations - including a system in place to inform the auditors the scope of their authorisation (e.g., auditor authorisation, a list of auditors showing the type of audits they can perform, etc.)            (6) List of auditors and its management - Recent auditing experience to maintain the authorisation.  <b>NOTE:</b> The competence assessment process for issuance, extension, renewal of the authorisation may be described in GMM Item 1.11.2(d) or in this chapter.            (7) Independence of compliance monitoring personnel when the organisation uses skilled personnel working within another department.            (8) Retention of records</p>	<p>ADAT-GMM Clause 3(3.10)            AOCR Chapter 9 Item 30.1.4,            30.2.1, and 30.2.2</p>				

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4	<b>GMM PART IV - CERTIFICATE OF MAINTENANCE REVIEW (CMR) PROCEDURES</b>	ADAT-GMM Clause 3(4)				
4.1	<b>CMR staff</b> This chapter establishes the working procedures for the assessment of the CMR staff. The assessment addresses experience, qualification, competence and training. A description is given in this section regarding the issue of authorisations for the CMR staff and how records are kept and maintained.	ADAT-GMM Clause 3(4.1) AOCR Chapter 9 Item 9 and Appendix I				
4.1.1	CMR staff responsibilities; in line with AOCR Appendix I					
4.1.2	CMR staff qualification, training and experience requirements (1) At least 5 years of experience in continuing airworthiness (2) Acquired an appropriate licence aircraft maintenance engineer or an aeronautical degree or a national equivalent (3) Received formal aeronautical maintenance training or general familiarisation for the type of aircraft (4) Possessed comprehensive understanding of aviation regulations and requirements (5) Possessed knowledge on aircraft document review and aircraft physical survey (6) Be nominated by the Accountable Manager and accepted by the CAAT	ADAT-GMM Clause 3(4.1) AOCR Chapter 9 Item 5.3 AOCR Chapter 9 Item 9 and Appendix I				
4.1.3	CMR individual authorisation procedure The CMR staff nominated by the Organisation can only be issued an authorisation by the Organisation when formally accepted by the CAAT. This paragraph describes how a CMR staff is authorised: (1) Procedure to authorise CMR staff by the Accountable Manager or other nominated person (2) Procedure to issue authorisation approvals with the following information: (a) Name of the Organisation (b) Holder's name and signature (c) The Organisation approval reference number (d) The holder's individual approval number (e) Scope of approval detailing in the review of aircraft, engines, systems, equipment and maintenance tasks (f) Approval date and validity (g) A statement of any conditions of issue, including a statement to the effect that such approval is valid only so long as the holder is in organisation's employment.	ADAT-GMM Clause 3(4.1) AOCR Chapter 9 Item 9 and Appendix I AOCR Chapter 9 Item 4.5 and 4.6				
4.1.4	Continuation training requirements This paragraph describes continuation training requirements for the CMR staff, including but not limited, GMM procedures, aviation legislation (AOCR, HOR, CAAT Part-145, Airworthiness Standards), FTS, etc.	ADAT-GMM Clause 3(4.1) AOCR Chapter 9 Item 9 and Appendix I AOCR Chapter 9 Item 4.6				
4.1.5	Withdrawal or suspension and restoration of the authorisation This paragraph outlines the circumstances under which an individual's authorisation to conduct maintenance reviews may be withdrawn or suspended, as well as the procedures for restoring such authorisation.	ADAT-GMM Clause 3(4.1) AOCR Chapter 9 Item 9 and Appendix I				
4.1.6	Maintenance review man-hour plan and planning procedure In order to demonstrate that the Organisation has sufficient CMR staff to perform the required maintenance reviews when needed, an ARC due date control system should be in place. This paragraph describes how the maintenance reviews are scheduled throughout the year in order to ensure that no maintenance reviews becomes overdue due to lack of CMR staff availability.	ADAT-GMM Clause 3(4.1) AOCR Chapter 9 Item 9 and Appendix I				
4.1.7	CMR staff records This section outlines the requirements for maintaining records related to CMR Staff within the Organisation. It includes but not limited to: (1) Constitution of the records including: (a) Identity, individual authorisation reference number, copy of the authorisation, scope of the authorisation, date of issue, validity, copy of diplomas, copy of training certificate, continuation training, experience, summary sheet, CMR staff assessment check lists and associated documents (result of any written or oral assessment by the person responsible for granting the approval) / material, etc. (b) Type and format of record - electronic or paper copy (2) Management of CMR staff records (3) Retention of records (a) Duration / location (b) Type of documents The list of CMR staff (together with the authorisation identification number) is included in the GMM Item 5.2. Reference to that list may be included in this chapter.	ADAT-GMM Clause 3(4.1) AOCR Chapter 9 Item 9 and Appendix I AOCR Chapter 9 Item 4.7				
4.2	<b>Maintenance review procedure</b>	ADAT-GMM Clause 3(4.2)				
4.2.1	Documented review of aircraft records • This chapter describes in detail the aircraft records that are required to be reviewed during the maintenance review. The level of detail that needs to be reviewed as well as the number of records that needs to be reviewed during a sample check are described. • While it can be used for the preparation of the documents to be reviewed (for example, preparing the aircraft Airworthiness Directives status, providing the Aircraft Maintenance Programme compliance status, the mass and balance statement, etc.), the analysis of those documents and records has to be independently performed by the CMR staff.	ADAT-GMM Clause 3(4.2) AOCR Chapter 9 Item 9 and Appendix I				
4.2.1	Full documented review procedure includes but not limited to: (1) Categories of documents to be reviewed at least in accordance with AOCR Appendix I (2) Scope of the sampling: • Key topics • Number of records to be checked • Level of detail (3) Aircraft records review compliance report. Reference to GMM Item 5.1 form/template to be used which must be in accordance with AOCR Appendix I. The report includes, but not be limited to: • Aircraft data • Items checked • Findings raised • Finding classification • Corrective actions implemented and status • Date • The review records include the sample checks evidence performed (items checked during the aircraft records review) (4) Notification of findings and follow-up procedure					

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4.2.2	Aircraft physical survey This chapter describes how the physical survey needs to be performed. It lists the topics that need to be reviewed, the physical areas of the aircraft to be inspected (varied by aircraft type as applicable), which documents on board the aircraft need to be reviewed, etc.	ADAT-GMM Clause 3(4.2) AOCR Chapter 9 Item 9 and Appendix I				
4.2.2	(a) Physical survey procedure (1) This section clearly details how the CMR staff ensures compliance with the regulation while performing the physical survey: <ul style="list-style-type: none"> <li>All required markings and placards are properly installed</li> <li>The aircraft complies with its approved flight manual</li> <li>The aircraft configuration complies with the approved documentation</li> <li>No evident defect can be found that has not been addressed</li> <li>No inconsistencies can be found between the aircraft and the documented review of records referred to in GMM</li> </ul> Item 4.2.1 (2) Physical areas of the aircraft to be inspected, describing topics to be reviewed in each area (including inconsistencies check between the aircraft status and the information from GMM Item 4.2.1 documents review. (3) Onboard documents to be reviewed and items to be checked in each document. (4) Aircraft systems checks to be performed.					
4.2.2	(b) Coordination with contracted maintenance organisation for licenced aircraft maintenance engineer assistance during the physical survey  The physical survey could require actions categorised as maintenance (e.g. operational tests, tests of emergency equipment, visual inspections requiring panel opening etc.). In this case, after the maintenance review, a release to service is issued in accordance with the applicable requirement.  When the CMR staff are not appropriately qualified to licenced aircraft maintenance engineer in order to release such maintenance, it requires them to be assisted by such qualified personnel. However, the function of such licenced personnel is limited to perform and release the maintenance actions requested by the CMR staff, it not being their function to perform the physical survey of the aircraft.  The CMR staff signing the maintenance review report is the one who performing both the documented review and the physical survey of the aircraft.					
4.2.2	(c) Verifications to be carried out during flight Description of cases where in-flight verifications may be needed and conditions to be met (e.g.: coordination with the flight crew/flight operation, maintenance check flight or regular flight, etc).					
4.2.2	(d) Physical survey compliance report. Reference to GMM Item 5.1 form/template to be used which must be in accordance with AOCR Appendix I. The report includes aircraft data, items checked, findings raised, finding classification, corrective actions implemented to close those findings, date and place of the inspection, etc.					
4.2.2	(e) Findings notification and follow-up procedure.					
4.2.3	Issue of maintenance review report This chapter sets out the procedure for the issue of maintenance review report. It addresses record-keeping, distribution of report copies, etc. The procedure ensures that a report is issued only after a maintenance review has been properly carried out.					
4.2.3	(a) Conditions to be met: <ul style="list-style-type: none"> <li>Maintenance review performed satisfactorily by the CMR staff and all findings are closed</li> <li>The aircraft has been maintained by maintenance organisations approved by the CAAT</li> <li>No evidence or indications that the aircraft is not airworthy</li> <li>The report is in English and contains at least information in accordance with AOCR Appendix I</li> </ul>					
4.2.3	(b) Continuity of the maintenance review pattern This section provides procedure how the Organisation ensures that the maintenance review is carried out for each aircraft annually. It also includes the case when the aircraft is on ground and in unairworthy condition due to overdue maintenance tasks/defects. This does not prevent the need for maintenance review to be carried out. The maintenance review should be carried out as planned and report the actual status of the aircraft with findings. When all findings are closed and the aircraft is in airworthy condition, the maintenance report can be issued.  This section may refer to the related information in GMM Item 4.1.6 Maintenance review man-hour plan and planning procedure.					
4.2.3	(c) Staff allowed to issue the maintenance report Only the authorised CMR staff identified in GMM Item 5.2 are allowed to issue the maintenance review report on behalf of the Organisation.					
4.2.3	(d) Maintenance review report fill-in instructions This section describes step to fill in the reporting form, form to be used, updated data to be entered, report validity, paper/digital form, etc. The maintenance review report is valid for 1 year. The new expiration date is set up 1 year after the completed certification date.					

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4.2.3	<p>(e) Records to be sent to the CAAT</p> <p>This section describes procedure to ensure that:</p> <p>(1) A copy of any maintenance review report issued for an aircraft must be sent to the CAAT within 10 days.</p> <p>(2) If the result of the full maintenance review is unsatisfactory or inconclusive, then this report, along with all necessary supporting information must be sent to the CAAT within 72 hours from the moment the reason for which the review is inconclusive is found in order to satisfy the requirements of the review. Once all findings have been corrected and satisfactory, the report can be issued with certification statement and resubmitted to CAAT within 10 days.</p> <p>(3) A copy of maintenance review report is sent to the CAAT together with all required supporting documents.</p>	<p>ADAT-GMM Clause 3(4.2)</p> <p>AOCR Chapter 9 Item 9 and Appendix I</p>				
4.2.4	<p>Maintenance review records, responsibilities, retention and access</p> <p>This chapter describes how records are kept, duration of record-keeping, record storage conditions and location, access to records, and responsibilities.</p> <p>(a) Constitution and format of the records - Maintenance review report (together with evidence of items checked, findings raised, and corrective actions implemented).</p> <p>(b) Management of records and responsibilities</p> <p>(c) Retention and storage of records</p> <ul style="list-style-type: none"> <li>• Duration / location</li> <li>• Type of documents</li> </ul> <p>(d) Access to records - the CAAT must have access in respect of the aircraft being certified, to the approved maintenance schedule and check control system, the mandatory inspection/modification control system, the defect control system, all technical records including worksheets, and to aircraft defects. In the case of computer-controlled record access must likewise be provided.</p>					

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5	<b>GMM PART V - APPENDICES</b>	ADAT-GMM Clause 3(5)				
5.1	<b>Sample documents, including the template of the ATL system</b> This chapter must list and include all the documents and forms in use by the Organisation. Each form must be uniquely identified with a number and revision number/date to allow traceability of changes. It is acceptable that GMM Item 5.1 only contains the list of forms used whilst the forms are included in a document (Forms Manual) listed in GMM Item 1.12.5 which is controlled and approved by the Organisation. The forms approval process and notification to the CAAT is described in GMM Item 1.12.5.	ADAT-GMM Clause 3(5.1)				
5.1.1	Examples (the list is not exhaustive): (1) Aircraft Technical Log including technical log page format (2) Deferred defect list (3) Preflight inspection form (4) MEL-RIE approval form (5) Aircraft Airworthiness Directives status (6) AD analysis/assessment form (7) Non-mandatory modifications and inspections assessment form (8) Aircraft modifications status (9) Aircraft repairs status (10) Aircraft external damage marking record form (11) Aircraft compliance with AMP status (12) Status of life-limited parts (13) Status of time-controlled components (14) Mass and balance statement (15) Flight recording inspection report form for applicable flight recorders (16) Manual periodic review form (17) Indirect approval form of applicable airworthiness manuals (GMM, AMP, MEL, TPM, RPM, EDTO, etc.) (18) AMP task "one-time variation" approval form (19) Occurrence reporting form (20) Personnel Training Record (21) Competence assessment form (23) Training Needs Analysis (TNA) form (24) Training Plan and Schedule (25) Annual audit Plan (26) Compliance audit report (27) Compliance Audit Corrective Action Report Form (28) Reliability report form (29) Maintenance review report form	ADAT-GMM Clause 3(5.1) AOCR Chapter 9 Item 27.2				
5.1.2	When the Organisation carries out maintenance under AOC provisions, it may include but not limited to the following forms: (1) Material tags: Serviceable, Unserviceable and Scrap labels (2) Tooling identification tag (3) Maintenance Task Card (Scheduled Maintenance) (4) Maintenance Task Card (Additional Defects) (5) AOC C/S individual authorisation	ADAT-GMM Clause 3(5.1)				
5.2	<b>List of CMR staff</b>	ADAT-GMM Clause 3(5.2)				
5.2.1	Content of the list - This list includes at least the following main information: (1) CMR staff identification (name and surname) (2) Authorisation identification number (3) Position held in the Organisation (4) Scope/limitation of the authorisation; aircraft types/series in the authorisation					
5.2.2	Management of the list This paragraph describes how to manage the list of CMR staff: <ul style="list-style-type: none"> <li>Responsible person/depart</li> <li>Identification and management procedure of the list</li> </ul> This list may be directly inserted in this chapter of the GMM or managed as a separate associated list(s) in accordance with GMM Item 1.12.5. For example, it is possible to cross-refer from this chapter to another record/document. This list, whatever included to or separated from the basic GMM, is an integral part of the approval. This means that it must be approved directly by the CAAT.					

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 TCAR 8 Part 145 : Repair Station Certificate Requirements TCAR 8 PART 145

No.	Subject	Reference	S	U	N/A	Comment
5.3	<p><b>List of of contracted organisation and subcontracted organisation</b></p> <p>This chapter includes the list of contracted maintenance organisations and subcontracted organisations, detailing the scope of the contracted/subcontracted activity. In addition, it also explains how the list is managed by the organisation.</p>	ADAT-GMM Clause 3(5.3) AOCR Chapter 9 Item 2.1(c)				
5.3.1	<p>List of contracted organisations</p> <p>Contracted organisation means a CAAT-approved organisation that carries out activities under its own approval for another approved organisation.</p> <p>(1) Content of the list - this list must include at least the following main information, as applicable:</p> <p>(a) Maintenance Organisation name.</p> <p>(b) CAAT approval number.</p> <p>(c) Contracted scope of work (e.g.; aircraft base maintenance, aircraft line maintenance up, engine maintenance, APU/Wheels &amp; Brakes/Landing gear maintenance, etc.).</p> <p>(d) Aircraft type/engine type/APU model/component.</p> <p>(e) Locations identified in the contract for the performance of the maintenance.</p> <p>(f) Contract reference. Unique contract identification reference, including revision status/date.</p> <p>(2) Management of the list</p> <p>(a) Identification and management of the list</p> <p>(b) Approval of the list</p> <p>(c) Retention of records</p> <p>This list may be directly inserted in this chapter of the GMM or managed as a separate associated list(s) in accordance with GMM Item 1.12.5. For example, it is possible to cross-refer from this chapter to another record/document. This list, whatever included to or separated from the basic GMM, is an integral part of the approval. This means that it must be approved directly by the CAAT.</p>	ADAT-GMM Clause 3(5.3) AOCR Chapter 9 Item 2.1(c)				
5.3.2	<p>List of subcontracted organisation</p> <p>Subcontracted organisation means an organisation, not itself appropriately approved to the CAAT that carries out activities or a specialised service as a subcontractor for and under quality system of an organisation appropriately approved by the CAAT.</p> <p>Any changes to this list are submitted to the CAAT for approval (If this list is separated from the GMM, no indirect approval is granted. This list still needs to be submitted to the CAAT for approval as a part of GMM information).</p> <p>This chapter includes the list of subcontracted organisations, detailing the scope of the subcontracted activity. In addition, it also explains how the list is managed by the organisation.</p> <p>(1) Content of the list - The list must include at least the following main information:</p> <p>(a) Subcontracted Organisation name</p> <p>(b) Location(s) where subcontracted activities are carried out</p> <p>(c) Scope of work subcontracted</p> <ul style="list-style-type: none"> <li>• Aircraft type(s), model(s) and registration(s), engine types and/or components,</li> <li>• Continuing airworthiness management tasks subcontracted</li> <li>• As applicable, maintenance support subcontracted</li> </ul> <p>(2) Management of the list.</p> <p>(a) Identification and management of the list;</p> <p>(b) Approval of the list</p> <p>(c) Retention of records</p> <p>This list may be directly inserted in this chapter of the GMM or managed as a separate associated list(s) in accordance with GMM Item 1.12.5. For example, it is possible to cross-refer from this chapter to another record/document. This list, whatever included to or separated from the basic GMM, is an integral part of the approval. This means that it must be approved directly by the CAAT.</p>					
5.4	<p><b>Copy of contracts/agreements for contracted and sub-contracted work</b></p> <p>Copy of the contracts/agreements signed with contractors and sub-contractors referred to in GMM Item 5.3 are attached in this chapter.</p> <p>Alternatively, it is acceptable for this chapter to include only the contract reference (unique contract identification reference, including revision status/date) as long as the CAAT is provided with the contract copy or access, and listed in GMM 1.12.5.</p>	ADAT-GMM Clause 3(5.4) AOCR Chapter 9 Item 2.1(c)				