



## BCAR-145 APPROVAL RECOMMENDATION REPORT

### Par 2: BCAR-145 Compliance Audit Review

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

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

145.60	Occurrence Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.65	Procedures & Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.70	See Part 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.75	Privileges of AMO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.80	Limitations on AMO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.85	Changes to AMO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.90	Continued Validity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BCAA surveyor(s):		Signature(s):				
Regulatory office:		Date of Form 6 part 2 completion:				

## BCAR-145 APPROVAL RECOMMENDATION REPORT

### Part 3: Compliance with BCAR-145.A.70 Maintenance Organisation Exposition

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

Part 1

#### MANAGEMENT

1.1	<input type="checkbox"/>	Corporate commitment by accountable Manager
1.2	<input type="checkbox"/>	Safety and Quality Policy
1.3	<input type="checkbox"/>	Management personnel
1.4	<input type="checkbox"/>	Duties and responsibilities of the management personnel
1.5	<input type="checkbox"/>	Management Organisation Chart
1.6	<input type="checkbox"/>	List of Certifying staff (Note: a separate document may be referenced)
1.7	<input type="checkbox"/>	Manpower resources
1.8	<input type="checkbox"/>	General description of the facilities at each address intended to be approved
1.9	<input type="checkbox"/>	Organisations intended scope of work
1.10	<input type="checkbox"/>	Notification procedures to the competent authority regarding changes to the organisation's activities/approval/location/personnel
1.11	<input type="checkbox"/>	Exposition amendment procedures

Part 2

#### MAINTENANCE PROCEDURES

2.1	<input type="checkbox"/>	Supplier evaluation and subcontract control procedures
2.2	<input type="checkbox"/>	Acceptance/inspection of aircraft components and material from outside contractors
2.3	<input type="checkbox"/>	Storage, tagging, and release of aircraft components and material to aircraft maintenance
2.4	<input type="checkbox"/>	Acceptance of tools and equipment
2.5	<input type="checkbox"/>	Calibration of tools and equipment
2.6	<input type="checkbox"/>	Use of tooling and equipment by staff (including alternate tools)
2.7	<input type="checkbox"/>	Cleanliness standards of maintenance facilities
2.8	<input type="checkbox"/>	Maintenance instructions and relationship to aircraft/aircraft component manufacturer's instructions including updating and availability to staff
2.9	<input type="checkbox"/>	Repair procedures

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### **PART 3: Compliance with BCAR-145.A.70 Maintenance Organisation Exposition**

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

#### **Part L2      ADDITIONAL LINE MAINTENANCE PROCEDURES**

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

#### **Part 3      QUALITY SYSTEM PROCEDURES**

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

**BCAR-145 APPROVAL RECOMMENDATION REPORT**

**PART 3: Compliance with BCAR-145.A.70 Maintenance Organisation Exposition**

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

Part 4

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

Part 5

**APPENDICES**

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

Date of Form 6 part 3 completion:

MOE Reference:

MOE Amendment:

BCAA audit staff:

Signature(s):

BCAA office:

Date of BCAA Form 6 part 3 completion:

## BCAR-145 APPROVAL RECOMMENDATION REPORT

**Part 4 : Findings regarding BCAR-145 compliance status**

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

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

**BCAR-145 APPROVAL RECOMMENDATION REPORT**

**Part 5 : BCAR-145 Approval or Continued Approval or Change Recommendation**

Name of organisation:

Approval reference:

Audit reference(s):

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

Or, it is recommended that the BCAR-145 scope of approval specified in BCAA Form 3 referenced..... be continued.

Name of recommending BCAA surveyor:

Signature of recommending BCAA surveyor:

BCAA Office:

Date of recommendation:

Form 6 review (quality checks):

Date: