

SUPPORT OVERHAUL SHOPS

DSA.AMO.CHKL.318



CCAA

OPERATOR :		
CHECKED BY :	CHECK DATE:	SIGNATURE :

Support – Overhaul Shops				
N°	Designation	N/A	OK	Comment
1	Does the organization follow the policies and procedures for shops as described in the MPM?			
2	Is the individual responsible for the shop knowledgeable about the procedures described in the MPM?			
3	Does the organization ensure the competence of shop personnel through training as described in the MPM?			
4	How the shop supervisor is made aware of the technicians training qualifications for the work under process?			
5	Do shops have the up-to-date manuals required to accomplish the task as described in the MPM? <ul style="list-style-type: none"> • Compare manuals to the location register? • Do shop personnel have access to the MPM? 			
6	Do shops follow control and traceability procedure for all incoming and outgoing parts, materials and components as described in the MPM?			
7	Does the organization ensure that work orders and inspection sheets are completed in accordance with the MPM?			
8	Are inspection sheets as described in the MPM utilized and kept up to date?			
9	How does the technician record additional defects discovered during the inspection process?			
10	Are the individual technicians permitted to change the work scope?			
	For work that is temporarily suspended or delayed, is there an			

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11	adequate technical pass over system for restarted?			
12	Does the company utilize computer software for the control of work processes? <ul style="list-style-type: none"> Is the computer record the ole historical record? If so, is there a back up data process or method? 			
13	Have individual shops developed unique work process / processes that should be included in the MPM or a procedures manual?			
14	Do the shops contain adequate tooling, fixtures, jigs and specialty tools for the intended work?			
15	Do shops have special tools and equipment properly calibrated to accomplish the tasks required as described in the MPM?			
Comments/Summary:				