



MOM-LISTA USKLAĐENOSTI SA PART M
(MOM-PART M COMPLIANCE LIST)

ISPUNJENA LISTA SE MORA PRILOŽITI UZ ZAHTJEV.

THIS LIST MUST BE COMPLETED AND ENCLOSED WITH APPLICATION

| MOM | MOM Reference |
|---------------------------|---------------|
| Cover page | |
| Content | |
| List of effective pages | |
| Log of revision | |
| Log of temporary revision | |
| Distribution list | |
| Revision notice | |

| EC. No. 2042 | Content | MOM Reference |
|------------------------|--|---------------|
| M.A. 602 | Application Form 2 | |
| M.A. 603(a) to (c) | Extent of approval - The grant of approval, MOM scope of work, fabrication of parts | |
| M.A. 604(a)(1) to (8) | Maintenance organisation manual | |
| M.A. 604(b) | Maintenance organisation manual - approval | |
| M.A. 604(c) | Maintenance organisation manual - minor amendments | |
| M.A. 605(a) | Facilities - Facilities are provided for planned work | |
| M.A. 605(b) | Facilities - Office accommodation | |
| M.A. 605(c) | Facilities - Secure storage facilities | |
| M.A. 606(a) | Personel requirements - accountable manager | |
| M.A. 606(b) | Personel requirements - nominated persons | |
| M.A. 606(c) | Personel requirements - knowledge, experience... | |
| M.A. 606(d) | Personel requirements - number of staff | |
| M.A. 606(e) | Personel requirements - recording of the qualification | |
| M.A. 606(f) | Personel requirements - NDT | |
| M.A. 606(g) | Personel requirements - certifying staff | |
| M.A. 606(h)(1) and (2) | Personel requirements - certifying staff | |

| EC. No. 2042 | Content | MOM Reference |
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| M.A. 607(a)(1) | Certifying staff - maintenance experience | |
| M.A. 607(a)(2) | Certifying staff - adequate understanding of aircraft | |
| M.A.607(b)(1) | Certifying staff - aircraft grounded at other location than main base | |
| M.A.607(b)(2) | Certifying staff - aircraft grounded at other location than main base | |
| M.A. 607(c) | Certifying staff Certifying staff records, list... | |
| M.A. 608(a)(1) | Components, equipment and tools - necessary tools, equipment... | |
| M.A. 608(a)(2) | Components, equipment and tools - access to occasionally used tools | |
| M.A. 608(b) | Components, equipment and tools - control, calibration, records | |
| M.A. 608(c) | Components, equipment and tools - classification, inspection, segregation | |
| M.A. 609 | Maintenance data - current maintenance data | |
| M.A. 610 | Maintenance work orders | |
| M.A. 611 | Maintenance standards - subpart D standards | |
| M.A. 612 | Aircraft certificate of release to service - issuing procedure | |
| M.A. 613(a) | Component certificate of release to service - Form 1 | |
| M.A. 613(b) | Component certificate of release to service - computer data base | |
| M.A. 614(a) | Maintenance records - records of all maintenance carried out | |
| M.A. 614(b) | Maintenance records - copy of certificate of release to service to the owner | |
| M.A. 614 (c)(1) | Maintenance records - retention period, storage... | |
| M.A. 614(c)(2) | Maintenance records - back up | |
| M.A. 614(c)(3) | Maintenance records - transfer | |
| M.A. 615(a) | Privileges of the organisation - approval, location | |
| M.A. 615(b) | Privileges of the organisation - specialized services | |
| M.A. 615(c) | Privileges of the organisation - maintenance at other location | |
| M.A. 615(d) | Privileges of the organisation - issuing of certificate of release to service | |
| M.A. 616 | Organisational review | |
| M.A. 617(1) to (6) | Changes to the approved maintenance organisation -name, location...notification to the authority | |
| M.A. 618(a)(1) | Continued validity of approval - compliance with Part M | |
| M.A. 618(a)(2) | Continued validity of approval - access to the organisation | |
| M.A. 618(a)(3) | Continued validity of approval - surrendered or revoked approval | |

| EC. No. 2042 | Content | MOM Reference |
|--------------|---|---------------|
| M.A. 618(b) | Continued validity of approval - returns of certificate | |
| M.A. 619(a) | Findings - level 1 | |
| M.A. 619(b) | Findings - level 2 | |
| M.A. 619(c) | Findings - corrective acion | |

| Decision No 2003/19/RM Appendix IV to AMC M.A.604 Maintenance Organisation Manual | MOM reference |
|---|---------------|
| Part A. — General | |
| — Table of content | |
| — List of effective pages | |
| — Record of amendments | |
| — Amendment procedure | |
| • Drafting | |
| • Amendments requiring direct approval by the competent authority | |
| • Approval | |
| — Distribution | |
| • Name or title of each person holding a copy of the manual | |
| — Accountable manager statement | |
| • Approval of the manual | |
| • Statement that the maintenance organisation manual and any incorporated document identified therein reflect the organisation's means of compliance with Part-M | |
| • Commitment to work according to the manual | |
| • Commitment to amend the manual when necessary | |
| Part B — Description | |
| — Organisation's scope of work | |
| • Description of the work carried out by the organisation (type of product, type of work) and subcontracted work | |
| • Identification of the level of work which can be performed at each facility. | |
| — General presentation of the organisation | |
| • Legal name and social status | |
| — Name and title of management personnel | |
| • Accountable manager | |
| • Senior managers | |
| • Duties and responsibilities | |
| — Organisation chart | |
| — Certifying staff | |
| • Minimum qualification and experience | |
| • List of authorised certifying staff | |
| — Personnel | |
| • Technical personnel (number, qualifications and experience) | |
| • Administrative personnel (number) | |
| — General description of the facility | |
| • Geographical location (map) | |
| • Plan of hangars | |
| • Specialised workshops | |
| • Office accommodation | |
| • Stores | |
| • Availability of all leased facilities. | |
| — Tools, equipment and material | |
| • List of tools, equipment and material used (including access to tools used on occasional basis) | |
| • Test apparatus | |
| • Calibration frequencies | |
| — Maintenance data | |
| • List of maintenance data used in accordance with M.A.402, and appropriate amendment subscription information (including access to data used on occasional basis). | |

| Decision No 2003/19/RM Appendix IV to AMC M.A.604 Maintenance Organisation Manual | MOM reference |
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| Part C — General Procedures | |
| — Organisational review | |
| • Purpose (to insure that the approved maintenance organisation continues to meet the requirements of Part-M) | |
| • Responsibility | |
| • Organisation, frequency, scope and content (including processing of authority's findings) | |
| • Planning and performance of the review | |
| • Organisational review checklist and forms | |
| • Processing and correction of review findings | |
| • Reporting | |
| • Review of subcontracted work | |
| — Training | |
| • Description of the methods used to ensure compliance with the personnel qualification and training requirements (certifying staff training, specialised training) | |
| • Description of the personnel records to be retained | |
| — Contracting | |
| • Selection criteria and control | |
| • Nature of contracted work | |
| • List of contractors | |
| • Nature of arrangements | |
| • Assignment of responsibilities for the certification of the work performed | |
| — One time authorisations | |
| • Maintenance checks | |
| • Certifying staff | |
| Part D — Working Procedures | |
| — Work order acceptance | |
| — Preparation and issue of the work package | |
| • Control of the work order | |
| • Preparation of the planned work | |
| • Work package content (copy of forms, work cards, procedure for their use, distribution) | |
| • Responsibilities and signatures needed for the authorisation of the work | |
| — Logistics | |
| • Persons/functions involved | |
| • Criteria for choosing suppliers | |
| • Procedures used for incoming inspection and storage of parts, tools and materials | |
| • Copy of forms and procedure for their use and distribution | |
| — Execution | |
| • Persons/functions involved and respective role | |
| • Documentation (work package and work cards) | |
| • Copy of forms and procedure for their use and distribution | |
| • Use of work cards or manufacturer's documentation | |
| • Procedures for accepting components from stores including eligibility check | |
| • Procedures for returning unserviceable components to stores | |
| — Release to Service – Certifying staff | |
| • Authorised certifying staff functions and responsibilities | |
| — Release to Service - Supervision | |
| Detailed description of the system used to ensure that all maintenance tasks, applicable | |

| Decision No 2003/19/RM Appendix IV to AMC M.A.604 Maintenance Organisation Manual | MOM reference |
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| to the work requested of the approved maintenance organisation, have been completed as required. | |
| • Supervision content | |
| • Copy of forms and procedure for their use and distribution | |
| • Control of the work package | |
| — Release to Service – Certificate of release to service | |
| • Procedure for signing the CRS (including preliminary actions) | |
| • Certificate of release to service wording and standardised form | |
| • Completion of the aircraft continuing airworthiness record system | |
| • Completion of EASA Form 1 | |
| • Incomplete maintenance | |
| • Check flight authorisation | |
| • Copy of CRS and EASA Form 1 | |
| — Records | |
| — Special procedures | |
| Such as specialised tasks, disposal of unsalvageable components, re-certification of parts not having an EASA Form 1, etc. | |
| — Occurrence reporting | |
| • Occurrences to be reported | |
| • Timeframe of reports | |
| • Information to be reported | |
| • Recipients | |
| — Management of indirect approval of the manual | |
| • Amendments content eligible for indirect approval | |
| • Responsibility | |
| • Traceability | |
| • Information to the competent authority | |
| • Final validation | |
| Part E – Appendices | |
| — Sample of all documents used. | |
| — List of maintenance locations. | |
| — List of Part 145 or M.A. Subpart F organisations. | |

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| Pravilnik o stručnoj izobrazbi, stručnoj osposobljenosti i drugim uvjetima koje mora ispunjavati zrakoplovno tehničko osoblje ovlašteno za održavanje komponenti zrakoplova. | MOM reference: |
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| Organisation / Operator's name: | Signature: | Date: | MOM revision: |
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