

OPERATOR :		
CHECKED BY :	CHECK DATE:	SIGNATURE :

Maintenance Release				
N°	Designation	N/A	OK	Comment
1	Does the organization have a system to authorize staff for signing a maintenance release? • Does the organization follow the system stated?			
2	How does the organization evaluate candidates for maintenance release authorization? • Do they follow this process?			
3	Do maintenance personnel which have been authorized to sign maintenance releases meet one of the following criteria: • Holder of a valid Cameroonian AME licence? • Holder of a foreigner AME licence, • Person approved under a foreign state (party to an agreement)? • Knowledgeable (determined to be equivalent by the CCAA)? aFor commercially operated aircraft or parts: • Are authorized by the MPM? • A person from an approved foreign organization pursuant to local regulations and the organization has approved that individual to make a maintenance release (party to an agreement)? • For parts, an authorized person that is a member of International Airlines Technical Pool? • Is a holder of a Restricted Certification authority?			
4	Have individuals, authorized to sign a maintenance release, been trained according to the manual's requirements? • Are training records available to support the authorization process?			
5	For organizations that have implemented a shop Certification Authority process, where personnel evaluated according to the			

	manual's requirements?			
6	Do the personnel records reflect the evaluation of their knowledge and experience? • Does the AMO assure itself of the holder's understanding of the regulatory requirements for the work to be performed?			
7	Where an organization has accepted the holders experience as the basis for the SCA: • Is there a record to support the authorization in the individual's file? • Did the experience requirement meet regulatory minimums?			
8	Have they implemented an MPM policy for issuing of maintenance release authorization credential to each individual holder? • Are they following the policy?			
9	Does the system ensure that only qualify personnel are authorized to sign a maintenance release? Does the system monitor or cater to: • Individuals for expired licences? • Staff departures, • Individuals that are not qualified to certify all aircraft maintained by the organization?			
10	How do they identify the holder of an ACA and/or SCA? • If the organization uses approval stamps, are the stamps properly maintained and controlled? • If the organization uses electronic signatures, how are they controlled?			
11	Does the stamp control process cover how the organization will deal with replacement of stamps? • Lost / stolen? • Worn out? • Succession?			
12	Are maintenance releases actioned by electronic methods? • If so does the organization have a system or method back up and protect the electronic record system?			
13	For individual permitted to certify at the task level, have they been provided sufficient training in the task undertaken?			
14	Is the work area supervisor required to be knowledgeable of the individual's qualifications for the work undertaken?			
15	Does the organization permit limited NDT work to be carried out? • Are they following the policy?			

Comments/Summary:	