

QUALITY PROGRAM

DSA.AMO.CHKL.312



CCAA

OPERATOR :		N° and edition date :
		N° and revision date :
CHECKED BY :	CHECK DATE:	SIGNATURE :

(Regulatory reference)

Quality Program				
N°	Designation	N/A	OK	Comment
1	Does the MPM contain a detailed description of the quality assurance quality?			
2	Does the internal audit program include all functions defined in the MPM?			
3	Is the quality program under the sole control of either the PRM, or a person assigned this management function?			
4	Does the quality program include all elements necessary to confirm that the AMO is in compliance with the applicable regulations and the manual?			
5	Does the quality program ensure that all referenced procedures remain applicable and effective?			
6	Is the quality program responsive to any changes within the AMO that could affect the manual and/or the AMO certificate ratings? <ul style="list-style-type: none"> Is, or has, the MPM been reviewed to ensure it remains compliance with current regulations? 			
7	Does the quality program address the need for manual amendments resulting from such changes?			
8	Does the quality assurance program of surveillance or internal audit provide a check of the system's own effectiveness?			
9	Does the quality program employ audit checklists to identify all			

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	<p>functions controlled by the MPM?</p> <ul style="list-style-type: none"> • Sub-bases and deployed maintenance • Any maintenance arrangements 			
10	Are checklists sufficiently detailed to ensure that all maintenance functions are addressed?			
11	<p>Has an initial internal audit been completed within 12 months of the certificate is issue?</p> <p>Did the audit checklists cover all aspects of the AMO's technical activities?</p>			
12	Is the recurring cycle of internal audits, conducted at intervals established in the approved manual? (Audits may be conducted on a progressive or segmented basis provided that the entire organization system is verified within the applicable interval)			
13	Are records of findings of compliance and non-compliance resulting from these audits available?			
14	Are there procedures to ensure that the findings of the audits are communicated to the PRM and AMO Certificate holder?			
15	Have immediate and long-term actions to correct the root cause of each non-compliance been noted, developed and/or actioned?			
16	Have follow-up procedures been carried out to ensure that corrective actions (both immediate and long term) instituted by the AMO are effective?			
17	Is there a record detailing audit findings, corrective actions, and follow up inspections?			
18	Do these records go back two complete audits cycles?			
19	<p>Individuals that performing quality assurance duties are not to have been directly involved in specific function or performance or certification of those tasks?</p> <p>Is there any evidence of such?</p>			
20	Does the organization ensure that quality assurance takes precedence for personnel with responsibilities relating to both the quality system and other functional areas?			

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21	When performing quality assurance functions, do the individuals report solely / directly to the quality manager?			
22	Are functions related to quality assurance performed by external agents?			
23	Where contracted training is utilized, does the organisation perform a quality assurance review of the training?			
24	Does the quality program influenced the need for or when training is required within the organization?			
Comments/Summary:				