

GENERAL CHECKLIST INFORMATION	
Number	AIR-ACAM-R01
Name	ACAM checklist
Description	ACAM patikrinimų klausimynas
Possible Answers	Standard Audit Result (Compliant/Not Compliant/Partially Compliant/Not Applicable)

CHECKLIST ITEMS BY SECTION

A.1 - Type design and changes to type design

Checklist Item Number	Checklist Item Description	Reference
A.1.	Type design and changes to type design	
A.1.1	Use the current type certificate data sheets (airframe, engine, propeller as applicable) and check that the aircraft conforms to its type design (correct engine installed, seat configuration, etc.).	
A.1.2	Check that changes / modifications is / was approved properly (approved data is used, and a direct relation to the approved data).	
A.1.3	Check for unintentional deviations from the approved type design, sometimes referred to as concessions, divergences, or non-conformances, Technical Adaptations, Technical Variations, etc.	
A.1.4	Check cabin configuration (LOPA)	
A.1.5	Check for embodiment of STC's, and, if any Airworthiness Limitations Section (ALS) / AFM / MEL / WBM and revisions are needed, they have been approved and complied with: a. Aircraft S/N applicable; b. Applicable engines; c. Applicable APU; d. Max. certified weights; e. Seating configuration; f. Exits	
A.1.6.	Check that the individual aircraft design/configuration is properly established and used as a reference.	

A.2 - Airworthiness limitations

Checklist Item Number	Checklist Item Description	Reference
A.2	Airworthiness limitations	
A.2.1	Check that the Aircraft Maintenance Programme (AMP) reflects airworthiness limitations and associated instructions (standard or alternative) issued by the relevant design approval holders and is approved by the competent authority, if applicable. Typical Airworthiness Limitation items: – Safe Life ALI (SL ALI)/Life-limited parts, – Damage Tolerant ALI (DT ALI)/Structure, including ageing aircraft structure, – Certification Maintenance Requirements (CMR), – Ageing Systems Maintenance (ASM), including Airworthiness Limitations for Electrical Wiring Interconnection System (EWIS), – Fuel Tank Ignition Prevention (FTIP)/Flammability Reduction Means (FRM), – CDCCCL, check wiring if any maintenance carried out in same area - wiring separation, – Ageing fleet inspections mandated through ALS or AD are included in the AMP.	
A.2.2	Check that the aircraft and the components thereof comply with the approved AMP	
A.2.3	Check the current status of life-limited parts. The current status of life-limited parts is to be maintained throughout the operating life of the part	

A.3 - Airworthiness Directives

Checklist Item Number	Checklist Item Description	Reference
A.3	Airworthiness Directives	
A.3.1	Check if all ADs applicable to the airframe, engine(s), propeller(s) and equipment have been incorporated in the AD-status, including their revisions.	
A.3.2	Check records for correct AD applicability (including ADs incorrectly listed as non-applicable).	
A.3.3	Check by sampling in the current AD status that applicable ADs have been or are planned to be (as appropriate) carried out within the requirements of these Airworthiness Directives, unless otherwise specified by the Agency (AMOC).	
A.3.4	Check that applicable ADs related to maintenance are included into the Aircraft Maintenance Programme.	

A.3.5	Check that task-cards correctly reflect AD requirements or refer to procedures and standard practises referenced in ADs.
A.3.6	Sample during a physical survey some ADs for which compliance can be physically checked.

B.1 - Aircraft documents

Checklist Item Number	Checklist Item Description	Reference
B.1	Aircraft documents	
B.1.1	Check that all certificates and documents pertinent to the aircraft and necessary for operations (or copies, as appropriate) are on board. The aircraft certificates and documents necessary for operations may include, but are not necessarily limited to: <ul style="list-style-type: none"> - Certificate of Registration; - Certificate of Airworthiness; - Airworthiness Review Certificate; - Permit to fly; - Noise certificate; - Aircraft certificate of release to service; - Technical log book / Aircraft Journey logbook; - Radio station license; - ELT registration card; - Mass and balance report; - AOC 	
B.1.2	Check CofA modification/Aircraft identification.	
B.1.3	Check that noise certificate corresponds to aircraft configuration	
B.1.4	Check Permit to fly and Flight Condition, when necessary	
B.1.5	Check that there is an appropriate aircraft certificate of release to service.	

B.2 - Flight Manual

Checklist Item Number	Checklist Item Description	Reference
B.2	Flight Manual	
B.2.1	Check the conformity of the Flight Manual (FM), latest issue, with aircraft configuration (the FM approval, revision control, Supplement to FM);	
B.2.2	Check: <ul style="list-style-type: none"> - the impact of modification status on noise and weight & balance; - additional required manuals (QRH / FCOM / OM-B etc.); - FM limitations. 	

B.3 - Mass & balance

Checklist Item Number	Checklist Item Description	Reference
B.3	Mass & balance	
B.3.1	Check that mass and balance report is valid, considering current configuration.	
B.3.2	Make sure that modifications and repairs are taken into account in the report.	
B.3.3	Check that equipment status is recorded on the mass and balance report.	
B.3.4	Compare current mass and balance report with previous report for consistency.	

B.4 - Markings & placards

Checklist Item Number	Checklist Item Description	Reference
B.4	Markings & placards	
B.4.1	Check that the required markings and placards are installed on the aircraft, especially the emergency exit markings instructions and passenger information signs and placards. Examples of markings & placards: <ul style="list-style-type: none"> - door means of opening; - each compartment's weight/load limitation/placards stating limitation on contents; - passenger information signs, including no smoking signs, - emergency exit marking, - pressurised cabin warning, - calibration placards, - cockpit placards and instrument markings, - O² system information data, - accesses to the fuel tanks with flammability reduction means (CDCCL), - fuelling markings (fuel vent, fuel dip stick markings), - EWIS identification, - towing limit markings, - break-in markings, 	

	<ul style="list-style-type: none"> - inflate tyres with nitrogen, - RVSM + static markings.
B.4.2	Check that all installed placards are readable.
B.4.3	Check the Flight Manual versus the instruments (General Aviation usually).
B.4.4	Check registration markings, including State of Registry fireproof nameplate.
B.4.5	Check product data plates.

B.5 - Operational requirements

Checklist Item Number	Checklist Item Description	Reference
B.5	Operational requirements	
B.5.1	<p>Check permits & approvals required for type of operation.</p> <p>Type of operations:</p> <ul style="list-style-type: none"> - RVSM; - CAT I, II, III; - ETOPS; - IFR; - etc. 	
B.5.2.	Check for the presence and serviceability of equipment required by operational approvals.	
B.5.3	<p>Check safety equipment, check that emergency equipment is readily accessible.</p> <p>Safety equipment includes:</p> <ul style="list-style-type: none"> - First-aid kit(s); - First-aid oxygen; - Supplemental oxygen (pressurised aeroplanes only); - Crew protective breathing equipment; - Hand fire extinguishers; - Crash axe and crowbar; - Emergency locator transmitter (ELT); - Life-jacket(s). 	

B.6 - Defect management

Checklist Item Number	Checklist Item Description	Reference
B.6	Defect management	
B.6.1	Check that the deferred defects have been identified, recorded, and rectified/deferred in accordance with approved procedures and within approved time limits.	
B.6.2	<p>Check that operations outside published approved data have only been performed under a Permit to Fly or under flexibility provisions (Article 71 of Regulation (EU) 2008/1139). Sample on:</p> <ol style="list-style-type: none"> a. TLB and hold item list, b. maintenance task cards, c. engine shop report, d. (major) component shop report, e. maintenance/repair/modification working party files after embodiment of modifications or repairs, f. occurrence reporting data, g. communications between the user of maintenance data and the maintenance data author in case of inaccurate, incomplete, ambiguous procedures and practices. 	
B.6.3	Check that the consequences of the deferral have been managed with Operation/Crew.	
B.6.4	Check that defects are being deferred in accordance with approved data (current revision of the MEL, CDL, aircraft maintenance programme).	
B.6.5	Compare physical location of parts/serial numbers with recorded locations to identify undocumented parts swaps for troubleshooting.	

C.1 - Aircraft Maintenance Programme

Checklist Item Number	Checklist Item Description	Reference
C.1	Aircraft Maintenance Programme	
C.1.1	Check that the AMP properly reflects mandatory continuing airworthiness instructions (ALIs, CMRs (the latest source documents' revision). Sample check that tasks are implemented within approved compliance times and that no tasks have been omitted.	
C.1.2	Check how recommended scheduled maintenance tasks (such as TBO intervals, recommended through Service Bulletins, Service Letters, etc., the latest source documents' revision) are considered when updating the AMP.	
C.1.3	Check that the AMP properly reflects the maintenance tasks specified in repetitive ADs.	
C.1.4	Check that the AMP properly reflects additional instructions for continuing airworthiness resulting from specific installed equipment or modifications embodied.	
C.1.5	Check that the AMP properly reflects additional instructions for continuing airworthiness resulting from repairs embodied.	

C.1.6	If applicable, check that the AMP properly reflects additional maintenance tasks required by specific approvals (e.g. RVSM, ETOPS, MNPS, B-RNAV).
C1.7	Check for any additional scheduled maintenance measures required due to the use of the aircraft and the operational environment.
C.1.8	If applicable, check for proper identification of pilot-owner maintenance tasks and identification of the pilot-owner(s) or the alternative procedure described in AMC M.A.803 point 3.
C.1.9	Check approval status of additional or alternative instructions (M.A.302(e)).
C.1.10	Check if a reliability programme is present and active when required.
C.1.11	Check if the AMP is approved by the competent authority directly, or by the CAMO via indirect approval procedure, or if it is a self-declared maintenance programme.
C.1.12	Check if the AMP used is valid for the aircraft, and is reviewed annually.
C.1.13	Check if tasks are performed within the value(s) quoted in AMP and the source documents
C.1.14	Sample check that no task has been omitted without justifications accepted by the Competent Authority (at the time of decision).
C.1.15	Check the reporting of performed scheduled maintenance into the records system.
C.1.16	Analyse the effectiveness of the AMP and reliability by reviewing the unscheduled tasks.

C.2 - Component control

Checklist Item Number	Checklist Item Description	Reference
C.2	Component control	
C.2.1	Check that the mandatory maintenance tasks are identified as such and managed separately from recommendations.	
C.2.2	Sample check installed components (PN and SN) against aircraft records: a. Correct Part Number and Serial Number installed. b. Correct authorised release document available.	
C.2.3	Check the current status of time-controlled components, with due consideration to deferred items. They must identify: a. The affected components (Part Number and Serial Number). b. For components subject to a repetitive task: the task description and reference, the applicable threshold/interval, the last accomplishment data (date, the component's total accumulated life in Hours, Cycles, Landings, Calendar time, as necessary) and the next planned accomplishment data. c. For components subject to an unscheduled task: the task description and reference, the accomplishment data (date, the component's total accumulated life in Hours, Cycles, Landings, Calendar time, as necessary). Pay attention to ETOPS and CDCCL components.	
C.2.4	Check current status of life-limited parts. This status can be requested upon each transfer throughout the operating life of the part: a. The life limitation, the component's total accumulated life, and the life remaining before the component's life limitation is reached (indicating Hours, Cycles, Landings, Calendar time, as necessary). b. If relevant for the determination of the remaining life, a full installation history indicating the number of hours, cycles or calendar time relevant to each installation on these different types of aircraft/engine.	
C.2.5	Check if the aircraft maintenance programme and reliability programme results impact the component control.	
C.2.6	Check that life-limited and time controlled components are correctly marked during a physical survey.	

C.3 - Repairs

Checklist Item Number	Checklist Item Description	Reference
C.3	Repairs	
C.3.1	Sample the repair status to confirm it appropriately traces repairs and un-repaired damage/deteriorations.	
C.3.2	Sample repair files (at least one file for each type of repaired items) to check that repaired and unrepaired damage/deterioration have been assessed against the latest published approved repair data.	
C.3.3	Check that repair instructions detailed in the repair file comply with published approved repair data.	
C.3.4	Check that major repairs resulting in new or amended airworthiness limitations and associated mandatory instructions (including ageing aircraft programme) have been included in the aircraft maintenance programme.	
C.3.5	Check that new or amended maintenance instructions resulting from repairs have been considered for inclusion in the aircraft maintenance programme.	

C.3.6 Compare the repair status and the physical status of the repaired aircraft/engine(s)/propeller(s), and their repaired components (physical survey) in order to confirm the accuracy of the repair status. Sample embodied repairs to check their conformity against the repair files (physical survey).

C.4 - Records

Checklist Item Number	Checklist Item Description	Reference
C.4	Records	
C.4.1	<p>Check the aircraft continuing airworthiness record system: M.A.305 and M.A.306, as applicable, require that certain records are kept for defined periods. Pay attention to the continuity, integrity and traceability of records:</p> <ul style="list-style-type: none"> a. integrity: Check the data recorded is legible, b. continuity: Check that records are available for the applicable retention period, c. traceability: Check the link between operator/CAMO and maintenance documentation, traceability to approved data, traceability to appropriate release documents, etc. 	
C.4.2	<p>If applicable, make sure that the tech log system is used correctly, including:</p> <ul style="list-style-type: none"> a. current aircraft release to service (including the maintenance statement) issued and b. pre-flight inspections signed-off by authorised persons; 	
C.4.3	<p>Check that any maintenance required following abnormal operation/event (such as overspeed, overweight operation, hard landing, excessive turbulence, and operation outside of Flight Manual limitations) has been performed, as applicable.</p>	