

GENERAL CHECKLIST INFORMATION	
Number	AIR-145-R02
Name	TKA Part-145 Questionnaire
Description	Commision Implementing Regulations (EU) up to 2022/1360 Easy Access Rules for Continuing Airworthiness 02/12/2022
Possible Answers	Standard Audit Result (Compliant/Not Compliant/Partially Compliant/Not Applicable)

CHECKLIST ITEMS BY SECTION

EASA.145.1 - General

Checklist Item Number	Checklist Item Description	Reference
EASA.145.1	Check organisations principal place of business. Check if physical location matches MOE, certificate of approval and legal documents.	
EASA.145.1 [1]	Check if the principal place of business in MOE matches national registry.	EASA.145.1
EASA.145.1 [2]	Check if the principal place of business in MOE matches the place of the audit.	EASA.145.1
EASA.145.1 [3]	Check if the principal place of business in MOE matches the place in the approval certificate.	EASA.145.1

EASA.145.A.10 - Scope

Checklist Item Number	Checklist Item Description	Reference
145.A.10	Does organization perform Line and Base Maintenance i.a.w. acceptable means of EASA.145.10 (a) & (b)	
145.A.10(a) [1]		
145.A.10(a)	Sample check troubleshooting, defect rectification work orders, AD/SB work orders.	EASA.145.A.10, AMC EASA.145.A.10
145.A.10(a) [2]	Check if Quality Manager approved performance of AD/SB in Line.	EASA.145.A.10, EASA.145.A.10, EASA.145.A.10
145.A.10(a) [3]	Check if modifications or repairs performed in Line were simple and without extensive disassembly.	EASA.145.A.10, EASA.145.A.10, EASA.145.A.10
145.A.10(a) [4]	Check if "progressive" type of programs were individually assessed and were carried out safely to the required standards.	EASA.145.A.10, EASA.145.A.10, EASA.145.A.10
145.A.10		

EASA.145.A.15 - Application for an organisation certificate

Checklist Item Number	Checklist Item Description	Reference
EASA.145.A.15	Check for changes in the organization. Is it within the approved scope?	
1	Has organisation made any changes to their approval since last TKA audit?	EASA.145.A.15
2	Did organisation submitted application for changes?	EASA.145.A.15
3	Did organisation submitted for application of changes in proper manner (EASA Form 2)?	EASA.145.A.15
4	Is EASA Form 2 completed correctly and signed by appropriate personnel?	EASA.145.A.15

EASA.145.A.20 - Terms of approval and scope of work

Checklist Item Number	Checklist Item Description	Reference
145.A.20	Does work performed by organization matches or not exceed the scope approved in MOE?	
1	Sample work performed by organization. Compare with the scope of approval.	EASA.145.A.20, EASA.145.A.20

EASA.145.A.25 - Facility requirements

Checklist Item Number	Checklist Item Description	Reference
145.A.25 (a)	Facilities (hangar/workshop) for all planned work complied with requirements specified in 145.A.25 (a).	
1	Does facilities provide appropriate protection from the weather and environmental elements such as wind, dust, rain, snow?	EASA.145.A.25

2	Are specialised workshops and bays segregated as appropriate?	EASA.145.A.25
3	Are aircraft hangars available both available and large enough to accommodate aircraft on planned base maintenance?	EASA.145.A.25
4	Are Component workshops large enough to accommodate the components on planned maintenance? (Applicable to component maintenance only).	EASA.145.A.25
5	Does organisation have proof of tenancy? (Applicable when hangar or facilities are not owned by organisation)	EASA.145.A.25(a)
6	Sufficiency of hangar space to carry out planned base maintenance should be demonstrated by the preparation of a projected aircraft hangar visit plan relative to the maintenance programme.	EASA.145.A.25(a)
7	The aircraft hangar visit plan should be updated on a regular basis.	EASA.145.A.25(a)
8	It is recommended that access to hangar accommodation be demonstrated for usage during inclement weather for minor scheduled work and lengthy defect rectification. (For line maintenance of aircraft, hangars are not essential).	EASA.145.A.25(a)
9	Aircraft maintenance staff should be provided with an area where they may study maintenance instructions and complete maintenance records in a proper manner	EASA.145.A.25(a)
145.A.25 (b)	Office accommodation provided for personnel to study maintenance documentation as specified in 145.A.25 (b).	
1	Is Office accommodation is provided for the management of the planned work referred to in point (a)?	EASA.145.A.25(b)
2	Does Certifying staff have appropriate Office accommodation so that they can carry out their designated tasks in a manner that contributes to good aircraft maintenance standards?	EASA.145.A.25(b)
145.A.25 (c)	The working environment including aircraft hangars, component workshops and office accommodation is appropriate for the task carried out and in particular special requirements observed as specified in 145.A.25 (c).	
1	Are temperatures must be maintained such that personnel can carry out required tasks without undue discomfort?	EASA.145.A.25
2	Is dust and any other airborne contamination are kept to a minimum and not be permitted to reach a level in the work task area where visible aircraft/component surface contamination is evident?	EASA.145.A.25
3	Is lighting is such as to ensure each inspection and maintenance task can be carried out in an effective manner?	EASA.145.A.25
4	Noise shall not distract personnel from carrying out inspection tasks. Where it is impractical to control the noise source, such personnel are provided with the necessary personal equipment to stop excessive noise causing distraction during inspection tasks.	EASA.145.A.25
5	Where a particular maintenance task requires the application of specific environmental conditions different to the foregoing, then such conditions are observed. Specific conditions are identified in the maintenance data.	EASA.145.A.25
6	The working environment for line maintenance is such that the particular maintenance or inspection task can be carried out without undue distraction. Therefore where the working environment deteriorates to an unacceptable level in respect of temperature, moisture, hail, ice, snow, wind, light, dust/other airborne contamination, the particular maintenance or inspection tasks must be suspended until satisfactory conditions are re-established.	EASA.145.A.25
145.A.25 (b)	Storage conditions and security as specified in 145.A.25 (b).	
1	Is Secure storage facilities are provided for components, equipment, tools and material?	EASA.145.A.25
2	Does Storage conditions ensure segregation of serviceable components and material from unserviceable aircraft components, material, equipment and tools?	EASA.145.A.25
3	Are conditions of storage in accordance with the manufacturer's instructions to prevent deterioration and damage of stored items.	EASA.145.A.25
4	Access to storage facilities is restricted to authorised personnel.	EASA.145.A.25(d)
5	Storage racks should be strong enough to hold aircraft components and provide sufficient support for large aircraft components such that the component is not distorted during storage.	EASA.145.A.25(d)
6	Is access to storage facilities is restricted to authorised personnel?	EASA.145.A.25(d)
7	All aircraft components, wherever practicable, should remain packaged in protective material to minimise damage and corrosion during storage.	EASA.145.A.25(d)

EASA.145.A.30 - Personnel requirements

Checklist Item Number	Checklist Item Description	Reference
145.A.30(a)	Accountable manager - 145.A.30 (a)	
1	Is accountable manager appointed by organisation?	EASA.145.A.30
2	Has the accountable manager corporate authority for ensuring that all maintenance required by the customer can be financed and carried to the standard required by this Part.	EASA.145.A.30
3	Has the accountable manager direct access to CEO? (Applicable when the accountable manager is not CEO)	EASA.145.A.30, EASA.145.A.30(a)

4	Has the accountable manager a sufficiency of 'maintenance funding' allocation? (Applicable when the accountable manager is not CEO)	EASA.145.A.30, EASA.145.A.30(a)
145.A.30(b)	Maintenance Manager and management - 145.A.30 (b)	
1	Has organisation nominated a person or group of persons for maintenance management? (Maintenance manager, base maintenance manager, line maintenance manager, workshop manager...)	
2	Is this person (or group of persons) (under point 2.1) ultimately responsible to the accountable manager?	
3	Is person (or persons) nominated approved by authority proper form and manner?	EASA.145.A.30(b), EASA.145.A.30
4	Does person (or persons) nominated demonstrate relevant knowledge, background and satisfactory experience related to aircraft or component and working knowledge of this Part?	EASA.145.A.30, EASA.145.A.30(b)
5	Do managers fulfill their duties as responsible people for any corrective action resulting from the quality compliance monitoring of 145.A.65(c).	EASA.145.A.30(b)
6	Does procedures make clear who deputises nominated person in the case of lengthy absence?	EASA.145.A.30, EASA.145.A.30(b)
7	Where an organisation chooses to appoint managers for all or any combination of the identified Part-145 functions, it is necessary that these managers report to accountable manager through their dedicated nominated person.	EASA.145.A.30(b)
145.A.30(c)	Quality Manager and compliance - 145.A.30 (c)	
1	Has organisation nominated a person with responsibility for monitoring the quality system, including feedback system as required by point 145.A.65(c)?	EASA.145.A.30, EASA.145.A.30(c)
2	Has this person direct access to accountable manager?	EASA.145.A.30, EASA.145.A.30(c)
3	Does this described in MOE?	
4	Is accountable manager kept properly informed on quality and compliance matters?	
145.A.30(d)	Maintenance Man-Hour planning - 145.A.30 (d)	
1	Does organisation has maintenance man-hour planning?	
2	Does organization have sufficient staff to plan, perform, supervise, inspect, and quality monitor the organization in accordance with the approval?	
3	Does organisation have a procedure to reassess work intended to be carried out when actual staff availability is less than the planned staffing level for any particular work shift or period?	
145.A.30(e)	Competence of personnel involved in any maintenance, airworthiness reviews, management and/or quality audits - 145.A.30 (e)	
1	Has organisation established competence control procedures?	
2	Does organisation control the competency of personnel involved in any maintenance, airworthiness reviews, management and/or quality audits?	
3	Does organisation provide human factor training for personnel under point 5.2?	
145.A.30(f)	NDT and specialized tasks personnel - 145.A.30 (f)	
1	Are NDT personnel appropriately qualified to perform non- destructive tests in accordance with the European or equivalent standard recognised by the Agency?	
2	Are personnel who carry out any other specialised task appropriately qualified in accordance with officially recognised standards?	
145.A.30(g)	Line maintenance personnel qualification - 145.A.30 (g)	
1	Any organisation maintaining aircraft, except where stated otherwise in point (j), shall in the case of aircraft line maintenance, have appropriate aircraft-rated certifying staff qualified as category B1, B2, B2L, B3 and L, as appropriate.	
2	In addition, such organizations may also use appropriately task-trained certifying staff holding the privileges set out in points. The availability of such certifying staff shall not replace the need for category B1, B2, B2L, B3 and L certifying staff, as appropriate.	
145.a.30(h)	Base maintenance personnel (complex motor-powered aircraft) qualification - 145.a.30 (h)	
1	Does organization have appropriate aircraft-type-rated certifying staff, qualified as category C?	
2	Does organisation have sufficient aircraft-type-rated staff qualified as category B1 and B2?	
3	Does B1 and B2 support staff ensure that all relevant tasks or inspection have been carried out to the required standard before C certifying staff issues CRS?	
4	Does organisation maintain a register of any such category B1 and B2 support staff?	
5	Does C ensure that compliance with point 8.3 are met?	
6	Does C ensure that all work required by the customer has been accomplished during particular check or work package?	
7	Does C assess the impact of any work not carried out, with a view to either requiring its accomplishment or agreeing with the operator to defer such work to another specified check or	

	time limit?	
145.a.30(h)	Base maintenance personnel (other than complex motor-powered aircraft) qualification - 145.a.30 (h)	
1	Has organisation appropriate aircraft-rated certifying staff, qualified as category B1, B2, B2L, B3 and L?	
2	Gas organisation appropriate aircraft-rated certifying staff, qualified in category C and assisted by support staff?	
145.a.30(i)	Component certifying staff qualification - 145.a.30 (i)	
1	Is component certifying staff properly qualified?	
145.a.30(j)	Use of certifying staff - 145.a.30 (j)	
1	Does organisation use (and comply) certifying staff with provisions listed in 145.a.30 (j)?	EASA.145.A.30
145.a.30 (k)	Airworthiness review staff qualification requirements	
1	Shall hold a certifying staff authorisation for the corresponding aircraft;	
2	Shall have at least three years of experience as certifying staff;	
3	Shall be independent from the continuing airworthiness management process of the aircraft being reviewed or shall have overall authority on the continuing airworthiness management process of the complete aircraft being reviewed;	
4	Shall have acquired knowledge of Subpart C of this Annex (Part-M) or Subpart C of Annex Vb (Part-ML);	
5	Shall have acquired proven knowledge of the procedures of the maintenance organisation relevant to the airworthiness review and issue of the airworthiness review certificate;	
6	Shall have been formally accepted by the competent authority after having performed an airworthiness review under the supervision of the competent authority or under the supervision of the organisation's airworthiness review staff in accordance with a procedure approved by the competent authority;	
7	Shall have performed at least one airworthiness review in the last twelve-month period.	

EASA.145.A.35 - Certifying staff and support staff

Checklist Item Number	Checklist Item Description	Reference
145.A.35	Qualification of maintenance staff	
1	Does organisation ensure maintenance staff qualification under requirements in 145.A.35?	EASA.145.A.35, EASA.145.A.35(a), EASA.145.A.35(b), EASA.145.A.35(c), EASA.145.A.35(d), EASA.145.A.35(e), EASA.145.A.35(f), EASA.145.A.35(j), EASA.145.A.35(n), EASA.145.A.35(o)

EASA.145.A.36 - Records of airworthiness review staff

Checklist Item Number	Checklist Item Description	Reference
145.A.36	Records of airworthiness review staff	
1	Does organisation keep records of airworthiness review staff as required by 145.A.36?	EASA.145.A.36, EASA.145.A.36

EASA.145.A.40 - Equipment and tools

Checklist Item Number	Checklist Item Description	Reference
145.A.40(a)	Availability of the tools	
1	Where the manufacturer specifies a particular tool or equipment, the organisation shall use that tool or equipment, unless the use of alternative tooling or equipment is agreed by the competent authority via procedures specified in the exposition.	EASA.145.A.40, EASA.145.A.40(a)
2	Equipment and tools must be permanently available, except in the case of any tool or equipment that is so infrequently used that its permanent availability is not necessary. Such cases shall be detailed in an exposition procedure.	EASA.145.A.40, EASA.145.A.40(a)
3	An organisation approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms/docking as required for the proper inspection of the aircraft.	EASA.145.A.40, EASA.145.A.40(a)
145.A.40(b)	Testing and calibration of tools	
1	Does organisation perform testing, calibration of tools and equipment? (under recognised standard)	EASA.145.A.40, EASA.145.A.40(b)

2	Does it keep records of testing, calibration?	EASA.145.A.40, EASA.145.A.40(b)
---	---	------------------------------------

EASA.145.A.42 - Components

Checklist Item Number	Checklist Item Description	Reference
145.A.42(a)	Classification of components	
1	Does organisation classify components according to 145.A.42(a)?	EASA.145.A.42, EASA.145.A.42(a)(i), EASA.145.A.42(a)(ii), EASA.145.A.42(a)(iii), EASA.145.A.42(a)(iv), EASA.145.A.42(a)(v)
145.A.42(b)	Components, standard parts and materials for installation	
1	Does organisation have procedure for acceptance?	EASA.145.A.42, EASA.145.A.42(b), EASA.145.A.42(b)(i), EASA.145.A.42(b)(ii), EASA.145.A.42(b)(iii), EASA.145.A.42(b)(iv), EASA.145.A.42(b)(v)
2	Does organisation have procedure to ensure that components, standard parts and materials shall only be installed on an aircraft or a component when they are in satisfactory condition, meet the applicable requirements of point (a) and the applicable maintenance data specifies the particular component, standard part or material.	
3	Does organisation fabricate parts in own facilities?	
4	Components which are referred to in point (b)(2) of point 21.A.307 of Annex I (Part 21) to Regulation (EU) No 748/2012 shall only be installed if considered eligible for installation by the aircraft owner on their own aircraft.	
145.A.42(c)		
1	Unserviceable and unsalvageable components shall be segregated from serviceable components, standards parts and materials.	EASA.145.A.42, EASA.145.A.42(c), EASA.145.A.42(c)(i)
2	Unsalvageable components shall not be permitted to re-enter the component supply system, unless mandatory life limitation have been extended or a repair solution has been approved in accordance with Regulation (EU) No 748/2012.	EASA.145.A.42, EASA.145.A.42(c), EASA.145.A.42(c)(i)

EASA.145.A.45 - Maintenance Data

Checklist Item Number	Checklist Item Description	Reference
145.A.45(a)	Maintenance data	
1	The organisation shall hold and use applicable current maintenance data in the performance of maintenance, including modifications and repairs.	EASA.145.A.45
145.A.45(b)	Access to maintenance data	
1	Does organisation have access to applicable maintenance data?	EASA.145.A.45, EASA.145.A.45(b), EASA.145.A.45(b)
145.A.45(c)	Reporting of inaccuracies in maintenance data	
1	The organisation shall establish procedures to ensure that if found, any inaccurate, incomplete or ambiguous procedure, practice, information or maintenance instruction contained in the maintenance data used by maintenance personnel is recorded and notified to the author of the maintenance data.	EASA.145.A.45, EASA.145.A.45(c)
145.A.45(d)	Modification of maintenance data	
1	Did organisation modify any of the applicable maintenance data?	EASA.145.A.45, EASA.145.A.45(d)
2	If Yes, did it comply with requirements under 145.A.45(d)?	EASA.145.A.45, EASA.145.A.45(d)
145.A.45(e)	Work card system	
1	Does organisation have work card system?	EASA.145.A.45, EASA.145.A.45(e)
2	Complex maintenance tasks shall be transcribed onto the work cards or worksheets and subdivided into clear stages to ensure a record of the accomplishment of the complete maintenance task.	EASA.145.A.45, EASA.145.A.45(e)

3	Where the organisation provides a maintenance service to an aircraft operator who requires their work card or worksheet system to be used then such work card or worksheet system may be used. In this case, the organisation shall establish a procedure to ensure correct completion of the aircraft operators' work cards or worksheets.	EASA.145.A.45, EASA.145.A.45(e)
145.A.45(f)	Availability of maintenance data	
1	The organisation shall ensure that all applicable maintenance data is readily available for use when required by maintenance personnel.	EASA.145.A.45, EASA.145.A.45(f)
145.A.45(g)	Control of maintenance data	
1	The organisation shall establish a procedure to ensure that maintenance data it controls is kept up to date.	EASA.145.A.45, EASA.145.A.45(g)

EASA.145.A.47 - Production planning

Checklist Item Number	Checklist Item Description	Reference
145.A.47(a)	Maintenance planning	
1	The organisation shall have a system appropriate to the amount and complexity of work to plan the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities in order to ensure the safe completion of the maintenance work.	EASA.145.A.47, EASA.145.A.47(a)
145.A.47(b)	Human factors	
1	The planning of maintenance tasks, and the organising of shifts, shall take into account human performance limitations.	EASA.145.A.47, EASA.145.A.47(b)
145.A.47(c)	Shift handover	
1	When it is required to hand over the continuation or completion of maintenance tasks for reasons of a shift or personnel changeover, relevant information shall be adequately communicated between outgoing and incoming personnel.	EASA.145.A.47, EASA.145.A.47(c)

EASA.145.A.48 - Performance of maintenance

Checklist Item Number	Checklist Item Description	Reference
145.A.48(a)	General verification	
1	Does organisation perform general verification after completion of maintenance?	EASA.145.A.48
145.A.48(b)	Error capturing	
1	Does organisation have error capturing methods performed after critical maintenance tasks?	EASA.145.A.48, EASA.145.A.48(b), EASA.145.A.48(b), EASA.145.A.48(b), EASA.145.A.48(b)
145.A.48(c)	Minimisation of risk	
1	Are risk minimisation procedures established? Does organization avoid repeated tasks?	EASA.145.A.48, EASA.145.A.48(c), EASA.145.A.48(c)
145.A.48(d)	Proper maintenance data	
1	Is proper maintenance instructions used to perform tasks?	EASA.145.A.48, EASA.145.A.48(d)

EASA.145.A.50 - Certification of maintenance

Checklist Item Number	Checklist Item Description	Reference
145.A.50(a)	CRS	
1	Was accomplished work certified by appropriately authorized personnel?	EASA.145.A.50, EASA.145.A.50(a)
2	Was work certified after it has been verified that all maintenance ordered has been properly carried out by the organisation?	EASA.145.A.50, EASA.145.A.50(a)
145.A.50(b)	Certification of maintenance before flight	
1	A certificate of release to service shall be issued before flight at the completion of any maintenance.	EASA.145.A.50, EASA.145.A.50(b)
145.A.50(c)	Defects or incomplete maintenance	
1	New defects or incomplete maintenance work orders identified during the above maintenance shall be brought to the attention of the aircraft operator for the specific purpose of obtaining agreement to rectify such defects or completing the missing elements of the maintenance work order.	EASA.145.A.50
1	In the case where the aircraft operator declines to have such maintenance carried out under this point, point (e) is applicable.	EASA.145.A.50
145.A.50(d)	Issue of Certified Release to Service	

1	A certificate of release to service shall be issued after the required maintenance on a component whilst off the aircraft has been carried out.	EASA.145.A.50, EASA.145.A.50(d), EASA.145.A.50(d), EASA.145.A.50(d)
2	Does organization issue authorized release certificate 'EASA Form 1' for components after maintenance?	EASA.145.A.50, EASA.145.A.50(d), EASA.145.A.50(d), EASA.145.A.50(d)
145.A.50(e)	CRS with limitations	
1	Did organisation use derogation for issuance of CRS with limitations?	EASA.145.A.50, EASA.145.A.50(e)
2	Were limitations listed in CRS?	EASA.145.A.50, EASA.145.A.50
145.A.50(f)	Temporary repair	
1	Did organisation use derogation for temporary installation of the component? Did organisation comply with requirements under this point?	EASA.145.A.50, EASA.145.A.50(f)

EASA.145.A.55 - Maintenance and airworthiness review records

Checklist Item Number	Checklist Item Description	Reference
145.A.55(a)	Records of work carried out and requirements met	
1	Does organisation retain records of work carried out and requirements met?	EASA.145.A.55, EASA.145.A.55(a)
145.A.55(b)		
1	Does organisation provide original copy of CRS to the operator?	EASA.145.A.55
2	Does it keep copy itself with records of maintenance done?	EASA.145.A.55
145.A.55(c)		
1	Does it retain records of maintenance documents for three years from the date on which the aircraft or component to which the work relates was issued with a certificate of release to service.	EASA.145.A.55, EASA.145.A.55(c)
2	The records under this point shall be stored in a manner that ensures protection from damage, alteration and theft.	EASA.145.A.55, EASA.145.A.55(c)
3	All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.	EASA.145.A.55, EASA.145.A.55(c)
4	When an organisation approved under this Annex terminates its operations, all retained maintenance records from the period of three years preceding the termination of operations of the organisation shall be distributed to the last owner or customer of respective aircraft or component or shall be stored in a way specified by the competent authority.	EASA.145.A.55, EASA.145.A.55(c)

EASA.145.A.60 - Occurrence reporting

Checklist Item Number	Checklist Item Description	Reference
145.A.60(a)	Reporting of findings that has resulted or may result in an unsafe condition that hazards seriously the flight safety.	
1	Did organisation identified any condition of the aircraft or component that has resulted or may result in an unsafe condition that hazards seriously the flight safety?	EASA.145.A.60, EASA.145.A.60(a), EASA.145.A.60(a)
145.A.60(b)	Internal reporting system	
1	Does organisation have internal reporting system?	EASA.145.A.60, EASA.145.A.60(b)
2	Does it identify adverse trends, corrective actions taken or to be taken by the organisation to address deficiencies and include evaluation of all known relevant information relating to such occurrences?	EASA.145.A.60, EASA.145.A.60(b)
3	Does it have method to circulate information as necessary?	EASA.145.A.60, EASA.145.A.60(b)
145.A.60(c)	Reporting form	
1	Does organisation make such reports in a form and manner established by the Agency and ensure that they contain all pertinent information about the condition and evaluation results known to the organisation	EASA.145.A.60, EASA.145.A.60(c)
145.A.60(d)	Reporting to operator	
1	Where the organisation is contracted by a commercial operator to carry out maintenance, the organisation shall also report to the operator any such condition affecting the operator's aircraft or component.	EASA.145.A.60
145.A.60(e)	Reporting time limit	

1	The organisation shall produce and submit such reports as soon as practicable but in any case within 72 hours of the organisation identifying the condition to which the report relates.	EASA.145.A.60
---	--	---------------

EASA.145.A.65 - Safety and quality policy, maintenance procedures and quality system

Checklist Item Number	Checklist Item Description	Reference
145.A.65(a)	Safety and quality policy for the organisation	
1	Is it in MOE?	EASA.145.A.65
2	Is relevant to the organisation?	EASA.145.A.65
3	Does it have statement for commitments?	EASA.145.A.65, EASA.145.A.65(a)
145.A.65(b)	Organisation's procedures	
1	ensure that a clear work order or contract has been agreed between the organisation and the organisation requesting maintenance to clearly establish the maintenance to be carried out so that aircraft and components may be released to service in accordance with 145.A.50; and,	EASA.145.A.65(b), EASA.145.A.65(b)(1)
2	cover all aspects of carrying out maintenance, including the provision and control of specialised services and lay down the standards to which the organisation intends to work.	EASA.145.A.65(b)(2)
145.A.65(c)	Internal compliance monitoring system	
1	Does it have audits performed 12 months interval and cover all aspects of this Part?	EASA.145.A.65(c)(1), and 145.B.30 EASA.145.A.65(c)(1), EASA.145.A.65(c)(1), EASA.145.A.65(c)(2)
2	Does it performed audit of line station within 4 months from opening?	
3	Is independent audit performed?	
4	Does accountable manager arrange regular meetings with quality manager (2 times per year at least)?	
5	Does organisation keep record of internal audits?	

EASA.145.A.70 - Maintenance organisation exposition

Checklist Item Number	Checklist Item Description	Reference
145.A.70(a)	MOE contents	
1	Does content comply with requirements of 145.A.70(a)?	EASA.145.A.70, EASA.145.A.70(a), EASA.145.A.70(a)
2	Is MOE signed by accountable manager?	EASA.145.A.70
145.A.70(b)	MOE revisioning and approval	
1	Is MOE's information still relevant and match procedures of the organisation?	EASA.145.A.70
2	Are Major changes approved by TKA?	
145.A.70(c)	MOE Indirect approval	
1	Is procedure for indirect approvals described in MOE?	EASA.145.A.70
2	Was TKA informed about changes in MOE approved indirectly?	

EASA.145.A.75 - Privileges of the organisation

Checklist Item Number	Checklist Item Description	Reference
145.A.75(a)	145.A.75 (a) Aircraft or component maintenance in approved location.	
1	Does company maintain any aircraft and/or component for which it has approved in certificate and in the exposition?	EASA.145.A.75
145.A.75(b)	145.A.75 (b) Subcontracting services, assessment and control.	
1	Arrange for maintenance of any aircraft or component for which it is approved at another organisation that is working under the quality system of the organisation. This refers to work being carried out by an organisation not itself appropriately approved to carry out such maintenance under this Part and is limited to the work scope permitted under procedures laid down in point 145.A.65(b). This work scope shall not include a base maintenance check of an aircraft or a complete workshop maintenance check or overhaul of an engine or engine module;	EASA.145.A.75, EASA.145.A.75(b)
145.A.75(c)	145.A.75 (c) Maintenance in non-approved locations	
1	Did organisation maintain any aircraft of any component for which it is approved at any location subject to need arising	
2	Is it described in MOE?	
145.A.75(d)	145.A.75 (d) Line Maintenance	

1	Maintain any aircraft and/or component for which it is approved at a location identified as a line maintenance location capable of supporting minor maintenance and only if the organization exposition both permits such activity and lists such locations;
145.A.75(e)	145.A.75 (e) CRS & EASA Form 1
1	Issue certificates of release to service in respect of completion of maintenance in accordance with point 145.A.50;
145.A.75(f)	145.A.75 (f) ARC (for Part-ML only)
1	If specifically approved to do so for aircraft covered by Annex Vb (Part-ML), it may perform airworthiness reviews and issue the corresponding airworthiness review certificate in accordance with the conditions specified in point ML.A.903 of Annex Vb (Part-ML) to this Regulation.

EASA.145.A.80 - Limitations on the organisation

Checklist Item Number	Checklist Item Description	Reference
145.A.80	Limitations on the organisation	
1	The organisation shall only maintain an aircraft or component for which it is approved when all the necessary facilities, equipment, tooling, material, maintenance data and certifying staff are available.	EASA.145.A.80, EASA.145.A.80

EASA.145.A.85 - Changes to the organisation

Checklist Item Number	Checklist Item Description	Reference
145.A.85	Changes to the organisation	
1	Is the name of the organisation same as in same as in approval?	
2	Is the main location of the organisation remain approved?	
3	Are additional locations the same as in last approved list?	
4	Is accountable manager the same as in latest approved MOE?	
5	Are there any unreported changes of the persons nominated under point 145.A.30(b)?	
6	Are there any unreported changes in terms of facilities, equipment, tools, material, procedures, work scope, certifying staff and airworthiness review staff that could affect the approval?	

EASA.145.A.90 - Continued validity

Checklist Item Number	Checklist Item Description	Reference
145.A.90	Approval remain valid subject to:	
1	the organisation remaining in compliance with Annex II (Part-145), in accordance with the provisions related to the handling of findings as specified under point 145.B.50; and	EASA.145.A.90
2	the competent authority being granted access to the organisation to determine continued compliance with this Part; and	EASA.145.A.90
3	the certificate not being surrendered or revoked.	EASA.145.A.90

EASA.145.A.95 - Findings

Checklist Item Number	Checklist Item Description	Reference
145.A.95	Handing of findings	
1	How does organisation handling findings raised by internal audits?	EASA.145.A.95
2	How does it cope with given time for corrective actions?	EASA.145.A.95