

GENERAL CHECKLIST INFORMATION

Number	AIR-CAO-R00
Name	TKA Part-CAO Questionnaire
Description	
Possible Answers	Standard Audit Result (Compliant/Not Compliant/Partially Compliant/Not Applicable)

CHECKLIST ITEMS BY SECTION

CAO.1 - General

Checklist Item Number	Checklist Item Description	Reference
CAO.1 (1)	Should TKA be the competent authority for this organisation?	
1	Check if the principal place of business in CAE matches national registry.	EASA.CAO.1: (1)
2	Check if the principal place of business in CAE matches the place of the audit.	EASA.CAO.1: (1)
3	Check if the principal place of business in CAE matches the place in the approval certificate.	EASA.CAO.1: (1)

CAO.A.010 - Scope

Checklist Item Number	Checklist Item Description	Reference
CAO.A.010	Does scope of work comply with purpose of the CAO approval?	
1	Is maintained or managed aircraft not classified as complex motor-powered aircraft?	EASA.CAO.A.010
2	Is maintained or managed aircraft not listed in the air operator certificate of an air carrier licensed in accordance with Regulation (EC) No 1008/2008?	EASA.CAO.A.010

CAO.A.015 - Application

Checklist Item Number	Checklist Item Description	Reference
CAO.A.015	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.CAO.A.015
2	Did organisation submitted application for changes?	EASA.CAO.A.015
3	Did organisation submitted for application of changes in proper manner (EASA Form 2)?	EASA.CAO.A.015, AMC1 EASA.CAO.A.015
4	Is EASA Form 2 completed correctly and signed by appropriate personnel?	EASA.CAO.A.015, AMC1 EASA.CAO.A.015

CAO.A.017 - Means of compliance

Checklist Item Number	Checklist Item Description	Reference
CAO.A.017(a)	Does the organisation use alternative means of compliance adopted by the Agency?	
1	Does CAE chapter A.6 include procedures for alternative means of compliance?	EASA.CAO.A.017:(a)
2	Does organisation use any alternative means of compliance not included in CAE?	EASA.CAO.A.017:(a)
CAO.A.017(b)	Does organisation use alternative means of compliance approved by competent authority?	
1	Do CAE procedures for alternative means of compliance demonstrate compliance with Regulation (EU) 2018/1139?	EASA.CAO.A.017:(b)
2	Has the organisation received approval from the competent authority prior use of alternative means of compliance?	EASA.CAO.A.017:(b)

CAO.A.020 - Terms of approval

Checklist Item Number	Checklist Item Description	Reference
CAO.A.020 (a)	Does CAO specify the approved scope of work in CAE?	
1	Does organisation in the scope of work indicate the particular aircraft types for aeroplanes of more than 2 730 kg maximum take-off mass (MTOM) and for helicopters of more than 1 200 kg MTOM or certified for more than 4 occupants?	EASA.CAO.A.020:(a)(1), EASA.CAO.A.020
2	Does the scope of work indicate the engine manufacturer or group or series or type or the maintenance task(s) for complete turbine engines?	EASA.CAO.A.020:(a)(2)
3	Were changes to the scope of work in questions above approved by the competent authority?	EASA.CAO.A.020:(a)(1), EASA.CAO.A.020:(a)(2), GM1 EASA.CAO.A.020(a)

4	Check for compliance CAO.A.020 (a) (3) if CAO employs only one person for both planning and carrying out of all maintenance tasks.	EASA.CAO.A.020:(a)(3)
5	Check if the scope of work is controlled in CAE when maintenance is performed for aircraft other than those mentioned in point (1), for components different from complete turbine engines, and for non-destructive testing (NDT)-specialized services.	EASA.CAO.A.020:(a)(4)
6	Check if components are classified in accordance with the system ratings specified in CAO.A.020 (a) (4)	EASA.CAO.A.020:(a)(4)
CAO.A.020 (b)	Validation of approved scope.	
1	Does information in CAE chapter A.4 match the CAO approval certificate?	EASA.CAO.A.020:(b)
CAO.A.020 (c)	Fabrication of a restricted range of parts for use in the course of undergoing work within its own facilities.	
1	Check CAE procedures for fabrication of a restricted range of parts.	EASA.CAO.A.020:(c), AMC1 EASA.CAO.A.020(c): (a)
2	Does organisation have technical and procedural capability for fabrication, inspection, assembly and test?	EASA.CAO.A.020:(c), AMC1 EASA.CAO.A.020(c): (b)
3	Check if organisation use approved data to manufacture parts.	EASA.CAO.A.020:(c), AMC1 EASA.CAO.A.020(c): (c)
4	Check if items fabricated are used only within its own facilities.	EASA.CAO.A.020:(c), AMC1 EASA.CAO.A.020(c): (d)
5	Check if locally fabricated parts are physically segregated and excluded from any delivery certification.	EASA.CAO.A.020:(c), AMC1 EASA.CAO.A.020(c): (d)
6	Check if fabrication of parts, modification kits, etc. for onward supply and/or sale is not conducted under a CAO approval.	EASA.CAO.A.020:(c), AMC1 EASA.CAO.A.020(c): (e)
7	The data specified in point (c) may include repair procedures involving the fabrication of parts. Does organisation have procedures for checking details on part numbering, dimensions, materials, processes, and any special manufacturing techniques, special raw material specification or/and incoming inspection requirement?	EASA.CAO.A.020:(c), AMC1 EASA.CAO.A.020(c): (f)
8	Is capability mentioned in question above defined within the CAE?	EASA.CAO.A.020:(c), AMC1 EASA.CAO.A.020(c): (f)
9	Does organisation deviate from special processes or inspection procedures that are defined in the approved data? Is it approved by TC/STC holder?	EASA.CAO.A.020:(c), AMC1 EASA.CAO.A.020(c): (f)
10	Check if the organisation has engineering drawing of the item is produced which includes any necessary fabrication processes which is accepted to the competent authority.	EASA.CAO.A.020:(c), AMC1 EASA.CAO.A.020(c): (g)
11	Check if organisation manufacturing parts out of TC provided drawings not referenced in AMM or SB has approval from the competent authority to manufacture it.	EASA.CAO.A.020:(c), AMC1 EASA.CAO.A.020(c): (h)
12	Check if organisation has a procedure for inspection of fabricated parts.	EASA.CAO.A.020:(c), AMC1 EASA.CAO.A.020(c): (i)
13	Sample check manufactured parts and check for compliance with requirements in AMC1 CAO.A.020(c) (i).	EASA.CAO.A.020:(c), AMC1 EASA.CAO.A.020(c): (i)

CAO.A.025 - Combined airworthiness exposition

Checklist Item Number	Checklist Item Description	Reference
CAO.A.025 (a)	CAE contents	
1	Check if the CAE contains a statement signed by the accountable manager.	EASA.CAO.A.025:(a)(1)
2	Check if the CAE contains information about scope of work.	EASA.CAO.A.025:(a)(2)
3	Check if the CAE contains information about accountable manager and nominated persons.	EASA.CAO.A.025:(a)(3)
4	Check if the CAE contains an organisation chart showing the chains of responsibility.	EASA.CAO.A.025:(a)(4)
5	Check if the CAE contains a list of certifying staff with their scope of approval.	EASA.CAO.A.025:(a)(5)
6	Check if the CAE contains a list of staff responsible for the development and approval of AMPs with their scope of approval.	EASA.CAO.A.025:(a)(6)
7	Check if the CAE contains a list of airworthiness review staff with their scope of approval.	EASA.CAO.A.025:(a)(7)
8	Check if the CAE contains a list of staff responsible for the issuance of permits to fly.	EASA.CAO.A.025:(a)(8)

9	Check if the CAE contains information about general description and location of the facilities.	EASA.CAO.A.025:(a)(9)
10	Check if the CAE contains procedures specifying how the CAO shall ensure compliance with the requirements of this Annex.	EASA.CAO.A.025:(a)(10)
11	Check if the CAE contains the CAE amendment procedure.	EASA.CAO.A.025:(a)(11)
12	Does the CAE structure comply with the AMC1 CAO.A.025?	EASA.CAO.A.025, AMC1 EASA.CAO.A.025
13	Who is ensured that personnel are familiar with those parts of the combined airworthiness exposition that are relevant to their tasks?	EASA.CAO.A.025, AMC2 EASA.CAO.A.025
14	Does CAO designate the person responsible for monitoring and amending the CAE?	EASA.CAO.A.025
CAO.A.025 (b) CAE approval		
1	Is the initial issue of the CAE approved by the TCA?	EASA.CAO.A.025:(b)
CAO.A.025 (c) CAE indirect approval		
1	Is procedure for indirect approvals described in CAE?	EASA.CAO.A.025:(c)
2	Was TCA informed about changes in CAE approved indirectly?	EASA.CAO.A.025:(c)

CAO.A.030 - Facilities

Checklist Item Number	Checklist Item Description	Reference
CAO.A.030 Office accommodation		
1	Does the organisation provide suitable office accommodation at appropriate locations for the personnel to carry out the planned work?	EASA.CAO.A.030
2	Does office accommodation have sufficient space that each task can be carried out without undue disturbance?	EASA.CAO.A.030
3	Does office accommodation have an adequate technical library and room for document consultation?	EASA.CAO.A.030
4	Does the access to archive is controlled?	EASA.CAO.A.030
CAO.A.030 (a) Facilities (hangars/workshops/bays)		
1	Do facilities provide appropriate protection from the weather and environmental elements such as wind, dust, rain, and snow?	EASA.CAO.A.030: (a), EASA.CAO.A.030 AMC1: (d)
2	Are temperatures maintained such that personnel can carry out required tasks without undue discomfort?	EASA.CAO.A.030: (a)
3	Does organisation have proof of tenancy? (Applicable when hangar or facilities are not owned by organisation)	EASA.CAO.A.030: (a), EASA.CAO.A.030 AMC1: (a)
4	Check 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.CAO.A.030: (a), EASA.CAO.A.030 AMC1: (a)
5	Check if the aircraft hangar visit plan is updated on a regular basis.	EASA.CAO.A.030: (a), EASA.CAO.A.030 AMC1: (a)
6	Check if the facilities and environmental conditions required for inspection and maintenance are defined in the CAE.	EASA.CAO.A.030: (a), EASA.CAO.A.030 AMC1: (b)
7	Does the organisation use alternative suitable facilities other than a hangar, subject to agreement by TCA?	EASA.CAO.A.030: (a), EASA.CAO.A.030 AMC1: (c)
8	Check if aircraft hangar and aircraft component workshop floors are sealed to minimise dust generation.	EASA.CAO.A.030: (a), EASA.CAO.A.030 AMC1: (d)
9	Check if aircraft maintenance staff is provided with an area where they may study maintenance instructions and complete maintenance records in a proper manner.	EASA.CAO.A.030: (a), EASA.CAO.A.030 AMC1: (e)
10	Does the organisation sample the compliance with conditions during certain maintenance events when there is no access to a hangar or dedicated workshops?	EASA.CAO.A.030: (a), EASA.CAO.A.030 AMC1: (f)
CAO.A.030 (b) Storage facilities		
1	Check if secure storage facilities are provided for components, equipment, tools and material.	EASA.CAO.A.030: (b)
2	Check if storage conditions ensure segregation of serviceable components and material from unserviceable aircraft components, material, equipment and tools?	EASA.CAO.A.030: (b), EASA.CAO.A.030 AMC1: (k)
3	Check if conditions of storage are in accordance with the manufacturer's instructions to prevent deterioration and damage of stored items.	EASA.CAO.A.030: (b)
4	Check if access to storage facilities is restricted to authorised personnel.	EASA.CAO.A.030: (b)

5	Check if storage facilities for serviceable aircraft components are clean and well ventilated.	EASA.CAO.A.030: (b), EASA.CAO.A.030 AMC1: (h)
6	Check if storage racks are strong enough to hold aircraft components and provide sufficient support for large aircraft components.	EASA.CAO.A.030: (b), EASA.CAO.A.030 AMC1: (i)
7	Check if aircraft components remain packaged in protective material to minimise damage and corrosion during storage.	EASA.CAO.A.030: (b), EASA.CAO.A.030 AMC1: (j)
8	Does shelf life control system is utilised and identity tags used to identify components?	EASA.CAO.A.030: (b), EASA.CAO.A.030 AMC1: (j)
9	Check if there is CAE procedure for segregation and management of any unserviceable component.	EASA.CAO.A.030: (b), EASA.CAO.A.030 AMC1: (l)
10	Do procedures describing the decision process for the status of unserviceable components contain information described in CAO.A.030 AMC1 (m)?	EASA.CAO.A.030: (b), EASA.CAO.A.030 AMC1: (m)
11	Check if there is CAE procedure for managing unsalvageable components.	EASA.CAO.A.030: (b), EASA.CAO.A.030 AMC1: (n)
12	Check if the person, responsible for the implementation of procedure for managing unsalvageable components, is identified.	EASA.CAO.A.030: (b), EASA.CAO.A.030 AMC1: (n)

CAO.A.035 - Personnel requirements

Checklist Item Number	Checklist Item Description	Reference
CAO.A.035 (a)	Accountable manager	
1	Is accountable manager appointed by organisation?	EASA.CAO.A.035: (a)
2	Check if the accountable manager ensures that all activities of the organisation can be financed so that those activities are carried out in accordance with the requirements of this Annex.	EASA.CAO.A.035: (a)
3	Does the organisation can demonstrate to TCA that the AM has direct access to the chief executive officer? (Applicable when the accountable manager is not CEO)	EASA.CAO.A.035: (a)
CAO.A.035 (b)	Nominated personnel	
1	Does AM nominated a person or group of persons who shall be responsible for ensuring that the CAO is always in compliance with the requirements of this Annex?	EASA.CAO.A.035: (b)
2	Is nominated person (or group of persons) ultimately responsible to the accountable manager?	EASA.CAO.A.035: (b)
3	Is person (or persons) nominated approved by TCA in proper form and manner?	EASA.CAO.A.035: (b)
4	Does procedures make clear who deputises nominated person in the case of lengthy absence?	EASA.CAO.A.035: (b)
CAO.A.035 (c)	Nominated personnel knowledge, background and experience	
1	Check if nominated personnel have the relevant knowledge, background and experience as required by point AMC1 CAO.A.035(c).	EASA.CAO.A.035: (c), AMC1 EASA.CAO.A.035(c)
2	Did CAO make assessment of nominated personnel?	EASA.CAO.A.035: (c)
CAO.A.035 (d)	Qualified staff	
1	Does CAO have sufficient appropriately qualified staff for it to be able to carry out the planned work?	EASA.CAO.A.035: (d)
2	Does CAO is entitled to use temporarily subcontracted staff?	EASA.CAO.A.035: (d)
CAO.A.035 (e)	Assessment and records of qualification	
1	Does the organisation develop a procedure that describes the process for conducting competency assessment of personnel?	EASA.CAO.A.035: (e)
2	Does the procedure specify when the assessment should take place?	EASA.CAO.A.035: (e)
3	Does the procedure specify how to give credit from previous assessments?	EASA.CAO.A.035: (e)
4	Do personnel involved in maintenance and continuing airworthiness management are assessed for competence by 'on-the-job' evaluation and/or by examination relevant to their particular job role within the organisation before unsupervised work is permitted?	EASA.CAO.A.035: (e), AMC1 EASA.CAO.A.035(e): (a)
5	Is adequate initial training provided and recorded?	EASA.CAO.A.035: (e), AMC1 EASA.CAO.A.035(e): (b)
6	Is adequate recurrent training provided and recorded?	EASA.CAO.A.035: (e), AMC1 EASA.CAO.A.035(e): (b)
CAO.A.035 (f)	NDT and specialized tasks personnel	
1	Are NDT personnel appropriately qualified to perform non-destructive tests in accordance with the European or equivalent standard recognised by the Agency?	EASA.CAO.A.035: (f)

2	Are personnel who carry out any other specialised task appropriately qualified in accordance with officially recognised standards?	EASA.CAO.A.035: (f)
---	------------------------------------------------------------------------------------------------------------------------------------	---------------------

CAO.A.040 - Certifying staff

Checklist Item Number	Checklist Item Description	Reference
CAO.A.040 (a)	Certifying staff	
1	Does certifying staff comply with the requirements in CAO.A.040 (a)?	EASA.CAO.A.040: (a)
CAO.A.040 (b)	One-off certification authorisation	
1	Does CAO contract certifying staff in unforeseen circumstances and issue a one-off certification authorisation?	EASA.CAO.A.040: (b)
2	Does CAO check qualification of the staff before issuing one-off certification authorisation?	EASA.CAO.A.040: (b)
3	Check if issuance of a one-off certification authorisation is reported by the CAO to TCA within 7 days of the issuance.	EASA.CAO.A.040: (b)
4	Check if CAO issuing the one-off certification authorisation ensure that any such maintenance that could affect flight safety is rechecked.	EASA.CAO.A.040: (b)
CAO.A.040 (c)	Certifying staff qualified in accordance with the following requirements when providing maintenance support to operators involved in commercial operations	
1	Does the CAO use certifying staff qualified in accordance with the requirements in CAO.A.040 (c) when providing maintenance support to operators involved in commercial operations?	EASA.CAO.A.040: (c)
CAO.A.040 (d)	List of certifying staff	
1	Check if CAO records the details concerning certifying staff.	EASA.CAO.A.040: (d)
2	Check if CAO maintains an up-to-date list of all certifying staff, together with details on their scope of approval, as part of CAE.	EASA.CAO.A.040: (d)

CAO.A.045 - Airworthiness review staff

Checklist Item Number	Checklist Item Description	Reference
CAO.A.045 (a)	Airworthiness review staff	
1	Does airworthiness review staff comply with CAO.A.045 (a) requirements.	EASA.CAO.A.045:(a), AMC1 EASA.CAO.A.045
CAO.A.045 (b)	Airworthiness review of an aircraft under supervision	
1	Did person perform an airworthiness review of an aircraft under supervision of the competent authority or under the supervision of a person already authorised as airworthiness review staff of the CAO?	EASA.CAO.A.045:(b)
CAO.A.045 (c)	Recent continuing airworthiness experience	
1	Can airworthiness review staff demonstrate appropriate recent continuing airworthiness experience?	EASA.CAO.A.045:(c), AMC1 EASA.CAO.A.045:(c)
CAO.A.045 (d)	List of airworthiness review staff	
1	Is airworthiness review staff identified in the list of CAE?	EASA.CAO.A.045:(d)
CAO.A.045 (e)	Records	
1	Check if records include details of any appropriate qualification and a summary of relevant continuing airworthiness experience and training.	EASA.CAO.A.045:(e)
2	Check if records include a copy of authorisation.	EASA.CAO.A.045:(e)
3	Check if records retain at least 2 years after the date at which the person concerned no longer works for the CAO.	EASA.CAO.A.045:(e)

CAO.A.050 - Components, equipment and tools

Checklist Item Number	Checklist Item Description	Reference
CAO.A.050 (a)	Equipment and tools	
1	Does CAO hold the equipment and tools specified in the maintenance data?	EASA.CAO.A.050: (a) (1)
2	Check if CAO hold the verified equivalents of equipment and tools as listed in the CAE, as necessary for day-to-day maintenance within the scope of the organisation's approval.	EASA.CAO.A.050: (a) (1), AMC1 EASA.CAO.A.050(a): (a)
3	Check if CAO has procedure to ensure that it has access to all other equipment and tools necessary to carry out its work, used only on an occasional basis, where needed.	EASA.CAO.A.050: (a) (2), AMC1 EASA.CAO.A.050(a): (b)
CAO.A.050 (b)	Equipment and tools control and calibration	
1	Check if CAO ensure that the tools and equipment it uses are controlled and calibrated to an officially recognised standard.	EASA.CAO.A.050: (b)

2	Check if CAO keep records of calibrations and the standards used.	EASA.CAO.A.050: (b)
CAO.A.050 (c) Components		
1	Does CAO inspect, classify and appropriately segregate all incoming components?	EASA.CAO.A.050: (c)
2	Do components classification and installation comply with ML.A.501 or M.A.501?	EASA ML.A.501, EASA.M.A.501
3	Do components segregation comply with ML.A.504 or M.A.504?	EASA ML.A.504, EASA.M.A.504
4	Check if unserviceable and unsalvageable components are segregated from serviceable components, standards parts and materials.	EASA.M.A.504:(a)
5	Are unserviceable components identified?	EASA ML.A.504: (b)

CAO.A.055 - Maintenance data and work orders

Checklist Item Number	Checklist Item Description	Reference
CAO.A.055 (a) Maintenance data		
1	Check if CAO hold and use applicable current maintenance data in the performance of maintenance, including modifications and repairs.	EASA.CAO.A.055:(a), AMC1 EASA.CAO.A.055, EASA.M.A.401, EASA ML.A.401
2	Check that no change has been made to the maintenance data from the design approval holder (DAH) without the DAH being notified.	EASA.CAO.A.055:(a), EASA.M.A.401: (b)
3	Does CAE have a procedure to ensure that the specific maintenance data required for a particular maintenance activity will be available before that maintenance takes place.	EASA.CAO.A.055:(a), AMC1 EASA.CAO.A.055
4	Does organisation have access to applicable maintenance data?	EASA.CAO.A.055:(a)
CAO.A.055 (b) Work orders		
1	Check if a written work order is agreed between the CAO and the person or organisation requesting maintenance, in a manner that clearly establishes the maintenance to be carried out.	EASA.CAO.A.055:(b)

CAO.A.060 - Maintenance standards

Checklist Item Number	Checklist Item Description	Reference
CAO.A.060 (a) Staff qualification		
1	Check if person performing maintenance is qualified in accordance with the requirements of Part-CAO.	EASA.CAO.A.060: (a)
CAO.A.060 (b) Facilities		
1	Check if the area in which maintenance is carried out is well organised and clean (no dirt or contamination).	EASA.CAO.A.060: (b)
CAO.A.060 (c) Maintenance data and work orders		
1	Check if organisation uses the methods, techniques, standards and instructions specified in the maintenance data and work orders referred to in point CAO.A.055.	EASA.CAO.A.060: (c)
CAO.A.060 (d) Tools, equipment and material		
1	Check if organisation uses the tools, equipment and material specified in point CAO.A.050.	EASA.CAO.A.060: (d)
CAO.A.060 (e) Environmental limitations		
1	Does the organisation ensure that maintenance is performed in accordance with any environmental limitations specified in the maintenance data referred to in point CAO.A.055.	EASA.CAO.A.060: (e)
CAO.A.060 (f) Facilities		
1	Does organisation ensure that proper facilities are used in case of inclement weather or lengthy maintenance?	EASA.CAO.A.060: (f)
CAO.A.060 (g) Minimisation the risk of multiple errors		
1	Does organisation ensure that the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimised?	EASA.CAO.A.060: (g)
2	Check if every maintenance task is signed off only after completion.	EASA.CAO.A.060: (g), AMC1 EASA.CAO.A.060(g): (a)(1)
3	Check if the grouping of tasks for the purpose of sign-off allows critical steps to be clearly identified.	EASA.CAO.A.060: (g), AMC1 EASA.CAO.A.060(g): (a)(2)
4	Check if any work performed by personnel under supervision (i.e. temporary staff, trainees) is checked and signed off by an authorised person.	EASA.CAO.A.060: (g), AMC1 EASA.CAO.A.060(g): (a)(3)
5	Does CAO plan different persons to perform identical tasks in different systems?	EASA.CAO.A.060: (g), AMC1 EASA.CAO.A.060(g):

		(b)
CAO.A.060 (h)	Error-capturing method	
1	Does organisation ensure that an error-capturing method is implemented after the performance of any critical maintenance task?	EASA.CAO.A.060: (h)
2	Does organisation identify critical maintenance tasks?	EASA.CAO.A.060: (h), AMC1 EASA.CAO.A.060(h)
3	Does organisation uses independent inspection?	EASA.CAO.A.060: (h), EASA.CAO.A.060(h)
4	Check if the CRS is issued by the 'authorised person' after the independent inspection.	EASA.CAO.A.060: (h), AMC2 EASA.CAO.A.060(h): (a)(3)
5	Check if the work card system record the identification of each person, the date and the details of the independent inspection, as necessary, before the CRS is issued.	EASA.CAO.A.060: (h), AMC2 EASA.CAO.A.060(h): (a)(4)
6	Does organisation have procedures to demonstrate that the 'independent qualified person' has been trained and has gained experience in the specific control systems to be inspected?	EASA.CAO.A.060: (h), AMC2 EASA.CAO.A.060(h): (b)
7	Does organisation have procedures for reinspection for unforeseen cases when only one person is available?	EASA.CAO.A.060: (h), AMC2 EASA.CAO.A.060(h): (d)
8	Check if the work card system record the identification of the 'authorised person' and the date and the details of the reinspection, as necessary, before the CRS is issued.	EASA.CAO.A.060: (h), AMC2 EASA.CAO.A.060(h): (d)
CAO.A.060 (i)	General verification after completion of maintenance	
1	Does organisation perform general verification after completion of maintenance?	EASA.CAO.A.060: (i)
CAO.A.060 (j)	Records	
1	Does CAO ensure that all maintenance performed is properly recorded and documented?	EASA.CAO.A.060: (j)
2	Check for CAE procedures of records and documentation of maintenance.	EASA.CAO.A.060: (j)

CAO.A.065 - Aircraft certificate of release to service

Checklist Item Number	Checklist Item Description	Reference
CAO.A.065	CRS	
1	Was accomplished work certified by appropriately authorized personnel?	EASA.CAO.A.065, ML.A.801 EASA:(b), ML.A.801 EASA:(c)
2	Does CRS contain all information identified in ML.A.801 (e)?	EASA.CAO.A.065, ML.A.801 EASA:(e), ML.A.801(e) AMC1 EASA
3	Did organisation use derogation for issuance of CRS with limitations?	EASA.CAO.A.065, ML.A.801 EASA:(f), ML.A.801(f) AMC1 EASA

CAO.A.070 - Component certificate of release to service

Checklist Item Number	Checklist Item Description	Reference
CAO.A.070	Component CRS	
1	Does CAO issue component CRS?	EASA.CAO.A.070:(a)
2	Check CAE procedures for issuance of component CRS	EASA.CAO.A.070

CAO.A.075 - Continuing-airworthiness management

Checklist Item Number	Checklist Item Description	Reference
CAO.A.075 (a)	Continuing-airworthiness management	
1	Are the continuing airworthiness tasks performed as required by point M.A.301 or ML.A.301 as applicable?	EASA.CAO.A.075: (a)
CAO.A.075 (b)	Continuing-airworthiness management	
1	Does CAO develop and control the AMP for the aircraft managed and in the case of aircraft complying with Annex Vb (Part-ML), approve the AMP and its amendments?	EASA.CAO.A.075: (b) (1) (i)
2	Does CAO develop and control the AMP for the aircraft managed and in the case of aircraft complying with Annex I (Part-M), present the AMP and its amendments to the competent authority for approval, unless the approval is covered by an indirect approval procedure?	EASA.CAO.A.075: (b) (1) (ii)
3	Does CAO provide a copy of the AMP to the owner?	EASA.CAO.A.075: (b) (2)

4	Does CAO ensure that data used for any modification and repairs complies with points M.A.304 or ML.A.304?	EASA.CAO.A.075: (b) (3)
5	Does CAO ensure that all maintenance is performed in accordance with the AMP and released in accordance with Section A, Subpart H of Annex I (Part-M), Section A of Annex II (Part-145) or Section A, Subpart H of Annex Vb (Part-ML), as applicable?	EASA.CAO.A.075: (b) (4)
6	Does CAO ensure that all applicable ADs and all operational directives with a continuing airworthiness impact are implemented?	EASA.CAO.A.075: (b) (5)
7	Does CAO ensure that all defects discovered during maintenance or reported are corrected by an appropriately approved maintenance organisation or by independent certifying staff?	EASA.CAO.A.075: (b) (6)
8	Does CAO ensure that the aircraft is brought for maintenance to an appropriately approved organisation or to independent certifying staff, whenever necessary?	EASA.CAO.A.075: (b) (7)
9	Does CAO coordinate the scheduled maintenance, application of ADs, replacement of service-life-limited parts and component inspection in order to ensure the work is carried out properly?	EASA.CAO.A.075: (b) (8)
10	Does CAO manage and archive all continuing-airworthiness records and, if applicable, the aircraft technical log?	EASA.CAO.A.075: (b) (9)
11	Does CAO ensure that the mass-and-balance statement reflects the current status of the aircraft?	EASA.CAO.A.075: (b) (10)

CAO.A.080 - Continuing airworthiness management data

Checklist Item Number	Checklist Item Description	Reference
CAO.A.080	Continuing airworthiness management data	
1	Does CAO hold and use applicable current maintenance data in accordance with M.A.401 or ML.A.401, as applicable, for the performance of continuing airworthiness tasks?	EASA.CAO.A.080, AMC1 EASA.CAO.A.080
2	Does CAO hold data for the duration of the contract when data is provided by the owner, subject to a contract as referred in points M.A.201(h)(2) or M.A.201(i)(1) or M.A.201(i)(3) of Annex I (Part-M), or points ML.A.201(e)(1) or ML.A.201(f) of Annex Vb (Part-ML)?	EASA.CAO.A.080
3	Does the CAO ensure that maintenance data provided by the customer is current?	

CAO.A.085 - Airworthiness review

Checklist Item Number	Checklist Item Description	Reference
CAO.A.085	Airworthiness review	
1	Does CAO perform any airworthiness reviews in accordance with point M.A.901 of Annex I (Part-M) or point ML.A.903 of Annex Vb (Part-ML), as applicable.	EASA.CAO.A.085, EASA ML.A.903, EASA.M.A.901
2	Does the CAE has a special procedure for AR?	EASA.CAO.A.085
3	For the sampled items, are the AR was performed in line with approved procedures	EASA.CAO.A.085

CAO.A.090 - Record-keeping

Checklist Item Number	Checklist Item Description	Reference
CAO.A.090 (a)	Records	
1	Does CAO retain the maintenance records necessary to demonstrate that all requirements of this Annex have been met for the issuance of the CRS, including the subcontractor's release documents?	EASA.CAO.A.090: (a) (1)
2	Does CAO provide a copy of each CRS to the owner of the aircraft together with a copy of any specific repair or modification data used for the repairs or modifications carried out?	EASA.CAO.A.090: (a) (1)
3	Does CAO retain continuing airworthiness management records?	EASA.CAO.A.090: (a) (2), EASA.M.A.305, EASA.M.A.306, EASA ML.A.305
4	Does CAO retain a copy of each airworthiness review certificate (ARC) and recommendation issued or, as applicable, extended, together with all supporting documents?	EASA.CAO.A.090: (a) (3)
5	Does CAO retain a copy of each permit to fly issued?	EASA.CAO.A.090: (a) (4)
CAO.A.090 (b)	Maintenance records	
1	Does CAO retain a copy of maintenance records for a period of 3 years?	EASA.CAO.A.090: (b)
CAO.A.090 (c)	Continuing airworthiness management, ARC and permit to fly records	
1	Does CAO retain a copy of the continuing airworthiness management, ARC and permit to fly records for a period of 2 years?	EASA.CAO.A.090: (c)
CAO.A.090 (d)	Records storage	
1	Check if records are stored in a manner that ensures protection from damage, alteration and theft.	EASA.CAO.A.090: (d)

2	Does the record-keeping system ensure that all records are accessible within a reasonable time whenever they are needed?	EASA.CAO.A.090: (d)
3	In case when the documents are stored in paper format, does the fire detection and prevention measures are in place?	EASA.CAO.A.090: (d)
CAO.A.090 (e) Computer hardware used for backup		
1	Check if all computer hardware used for backup of the maintenance records is stored in a different location from that containing those data and in an environment that ensures that they remain in good condition.	EASA.CAO.A.090: (e)
2	Do computer record systems include safeguards to prevent unauthorized personnel from altering the data?	EASA.CAO.A.090: (e)
CAO.A.090 (f) Transferring records		
1	Where the continuing airworthiness management of an aircraft is transferred to another organisation or person, all the records retained under points (a)(2) to (a)(4) shall be transferred to that organisation or person. From the moment of the transfer, points (b) and (c) shall apply to that organisation or person.	EASA.CAO.A.090: (f)
CAO.A.090 (g) Retained records if the CAO terminates its operation		
1	Does the maintenance records are transferred to the last owner or customer of the respective aircraft or component or are stored as specified by the competent authority?	EASA.CAO.A.090: (g) (1)
2	Does the continuing airworthiness management, ARC and permit to fly records are transferred to the owner of the aircraft?	EASA.CAO.A.090: (g) (2)

CAO.A.095 - Privileges of the organisation

Checklist Item Number	Checklist Item Description	Reference
CAO.A.095 (a) Maintenance		
1	Check if CAO with maintenance privilege comply with CAO.A.095 (a).	EASA.CAO.A.095: (a)
2	Check CAE procedures for scope of maintenance.	EASA.CAO.A.095: (a)
CAO.A.095 (b) Continuing airworthiness management		
1	Check if CAO with continuing airworthiness management privilege comply with CAO.A.095 (b).	EASA.CAO.A.095: (b)
2	Check CAE procedures for scope of continuing airworthiness management.	EASA.CAO.A.095: (b)
3	Does CAO subcontract certain continuing airworthiness management tasks to qualified organisations?	EASA.CAO.A.095: (b), EASA.CAO.A.095:(b)(3)
CAO.A.095 (c) Airworthiness review		
1	Check if CAO with airworthiness review privilege comply with CAO.A.095 (c).	EASA.CAO.A.095: (c)
2	Check CAE procedures for scope of airworthiness review.	EASA.CAO.A.095: (c)
CAO.A.095 (d) Permit to fly		
1	Check if CAO with permit to fly privilege comply with CAO.A.095 (c).	EASA.CAO.A.095: (d)
2	Check if CAO has airworthiness review privilege.	EASA.CAO.A.095: (d)
3	Check CAE procedures for scope of permit to fly.	EASA.CAO.A.095: (d)
CAO.A.095 (e) Several privileges		
1	Check CAE procedures and scope of work if CAO is approved for more than one privilege.	EASA.CAO.A.095: (e)

CAO.A.100 - Quality system and organisational review

Checklist Item Number	Checklist Item Description	Reference
CAO.A.100 Quality system		
1	If CAO uses quality system, it should comply with CAO.A.100 (a), (b), (c), (d), (e).	EASA.CAO.A.100: (a), EASA.CAO.A.100: (b), EASA.CAO.A.100: (c), EASA.CAO.A.100: (d), EASA.CAO.A.100: (e)
CAO.A.100 (f) Organisational reviews		
1	Does small CAO use regular organisational reviews, subject to the approval of the competent authority?	EASA.CAO.A.100: (f)
2	Check if CAO does not contract continuing airworthiness management tasks to other parties.	EASA.CAO.A.100: (f)
3	Does CAO identify the person responsible for the organisational review?	EASA.CAO.A.100: (f), AMC1 EASA.CAO.A.100(f): (b)(1)
4	Does CAO identify frequency of the reviews?	EASA.CAO.A.100: (f), AMC1 EASA.CAO.A.100(f): (b)(2)

5	Does CAO identify scope and content of the reviews?	EASA.CAO.A.100: (f), AMC1 EASA.CAO.A.100(f): (b)(3)
6	Does CAO identify persons accomplishing the reviews?	EASA.CAO.A.100: (f), AMC1: (b)(4) EASA.CAO.A.100(f)
7	Does CAO identify procedure for planning, performing and processing review findings?	EASA.CAO.A.100: (f), AMC1: (b)(5) EASA.CAO.A.100(f)
8	Does CAO identify procedure for ensuring corrective actions are carried out in the appropriate time frame?	EASA.CAO.A.100: (f), AMC1: (b)(6) EASA.CAO.A.100(f)
9	Does CAE identify the person responsible for the organisational review programme?	EASA.CAO.A.100: (f), AMC1 APP2 EASA.CAO.A.100(f):(a)
10	Does CAE identify qualification criteria for the person(s) responsible for performing the organisational reviews?	EASA.CAO.A.100: (f), AMC1 APP2 EASA.CAO.A.100(f):(b)
11	Does CAE identify elaboration of the organisational review programme?	EASA.CAO.A.100: (f), AMC1 APP2 EASA.CAO.A.100(f):(c)
12	Does organisational review programme cover all CAE procedures?	EASA.CAO.A.100: (f), AMC1 APP2 EASA.CAO.A.100(f):(c)(1)
13	Does organisational review programme schedule the accomplishment of the checklist items at least every 12 months?	EASA.CAO.A.100: (f), AMC1 APP2 EASA.CAO.A.100(f):(c)(2)
14	Check if performance of organisational reviews comply with EASA.CAO.A.100(f) AMC1 APP2: (d).	EASA.CAO.A.100: (f), AMC1 APP2 EASA.CAO.A.100(f):(d)
15	Are all findings that lower the safety standard and seriously hazard flight safety immediately notified to the competent authority?	EASA.CAO.A.100: (f), AMC1 APP2 EASA.CAO.A.100(f):(e)(1)
16	Are all occurrence reports reviewed with the aim of continuous improvement of the system by identifying possible corrective and preventive actions?	EASA.CAO.A.100: (f), AMC1 APP2 EASA.CAO.A.100(f):(e)(2)
17	Do corrective and preventive actions approved by the person responsible for the organisational review programme and implemented within a specified time frame?	EASA.CAO.A.100: (f), AMC1 APP2 EASA.CAO.A.100(f):(e)(3)
18	Is the closure of the finding recorded along with a summary of the corrective action?	EASA.CAO.A.100: (f), AMC1 APP2 EASA.CAO.A.100(f):(e)(4)
19	Check if the accountable manager is notified of all significant findings and, on a regular basis, of the global results of the organisational review programme.	EASA.CAO.A.100: (f), AMC1 APP2 EASA.CAO.A.100(f):(e)(5)
20	Are the continuing airworthiness management activities described in AMC1 CAO.A.100(f) (d) described in the CAE and approved by the competent authority?	EASA.CAO.A.100: (f), AMC1 EASA.CAO.A.100(f): (d)

CAO.A.105 - Changes to the organisation

Checklist Item Number	Checklist Item Description	Reference
CAO.A.105 (a)	Major changes	
1	Does CAO notify the competent authority of any proposal to carry out any of the following changes in CAO.A.105 (a), before such changes take place?	EASA.CAO.A.105: (a)
CAO.A.105 (b)	Other changes	
1	Is there are procedure for changes specified in CAO.A.105 (b)?	EASA.CAO.A.105: (b)
2	Does CAO submit a description of those changes and the corresponding CAE amendments to TCA within 15 days?	EASA.CAO.A.105: (b)

CAO.A.110 - Continued validity

Checklist Item Number	Checklist Item Description	Reference
CAO.A.110		
1	Is CAE has a procedure about returning the approval certificate to the competent authority, upon surrender or revocation of the approval?	EASA.CAO.A.110

CAO.A.115 - Findings

Checklist Item Number	Checklist Item Description	Reference
CAO.A.115	Findings	
1	Check CAE procedures for identifying levels of findings	EASA.CAO.A.115
2	Check if CAO adopt a corrective action plan and demonstrate to the satisfaction of the competent authority that it has taken the necessary corrective action to address the finding within the time period set by that authority.	EASA.CAO.A.115: (c)