

General Department of Civil Aviation At the Government of Republic of Armenia

GDCA LINE STATION AUDIT CHECK LIST

1.	Name of Auditors:	
2.	Date Of audit	
3.	Name of Station and address	
4.	Name of Person responsible at this station and position	
5.	Telephone and Fax Numbers/ E-mail address	
6.	Name of Airlines/Operators handled	
7.	Type of Aircraft handled	
8.	Frequency per week	
9	Name of organization responsible for Ground Handling and person in-charge	
10	Name of Refuelling company and person in-charge	
11.	GDCA Approval Ref: Ratings: Previous audit carried-out and closure of all finding (if any):	
12.	Other Approval held: Ratings:	
13	Any other authorities audit carried out (if any):	

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	REQUIREMENTS	SATISFACTORY	UNSATISFACTORY
	PART 145.25 – FACILITY		
	OFFICE:		
	<ul style="list-style-type: none"> • Suitable and available 		
	<ul style="list-style-type: none"> • House keeping 		
	<ul style="list-style-type: none"> • Fire extinguisher 		
	<ul style="list-style-type: none"> • First Aid Kit 		
	Hangar / Workshop:		
	<ul style="list-style-type: none"> • Suitable and Available 		
	<ul style="list-style-type: none"> • Adequately equipped 		
	<ul style="list-style-type: none"> • House keeping 		
	Tool and Material Storage:		
	<ul style="list-style-type: none"> • General Layout /Shelving 		
	<ul style="list-style-type: none"> • Temperature and Humidity controls 		
	<ul style="list-style-type: none"> • Lightings 		
	<ul style="list-style-type: none"> • Air-conditioning/Heater 		
	<ul style="list-style-type: none"> • Fire detection/Extinguishing 		
	<ul style="list-style-type: none"> • Bonded/Quarantine store 		
	<ul style="list-style-type: none"> • Flammable storage 		
	PART 145.30 PERSONNEL REQUIREMENT		
	<ul style="list-style-type: none"> • Adequate personnel/Duty roster 		
	<ul style="list-style-type: none"> • Duties and responsibilities 		
	<ul style="list-style-type: none"> • Human factor 		
	PART 145.35 - CERTIFYING STAFF		
	<ul style="list-style-type: none"> • Certifying Staff –Authorization 		
	<ul style="list-style-type: none"> • Qualification and Training records 		
	<ul style="list-style-type: none"> • Company Procedures/Continuation Trainings 		
	<ul style="list-style-type: none"> • Records of “Read and sign” on Notices, Circulars, Memos, etc 		
	PART 145.40 – EQUIPMENT/ TOOL		
	<ul style="list-style-type: none"> • Inventory of Tools and Equipment 		
	<ul style="list-style-type: none"> • Test/Calibration /Expiry date control 		
	<ul style="list-style-type: none"> • Tool issue and returned control 		
	<ul style="list-style-type: none"> • Control of “Personnel/Pool Tools/equipment” 		
	<ul style="list-style-type: none"> • Oil and Grease dispenser properly labelled 		

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	<ul style="list-style-type: none"> Ramp Equipment ex.: Tow-bar , GPU, GTSU, GTSU – serviceability/calibration 		
	<ul style="list-style-type: none"> Toilet cart – maintenance status 		
	<ul style="list-style-type: none"> Water cart – maintenance status 		
	<ul style="list-style-type: none"> Nitrogen carts – serviceability/calibration 		
	<ul style="list-style-type: none"> Oxygen carts – serviceability/calibration 		
	<ul style="list-style-type: none"> Other equipment 		
	PART 145 – ACCEPTANCE OF MATERIALS		
	<ul style="list-style-type: none"> Incoming Inspection 		
	<ul style="list-style-type: none"> Parts traceability to Incoming document 		
	<ul style="list-style-type: none"> Store man training on ESDS, flammable goods 		
	<ul style="list-style-type: none"> Materials properly labelled and stored 		
	<ul style="list-style-type: none"> Shelf -life 		
	<ul style="list-style-type: none"> ESDS Facility/procedures 		
	<ul style="list-style-type: none"> Storage of Rubber products/flammable items/sealants 		
	<ul style="list-style-type: none"> Operator Items – segregation/properly controlled 		
	PART 145.A.45 – MAINTENANCE DATA		
	<ul style="list-style-type: none"> Inventory listing (CD and Hardcopies) 		
	<ul style="list-style-type: none"> AMM/WM/IPC/Engine manual status 		
	<ul style="list-style-type: none"> Controlled to latest revision 		
	<ul style="list-style-type: none"> Properly kept 		
	<ul style="list-style-type: none"> Computer + Printer - with Internet connection - serviceable 		
	<ul style="list-style-type: none"> Operators Technical documentation and revision status 		
	PART 145.A.47 – PRODUCTION PLANNING		
	<ul style="list-style-type: none"> Scheduling of works to ensure compliance with requirements (in regards to the availability of all necessary personnel, tools/equipment, maintenance data, materials and facilities) 		
	<ul style="list-style-type: none"> Shift handover 		
	PART 145.A.50 - CERTIFICATE OF MAINTENANCE		
	<ul style="list-style-type: none"> Valid CRS 		
	<ul style="list-style-type: none"> All components used has valid airworthiness certificate 		

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	<ul style="list-style-type: none"> All works carried out i.a.w approved procedure 		
	MEL copy available		
	<ul style="list-style-type: none"> MEL deferment i.a.w approved procedures 		
	<ul style="list-style-type: none"> Technical Log use i.a.w approved procedure 		
	PART 145.A.55 – MAINTENANCE RECORDS		
	<ul style="list-style-type: none"> Storage facility 		
	<ul style="list-style-type: none"> Access only to authorised personnel 		
	<ul style="list-style-type: none"> Retention periods of records 		
	<ul style="list-style-type: none"> Records written in English 		
	<ul style="list-style-type: none"> Correct details entered in maintenance records ex.: CRS 		
	<ul style="list-style-type: none"> ETOPS / De-icing records (if applicable) 		
	PART 145.A.60 OCCURENCE REPORTING		
	<ul style="list-style-type: none"> Procedure on Internal reporting and responsibility 		
	<ul style="list-style-type: none"> Any hazard or unsafe condition reported to operator or GDCA within 72 hrs 		
	<ul style="list-style-type: none"> Record of any unsafe reported to Authorities 		
	PART 145.A.65 – SAFETY and QUALITY POLICY, MAINTENANCE PROOCEDURES and QUALITY SYSTEM		
	<ul style="list-style-type: none"> Safety and Quality policy 		
	<ul style="list-style-type: none"> Scope of approval of Station/Capability 		
	<ul style="list-style-type: none"> Latest internal Audit report on station 		
	<ul style="list-style-type: none"> Workplace procedures – ex.: Documentation control, Duplicate inspection etc 		
	<ul style="list-style-type: none"> Check-sheets – Pre-flight, Daily, ETOPS 		
	<ul style="list-style-type: none"> QA/Engineering/Technical notices 		
	PART 145.A.80 – LIMITATION ON THE ORGANIZATION		
	<ul style="list-style-type: none"> Procedures – to control that only maintenance of aircraft/component carried out when facility, equipment/tool, material, maintenance data and certifying staff are available. 		
	PART 145.A.85 – CHANGES TO THE		

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	ORGANIZATION		
	<ul style="list-style-type: none">• Procedures – Responsibility to notify changes to the GDCA		
	PART 145.A.90 CONTINUED VALIDITY		
	<ul style="list-style-type: none">• MOE status		
	<ul style="list-style-type: none">• Expiry of approval		
	OPERATORS RESPONSIBILITY		
	<ul style="list-style-type: none">• Records of Operators audit on Refuelling agent		
	<ul style="list-style-type: none">• Records of Operators audit on Ground Handlers.		

Auditor's comments:

Auditor's Signature: _____

Date: _____