

**AIRCRAFT DEPARTMENT**

**CHECKLIST FOR MPT MANUAL OF PROCEDURES**

<b>A. MANAGEMENT</b>	<b>YES</b>	<b>NO</b>	<b>Note No</b>
Table of Contents			
1. List of effective pages			
2. Revision page			
3. Corporate commitment			
4. List of management personnel			
5. Duties and responsibilities of management			
6. Organisation chart			
7. List of certifying personnel			
8. Description of facilities			
9. Scope of work			
10 Agreement with design organisation (M-only)			
11 Notification procedure to SACAA			
12 Manual amendment procedure			
<b>B. MPT PROCEDURES</b>			
13 Purchasing procedures			
14 Supplier evaluation procedures			
15 Incoming Inspection			
16 Storage, tagging and release of materials/components			
17 Acceptance of tools and equipment			
18 Calibration of tools and equipment			
19 Control of tools and equipment			
20 Use of tools and equipment by personnel			
21 Cleanliness standard			
22 Manufacturing procedure (if applicable)			
23 Processing procedure (if applicable)			
24 Testing procedure (if applicable)			
25 Procedure to provide documents to aircraft owners (if applicable)			
26 Procedure to deal with operational shortcomings (M only)			
27 Control of technical documentation			
28 In-process and final inspection			
29 Acceptance test procedure (flight test procedure, if applicable)			
30 Release of product or test results			
31 Records procedure			

