

**CERTIFICATION DIVISION
 MANUFACTURING SECTION**

MODULAR SURVEILLANCE CHECK SHEET A				
COMPANY DETAILS	Name of Organization:			
MPT Number:	Date of inspection:			
Name of Accountable Manager:	QA Manager:			
Time Spent on Inspection	Distance traveled:			
	N/A	Y	N	Note #
Have corrective action been taken on previous CAA audits/ surveillance conducted?				
MODULE 1.1 MANAGEMENT RESPONSIBILITY				
Is the manufacturing organization approval displayed in a prominent place? Is this approval valid?				
Is there full and efficient co-ordination between department and within departments in respect of airworthiness matters?				
Does the organization have a suitable arrangement with the holder of a design organization approval?				
Does the holder of a Part 21 approval issue Service Letters and Service Bulletins?				
Is the list of key management personnel, their positions, duties and organogram current?				
Does the organisation comply with the notification procedures to the Commissioner regarding changes in the organisation?				

	N/A	Y	N	Note #
MODULE 1.2 PERSONNEL AND TRAINING				
Does the organization comply with the procedure for initially assessing, and the procedure for maintaining, the competence of its personnel, (training and recurrent training programme of personnel)?				
Have personnel in technical departments been given the appropriate authority?				
Is the procedure for the competence required by qualifying inspectors or mechanics followed?				
Does the manufacturing organisation have adequate personnel to plan, perform, supervise and inspect the manufacturing of products, parts or appliances?				
Are the technical records of personnel kept as required?				

