

**CERTIFICATION DIVISION  
 Manufacturing Section**

<b>MODULAR SURVEILLANCE CHECK SHEET D</b>				
<b>COMPANY DETAILS</b>	Name of Organisation:			
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?				
<b>MODULE 4.1 PROCESS CONTROL, INSPECTION AND TEST (MANUFACTURING RATING)</b>				
Does the manufacturing organisation have a suitable arrangement with the holder of a design organisation approval issued in terms of CAR Part 147 and does the manual contain this arrangement?				
Does the contracted design organisation fulfil its responsibilities?				
Is change control being exercised over the product and process definition in accordance with approved procedures documented in the Manual of Procedures? (Review any changes from CAA approved documentation and assess)				
Is adequate control being exercised over the concession control system? Are concessions properly documented and highlighted?				
Are deviations from the approved product definition allowed? Is this control of deviations satisfactory? Are deviations properly documented and highlighted?				
Has the manufacturing process been defined in sufficient detail to ensure product repeatability?				
Is the approved processing documentation available where the work is performed, and in use?				
Has a system for the control and traceability of critical processes, materials and components been instituted? Can components and parts be traced to the appropriate materials and processes? Can materials and parts traced into the final product?				
Are relevant inspection values measured and recorded?				
Are the (production and) inspection personnel qualified and authorised?				
Is the selection of inspection, measuring and test equipment (IMT) appropriate to the required accuracy?				
Is the IMT equipment within calibration date?				
Are all production items appropriately identified? Is the inspection status known?				
Has non-conforming product been segregated? Are the procedures for control of non-conforming product implemented?				
Does the organisation ensure that products and services that have been contracted out meet with the appropriate specified requirements?				
Draw samples of work in process. Does the organisation comply with all the procedures as detailed in the Manual of Procedure?				

Is the work being carried out covered by the approved scope of work.				
Are there procedures for applying specialised activities?				
Has the manufacturing organisation established a production acceptance test procedure? Have every product, part or appliance manufactured been subjected to a test in accordance with the production acceptance test procedure?				
Has the production acceptance test procedure been approved by the Commissioner before being implemented by the holder of the approval?				
Does the organisation comply with the process control, inspection and test procedures as detailed in the Manual of Procedure?				

<b>MODULE 4.2 PROCESS CONTROL, INSPECTION AND TEST (PROCESS AND TEST RATING)</b>	N/A	Y	N	Note #
Is change control being exercised over the process/test definition in accordance with approved procedures documented in the Manual of Procedures? (Review any changes from CAA approved documentation and assess)				
Have the processes for which the organisation is rated been defined in sufficient detail to ensure repeatability?				
Is the approved processing/ testing documentation available where the work is performed, and in use?				
Are the processing/ testing work being carried out covered by the approved scope of work?				
Has the final inspection procedure been defined and documented?				
Has a system for the control and traceability of critical processes, materials and components been instituted? Can critical materials used in the process be traced to source?				
Are relevant inspection values measured and recorded?				
Are the (processing/ test) inspection personnel qualified and authorised?				
Is the selection of inspection, measuring and test equipment (IMT) appropriate to the required accuracy?				
Is the IMT equipment within calibration date? Are all the relevant quality control procedures applied to ensure conformance of such equipment?				
Are all items used in the processing/testing appropriately identified? Is the inspection status known?				
Has non-conforming product been segregated? Are the procedures for control of non-conforming product implemented?				
Does the organisation ensure that products and services that have been contracted out meet with the appropriate specified requirements?				
For in-process processing and testing work, does the organisation comply with all the procedures as detailed in the Manual of Procedure?				
Does the organisation comply with the process control, inspection and test procedures as detailed in the Manual of Procedure?				

