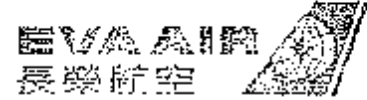


# AUDIT REPORT



SCOPE:  INTERNAL  EXTERNAL

AUDIT REPORT NO. \_\_\_\_\_

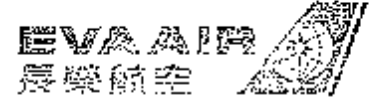
AUDIT SUBJECT: Out Station Maintenance Operation Audit

AUDITEE 被稽核單位	DATE	
CHECK ITEM 查核項目	FINDING 查核發現	N.C.R. (Y/N)
<p>VAECO</p>	<p>05 / 20 / 2009 MM DD YYYY</p>	
<p><b>1. Certificate, Authorization and Training</b></p> <p>(1) Certificate</p> <ul style="list-style-type: none"> <li>a. Valid BASA or LCAA or FAA certificate with Geographical Authorization or Operations Specifications</li> <li>b. Valid Certificate or license of the authorized mechanic or engineers (readily for review)</li> <li>c. Review the Maintenance Origination Chart</li> <li>d. Review the Quality control system/manual</li> </ul> <p>(2) Authorization and Training</p> <ul style="list-style-type: none"> <li>a. Checks the Roster of Certifying Staff of Airworthiness Release (B&amp;N Reg.) are correct</li> <li>b. Samplings check the training record of Certifying Staff.</li> <li>c. Samplings check Maintenance support man power is follow EVA recues.</li> </ul>	<p>A/C MAINTENANCE RELEASE AT HAW STATION BY BEAT REGISTER LIU TSE-HUA WITH CAA GEOGRAPHIC AUTHORIZATION, VAECO JUST PROVIDED MAN POWER SUPPORT ON...</p>	<p>N</p>
<p><b>2. Manuals, Documents and Record management</b></p> <p>(1) Receipt System of Documents</p> <ul style="list-style-type: none"> <li>a. Sampling check Manual and Document as listed on the distribution list</li> <li>b. Sampling check Manual and Document revision as listed on the distribution list</li> </ul> <p>(2) Handling system of documents and Records</p> <ul style="list-style-type: none"> <li>a. Handling of the expired Manual and Document.</li> <li>b. Handling of Temporary Revision.</li> <li>c. Distribution and review CAA Aviation Safety Bulletin.</li> <li>d. Record keeping and handling of log page, fuel sheet and check sheet.</li> <li>e. Documents Advising System to Certifying Staff of Airworthiness Release.</li> </ul>		<p>N</p>

# AUDIT REPORT

<p><b>(3) Effectively of the Manuals and Documents</b></p> <ul style="list-style-type: none"> <li>a. Sampling check the readability of Manual and Document; GMM and DOCVIEWER can be read from PC and the condition of Microfilm reader (if applicable)</li> <li>b. Sampling check the effective of Documents( Manuals &amp; Check sheets)</li> <li>c. All work procedures follow quality documents.</li> </ul>	<p>N</p>
<p><b>3. Equipment and Tool</b></p> <ul style="list-style-type: none"> <li>(1) Maintenance record and condition of Tow Bar (if prepare by EVA)</li> <li>(2) Ground Support Equipment management.</li> <li>(3) Personal tool condition</li> <li>(4) Fuel/Oil dispensing &amp; storage facilities.</li> <li>(5) Substandard equipment and tool condition</li> <li>(6) PME             <ul style="list-style-type: none"> <li>a. PME Landing and condition</li> <li>b. Calibration due date control</li> <li>c. Understanding of PMF management.</li> </ul> </li> </ul>	<p>1. CHK TOW BAR CONDITION IS NORMAL &amp; MAINT. RECORD NML.</p> <p>2. CHK GROUND SUPPORT EQUIPMENT CONDITION NORMAL.</p> <p>3. CHK OIL DISPENSING &amp; STORAGE SATIS.</p> <p>4. CHK PME TOOL (TORQUE WRENCH) &amp; (AIR PRESSURE GAGE) CALIBRATION DUE DATE CONTROL SATIS.</p> <p style="text-align: right;">N</p>
<p><b>4. Spare parts &amp; consumable material</b></p> <ul style="list-style-type: none"> <li>(1) Parts receiving condition</li> <li>(2) Proper segregation of Serviceable &amp; Unserviceable Parts</li> <li>(3) Security and safety of the storeroom</li> <li>(4) Spare list and inventory check record</li> <li>(5) Environment of the spare parts storage</li> <li>(6) Deicing chemical storage and dispensing equipment.</li> <li>(7) Life limit parts/Shelf life parts control condition</li> <li>(8) Dangerous goods handling condition</li> <li>(9) Serviceable Tag             <ul style="list-style-type: none"> <li>a. Spare parts are attached with Serviceable Tag</li> <li>b. Serial Number and quantity are met with the tag</li> <li>c. Within the valid due date.</li> </ul> </li> </ul>	<p>N</p>
<p><b>5. Aircraft arrival preparation</b></p> <ul style="list-style-type: none"> <li>(1) Review aircraft condition             <ul style="list-style-type: none"> <li>a. Maintenance information - Fax, Telephone, SITA or E-mail</li> <li>b. Review Discrepancy</li> </ul> </li> </ul>	<p>N</p>

# AUDIT REPORT



- c. MEL/CDL Item Review.
- d. MDD Item Review
- e. Shift turn over report
- (2) Maintenance personnel assignment
  - a. Authorized personnel acknowledge the authorization items
  - b. Have completed the required training
  - c. Adequate maintenance personnel
- (3) Preparation of equipment and tool

## 6. Ramp operation

### (1) Preparation

- a. Maintenance personnel ready
- b. Ready of equipment and tool
- c. Clear of the parking position
- d. Clean of P.O.D.(10 min before A/C arrival)
- e. Marshalling/Wing Walker ready

### (2) Aircraft arrive gate

- a. Marshalling/Wing Walker guidance
- b. Maintenance assist as necessary
- c. Ground-Cockpit communication
- d. Chock in place, follow EVA Requirement from Station Operations Manual.
- e. Install ground lock pin as necessary  
(Note: Standard Lock Pin should be used as required. If equivalent pin is used in special case, its function should meet with the lock pin standard of AMN.)

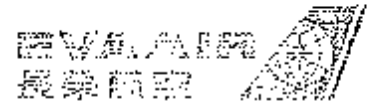
### (3) Walk Around

- a. Aircraft walk around check
- b. Meet arrival with Inbound Captain/Chief Purser
- c. Flight/Ground Finding review and action taken in according with quality documents.

### (4) Fueling

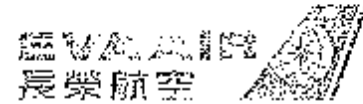
- a. Check warning sign and grounding of fueling truck
- b. Check water contain of fuel and refueling pressure.
- c. Fire fighting equipment of the ramp in good condition
- d. Communication between maintenance personnel and fueling personnel
- e. Verify the fueling quantity is satisfied
- f. Fueling standards meet with EVA GMM requirement

# AUDIT REPORT



<p><b>(5) Aircraft Maintenance and Return to Service Release</b></p> <ul style="list-style-type: none"> <li>a. Sign off the Maintenance and Return to Service Release</li> <li>b. Sign off by authorized personnel</li> <li>c. Defer items reference document and entry</li> <li>d. Briefing with Captain and Purser</li> </ul>	
<p><b>7. Departure preparation</b></p> <ul style="list-style-type: none"> <li>(1) Final Walk Around</li> <li>(2) Clear of F.O.D.</li> <li>(3) Clear of the parking position</li> <li>(4) Maintenance personnel ready</li> <li>(5) Tow Bar/Tow truck(or TLTV) ready and shall follow EVA Requirement from Aircraft Handling Manual to operate.</li> <li>(6) Head set and Wing Walker ready</li> </ul>	N
<p><b>8. Aircraft Push Back</b></p> <ul style="list-style-type: none"> <li>(1) Ramp vehicle movement control</li> <li>(2) Confirm ground lock pin remove</li> <li>(3) Communication between Ground-Cockpit</li> </ul>	N
<p><b>9. After airborne</b></p> <ul style="list-style-type: none"> <li>(1) Sign all check sheet items under line with name</li> <li>(2) Check all Maintenance record and filing</li> <li>(3) Send maintenance message</li> <li>(4) Turn over report system on shift change.</li> <li>(5) Awareness of work safety</li> <li>(6) Handling condition of delay events.</li> <li>(7) Communication between line maintenance and EVA MCD.</li> </ul>	N
<p><b>10. Complied with EVA GMM procedure condition</b></p> <ul style="list-style-type: none"> <li>(1) Maintenance Policies(Chapter 2)</li> <li>(2) Maintenance Manuals(Chapter 3)</li> <li>(3) Aircraft Log Procedures(Chapter 4)</li> <li>(4) Quality Assurance(Chapter 5)</li> <li>(5) Supply (Chapter 8)</li> </ul>	N

# AUDIT REPORT



<p>(6) Maintenance Training(Chapter 9)          (7) Form (Chapter 10)          (8) General Safety Practices(Chapter 12)          (9) Aircraft Ground Operation(Chapter 13)          (10) Line Maint. Handling Procedure(Chapter 15)          (11) Special requirement procedure(ETOPS ,Auto Land ,Cold Weather , Dangerous Goods ,RNP, RVSM) (Chapter 19-24)          (12) All aircraft handling procedures are following EVA GMM request.</p>	N
<p>11. All ground handling agent's personnel who performs service for EVA should have completed initial &amp; recurrent training.</p>	NA
<p>12. ANTI-ICE/DEICING equipment and procedures meet with EVA GMM requirement.</p>	N
<p>13. Previous audit defects and suggestions improvement condition(including CAI inspector's audit defects)</p>	
<p>SUMMARY:          NIL          N = NO FINDING.</p>	
<p>AUDITOR:          CHU TSE-HUA</p>	<p>APPROVED BY:</p>