	LCASR of Lao PDR	CODE: M-AIM-13	Page: 1 of 2
	AIRWORTHINESS INSPECTION MANUAL	AMO-REVISION: 01	Date Issued: 15/08/2014

AMO-13 SUPPORT AND OVERHAUL SHOPS

13.1 OBJECTIVE.

This chapter provides guidance for evaluating an AMO support and overhaul shops so as to ensure compliance with the relevant parts of LCAR Part 6 where applicable.

13.2 AMO OPERATING RULES

The requirement for an AMO to have appropriate facilities is contained in part **6.3.1.1** which requires amongst other things personnel, **facilities**, and equipment. LCAR part 6 continues in 6.3.1.2 to discuss housing and facility requirements stating that the housing and facilities shall be appropriate for all planned work ensuring, in particular, protection from weather and appropriate for the task carried out such that the facilities do not impair the effectiveness of personnel.

The rule also states that office accommodation should be appropriate for the management of planned work including, in particular, the management of quality, planning, and technical records.


There is also the requirement that specialized workshops and bays should be segregated, as appropriate, to insure that environmental and work area contamination is unlikely to occur. *For example dust generating and cleaning processes should be separated from assembly areas.*

Adequate storage facilities should also be provided for parts, equipment, tools and material such that proper segregation of aircraft parts is provided. Storage conditions should provide security for serviceable parts; segregation of serviceable from unserviceable parts, and prevent deterioration of and damage to stored items.

Implementing Standard: IS: 6.3.1.2 provides more details relevant to housing and facilities. The intent of this IS has been converted into the following checklist.

13.3 GUIDELINES

AMO-13 Support, Overhaul Shops	
1.	Does the organization follow the policies and procedures for shops as described in the MCM?
2.	Is the individual responsible for the shop knowledgeable about the procedures described in the MCM?
3.	Does the organization ensure the competence of shop personnel through training as described in the MCM?
4.	How is the shop supervisor made aware of the technicians training and qualifications for the work under process?
5.	Do shops have the up-to-date manuals required to accomplish the task as described in the MCM? <ul style="list-style-type: none"> • Compare manuals to the location register. • Do shop personnel have access to the MCM?
6.	Check that shops are not using uncontrolled photocopies of repair manuals.

	LCASR of Lao PDR	CODE: M-AIM-13	Page: 2 of 2
	AIRWORTHINESS INSPECTION MANUAL	AMO-REVISION: 01	Date Issued: 15/08/2014

AMO-13 Support, Overhaul Shops	
7.	Do shops follow control and traceability procedures for all incoming and outgoing parts, materials and components as described in the MCM?
8.	Does the organization ensure that work orders and inspection sheets are completed in accordance with the MCM?
9.	Are inspection sheets as described in the MCM utilized and kept up to date?
10.	Does the technician record additional defects discovered during the inspection process?
11.	Do the individual technicians change the work scope without permission?
12.	For work that is temporarily suspended or delayed, is there an adequate technical pass over system for the work when restarted?
13.	Does the company utilize computer software for the control of work processes? <ul style="list-style-type: none"> Is the computer record the sole historical record? If so, is there a back up data process or method?
14.	Have individual shops developed unique work processes / processes that should be included in the MCM or a procedures manual?
15.	Do the shops contain the required tooling, fixtures, jigs and specialty tools for the intended work?
16.	Do shops have tools and equipment properly calibrated to accomplish the tasks required as described in the MCM?