



**MILITARY AVIATION AUTHORITY, ROYAL THAI AIR FORCE**  
**AUDIT CHECKLIST FOR MAINTENANCE TRAINING ORGANISATION EXPOSITION (MTOE)**

<b>Name of Training Organisation:</b>						
<b>Address:</b>						
<b>Type of Organisation:</b>		<b>MTO Certificate No.:</b>		<b>Expiry Date:</b>		
<b>Course Approval:</b>						
<b>Accountable Manager</b>				<b>Contact Information</b>		
				<b>Email:</b>		
				<b>Tel:</b>		
<b>Type of Audit</b>	Initial Certification		Planned Surveillance		<b>Date of Inspection / Audit</b>	
	Renewal Certification		Unplanned Inspection			
<b>FOR ORGANISATION</b>			<b>FOR MAA,RTAF OFFICIALS</b>			
<p>By signing below, I, as an authorized person of.....</p> <p>hereby confirm that the information given on the self-assessment and the document attached herewith the checklist are entirely true, accurate, and complete. Suppose it appears that any submitted information or document found to be untrue, false, or obscure. In that case, I admit that MAA,RTAF has an authorisation to suspend or revoke the Approval Certification or refuse to accept any learning outcomes from my MTO.</p> <p>_____</p> <p>(.....)</p> <p><b>Date:</b>    /    /    M/D/Y</p>			<b>No</b>	<b>Position</b>	<b>Name – Last Name</b>	<b>Signature</b>
			1.			
			2.			
			3.			
			4.			
			5.			
			<b>Date:</b> /    /    M/D/Y			



NO.	Check List Item	Ref: Regulatory Requirements	MAA, RTAF USE ONLY		
			S	U	Remarks
<b>Exposition</b>					
1	MTOE format refer to RA-02-147	147.A.140(a)			
2	MTOE signed by the accountable manager and Key person	147.A.140(a)(1)			
3	Title(s) and Name(s) of the Person(s) nominated in 147.A.105(b) A person or group of persons who have an academic degree in engineering discipline or hold a Military Aircraft Maintenance Licence with experience exercising certification privileges.	147.A.140(a)(2)			
4	MTOE provide the Accountable manager corporate Commitment				
5	Does MTOE show the duties and responsibilities of person(s) deal directly with the MAA/RTAF on behalf of the MTO's	147.A.140(a)(3)			
6	Has the Maintenance Training Organisation Chart showing associated chains of responsibility of the person(s)	147.A.140(a)(4)			
7	Does MTOE provide the list of the training instructors, knowledge examiners and practical assessors.	147.A.140(a)(5)			
8	Does MTOE provide the record-keeping procedure	147.A.120			
9	Does MTOE provide the Quality management procedure	147.A.160			
10	The Maintenance Training Organisation's Approval Certificate as required in 147.A.145(b) Training, knowledge examinations and practical assessments carried-out locations identified in the approval certificate	147.A.140(a)(6)			



NO.	Check List Item	Ref: Regulatory Requirements	MAA, RTAF USE ONLY		
			S	U	Remarks
<b>Exposition</b>					
11	Does MTOE provide a list of the maintenance training courses	147.A.140(a)(7)			
12	The maintenance training organisation's procedures in 147.A.130(a) establish procedures to ensure proper training standards and compliance with all relevant requirements	147.A.140(a)(9)			
13	The maintenance training organisation's control procedure, as required by the maintenance training organisation may only conduct training, knowledge examinations and practical assessments in locations different from point	147.A.140(a)(10)			
14	Does MTOE provide a list of the locations for training, knowledge examinations and practical assessments	147.A.140(a)(11)			
14	A list of organisations, if appropriate, as specified in paragraph Training Support Network (TSN).	147.A.140(a)(12)			
15	Training Course management may be approved through the MTOE procedure	147.A.140(b)			
16	A list of spare parts , parts tools and equipment storage areas	147.A.140(a)(11)			
17	MTOE provide the procedure to control the maintenance of training facility and equipment	147.A.100			
18	MTOE provide the criteria for selecting and recruiting personnel	147.A.105			
19	MTOE provide personnel training recurrent and develop program	147.A.105			
20	MTOE provide the detail of course and duration	147.A.200			



NO.	Check List Item	Ref: Regulatory Requirements	MAA, RTAF USE ONLY		
			S	U	Remarks
<b>Exposition</b>					
21	MTOE provide internal auditing	147.A.160			
22	MTOE provide examination policies and procedure	147.A.200			
23	MTOE provide the subcontractor locations with the control procedure established in the MTOE. Such locations need not be listed in the MTOE.	147.A.130			

Note :

S = Satisfied

U = Unsatisfied