

**SURVEILLANCE CHECK LIST
STORES & DISTRIBUTION (CAT 'F' ORGANISATION)**

Name of Organisation:

Location:

Name of Q.C.M.:

Number of approved Release Note Signatory:

Name of approved Release Note Signatory and approval number and validity:

Name & Designation of Inspecting Officer:

Date of Inspection:

| S/N | ITEMS OF INSPECTION | SAT/UNSAT | REMARKS |
|-----|--|-----------|---------|
| 1. | Check previous inspection findings and ensure all discrepancies have been rectified. | | |
| 2. | Check availability of dedicated stores for storing bonded and quarantine stores. | | |
| 3. | Check that separate stores is maintained for inflammable goods such as dopes, paints, lacquer, thinners, oils etc. | | |
| 4. | Check that the stores premises are provided with adequate and serviceable fire extinguishers. | | |
| 5. | Check the stores for cleanliness. | | |
| 6. | Check that bonded and quarantine stores are temperature and humidity controlled (Check availability of calibrated thermometer and hygrometer). | | |
| 7. | Check whether the organisation stores rubberized items such as seals, gaskets etc. and whether cure dates are written on the packings. Check for any life expired items. | | |
| 8. | Check that items kept in bonded store are having proper release note/ serviceable tags. <i>(In the case of imported goods the release note or equivalent certification documents is issued with the approval of the Civil Aviation Authority of the country of origin such as FAA issues Airworthiness Approval Tag-Form 8130-3 for Class II & III products).</i> | | |

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| 9. | Check that bonded and quarantine stores are having adequate space and are properly segregated. | | |
| 10. | Check that the proper stock register is maintained in order to tally at all times the existing stock and the sales effected against the procured quantity. | | |
| 11. | Check that no goods other than aircraft items are kept in the bonded and quarantine stores. | | |
| 12. | Check whether personnel handling ESDs are well aware of the precautions to be taken while handling the ESDs. | | |
| 13. | Check that Electrostatic sensitive items are stored as per guidelines given by the manufacturer of the item (as far as possible the items sensitive to static electricity should be kept in the original packings). | | |
| 14. | Check that Electrostatic Sensitive Devices (ESDs) are not stored alongside non-ESDs. | | |
| 15. | Check that ESDs components are packed in conductive material which will ensure that the entire package is maintained at the same potential. | | |
| 16. | Check whether the metal racks used for storing ESDs are provided with conductive mat. | | |
| 17. | Check that all metal racks/ cupboards used for storing ESDs are properly grounded. | | |
| 18. | Whether proper procedure exists for checking for presence of ESDs by reference to external markings and reference number, before they are kept in the bonded store. | | |

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| 19. | Check that different consignments of the same article, received under separate release documents are so stocked as to make it possible to identify them later with the related release documents: | | |
| 20. | Check whether any item returned by the customer on account of the same being unairworthy. Check records and ensure that this fact is promptly intimated to the local airworthiness office of DGCA. | | |
| 21. | Check that the aircraft parts/ components or items of equipment are issued under cover of release note. | | |
| 22. | Check that the format of Release Note is approved by DGCA and all the pages are serially numbered and bearing approval Number. | | |
| 23. | Check that any variation or cancellation of Release Note is authenticated by the Release Note Signatory. | | |
| 24. | <p>Check that the release notes issued by the organisation in respect of aircraft goods procured under cover of an incoming certification document contains the followings:</p> <p>A cross reference to the incoming certification document;</p> <p>Details of mandatory modification and Inspection requirements of the DGCA which the incoming release note specifies that the goods comply;</p> <p>Details from the incoming certification of any deviations from the approved design document.</p> | | |

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| 25. | Check proper preservation of incoming release notes or other equivalent documents and release note issued by the organisation. <i>(These documents shall be preserved for atleast 10 years from the date of last item covered by it is distributed)</i> | | |
| 26. | Check availability of up-to-date applicable Civil Aviation Requirements, Airworthiness Advisory Circular etc. | | |
| 27. | Check that Q.C. manual is amended/ revised periodically in the light of revised Civil Aviation Requirements and any change in Q.C.manual or in the terms of approval. | | |
| 28. | Check that revised Q.C.manual is approved by DGCA. | | |