

## **EASA MOE Audit Check Sheet SAS V1**

### **Audit to Verify Compliance of the EASA Part 145 MOE with all EASA Part 145 Requirements including Regulation 20121\_1963 (SAS Sep 2023- V1)**

#### **Should A Competent Authority or EASA find Non – Conformities within the MOE?**

The simple answer is no!

The business area owner / nominated person is responsible to ensure the MOE is fully compliant with the regulations moreover the Compliance Manager is responsible to independently assess that the MOE is fully compliant with EASA Part 145 Regulations. So, a measure of the success of the organisations business system is a low level of findings with a target of zero findings during regulatory audits.

Use this check list to support a final audit review to ensure that all aspects of the regulatory requirement obligation are covered to the appropriate level.

#### **Important Note**

If you do not have a satisfactory answer to a particular question, then you should identify it as Conformity N and provide additional comments.

#### **How To Work with This Checklist**

You need 2 documents.

- EASA Access Rules (Pay attention to the revision date of the last amendment)
- Your MOE which is under evaluation

#### **Cross reference EASA Part-145 versus MOE chapters**

*The expected content of each MOE chapter of this user guide has been established starting from the EASA Part-145 requirements and the other EASA guidance material according to the provided cross reference table.*

#### **For Each EASA Reference Confirm that the Requirement as applicable is adequately covered in the text of the applicable MOE Referenced Chapter.**

For each detailed procedure described within the MOE, the Part 145 organisation should address the following questions:

- a) What must be done?
- b) Who should do it?

- c) When must it be done?
- d) Where must it be done?
- e) How must it be done?
- f) Which procedure(s)/form(s) should be used?

First read the regulation carefully – now view the content of your MOE to ensure all aspects are covered, that it is to sufficient depth and that the focus is on

**Important Note -- It is important to review at the correct level of engagement,** (in this way it is entirely reasonable to expect a no finding audit from the Competent Authority)

EASA Cross Ref to your MOE	Compliance Y/N	Make Notes Here to Identify any Shortfalls which should be written up as audit findings
145.A.10 .....	1.9, 2.28	
145.A.120(a) .....	1.12	
145.A.120(a)/(b) .....	5.5	
145.A.120(b) .....		
1.12		
145.A.140 .....	1.1.1	
145.A.15(a)/(b) .....		
1.10		
145.A.155 .....	1.1.2, 3.7	
145.A.20 .....	1.9	
145.A.200(a) .....		
3.22		
145.A.200(a)(3) .....	3.1	
145.A.200(a)(4) .....	3.6.1	
145.A.200(a)(5) .....	3.22	
145.A.200(a)(6) .....	3.8.1	
145.A.200(b) .....	3.22	
145.A.200(c).....	3.22	
145.A.200 .....	1.4	
145.A.202(a) .....	3.2, 3.3, 3.4, 3.5, 3.6	
145.A.202(b) .....	3.2	
145.A.202(c).....	3.2	
145.A.202(d) .....	3.2	
145.A.205 .....		
.....3.18		
145.A.205(a)(1) .....	2.1	
145.A.205(a)(2) .....	2.1	
145.A.205(b) .....	2.1	
145.A.25(a)1 .....	1.8, 2.22	
145.A.25(a)2 .....	1.8, 2.22	
145.A.25(b) .....	1.8	
145.A.25(c)1.....	1.8	
145.A.25(c)2.....	1.8	
145.A.25(c)3.....	1.8	
145.A.25(c)4.....	1.8	
145.A.25(c)5.....	1.8	
145.A.25(c)6.....	1.8	
145.A.25(d) .....	2.3, 2.7	
145.A.30(a) .....	1.3	
145.A.30(a)1 .....	1.4	

145.A.30(a)2 .....	1.2, 1.4
145.A.30(a)3 .....	3.19
145.A.30(b)1 .....	1.3, 1.4
145.A.30(b)2 .....	1.3
145.A.30(b)3 .....	3.19
145.A.30(b)4 .....	1.3
145.A.30(c).....	1.4
145.A.30(ca) .....	1.3
145.A.30(cb)/(cc) .....	1.4
145.A.30(d) .....	1.7, 2.22
145.A.30(e) .....	3.6, 3.9, 3.12, 3.13, 3.8, 3.19
145.A.30(f) .....	1.3, 3.9, 3.11
145.A.30(g) .....	1.6, 2.16, 3.9
145.A.30(h)1 .....	1.6, 2.16, 3.9
145.A.30(h)2 .....	1.6, 2.16, 3.9
145.A.30(i) .....	1.6, 2.16, 3.9
145.A.30(j)1 .....	1.6, 3.9
145.A.30(j)2 .....	1.6, 3.9
145.A.30(j)3 .....	2.16
145.A.30(j)4 .....	2.16
145.A.30(j)5 .....	2.16
145.A.30(k) .....	1.6
145.A.35(a) .....	1.6, 2.16, 3.9, 3.19
145.A.35(b) .....	3.9
145.A.35(c) .....	3.9
145.A.35(d) .....	3.9
145.A.35(e) .....	3.9
145.A.35(f) .....	3.9
145.A.35(g) .....	3.9
145.A.35(h) .....	3.9, 3.10
145.A.35(i) .....	1.4
145.A.35(j) .....	3.10
145.A.35(k) .....	3.10
145.A.35(l) .....	3.9
145.A.35(m) .....	3.9
145.A.35(n) .....	3.9
145.A.40(a)i .....	2.4, 2.6
145.A.40(a)ii .....	2.6
145.A.40(a)iii .....	1.8
145.A.40(b) .....	2.4, 2.5, 2.6
145.A.42(a) .....	2.3
145.A.42(a)(i)/(ii)/(iii)/(iv)/(v) .....	2.2
145.A.42(a).(iii) .....	2.19
145.A.42(b)(i)(ii)(iii) .....	2.1
145.A.42(b)(i)/(ii)/(iii)/(iv) .....	2.2
145.A.42(b)(ii) .....	2.11
145.A.42(b)(iii) .....	1.9, 2.9
145.A.42(c) .....	2.3
145.A.45(a) .....	2.8, 2.9
145.A.45(b)1 .....	2.8
145.A.45(b)2 .....	2.8, 2.11
145.A.45(b)3 .....	2.8
145.A.45(b)4 .....	2.8
145.A.45(b)5 .....	2.8

145.A.45(c) .....	2.27
145.A.45(d) .....	2.8, 2.12
145.A.45(e) .....	2.8, 2.13, 2.21
145.A.45(f) .....	2.8, 2.13
145.A.45(g) .....	2.8, 2.13
145.A.47(a) .....	2.28
145.A.47(b) .....	2.22, 2.28
145.A.47(c) .....	2.22, 2.26
145.A.47(d) .....	3.18
145.A.48(c)(3)(1) .....	2.16
145.A.48(b) .....	2.16, 2.25
145.A.48(c)(1, 2) .....	2.23
145.A.48(c)(3) .....	2.25
145.A.48(c)(4) .....	2.9, 2.12
145.A.50(a) .....	2.16
145.A.50(b) .....	2.16
145.A.50(c) .....	2.15, 2.16
145.A.50(d) .....	2.16
145.A.50(e) .....	2.15, 2.16
145.A.50(f) .....	2.16
145.A.55(a)(2) .....	2.14
145.A.55(a)(3) .....	2.14, 3.22
145.A.55(a)(4) .....	2.14
145.A.55(a)(1) .....	2.14
145.A.55(a)(1)(1) .....	2.13, 2.16, 3.12
145.A.55(a)(2) .....	2.17, 4.2
145.A.55(c) .....	3.22
145.A.55(a)(3)1 .....	4.2
145.A.55(a)(3)2 .....	2.21, 4.2
145.A.55(a)(3)3 .....	4.2
145.A.55(d)(1) .....	3.10, 3.13
145.A.55(d)(3) .....	3.10, 3.12, 3.13, 3.13, 3.17
145.A.55(d)(4) .....	10, 3.12, 3.13, 3.13, 3.17
145.A.55(d)(5) .....	3.10
145.A.60(a) .....	2.7
145.A.60(a) .....	2.18
145.A.60(b) .....	2.18
145.A.60(c) .....	2.18
145.A.60(d) .....	2.18, 4.2
145.A.200(a)(2) .....	1.2
145.A.65(b)1 .....	2.28, 3.15, 4.2, 4.2
145.A.65(b)2 .....	1.11
145.A.70(a) .....	0.1
145.A.70(a)(17) .....	5.5
145.A.70(a)1 .....	1.1
145.A.70(a)10 .....	1.10, 1.11.3
145.A.70(a)11 .....	1.11
145.A.70(a)12 .....	1.11
145.A.70(a)13 .....	4.1
145.A.70(a)14 .....	5.2
145.A.70(a)15 .....	5.3
145.A.70(a)16 .....	5.4
145.A.70(a)2 .....	1.2
145.A.70(a)3 .....	1.3
145.A.70(a)4 .....	1.4
145.A.70(a)5 .....	1.5
145.A.70(a)6 .....	1.6

145.A.70(a)7 .....	1.7
145.A.70(a)8 .....	1.8
145.A.70(a)9 .....	1.9
145.A.70(b) .....	1.11
145.A.70(c).....	1.11
145.A.75(a) .....	1.9
145.A.75(b) .....	1.9, 2.1, 2.20, 3.12
145.A.75(c).....	1.9, 2.16, 2.32
145.A.75(d) .....	1.8, 1.9, L2.1, L2.2, L2.3, L2.4, L2.5, L2.6, L2.7, 5.3
145.A.75(e) .....	1.9, 2.16
145.A.75(f) .....	1.6, 1.9
145.A.85(a) .....	1.10, 1.11.2
145.A.85(b) .....	1.10, 1.11.2
145.A.85(c).....	1.11, 1.11.3
145.A.90(a) .....	1.1
145.A.90(b) .....	1.4
145.A.95 .....	1.1.2
145.A.95(a) .....	3.8.3
145.A.95(b) .....	3.8.3
145.A.95(c).....	3.8.3
AMC 1 145.A.85 .....	1.10, 1.11
AMC1 145.A.10 .....	1.4, 1.9, 2.28, 3.12
AMC 145.A.15(a)/(b) .....	1.10
AMC 1&2 145.A.20 .....	1.9
AMC1 145.A.25(a) .....	1.8, 2.22
AMC 145.A.25(b) .....	1.8
AMC 145.A.25(d) .....	2.3, 2.7
AMC1 145.A.30(a) .....	1.3, 1.4, 3.19
AMC 145.A.30(b) .....	1.3, 1.4
AMC1 145.A.30(d) .....	1.4, 2.22
AMC1 145.A.30(f) .....	1.3, 1.4, 3.9, 3.11
AMC 145.A.30(g) .....	1.6, 3.9
AMC1 145.A.30(h) .....	1.6, 3.9
AMC1 145.A.30(j)(4) .....	2.16
AMC1 145.A.30(j)(5) .....	2.16
AMC1 145.A.30(j)(5)(i) .....	2.16
AMC1 145.A.30(j)(5)(ii) .....	2.16
AMC1 145.A.35(a) .....	2.24, 3.19
AMC 145.A.35(b) .....	3.9
AMC 145.A.35(c) .....	3.9
AMC1 145.A.35(d) .....	3.9
AMC1 145.A.35(e) .....	3.9
AMC1 145.A.35(f) .....	3.9
AMC 145.A.35(m) .....	3.9
AMC 145.A.35(n) .....	3.9
AMC 145.A.40(a) .....	2.4, 2.6
AMC 145.A.40(b) .....	2.4, 2.5, 2.6
AMC 145.A.45(b) .....	1.9
AMC 145.A.45(c) .....	2.27
AMC 145.A.45(d) .....	2.6, 2.8, 2.12
AMC1 145.A.45(e) .....	2.8
AMC 145.A.45(f) .....	2.8
AMC1 145.A.45(g) .....	2.8
AMC 145.A.47(a) .....	2.7, 2.28
AMC1 145.A.45(b) .....	2.28
AMC 145.A.47(c) .....	2.26
AMC 145.A.48(c)(3) .....	2.25

<i>AMC 145.A.50</i> .....	2.9
<i>GM1 145.A.50(a)</i> .....	2.11, 2.16
<i>AMC1 145.A.50(b)</i> .....	2.10, 2.16
<i>AMC1 145.A.50(e)</i> .....	2.16
<i>AMC1 145.A.50(f)</i> .....	2.16
<i>AMC 145.A.65(b)</i> .....	1.11, 3.16
<i>AMC 145.A.65(b)(2)</i> .....	1.11, 3.11
<i>AMC2 145.A.200(a)(6)</i> .....	1.4
<i>AMC4 145.A.200(a)(6)</i> .....	1.4
<i>AMC1 145.A.70(a)</i> .....	0.1, 5.1
<i>AMC1 145.A.75(b)</i> .....	2.1, 3.12
<i>AMC1 145.A.48(a)</i> .....	1.10, 2.16
<i>AMC 2 145.A.85</i> .....	1.10
<i>AMC 3 145.A.30(e)</i> ....	3.9, 3.12, 3.12, 3.14, 3.17
<i>AMC to Appendix III</i> .....	1.11
<i>AMC1 145.A.200(a)(4)</i> .....	3.6.1
<i>AMC1 145.A.200(a)(6)</i> .....	3.8.1
<i>AMC1 145.A.202</i> .....	3.2
<i>AMC1 145.A.30(b)</i> .....	1.3
<i>AMC1 145.A.30(e)</i> .....	3.11, 3.19
<i>AMC1 145.A.42(a)(i)</i> .....	2.2, 2.2, 2.3
<i>AMC1 145.A.42(a)(ii)</i> .....	2.2, 2.3
<i>AMC1 145.A.42(a)(iii)</i> .....	2.2, 2.3
<i>AMC1 145.A.42(a)(iv)</i> .....	2.2, 2.2
<i>AMC1 145.A.42(a)(v)</i> .....	2.2, 2.2
<i>AMC1 145.A.42(b)(i)</i> .....	2.2
<i>AMC1 145.A.42(b)(iii )</i> .....	1.9, 2.30
<i>AMC1 145.A.42(c)</i> .....	2.3
<i>AMC1 145.A.48(c)(2,3)</i> .....	2.23
<i>AMC1 145.A.50(d)</i> .....	2.16
<i>AMC1 145.A.50(e)</i> .....	2.15
<i>AMC1 145.A.55(a)(3)</i> .....	2.14
<i>AMC1 145.A.55(d)</i> .....	3.10
<i>AMC1 145.A.60(a)</i> .....	2.18
<i>AMC1 145.A.200(a)(2)</i> .....	1.2
<i>AMC1 145.A.95</i> .....	3.8.3
<i>AMC2 145.A.15</i> .....	1.11.2
<i>AMC2 145.A.200(a)(6)</i> .....	3.8.1
<i>AMC2 145.A.30(e)</i> .....	3.19
<i>AMC4 145.A.30(e)</i> .....	3.6
<i>AMC2 145.A.42(a)(iv)</i> .....	2.2, 2.2
<i>AMC2 145.A.48(c)(2,3)</i> .....	2.23
<i>AMC2 145.A.50(d)</i> .....	2.16
<i>AMC2 145.A.60(a)</i> .....	2.18
<i>AMC3 145.A.200(a)(6)</i> .....	3.8.1
<i>AMC5 145.A.30(e)</i> .....	3.19
<i>AMC3 145.A.48(c)(2,3)</i> .....	2.23
<i>AMC4 145.A.200(a)(6)</i> .....	3.8.1, 3.8.3
<i>AMC4 145.A.30(e)</i> .....	3.19
<i>AMC4 145.A.48(c)(2,3)</i> .....	2.23
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<i>Appendix II</i> .....	1.9
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<i>Appendix III to AMC 145.A.15</i> .....	1.10
<i>Appendix IV</i> .....	1.6
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<i>Appendix IV to AMC 145.A.30(e)</i> .....	3.19
<i>FO.CAO.00030-XXX</i> .....	1.6, 3.9

<i>GM1 145.A.10</i> .....	1.3,
1.9	
<i>GM 145.A.42(a)(i)</i> .....	2.2
<i>GM1 145.A.48(c)(3)</i> .....	2.25
<i>GM1 145.A.48(c)(4)</i> .....	2.12
<i>GM1 145.A.48</i> .....	2.13
<i>GM 145.A.50(d)</i> .....	2.16
<i>GM 145.A.55(a)(1)(1)</i> .....	2.13, 2.21
<i>GM2 145.A.65(b)(1)</i> .....	2.28, 3.15, 4.2
<i>GM1 145.A.70(a)</i> .....	1.1, 1.4, 1.11, 4.2
<i>GM 145.A.95</i> .....	3.8.3
<i>GM1 145.A.120</i> .....	1.12
<i>GM1 145.A.15(b)</i> .....	1.11.3
<i>GM1 145.A.200</i> .....	3.22
<i>GM1 145.A.200(a)(3)</i> .....	3.1
<i>GM1 145.A.200(a)(4)</i> .....	3.6.1
<i>GM1 145.A.200(a)(5)</i> .....	3.22
<i>GM1 145.A.200(a)(6)</i> .....	3.8.1
<i>GM1 145.A.202</i> .....	
3.2	
<i>GM1 145.A.205</i> .....	
2.1	
<i>GM1 145.A.30 (b)</i> .....	1.4
<i>GM1 145.A.30(ca)</i> .....	1.3
<i>GM1 145.A.30(cba)5</i> .....	1.5
<i>GM1 145.A.30(e)</i> .....	3.6
<i>GM1 145.A.42(b)</i> .....	2.2
<i>GM1 145.A.42(b)(i)</i> .....	2.2
<i>GM1 145.A.42(b)(ii)</i> .....	2.2, 2.11
<i>GM1 145.A.42(c)(i)</i> .....	2.3
<i>GM1 145.A.45(b)</i> .....	1.9, 2.31
<i>GM1 145.A.47(b)</i> .....	2.28
<i>GM1 145.A.47(d)</i> .....	3.18
<i>GM1 145.A.55(a)(1)</i> .....	2.14
<i>GM1 145.A.60</i> .....	2.18
<i>GM1 145.A.60(b)</i> .....	2.18
<i>GM1 145.A.65(b)(1)</i> .....	3.6
<i>GM1 145.A.85(a)(1)</i> .....	1.10
<i>GM1 145.A.85(a)(2)</i> .....	1.10
<i>GM1 145.A.85(b)</i> .....	1.10
<i>GM2 145.A.200(a)(3)</i> .....	3.5
<i>GM2 145.A.200(a)(6)</i> .....	3.8.1
<i>GM2 145.A.205</i> .....	2.1
<i>GM2 145.A.30(e)</i> .....	3.11, 3.19
<i>GM2 145.A.42(b)(i)</i> .....	2.1
<i>GM3 145.A.200(a)(6)</i> .....	3.8.1
<i>GM3 145.A.30(e)</i> .....	3.11, 3.19
<i>GM3 145.A.42(b)(i)</i> .....	2.1, 2.1
<i>GM4 145.A.30(e)</i> .....	1.3
<i>GM5 145.A.30(e)</i> .....	3.6
<i>M.A.201(c)</i> .....	2.13
<i>145.A.48(c)(5)</i> .....	2.16
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<i>UG.CAO.00121-XXX</i> .....	3.9
<i>UG.CAO.00122-XXX</i> .....	3.9
<i>UG.CAO.00126-XXX</i> .....	3.4
<i>UG.CAO.00128-XXX</i> .....	3.9
<i>UG.CAO.00131-XXX</i> .....	1.9, 2.30

<i>UG.CAO.00132-XXX</i> ..... 2.4, 2.5, 2.6		
<i>UG.CAO.00133-XX</i> ..... 0		
<i>UG.CAO.00134-XXX</i> .... 1.9, 1.9, 2.16, 2.28, 2.32, 3.9		
<i>UG.CAO.00135-XXX</i> ..... 1.9		
<i>UG.CAO.00161-XXX</i> ..... 1.9, 3.9, 3.10, 3.17		
<i>WI.CAO.00113-XXX</i> ..... 1.10		
<i>WI.CAO.00115-XXX</i> ..... 1.3, 1.4, 1.10		

### **Auditor Statement of Conformity**

I hereby state that the following MOE has been audited in accordance with EASA Part 145 Regulations as of

(                      ) State Date

Any Discrepancies / Non Conformities have been transferred to referenced Corrective Action Reports (CAR, s)

Organisation Name

EASA MOE Reference (Date & Version)

Name of Auditor

Signature

Date