

## 1.6 Documentation System

**MNT 1.6.1** (Intentionally open)

**MNT 1.6.2** (Intentionally open)

### MNT 1.6.3

The Operator shall have a system for the management and control of documentation and/or data used directly in the conduct or support of maintenance operations. Such system shall ensure documentation:

- (i) Meets all required elements specified in [Table 1.1](#);
- (ii) Contains legible and accurate information;
- (iii) Is presented in a format appropriate for use in operations. (GM) ◀

#### Auditor Actions

- ☐ **Identified/Assessed** management and control system for documentation used in MNT operations.
- ☐ **Interviewed** responsible management representative(s).
- ☐ **Examined** selected parts of the MMM and other maintenance operations documents (focus: legibility/accuracy/format; approval as applicable).
- ☐ **Other Actions** (Specify)

#### Guidance

Refer to the IRM for the definitions of [Documentation](#), [Electronic Documentation](#) and [Paper Documentation](#).

Refer to [ORG 2.5.1](#) and associated Guidance, and [Table 1.1](#), located in ISM Section 1.

## 1.7 Maintenance Management Manual (MMM)

### MNT 1.7.1

The Operator shall have, for the use and guidance of relevant maintenance and operational personnel, a Maintenance Management Manual that is accepted or approved by the Authority. The MMM may be issued in separate parts and shall contain maintenance policies, procedures and information as specified in [Table 4.3](#). The design of the manual shall observe Human Factors principles. (GM)

#### Auditor Actions

- ☐ **Identified/Assessed** the MMM.
- ☐ **Interviewed** responsible manager(s).
- ☐ **Examined** the MMM (regulatory approval/acceptance and content in accordance with specifications in [Table 4.3](#)).
- ☐ **Other Actions** (Specify)

#### Guidance

An MMM is a document that defines how an operator, through its AMO and all contracted AMOs, accomplishes and controls its aircraft maintenance activities. This document typically sets out:

- The description of the maintenance management system and its senior personnel;
- Each location where maintenance is carried out;
- The Approved Data for accomplishing aircraft maintenance;
- The procedures by which Engineering and Maintenance is managed.

The MMM provides all Engineering and Maintenance personnel with the necessary information to enable them to accomplish their duties and allow the Authority to understand and approve how the operator and its AMO comply with the applicable Airworthiness Requirements.

# Iosa Standards Manual Ed 3

**JL Elias**



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