



NIGERIA CIVIL AVIATION AUTHORITY

Corporate Headquarters
Nnamdi Azikiwe Int'l Airport, Domestic Wing, Abuja, Nigeria

CL: O-AWS010

QUALITY SYSTEM MANUAL (QSM) EVALUATION CHECKLIST

The purpose of the Quality System Manual (QSM) Evaluation Checklist is to assist Inspectors with a view to ensuring that QSM submitted to the NCAA for approval by applicants are standardized and include all items that are required by Nigeria Civil Aviation Regulations Parts 6.2.1.14 and 9.2.2.3, also other additional NCAA required items. This checklist must be used by Inspector(s) and attached to the document after review and approval.

The Manual should contain the information as applicable, specified in Nig. CARs Parts 6.2.1.14 and 9.2.2.3. The information may be presented in any subject order so long as all applicable subjects are covered. Where an organization uses a different format, for example, to allow the QSM to serve for more than one regulatory requirement approval, then the Manual should contain a cross reference Annex using this list as an index with an explanation as to where in the exposition the subject matter can be found.

In all cases the checklist should clearly show either compliance (YES)& location of the compliance in the notes section or not applicable (NO) & the reason in the notes section.

QSM EVALUATION
Name of Organization / Operator
Physical Address (Location)
Type of Operation
QSM Issue/Revision No and date
/

Item	Assessment			Inspectors remark
	YES	NO	Note: compliance location in QSM or reason of non-compliance.	
FORMAT AND STYLE OF MANUAL				
Is the manual designed in form and style that addresses the				
a) Form: All or part of a manual may be prepared and maintained in conventional paper format or any format acceptable to Authority.				
b) Introduction or Preface: description introducing its philosophy and goals or a preface page containing a brief statement of the manual's purpose and intended user.				
c) Revision Control: Each manual should be easy to revise, and contain a revision control page, and LEP.				

d) Table of Contents: Each manual should have a table of contents containing lists of major topics with their respective page numbers.				
e) References: Manuals must include applicable references to specific regulations and/or other manuals when appropriate.				
f) Definitions: Significant terms used in manuals should be defined. Any acronym or abbreviation not in common use should also be defined.				
QUALITY SYSTEM STRUCTURE				
1. Does the manual contain quality system organogram?				
2. Does the manual contain the description of the organization?				
3. Does the QSM contain duties and responsibilities of the Accountable Manager, Quality Manager and auditors?				
QUALITY SYSTEM				
4. Does the Quality Manual contain a formal written quality policy statement?				
5. Does the policy contain a statement of commitment by the Accountable Manager as what the organization intended to achieve?				
6. Does quality policy reflect the achievement and continued compliance with regulations and specified organizational standard?				
7. Does the Quality manual contain Quality system of the organization?				
8. Does the quality system addresses as a minimum the following:				
(a) The provisions of these Regulations;				
(b) The AMO's additional standards and operating practices ;				
(c) Responsibility for the development, establishment and management of the Quality system ;				
(d) Does the QM contain adequate Quality procedures in the following areas:				
(i) Audit procedure for organization and/or aircraft;				
(ii) Reporting system procedure;				
(iii) Finding and follow-up procedure for Corrective Action;				
(iv) Qualification and training procedure for quality audit				
(v) Qualification and training procedures for mechanics/certifying staff.				
(vi) Qualification procedures for specialized activities e.g NDT				
(vii)Concession control for deviation from organization's procedures				
(viii) Quality audit procedure of sub-contactors				
(ix) Procedure for Quality control and monitoring compliance and adequacy of the organization's procedure.				
(e) Does the QM contain feedback system to accountable manager?				
(f) Does the QM contain system of initially qualify and periodically assessing the competency of certifying staff?.				

(g) Relevant documentation				
(h) Quality assurance Programme				
9. Does the QM contain exemption process control?				
10. Does the QM include the Control of manufacturer's working teams based at the premises of the organization, engaged in tasks which interface with activities included in the approval?				
11. Does the QM indicate the sufficiency of the quality system to review the maintenance procedures once a year?				
QUALITY ASSURANCE PROGRAMME				
12. Does the manual contain a procedure to establish, implement and maintain the quality assurance programme?				
13. Does the QAP addresses the following:				
(a) Quality inspection;				
(b) Audit ; shall include at least the following process and procedure: A statement explaining the scope of the audit; Planning and preparation; Gathering and recording evidence; and Analysis of the evidence.				
(c) Auditors;				
(d) Auditor's independence;				
(e) Audit scope;				
(f) Audit scheduling ; shall include a defined audit schedule and a periodic review cycle area by area within every 12 month.				
(g) Monitoring and corrective action;				
14. Does the QAP indicate the following:				
(a) when audits are due,				
(b) when completed, and establish a system of audit reports				
(c) audit reports containing, Findings, observations and CA				
15. Does the quality system include the frequency, format and structure of the internal management evaluation activities?				
16. Does the QAP have a recording system that include as minimum:				
(a) Audit schedules;				
(b) Quality inspection and audit reports;				
(c) Responses to findings;				
(d) Corrective action reports;				
(e) Follow-up and closure reports ;				
(f) Management evaluation reports				
(g) Record of certifying staff and auditor(s)				
Inspector (s) Remarks				
Recommendations:				
The Quality System Manual (QSM) has been evaluated in accordance with Nigeria Civil Aviation Regulations currently in force and the checklist above. I DO/NOT/ recommend the QSM be approved.				

<i>Name of Inspector:</i>	<i>Signature:</i>	<i>Date:</i>
<i>General Manager Remarks and Recommendation</i>		
Remarks:		
<i>I hereby Approve/do not Approve the Quality System Manual</i>		
<p style="text-align: right;">Signature:.....and Date.....</p> <p style="text-align: right;">General Manager</p>		