



**NIGERIA CIVIL AVIATION AUTHORITY**  
Corporate Headquarters  
Nnamdi Azikiwe Int'l Airport, Domestic Wing, Abuja, Nigeria

**CL:O-AWS041**

**GENERAL AVIATION AUDIT CHECKLIST**

Organisation's Name:	Approval Reference:
Location of Organization/Address:	Date of Audit
Focal Person name and contacts details:	Persons interviewed:
Auditor(s) Name: 1. 2. 3. 4. 5.	
Audit Reference (s):	
<b>Assessment Code: YES = Satisfactory NO = Not Satisfactory N/C = Not Checked N/A = Not Applicable</b>	
Findings  Number of Level 1 Findings: Number of Level 2 Findings: Number of Level 3 Observations:  All Findings and Observations should be stated on NCAA Form: AC-AWS023A and sent to the organization.	

**A. Extent of Approval (Ref: Nig. CARs, 3.2.1.3 and 18.2.4)**

Check/review the extent of the approval;

- (a) The approval is indicated on a certificate issued by the NCAA.
- (b) All aircraft listed in their Operations Specification, Training Specification or PNCF.
- (c) The type of training authorized and approved courses listed in the Training Specification.

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**B. PROCEDURES/CONTROL MANUAL (Nig. CARs 3.2.1.18 and 8.14.7.2)**

Check the Organisation's Training Procedures/Maintenance Control Manual for information, policy and procedures as specified in Nig. CARs.

1. For an ATO, refer to Nig.CARs 3.2.1.18 for basic contents.

2. For Corporate operators, refer to Nig.CARs 8.14.7.2 for basic contents

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**C. Facilities (Ref: Nig. CARs 8.14, 3.2.1.13 TGM chapters 27 and 28)**

Check that:

1. Office accommodation is such that the incumbents; management, technical services, planning, technical records or quality staff ...etc. can carry out their designated tasks in a manner that contributes to good standards.
2. Office accommodation include an adequate technical library and room for document consultation.
3. The facilities are in line with the requirements of TGM 27 (4.4.7) for a corporate operator.
4. The facilities are in line with the requirements of TGM 28 (3.3.2) for an ATO

Documented:	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**D. Personnel Requirements (Ref: Nig. CARs 3.3.3)**

Check the following

1. Accountable Manager; corporate and financial authority,
2. Statement of qualification of Director of Maintenance/ Maintenance manager
3. Quality personnel
4. Statement of sufficient appropriately qualified staff for the approved scope of work and their qualification.
5. Sampling of personnel qualification, training and competencies records for Certifying Staff:
  - (a) At least five years' experience in aircraft maintenance.
  - (b) An appropriate aircraft maintenance engineer license (AMEL).
  - (c) Formal aeronautical maintenance training,
  - (d) Certifying staff issued an authorisation in accordance with the approved MCM/Training Procedures.
  - (e) Human factor training certificate.
  - (f) Certifying staff are identified by listing each person in the MCM/Training Procedures together with their authorization number and sample signature.
  - (g) The organisation maintains a record of all certifying staff, which shall include details of all appropriate qualification held together with a summary of relevant training and a copy of their authorization duly signed.
  - (h) A record of all crew members and their training records.
  - (i) These records shall be retained until two years after the certifying staff have left the organisation.

Documented:	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**E. Continuing Airworthiness Management (Nig. CARs 5.8.1.8, 8.3, 8.14)**

Check the following:

1. The accomplishment of the Pre-flight inspection (Note: refer to item J on this checklist)
2. Maintenance Programme development and control (Note: refer to item K on this checklist)
3. Manage the approval of modification and repairs,
4. All maintenance/inspections are carried out as at when due in accordance with the approved Maintenance Programme (MP) and released in accordance with Nig. CARs Parts 8.3, 8.14 and 6.5.1.7.
5. Management of all applicable airworthiness directives and operational directives with a continuing airworthiness impact (For ADs, refer to item I on this checklist)
6. Defects discovered during scheduled maintenance or reported are corrected by an appropriately approved maintenance organization:
  - (a) Review defects/reported discrepancy for compliance with maintenance limitations
  - (b) Monitor, control and plan the rectifications before exceeding the limitations
  - (c) Ensure rectifications are carried out properly
  - (d) Update defects/discrepancies status
7. The aircraft is taken to an appropriately approved maintenance organisation whenever necessary
8. Scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts, and component inspection are coordinated to ensure the work is carried out properly,
9. Manage and archive all continuing airworthiness records and/or operator's technical log (Note: refer to item P on this checklist),
10. The mass and balance statement reflects the current status of the aircraft; check for:
  - (a) Mass and balance control program is established
  - (b) Weighing procedure is established and meets the applicable manufacturer's requirements
  - (c) The mass and centre of gravity (CG) position of each aeroplane is established
  - (d) The method to re-establish the mass and the CG of each aeroplane is defined.
  - (e) Interval between two weighing is defined and meet the applicable manufacturer's requirements
  - (f) The effects of modifications and repairs on the mass and balance is accounted for and properly documented.
11. Management of maintenance contract and arrangement (Note: refer to item M on this checklist);

**Note; In addition to above, check how the Continued serviceability of the flight recorder system is ensured by the organisation;**

- (a) Does the Corporate Operator conduct operational checks and evaluations of recordings from the flight recorder systems?
- (b) Does the Corporate Operator maintain up-to-date sufficient documentation concerning FDR parameter allocation, conversion equations, periodic calibration and other serviceability/maintenance information?
- (c) How the Corporate Operator Verifies the measurement range, recording interval and accuracy of parameters on installed equipment?
  - i. ATC Transponder Test
  - ii. Altimeter system and altitude reporting equipment tests and inspections.
  - iii. VOR equipment check
  - iv. Stall warner test.

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**F. Documentation (Ref: Nig. CARs 5.8.1.9, 8.3, 8.14)**

Check the following:

1. Subscriptions to all applicable technical data (e.g., Manufacturer, type design holder, etc.)
2. The organization to demonstrate that all amendments to technical data are being received and incorporated into their approved manuals.
3. Ensuring that all incorporated amendments are made available to all users.
4. Access and use:
  - (a) Applicable Nig.CARs, Advisory Circulars and Forms,
  - (b) Manufacturer Maintenance Data; MPD, MIP, ...etc.
  - (c) Maintenance Review Board Document (MRB), as applicable,
  - (d) Modification's data including Instructions for Continued Airworthiness
  - (e) Repairs data including Instructions for Continued Airworthiness
  - (f) Airworthiness Directives
  - (g) Technical Manuals (AMM, SRM, TSM, IPC, ...etc)
  - (h) Service Bulletins (SB), Service Letters (SL), AOL,
  - (i) Type Acceptance/validation Certificate
  - (j) Type Certificate, TCDS,
  - (k) Supplemental Type Certificate
  - (l) Operator's Maintenance Programme
  - (m) Airplane Flight Manual, Operating Handbook.

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C

Auditor(s) comments

Audit Notes

**G. Aircraft Airworthiness/Maintenance Responsibility (Nig. CARs 8.3, 8.14)**

Check for the following:

1. The organization has established Maintenance Responsibilities to keep their aircraft Airworthy
2. Documented review of the aircraft records includes the review of:
  - (a) Aircraft registration records,
  - (b) Aircraft continuing airworthiness record system,
  - (c) Operator's technical log system,
  - (d) Deferred defects, minimum equipment list and configuration deviation list if applicable,
  - (e) Aircraft flight manual including aircraft configuration,
  - (f) Aircraft Maintenance program,
  - (g) Aircraft Maintenance Data
  - (h) Relevant work packages
  - (i) AD status
  - (j) Modification and SB status
  - (k) Modification and repair approvals
  - (l) List of service life limited component
  - (m) Airworthiness Approval Tag (NCAA AW Form 1 or equivalent),
  - (n) Mass and balance report and equipment list
  - (o) Aircraft, engine and propeller TC Data Sheets
3. Physical survey of the aircraft is conducted and includes survey of:
  - (a) All required markings and placards proper installation,
  - (b) The aircraft complies with its approved flight manual,
  - (c) The aircraft configuration complies with the approved documentation,
  - (d) No evident defect can be found that has not been addressed according to M.403,
  - (e) No inconsistencies can be found between the aircraft and the documented review of records,
  - (f) In addition, the physical survey may include, as applicable:
    - i. Maintenance actions, e.g. operational tests, tests of emergency equipment, visual inspections requiring panel opening etc.,
    - ii. Verifications checks during flight
  - (g) The organization produces Maintenance Release/Certificate of Release to service to confirm that the aircraft in its current configuration complies with:
    - i. Airworthiness directives up to the latest published issue
    - ii. Type certificate datasheet,
    - iii. Maintenance program,
    - iv. Component service life limitations,
    - v. The valid weight and centre of gravity schedule reflecting the current configuration of the aircraft,
    - vi. Nig. CARs Part 5 for all modifications and repairs,
    - vii. The current flight manual including supplements, and
    - viii. Applicable Operational requirements.
  - (h) The Maintenance Release/Certificate of release to service Statement is entered by a Certifying Staff in the CRS or in the Operator's technical log.

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**H. Quality System (Nig. CARs 3.2.1.17)**

Check for the following:

1. A system is established to ensure that procedures are held current such that they reflect the best practice within the organization,
2. All procedures, and changes to the procedures, are verified and validated
3. Audit procedures, guidance and checklists are established
4. A procedure, which defines a subsequent action if rectification by the relevant department is not completed within appropriate timescales, is established
5. Plan is established, accepted by NCAA and includes audit activities and schedule for:
  - (a) Operated aircraft
  - (b) Personnel qualification and training program and records
  - (c) Maintenance activities and processes
  - (d) Subcontracted tasks
  - (e) Suppliers
  - (f) Contracted maintenance

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**I. Airworthiness Directives (Nig. CARs 5.4.1.9, 8.3, 8.14)**

Check the following:

1. Accessing and determination on applicable ADs; e.g. NCAA AD, Authority of TC accepted by NCAA, Authority of the State of Design, ...etc.
2. Recording and distribution,
3. Review and evaluation,
4. Accomplishment instructions,
5. Planning/scheduling,
6. Accomplishments/ signoff / Archiving
7. Compliance status updating

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

<b>J. The accomplishment of the Pre-flight inspection; (Nig. CARs 8.14 and 3.3.4.3)</b>														
Check for the following: 1. Guidance to personnel performing pre-flight inspection tasks is established and published to them, 2. The Guidance defines the responsibilities for the pre-flight inspection actions and tasks 3. Pre-flight inspection defines all actions necessary to ensure that the aircraft is fit to make the intended flight and includes all items established in the manufacturer's document. 4. Personnel with responsibility to perform the pre-flight inspection tasks have received appropriate training for the relevant pre-flight inspection tasks, 5. The operator's MCM/Training Procedures describes the training standard for personnel performing the pre-flight inspection.														
Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
Auditor(s) comments														
Audit Notes														

<b>K. Operator's maintenance program(s); (Nig. CARs 5.6.1.2, 8.14 and 8.3)</b>														
Check the following 1. The revision status of the source documents used in the development of the AMP according to: (a) MPD/MRBR changes/amendments, (b) ICA and repetitive tasks for MODs and Repairs, (c) SBs, ADs Maintenance Requirements, (d) Maintenance Requirements linked to the Special Operations (PBN, RVSM, MNPS, PBN, AWO). 2. Timely implementation of the AMP. 3. The aircraft maintenance programme is approved by r the state of registry of the aircraft.														
Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
Auditor(s) comments														
Audit Notes														



**L. Subcontracting arrangements, if applicable; (Nig. CARs 8.3, 3.2.1.21)**

Check the following:

1. Subcontracted activity is considered an integral part/element of the organization's MCM/Training Procedures approval irrespective of any other approval held by the subcontractor.
2. The contract is accepted and filed by NCAA
3. The organization remains accountable and responsible for satisfactory completion of the subcontracted activities
4. The subcontractors are regularly audited by the operator.
5. The subcontracted organisations agrees to notify the operator of any changes affecting the contracts as soon as practicable.

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**M. Maintenance Contract and Arrangement (Nig. CARs 8.3)**

Check for the following:

1. Proper maintenance arrangements were established with AMOs to cover the operated aircraft maintenance needs.
2. Established Maintenance arrangements specifies in detail, the work to be performed by the AMO
3. Maintenance arrangements covers:
  - (a) Aircraft line maintenance
  - (b) Aircraft base maintenance
  - (c) Aircraft engine maintenance
  - (d) Components maintenance
  - (e) Unscheduled maintenance

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**N. Changes to the approved AOC/ATO; (Nig. CARs 3.2.1.11)**

A system to manage the following changes in the organization and inform the Authority in accordance with Nig.CARs 9.1.1.9 and/or 3.2.1.11:

1. The work scope, capabilities and/or Authorisations of the organization
2. The name of the organization
3. The location of the organization
4. Additional locations of the organization
5. The Accountable manager
6. The Senior management personnel, persons specified in Nig. CARs Part 5.8.1.6
7. The required technical staff affecting the approval (e.g. accepted Man-hours, ARS, ...)
8. The facilities available for the planned management activities
9. The procedures
10. The maintenance Arrangement
11. The subcontracted arrangement
12. The Quality System

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**O. Occurrence Reporting (Nig. CARs 5.5.1.4 and 5.5.1.5)**

Check for the following:

1. Organization report any identified condition of an aircraft or component that hazards seriously the flight safety to:
  - (a) NCAA,
  - (b) The organisation responsible for the type design or supplemental type design/manufacturer.
  - (c) if applicable, The state of operator
2. Reports are made in a manner established by the NCAA and contain all pertinent information about the condition known to the person or organization,
3. In case of contracted maintenance, the organisation maintaining the aircraft report any such condition affecting the owner's or the operator's aircraft or component to:
  - (a) the owner,
  - (b) the operator
  - (c) the manufacturer
4. Reports shall be made as soon as practicable, but in any case, within 72 hours of the person or organisation identifying the condition to which the report relates.

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**P. Aircraft continuing airworthiness record system and Operator's technical log system (Nig. CARs 8.3, 8.14)**

Check for the following:

1. Aircraft continuing airworthiness records is established and consist of:
  - (a) Aircraft logbook
  - (b) Engine logbook(s) or engine module log cards
  - (c) Propeller logbook (s)
  - (d) Log cards for any service life limited component
  - (e) Air operator's technical log
  - (f) Aircraft type and registration mark, the date, together with total flight time and/or flight cycles and/or
  - (g) landings, as appropriate, shall be entered in the aircraft logbooks.
2. The aircraft continuing airworthiness records contains:
  - (a) The current status of Airworthiness Directives and measures mandated by NCAA
  - (b) The current status of modifications and repairs
  - (c) The current status of compliance with maintenance program
  - (d) The current status of service life limited components
  - (e) Mass and balance report
  - (f) List of deferred maintenance
3. In relation to any component installed, the following are entered in the appropriate continuing airworthiness records:
  - (a) The Airworthiness Approval tag/ Authorized release document, i.e. AW Form 1 or equivalent,
  - (b) Identification of the component,
  - (c) The type, serial number and registration of the aircraft to which the component has been fitted
  - (d) The reference to the Installation and removal of the component
  - (e) The component accumulated total flight time and/or flight cycles and/or landings and/or calendar time,
  - (f) as appropriate
  - (g) The current status of AD, modifications and repairs, compliance with maintenance program, etc.
4. All entries in the aircraft continuing airworthiness records are clear and accurate, and when it is necessary to correct an entry the correction is made in a manner that clearly shows the original entry.

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**Q. Record keeping (Nig. CARs 5.8.1.14, 8.3., 8.14 and 3.4.5.2)**

Check for the following:

1. The established system for retention of all records required by Nig. CARs 5.8.1.14, 9.4.1.8 and 3.4.5.2) for the period specified:
  - (a) All detailed maintenance records in respect of the aircraft and any life-limited component fitted thereto, at least 24 months after the aircraft or component was permanently withdrawn from service,
  - (b) The total time and flight cycles as appropriate, of the aircraft and all life-limited components, at least 12 months after the aircraft or component has been permanently withdrawn from service,
  - (c) The time and flight cycles as appropriate, since last scheduled maintenance of the component subjected to a service life limit, at least until the component scheduled maintenance has been superseded by another scheduled maintenance of equivalent work scope and detail,
  - (d) The current status of compliance with maintenance program such that compliance with the approved aircraft maintenance program can be established, at least until the aircraft or component scheduled maintenance has been superseded by other scheduled maintenance of equivalent work scope and detail,
  - (e) The current status of airworthiness directives applicable to the aircraft and components, at least 12 months after the aircraft or component has been permanently withdrawn from service,
  - (f) Details of current modifications and repairs to the aircraft, engine(s), propeller(s) and any other component vital to flight safety, at least 12 months after they have been permanently withdrawn from service,
  - (g) The aircraft technical log is retained for 36 months after the date of the last entry.
2. Records are stored in a manner that ensures protection from damage, alteration and theft,
3. All computer hardware used to ensure backup are stored in a different location from that containing the working data in an environment that ensures they remain in good condition.
4. When the continuing airworthiness management of an aircraft is transferred to another organisation or person, all retained records are transferred to the said organisation or person.

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C

Auditor(s) comments

Audit Notes

**Audit Team Lead (Lead Auditor) Name:**

**Audit Team Lead (Lead Auditor) Signature and Date:**