
CHAPTER 30

CONTINUING SURVEILLANCE

1.0 Surveillance Policy

The Nigeria Civil Aviation Authority is the agency solely responsible for ensuring that civil aviation stakeholders under its jurisdiction comply with the laws and regulations governing air navigation in Nigeria. To this end, a system of continuous monitoring of aeronautical personnel, operators, service providers and organizations is established to ensure the proper implementation of the requirements for the aviation safety oversight at all times.

In order to ensure that organizations under the supervision of the Civil Aviation Authority have the capacity to provide a service guaranteeing the safety, security and regularity of air transport, the surveillance program shall cover at least the organization, the personnel, facilities, equipment and documentation of the various activities to enable the systematic and continuous control of aeronautical activities.

The surveillance program includes procedures to ensure compliance of operations carried out in Nigeria by domestic and foreign operators of other Contracting States. The monitoring processes put in place are documented. They continually define and plan inspections, audits, and follow-up activities to proactively ensure that aviation licensees, certificates, permits, authorizations, and/or approvals consistently meet established conditions.

The safety inspectors, who are authorized for this purpose are provided with Technical Guidance Materials (TGM) containing the policies, procedures and standards to be used in the certification and continuing surveillance of operators to confirm that they continue to meet the conditions that preceded the initial certification. Where necessary, inspectors will take appropriate measures to preserve aviation safety.

To ensure the effectiveness of surveillance, Aviation Safety Inspectors responsible for performing safety oversight functions are also monitored and controlled to ensure their ability to carry out state supervision.

The surveillance program is carried out in accordance with a surveillance plan drawn up annually and approved by the Director General Civil Aviation (DGCA). The frequency of inspections takes into account the risk analysis performed on all aspects of aeronautical activities conducted by license holders, operators and service providers. Those who pose greater safety and security risks will be given special attention, resulting in increased frequency of inspections. The planning and scheduling of inspections will also consider the results of hazard identification and risk analysis conducted by the operator, organization or service provider through its safety management system.

There must be coordination among the following Directorates and Department:

Directorate of Operations, Licensing and Training Standards (DOLTS);
Directorate of Airworthiness Standards (DAWS);
Directorate of Aerodrome and Airspace Standards (DAAS);
Directorate of Air Transportations Regulations (DATR); and
Directorate of Legal Services

2.0 Continuous Inspection and Demonstration Phase

This section contains the surveillance methodology and the minimum events by which the NCAA will continuously monitor operations conducted by the AOC holders.

The NCAA has an annual plan of inspections and observations of each AOC holder to ensure that they continue to meet the basis for issuance of the approvals given during the original certification. This can be described as a 12-month “inspection and demonstration” phase.

If the NCAA determines that there are safety issues, the AOC holder will be required to take the necessary corrective action to achieve a mutual resolution.

Correction of some of these issues may require “document evaluation,” “satisfactory demonstration,” and “acceptance or approval.” It should be noted that, even when there are no AOC requests for certification actions, the AOC holder is being “recertified” on an annual basis through this continuing surveillance process.

2.1 AOC Holders Responsibility

The AOC holder is responsible for conducting all operations in full compliance with applicable:

- ICAO Standards
- Nigeria Civil Aviation Regulations

If at any time, the AOC holder and its operations are found not to be equal to or exceeding these standards, this could be the basis for suspension, withdrawal and/or revocation of the Air Operator Certificate.

2.2 Post AOC Issuance Inspections

Following the AOC issuance, the Authority will continue a heightened level of surveillance by setting up a surveillance team, different from the initial certification team, to ensure that the AOC holder continues compliance with the applicable standards and regulations. This is not considered a part of the original Inspection and Demonstration Phase but is in fact an extension of the concept of early validation of new activities, routes and destinations that the AOC holder undertakes. Some of the more critical are:

- **Validation flights:** It is the policy of the NCAA to conduct flight deck and/or cabin inspections on the first flight for commercial air transport service.
- **Inspections of new stations:** When scheduled inspection of additional operational station is proposed, the NCAA must conduct a station inspection to ensure that this station is ready to support the scheduled operation.
- **Routes check pilot observations and designations:** All route check pilot nominees of the AOC holder will be observed in the conduct of these activities before official NCAA designation will be granted.

2.3 Surveillance and Inspection Programme

The surveillance and inspection Programme for each operator will include scheduled, unscheduled and unannounced inspections. Past deficiencies will be taken into consideration when establishing surveillance programme or granting of exemptions. The surveillance year shall be from July of a year to June of the following year. An annual Programme of required minimum inspections for each operator will be developed in May for the coming surveillance year, **based on Risk Based Surveillance System (RBS) procedure in Chapter 30A** and the format in **Appendix IV** of this Chapter. These individual inspections will be assigned to specific quarters of the surveillance year and to specific inspectors assigned to an AOC holder for accomplishment, no later than May of every year. Other unscheduled and unannounced inspections will be scheduled on a weekly basis to sample the on-going operations of AOC holders.

All inspections for surveillance activities shall be carried out by a Team that covers the various Units/Departments involved. An Inspector shall not be scheduled to conduct Inspections alone.

2.3.1 Issuance of Quarterly Inspection Requirements and Review

2.3.1.1 The Operations and Airworthiness Supervisors will ensure that quarterly inspection requirements have been issued based on the following guidelines for planning of minimum required annual inspections. The validity periods for these inspection requirements will be from July through September, October through December, January through March and April through June. These requirements will be submitted for review and signature of the DGCA not later than 30 days prior to the beginning of the next applicable period.

2.3.1.2 Each authorization will be specific to the AOC holder, listing the minimum required inspections for that quarter and the inspectors who are assigned to conduct the inspections. It will be the responsibility of the inspectors assigned to schedule and complete the inspections listed in these authorizations within the time period specified.

2.3.1.3 There shall be quarterly review of surveillance activities, inspections and incidents reports by the DOLTS and FSG.

Quarterly reviews will include inspections, incidents, findings from Operations, Airworthiness and Personnel licensing / Medicals. Items reviewed will include follow up actions / enforcement actions, trends affecting safety and need to increase frequency of inspections or refocus future Operators Inspections.

Risk analysis and Safety Management system (SMS) concepts will be used in the quarterly reviews.

2.4 Foreign Aircraft Safety Assessment Programme (FASAP) Inspection

Nigeria Civil Aviation Authority as a member of International Civil Aviation Organization (ICAO) reinforces inspection of all commercial Airlines with scheduled flight operations flying into any of our airport for non-compliance with International Safety Standard.

As part of the Authority's safety programme, the safety programme setup to implement and standardize the procedure for conducting the surveillance is called **Foreign Aircraft Safety Assessment Programme (FASAP)**.

FASAP inspection also applies to non-commercial Operation Aircraft that is above 5700kg and international Helicopter operations. It is not applicable to state Aircraft (*military, police, custom, Air force & related*). At the discretion of the Authority, it may apply to non-commercial Aircraft that is less than 5700kg.

FASAP Inspectors shall refer to the **NCAA FASAP Handbook** for detailed guidelines on FASAP Ramp Inspection. **Checklist O-OPS035 – FASAP Proof of Inspection Form** shall be used for all FASAP inspections

The following references further authorize the FASAP ramp surveillance;

- ✓ Nig. CARs Part 10 & Section 10.1.1.5
- ✓ NCAA FASAP Handbook
- ✓ Civil Aviation Act.
- ✓ ICAO convention – Article 16
 - Annex 6 (Operation of Aircraft)
 - Annex 8 (Airworthiness of aircraft)
 - Annex 9 (Facilitation)
 - Annex 17 (Security)
 - Annex 18 (Dangerous Goods)

2.4.1 Areas of Inspection on Aircraft

Major areas of inspection on the Aircraft are **Flight Deck, Cabin Areas, General Exterior & Cargo compartments** as well as all the relevant Documents & Kits.

The Inspection Tools/Kits:

Flashlights
Digital Camera
Mobiles
and the Proof of Inspection (POI) Checklist

2.4.2 FASAP Inspectors

FASAP inspectors comprise of;

Flight Operation Inspector	(FOI -DOLTS)
Airworthiness Safety Inspector	(ASI -DAWS)
Cabin Safety Inspector	(CSI -DOLTS)
Ground Operation Inspector	(GOI -DOLTS)

(The inspectors have to undergo FASAP training - which does not qualify you as an inspector, but to enhance your knowledge and align you to FASAP guidelines and procedures as an inspector. However, an inspector, during the FASAP ramp, that is not trained on FASAP cannot serve as lead inspector on any of the 4 areas of the inspection).

The categories of inspectors above cover 4 major areas of Aircraft to inspect (*Flight Deck area, Aircraft Condition (General Exterior area and others), Cabin areas & Cargo holds as well as relevant documents & Kits*). It also shows how items in the POI form (*Checklist*) are arranged.

2.5 Minimum Required Annual Inspections

Inspections are to be carried out at the following intervals, the frequency of which may be increased at the discretion of the DOLTS.

- a) **Check pilot inspections:** One inspection each calendar year for each proficiency check pilot. [CL: O-OPS 021](#)
- b) **Proficiency check:** One inspection each calendar year. [CL: O-OPS 021/CL: O-OPS17B](#)

- c) **Training-in-progress inspections:** One ground, simulator or flight training inspection per AOC holder for each aircraft configured for more than 19 passengers, if the operator engages in flight crew training during that period. [CL: O-OPS 017](#)
- d) **Flight simulator AOC inspections:** One inspection per simulator used by AOC holder every two (2) years, regardless of the number of AOC holders using it. [CL: O-OPS 033](#)
- e) **Flight deck enroute inspections:** One inspection per quarter for each aircraft type (Configured for more than 19 passengers) operated in scheduled passenger service by the AOC holder. Other AOC holders will receive at least one enroute inspection or line check observation per calendar year. [CL: O-OPS 003](#)
- f) **Cabin enroute inspections:** One inspection per quarter for each aircraft type for an AOC holder in scheduled passenger service with aircraft configured for more than 19 passengers. Other AOC holders with aircraft that have cabin attendants will receive a cabin enroute inspection each year. If that is not feasible a cabin interior ramp inspection or competency check observation may be substituted for this requirement. [CL: O-OPS 002](#)
- g) **Operational ramp inspections:** One complete exterior and/or flight deck, cabin and ground operations ramp inspection per quarter for each AOC holder operating in scheduled passenger service per aircraft type. Other AOC holders will receive at least one ramp inspection per calendar year. [CL: O-OPS 001](#), [CL: O-OPS 001A](#) and [CL: O-OPS 040](#)
- h) **Manual inspections:** One inspection review each year of the Operations Manuals relating to general flight operations procedures, normal, abnormal, and emergency procedures, details of the aircraft systems, performance, mass and balance, aircraft servicing and loading, training maneuvers and syllabi. [CL: O-OPS 020B](#)
- i) **Station inspections:** One inspection in 12 months for each AOC holder conducting scheduled passenger service. [CL: O-OPS 019](#)
- j) **Flight crew qualification records inspection:** Surveillance support in one special emphasis inspection of each AOC holder each calendar year. [CL: O-OPS 018A](#)
- k) **Inspection of Flight Supervision and Operational Control:** Surveillance support in one special emphasis inspection of each AOC holder each calendar year. [CL: O-OPS 004](#)
- l) **Inspection of Training-in-progress:** One inspection per 12 calendar months per each AOC holder in a simulator device (to verify AOC holder's SOP per aircraft type) [CL: O-OPS 017](#)
- m) **Inspection of Operations Management and Support:** One inspection of each AOC holder in 12 calendar months. [CL: O-OPS 022A](#)
- n) **Inspection of Flight Preparation Records:** One inspection of each AOC holder in 12 calendar months. [CL: O-OPS 018C](#)
- o) **Inspection of Crew Scheduling:** One inspection of each AOC holder in 12 calendar months. [CL: O-OPS 022](#)
- p) **Inspection of Crew Flight Time and FMS Records:** One inspection of each AOC holder in 12 calendar months. [CL: O-OPS 018](#)
- q) **Inspection of Primary Load Control:** One inspection of each AOC holder in 12 calendar

months. [CL: O-OPS 004](#) and [CL: O-OPS 022](#)

- r) **Inspection of Flight crew qualification records:** One inspection of each AOC holder in 12 calendar months. [CL: O-OPS 018A](#)
- s) **Inspection of Cabin crew qualification records:** One inspection of each AOC holder in 12 calendar months. [CL: O-OPS 018B](#)
- t) **Inspection of Operational Control Qualification Records:** One inspection of each AOC holder in 12 calendar months. [CL: O-OPS 004](#) and [CL: O-OPS 022](#)
- u) **Inspection of Ground Operations and Load Controllers Qualification Records:** One inspection of each AOC holder in 12 calendar months. [CL: O-OPS 004A](#) and [CL: O-OPS 022](#)
- v) **FASAP Inspection:** One inspection per one foreign operator per annum. [CL: O-OPS 035](#)
- w) **FDAP Inspection:** One inspection per applicable AOC holder every two years: [CL: O-OPS 043](#), [Form O-OPS 012](#) and [Form O-OPS 012A](#).

2.6 Deficiencies

Deficiencies observed during inspections shall be recorded in the Summary of Audit Findings / Deficiencies **Form O-OPS019**. For on-the-spot (Aircraft inspection) findings / deficiencies, the Safety Issues Resolution Report **Form O-OPS003** shall be issued to the operator while **Form O-OPS019** is used to document and follow up on the findings/deficiencies. For Aircraft Inspections that requires immediate stop to the aircraft operations, **Form O-OPS004** shall be issued to the Flight Crew after necessary coordination and agreement with the Director of Operations, Licensing and Training Standards while **Form O-OPS019** is used to document and follow up on the findings/deficiencies. The operator and the inspector must agree on the root cause analysis and corrective action plan and the target date. For deficiencies that require an enforcement action, the inspector shall coordinate with the Legal Department and follow the procedures detailed in the **NCAA Compliance and Enforcement Handbook**.

2.7 Surveillance based on risk management system

Past deficiencies will be taken into consideration when establishing surveillance programme. Selection of a particular aircraft to inspect will normally be done at random in a non-discriminatory manner. The Authority will apply the principle of risk management, based on past deficiencies and operations complexity, to identify operations perceived to present a higher safety risk and as a result, will conduct additional inspection activities aimed at those Operations that can be linked to the specific:

- a) State of the Operator or State of Registry;
- b) Aircraft type;
- c) Nature of Operations (scheduled, non-scheduled, cargo, charter etc.)
- d) Foreign Operator; or
- e) Individual Aircraft

The Flight Standards Group (FSG) will meet at least twice in a year and as situation demands to identify operations perceived to present a higher safety risk by discussing the Occurrence database analysis, audit reports and Ramp Inspection reports based on which the minimum required inspection is increased by a factor determined at the meeting.

APPENDIX I

AOC HOLDER YEARLY SURVEILLANCE PLAN FORMAT

NCAA	DIRECTORATE OF OPERATIONS AND TRAINING SURVEILLANCE YEAR PLAN												KEYS	
	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE			YEAR
	BAS	ENR OPS STN	BAS	ENR OPS STN	BAS	ENR OPS STN	BAS	ENR OPS STN	BAS	ENR OPS STN	BAS	ENR OPS STN		
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KEYS
 BAS - BASE INSPECTION
 RAM - RAMP INSPECTION
 ENR - ENROUTE INSPECTION
 OPS - OPERATIONS CONTROL
 STN - STATION INSPECTION



APPENDIX III

DETAILED AOC HOLDER'S SURVEILLANCE PLAN FORMAT

**NAME OF AOC HOLDER
YEARLY SURVEILLANCE PLAN**

S/N	JOB ITEM	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	NO OF INSPECTIONS
1	Check Pilot													ANNUAL
2	Prof-Check Pilot													ANNUAL
3	Trg-in-progress	AS			AND			WHEN			DUE			
4	Flt Simulator inspection													ANNUAL
5	Flt Deck Enroute													MONTHLY
6	Cabin Enroute													MONTHLY
7	Ops Ramp Inspections	CARRIED			OUT			REGULARLY			(WEEKLY)			
8	Manual Inspections (Base)													BASE INSPECTION
9	Station Inspections													YEARLY
10	Flt Crew Record (Base)													BASE INSPECTION
11	Flt Supervision Ops Control Base													BASE INSPECTION
12	Ops Mgt and Support Base													BASE INSPECTION
13	Flt Preparation Records Base													BASE INSPECTION
14	Crew Scheduling Base													BASE INSPECTION
15	Crew Flt Time Records Base													BASE INSPECTION
16	Primary Load Control													BASE INSPECTION
17	Crew Qualification Records													BASE INSPECTION
18	Cabin Crew Qualification Records													BASE INSPECTION
19	Ops Control Qualification Records													BASE INSPECTION
20	Ground Ops & Load Control Qualification Records													BASE INSPECTION

Principal Operations Inspector
NAME OF AOC HOLDER



APPENDIX IV

DOLTS INSPECTORS' SURVEILLANCE ASSIGNMENT MATRIX FORMAT



**NIGERIA CIVIL AVIATION AUTHORITY
DIRECTORATE OF OPERATIONS, LICENSING AND TRAINING STANDARDS
DOLTS OPERATIONS INSPECTORS' ASSIGNMENT MATRIX
JULY 20.. – JUNE 20..**

S/No.	Operator	Address of Operator	Assigned POI/FOI	Assigned GOIs	Assigned CSI	REMARKS
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ISSUE NO: 01

DATE:

RESPONSIBILITY: GM, Operations

Approved by:

Name..... Signature.....
Director of Operations, Licensing and Training Standards (DOLTS)

LEGEND:

POI – Principal Operations Inspector	FOI – Flight Operations Inspector	GOI – Ground Operations Inspector	CSI – Cabin Safety Inspector	DGI – Dangerous Goods Inspector	Page 1 of 1
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