



**AOC MODULAR AUDIT RECORD AND REPORTING SYSTEM**

*Local Office*

**Part 1 : Nig. CAR Part 9 Surveillance Planning and Review**

*AOC Number*

*Name of Organisation*

| Modules (1-18)           |  | 1 CONTINUING AIRWORTHINESS RESPONSIBILITY 0 MCM |  |            |  |  |  | 9 RELIABILITY MONITORING    |  |  |  |  |  |  |  |             |  |            |  |              |   |
|--------------------------|--|---|--|------------|--|--|--|-----------------------------|--|--|--|--|--|--|--|-------------|--|------------|--|--------------|---|
| Audit Cycle              |  | 2 AOC CONTINUING AIRWORTHINESS SYSTEM           |  |            |  |  |  | 10 MORs                     |  |  |  |  |  |  |  |             |  |            |  |              |   |
| From :                   |  | 3 CONTINUING AIRWORTHINESS MANAGEMENT           |  |            |  |  |  | 11 QUALITY SYSTEM : CENTRAL |  |  |  |  |  |  |  |             |  |            |  |              |   |
| To :                     |  | 4 CONTINUING AIRWORTHINESS RECORDS              |  |            |  |  |  | 12 QUALITY SYSTEM AUDITS    |  |  |  |  |  |  |  |             |  |            |  |              |   |
|                          |  | 5 AIRCRAFT TECHNICAL LOG                        |  |            |  |  |  | 13 AUTHORISATIONS           |  |  |  |  |  |  |  |             |  |            |  |              |   |
|                          |  | 6 MAINTENANCE RELEASE                           |  |            |  |  |  | 14. CHANGES TO AOC          |  |  |  |  |  |  |  |             |  |            |  |              |   |
| Audit Number             |  | 7 MODS AND REPAIRS                              |  |            |  |  |  | 15. HOUSING & FACILITIES    |  |  |  |  |  |  |  |             |  |            |  |              |   |
|                          |  | 8 MTCE PROGRAMME                                |  |            |  |  |  | 16. CERTIFYING STAFF        |  |  |  |  |  |  |  |             |  |            |  |              |   |
| Audit Subject / Location |  | 17 TOOL S                                       |  | 18 A. DATA |  |  |  |                             |  |  |  |  |  |  |  | Target Date |  | Visit Date |  | Closure Date |   |
|                          |  | 1   |  |            |  |  |  |                             |  |  |  |  |  |  |  |             |  |            |  |              | 2 |
|                          |  |   |  |            |  |  |  |                             |  |  |  |  |  |  |  |             |  |            |  |              |   |
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|                          |  |   |  |            |  |  |  |  |                             |  |  |  |  |  |  |             |  |            |  |              |  |   |
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|                          |  |   |  |            |  |  |  |  |                             |  |  |  |  |  |  |             |  |            |  |              |  |   |
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|                          |  |   |  |            |  |  |  |  |                             |  |  |  |  |  |  |             |  |            |  |              |  |   |

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**AOC MODULAR AUDIT RECORD AND REPORTING SYSTEM**

**Part 2 : Nig. CAR Part 9 Audit Modules - Guidance & Report**

|                             |  |                     |  |                        |  |  |  |
|-----------------------------|--|---------------------|--|------------------------|--|--|--|
| <b>Name of Organisation</b> |  |                     |  | <b>AOC Number</b>      |  |  |  |
| <b>MCM Reference</b>        |  | <b>Audit number</b> |  | <b>MCM review date</b> |  |  |  |

| <b>0 MCM Conformity Nig. CARs Part 9.4.1.4, TGM Chap 9</b> |              |  |  |   |  |  |  |
|--|--------------|--|--|---|--|--|--|
| <b>Part 1 Administration and Control</b>                   |              | 2.6-Line Locations Stations                                      |  | 3.9- Engineering Activities   |  | 3.25- Reference to the maintenance programme                               | 4.8 Repair procedure                                 |
| 1.1 Statement of Compliance with Nig. CARs                 | <sup>3</sup> | 2.7-Accountable Manager  |  | 3.10-Reliability Programmes   |  | 3.26-Monitoring, assessing& reporting maintenance & operational experience | 4.9 Return of defective aircraft components to store |
| 1.2 Table of Contents                                      |              | 2.8- Director of Continuing Airworthiness                        |  | 3.11- Pre-flight Inspections  |  |  | 4.10 Defective component to outside contractor       |
| 1.3 Definition of Terms                                    |              | 2.9-Maintenance Coordination                                     |  | 3.12- Ground handling Activities  |  | 3.27- MOR Reporting  |  |
| 1.4-Records of Amendments                                  |              | 2.10- Duties and Responsibilities of post holders                |  | 3.13- Cargo and Baggage Handling  |  | <b>Part 4 Maintenance Procedures Under Maintenance Authorisation</b>       | 4.11 line procedure for pooled parts and loan parts  |
| 1.5-List of Effective Pages                                |              | 2.11-Organisational Charts                                       |  | 3.14- Servicing Refueling, De-icing Procedures.                           |  | 4.1-Supplier evaluation procedure  | 4.12. cleanliness standards of facilities            |
| 1.6-Records of Temporary Revisions                         |              | 2.12- Manpower Resources and Training Policy                     |  | 3.15- Aircraft Weighing   |  | 4.2-Acceptance and Inspection Procedure for component                      | 4.13. issue of the maintenance release               |
| 1.7-Manual Distributions                                   |              | 2.13 Notification Procedure to the Authority Regarding Changes.  |  | 3.15- Flight Test Procedures  |  | 4.3-Storage and Labeling of aircraft components                            | 4.14 control of computer maintenance record systems  |
| 1.8-MCM Procedures of Amendments and Revisions             |              | <b>Part 3 Continuing Airworthiness Procedures</b>                |  | 3.16-Sample of Documents, Tags and Forms Used.                            |  | 4.4-Acceptance of Tools and Equipment                                      |  |
| 1.9-Organizational Changes                                 |              | 3.1-Aircraft Log book Utilization and MEL application            |  | 3.17-Appropriate portions of the AOC holder's operations manual.          |  | 4.5-Calibration of Tools   | <b>Continuing Airworthiness Management</b>           |
| 1.10-MCM Amendment. Procedure.                             |              | 3.2- Aircraft Maintenance Programme Development and Amendment    |  | 3.18- Rectification of defects arising during base maintenance?           |  | 4.6-Use of Tools and Equipment by staff (including alternate tools)        | Continuing airworthiness management contract         |
| <b>Part 2 General Organisation</b>                         |              | 3.3- Time and Cont. Airw Records, Responsibilities, Retention.   |  | 3.19-Liaison with manufacturers and Regulatory Authorities                |  | 4.7 Reference to specific maintenance procedures such as-                  | Recommendation for C of A Issue/Renewal              |
| 2.1-Corporate Commitment                                   |              | 3.4- Accomplishment and control of Airworthiness Directives      |  | 3.20-Procedures for the reporting of failures, malfunctions, and defects. |  | (a) Engine running procedures?   | Airworthiness Review                                 |
| 2.2-Brief Description of Organisation                      |              | 3.5- Analysis of the Effectiveness of the Maintenance Programme. |  | 3.21-The design of the MCM shall observe Human Factors principles.        |  | (b)Aircraft pressure run procedures?                                       | Airworthiness Review Personnel                       |
| 2.3-Relationships with other Organisations                 |              | 3.6- Non-mandatory Modification Embodiment Policy.               |  | 3.22-Maintenance Agreements with AMO                                      |  | (c)Aircraft towing procedures?   | RII List   |
| 2.4-Fleet Composition                                      |              | 3.7- Major Modification Standards                                |  | 3.23-Airworthy Aircraft   |  | (d)Aircraft taxiing procedures?  |  |
| 2.5-Type of Operations                                     |              | 3.8- Deferred Defects  |  | 3.24- Emergency Equipment Serviceability                                  |  | DAWS Inspector Signature   |  |

<sup>3</sup> Complete the right part of each box with one of two indicators :

- A cross (X) which means in compliance
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| <b>1 AOC Continuing Airworthiness Responsibility</b>                           |  | <b>Nig. CARs Part 9.4.1.2, 9.4.1.17, 7.8.1.4, 5.5.1.6, 5.8.1.10, TGM Chap 37, 44</b> |                                    |  |   |  |  |
|--|--|--|------------------------------------|--|---|--|--|
| Individual Responsible for Maintenance Control identified                      | Assures Maintenance is perform per           |  | Deferred Defect Management         |  |   |  |  |
| Duties and Responsibilities of Maintenance Control Management                  | Ensures C OF A is Valid for                  |  | Airworthiness Directive Management |  | Service Bulletin Management   |  | Assures Flight Data Monitoring                               |
| Assures Correction of Deferred Defects/MEL                                     | Assures Pre-Flight                           |  |                                    |  | Assures Aircraft Ground De-icing                                    |  | Assures Aircraft Ground Servicing                            |
| Assures Accomplishment of Maintenance as per AMP                               |  |  |                                    |  | Assures availability of FDR Data Frame Layout Information           |  |  |
| Assures Analysis of Effectiveness of AMP                                       | Assures Aircraft Mass and Balancing          |  | Compliance with EDTO Procedures    |  |   |  | Assures Airworthiness Review Report                          |
| Assures Accomplishment of Mandatory Continued Airworthiness Instruction (MCAI) | Responsible Manager Identified and Qualified |  | Assures Aircraft Refueling and     |  | Assures Continued Serviceability and Inspection of Flight Recorders |  | Assures Ageing Airplane Airworthiness and Safety Improvement |
| Assures Accomplishment of Modification and Repairs                             | Assures Retention of Records of              |  | Engineering Department             |  | <b>DAWS Inspector                      Signature</b>                |  |  |

| <b>2 AOC Cont. Airw. System</b>   |  | <b>Nig. CARs Part 9.4.1.3, 9.2.4.1, 5.8, TGM Chp 13, 30,37, 44</b> |  |  |  |   |  |
|---|--|--|--|--|--|---|--|
| <b>Management System</b>  | <b>Under AMO</b>                             | <b>Under Maintenance Authorisation</b>                             |  | List of Maintenance Providers and scope of work/Location |  | <b>CAMO</b>   |  |
| Aircraft Registered in Nigeria maintained by AMO                            | AMO approved by State of Registry            | Mtce System approved by State of Registry                          |  | Technical Library System Available                       |  | CAMO approved by the Authority                                      |  |
| Aircraft Registered in Nigeria maintained by Mtce Authorisation             | AMO has the ratings for AOC aircraft type    | Competent Personnel available                                      |  | Cont. Airw. Production & Planning System                 |  | CAMO contract available.  |  |
| Foreign Registered aircraft maintained by AMO approved by State of Registry | Maintenance Contract Existing and Valid      | Adequate Facilities for proper maintenance and servicing           |  | Maintenance Control Centre and System established        |  | Operator's access to Contracted CAMO Records for its aircraft fleet |  |
| Operator maintains a main maintenance base                                  |  | Tools and Equipment Control System                                 |  | Engineering Activities Procedures established            |  | CAMO activities and limitations specified in the MCM                |  |
| Operator maintains line maintenance locations                               | Mtce Contract activities stated in MCM       | Spares, and Materials Inventory Control System established         |  | RII Control System established                           |  | Operator's meeting with CAMO  |  |
| Continuing Airworthiness Management System Established                      | List of Mtce Providers and scope/location    | Storage Facilities adequate  |  | Ground Support Equipment Control System                  |  |   |  |
| Continuing Airworthiness Management Contracted out                          | AMO has line/ base mtce facility at AOC base | Cont. Airworthiness Record System                                  |  | <b>DAWS Inspector                      Signature</b>     |  |   |  |

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| <b>3 Continuing Airworthiness Management</b>        |  | <b>Nig. CARs Part 9.4.1.5, 9.4.1.15, 9.4.1.16, TGM Chap 13, 37, 44</b> |  |  |  |                                   |                           |
|---|--|--|--|--|--|-----------------------------------|---------------------------|
|   |  | <b>Sufficient Personnel to</b>   |  | <b>Office Accommodation</b>                                      |  |                                   |                           |
| AOC with Contracted AMO                             |  | Planning Personnel to...plan the tasks at all levels                   |  | Qualifications & Experience of Personnel appropriate to function |  | For Management and Administration | Office and working Areas  |
| Maintenance Agreement with AMO                      |  | Certifying Staff to certify Maintenance (Mtce Authorisation)           |  | Compliance with Nig. CARs Part 2                                 |  | For Records-Planning -Quality     | Work tables and equipment |
| AOC with Maintenance Authorisation                  |  | ... supervise and carry out the tasks at all levels                    |  | RII Personnel Qualification and Training                         |  | Working Area, adequate            |                           |
| Responsibilities defined & understood at all levels |  | Organisation-chart (reporting chains)                                  |  | Maintenance Personnel Rest and Duty                              |  | Line Maintenance Office           |                           |
| Responsible Manager Identified and Qualified        |  | ..audit all maintenance related activities                             |  | Initial/continuation training carried out                        |  | <b>DAWS Inspector</b>             | <b>Signature</b>          |

| <b>4 Continuing Airworthiness Records</b>   |  | <b>Nig. CARs Part 9.4.1.8 TGM Chp 37, 44</b>                             |  |   |  |                                 |                          |               |
|---|--|--|--|---|--|---------------------------------|--------------------------|---------------|
|   |  |  |  |   |  | <b>Aircraft Records checked</b> | <b>Aircraft/Compon't</b> | <b>Result</b> |
| Total TIS (hours, calendar time and cycles of the aircraft and all life-limited components) |  | The current aircraft status of compliance with the maintenance programme |  | Detailed Continuing Airworthiness Records for Maintenance Release |  |                                 |                          |               |
| The current status of compliance with all ADs and SBs                                       |  | CRS / Airworthiness Approval Tag raised                                  |  | Detailed Maintenance Records for Airworthiness Release            |  |                                 |                          |               |
| Modifications and Repairs Records   |  | Approved data reference documented                                       |  | Retained in safe place  |  |                                 |                          |               |
| Time Since Last Overhaul for Overhaul Components  |  | Component cards maintained for helicopter life component                 |  | Deferred Defect cleared on time and recorded as procedure         |  |                                 |                          |               |
| Continuing Airworthiness Records Retention for 90days                                       |  | Completed Work package retained  |  | Computer back up and storage satisfactory.                        |  |                                 |                          |               |
| Continuing Airworthiness Records Retention for 1year  |  | Approved Data Retained   |  | Responsible Manager Identified and Qualified                      |  | <b>DAWS Inspector</b>           | <b>Signature</b>         |               |

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| 5. Aircraft Technical Log                                    |  | Nig. CARs Part 9.4.1.9 TGM Chp 37, 44               |  |  | Techlog sampled:      |                  |        |
|--|--|---|--|--|-----------------------|------------------|--------|
| Aircraft Technical Log Contains:                             |  |   |  |  | Aircraft Reg. Marks   | Techlog Ref      | Result |
| Information from previous flight for continued flight safety |  | Current Continuing Airworthiness Status of Aircraft |  | Current Inspection Status of Aircraft        |                       |                  |        |
| Current Aircraft Maintenance Release                         |  | All Deferred Defects that affects operation         |  | Maintenance Entries made as per procedures   |                       |                  |        |
| Current Aircraft Airworthiness Release                       |  | Approved by the Authority                           |  | Responsible Manager Identified and Qualified |                       |                  |        |
| Technical Log conforms to Template                           |  | Records of Removed/ Installed Components Stated     |  |  |                       |                  |        |
|  |  |   |  |  | <b>DAWS Inspector</b> | <b>Signature</b> |        |

| 6. Maintenance and Airworthiness Release:             |  | Nig. CARs Part 9.4.1.10, 6.5.1.7 TGM Chp 37, 44    |  |  |                       |  |        |
|---|--|--|--|--|-----------------------|--|--------|
|   |  |  |  |  | Aircraft Reg. Marks   | Maintenance /Airworthiness Release Ref | Result |
| Maintenance Release Issued by AMO                     |  | Special approval Data enclosed                     |  | CRS statement                                |                       |  |        |
| Airworthiness Release Issued under Mtce Authorisation |  | Airworthiness Release issued per procedure         |  | Reference to enclosures                      |                       |  |        |
| CRS issued by AMO in accordance with the MCM          |  | Continuing Airworthiness record section of techlog |  | Responsible Manager Identified and Qualified |                       |  |        |
|   |  |  |  |  | <b>DAWS Inspector</b> | <b>Signature</b>                       |        |

| 7. Modification and Repairs   |  | Nig. CARs Part 9.4.1.11 TGM Chp 14, 37, 44               |  |   |                       |                                   |        |
|---|--|--|--|---|-----------------------|-----------------------------------|--------|
|   |  |  |  |   | Aircraft Reg. Marks   | Major Mods and Repairs Record Ref | Result |
| Procedures for approval of Major and Minor Modifications and Repair |  | Copies of Reports submitted to the Authority             |  | Major Modification and Repairs Report (Forms)                   |                       |                                   |        |
| Classification of Major and Minor Modifications and repairs         |  | Current List of Major / Minor Modifications and Repairs. |  | Procedures for Monitoring of recurring inspections from repairs |                       |                                   |        |
| Approval of Technical Data by the Authority                         |  | Return to Service under Mtce Authorization /AMO          |  | Major Modification and Repairs Record retained                  |                       |                                   |        |
| Responsible Manager Identified and Qualified                        |  | Procedures for Implementation of ICAs from modifications |  |   |                       |                                   |        |
|   |  |  |  |   | <b>DAWS Inspector</b> | <b>Signature</b>                  |        |

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| 8 .Aircraft Maintenance Programme                                    |  |  |  | Nig. CARs Part 9.4.1.12, 5.5.1.2, 5.5.1.3, TGM Chp 3, 12, 37, 44 |           |  |  |
|--|--|--|--|--|-----------|--|--|
| Operations Specifications and Maintenance Programme Approval         | Maintenance Programme Revision Procedures                            | Engine, Propeller and Component Maintenance        | Short Term Escalation Procedures and application | Responsible Manager Identified and Qualified                     |           |  |  |
| Developed based on MRBR and/ or TCH Documents                        | Scheduled maintenance requirements                                   | Special Authorisation Maintenance Requirements     | Interval Escalation Procedures and application   | Annual Review of AMP   |           |  |  |
| Maintenance Programme current with source documents                  | Unscheduled maintenance requirements                                 | Non-routine maintenance job Cards                  | Scheduled maintenance tasks work packages        |  |           |  |  |
| Required Inspection Item (RII) (Duplicate Inspection) requirements . | Work sheet, task cards, and/or methods provide detailed instructions | Analysis of effectiveness of Maintenance Programme | DAWS Inspector                                   |  | Signature |  |  |

| 9. Reliability Monitoring             |                              |  |                                       | Nig. CARs Part 9.4.1.13 TGM Chp 15               |           |  |  |
|---------------------------------------|------------------------------|--|---------------------------------------|--|-----------|--|--|
| Reliability Document Approval         | Corrective Action System     | Maintenance Intervals Adjustment and Process/task Changes System | Reliability Programme Revision System | Reliability Programme Controlled Components List |           |  |  |
| Organization Chart and Responsibility | Performance Standards System | Review Records and Reports                                       | Reliability Meeting                   |  |           |  |  |
| Sample Data to be collected           | Data Display and Reports     | Data Collection System   | DAWS Inspector                        |  | Signature |  |  |
| Data Analysis System                  | Maintenance Control Changes  | Responsible Manager Identified and Qualified                     |                                       |  |           |  |  |

| 10 Mandatory Occurrence Reporting  |   |  |                | Nig. CARs Part 5.5.1.4, 5.5.1.5, TGM Chp 18 |           |        |  |
|------------------------------------|---|--|----------------|---|-----------|--------|--|
| Reports made                       |   |  |                | MOR Reference Checked                       |           | Result |  |
| To the NCAA                        | Within the prescribed period            | Follow up/tracking effective                 |                |   |           |        |  |
| To the State of Registry or Design | Standard of Completion                  | Dissemination of findings                    |                |   |           |        |  |
| To the Manufacturer                | Reporting Form Used                     | Review meetings/bodies                       |                |   |           |        |  |
| Sample reports                     | Investigation to prevent a Reoccurrence | Responsible Manager Identified and Qualified | DAWS Inspector |   | Signature |        |  |

**AOC MODULAR AUDIT RECORD AND REPORTING SYSTEM**

***Part 2 : Nig. CAR PART 9 Audit Modules - Guidance & Report***

|                                    |  |                     |                     |
|------------------------------------|--|---------------------|---------------------|
| <b>Name of Organisation</b>        |  | <b>AOC Number</b>   |                     |
| <b>MCM Reference</b>               |  | <b>Audit number</b> | <b>Audit date (</b> |
| <b>Location &amp; Participants</b> |  |                     |                     |

Complete the right part of each box with one of three indicators :

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| <b>11 Quality System Central</b>             |                                    | <b>Nig. CARs Part 9.2.2.3 TGM Chp 11</b> |                    |                                      |                                     |
|--|------------------------------------|--|--------------------|--------------------------------------|-------------------------------------|
| <b>QA System Includes:</b>                   |                                    | <b>Certifying Staff</b>                  |                    | <b>Non-Certifying Staff</b>          | <b>Name Non Cert. Staff Checked</b> |
| Audit Plan                                   | Remedial Actions                   | Qualification Procedures                 | Job Description    |                                      |                                     |
| Procedures Audits                            | Follow up /closing                 | Training                                 | Training           |                                      |                                     |
| Product Audits (aircraft/ component)         | Feedback to Account. Manager       | Records                                  | Competency Testing |                                      |                                     |
| Monitoring Shift Work                        | Review outstanding Non-Compliances | Job Description                          | Records            |                                      |                                     |
| Logic of audit sequence                      | Line stations                      |  |                    |                                      |                                     |
| Subcontractors                               | Satellite facility                 |  |                    |                                      |                                     |
| Responsible Manager Identified and Qualified | Wet lease operations               |  |                    |                                      |                                     |
| Maintenance Contractors                      |                                    |  |                    | <b>DAWS Inspector      Signature</b> |                                     |

| <b>12 Quality Audits Departmental</b>                   |                                     | <b>Nig. CARs Part 9.2.2.3 TGM Chp 11</b> |  |                                      |                           |
|---|-------------------------------------|--|--|--------------------------------------|---------------------------|
| <b>Internal Company Audits of the Department Covers</b> |                                     | <b>Internal Audits carried out</b>       |  | <b>QA Dept.</b>                      | <b>Date of Last Audit</b> |
| Audits of all Products                                  | Maintenance Requirements Variations | To an Audit Plan                         | Findings Notified                      |                                      |                           |
| Audit of Workshop Activities                            | Process Exemptions                  | Audit Finding Identified                 | Follow up Appropriate                  |                                      |                           |
| Personnel Qualifications (competence)                   | Special Process Control             | Audit Closed                             | Senior Manager Involvement             |                                      |                           |
| Work Card/ Technical Log Completion                     | Audits of operators                 | Feed Back System Working                 | Qualification and Training of Auditors |                                      |                           |
| Responsibility/ reporting to                            | Equipment / tooling                 | Audit checklist                          |  |                                      |                           |
| Variation of normal proceeding                          | Instructions , Verbal/writte        |  |  | <b>DAWS Inspector      Signature</b> |                           |



**AOC MODULAR AUDIT RECORD AND REPORTING SYSTEM**

***Part 2 : Nig. CAR PART 9 Audit Modules - Guidance & Report***

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| <b>MCM Reference</b>               |  | <b>Audit number</b> | <b>Audit date</b> |
| <b>Location &amp; Participants</b> |  |                     |                   |

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| <b>13 Authorisation of the AOC</b>                                     |  | <b>Nig. CARs Part 9.1.1.7,</b>         |  |                                     |  |   |                  |
|--|--|--|--|-------------------------------------|--|---|------------------|
| Operations Specifications  |  | MNPS/RNP Authorization                 |  | Prorated Time Authorisation         |  | Leased Aircraft Maintenance Programme Authorisation |                  |
| Maintenance Approval Schedule/work Scope for Maintenance Authorisation |  | MEL Authorisation                      |  | Reliability Programme Authorisation |  | Maintenance Contractual Arrangement Authorisation   |                  |
| CAT II and CAT III Authorisation                                       |  | Short-Term Escalation Authorisation    |  | Part Borrowing Authorisation        |  |   |                  |
| RVSM Authorisation   |  | Continuing Airworthiness Authorisation |  |                                     |  |   |                  |
| EDTO Authorisation   |  | Mass and Balance Control Authorisation |  |                                     |  |   |                  |
| PBN Authorisation  |  | Part Pool Agreement Authorisation      |  |                                     |  |   |                  |
|  |  |  |  |                                     |  | <b>DAWS Inspector</b>                               | <b>Signature</b> |

| <b>14 Changes To AOC Certificate</b>                        |  | <b>Nig. CARs Part 9.2.2.1, 9.2.2.2</b> |  |  |  |                       |                  |
|---|--|--|--|--|--|-----------------------|------------------|
| <b>A. Confirm No Changes Have Occurred to the Following</b> |  |  |  |  |  |                       |                  |
| 1   | The name of the organisation.  |  |  |  |  |                       |                  |
| 2   | The Principal Base of the organisation.                              |  |  |  |  |                       |                  |
| 3   | Additional Base of the organisation.                                 |  |  |  |  |                       |                  |
| 4   | The accountable manager  |  |  |  |  |                       |                  |
| 5   | Any of the senior/nominated persons on the Operations Specifications |  |  |  |  |                       |                  |
| 6   | The facilities, equipment, tools, material, etc.                     |  |  |  |  |                       |                  |
| 7   | Notification to the Authority  |  |  |  |  |                       |                  |
|   |  |  |  |  |  | <b>DAWS Inspector</b> | <b>Signature</b> |

**AOC MODULAR AUDIT RECORD AND REPORTING SYSTEM**

***Part 2 : Nig. CAR PART 9 Audit Modules - Guidance & Report***

|                                    |  |                     |                   |
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**15 Housing and Facilities Nig. CARs Part, 9.4.1.5, 9.2.4.1, 6.3.1.2, TGM Chp 7A, 37, 44 Maintenance Authorisation Requirements**

| Accommodation                     |  | Environment                           |  | Inspection Aids                   | Line Station & Facilities                | Storage Facilities    |                     |
|-----------------------------------|--|---------------------------------------|--|-----------------------------------|--|-----------------------|---------------------|
| For Management and Administration |  | Office and working Areas              |  | Assembly Facilities               | Line procedures                          |                       | Tools and Equipment |
| For Records-Planning - Quality    |  | Work tables and equipment             |  | Function and Test                 | Adequate Staffing                        |                       | Parts and Materials |
| Working Area, adequate            |  | Cleaning Facilities                   |  | Access Equipment (platforms, etc) | Accommodation for engineers              |                       | Racking, Binning    |
| Location and Security             |  | Special Requirement (Battery loading) |  | Docking Equipment                 | Tools and Equipment adequacy and control |                       | Labeling            |
| Hangar Space                      |  | ESD Protection                        |  | General lighting                  | Ground servicing equipment               |                       | Bonded Area         |
| Shops Spaces                      |  | Noise Protection                      |  | Specific lighting                 | Parts and Materials storage              |                       | OEM Specifications  |
| Tenancy of Hangar, Shops, etc.    |  | Area to Study Approved Data           |  | Power Air Vacuum                  | Access to Airworthiness Data             |                       | ESD Protection      |
| Maintenance-visits Plan           |  | Weather Protection                    |  |                                   | Continuing Airworthiness Records         |                       | Access Control      |
| Overall Cleanliness               |  | Dust Protection                       |  | No contamination hazard           |  |                       | Segregation         |
|                                   |  |                                       |  |                                   |  | <b>DAWS Inspector</b> | <b>Signature</b>    |

**16 Certifying Staff Nig. CARs Part 9.4.1.5 6.4.1.2, 6.4.1.5, TGM Chp 7A, 37, 44 Maintenance Authorisation**

| Central Record information |  | Authorization document                          |  | Names of certifying persons checked | Authorisation references | Result           |
|----------------------------|--|---|--|-------------------------------------|--------------------------|------------------|
| Complete                   |  | Provided to and held by staff                   |  | Valid & covers activities certified |                          |                  |
| Accurate                   |  | Available in the Department                     |  | Signed by holder                    |                          |                  |
| Up to date                 |  | Scope of authorization defined                  |  | Control of inspection stamps        |                          |                  |
| Control of records/ data   |  | Training: basic, type, comp.-proc., continuous. |  | Fuel Tank Safety Training           |                          |                  |
| Retention of records       |  | Human Factors training                          |  |                                     |                          |                  |
|                            |  |   |  |                                     | <b>DAWS Inspector</b>    | <b>Signature</b> |

**AOC MODULAR AUDIT RECORD AND REPORTING SYSTEM**

***Part 2 : Nig. CAR PART 9 Audit Modules - Guidance & Report***

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|   |   |                                   |                             |                                 |  |  |  |
|---|---|-----------------------------------|-----------------------------|---------------------------------|--|--|--|
| <b>17 Tools Test Equipment &amp; Materials</b>          | <b>Nig. CARs Part 6.4.1.3 TGM Chp7A, 37, 44 Maintenance Authorisation</b> |                                   |                             |                                 |  |  |  |
| <b>Tools &amp; Test Equipment Sufficient to Perform</b> |   |                                   |                             | <b>Materials and Components</b> |  |  |  |
| ...approved Scope of Work                               | Availability Satisfactory   | Calibration of in use tools       | Supplier Evaluation         | Line procedures                 |  |  |  |
| ...agreed Capability List                               | Line Procedures   | Calibration Control               | Acceptance/Goods In         | Pool parts/spares               |  |  |  |
| ...departmental Tasks                                   | Equipment Recall System   | Calibration Records               | Storage & identification    | Shelf life control              |  |  |  |
| Rarely used tools/equipment                             | Control of Personnel tools  | Traceable standard of calibration | Provisioning of spare parts |                                 |  |  |  |
| Alternative tool/equipm.                                |   |                                   | Manufactured repair parts   |                                 |  |  |  |
|   |   |                                   |                             |                                 |  |  |  |
|   |   |                                   |                             | <b>DAWS Inspector Signature</b> |  |  |  |

|                                |   |   |                              |                                    |  |  |  |
|--------------------------------|---|---|------------------------------|------------------------------------|--|--|--|
| <b>18 Airworthiness Data</b>   | <b>Nig. CARs Part 9.4.1.2, 9.4.1.4, 5.5.1.2, 6.5.1.9 TGM Chp 7A, 37, 44 Maintenance Authorisation</b> |   |                              |                                    |  |  |  |
| <b>Provision of Data for:-</b> | <b>Regulatory &amp; Advisory Information</b>  | <b>Publications Available</b>           | <b>Condition of Manuals.</b> | <b>Reader / Printer / Terminal</b> |  |  |  |
| Approved Scope of Work         | Available   | Aircraft Manufacturers                  | Aircraft Manufacturers       | Availability                       |  |  |  |
| Departmental activities        | Up to Date  | Component Manufacturer                  | Engine Manufacturers         | Serviceability                     |  |  |  |
| Contracted Maintenance         | Subscription of   | Subscription of                         | Components                   | Location, number                   |  |  |  |
| AOC own-developed data         | TC-holder's CAA AD-notes  | Customized Maintenance Program.         | Manual Amendments            |                                    |  |  |  |
|                                | Adoption of CARs  | Control of Revision Status of documents |                              |                                    |  |  |  |
|                                |   |   |                              | <b>DAWS Inspector Signature</b>    |  |  |  |

|  |  |                   |
|--|--|-------------------|
| <b>AOC MODULAR AUDIT RECORD AND REPORTING SYSTEM</b>                             |  |                   |
| <b><i>Part 3 : Nig. CAR PART 9 Approval - Findings &amp; Recommendations</i></b> |  | <i>AOC Number</i> |
| <i>Name of Organisation (</i>  |  |                   |

Note :  
 - Each finding or recommendation must be identified by a number cross-related to the same number in checklist CL: O-AWS027audit modules. The first column of the array must contain that number. The second column must contain the associated NIG. CAR PART reference and/or MCM §.  
 - Any finding or recommendation recorded in this part must be copied or the content made known to the organisation surveyed. Greyed column is reserved for the organisation comments and answer.

| <b>Item</b> | <b>Nig. CAR Part / MCM §</b> | <b>Findings / recommendations</b> | <b>Level</b> | <b>Root Cause</b> | <b>Corrective Action Plan (CAP)</b> | <b>CAP Target</b> | <b>NCAA Follow up /Closure</b> |
|-------------|------------------------------|-----------------------------------|--------------|-------------------|-------------------------------------|-------------------|--------------------------------|
| Part 2      |                              |                                   |              |                   | Answer / Comments / ref rep.        | Date              | Date                           |
|             |                              |                                   |              |                   |                                     |                   |                                |

| Item<br>Part 2 | Nig.<br>CAR<br>Part /<br>MCM § | Findings / recommendations | Level | Root Cause | Corrective Action Plan (CAP)<br>Answer / Comments / ref rep. | CAP Target<br>Date | NCAA<br>Follow up<br>/Closure |  |
|----------------|--------------------------------|----------------------------|-------|------------|--|--------------------|-------------------------------|--|
|                |                                |                            |       |            |  |                    |                               |  |

| Item<br>Part 2   | Nig.<br>CAR<br>Part /<br>MCM § | Findings / recommendations | Level | Root Cause | Corrective Action Plan (CAP)<br>Answer / Comments / ref rep. | CAP Target<br>Date | NCAA Follow<br>up /Closure<br>Date |
|--|--------------------------------|----------------------------|-------|------------|--|--------------------|------------------------------------|
|  |                                |                            |       |            |  |                    |                                    |
| Level 1 & 2 <b>Findings acceptance. Corrective actions &amp; schedule proposal</b> : (date, name and signature of the surveyed organisation representative or acceptance letter reference)     |                                |                            |       |            |  |                    |                                    |
| Level 1 & 2 <b>Proposed corrective actions and schedule acceptance</b> : (date, name and signature of the Inspector)   |                                |                            |       |            |  |                    |                                    |
| <b>RECOMMENDATION REPORT TO SUPPORT NIG. CARs PART 9 AOC CERTIFICATE ISSUE / RENEWAL / CONTINUATION / VARIATION</b><br><u>Comments:</u><br><br>Date, name and signature of the DAWS Inspector: |                                |                            |       |            |  |                    |                                    |

## **DEFICIENCIES:**

(Note: Have as many deficiencies rectified before you depart the AOC and have the Quality Manager transfer the remainder into his audit report procedure).

### **Level 1 Finding**

Means any significant non-compliance with Nig. CARs, which would lower the maintenance standards and probably hazard an aircraft. It includes non-compliance with authorizations and limitations on the AOC operations specifications.

#### ***Action for level 1 finding***

In the case of an initial application for approval, no approval shall be issued until all level 1 findings are corrected.

In the case of a re-issue or surveillance, the AOC approval should be provisionally suspended in whole or in part depending upon the extent of the level 1 finding until corrective action has been taken. A follow up visit to the AOC may be necessary to verify corrective action depending on the nature of the level 1 finding.

### **Level 2 Finding**

Means any non-compliance with Nig.CARs which could lower the maintenance standard and possibly hazard an aircraft It includes non-compliance with authorizations and limitations on the AOC operations specifications.

#### ***Action for level 2 finding***

In the case of an initial application for approval a provisional approval valid for a maximum 3-month period may be given to allow time for the level 2 findings to be corrected.

In the case of a re-issue or surveillance, the AOC should be given a maximum of 3 months extension to their approval to complete the corrective action and written notice to that effect should be given to the AOC. Failure to comply with the 3-month time scale will cause the approval to expire. A follow up visit to the AOC may be necessary depending on the nature of the level 2 finding.

### **Level 3 Finding**

An observation intended to give background information. A level 3 must not include any information suggesting non-compliance with Nig. CARs.

#### ***Action for level 3 findings***

Inform the company

Note A:

This questionnaire follows the numbering system of the “ Maintenance Implementation Procedures ” .

*Check the box if in compliance or put a number in the box and make a comment in the Part 3.*

|  |  |                           |
|--|--|---------------------------|
| AOC MODULAR AUDIT RECORD AND REPORTING SYSTEM    |  |                           |
| <i>Part 4 Supplement Additional Requirements</i> |  | <i>Approval reference</i> |
| <i>Name of Organisation</i>                      |  |                           |

**Note: Reference Part 3 of this document for all comments!**

**Recommendation for AOC Variation and Renewal**

-----

- Station was found to comply with requirements of Nig. CAR PART 9
  
- Station was found to comply with requirements of Nig. CAR PART 9 except for deficiencies listed in Part 3 of this Document. AOC must forward a letter to the NCAA addressing corrective action to inspection findings and/or submit a corrective action plan before an AOC Certificate is issued.

-----

- Recommend certificate with rating applied for on application be issued
  
- Recommend certificate with rating applied for on application (except those listed in Form AXXXX Part 3) be issued

-----

**The NCAA hereby accepts the AOC corrective action and/or corrective action plan.**

**Name of NCAA Inspector making Recommendation:** \_\_\_\_\_

**Signature of Inspector making Recommendation:** \_\_\_\_\_

**DAWS Office:** \_\_\_\_\_ **Date:** \_\_\_\_\_