



Advisory Circular

NCAA-AC-AWS031

NIGERIA CIVIL AVIATION AUTHORITY

10TH APRIL 2023

CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (CAME)

1.0 PURPOSE

This advisory circular is issued to provide guidance and information on the regulatory requirements that relate to development of continuing airworthiness management exposition by a Continuing Airworthiness Management Organisation (CAMO)

2.0 REFERENCE

2.1 Part 5.8.1.4 of the NIGERIA Civil Aviation Regulations

3.0 GUIDANCE AND PROCEDURE

3.1 The CAME is a CAMO manual for use and guidance by personnel of a CAMO for managing continuing airworthiness of aircraft. It states the organization management team and the organization commitment to comply with the regulatory requirement and to maintain the standards established during the approval certification process.

It explains in detail the CAMO responsibilities, functions and obligations. It further explains the regulatory processes, methods, procedures and capabilities the holder employs to satisfy these regulatory requirements.

The CAME defines the CAMO's structure, quality system management, continuing airworthiness activity coordination, duties, responsibilities, qualification and training requirements of technical personnel. An AOC holder who manages the continuing airworthiness of its aircraft may include the CAME in its MCM while an AOC holder who wish to manage the continuing airworthiness of third party aircraft shall have a separate CAME.

The continuing airworthiness management exposition and its amendments are required to be approved by the Authority. However, minor amendments to the exposition may be approved through an exposition procedure which is called indirect approval.

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PART 0 — GENERAL ORGANISATION

0.1 Corporate commitment by the accountable manager

(The accountable manager's exposition statement should embrace the intent of the following paragraph, and in fact this statement may be used without amendment. Any amendment to the statement should not alter its intent.) 'This exposition defines the organisation and procedures upon which the CAMO approval of Ben Musa under Nig. CARs Part 5.8 is based. These procedures are approved by the undersigned and must be complied with, as applicable, in order to ensure that all continuing airworthiness activities, including maintenance of aircraft managed by Ben Musa, are carried out on time to an approved standard.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by the Agency or the Authority from time to time where these new or amended regulations are in conflict with these procedures.

The Authority will approve this organisation whilst it is satisfied that the procedures are followed.

It is understood that the Authority reserves the right to suspend, limit or revoke the continuing airworthiness management approval of the organisation, as applicable, if the Authority has evidence that the procedures are not followed and the standards not upheld.

In the case of AOC Holders certificated in accordance with Nig. CARs Part 9 suspension or revocation of the approval of the continuing airworthiness management organisation would invalidate the AOC.'

0.2 General Information

a) Brief description of the organisation

(This paragraph should describe broadly how the whole organisation (i.e. including the whole operator in the case of AOC Holders certificated in accordance with Nig. CARs Part 9 or the whole organisation when other approvals are held) is organised under the management of the accountable manager, and should refer to the organisation charts of paragraph 0.4.)

b) Relationship with other organisations

(This paragraph may not be applicable to every organisation.)

(1) Subsidiaries/mother company

(For clarity purposes, where the organisation belongs to a group, this paragraph should explain the specific relationship the organisation may have with other members of that group, e.g. links between Ben Musa Airlines, Ben Musa Finance, Ben Musa Leasing, Ben Musa Maintenance, etc.)

(2) Consortia

(Where the organisation belongs to a consortium, it should be indicated here. The other members of the consortium should be specified, as well as the scope of organisation of the consortium (e.g. operations, maintenance, design (modifications and repairs), production etc.). The reason for specifying this is that consortium maintenance may be controlled through specific contracts and through consortium's policy and/or procedures manuals that might unintentionally override the maintenance contracts. In addition, in respect of international consortia, the respective competent authorities should be consulted and their agreement to the arrangement should be clearly stated.

c) Scope of work — Aircraft managed

<p>(This paragraph should specify the scope of the work for which the CAMO is approved. This paragraph may include aircraft type/series, aircraft registrations, owner/operator, contract references, etc. The following is given as an example.) Aircraft type/series</p>	<p>Date included in the scope of work</p>	<p>Aircraft maintenance programme or 'generic/baseline' maintenance programme</p>	<p>Aircraft registration(s)</p>	<p>Owner/operator</p>	<p>CAMO contract reference</p>
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For AOC Holders certificated in accordance with Nig. CARs Part 9, this paragraph can make reference to the operations specifications or operations manual where the aircraft registrations are listed.

(Depending on the number of aircraft, this paragraph may be updated as follows:

- 1) the paragraph is revised each time an aircraft is removed from or added in the list;
- 2) the paragraph is revised each time a type of aircraft or a significant number of aircraft is removed from or added to the list; in that case, the paragraph should explain where the current list of aircraft managed is available for consultation.)

d) Type of operation

(This paragraph should give broad information on the type of operations such as: commercial air transport operations, (commercial) specialised operations, training organisation, NCC, NCO, long haul/short haul/regional, scheduled/charter, regions/countries/continents flown, etc.)

0.3 Management personnel

a) Accountable manager

(This paragraph should address the duties and responsibilities of the accountable manager as regards CAMO approvals and should demonstrate that he/she has corporate authority for ensuring

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that all continuing airworthiness activities can be financed and carried out to the required standard.)

b) Nominated postholder for continuing airworthiness referred to in Nig. CARs Part 5.8.1.6

(This paragraph should:

— emphasise that the nominated postholder for continuing airworthiness is responsible to ensure that all maintenance is carried out on time and to an approved standard; and

— describe the extent of his/her authority as regards his/her Nig. CARs Part 5.8 responsibility for continuing airworthiness.

c) Continuing airworthiness coordination

(This paragraph should list in sufficient detail the job functions that constitute the ‘group of persons’ as required by Nig. CARs Part 5.8.1.6 so as to show that all the continuing airworthiness responsibilities as described in Part-M are covered by the persons that constitute that group. In the case of small operators where the ‘nominated postholder’ for continuing airworthiness constitutes himself/herself the ‘group of persons’, this paragraph may be merged with the previous one.)

d) Duties and responsibilities

(This paragraph should further elaborate the duties and responsibilities of all the nominated persons and of any other management personnel.)

e) Manpower resources and training policy

(1) Manpower resources

(This paragraph should give broad figures to show that the number of people assigned to the performance of the approved continuing airworthiness activity is adequate. It is not necessary to give the detailed number of employees of the whole company, but only the number of those involved in continuing airworthiness. This could be presented as follows:)

The number of employees assigned to the performance of the continuing airworthiness management system is the following:

	Full-time	Part-time in equivalent full-time
Quality monitoring	AA	aa = AA’
Continuing airworthiness management	BB	bb = BB’
(Detailed information about the management of group of persons)	BB1	bb1 = BB1’
	BB2	bb2 = BB2’
Other...	CC	cc =CC’
Total	TT	tt = TT’
Total man-hours		TT + TT’

0.4 Management organisation charts

a) General organisation chart

b) Continuing airworthiness management organisation chart

0.5 Procedure to notify the Authority of changes to the organisation's activities/approval/location/personnel

(This paragraph should explain the cases where the company should inform the Authority prior to incorporating proposed changes, for instance:

The accountable manager (or any nominated person such as the nominated postholder or the quality manager) will notify the Authority of any change concerning:

- (1) the company's name and location(s);
 - (2) the group of persons as specified in paragraph 0.3.c); and
 - (3) operations, procedures and technical arrangements, as far as they may affect the approval.
- Ben Musa will not incorporate such changes until they have been assessed and approved by the Authority.)

0.6 Exposition amendment procedure

(This paragraph should explain who is responsible for the amendment of the exposition and its submission to the Authority for approval. This may include, if agreed by the Authority, the possibility for the approved organisation to approve internally minor amendments that have no impact on the approval held. The paragraph should then specify what types of amendments are considered minor and major, and what the approval procedures for both cases are.)

PART 1 — CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES

1.1 Aircraft technical log utilisation and MEL application

or

1.1 Aircraft continuing airworthiness record system utilisation

a) Aircraft technical log and/or continuing airworthiness record system

(1) General

(It may be useful to recall, in this introductory paragraph, the purpose of the aircraft technical log system and/or the continuing airworthiness record system

(2) Instructions for use

(This paragraph should provide instructions for using the aircraft technical log and/or continuing airworthiness record system. It should emphasise the respective responsibilities of the maintenance personnel and operating crew. Samples of the technical log and/or continuing airworthiness record system should be included in Part 5 'Appendices' in order to provide enough detailed instructions.)

(3) Aircraft technical log approval

(This paragraph should explain who is responsible for submitting the aircraft technical log, and any subsequent amendment thereto, to the Authority for approval and what is the procedure to be followed.)

b) MEL application

(The MEL is a document not controlled by the CAMO and the decision of whether accepting or not the operation with a defect deferred in accordance with the MEL is normally the responsibility of the operating crew. This paragraph should explain in sufficient detail the MEL application procedure, because the MEL is a tool that the personnel involved in continuing airworthiness and maintenance have to be familiar with in order to ensure proper and efficient communication with the crew in case of a defect rectification to be deferred.)

(This paragraph does not apply to those types of aircraft that do not have an MEL.)

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(This paragraph should explain broadly what an MEL document is. The information could be extracted from the aircraft flight manual.)

(2) MEL categories

(Where an owner/operator uses a classification system placing a time constraint on the rectification of defects, it should be explained here what are the general principles of such a system. It is essential for the personnel involved in continuing airworthiness and maintenance to be familiar with it for the management of the MEL's deferred defect rectification.)

(3) Application

(This paragraph should explain how the continuing airworthiness and maintenance personnel make the flight crew aware of an MEL limitation. This should refer to the technical log procedures.)

(4) Acceptance by the crew

(This paragraph should explain how the crew notifies their acceptance or non-acceptance of the MEL deferment in the technical log.)

(5) Management of the MEL time limits

(Once a technical limitation is accepted by the crew, the defect must be rectified within the time limit specified in the MEL. There should be a system to ensure that the defect will actually be rectified before that time limit. This system could be the aircraft technical log for those (small) operators that use it as a planning document, or a specific follow-up system where control of the maintenance time limit is ensured by other means such as data processed planning systems.)

(6) MEL time limitation overrun

(The Authority may allow the owner/operator to overrun the MEL time limitation under specific conditions. Where applicable, this paragraph should describe the specific duties and responsibilities with regard to controlling these extensions.)

1.2 Aircraft maintenance programme — development and amendment

a) General

(This introductory paragraph should recall that the purpose of a maintenance programme is to provide maintenance planning instructions necessary for the safe operation of the aircraft.)

b) Content

(This paragraph should explain what is (are) the format(s) of the aircraft maintenance programme(s).

c) Development

(1) Sources

(This paragraph should explain what are the sources (MRB, MPD, maintenance manual, etc.) used for the development of an aircraft maintenance programme.)

(2) Responsibilities

(This paragraph should explain who is responsible for the development of an aircraft maintenance programme.)

(3) Manual amendments

(This paragraph should demonstrate that there is a system for ensuring the continuing validity of the aircraft maintenance programme. Particularly, it should show how any relevant information is used to update the aircraft maintenance programme. This should include, as applicable, MRB report revisions, consequences of modifications, manufacturer and Authority recommendations, in-service experience, and reliability reports.)

(4) Acceptance by the authority

Referenced to Nigeria Regulations

(This paragraph should explain who is responsible for the submission of the maintenance programme to the Authority and what the procedure to follow is. This should in particular address the issue of the approval for variation to maintenance periods either by the Authority or by a procedure in the maintenance programme for the organisation to approve internally certain changes.)

1.3 Time and continuing airworthiness records, responsibilities, retention and access

a) Hours and cycles recording

(The recording of flight hours and cycles is essential for the planning of maintenance tasks. This paragraph should explain how the continuing airworthiness management organisation has access to the current flight hours and cycles information and how it is processed through the organisation.)

b) Records

(This paragraph should give in detail the type of company documents that are required to be recorded and what are the recording period requirements for each of them. This can be provided by a table or series of tables that would include the following:

- family of document (if necessary),
- name of document,
- retention period,
- responsible person for retention,
- place of retention.)

c) Preservation of records

(This paragraph should set out the means provided to protect the records from fire, flood, etc., as well as the specific procedures in place to ensure that the records will not be altered during the retention period (especially computer records).)

d) Transfer of continuing airworthiness records

(This paragraph should set out the procedure for the transfer of records in case of purchase/lease-in, sale/lease-out and transfer of an aircraft to another organisation. In particular, it should specify which records have to be transferred and who is responsible for the coordination (if necessary) of the transfer.)

1.4 Accomplishment and control of airworthiness directives

(This paragraph should demonstrate that there is a comprehensive system in place for the management of airworthiness directives. This paragraph may, for instance, include the following subparagraphs:)

a) Airworthiness directive information

(This paragraph should explain what the AD information sources are and who receives them in the company. Where available, multiple sources (e.g. Agency + Authority + manufacturer or association) may be useful.)

b) Airworthiness directive decision

(This paragraph should explain how and by whom the AD information is analysed and what kind of information is provided to the contracted maintenance organisations in order to plan and perform the airworthiness directive. This should include as necessary a specific procedure for the management of emergency airworthiness directives.)

c) Airworthiness directive control

(This paragraph should specify how the organisation manages to ensure that all the applicable airworthiness directives are accomplished and that they are accomplished on time. This should include a closed-loop system that allows verifying that for each new or revised airworthiness directive and for each aircraft:

- the AD is not applicable, or
- if the AD is applicable:
 - the AD is not yet accomplished but the time limit is not overdue,
 - the AD is accomplished and any repetitive inspection is identified and performed.

This may be a continuous process or may be based on scheduled reviews.)

1.5 Analysis of the effectiveness of the maintenance programme

(This paragraph should show what tools are used in order to analyse the efficiency of the maintenance programme, such as:

- pilot reports (PIREPS),
- air turnbacks,
- spare consumption,
- repetitive technical occurrence and defect,
- technical delays analysis (through statistics, if relevant),
- technical incidents analysis (through statistics, if relevant),
- etc.

This paragraph should also indicate by whom and how this data is analysed, what the decision process to take action is and what kind of action could be taken. This may include:

- amendment of the maintenance programme,
- amendment of maintenance or operational procedures,
- etc.)

1.6 Non-mandatory modification embodiment policy

(This paragraph should specify how non-mandatory modification information is processed through the organisation, who is responsible for its assessment against the operator's/owner's own needs and operational experience, what are the main criteria for decision and who takes the decision of implementing (or not) a non-mandatory modification.)

1.7 Major repair and modification standards

(This paragraph should set out a procedure for the assessment of the approval status of any major repair or modification before embodiment. This will include the assessment of the need of an Authority's approval. It should also identify the type of approval required, and the procedure to follow to have a repair or modification approved by the Authority.

1.8 Defect reports

a) Analysis

(This paragraph should explain how the defect reports provided by the contracted maintenance organisations are processed by the continuing airworthiness management organisation. Analysis should be conducted in order to give elements to activities such as maintenance programme evolution and non-mandatory modification policy.)

b) Liaison with manufacturers and regulatory authorities

(Where a defect report shows that such defect is likely to occur to other aircraft, a liaison should be established with the manufacturer and the certification Authority so that they may take all the necessary action.)

c) Deferred defect policy

(Defects such as cracks and structural defects are not addressed in the MEL and CDL. However, it may be necessary in certain cases to defer the rectification of a defect. This paragraph should establish the procedure to be followed in order to be sure that the deferment of any defect will not lead to any safety concern. This will include appropriate liaison with the manufacturer.)

1.9 Engineering activity

(Where applicable, this paragraph should present the scope of the organisation's engineering activity in terms of approval of modifications and repairs. It should set out a procedure for developing and submitting a modification/repair design for approval to the Agency and include reference to the supporting documentation and forms used. It should identify the person in charge of accepting the design before submission to the Authority.)

1.10 Reliability programmes

(This paragraph should explain appropriately the management of a reliability programme. It should at least address the following:

- extent and scope of the reliability programme,
- specific organisational structure, duties and responsibilities,
- establishment of reliability data,
- analysis of reliability data,
- corrective action system (maintenance programme amendment),
- scheduled reviews (reliability meetings and when the participation of the Authority is needed.)

(This paragraph may, where necessary, be subdivided as follows:)

- a) Airframe
- b) Propulsion
- c) Component

1.11 Pre-flight inspections

(This paragraph should show how the scope and definition of pre-flight inspection that is usually performed by the operating crew are kept consistent with the scope of the maintenance performed by the contracted maintenance organisations. It should show how the evolution of the content of the pre-flight inspection and of the maintenance programme is concurrent.)

(The following paragraphs are self-explanatory. Although these activities are normally not performed by continuing airworthiness personnel, these paragraphs have been placed here in order to ensure that the related procedures are consistent with the continuing airworthiness activity procedures.)

- a) Preparation of aircraft for flight
- b) Subcontracted ground-handling function
- c) Security of cargo and baggage loading
- d) Control of refueling, quantity/quality

- e) Control of snow, ice, residues from de-icing or anti-icing operations, dust and sand contamination to an approved standard

1.12 Aircraft weighing

(This paragraph should state the cases where an aircraft has to be weighed (for instance, after a major modification because of weight and balance operational requirements, etc.), who performs it, according to which procedure, who calculates the new weight and balance, and how the result is processed in the organisation.)

1.13 Check flight procedures

(The criteria for performing a check flight are normally included in the aircraft maintenance programme. This paragraph should explain how the check flight procedure is established in order

to meet its intended purpose (for instance, after a heavy maintenance check, after engine or flight control removal installation, etc.), and the release procedures to authorise such a check flight.)

PART 2 — QUALITY SYSTEM

2.1 Continuing airworthiness quality policy, plan and audit procedure

a) Continuing airworthiness quality policy

(This paragraph should include a formal quality policy statement — that is a commitment to what the quality system is intended to achieve. It should include as a minimum the monitoring compliance with Part-M and with any additional standards specified by the organisation.)

b) Continuing airworthiness quality plan

(This paragraph should show how the quality plan is established. The quality plan will consist of a quality audit and sampling schedule that should cover all the areas specific to Nig. CARs Part 5.8 in a definite period of time. However, the scheduling process should also be dynamic and allow for special evaluations when trends or concerns are identified. In case of subcontracting, this paragraph should also address the planning of the auditing of subcontractors at the same frequency with the rest of the organisation.)

c) Continuing airworthiness quality audit procedure

(Quality audit is a key element of the quality system. Therefore, the quality audit procedure should be sufficiently detailed to address all the steps of an audit from preparation to conclusion; it should show the audit report format (e.g. by reference to paragraph 5.1 ‘Sample of document’), and should explain the rules for the distribution of audit reports in the organisation (e.g. involvement of the quality manager, accountable manager, nominated postholder, etc.).)

d) Continuing airworthiness quality audit remedial action procedure

(This paragraph should explain what system is put in place in order to ensure that the corrective actions are implemented on time and that the result of the corrective actions meets the intended purpose. For instance, where this system consists in periodical corrective actions review, instructions should be given on how such reviews should be conducted and what should be evaluated.)

2.2 Monitoring of continuing airworthiness management activities

(This paragraph should set out a procedure to periodically review the activities of the continuing airworthiness management personnel and how they fulfil their responsibilities, as defined in Part 0.)

2.3 Monitoring of the effectiveness of the maintenance programme(s)

(This paragraph should set out a procedure to periodically review that the effectiveness of the maintenance programme(s) is actually analysed as defined in Part 1.)

2.4 Monitoring that all maintenance is carried out by an appropriate maintenance organisation

(This paragraph should set out a procedure to periodically review that the approval of the contracted maintenance organisations is relevant for the maintenance of the operator’s fleet. This may include feedback information from any contracted organisation on any actual or contemplated amendment in order to ensure that the maintenance system remains valid and to anticipate any necessary change in the maintenance agreements.

If necessary, the procedure may be subdivided as follows:

- a) Aircraft maintenance
- b) Engines
- c) Components)

2.5 Monitoring that all contracted maintenance is carried out in accordance with the contract, including subcontractors used by the maintenance contractor

(This paragraph should set out a procedure to periodically review that the continuing airworthiness management personnel are satisfied that all contracted maintenance is carried out in accordance with the contract. This may include a procedure to ensure that the system allows all the personnel involved in the contract (including the contractors and their subcontractors) to familiarise themselves with its terms and that, for any contract amendment, relevant information is distributed in the organisation and to the contractor.)

2.6 Quality audit personnel

(This paragraph should establish the required training and qualification standards for auditors. Where persons act as part-time auditors, it should be emphasised that they must not be directly involved in the activity they are auditing.)

PART 3 — CONTRACTED MAINTENANCE

3.1 Procedures for contracted maintenance

a) Procedures for the development of maintenance contracts

(This paragraph should explain the procedures that the organisation follows to develop the maintenance contract. In particular, it should cover responsibilities, tasks and interaction with the maintenance organisation and with the owner/operator.

This paragraph should also describe, when necessary, the use of work orders for unscheduled line maintenance and component maintenance.

b) Maintenance contractor selection procedure

(This paragraph should explain how a maintenance contractor is selected by the CAMO. Selection should not be limited to the verification that the contractor is appropriately approved for the specific type of aircraft, but also that the contractor has the industrial capacity to undertake the required maintenance. The selection procedure should preferably include a contract review process in order to ensure that:

— the contract is comprehensive and that it has no gaps or unclear areas,

— everyone involved in the contract (both at the continuing airworthiness management organisation and at the maintenance contractor) agrees with the terms of the contract and fully understands their responsibilities.

— that functional responsibilities of all parties are clearly identified.

The CAMO should agree with the operator on the process to select a maintenance organisation before concluding any contract with a maintenance organisation.)

3.2 Quality audit of aircraft

(This paragraph should set out the procedure when performing a quality audit of an aircraft. It should set out the differences between a maintenance review and a quality audit. This procedure may include:

— compliance with approved procedures;

— contracted maintenance is carried out in accordance with the contract;

— continued compliance with Nig. CARs Part 5.)

PART 4 — MAINTENANCE REVIEW PROCEDURES

4.1 Certificate of Maintenance Review staff

(This paragraph should establish the working procedures for the assessment of the maintenance review staff. The assessment addresses experience, qualification, training, etc. A description should be given regarding the issue of authorisations for the certificate of maintenance review staff and how records are kept and maintained.)

4.2 Review of aircraft records

(This paragraph should describe in detail the aircraft records that are required to be reviewed during the maintenance review. The level of detail that needs to be reviewed as well as the number of records that needs to be reviewed during a sample check should be described.)

4.3 Physical survey

(This paragraph should describe how the physical survey needs to be performed. It should list the topics that need to be reviewed; the physical areas of the aircraft to be inspected, which documents on board the aircraft need to be reviewed, etc.)

4.4 Additional procedures for recommendations to competent authorities for the import of aircraft

(This paragraph should describe the additional tasks regarding the recommendation for the issue of a certificate of maintenance review in the case of import of aircraft. This should include: communication with the Authority of registry, additional items to be reviewed during the maintenance review of the aircraft, specification of maintenance required to be carried out, etc.)

4.5 Recommendations to the Authority for the issue of Certificate of Airworthiness and Maintenance Clearance Certificate

(This paragraph should stipulate the communication procedures with the Authority in case of a recommendation for the issue of a Certificate of Airworthiness or Maintenance Clearance Certificate. In addition, the content of the recommendation should be described.)

4.6 Issue of certificate of maintenance review (CMRs)

(This paragraph should set out the procedure for the issue of CMRs. It should address record-keeping, distribution of CMR copies, etc. The procedure should ensure that a CMR is issued only after a maintenance review has been properly carried out.)

4.7 Maintenance review records, responsibilities, retention and access

(This paragraph should describe how records are kept, duration of record-keeping, location where records are stored, access to records, and responsibilities.)

PART 4B — RECOMMENDATION FOR SPECIAL FLIGHT PERMIT PROCEDURES

4B.1 Conformity with approved flight conditions

(The procedure should indicate how conformity with approved flight conditions is established, documented and attested by an authorised person.)

4B.2 Recommendation for Special Flight Permit under the CAMO privilege

(The procedure should describe the process to complete the NCAA form AC-AWS004 and make recommendation to the Authority for issue of Special Flight Permit

4B.3 Application for Special Flight Permit authorised signatories

(The person(s) authorised to sign off the application for special flight permit should be identified (name, signature and scope of authority) in the procedure, or in an appropriate document linked to the CAME.)

4B.4 Interface with the local authority for the flight.

(The procedure should include provisions describing the communication with the local authority for flight clearance and compliance with the local requirements.

4B.5 Special Flight Permit records, responsibilities, retention and access

(This paragraph should describe how records are kept, duration of record-keeping, location where records are stored, access to records, and responsibilities.)

PART 5 — APPENDICES

5.1 Sample documents

(A self-explanatory paragraph.)

5.2 List of maintenance review staff

(A self-explanatory paragraph.)

5.3 List of subcontractors

(A self-explanatory paragraph; in addition, it should set out that the list should be periodically reviewed.)

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5.4 List of approved maintenance organisations contracted

(This paragraph should include the list of contracted maintenance organisations, detailing the scope of the contracted work. In addition, it should set out that the list should be periodically reviewed.)

5.5 Copy of contracts for subcontracted work

NIGERIA Civil Aviation Authority

CERTIFICATE OF MAINTENANCE REVIEW (CMR) SAMPLE FORMAT

COMPANY NAME, LOGO AND ADDRESS

GENERAL INFORMATION:

1. Date of Review :	2. Place of Review :
3. Registration Marks :	4. C of A Category :
5. Aircraft Manufacturer :	6. Date of Manufacture :
7. Type of Aircraft :	8. Manufacturer Serial No :
9. Total Aircraft Hours :	10. Total Aircraft Cycles:
11. Date of Last Maintenance Review:	

12. Engine Manufacturer / Model :
13. Propeller / Rotor Manufacturer & Model :
14. APU Manufacturer / Model:

DOCUMENT REVIEW		ASSESSMENT		
S/N		YES	NO	REMARKS
1	Airframe, engine and propeller flying hours and associated flight cycles have been properly recorded.			
2	The flight manual is applicable to the aircraft configuration and reflects the latest revision status.			
3	All the maintenance due on the aircraft according to the approved maintenance programme has been carried out.			
4	All known defects have been corrected or, when applicable, carried forward in a controlled manner.			
5	All applicable airworthiness directives and mandatory bulletins have been applied and properly registered.			
6	All modifications and repairs applied to the aircraft have been registered and are approved according to Nig. CARs Part 5.7.1.2.			
7	All service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit			
8	All maintenance has been released in accordance with this Nig. CARs Part 6.5.1.7.			
9	The current mass and balance statement reflects the configuration of the aircraft and is valid.			
10	The aircraft complies with the latest revision of its type design approved by the state of design.			
11	If required, the aircraft holds a noise certificate corresponding to the current configuration of the aircraft in compliance with Nig. CARs Part 16.			
PHYSICAL SURVEY		YES	NO	REMARKS
1	All required markings and placards are properly installed.			
2	The aircraft complies with its approved flight manual.			
3	The aircraft configuration complies with the approved documentation.			
4	No evident defect can be found that has not been addressed.			

Referenced to Nigeria Regulations

5	No inconsistencies can be found between the aircraft and the documented review of records.			
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Certified that a maintenance review of this aircraft and such of its equipment as is necessary for its airworthiness has been carried out in accordance with the requirements of the Nigeria Civil Aviation Regulations for the time being in force. The next maintenance review is due

(a) **Name of Maintenance Review Staff**.....

(b) **Signature/Authorisation No.**.....

(c) **Name of Certifying Staff (If different from above)**.....

(d) **Signature**.....

(e) **Licensed No.:**.....

NB

1. A copy of the certificate of maintenance review shall be issued for an aircraft every six months and submitted to the Authority within five (5) days.
2. Maintenance review tasks shall not be sub-contracted.
3. Should the outcome of the maintenance review be inconclusive, the Authority shall be informed.