



NIGERIA CIVIL AVIATION AUTHORITY

Referenced to Nigeria Regulations

Advisory Circular

NCAA-AC-AWS030

10TH APRIL 2023

CERTIFICATION AND APPROVAL OF CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION

1.0 PURPOSE

This Advisory Circular (AC) is issued to provide guidance and information to organisations and operators on the certification process of Continuing Airworthiness Management Organisations (CAMO). The process is designed to ensure that prospective holder of the Approved Continuing Airworthiness Management Organisation Certificate is fully aware of the applicable Regulations, has satisfied all the requirements and is capable of fulfilling and maintaining the approval standards.

2.0 REFERENCES

2.1 Part 5 of the Nig. Civil Aviation Regulations

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

3.1.1 In general the regulatory requirements for application approval, management and administration of an approved continuing airworthiness management organisation are given in Part 5.8 of the Nigeria Civil Aviation Regulations.

3.1.2 The CAMO Certification is carried out in accordance with the Five Phase Certification and Approval Process which is explained in Advisory Circular No. NCAA-AC-GEN003.

3.1.3 The five (5) Phases are:

- a) Pre-application;
- b) Formal Application;
- c) Document Evaluation;
- d) Demonstration and Inspection; and
- e) Certification.

3.1.4 The phases describe in sufficient detail the certification activities to enable general understanding of the complete process.

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Note: Where the required sequence of events in this Advisory Circular may not be entirely applicable, the Authority and the applicant may proceed in a manner that considers existing conditions and circumstances. The applicant however should be aware that approval would not be recommended until the Civil Aviation Regulation has been satisfactorily complied with and there is evidence that they will be maintained in an appropriate and continuing manner.

3.2 The Approval Procedure - General

3.2.1 There are two routes to obtaining a CAMO approval:

- a. CAMO approval for AOC organisations
- b. CAMO approval for non AOC organisations (Standalone)

3.2.2 If an applicant is a prospective AOC organisation seeking for a CAMO approval, such will be done during the AOC Certification process. If the applicant is an AOC organisation already in operation and seeking for a CAMO approval, such will need to apply for a standalone CAMO approval and go through the five phase process necessary to obtain the approval. Afterwards, such organisation can apply to the Authority for variation to its AOC to include the CAMO approval.

3.3 The Approval Procedure – Five Phase Process

3.3.1 Pre-Application Phase

- a) The intending applicant for a Continuing Airworthiness Management Organisation approval expresses the intention to the Authority. This can be done via telephone, in writing, or a visit to the Authority.
- b) A pre-application meeting is arranged between the applicant and the Authority to discuss the application requirements and certification process.
- c) The Authority issues Form: AC-AWS007H – Pre-Application Statement of Intent (PASI) to the intending holder of a CAMO approval.

3.3.2 Formal Application Phase

- a) An applicant for a Continuing Airworthiness Management Organisation (CAMO) approval is required to submit to the Authority the following:
 - i. An application on a form (Form: AC-AWS007B) prescribed by the Authority
 - ii. Management Personnel Bio Data forms (Form: AC-AWS007F)
 - iii. One hard copy and one soft copy of the Continuing Airworthiness Management Exposition (CAME)
 - iv. A Statement of Compliance
 - v. Contract Agreements with AOC and NCAA Approved AMO (if available)
 - vi. Any additional information the Authority requires the applicant to submit {e.g. PASI}

Note: The certification process only starts after the Application package has been accepted.

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To accept the package, the certification team will carry out a cursory review and decide whether or not to continue with the certification process.

The Authority shall draw up a schedule of events in consultation with the applicant, giving the sequence of activities to be done and the agreed time frame of accomplishment to be followed in the certification process.

3.3.3 Document Evaluation Phase

The Authority Inspectors carry out an in depth review of the contents of each document submitted for regulatory compliance, relevance and scope. It is required that all the documents contain a Statement of Compliance indicating where in the document the relevant Regulation has been complied with. Appendix 2 illustrates how a Statement of Compliance is developed.

In general, the documents are required to explain, define and illustrate the entire organisation structure, functions, activities and programs. It is required they show how the organisation shall comply with the Regulations, and how the terms of approval shall be continually maintained after certification and approval has been granted, i.e. Internal audits and findings corrective action procedures.

3.3.4 Demonstration and Inspection Phase

The Authority Shall carry out an inspection of the organisation facility, programs, systems, processes and procedures to ensure that the organisation's declarations and commitments stated in the documents are actually available, functional, are of the recommended standard and that there are qualified persons in the recommended numbers to perform the Continuing Airworthiness Management related activities in the organisation's different departments and sections.

3.3.5 Certification Phase

When all regulatory requirements for approval of a maintenance organisation have been satisfactorily met, the Authority shall prepare and issue to the applicant the Approval Certificate that shall be valid for a period of twenty-four calendar months (24 months) and the Schedule of Approval which indicates the approval scope and limitations.

The Authority shall open a file for the approved CAMO to keep record of the documents generated during the certification process. These shall include:

- a) The completed Pre-Application Statement of Intent (PASI) Form
- b) The Formal Application Form for CAMO
- c) A completed Statement of Compliance
- d) The Certification checklist and Schedule of Events
- e) All correspondence between the applicant and the Authority
- f) Minutes of the meetings held with the applicant
- g) A summary of all discrepancies encountered during the certification process, and corrective actions taken by the applicant
- h) Copies of the Contract Agreements with AOC operators and NCAA Approved AMO (as applicable)
- i) Copies of Maintenance Programme approvals (if applicable)

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- j) Copy of the certification process summary report
- k) Copy of Schedule of Approval
- l) Copy of Approval Certificate
- m) Proof of payment of the approval fee

3.4 Application for Additional Rating to The Existing CAMO Approval

An approved CAMO may apply for:

1. Extension of the CAMO ratings; or
2. Inclusion of additional capability;

It is required to submit to the Authority an application for CAMO rating upgrade or variation together with the proposed amendment / variation. Depending on the rating or upgrade applied for, the Authority shall evaluate the application and advise whether there is need to carry out a preapproval audit of the organisation, and the appropriate fee to be paid.

3.5 Other Changes to The CAMO

When the CAMO wishes to make changes like the name, address and location it is necessary to inform the Authority of such changes in writing and to submit the amendments to the Continuing Airworthiness Management Exposition (CAME) including the Accountable Manager's revised commitment statement for approval.

Amendments to the Approval Certificates will not change the expiry date of the current certificate except in the case where the changes notification is concurrent with the renewal application.

3.6 Contract Agreement with AOC/Private Operators and NCAA Approved AMO

- 3.6.1 An approved CAMO may have contractual agreement with several maintenance organisations for the purpose of maintenance of the aircraft in its Schedule of Approval. Such maintenance organisations shall be approved and have a valid AMO certificate issued by the NIGERIA Civil Aviation Authority (NCAA) and can be either local or foreign.

The CAMO must maintain quality oversight for all AMOs contracted to carry out maintenance on aircraft in its Schedule of Approval.

- 3.6.2 An approved CAMO may be contracted by an AOC operator or a private operator to carry out continuing airworthiness management tasks. A contract agreement must, however, be drafted and signed by both parties and a copy forwarded to the NCAA.

The arrangement shall be developed taking into account the requirements of the applicable regulations and shall define the obligations of the signatories in relation to continuing airworthiness of the aircraft.

It shall contain as a minimum the requirements stated in Appendix 4 of this advisory circular.

4.0 CORRESPONDENCE TO THE AUTHORITY

Any correspondence to the Authority should be addressed as follows:

The Director General
NIGERIA Civil Aviation Authority,
Aviation House,
P.M.B. 21029, 21038,
Ikeja, Lagos
Nigeria.

Tel/Fax: 234- 1- 2790421.

www.ncaa.gov.ng

7. Additional information that provides a better understanding of the proposed operation or business (Attach additional sheets, if necessary).		
8. The statement and information contained on this form denotes an intention to apply for an AMO / CAMO Certificate.		
Signature.	Date (day/month/year).	Name and Title (Block Letters).
Section 2. To be completed by the Director, Airworthiness Standards.		
Received by (Name and Office):		Date received (day/month/year).
Remarks:		
Section 3. To be completed by the Assigned Certification, Project Manager (CPM).		
Received by:		Date (day/month/year):
Assigned Certification Number:		
Assigned ASI(s):	Date:	
Remarks:		

APPENDIX 2

Sample Statement of Compliance

XYZ LTD		STATEMENT OF COMPLIANCE		Effective Date:		
		PART 5 - AIRWORTHINESS		Page:		
Nig.CARs 5		Requirement of the Regulation	Compliance Method Manual Ref #	AOC Applicant Comments (if appropriate)	Status	Inspector
5.1		GENERAL				
5.1.1		APPLICABILITY				
5.1.1.1		(a) This regulation prescribes the requirements for— (1) Original certification of aircraft and aeronautical products (2) Supplemental type certificates; (3) Issuance of a Certificate of Airworthiness; (4) Continued airworthiness of aircraft and aeronautical components; (5) Aircraft maintenance and inspection requirements ; and (6) Maintenance records and entries.	CAME CHAP X.XXX	XXXXXXXXXX		

APPENDIX 3 Management Personnel Bio Data Form

FORM: AC-AWS007F

MANAGEMENT PERSONNEL BIOGRAPHICAL DATA			
(To be completed by the Nominee)			
1. Company name: <small>a CAMO approval for AOC organisations</small>		1. Company address:	
3. Name of nominee:		4. Position:	
5. Address of Nominee:			
6. Status: Permanent Contracted - Full Time Contracted - Part Time			
7. Qualifications relevant to item (4) position (Tick here if information is continued on reverse side of this form)		Date from	Date to
(1)			Present
(2)			
(3)			
(4)			
(5)			
(6)			
(7)			
(8)			
8. Work experience relevant to item (4) position:		Date from	Date to
(1)			Present
(2)			
(3)			
(4)			
(5)			
(6)			
(7)			
(8)			
9. I, ----- hereby confirm that <small>(Print Name in full)</small>			
(a) I have not			
(i) held a certificate or aviation document issued by a civil aviation authority that was revoked or terminated within the previous five years by reason of criminal, fraudulent, improper action or insanity on my part; nor			
(ii) contributed materially to the revocation or suspension of an aviation document issued by a civil aviation authority			
(b) The information provided on this form is true and correct to the best of my knowledge.			
Signature:			Date:

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10.	For NCAA Official Use Only
Received by:	
Name:	Position:
Signature:	Date:
Attach copies of certificates/proof of experience to this form in support of information supplied.	

APPENDIX 4

Contract Agreement with AOC/Private Operators

1. It shall contain as a minimum the:

- aircraft registration,
- aircraft type,
- aircraft serial number,
- aircraft owner or registered lessee's name or company details including the address,
- details of the continuing airworthiness management organisation approved under Part 5 of the Nigeria Civil Aviation Regulations, including the address.

2. It shall state the following:

'The owner entrusts to the approved CAMO the management of the continuing airworthiness of the aircraft, the development of a maintenance programme that shall be approved by the NIGERIA Civil Aviation Authority, and the organisation of the maintenance of the aircraft according to said maintenance programme in an NCAA approved maintenance organisation.

According to the present arrangement, both signatories undertake to follow the respective obligations of this arrangement.

The owner certifies, to the best of their belief that all the information given to the approved CAMO concerning the continuing airworthiness of the aircraft is and will be accurate and that the aircraft will not be altered without prior approval of the approved CAMO.

In case of any non-conformity with this arrangement, by either of the signatories, it will become null. In such a case, the owner will retain full responsibility for every task linked to the continuing airworthiness of the aircraft and the owner will undertake to inform the NCAA within two full weeks.'

3. When an owner contracts a continuing airworthiness management organisation under Part 5 of the Nigeria Civil Aviation Regulations, the obligations of each party shall be shared as follows:

3.1. Obligations of the approved CAMO:

1. have the aircraft type in the scope of its approval;
2. respect the conditions to maintain the continuing airworthiness of the aircraft listed below:
 - (a) develop a maintenance programme for the aircraft, including any reliability programme developed, if applicable;
 - (b) declare the maintenance tasks (in the maintenance programme) that may be carried out by the pilot-owner;
 - (c) organise the approval of the aircraft's maintenance programme;
 - (d) once it has been approved, give a copy of the aircraft's maintenance programme to the owner;

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- (e) organise a bridging inspection with the aircraft's prior maintenance programme;
 - (f) organise for all maintenance to be carried out by an NCAA approved maintenance organisation;
 - (g) organise for all applicable airworthiness directives to be applied;
 - (h) organise for all defects discovered during scheduled maintenance, airworthiness reviews or reported by the owner to be corrected by an NCAA approved maintenance organisation;
 - (i) coordinate scheduled maintenance, the application of airworthiness directives, the replacement of life limited parts, and component inspection requirements;
 - (j) inform the owner each time the aircraft shall be brought to an approved maintenance organisation;
 - (k) manage all technical records;
 - (l) archive all technical records;
3. organise the approval of any modification to the aircraft before it is embodied;
 4. organise the approval of any repair to the aircraft before it is carried out;
 5. inform the NCAA whenever the aircraft is not presented to the approved maintenance organisation by the owner as requested by the CAMO;
 6. inform the NCAA whenever the present arrangement has not been respected;
 7. carry out the airworthiness review of the aircraft when necessary and issue the airworthiness review certificate or the recommendation to the NCAA;
 8. send within 5 days a copy of any airworthiness review certificate issued or extended to the NCAA;
 9. carry out all occurrence reporting mandated by the Nigeria Civil Aviation Regulations;
 10. inform the NCAA whenever the present arrangement is denounced by either party.

3.2. Obligations of the owner

1. have a general understanding of the approved maintenance programme;
2. have a general understanding of the Part 5 of the Nigeria Civil Aviation Regulations;
3. present the aircraft to the approved maintenance organisation agreed with the CAMO at the due time designated by the CAMO's request;
4. not modify the aircraft without first consulting the CAMO;
5. inform the CAMO of all maintenance exceptionally carried out without the knowledge and control of the CAMO;
6. report to the CAMO through the logbook all defects found during operations;
7. inform the NCAA whenever the present arrangement is denounced by either party;
8. inform the NCAA and the CAMO whenever the aircraft is sold;

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9. carry out all occurrence reporting mandated by Part 5 of the Nigeria Civil Aviation Regulations;
10. inform on a regular basis the CAMO about the aircraft flying hours and any other utilisation data, as agreed with the CAMO;
11. enter the certificate of release to service in the logbooks when performing pilot-owner maintenance without exceeding the limits of the maintenance tasks list as declared in the approved maintenance programme as laid down by the CAMO;
12. inform the approved CAMO responsible for the management of the continuing airworthiness of the aircraft not later than 30 days after completion of any pilot-owner maintenance task.