



**NIGERIA CIVIL AVIATION AUTHORITY  
(NCAA)**

# **Advisory Circular**

**NCAA-AC-GEN004**

**April 2023**

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## **STATEMENT OF COMPLIANCE**

### **1.0 PURPOSE**

This Advisory Circular (AC) is issued to provide guidance to Air Operators, Aircraft Maintenance Organisations and Aviation Training Organisations on how to prepare a Statement of Compliance. The Statement of Compliance is a required supplement to all organisation manuals that are required by the Regulations. These are the manuals that define the organisation administration structure, activities, management team, technical personnel, equipment, tools, facilities, capabilities, technical operations procedures and guidelines.

### **2.0 REFERENCE**

- 2.1** Regulations [IS:9.3.1.2\(d\)1.1\(a\)](#) and [IS:9.3.2.4\(a\)1.1\(a\)](#) of the Nigeria Civil Aviation Regulations;
- 2.2** Regulation [6.4.1.1](#) of the Nigeria Civil Aviation Regulations; and
- 2.3** Regulation [3.2.1.17](#) of the Nigeria Civil Aviation Regulations.

### **3.0 INFORMATION AND GUIDANCE**

- 3.1** The Statement of Compliance is prepared by the operator and submitted to the Authority indicating how all the relevant applicable Regulations to the proposed operations have been addressed.
- 3.2** The statement normally is in a form of a complete listing of all the pertinent sections and sub-parts of the relevant regulations, e.g. AOC, AMO & ATO as the case may be.
- 3.3** The initial statement of compliance is submitted together with the formal application for organisation and/or manual approval. It aids the certification team in determining where

the regulatory requirements have been addressed in the applicants manual, program and procedures, it also helps to ensures that they have all been adequately addressed.

- 3.4** As illustrated in a typical AOC, AMO and ATO compliance statement below the format shall include the Regulation number, the regulation subject, an indication of whether the Regulation is applicable or not, the relevant manual, manual chapter, section, sub-section and page where the Regulation application has been addressed and/or a brief description of the method of compliance.

| <b>AOC - STATEMENT OF COMPLIANCE</b> |  |              |   |  |
|--------------------------------------|--|--------------|---|--|
| <b>AOC<br/>Nig CARs<br/>Reg. No.</b> | <b>TITLE</b>                                   | <b>APPLY</b> | <b>Manual REF.</b>                            | <b>REMARKS</b>   |
| 9.1.1.1                              | Applicability                                  | Y            | Manual name,<br>Chpt. xx, Sec.<br>yy, pg. zz. | XYZ scope of<br>activities, duties<br>and responsibilities<br>are identified in<br>this section. |
| 9.1.1.2                              | Definitions                                    | Y            | Manual name,<br>Chpt. xx, Sec.<br>yy, pg. zz. | XYZ is aware of<br>and understands<br>this paragraph.  |
| 9.1.1.3                              | Abbreviations                                  | Y            | Manual name,<br>Chpt. xx, Sec.<br>yy, pg. zz. |  |
| 9.1.1.4                              | Compliance with an Air<br>Operator Certificate | Y            | Manual name,<br>Chpt. xx, Sec.<br>yy, pg. zz. |  |
| 9.1.1.5                              | Application for an Air<br>Operator Certificate | Y            | Manual name,<br>Chpt. xx, Sec.<br>yy, pg. zz. |  |
| 9.1.1.10                             | Access for inspection                          | Y            | Manual name,<br>Chpt. xx, Sec.<br>yy, pg. zz. |  |
| 9.2.2.7                              | Aircraft Operated by the<br>AOC Holder         | Y            | Manual name,<br>Chpt. xx, Sec.<br>yy, pg. zz. |  |
|                                      |  |              |   |  |
|                                      |  |              |   |  |

| <b>AMO - STATEMENT OF COMPLIANCE</b> |   |              |                                |  |
|--------------------------------------|---|--------------|--------------------------------|--|
| <b>AMO<br/>Nig CARs<br/>Reg. No.</b> | <b>TITLE</b>                                  | <b>APPLY</b> | <b>MPM REF.</b>                | <b>REMARKS</b>   |
| 6.1.1.1                              | Applicability                                 | Y            | MPM Sect. xx,<br>Ch. yy, Pg zz | XYZ scope of activities, duties and responsibilities as an AMO are identified in this section. |
| 6.1.1.2                              | Definitions                                   | Y            | MPM Sect. xx,<br>Ch. yy, Pg zz | XYZ is aware of and understands this paragraph.  |
| 6.1.1.3                              | Abbreviations                                 | Y            | MPM Sect. xx,<br>Ch. yy, Pg zz |  |
|                                      |   |              |                                |  |
| 6.2.1.1                              | Applicability                                 | Y            | MPM Sect. xx,<br>Ch. yy, Pg zz |  |
| 6.2.1.2                              | General                                       | Y            | MPM Sect. xx,<br>Ch. yy, Pg zz |  |
| 6.2.1.3                              | Approved Maintenance Organisation Certificate | Y            | MPM Sect. xx,<br>Ch. yy, Pg zz |  |
|                                      |   |              |                                |  |
|                                      |   |              |                                |  |

| <b>ATO - STATEMENT OF COMPLIANCE</b> |  |              |  |  |
|--------------------------------------|--|--------------|--|--|
| <b>ATO<br/>Nig CARs<br/>Reg. No.</b> | <b>TITLE</b>                               | <b>APPLY</b> | <b>Manual REF.</b>                         | <b>REMARKS</b>   |
| 3.1.1.1                              | Applicability                              | Y            | Manual name,<br>Sect. xx, Ch.<br>yy, Pg zz | XYZ scope of activities, duties and responsibilities as an AMO are identified in this section. |
| 3.1.1.2                              | Definitions                                | Y            | Manual name,<br>Sect. xx, Ch.<br>yy, Pg zz | XYZ is aware of and understands this paragraph.  |
| 3.1.1.3                              | Abbreviations                              | Y            | Manual name,<br>Sect. xx, Ch.<br>yy, Pg zz |  |
|                                      |  |              |  |  |
| 3.2.1.1                              | Applicability                              | Y            | Manual name,<br>Sect. xx, Ch.<br>yy, Pg zz |  |
| 3.2.1.2                              | General                                    | Y            | Manual name,<br>Sect. xx, Ch.<br>yy, Pg zz |  |
| 3.2.1.3                              | Approved Training Organisation Certificate | Y            | Manual name,<br>Sect. xx, Ch.<br>yy, Pg zz |  |
|                                      |  |              |  |  |
|                                      |  |              |  |  |

**STATEMENT OF COMPLIANCE AND INTERFACE MATRIX (SOC/IM)**

| Nig. CARs | Subject | Primary Reference | Secondary Reference | Ops Specs | Flight Operations Manual | Cabin Crew Manual | Flight Crew Training and Checking Manual | Maintenance Control Manual | Comments |
|-----------|---------|-------------------|---------------------|-----------|--------------------------|-------------------|--|----------------------------|----------|
|-----------|---------|-------------------|---------------------|-----------|--------------------------|-------------------|--|----------------------------|----------|

**NCAR Part 8 - Operations**

| 8.1     | General                         |           |           |  |           |  |            |  |   |
|---------|---------------------------------|-----------|-----------|--|-----------|--|------------|--|---|
| 8.1.1.  | Applicability and Definitions   | FOM 2.1.2 | MCM 2.1.2 |  | FOM 2.1.2 |  | FCT&CM.1.7 |  | Mechanical discrepancies are confirmed reported at the conclusion of each flight. |
| 8.1.1.1 | Applicability                   |           |           |  |           |  |            |  |   |
| 8.1.1.2 | Definitions                     |           |           |  |           |  |            |  |   |
| 8.1.1.3 | Abbreviations                   |           |           |  |           |  |            |  |   |
| -       |                                 |           |           |  |           |  |            |  |   |
| 8.2     | General Operations Requirements |           |           |  |           |  |            |  |   |

This preferred sample Compliance Statement And Interface Matrix (SOC/IM) is the most useful format for both operators and NCAA inspectors because it presents a clear comparison of information contained in each manual throughout each operator's system of manuals and documents. The SOC/IM is useful in helping ensure that each manual containing reference information applicable to a particular regulation is addressed when the content of any one manual is revised... thus ensuring that policies, procedures and instructions are created and maintained in a consistent manner throughout the operator's management system.

An "Interface," is that point where procedures converge. For example, an operator's procedures and instructions to flight crew for reporting mechanical discrepancies must be congruent with the manner in which airworthiness engineers receive it. Similarly, the way a flight crew receives dispatch information from the operator must match how dispatchers transmit it. The SOC/IM is not only a statement of compliance, it is an interface management tool.

As illustrated above, the format of the SOC/IM includes the applicable Nig. CARs number, the regulation subject, a primary & secondary manual reference, and a reference for any Operations Specifications that may apply. Then there are columns for each manual that comprises the air organization's (AOC, AMO, ATO) system of company manuals. Location designations indicate where references to each Part, Paragraph, sub-paragraph and item from within the Nig. CARs can be found in the operations specifications and in each manual or other document listed across the top. In this way, the reader can read down each column to identify which regulations are

addressed each manual. Alternatively, the reader can scan each row to identify where in each manual each regulation, part, paragraph, sub-paragraph or item is addressed.

- 3.5** The initial statement of compliance (and later the final statement) provides the only written evidence that the applicant is aware of all the applicable Regulations and understand how to appropriately apply them.
- 3.6** If at the time of submitting the initial statement of compliance (Formal Application Phase) some of the required methods of compliance have not been developed, the applicant may state that compliance information will be provided in the final statement. However, if it shows total lack of knowledge and understanding of the Regulations the application package should be rejected. A compliance statement such as “Will Comply” is not acceptable.
- 3.7** It is important to observe that the manuals review and the certification demonstration phase is not carried out until the statement of compliance has been submitted and the certification team is satisfied that all applicable regulatory aspects have been appropriately addressed.