CHAPTER 63

INSPECTION OF OPERATOR' S MAINTENANCE RECORDS AND RECORD KEEPING SYSTEM FOR AIRWORTHINESS DIRECTIVE COMPLIANCE

0.0 LIST OF EFFECTIVE PAGES

CHAPTER SIXTY-THREE	PAGE	EFFECTIVE DATE
	1 of 7	10th April, 2023
	2 of 7	10th April, 2023
	3 of 7	10th April, 2023
	4 of 7	10th April, 2023
	5 of 7	10th April, 2023
	6 of 7	10th April, 2023
	7 of 7	10th April, 2023

1.0 PURPOSE

The purpose of this chapter is to provide guidance to Airworthiness Inspectors in the function of monitoring Airworthiness Directives compliance and the evaluation and inspection of aircraft and aircraft records for compliance.

2.0 GENERAL

2.1 A primary safety function of the airworthiness organization within the Authority is to require correction of unsafe conditions found in an aircraft, aircraft engine, propeller, equipment or instruments or when such conditions develop in other products of the same design. The unsafe conditions may exist because of a design defect, maintenance or other causes. Airworthiness Directives (ADs) are the means used to notify aircraft owners and other interested persons of unsafe and undesirable conditions and to prescribe the conditions under which the product may continue to be operated.

2.1.1 Airworthiness Directives are divided into two categories:

those of an urgent nature requiring immediate compliance upon receipt; and

those of a less urgent nature requiring compliance within a relatively longer period.

2.1.3 The contents of ADs include the aircraft, engine, propeller, equipment or instrument type, model and serial numbers affected. Also included are the compliance time or period, a description of the difficulty experienced, and the necessary corrective action.

2.1.4 All aircraft operate in Nigeria were manufactured and/or certificated in another State. In order to continue to maintain such aircraft (registered in Nigeria) at a level of airworthiness equivalent to that achieved in the State in which the Type certificate for the aircraft was issued, the Authority will obtain all airworthiness directives, service bulletins, etc., issued by the type certification authority, by the manufacturer or, by the airworthiness authority of any other State in which the same type of aircraft are registered, where such information pertains to the continuing airworthiness and the prevention and remedying of recurring defects in aircraft and their equipment.

2.1.5 Upon registration of an aircraft in Nigeria, the Authority will notify the State of Design of the aircraft of the registration in Nigeria, and request that the Authority receives any and all airworthiness directives addressing that aircraft, airframe, aircraft engine, propeller, appliance, or component part and any requirements for the establishment of specific continuing airworthiness programs.

2.1.6 Nig. CARs 5: 5.5.1.3 (d) states that the Authority may issue Airworthiness Directives when it determines that an airframe or aeronautical product has exhibited an unsafe condition and this condition is likely to exist or to develop in other products of the same type design. However, until such time that an appropriated engineering division is established, the Authority will not develop its Airworthiness Directives. With this consideration CAR Part 5: 5.4.1.9 mandates that “...Whenever the State of Design considers that a condition in an aircraft, airframe, aircraft engine, propeller, appliance, or component part is unsafe as shown by the issuance of an airworthiness directive by that State, such directives shall apply to Nigeria registered civil aircraft of the type identified in that airworthiness directive”.

2.1.7 The Authority may identify manufacturer's service bulletins and other sources of data, or develop and prescribe inspections, procedures and limitations, for mandatory compliance pertaining to affected

airframe or aeronautical product in Nigeria.

2.1.8 The ICAO Circular The Continuing Airworthiness of Aircraft in Service - Methods of Handling and Exchange of Information on Airworthiness Directives (or their Equivalent) (Circular 95 AN/78) provides the necessary information to assist Contracting States in establishing contact with competent authorities of other Contracting States, for the purpose of maintaining continuing airworthiness of aircraft in service.

2.2 RESPONSIBILITY FOR AIRWORTHINESS DIRECTIVE COMPLIANCE

2.2.1 Airworthiness Directives issued by the State of Manufacture/Design of the aircraft are mandatory for Nigeria registered aircraft. Nigeria does not issue its own Airworthiness Directives.

2.2.2 No person may operate any Nigeria registered civil aircraft to which the measures of consideration Nig. CARs Part 5: 5.3.1.13 (d) apply, except in accordance with the applicable airworthiness directives and service bulletins

2.2.3 It is the responsibility of the AOC, AMO Holders and/or operators of the aircraft to secure from the manufacturer the technical information required for compliance with the Airworthiness Directives. All AOC, AMOs Holders and/or operators shall be on the appropriate mailing list for receiving Directives applicable to their aircraft.

2.2.4 Responsibilities of the operator

2.2.4.1 The manner in which the operator complies with Airworthiness Directives depends upon the arrangements under which he has leased chartered or otherwise acquired control of an aircraft. He may arrange with the owner for the latter to carry out all actions arising out of Airworthiness Directives, or he may arrange to carry them out himself.

2.2.4.2 The means by which the operator keeps himself informed on ADs is at his own option. However, he must make a reasonable effort to ascertain that the ADs have been implemented in the manner prescribed and refrain from engaging in flight operations contrary to the provisions of the applicable ADs.

2.2.5 The owner's role. The owner may not use his aircraft, or knowingly allow it to be used by others, except in compliance with ADs issued up to date. If he leases the aircraft or allows another person to maintain it, he should take effective steps to assure compliance with ADs. He cannot assume that others will take over the burden of maintenance automatically. The situation may call for a written agreement, or a verbal one, depending on circumstances. But there should be no doubt as to who will take the necessary responsive action to ADs.

2.2.6 The role of Aircraft Maintenance Engineers or Approved Maintenance Organization

2.2.6.1 The responsibility of the Aircraft Maintenance Engineer (AME) or Approved Maintenance Organization, with regard to AD compliance, should also be clearly understood. Some operators may be under the impression that when they take their aircraft into the facility for an inspection, the AME or AMO will routinely ensures that all ADs in effect on that date are complied with before "signing off" on the inspection. This is not necessarily true. Some ADs in effect may deal with components, which are not normally part of the inspection, such as radios. Also, some ADs already in effect at the time of the inspection may have delayed compliance dates; in such cases the AME or AMO is not obliged

to act upon them, and may not do so unless requested by the operator.

2.2.6.2 Whenever an AD has been complied with, the person accomplishing the AD shall not only record the date of compliance and time in service in the aircraft maintenance records, but also furnish a description of the work done - several alternative methods of compliance may be possible, and at some later date it may be important to know which route was followed. When the aircraft goes back into service, whoever accepts it from the shop should make it his business to see that the maintenance record, including ADs, is fully up to date before it is operated.

2.2.6.3 The responsibility for compliance with ADs cannot be disclaimed by any of the parties involved in its operation or maintenance, i.e., the AME, AMO, owner or operator. All have some degree of responsibility, depending always upon the circumstances under which the aircraft is used; all are expected to know about the procedures for issuing ADs, and to understand their role in compliance.

2.3 RECORDS

2.3.1 The AOC, AMO, CAMO holder and/or operator must keep a record showing the current status of applicable Airworthiness Directives, including the method of compliance.

2.3.2 This record must include the following:

2.3.2.1 List of Airworthiness Directives with revision dates applicable to the type of airplane

2.3.2.2 The method of compliance

2.3.2.3 The time in service, or the cycles, and/or the calendar date when the next action is required for a recurring Airworthiness Directive

Note 1: An acceptable method of compliance should include a reference to one of the following:
(1) a specific portion of the Airworthiness Directive,
(2) A manufacturer's service bulletin, if the bulletin is referenced in the Airworthiness Directive.

Note 2: Alternative methods of compliance must be approved by the appropriate State of Design and will apply only to the AOC, AMO, CAMO Holder or applicant making the application.

2.4 CERTIFICATE OF AIRWORTHINESS RENEWAL

2.4.1 The Authority will assess the Airworthiness Directives issued by State of Design for the aircraft represented on the Civil Aircraft Register. All aircraft are checked annually for Airworthiness Directives compliance at Certificate of Airworthiness renewal.

2.4.2 Certificates of Airworthiness are not renewed unless all applicable Directives have been complied with. The Airworthiness Directives are mandatory and, pursuant to the provisions relating to the issue and continued validity of the Certificate of Airworthiness, the aircraft concerned is not airworthy unless it has fully and satisfactorily complied with the Directives within the time limits specified.

2.5 FERRY FLIGHTS AND AD COMPLIANCE

2.5.1 Before Further Flight. If an Airworthiness Directive requires compliance before further flight and does not have a provision for the issuance of special flight permits, airworthiness inspectors will not issue a special flight permit and the affected aircraft should not be flown to a repair facility.

2.5.2 Affected Products during Flight. If the AD covers a product that is not an aircraft, and does not provide for the product's operation during a ferry flight, the product shall not be operated during such a flight. If the aircraft on which the product is installed can be safely operated without using the product, a special flight permit could be issued.

3.0 PROCEDURES/JOB TASK ANALYSIS

3.1 PREREQUISITES AND COORDINATION REQUIREMENTS

3.1.1 Prerequisites.

1) Knowledge of the regulatory requirements of Civil aviation regulations
2) Previous experience with the type of equipment the operator/applicant proposes to include in the program

3.1.2 Coordination. This task requires coordination with the operator/applicant.

3.2 REFERENCE, FORMS, AND JOB AIDS

3.2.1 References.

1) Nig. CARs Part 5

2) The ICAO Circular 95 The Continuing Airworthiness of Aircraft in Service - Methods of Handling and Exchange of Information on Airworthiness Directives (or their Equivalent). The circular provides the necessary information to assist Contracting States in establishing contact with competent authorities of other Contracting States, for the purpose of maintaining continuing airworthiness of aircraft in service.

3.2.2 Forms. None.

3.2.3 Job Aids. Checklist CL: O-AWS063

3.3 PROCEDURES/ JOB PERFORMANCE SUBTASKS

3.3.1 The inspector is required to ensure that each operator has in place a program that provides for notification and accomplishment of ADs.

3.3.2 Ensure that operator has procedures in place to maintain a record of the current status of all one-time/recurring AD's applicable to the operator's equipment. The current status of an airworthiness directive means a record that contains, at least, the following information:

1) Identification of the particular airframe, engine, propeller, appliance, or component to which the AD is applicable.

2) The AD number (and/or regulatory amendment number).

3) The date and the time-in-service expressed in the appropriate measuring parameter (hours, cycles, calendar time, etc.) when the required action was accomplished.

4) If the requirement is recurring, the time-in-service when the next action is due expressed in the appropriate measuring parameter (hours, cycles, calendar time, etc.).

5) The method of compliance means: with regard to an AD, a concise description of the action taken to comply with the requirements of the AD. If the AD or its referenced manufacturer s service bulletin permits the use of more than one method of compliance, the record must include a reference to the specific method of compliance used. If the operator uses an alternate method of compliance (AMOC) to comply with an AD, the method of compliance means a description of this AMOC and a copy of the CAA approval.

NOTE: The listing of current status of an airworthiness directive or method of compliance refers to summary current status information and must not be confused with an AD record of accomplishment, which is a description of the work performed and the identification of the person who performed and/or issued the approval for return to service.

3.3.3 The following task may be necessary for Inspectors to determine that the operator has complied or is continuing to comply with the specifications in the Airworthiness Directive, the Inspector should:

1) examine drawings/materials and planned procedures which the air operator proposes to use to determine that they conform to the provisions of the AD;

2) when the AD allows the use of materials or procedures which are equivalent to some specified material or procedure, the Inspector should examine the proposed equivalent and by means of comparison and the exercise of judgment determine that it is in fact equivalent;

3) observe the work in progress to determine that any installation, repair, alteration or inspection required by the AD is perform ed by the use of workmanship and procedures that conform to the standards established in the relevant approved maintenance manuals;

4) inspect completed installations or other repairs or alterations to determine that they have been performed and completed in accordance with the provisions of the AD, and the approved maintenance manuals;

5) when required by the AD, determine that inspection and continuing maintenance procedures are established and incorporated in the operator's Maintenance Manual and Operations Specifications;

6) make spot checks of recurring inspections in progress that are required by the AD to determine compliance;

7) adjust inspection periods required by ADs to conform to the operator's inspection program when permitted by the AD and found to be in accord with safe practice.

3.5 TASK OUTCOMES

3.5.1 File a report.

3.5.2 Task Completion. Completion of this task can result in the following:

1) Satisfactory inspection

2) Requirement for a follow up inspection for a particular discrepancy

3.5.3 Document Task. File all supporting paperwork in the operator/applicant's office.

3.6 FUTURE ACTIVITIES

3.6.1 Normal surveillance.

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