



NIGERIA CIVIL AVIATION AUTHORITY

Corporate Headquarters
Nnamdi Azikiwe Int'l Airport, Domestic Wing, Abuja, Nigeria

CL:O-AWS029

MAINTENANCE TRAINING MANUAL APPROVAL CHECKLIST

The purpose of the Maintenance Training Manual (MTM) Checklist is to assist owners / operators with a view to ensuring that the MTM submitted to the NCAA for approval are standardized and include all items that are required by Nig. CARs Part 6 and 9. This checklist, when completed, should be submitted with the draft MTM.

This checklist should clearly show either compliance (yes) & location of the compliance in the notes section or not applicable (no) & the reason in the notes section.

The relevant cross-references (subsection number and page number) shall be specified in the notes column at the appropriate paragraphs and the correct term MTM shall be used. It is not acceptable to simply enter the MTM as the cross-reference.

The checklist is provided to ensure the minimum required items are contained in the MTM.

MTM EVALUATION RECORD	
Name of Air Operator/AMO	
Physical Address (Location)	
Type of Operation	
Date of Evaluation	
MTP Document No. Issue and date	
Inspector(s) /	
Assessment Code: YES = Compliance NO = No compliance	

I			NOTE: Compliance location in MTM/MCM: Or Reason for "No" Compliance	NCAA's Assessment
	YES	NO		
FOR INITIAL REVIEW AND REVISION OF MTM (as				
1. Is the MTM in a format that is easy to revise?				
2. Does the MTM contain-				
(a) A list of effective pages?				
(b) An index?				
(c) Contents list				
(d) Revision status				
(e) Curriculum segment				
(f) All items required by Nig. CARs Nig. CARs Part 6.4.1.2 & IS6.4.1.2				

(g) Additional relevant supporting information as required by Nig. CARs 6.2.1.5(a)(6)				
(h) References to the applicable Nig. CARs?				
(i) Check for completeness, general content & overall quality.				
3. Are all curriculum outlines in line with the applicable regulations, guidance materials and adequate for ratings the AMO is requesting? (see Chapter 29, section 1F of Airworthiness Handbook).				
4. Review courseware to ensure material is capable of producing effective training? Sample the following:-				
a. training modules?				
b. lesson plans.?				
c. Audio-visual programs?				
d. Procedure document and student handouts?				
5. Does the manual contain whether the training of certifying staff will be performed by the AMO or by an ATO selected by the AMO?				
6. Does the manual contain the following sections with clear and concise policy guidance and instructions in accordance with Nig. CARs Nig. CARs Part 6.4.1.2 & IS6.4.1.2 .				
(a) General Organization				
(i) Corporate commitment by air operator/AMO?				
(b) General Information:				
(i) Brief description of the organization?				
(ii) Relationships with other organizations?				
(iii) Fleet composition?				
(iv) Line stations locations?				
(c) Indoctrination Training (At least 40hours of instruction) covering at least the following subjects:				
(i) Nig. CARs, particularly those associated with AMO maintenance functions?				
(ii) Company Manuals, policies, procedures and practices?				
(iii) Dangerous Goods requirements of Nig. CARs 6.4.1.3?				
(iv) Maintenance Human factors?				
(v) Computer systems and software?				
(vi) Facility security?				
(d) Initial Training (At least 80 hours of instruction) covering at least the following subjects?				
(i) General review				
(ii) Specific job or task training				
(iii) Shop safety				
(iv) Records & Recordkeeping				
(v) Materials and parts				
(vi) Test equipment, including ground support equipment				
(vii) Tools				
(viii) Maintenance human factors				
(ix) Any other items as required by the Authority				
(x) Initial Training (Certifying Staff) shall cover:				

(a) Basic engineering theory relevant to the airframe structure and systems fitted to the class of aircraft the AMO intends to maintain;				
(b) Specific information on the actual aircraft type on which the person is intended to become a certifying staff;				
(c) Company procedures relevant to the certifying staff's task.				
(d) The details of the number of personnel who shall receive initial training to qualify as certifying staff over specified time periods.				
(e) Pre-qualification standards for personnel intended for training.				
(e) Recurrent Training (At least 8 hours of instruction) covering at least the following subjects.?				
(i) Refresher of subjects covered in initial training				
(ii) New items introduced in the AMO since completion of initial training				
(iii) Any other items required by the Authority				
(f) Specialised Training ?				
(i) Flame and/or plasma spray operations				
(ii) Special inspection or test techniques				
(iii) Special machining operations				
(iv) Complex welding operations				
(v) Aircraft inspection techniques or complex				
(g) Remedial Training ?				
(i) On-the-job training				
(h) Has the air operator/AMO taken into account the various training, experience and skills levels of its employees as follows:?				
(i) Employees that hold an AME licence				
(ii) Employees with experience performing similar tasks at another AMO				
(iii) Employees with applicable military aviation maintenance experience				
(iv) Employees with no prior skills, experience, or knowledge.				
(i) Does the document contain procedures to determine the frequency of recurrent training and the need for specialized and remedial training?				
(j) Does the document contain methods of assessment of employee competency?				
(k) Which of the following methods are utilised				
(i) Written test				
(ii) Completion of a training course				
(iii) Skill test				
(iv) Group exercise				
(v) On-the-job assessment				

(vi) Oral examination in the working environment				

Inspectors Remarks

Recommendations
The Maintenance Training Manual (MTM) has been evaluated in accordance with the Nigeria Civil Aviation Regulations Part 6 (Approved Maintenance Organisation) currently in force, and the checklist I DO / NOT / RECOMMEND the MTM to be APPROVED.
Name of Inspector_____ Signature_____ Date_____
General Manager - Remarks and Recommendation
Remarks:
I hereby Approve / do not Approve the Maintenance Training Manual
Signature General Manager