



**NIGERIA CIVIL AVIATION AUTHORITY**  
 Corporate Headquarters  
 Nnamdi Azikiwe Int'l Airport, Domestic Wing, Abuja, Nigeria

**CL:O-AWS003**

**MAINTENANCE PROGRAM COMPLIANCE CHECKLIST**

The purpose of the Maintenance Programmes Compliance Checklist is to assist owners / operators with a view to ensuring that Maintenance Programmes submitted to the CAA for approval are standardized and include all items that are required by Nig.CARs Part 5,7, 8 and 9. This checklist, when completed, should be submitted with the draft maintenance programme.

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 specific tasks and the relevant control procedures shall be included as specified in the Maintenance Programme (MP) or Maintenance Control Manual of the operator / organization managing the aircraft. The relevant cross-references (subsection number and page number) shall be specified in the notes column at the appropriate paragraphs and the correct term MP or MCM shall be used. It is not acceptable to simply enter the MP or MCM as the cross-reference.

The checklist is provided to ensure the minimum required items are contained in the Maintenance Programme. It should be enhanced as necessary to suit the aircraft's needs; operational, utilisation & environmental.

<b>AOC/CAMO Approval Number (if applicable):</b>	
<b>Software in use for CAM data</b>	
<b>Owner / Operator's Name:</b>	
<b>Owner / Operators MP/ reference:</b>	
<b>Amendment Status:</b>	
<b>Details of the previous maintenance programme:</b>	
<b>Type and /or Series of Aircraft:</b>	

<b>1. GENERAL REQUIREMENTS</b>					
<b>1.1</b>	<b>Maintenance Programme basic information:</b>	<b>Compliance</b> Yes No		<b>NOTE: Compliance location in MP/MCM: Or Reason for "No" Compliance</b>	<b>NCAA's Assessment</b>
1.1.1	The type/model/ and registration number of the aircraft				
	The type/model of the engines				
	The type/model of the propellers, where applicable				
	The type/model of the auxiliary power units, where applicable				
	Approval Page				
1.1.2	The name and address of the owner, operator, and CAMO managing the aircraft airworthiness				
1.1.3	The MP reference, issue number, rev number and rev date ( <i>at every page</i> )				
1.1.4	A signed Certification Statement.				
<b>1. GENERAL REQUIREMENTS (continued)</b>					

1.1.5	a. Contents list				
	b. List of effective pages				
	c. Revision status of the document				
	d. Amendment control				
	e. Process for securing amendment approval				
	f. Distribution list including procedure to ensure that all manual holders promptly receive revised pages and insert same in the manuals				
	g. Acronyms/Definitions: This section should detail the meaning of any acronym and definitions used. Acronyms and significant terms used should be as defined in accordance with NCAA and the Type Certificate Holder's definitions & Acronyms				
1.1.6	Check periods for anticipated utilisation; include a utilisation tolerance of not more than 25%. Where utilisation cannot be anticipated, calendar time limits should also be included				
1.1.7	Procedures for escalation of check periods where applicable & acceptable to NCAA				
1.1.8	Provision to record the date and reference of approved amendments incorporated in the maintenance program				
1.1.9	Details of Pre-flight maintenance tasks that are accomplished by maintenance staff				
1.1.10	The tasks and the periods (intervals / frequencies) at which inspections should be carried out, the task effectivity, reference(s) to each task accomplishment procedure and type and degree of inspection of the:				
	a. Aircraft				
	b. Engine(s)				
	c. APU				
	d. Propeller(s)				
	e. Components				
	f. Accessories				
	g. Equipment				
	h. Instruments				
	i. Electrical and radio apparatus				
1.1.11	Details of ageing aircraft system requirements with any specified sampling programmes, (if applicable). <b>See Nig.CARs IS 9.4.1.17(b)</b>				
1.1.12	Details of specific structural maintenance programmes, (if applicable), including but not limited to: <b>See Nig.CARs IS 9.4.1.17(c)-(d)</b>				
	a. Damage Tolerance and Supplemental Structural Inspection Programmes (SSID)				
	b. Structural maintenance program resulting from the SB review performed by the TC holder.				
	c. Corrosion prevention and control				
	d. Repair Assessment				
	e. Widespread Fatigue Damage				

1.1.13	If applicable, details of Critical Design Configuration Control Limitations together with appropriate procedures.				
1.1.14	Statement of the Limit of Validity for the Structural programme in 1.1.13, if applicable. <b>See Nig.CARs IS 9.4.1.17 (G)</b>				
1.1.15	Details of inspections and procedures for Electrical Wiring Interconnection Systems (EWIS) as required by Nig.CARs IS 9.4.1.17 (E)				
1.1.16	If applicable, details of inspections, procedures and limitations for Fuel Tank Systems as required by Nig.CARs IS 9.4.1.17(F).				
1.1.17	Details of Flammability reduction means required by Nig.CARs IS 9.4.1.17(H).				
1.1.18	The periods at which overhauls should be made				
	The periods at which replacements should be made				
1.1.19	A cross-reference to other documents related to:				
	a. Mandatory life limitations				
	b. Certification Maintenance Requirements (CMR's), (if applicable)				
	c. Fatigue lives				
	d. Airworthiness Directives (AD)				
	Specific identification of the above items mandatory status( <i>to prevent inadvertent variations to the tasks or intervals</i> )				
1.1.20	Reliability programme or statistical methods of continuous Surveillance ( <b>Nig.CARs 9.4.1.13</b> )				
1.1.21	A statement that practices and procedures to satisfy the program should be the standards specified by the TC holder's Maintenance instructions.				
1.1.22	Each maintenance task (i.e. inspections - detailed, scan, general) should be defined in a definition section				
1.1.23	Details of Unscheduled Maintenance				
	Mechanical irregularities occurring during flight which, inter alia, includes the following:				
	a. Hard landing, Overweight landing, side landing				
	b. Engine involved in an accident				
	c. Lightning Strike				
	d. Severe Turbulence, buffeting on the ground or Gale-force wind				
	e. Engine Foreign Object Damage				
	f. Fire in or near the engine or the nacelle				
	g. Engine after sudden stop				
	h. Other crew observed operational and functional defects				
1.1.24	Identification of tasks that require performance test flight schedule/pre-certification flight testing				
1.1.25	Proper identification of Required Inspection Items (RIIs)				
<b>2. AMENDMENTS</b>					
		Compliance Yes No	NOTE: Compliance location in MP/MCM: Or Reason for "No" Compliance		NCAA's Assessment
2.1	Amendments (revisions) to reflect changes: See Appendix 2				
	a. In the TC holder's recommendations				
	b. Introduced by modifications & repairs				

	c. Discovered by service experience					
	d. As required by the NCAA					
<b>3. PROGRAMME BASIS</b>						
		Compliance Yes No		<b>NOTE:</b> Compliance location in MP/MCM: Or Reason for "No" Compliance	<b>NCAA's Assessment</b>	
3.1	Is the programme primarily based upon the MRB report, the TC holder's maintenance planning document or Chapter 5 of the maintenance manual? Are their references and revision status included?					
3.2	Are Instructions for Continuing Airworthiness and references to other source documentation that the maintenance programme is based on included? Example:					
	Engine Off Wing Maintenance Programmes?					
	Specific Vendor Services Manuals?					
	Component Vendor Maintenance Data?					
	Non Destructive Testing Manual?					
	Others.					
3.3	For newly type-certificated aircraft comprehensively appraise the manufacturer's recommendations (and the MRB report, where applicable), together with other airworthiness information, in order to produce a realistic program for approval.					
3.4	For existing aircraft types, comparisons with maintenance programmes previously approved					
3.5	If CDCCL have been identified by the TC/STC holder, have maintenance instructions been developed. CDCCL's are characterized by features in an aircraft installation or component that should be retained during modification, change, repair, or scheduled maintenance for the operational life of the aircraft or applicable component or part.					
<b>4. PERMITTED VARIATIONS TO MAINTENANCE PERIODS (with the exception of items identified in 1.1.19)</b>						
		Compliance Yes No		<b>NOTE:</b> Compliance location in MP/MCM: Or Reason for "No" Compliance	<b>NCAA's Assessment</b>	
4.1	Process in place to vary the periods through a Procedure approved by the NCAA?					
	Vary the periods with the approval by the NCAA (temporary amendments to maintenance programme)?					
<b>5. PERIODIC REVIEW OF MAINTENANCE PROGRAMME CONTENTS</b>						
		Compliance Yes No		<b>NOTE:</b> Compliance location in MP/MCM: Or Reason for "No" Compliance	<b>NCAA's Assessment</b>	
5.1	The approved maintenance program should be subjected to periodic review to ensure that they reflects current:					
	a. TC holder's recommendations					
	b. Revisions to the MRB report (if applicable)					
	c. Mandatory requirements					
	d. Maintenance needs of the aircraft					
	e. Experience derived from Reliability Program					
5.2	Annual review defined					
<b>6. NCAA REQUIREMENTS</b>						
		Compliance Yes No		<b>NOTE:</b> Compliance location in MP/MCM: Or Reason for "No" Compliance	<b>NCAA's Assessment</b>	

6.1	Details of who may issue a CRS				
6.2	Define which inspections/checks are considered to be base and line maintenance				
6.3	Maintenance Requirements, in the absence of specific recommendations. <i>See Chapter 3</i>				
6.3.1	Aircraft battery capacity check/deep cycle?				
6.3.2	Emergency equipment ( <i>See Nig.CARs 7.9</i> )				
6.3.3	Emergency escape provisions:				
	a. Portable valise type life-rafts				
	b. Door & escape chutes/slides				
	c. Emergency exits / hatches				
6.3.4	Flexible hoses				
6.3.5	Fuel / oil system contamination checks				
6.3.6	Pressure vessels				
6.3.7	Seat belts and harnesses				
6.3.8	Vital points and control systems				
6.3.9	Maintenance applicable to special operations approvals, if applicable:				
	AWOPS ( <i>See Nig. CARs Part 7.2.1.7 and 7.2.1.8</i> )				
	MNPS				
	RVSM <i>Note: A minimum of two aeroplanes of each aircraft type grouping of the operator shall have their height-keeping performance monitored, at least once every two years or within intervals of 1,000 flight hours per aeroplane, whichever period is longer. If an operator aircraft type grouping consists of a single aeroplane, monitoring of that aeroplane shall be accomplished within the specified period; and records relating to the requirements above shall be retained by the operator. (Nig. CARs Part 7.4.1.3)</i>				
	ETOPS				
	Sea Pilot transfers				
	Offshore operations				
	HEMS				
	Transport of dangerous goods				
	Other (Specify) .....				
6.3.10	Customer furnished equipment				

6.3.11	Engine & APU condition monitored maintenance				
6.3.12	Mandatory requirements –Airworthiness Directives				
6.3.13	Flight data recorder systems(See Nig.CARs IS 7.8.1.4)				
6.3.14	Mode "S" transponder ICAO 24-bit aircraft addresses				
6.3.15	In-flight entertainment systems (IFE)				
6.3.16	Cockpit Voice Recorders (See Nig.CARs IS 7.8.1.4)				
6.3.17	Compass Swing				
6.3.18	Weight and Balance				

**7.0 HUMAN FACTOR REQUIREMENTS**

		Compliance		NOTE: Compliance location in MP/MCM: Or Reason for "No" Compliance	NCAA's Assessment
		Yes	No		
7.1	Refer to Advisory Circular NCAA-AC-AWS003C APPLICATION OF HUMAN FACTORS PRINCIPLES IN THE DESIGN AND APPLICATION OF AIRCRAFT MAINTENANCE PROGRAMME, MAINTENANCE CONTROL MANUAL AND OTHER MANUALS ensure they have been taken into consideration during preparation of the Maintenance programme				

**8.0 SUPPORTING DOCUMENTATION**

Please identify any supporting documentation, by ticking the checkbox(es) below, attached to your application.

		Compliance		NOTE: Compliance location in MP/MCM: Or Reason for "No" Compliance	NCAA's Assessment
		Yes	No		
8.1	Duplicate copy of the maintenance program on which the application is based, including references as applicable:				
8.2	Technical justification for non-compliance with ICA, including references as applicable:				
8.3	Copies of ICA, including references as applicable:				
8.4	Report or data generated by the reliability program for the aircraft:				
8.5	Other – please specify, including references as applicable:				

Completed by: [Name], .....

Position:.....

Signature:.....

9.0 NCAA OFFICIAL USE	
The Maintenance Program along with this Compliance Checklist has been evaluated and found to be <b>SATISFACTORY/UNSATISFACTORY</b> . I recommend that it is <b>APPROVED/NOT APPROVED</b>	
Comments	
Reviewed by Inspector(s):	

Signature(s)	
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<b>10.0 NCAA OFFICIAL USE</b>
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<b>AMP APPROVAL</b>
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The Maintenance Program is hereby <b>APPROVED/NOT APPROVED.</b>
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Comments	

Name of General Manager	
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Signature/ Date	
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