



NIGERIA CIVIL AVIATION AUTHORITY

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

CL:O-AWS027B

FOREIGN AIR OPERATOR BASE INSPECTION CHECKLIST

INSPECTION RECORD	
Name of Operator	
Physical Address (Location)	
Postal Address	
Date of Inspection	
Type of Operation:	
Inspector(s) /	
<i>Assessment Code: YES Satisfactory NO = Not Satisfactory N/C = Not Checked N/A = Not Applicable</i>	

Aircraft Fleet			
Aircraft Type (Model)	Manufacturer	Number in Fleet	
Total Number of Aircraft in Fleet:			
Type of Operation:			
Area of Operation:			

Maintenance Support Arrangement	
Base Maintenance Organisation:	
Maintenance Organisation Approval No.	
Maintenance Organisation Approval Expiry Date:	

Continuing Airworthiness Management	
Name of Organisation:	
Organisation Approval No.(if applicable):	

	Item	Assessment			
		YES	NO	N/C	N/A
1	FOREIGN AIR OPERATORS DOCUMENTATIONS				
	(a) A certified true copy of a valid (AOC) and associated operations specifications issued to the foreign air operator by the Foreign Authority				
	(b) A copy of the approval page for a Minimum Equipment List for each aircraft type intended to be operated by the air operator in Nigeria				
	(c) A copy of the current aircraft Certificate of Registration and Airworthiness Certificate issued for the aircraft types proposed to be operated by the air operator in Nigeria				
	(e) A copy of the Insurance Certificate				
	(f) A copy of the maintenance contract between the air operator and the Approved Maintenance Organisation, where the maintenance is carried out by an Approved Maintenance Organisation approved by the foreign authority				
	(g) In the cases of wet leased aircraft: a copy of the approval of the CAA of the State of the operator, with identification of the operator that exercises operational control of the aircraft ;				
	(h) Required Management Personnel identified in approved manuals				
	(i) MCM Approved and all copies appropriately amended				
	(j) A copy of a document identifying the maintenance checks that are required to be carried out for aircraft of the air operator while they are operated in Nigeria				

2	MAINTENANCE MANAGEMENT				
	(a) Aircraft maintenance release to service in compliance with applicable regulations				
	(b) Aircraft maintenance carried out by Approved Maintenance Organisations (AMO).				
	(c) Maintenance contracts for all contracted maintenance with appropriately authorized maintenance organizations				
	(d) Maintenance Quality System				
	(e) Aircraft technical records: Technical Log-book sheets, Aircraft Log-books, Lifer components records management,				
	(f) Scheduled Maintenance Planning and Maintenance work package control				
	(g) Continuing airworthiness management				
	(j) Maintaining current Fleet Maintenance Programmes (AOC)				
3	MAINTENANCE RESPONSIBILITY				
(a)	Aircraft airworthiness documents records keeping (C of R, C of A, Insurance, Certificate of Release to Service, Radio Station Licence, Mass and Balance Schedule, Noise Certificate, MEL.				
(b)	Airworthiness Data:				

	i.	Access to CAA Regulations				
	ii.	Access to CAA Advisory Circulars (ACs)				
	iii.	Access to Airworthiness Directives (ADs)				
	iv.	Access to Service Bulletins (SBs)				
(c)		Aircraft Service Documents and Technical Library				
	i.	Approved Maintenance Programme				
	ii.	MRB Report				
	iii.	Manufacturer's Maintenance Planning/Requirements Document				
	iv.	MMEL and / MEL				
	v.	Aircraft Maintenance Manual (MM)				
	vi.	Illustrated Parts Catalogue (IPC)				
	vii.	Components Service Manuals (e.g. Engine Manual)				
	viii.	Maintenance Control Manual (MCM)				
	ix.	Maintenance Procedure's Manual				
	x.	Safety Management System Manual				
	xi.	Currency and Amendment Status of Technical Literature				
(d)		Maintenance Records				
		The operator ensures that the following records are kept for the required periods:				
	i.	the total time in service (hours, calendar time and cycles, as appropriate) of the aeroplane and all life-limited components;				
	ii.	the current status of compliance with all mandatory continuing airworthiness information;				
	iii.	appropriate details of modifications and repairs;				
	iv.	the time in service (hours, calendar time and cycles, as appropriate) since the last overhaul of the aeroplane or its components subject to a mandatory overhaul life;				
	v.	the current status of the aeroplane's compliance with the maintenance programme;				
	vi.	the detailed maintenance records to show that all requirements for the signing of a maintenance release have been met.				
	vii.	The records shall be kept for a minimum period of 90 days after the unit to which they refer has been permanently withdrawn from service,				
	viii.	the records shall be kept for a minimum period of one year after the signing of the maintenance release.				
(e)		Maintenance Programme				
		A maintenance programme for each aeroplane contains the following information				
	i.	maintenance tasks and the intervals at which these are to be performed, taking into account the anticipated utilization of the aeroplane;				
	ii.	when applicable, a continuing structural integrity programme;				
	iii.	procedures for changing or deviating from a) and b) above; and				
	iv.	when applicable, condition monitoring and reliability programme descriptions for aircraft systems, components and engines				
	v.	Maintenance tasks and intervals that have been specified as mandatory in approval of the type design shall be identified as such				
	vi.	The maintenance programme should be based on maintenance programme information made available by the State of Design or by the organization responsible for the type design, and any additional applicable experience.				

(f)	Maintenance Control Manual				
	The operator's maintenance control manual contains the following information:				
	i. names and duties of the person or persons responsible for maintenance				
	ii. a description of the administrative arrangements between the operator and the approved maintenance organization;				
	iii. a reference to the maintenance programme				
	iv. a description of the methods used for the completion and retention of the operator's maintenance records				
	v. a description of the procedures for monitoring, assessing and reporting maintenance and operational experience.				
	vi. a description of the procedures for complying with the service information reporting requirements of Annex 8				
	vii. a description of procedures for assessing continuing airworthiness information and implementing any resulting actions				
	viii. a description of the procedures for implementing action resulting from mandatory continuing airworthiness information				
	ix. a description of aircraft types and models to which the manual applies				
	x. a description of procedures for ensuring that unserviceabilities affecting airworthiness are recorded and rectified; and				
	xi. a description of the procedures for advising the State of Registry of significant in-service occurrences.				
4	FACILITY REQUIREMENTS				
(a)	Office Accommodation (including quality, planning, technical records)				
(b)	Facilities for planned work: hangar and workshops appropriate work environment				
(c)	Tools and equipment (and special tools) availability, calibration and storage				
(d)	Storage facilities and conditions (restricted access, manufacturer's instructions, segregation compliance)				
(e)	Technical Stores Shelf life management				
(f)	Technical Spares Records management				
(g)	Procedure for requisition of Technical spares				
(h)	Technical spares scrap procedure				
(i)	Waste management and environment protection procedures				
(j)	Route stations maintenance support equipment				
5	SAFETY MANAGEMENT REQUIREMENTS				
(a)	Safety policy;				
(b)	Safety objectives;				
(c)	Safety accountabilities and key personnel;				
(d)	Safety reporting and remedial actions;				
(e)	Hazard identification and risk assessment;				
(f)	Safety performance monitoring and measurement;				
(g)	Safety-related investigations and remedial actions;				
(h)	Safety training and communication;				
(i)	Continuous improvement and SMS audit;				
(j)	SMS records management;				
(k)	Management of change;				

(1)	Emergency/contingency response plan.				
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<i>Inspectors Remarks</i>

Inspectors Recommendation

The Maintenance Support arrangement, Procedures, Facilities and Documents of the subject foreign operator have been inspected and evaluated in accordance with the ICAO Annex 6 and Nigeria Civil Aviation Regulations (applicable) currently in force and it is hereby **Certified** that the AOC Maintenance Base and Arrangement **is / not** satisfactory for the (proposed) Operations under taking.

Name of Inspector Signature Date

<i>Airworthiness Manager's Remarks and Recommendation</i>
Remarks:
I hereby Certify that the subject Foreign Air Operators Maintenance Base and Arrangement is / not – Satisfactory for the (proposed) Operations under taking
<i>Signature</i>
<i>Manager Airworthiness</i>