



NIGERIA CIVIL AVIATION AUTHORITY

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

CL: O-AWS009

MAINTENANCE CONTROL MANUAL (MCM) EVALUATION CHECKLIST

The purpose of the Maintenance Control Manual Evaluation Checklist is to assist Inspectors with a view to ensuring that Maintenance Control Manual submitted to the NCAA for approval by applicants are standardized and include all items that are required by Nigerian Civil Aviation Regulations Part 9.4.1.4, also other additional NCAA required items. This checklist must be used by Inspector(s) and attached to the document after review and approval.

The Manual should contain the information as applicable, specified in Part 9.4.1.4. The information may be presented in any subject order so long as all applicable subjects are covered. Where an organization uses a different format, for example, to allow the MCM to serve for more than one regulatory requirement approval, then the Manual should contain a cross reference Annex using this list as an index with an explanation as to where in the exposition the subject matter can be found.

In all cases the 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.

MAINTENANCE CONTROL MANUAL EVALUATION				
Air Operator:				
Physical Address:				
Postal Address:				
Type of Operation:				
MCM Document No. Issue and date:				
Items	COMPLIANCE		Assessment	
	YES	NO	Note: compliance location in MCM or reason of non-compliance.	NCAA's Assessment
FOR INITIAL REVIEW AND REVISION OF MCM (as applicable)				
1. Is the MCM in a format that is easy to revise?				
2. Does the MCM contain-				
(a) A list of effective pages?				
(b) Approval Page?				
(c) All items required by part 9 Nig CAR's				
(d) References to the applicable Nig CAR's				
(e) Content list				

3. Are all systems, checks and procedures in accordance with applicable Nig.CAR's				
4. Are all systems described in the MCM in place and operational?				
5. Are referenced manuals available and adequate for the proposed use?				
6.Does the compliance statement address all regulatory requirements?				
7.Are all references given in the compliance statement adequately addressed in the MCM and adequately describe the means of compliance with the particular Nig.CAR's				
8.If any item in the MCM has been copied from the AFM-				
(a) Is it in agreement with the information in the AFM?				
(b) Is there a system in place to ensure amendment of the MCM when the AFM is amended?				
9. Does the manual contain the following sections with clear and concise policy guidance and instructions in accordance with part 9 of Nig.CARs.				
(a) General Organization				
(i) Corporate commitment by air operator?				
(b) General Information:	YES	NO	Note: compliance location in MCM or reason of non-compliance.	Inspectors remark
(i) Brief description of the organization?				
(ii) Relationships with other organizations?				
(iii) Fleet composition?				
(iv) Line stations locations?				
(c) Maintenance Management Personnel:				
(i) Accountable manager?				
(ii) Nominated post holders?				
(iii) Maintenance co-coordinator?				
(iv) Duties and responsibilities of personnel?				
(v) Organization chart?				
(vi) Manpower resources and training policy?				
(d) Procedures for notifying the Authority regarding changes to maintenance arrangements?				
(e) Manual amendment procedures?				
(f) Aircraft logbook utilization and MEL application?				
(g) Aircraft Maintenance – development and amendments?				
(h) Time and Continuous Airworthiness records, responsibilities and retention?				
(i) Accomplishment and control of Airworthiness Directives?				
(j) Analysis of effectiveness of maintenance?				
(k) Non-mandatory modification embodiment policy?				
(l) Major modification standards?				

(m) Deferred defects?				
(n) Engineering activities?				
(o) Pre-flight inspections?				
(p) Aircraft weighing?				
(q) Flight test procedures?				
(r) Appropriate portions of the air operator's operating manual?				
(s) Procedures for Certificate of Release to Service part 9 Nig CARs				
(t) Procedure for use of an aircraft after its release from an AMO part 9 Nig CAR's				
(u) Retention of substantiating data supporting compliance with airworthiness requirements in part 9 of Nig CAR's.				
(v) If a reliability programme is required, are procedures and information included in compliance with part 9 of Nig CAR's?				
(w) Includes other continuing airworthiness management procedures prescribed in IS. 5.8.1.4.				
ITEMS	YES	NO	Note: compliance location in MCM or reason of non-compliance.	Inspectors remark
10. Does the distribution list allow the accepted manual to be available for the guidance of maintenance and operational personnel?				
11. Does the MCM include the following organization and structure details:				
(a) The accountable manager and designated person responsible for the maintenance system?				
(b) Procedures to be followed to satisfy the maintenance requirements under part 9 of Nig CAR's? Note: Where the air operator is an AMO, the quality functions of part 9 Nig CAR's may be included in the AMOPM of the AMO.				
(c) Procedures for the reporting of failures, malfunctions, and defects to the Authority, the aircraft manufacturer and the State of Design within seventy-two hours of discovery?				
(d) A description of the administrative arrangements between the national air operator and the AMO, or a description of the maintenance procedures and the procedures for completing and signing a CRS when maintenance is based on a system other than that of an AMO?				
(e) A description of the procedures to ensure that each aircraft operated is in an airworthy condition?				
(f) A description of the procedures to ensure that the operational emergency equipment for each flight is serviceable?				
(g) The names, duties, qualifications and training of the person or persons required to ensure that all maintenance is carried out in accordance with the MCM?				

(h) A reference to the maintenance programme required in part 9 Nig CAR's				
(i) A description of the methods for completion and retention of the Continuous Airworthiness records required by part 9 Nig CAR's				
(j) A description of the procedures for monitoring, assessing and reporting maintenance and operational experience for all aero planes over 5700kg maximum certified take-off mass and helicopters over 3180kg certified take-off mass?				
(k) A description of the procedures for obtaining and assessing continued airworthiness information from the Organization responsible for the type design and implementing any resulting actions for all aero plane over 5700kg maximum certified take-off mass and helicopter over 3180kg certified take-off mass?				
(l) A description of the procedures for implementing mandatory continuing airworthiness information as required in part 5 of Nig CAR's?				
(m) A description of how a system of analysis shall be established and maintained for the continued monitoring of the performance and efficiency of the maintenance programme in order to correct any deficiency in that programme?				
(n) A description of aircraft types and models to which the manual applies?				
(o) A description of procedures for ensuring-				
(i) Un serviceability affecting airworthiness are recorded and rectified?				
(ii) Deferred defect procedures are properly defined?				
(p) A description of the procedures for advising the Authority of significant in-service occurrences?				
12. Does the MCM define the circumstances under which reports of failures, malfunctions and defects will be issued?				
Note: A report under 11 (c) is required in following circumstances: (a) Primary structural failure (b) Control system failure (c) Fire in the aircraft (d) Engine structure failure Any other condition considered an imminent hazard to safety, Refer also to part 9 Nig CAR's and part 5 Nig CAR's				
13. Does the operator have a system to ensure that-				
(a) The MCM is amended as necessary to keep the information up to date and to incorporate such mandatory material as the Authority may require?				
(b) Copies of all amendments are furnished promptly to all Organizations or persons to whom the manual has been issued?				
If the AOC intends to maintain it's aircraft under maintenance authorisation, does the operator have:				
ITEMS	YES	NO	Note: compliance location in	Inspectors

			MCM or reason of non-compliance.	remark
14. Maintenance Procedures:				
a)	Supplier evaluation procedure?			
b)	Acceptance and inspection of aeronautical			
c)	Products and material from outside contractors.			
d)	Storage, tagging and release of aeronautical products and material to aircraft maintenance?			
e)	Acceptance of tools and equipment?			
f)	Calibration of tools and equipment?			
g)	Use of tooling and equipment including alternate tools by staff?			
h)	Cleanliness standards of maintenance facilities?			
i)	Maintenance instructions and relationship to the aeronautical product instructions of the manufacturer including updating and availability to staff?			
j)	Repair procedure?			
k)	Aircraft maintenance programme compliance?			
l)	Airworthiness Directives procedure?			
m)	Optional modification procedure?			
n)	Maintenance documentation in use and completion of same?			
o)	Technical record control?			
p)	Rectification of defects arising during base maintenance?			
q)	Release to service procedure?			
r)	Return of defective aircraft components to store?			
s)	Scrap policy and procedures?			
t)	Suspected Unapproved Parts (SUPs) policy and procedures?			
u)	Defective components to outside contractors?			
v)	Control of computer maintenance record systems?			
w)	Reference to specific maintenance procedures such as-			
	(A) Engine running procedures?			
	(B) Aircraft pressure run procedures?			
	(C) Aircraft towing procedures?			
	(D) Aircraft taxiing procedures?			
(c) Part L2 – Additional Line Maintenance Procedures:				
(i)	Line maintenance control of aircraft components, tools, equipment, etc.?			
(ii)	Line maintenance procedures related to servicing/fuelling/de-icing, etc.?			
(iii)	Line maintenance control of defects and repetitive defects?			
(iv)	Line procedure for completion of technical log?			
(v)	Line procedure for pooled parts and loan parts?			

(vi) Line procedure for return of defective parts removed from aircraft?				

:
 Completed by: [Name],

Position:.....

Signature:.....

9.0 NCAA OFFICIAL USE
Date of Evaluation
The Maintenance Control Manual along with this Compliance Checklist has been evaluated and found to be SATISFACTORY/UNSATISFACTORY . I recommend that it is APPROVED/NOT APPROVED
Comments
Reviewed by Inspector(s):
Signature(s)
General Manager Remarks and Recommendation
I hereby Approve / do not Approve the Maintenance Control Manual
Signature:.....and Date..... <i>General Manager</i>