



CHAPTER 48

EVALUATION OF MAINTENANCE CONTRACTUAL ARRANGEMENTS.

0.0 LIST OF EFFECTIVE PAGES

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1.0 OBJECTIVE

This section provides guidance for evaluating a maintenance contractual arrangement for an operator that operates its aircraft under a continuous airworthiness maintenance programme. Reference: ICAO Document 9389-AN/919, Chapter 6, Section 6.6, Attachments 6 E, 6 F and Document 8335 - AN/879, Chapter 6.

2.0 GENERAL

- A. A contractual arrangement extends the maintenance facilities and capabilities of an operator for accomplishing elements of the approved maintenance programme. An operator contracting to have maintenance performed by another certificate holder may be authorized by operations specifications to adopt all or part of the contractor's maintenance programme, including involvement in that contractor's reliability programme
- (1) The operator retains primary airworthiness responsibility regardless of the terms of any contractual arrangement. It is the operator's responsibility to verify the suitability of the arrangement.
 - (2) A contractor must have the capabilities and facilities to perform the contracted work.
 - (3) The publications of a contractor may be adopted in part or in total by the operator as methods, techniques, and standards. The operator's manual must describe the applicability and authority of the affected publication.
 - (4) The maintenance manual of the operator must describe the policies and procedures for administering the contractual arrangement.
 - (a) The operator is required to list in its manual the persons with whom it contracts for maintenance and include a description of the contracted work.
 - (b) The operator should develop appropriate procedures for administering such arrangements and include these procedures in its maintenance manual.
 - (c) The related procedures should apply to the arrangement as a whole and should not require NCAA notification or approval for each action under the authorization.



B. Contractual Categories, Related Provisions, and Restrictions. The following paragraphs describe general categories of contract maintenance:

- (1) Category A: Operator arranges for the performance of maintenance. This category includes contracts with repair stations, certificated aircraft maintenance personnel, or other certificated operators to repair, inspect, or overhaul engines, structures, airframes, and/or appliances. Work is accomplished in accordance with the operator's approved programme. The operator's manual must list the names of these organizations and the scope of the work contracted. **This type of contractual arrangement is not required to be authorized by operations specifications.**
- (2) Category B: Operator contracts for an all-encompassing maintenance programme..
 - (a) In this category, all maintenance is performed in accordance with the contractor's programmes, methods, procedures, and standards. The operator's equipment is considered part of the contractor's fleet for purposes of maintenance programme content and maintenance intervals, including reliability control. Reliability data generated by the operator's equipment must be accounted for in the contractor's reliability programme, unless data generated by the contractor's fleet is adequate and appropriate to the operator's fleet. Data generated by the operator's fleet should be compared periodically to data from the contractor's fleet. The contractor must account for all inconsistencies. This type of contractual arrangement must be authorized by operations specifications.
 - (b) Maintenance programme content changes and interval adjustments may not require approval by the assigned Airworthiness Inspector(s). If approval is required, the operator is obligated to provide the Airworthiness Inspector(s) with supporting data on which such changes are based.
 - (c) The operator generally is approved for the contractor's existing maintenance intervals. Special requirements may be needed to compensate for configuration differences, operational and environmental conditions (geographic areas, etc.), or other variables (hours per cycle vs. cycles per hour). The maintenance time limitations section of the operations specifications must identify any special requirements, either specifically or by reference to another document approved by the NCAA.



- (d) All maintenance, whether performed by the contractor or by other persons, shall be performed in accordance with the contractor's methods, standards, and procedures.
- (3) Category C: Operator contract specific functions using the contractor's approved maintenance programme. This category is similar to Category B except that the contract covers specific functions rather than an all-encompassing programme. For example, the contract may cover heavy maintenance on engines under the contractor's approved maintenance programme. These contracts shall be approved for use by operations specifications.
- (4) Category D: Operator contracts to participate in the contractor's NCAA approved reliability programme. In this category, the operator does not use the contractor's maintenance programme, but participates in the contractor's NCAA approved reliability programme. This type of contractual arrangement may encompass the entire aircraft, or engines, and must be included in the contractor's fleet for reliability purposes. This arrangement must be approved for use by operations specifications.

C. Operations Specifications

- (1) Operations specifications must provide sufficient detail to control the contractual arrangement, including data transactions and records. The contract and details of the obligations/commitments of each participant must be referenced on operations specifications. The operations specifications provide for cancellation.
- (2) Programmes outlined and authorized by operations specifications become an integral part of the operator's continuous airworthiness maintenance programme. Guidance material for issuing operations specifications is contained in Chapter 47 of this handbook.

3.0 PROCEDURES

- A. Coordination. This task requires coordination with the assigned airworthiness Inspectors and may also require coordination with the regulatory authority of the country where the contractual maintenance is accomplished.



- B. Review the Data Submitted by the Operator
- (1) Ensure that the following are present:
- A copy of the contract and referenced documents if applicable
 - Contractor's operations specifications
 - Contractor's maintenance manual and revisions to the operator's manual
- C. Ensure that Contract/Referenced Documents Describe the Following:
- The work scope and methods of compliance
 - Responsibilities of all participants
 - Location of contracted work
 - Duration of the contract, if applicable
- D. Ensure that the Operator's Manual Includes the Following:
- (1) A list of all contracted persons, including:
- Certificate number
 - Ratings and limitations
 - Description of work scope authorized
- (2) Procedures to ensure:
- Proper transfer of all required documents and reports between contractor and operator as required by the Nig.CARs.
 - Work is accomplished by the contractor
 - Periodic evaluations of the contractor's facilities are accomplished by the operator.
 - Contracted personnel are appropriately certificated, trained, qualified, and authorized to performed maintenance, inspections, and the operator's Required Inspection Items (RII).



- The contractor's maintenance manuals or portions thereof that are to be used for the contract maintenance are accepted and included in the operator's manual

E. Determine the Capabilities of Contractor

- (1) The assigned ASI must inspect the facilities and determine the contractor's authorizations and capabilities.

4. TASK OUTCOMES

A. Completion of this task will result in one of the following:

- If operator's manual and contracted agency are determined to be satisfactory, accept the manual and approve the operations specifications per the guidance in Chapter 47.
- If operator's manual is determined to be unsatisfactory, return the manual for corrections
- If the review is determined to be unsatisfactory, deny the operator the use of that contractor

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

5.0 FUTURE ACTIVITIES.

Conduct normal surveillance. It is the duty of the AMO or Certificated Operator to inform the authority of recent changes (if any) to its approved Scope of Approval