



CHAPTER 6

Evaluation and Approval of a Maintenance Procedures Manual

0.0 LIST OF EFFECTIVE PAGES

CHAPTER SIX	PAGE	EFFECTIVE DATE
	1 OF 4	10th April, 2023
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1.0 PURPOSE

This Chapter is issued to guide Authority Airworthiness Inspectors when evaluating and approving Approved Maintenance Organization's (AMO) Maintenance Procedures Manual (MPM).

2.0 REFERENCES

2.1 Regulation [6.5.1.1](#) of the Nigeria Civil Aviation Regulations

2.2 Checklist [CL: O-AWS006](#)

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

3.1.1 The MPM is normally presented with all other required manuals during the Formal Application phase of AMO certification. The MPM is evaluated and approved before the AMO is certificated.

3.1.2 The MPM must not be contrary to Civil Aviation Regulations and manufactures recommendations

3.1.3 In general, the MPM defines the AMO administrative structure, duties and responsibility of staff, the maintenance capability or scope of work, and gives instructions and/or information necessary for personnel to perform their duties.

3.2 Evaluation Procedure

3.2.1 The MPM should be evaluated by the inspector to ensure that it satisfies the Civil Aviation Regulations. It is therefore important to establish that:

- a) There is a Statement of Compliance that shows all the regulatory requirements have been addressed in the manual.
- b) The manual adequately describes the means of compliance with the particular regulatory requirements;
- c) The MPM is reviewed to ensure that:
 - (i) It is in a format that is easy to revise;



- (ii) There is a manual distribution list.
 - (iii) It has a document number, issue number and date of issue
 - (iv) It has a list of effective pages.
 - (v) Has an Index and all the pages are numbered and reflect the date of issue
 - (vi) Contains all items required by Regulation 5.1.1 and IS 5.1.1 of Part 6 of the Nigeria Civil Aviation Regulations.
 - (vii) All systems outlined in the MPM are in place and operational;
 - (viii) Each section contains a reference to the applicable regulation and Schedule as applicable.
 - (ix) All proposed systems, processes, charts and procedures are in accordance with applicable Regulations;
 - (x) Any referenced documents named in the manual are available and adequate for the proposed use.
 - (xi) There is a requirement and commitment to perform aircraft maintenance in accordance with Approved Maintenance Schedule.
 - (xii) There is a requirement by the AMO for the operators whose aircrafts it maintains to submit a current copy of the organization Maintenance Control Manual (MCM) and that there is a commitment by the AMO to comply with it.
 - (xiii) There is a requirement to have in place a maintenance agreement with all the operators whose aircraft and or equipment the AMO maintains -refer to Regulation 3.2.5 of Part 9 of the Nigeria Civil Aviation Regulations
 - (xiv) It is also required that the AMO shall have maintenance agreements with the AMO's to which it sub-contracts maintenance beyond its scope -refer to Regulation 5.1.4 of Part 6 of the Nigeria Civil Aviation Regulations.
- 3.2.2 The manual should be checked for completeness and correctness of contents and that it adequately describes all of the procedures necessary for airworthiness and maintenance control of the aircraft and or equipment involved.
- 3.2.3 It is important to ensure that any material copied from the aircraft manufactures or regulations documents to the Maintenance Procedure Manual is in agreement with the information in the current relevant parent document.

Note: *The applicant will also need to demonstrate a system that ensures that the Maintenance Procedures Manual will be amended in line with all amendments incorporated in the parent documents.*



3.3 Results

3.3.1 If discrepancies are found:

- a) The AMO is notified in writing listing the specific discrepancies found;
- b) Re-submissions are treated as revisions;

3.3.2 When satisfied that the MPM meets all requirements, the inspector submits the manual and applicable checklist to the General Manager for approval. The document shall be approved and the List of Effective Pages shall be stamped by the GM. One copy will be returned to the AMO with an Approval Note while the other copy is retained by the Authority.

3.4 Amendments to the Approved MPM

Amendments to the approved MPM are subjected to the same approval procedures. The amendment approval evaluation however includes the impact of the amendment to any other AMO manuals.

3.5 In general, procedures for a specific task or activity should address the following question:

Who does what, how, when and in coordination with whom?

Note.— This list is indicative and not exhaustive.

WHO:

- a) Define, as clearly as possible, the entities (e.g. CAA department or job position concerned) in charge of each task.
- b) Define who has the authority to decide, particularly with respect to enforcement aspects.
- c) Define who has the authority to approve the results, reports, etc. or to sign letters, reports, licences, certificates, etc.

WHAT:

- a) Define each step of the process and each task to be performed.
- b) Indicate the expected result (report, licence, certificate, etc.).
- c) When applicable, indicate (and attach to the procedure) the template to be used or the format of the result.
- d) As necessary, establish the link with other procedures.

HOW:

- a) Provide the necessary practical details and methodology, as applicable, for each task.
- b) Indicate the sequence of actions.
- c) Indicate the type of documents to be reviewed and how.
- d) Describe ways and means to ensure the traceability of the activity (including the documents, often copies thereof, to be retained).
- e) Refer to applicable checklists or forms used for the conduct of the activity at the points in the procedure where they are to be used.

WHEN:

- a) If the procedure is part of a process, the step of the process at which the said procedure takes place.
- b) For repetitive action (e.g. continuing surveillance), the periodicity and the maximum interval between two actions.
- c) The maximum time period for completion of each task or the deadline for completion of each step.

IN COORDINATION WITH WHOM — If external entities participate in the activity, they need to be identified as clearly as possible.