NIGERIA CIVIL AVIATION AUTHORITY

REGULATIONS

PART 6

APPROVED MAINTENANCE ORGANIZATION

2023

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APPROVED MAINTENANCE ORGANIZATION

APRIL 2023

Record of Amendment

Amendment Number	Date of Amendment	Affected sections	Description
4	April,2023	All	Updated to latest amendment of applicable ICAO annexes as per the status stated in Part 1 of this regulations and the introduction to this Part

Made this 17 day of May 2023.

Captain Musa Shuaibu Nuhu

Director General of Civil Aviation

NIGERIA CIVIL AVIATION REGULATIONS

PART 6 — APPROVED MAINTENANCE ORGANISATION

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PART 6— APPROVED MAINTENANCE ORGANISATION

INTRODUCTION

Part 6 of the Nigeria Civil Aviation Regulations provides regulations for the registration and monitoring of Approved Maintenance Organisations (AMO) by the Authority of Nigeria (NCAA). The proper maintenance of aircraft is fundamental to aviation safety, and requires meticulous record keeping.

ICAO Annex 6 allows maintenance of aircraft under both an AMO that is approved by the State of registry or another Contracting State and is accepted by the State of Registry. It also allows for the maintenance of aircraft by a person or organization in accordance with procedures that are authorized by the State of Registry. This means that the AOC holder can either have its aircraft maintained in accordance with the maintenance program of the AOC holder approved by the Authority of Nigeria, if the AOC holder is also certificated as an AMO or by another AMO.

When the State of the Operator and State of Registry of the Aircraft are the same:

The State of Registry is responsible for approving any AMO, person or organization used to provide maintenance for its registered aircraft. Paragraph 6.2.1.5(a)(3) of this part requires an AMO applicant within Nigeria to disclose any and all AMO certificates in any Contracting State other than Nigeria. Many regional airline consortia use common maintenance facilities in one Contracting State. This practice does not relieve Nigeria from approving the maintenance organisations used by its air operators that are on the Registry of Nigeria. The State of the Operator may have formal arrangements with a Foreign State or States to allow acceptance of each other's AMO certification action.

When the State of the Operator and State of Registry of the aircraft are different:

An ICAO Annex 6 change, effective from 05 November 2020, will require all State of Operator aircraft that are on a foreign registry to be maintained:

- In an AMO approved by the State of Registry or
- In an AMO approved by another State that is accepted by the State of Registry, or
- By a person or organization in accordance with procedures that are authorized by the State of Registry.

In this situation, the State of the Operator is not required to certificate the Foreign AMO, person or organization itself, but allows for acceptance of the foreign certification or approvals through various means, such as a validation, mutual recognition/acceptance or through an arrangement with the Foreign State. The State of the Operator continues to be responsible for ensuring that its operator conducts maintenance in accordance with the requirements of the State of Registry.

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This part of the Nig. CARs Part 6 is based on International Civil Aviation Organization (ICAO) Annex 8, Airworthiness of Aircraft, Amendment 109; and ICAO Doc 9760, Airworthiness Manual,Third Edition (2014).

CONTENTS

6.1 GENERAL

6.1.1.1 APPLICABILITY

(*a*) Part 6 prescribes the requirements for issuing approvals to organisations for the maintenance, overhauls modification, repair, and inspection, of aircraft and aeronautical products and prescribes the general operating rules for an AMO.

b) This regulation is applicable to any applicant or holder of a certificate of Approved Maintenance Organization issued under this regulation.

Note. — The provisions in this Part do not prevent the maintenance organization from performing maintenance on an aircraft which is not under the responsibility of the Authority issuing this approval, including aircraft not registered in any Contracting State. Additional information is provided in the Airworthiness Manual *(Doc 9760).*

6.1.1.2 DEFINITIONS.

(*a*) For the purpose of Part 6, the following definitions shall apply—

Accountable manager— The person acceptable to the Authority who has corporate authority for ensuring that all activities can be financed and carried out to the standard required by the Authority, and any additional requirements defined by the operator. The accountable manager may delegate in writing to another person within the organisation the day-to-day management, but not the overall approval management responsibility.

Aeronautical product. — Any aircraft, aircraft engine, or aircraft propeller, or a part to be installed thereon.

Airworthiness approval tag (AAT). A tag that shall be attached to a part. The tag shall include the part number, serial number, and current life status of the part. Each time the part is removed from a type-certificated product, a new tag shall be created or the existing tag shall be updated with the current life status. The AAT has two distinct purposes: (1) as an approval for return to service of an aeronautical product or assembly after maintenance, overhaul, modification, repair, or inspection; and (2) for shipping of a newly manufactured part.

Airworthiness data. Any information necessary to ensure that an aircraft or aircraft component can be maintained in a condition such that airworthiness of the aircraft or serviceability of operational and emergency equipment, as appropriate, is assured.

Airworthiness Directive (AD). A regulatory document which identifies aeronautical products in which an unsafe condition exists, and where the condition is likely to exist or develop in other

aeronautical products of the same type design. It prescribes mandatory corrective actions to be taken or the conditions or limitations under which the aeronautical products may continue to be operated. The AD is the common form of mandatory continuing airworthiness information mentioned in Annex 8.

Airworthiness release. The air operator's aircraft are released for service following maintenance by a person specifically authorised by the air operator rather than by an individual or maintenance organisation on the air operator's behalf.

Note: Regarding the airworthiness release, in effect, the person signing the release acts in the capacity of an authorised agent for the operator and is certifying that the maintenance covered by the release was accomplished according to the air operator's continuing airworthiness maintenance programme. Normally, a release is required following inspections prescribed by the air operator's operations specifications, maintenance activities involving inspections, and any other significant maintenance. A copy of the airworthiness release must be given to the PIC before the aircraft commences operations. The air operator is obligated to designate, by name or occupational title, each licensed AMT or maintenance organisation authorised to execute the airworthiness release. In addition, the air operator shall designate when an airworthiness release is required.

Airworthy. The status of an aircraft, engine, propeller, or part when it conforms to its approved design and is in a condition for safe operation.

Approval for return to service. A document that contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner, either in accordance with the approved data and the procedures described in the AMO Procedures Manual or under an equivalent system.

Approved data—Technical information approved by the Authority.

Approved Maintenance Organisation (AMO) - An organisation approved by a Contracting State, in accordance with the Standards of ICAO Annex 8, Part II, Chapter 6, to perform maintenance of aircraft, engine, propeller, or parts thereof and operating under supervision approved by that State.

Note: Nothing in this definition is intended to preclude that the organisation and its supervision be approved by more than one State.

Approved standard. A manufacturing, design, maintenance, or quality standard approved by the Authority.

Authority. The CAA responsible for the oversight of civil aviation in Nigeria

Calibration—A set of operations, performed in accordance with a definite documented procedure that compares the measurement

performed by a measurement device or working standard with a recognised Bureau of Standards for the purpose of detecting and reporting or eliminating adjustment errors in the measurement device, working standard, or aeronautical product tested.

Certify as airworthy. The act of completing an approval for return to service, by a properly authorised person after the maintenance, overhaul, modification, repair, or inspection of an aircraft or aeronautical product, by which the aircraft or aeronautical part is cleared for use in flight as meeting the requirements of the certificate of airworthiness of Nigeria

Certifying staff. Those personnel who are authorised by the AMO in accordance with a procedure acceptable to the Authority to approve aircraft or aeronautical products for return to service.

Composite— Structural materials made of substances, including, but not limited to, wood, metal, ceramic, plastic, fiber-reinforced materials, graphite, boron, or epoxy, with built-in strengthening agents that may be in the form of filaments, foils, powders, or flakes, of a different material.

Computer system—Any electronic or automated system capable of receiving, storing, and processing external data, and transmitting and presenting such data in a usable form for the accomplishment of a specific function.

Continuing airworthiness. The set of processes by which an aircraft or aeronautical product complies with the applicable airworthiness requirements and remains in a condition for safe operation throughout its operating life.

Continuing airworthiness records. Records that are related to the continuing airworthiness status of an aircraft or aeronautical product

Dangerous goods. Articles or substances that are capable of posing a risk to health, safety, property, or the environment and are shown in the list of dangerous goods in the Technical Instructions or are classified according to those instructions.

Note 1: See definition below for Technical Instructions.

Note 2: Dangerous goods are classified in Chapter 3 of ICAO Annex 18, The Safe Transport of Dangerous Goods by Air.

Directly in charge—As relating to an AMO in Part 6 of these regulations, an appropriately licensed person(s) having the responsibility for the work of an AMO that performs maintenance, overhaul, modification, repair, inspection, or other functions affecting aircraft airworthiness, or other functions affecting aircraft airworthiness. A person directly in charge does not need to physically observe and direct each worker constantly but must be available for consultation on matters requiring instruction or decision from higher authority.

Facility—A physical plant, including land, buildings, and equipment that provide a means for the conduct of the activities approved by the Authority for an approved or certificated entity.

Housing–As relating to AMOs that are certificated in accordance with Part 6 of these regulations, Buildings, hangers, and other structures to accommodate the necessary equipment and materials of a maintenance organisation that—

(*i*) Provide working space for the performance of maintenance, preventive maintenance, overhaul, modification, repair, and inspection for which the maintenance organisation is approved and rated; and

(*ii*) Provide structures for the proper protection of aircraft and aeronautical products during disassembly, cleaning, inspection, repair, modification, assembly, and testing; and

(*iii*) Provide for the proper storage, segregation, and protection of materials, parts, and supplies.

Line maintenance—Any unscheduled maintenance resulting from unforeseen events, or scheduled checks that contain servicing and/or inspections that do not require specialised training, equipment, or facilities.

Maintenance. The performance of tasks on an aircraft, engine, propeller or associated parts required to ensure the continuing airworthiness of an aircraft, engine, propeller or associated part including any one or combination of overhaul, inspection, replacement, defect rectification, and the embodiment of a modification or repair

Maintenance organisation's *Procedures Manual*. A document endorsed by the head of the maintenance organisation which details the maintenance organisation's structure and management responsibilities, scope of work, description of facilities, maintenance procedures and quality assurance or inspection systems. Also referred to as the AMO procedures manual.

Maintenance records. Records that set out the details of the maintenance carried out on an aircraft, engine, propeller or associated part.

Maintenance release— A document which contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner, in accordance with appropriate airworthiness requirements.

Modification. The change to the type design of an aircraft, engine or propeller.

Note.— A modification may also include the embodiment of the modification which is a maintenance task subject to a maintenance

release. Further guidance on aircraft maintenance, modification and repair is contained in the Airworthiness Manual (Doc 9760).

Overhaul. The restoration of an aircraft/aeronautical product using methods, techniques, and practices acceptable to the Authority, including disassembly, cleaning, and inspection as permitted, repair as necessary, and reassembly; and tested in accordance with approved standards and technical data, or in accordance with current standards and technical data acceptable to the Authority, which have been developed and documented by the State of Design, holder of the type certificate, supplemental type certificate, or a material, part, process, or appliance approval under a Technical Standard Order (TSO).

Primary Standard— A standard defined and maintained by a State Authority and used to calibrate secondary standards.

Preventive maintenance. Simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations.

Rebuild. The restoration of an aircraft/aeronautical product by using methods, techniques, and practices acceptable to the Authority, when it has been disassembled, cleaned, inspected as permitted, repaired as necessary, reassembled, and tested to the same tolerances and limits as a new item, using either new parts or used parts that conform to new part tolerances and limits.

Reference Standard—A standard that is used to maintain working standards.

Repair. The restoration of an aircraft, engine, propeller or associated part in accordance with the appropriate airworthiness requirements after it has been damaged or subjected to wear.

Restoration. That work necessary to return the item to a specific standard. Restoration may vary from cleaning or replacement of single parts up to a complete overhaul.

Safety management system. A systematic approach to managing safety including the necessary organisational structures, accountabilities, policies and procedures.

Secondary Standards—A standard maintained by comparison with a primary standard.

Specialised maintenance—Any maintenance not normally performed by an AMO (e.g., tire retreading, plating, etc).

Standard — an object, artifact, tool, test equipment, system, or experiment that stores, embodies, or otherwise provides a physical quantity, which serves as the basis for measurement of the quantity. It also includes a document describing the operations and process that must be performed in order for a particular end to be achieved.

Traceability—A characteristic of a calibration, analogous to a pedigree. A traceable calibration is achieved when each Measurement Device and Working Standard, in a hierarchy stretching back to the National Standard, was itself properly calibrated, and the results properly documented. The documentation provides the information needed to show that all calibrations in the chain of calibrations were properly performed.

Transfer Standard—Any standard that is used to compare a measurement process, system, or device at one location or level with another measurement process, system or device at another location or level.

6.1.1.3 ABBREVIATIONS

(*a*) The following abbreviations are used in Part 6.

(1) **AD –** Airworthiness Directive
(2) **AAT –** Airworthiness Approval Tag
(3) **AMM –** Aircraft Maintenance Manual
(4) **AMO –** Approved Maintenance Organisation
(5) **AME –** Aviation Maintenance Engineer
(6) **ARS –** Aviation Repairman Specialist
(7) **ICAO –** International Civil Aviation Organization
(8) **IS –** Implementing Standards
(9) **MCM –** Maintenance Control Manual
(10) **NDI –** Non-Destructive Inspection
(11) **NDT –** non-destructive testing

(12) **SMS –** safety management system

(13) **TC –** type certificate

(14) **TSO –** technical standard order

6.1.1.4 EXEMPTION AUTHORITY

a. The Authority may, upon consideration of the circumstances of a particular maintenance organisation, issue an exemption providing relief from specified sections of this Part, provided that the Authority finds that the circumstances presented warrant the exemption and that a level of safety will be maintained equal to that provided by the rule from which the exemption is sought.

b. The Authority may terminate or amend an exemption at any time.

c. A request for exemption shall be made in accordance with the requirements in Part 1 of these regulations.

d. An approved maintenance organisation that receives an exemption shall have a means of notifying the appropriate management, certifying staff, and personnel of the exemption.

6.2 CERTIFICATION OF A MAINTENANCE ORGANISATION AND CONTINUED VALIDITY OF THE CERTIFICATE

6.2.1.1 APPLICABILITY

(a) This subpart prescribes the requirements for the certification of a maintenance organisation and the continued validity of the AMO certificate issued by Nigeria.

6.2.1.2 GENERAL.

(*a*) No person may operate as an AMO without, or in violation of, an AMO certificate and operations specifications issued under this part.

6.2.1.3 AMO CERTIFICATE.

(*a*) The certificate issued to an AMO by Nigeria will consist of two documents—

(1) A one page certificate signed for public display by the Authority; and

(2) Operations specifications signed by the Accountable Manager and the Authority

(b) The certificate will contain the following items and will be on a form and in a manner as prescribed in IS 6.2.1.3(b):

(1) The certificate number specifically assigned to the AMO;

(2) The name and location of the principal place of business of the AMO;

(3) The certification Statement of Authority;

(4) The scope of approval and ratings issued to the AMO;

(5) The period of validity;

(6) The original and current date of issue; and

(7) The signature, printed name, and title of the appropriate Authority.

(c) The Operations specifications will contain the following items and will be in the format contained in IS 6.2.1.3 or as prescribed by the Authority:

(1) The certificate number specifically assigned to the AMO;
(2) The scope of approval and ratings issued in detail, including specific terms, conditions and limitation;
(3) The date issued and expiry; and
(4) Signature of the accountable manager and Authority
(5) Names and Titles of the AMO management personnel

(d) An AMO may perform maintenance, overhaul, modification, repair, or inspection on an aircraft or aeronautical product only for which it is rated and within the specific terms, conditions, and limitations contained in its operations specifications.

(e) The certificate issued to an AMO shall be available on the premises for inspection by the public and the Authority

(f) No person may operate as an approved maintenance organisation without, or in violation of, an approved maintenance organisation certificate issued under this Part.

6.2.1.4 ADVERTISING.

(c) No maintenance organisation may advertise as a certificated AMO under this part until the Authority of Nigeria has issued an AMO certificate and associated operations specifications to that organisation.

(*b*) No AMO either in writing or orally, may make any statement about itself that is false or is designed to mislead any person.

(*c*) Whenever the advertising of an approved maintenance organisation indicates that it is certificated under this part, the advertisement must clearly state the AMO's certificate number.

6.2.1.5 APPLICATION FOR AN AMO CERTIFICATE AND/OR RATINGS.

(a) A maintenance organisation applying to the Authority for a certificate of AMO shall submit the following—

(1) An application in a form and a manner prescribed by the Authority;

(2) Its AMO Procedures Manual in duplicate;

(3) A list of the maintenance functions to be performed for it, under contract, by another AMO;

(4) A list of all AMO certificates and ratings pertinent to those certificates issued by any contracting State other than Nigeria

(5) Documentation of the maintenance organisation's Quality System; and

(6) A statement of compliance to all applicable requirements of Part 6 and 20 for the proposed activities, including pertinent subparts and each relevant section of the regulation, which shall be identified and accompanied by a brief description.

(7) Evidence that has paid any prescribed fees for the issuance of an AMO certificate

(8) Any additional information the Authority requires the applicant to submit.

(b) Each applicant shall make the application for an initial issue of an AMO certificate at least 90 days before the date of intended operation.

(c) At the time of application, the applicant shall provide all information and manuals required under this Part, and the safety management system documentation required by Part 20.

(d) Whenever the Authority finds that additional information is needed, the Authority will request that the applicant to furnish that information.

(e) In addition to compliance with the applicable requirements for the certification of a maintenance organization, an applicant for a maintenance organization certificate located outside Nigeria shall comply with the following requirements:

(1) Demonstrate that the maintenance organization certificate is required to maintain or modify:

(i) Aircraft registered in Nigeria and articles for use on such aircraft;

(ii) Foreign aircraft operated by operator certified under Part 9 and articles for use on such aircraft;

(2) Demonstrate that the maintenance organization is certified by the Civil Aviation Authority of the country where it is located for a workload equal to or greater than what it is requesting from the Authority in accordance with ICAO Annex 8.

6.2.1.6 ISSUANCE OF AN AMO CERTIFICATE. —

(*a*) The issuance of an AMO certificate by Nigeria shall be dependent upon the maintenance organisation demonstrating compliance with the requirements of this Part and the relevant safety management requirements of Part 20 of these regulations.

(b) The Authority may issue an AMO certificate if, after investigation, it finds the applicant:

(1) Meets the applicable regulations and standards for an AMO certificate; and
(2) Is properly and adequately equipped for the performance of maintenance overhaul, modification, repair, and inspection of an aircraft or aeronautical product for which it seeks approval;
(3) Has paid the fees and charges prescribed by the Authority.

(c) The Authority may issue a one-off approval for a defined period and limited work scope to an AMO to perform maintenance on an aircraft and other aeronautical products and issue return to service where:
(1) It is impracticable for the Authority to carry out the certification, variation and renewal of the AMO certificate,
(2) It is judged to be appropriate to the circumstance, proportionate and in the interest of aviation safety;
(3) Payment has been made of the fees and charges prescribed by the Authority; and
(4) additional requirements prescribed in IS. 6.2.1.6(c) has been fulfilled.

6.2.1.7 DURATION AND RENEWAL OF AN AMO CERTIFICATE.

(*a*) An AMO certificate, or any portion of an AMO certificate, issued by the Authority to an AMO is effective from the date of issue until:

(1) The last day of the 24th month after the date on which it was issued, subject to satisfactory compliance with the requirements of this part for AMO located outside Nigeria ;

(2) The last day of the 36th month after the date on which it was issued subject to satisfactory compliance with the requirements of this Part for AMO located in Nigeria; or,

(3) The AMO surrenders the certificate to the Authority, or

(4) The Authority cancels, suspends, revokes, or otherwise terminates the certificate.

(*b*) The holder of an AMO certificate that has expired, or has been surrendered by the AMO, or has been suspended, or revoked by the Authority shall return the certificate and operations specifications to the Authority within 5 working days of expiration, surrender or receipt from the Authority of notice of suspension or revocation.

(c) An AMO that applies for a renewal of its certificate shall submit its request for renewal no later than 90 days before the AMO's current certificate expires. If a request for renewal is not made within this period, the AMO shall follow the application procedures for initial issuance as prescribed by the Authority.

6.2.1.8 CONTINUED VALIDITY OF AN AMO CERTIFICATE.

(*a*) Unless the AMO certificate has previously been cancelled, suspended, or revoked or has expired by virtue of exceeding any expiration date that may be specified in the certificate, the continued validity of the AMO certificate shall dependent upon—

(1) An AMO remaining in compliance with this Part and the relevant the relevant safety management requirements of Part 20 of these regulations;

(2) The Authority being granted access to the organisation's facilities to determine continued compliance with the requirement of this part; and

(3) The payment of any charges prescribed by the Authority.

6.2.1.9 ACCESS FOR INSPECTION

a) Each certificated AMO shall allow the Authority to inspect that AMO and any of its contract maintenance facilities at any time to determine compliance with this Part.

b) Arrangements for maintenance, preventive maintenance, or modifications by a contractor shall include provisions for inspections of the contractor by the Authority.

6.2.1.10 SUSPENSION OR REVOCATION OF AN AMO CERTIFICATE

(a) The Authority may suspend or revoke an AMO certificate if it is established that an AMO has not met, or no longer meets the requirements of this part.

6.2.1.11 CHANGES TO THE AMO AND AMO CERTIFICATE AMENDMENTS.

(a) An application for amendment to an existing AMO certificate shall be made on a form and in a manner prescribed by the Authority. If applicable, the AMO shall submit the required amendment to its AMO Procedures Manual to the Authority for approval.

(b) To enable the Authority to determine continued compliance with this Part, the AMO shall provide written notification to the Authority either prior to, or within a time period determined by the Authority to be as soon as practicable after, changes to any of the following: —

(1) The name of the organisation;
(2) The location of the organisation;
(3) The housing, facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the AMO scope of approval or ratings issued;
(4) The ratings held by the AMO, whether granted by the Authority or held through an AMO certification issued by another Contracting State;
(5) Additional locations of the organisation;
(6) The accountable manager;
(7) The suspension, revocation or expiration of a maintenance organisation certificate issued to the AMO by another contracting State; or
(8) The list of management personnel identified as described in the AMO Procedures Manual.

(c) The Authority will amend the AMO certificate if the AMO notifies the Authority of a change in

(1) Location or housing and facilities;
(2) Additional locations of the organisation;
(3) Scope of approval and rating(s) issued, including deletions;
(4) The AMO Procedures Manual;
(5) The name of the organisation with same ownership; or
(6) Ownership.

(*d*) The Authority may amend the AMO certificate if the AMO notifies the Authority of a change in

(1) The accountable manager; or
(2) The list of management personnel identified as described in the AMO Procedure Manual.
(3) Other items in the AMO Procedures Manual.

(*e*) When the Authority issues an amendment to an AMO's certificate because of new ownership of the AMO, the Authority will assign a new certificate number to the amended AMO certificate.

(*f*) The Authority may:

(1) Prescribe, in writing, the specific terms, conditions and limitations under which the AMO shall continue to operate during any period of implementation of the changes noted in subparagraph 6.2.1.11(*a*) of this part ; and

(2) Hold the AMO certificate if the Authority determines that approval of the amendments to the AMO certificate shall be delayed; the Authority will notify the AMO certificate holder, in writing, of the reasons for any such delay.

(*g*) If changes are made by the AMO to the items listed in subparagraph 6. 2.1.11 (a) of this part, without notification to the Authority or amendment of the AMO certificate by the Authority, the AMO certificate may be suspended, or revoked, by the Authority.

6.2.1.12 SCOPE OF APPROVAL OF THE AMO—

(a) The Authority may issue scope of approval with the following classes—

a. aircraft maintenance;
b. engine maintenance;
c. component maintenance; and
d. specialized maintenance.

(b) An AMO holding an approval in aircraft maintenance class may perform maintenance on an aircraft and any component of the aircraft while such component is installed in the aircraft.

(c) An AMO holding an approval in engine maintenance class may perform maintenance on uninstalled engines that are intended for installation on an aircraft.

(d) An AMO holding an approval in component maintenance class may perform maintenance on uninstalled components that are intended for installation on an aircraft.

(e) An AMO holding an approval in specialized maintenance class may perform limited maintenance on an aircraft and on an uninstalled component where the maintenance mainly involves application or use of standardized methods or techniques.

(f) An AMO holding an approval in aircraft maintenance or component maintenance class may carry out the maintenance covered by the specialized maintenance class without holding a specialized maintenance approval, provided the AMO has the capability and has established processes and procedures for performing the maintenance

6.2.1.13 AMO RATINGS. —

a) The following ratings shall be used to define the scope of approval for aircraft maintenance that may be further limited by referring to a particular type, model or series of aircraft on which the AMO is approved to perform maintenance and by the level of maintenance such as line or base maintenance:

1) Large aeroplane — aeroplanes with maximum take-off mass over 5 700 kg;
2) Small aeroplane — aeroplanes with maximum take-off mass up to 5 700 kg, except light sport aeroplanes;
3) Helicopter — for all kinds of helicopters; and
4) Other kind of aircraft — all aircraft other than aeroplanes and helicopters (such as glider, balloon, airship, light sport aircraft etc.).

b) The following ratings shall be used to further define the scope of approval for engine maintenance that may be further limited by referring to a particular type, model or series of engine on which the AMO is approved to perform maintenance and by the level of maintenance such as line or base maintenance:

1) turbine engine;
2) reciprocating engine; and
3) electrical engine.

(c) The ratings for component shall be referring to the standard numbering system (SNS) code designated for the aircraft system to which the component belongs under the ATA S1000D specification and may be further limited by referring to the particular kind of component (within a system) on which the AMO is approved to perform maintenance.

(d) The following ratings which are based on specific methods or techniques shall be used to further define the scope for specialized maintenance:

1) composite material maintenance;
2) surface treatment such as peening, plating or painting;
3) non-destructive testing;
4) welding; and
5) other — unique methods and techniques approved or accepted by the Authority

6.2.1.14 QUALITY SYSTEM.

(*a*) An AMO shall establish a quality system that includes a quality assurance programme and shall designate a quality manager to monitor compliance with, and adequacy of, procedures required to ensure safe maintenance practices and airworthy aircraft and aeronautical products. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary.

(*b*) The quality system, and the quality manager, shall be acceptable to the Authority.

(*c*) Each AMO shall ensure that the quality system includes a quality assurance programme that contains procedures designed to monitor compliance with required aircraft and aircraft component standards and adequacy of the procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft and aircraft components.

(*d*) The quality assurance system shall include a procedure to initially qualify and periodically perform audits on persons performing work on behalf of the *AMO*.

(*e*) The quality system shall include a feedback system to the designated management person or group of persons directly responsible for the quality system and ultimately to the Accountable Manager that ensures, as necessary, proper and timely corrective action is taken in response to reports resulting from the independent audits.

(*f*) The *AMO*'s quality system shall be sufficient to review all maintenance procedures, as described in the Maintenance Control Manual and the Maintenance Procedures Manual, in accordance with an approved quality assurance programme once every 12 months.

(*g*) The *AMO*'s quality system shall indicate when audits are due, when completed, and establish a system of audit reports, which can be reviews by Authority staff on request. The audit system shall clearly establish a means by which audit reports containing observations about non-compliance or poor standards are communicated to the Accountable Manager.

(*h*) If the *AMO* is a small organisation, the independent audit part of the quality system may be contracted to another organisation approved under this part or a person with appropriate technical knowledge and proven satisfactory audit experience such as ISO 9000 qualification.

(*i*) Where the *AMO* is part of an AOC under Part 9, the AOC holder's quality management system may be combined with the requirements of an AMO and submitted for acceptance to the Authority.

(*j*) Each A*MO* shall describe the quality system in relevant documentation as outlined in IS: 6.2.1.14.

6.2.1.15 LOCATION OF THE AMO

(a) Principal place of business. An applicant for, or holder of, a certificated AMO under this Part shall establish and maintain a principal place of business office that is physically located at the address shown on its certificate.

(b) Additional fixed locations. An AMO may have additional fixed locations without certificating each facility as a stand-alone AMO, which may be approved by the Authority provided that –

(1) All of the facilities are localised and within a defined area, and

(2) All locations operate under the approval of the AMO certificate and operations specifications.

(c) Foreign locations of AMOs. An AMO approved by the Authority may be located in a country outside NIGERIA and is sub ject to all the applicable requirements of this Part.

6.2.1.16 CONDUCT OF INSPECTION AND AUDITS

a) Authority may, at any time, inspect an AMO holder on the AMO holder's premises to determine the AMO compliance with this Part.

b) Inspection will also be performed on the applicant for, or the holder of an AMO certificate held outside Nigeria. This inspection may be delegated to the Authority of the State where the AMO is located, provided an arrangement exists.

c) Inspections will be conducted at least annually.

d) After an inspection is made, the certificate holder will be notified, in writing, of any deficiencies found during the inspection.

e) The findings shall be classified as follow:

(1) A level 1 finding is any significant non-compliance applicable requirements of this regulation, with organization procedure manuals or with the term of an approval, certificate or with the content of a declaration which lowers the safety and hazards seriously the safety.

(2) A level 2 finding is any non-compliance with applicable requirements of this regulation, with organization procedure manuals or with the term of an approval, certificate or with the content of a declaration which could lower the safety and possibly hazard the safety.

(3) A level 3 finding (Observation) is a minor irregularity which are considered as observations and warrant attention.

f) After receipt of notification of findings according to paragraph (c), the holder of the maintenance organisation approval shall

(1) identify the root cause of the non-compliance;

(2) define a corrective action plan and

(3) demonstrate corrective action to the satisfaction of the authority within a period agreed with the authority.

g) When during oversight or by other means evidence is found showing non-compliance with the requirements of Part 6, the authority shall take the following actions:

(1) For level 1 findings, immediate action shall be taken by the authority to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the maintenance organisation approval, until successful corrective action has been taken by the organisation.

(2) For level 2 findings, the corrective action period granted by the authority must be appropriate to the nature of the finding but in any case initially must not be more than three months. In certain circumstances and subject to the nature of the finding the authority may extend the three month period subject to a satisfactory corrective action plan agreed by the authority.

h) If a maintenance organization fails to submit an acceptable corrective action plan or fails to apply the corrective measures within the time limit agreed or extended by the authority, the degree of seriousness of non-compliance increases to level 1 and the measures provided for in paragraph (g) (1).

6.2.1.17 SUBMISSION AND REVISION OF POLICY AND PROCEDURE MANUALS

(a) All the manuals required by this part must:

(1) Include instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities with a high degree of safety;

(2) Be in a form that is easy to revise and contains a system which allows personnel to determine the current revision status of each manual;

(3) Have a date of the last revision on each page concerned;

(4) Not be contrary to any applicable Nigeria regulations and the AMO holder's operations specifications; and

(5) Each manual shall include a reference to appropriate civil aviation regulations.

(b) Each holder of a manual required by this Part shall keep it up to date with the amendments or revisions supplied by the AMO.

(c) No person may cause the use of any policy and procedure for maintenance function prior to co-ordination with the Authority.

(d) The AMO holder shall submit the proposed policy or procedure to the Authority at least 30 days prior to the date of intended implementation. When immediate amendments or revisions are required in the interest of safety, they may be published and applied immediately, provided that any approval required has been applied for.

6.3 HOUSING, FACILITIES, EQUIPMENT, MATERIALS AND DATA

6.3.1.1 GENERAL

(*a*) An AMO shall provide, housing, facilities, equipment, tools, materials, and technical data in quantity and quality that meet the standards required for the issuance of the certificate and ratings that the AMO holds.

6.3.1.2 HOUSING AND FACILITIES

(*a*) Housing for the facilities, equipment, materials, and personnel shall be provided appropriate for all planned work ensuring, in particular, protection from weather.

(*b*) All work environments shall be appropriate for the task carried out and shall not impair the effectiveness of personnel.

(*c*) Office accommodations shall be appropriate for the management of planned work including, in particular, the management of quality, planning, and technical records.

(*d*) Specialised workshops and bays shall be segregated, as appropriate; to ensure that environmental or work area contamination is unlikely to occur.

(*e*) Storage facilities shall be provided for parts, equipment, test equipment, tools, and material.

(*f*) Storage conditions shall provide security for serviceable parts, equipment, test equipment, tools, and material and segregation serviceable from unserviceable parts, equipment, test equipment, tools, and material. and prevent deterioration of and damage to stored items. Access to storage facilities is restricted to authorized personnel.

(*g*) An AMO with an airframe rating shall provide suitable permanent housing to enclose the largest type and model of aircraft listed on its operations specifications.

(*h*) An AMO may perform maintenance, overhaul, modification, repair and inspection on aeronautical products outside of its housing if it provides suitable facilities that are acceptable to the Authority.

(i) See IS: 6.3.1.2 for detailed requirements pertaining to housing and facilities.

6.3.1.3 EQUIPMENT, TOOLS, MATERIALS AND TECHNICAL DATA—

(*a*) The AMO shall have available the necessary equipment, tools, materials and technical data to perform the approved scope of work and these items shall be under full control of the AMO. The availability of equipment and tools means permanent availability except in the case of any tool or equipment that is so rarely needed that its permanent availability is not necessary.

(b) The Authority may exempt an AMO from possessing specific tools and equipment for maintenance or repair of an aircraft or aeronautical product specified in the AMO's approval, if these items can be acquired temporarily, by prior arrangement, and be under the full control of the AMO when needed perform required maintenance or repairs.

(*c*) The AMO shall use the equipment, tools, and material that are recommended by the manufacturer of the aircraft or aeronautical product or at least equivalent to those recommended by the manufacturer and acceptable to the Authority.

(*d*) The AMO shall control all applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness.

(*e*) The AMO shall ensure that all applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness are calibrated to a standard traceable to NIGERIA nationalstandards or equivalent acceptable to the Authority.

(*f*) The AMO shall keep all records of calibrations and the standards used for calibration.

(*g*) The IS: 6.3.1.3 contains detailed requirements pertaining to tools, equipment, and test equipment.

6.3.1.4 ACCEPTANCE OF COMPONENTS

(a) All components shall be classified and appropriately segregated into the following categories:

1) Components which are in a satisfactory condition, released on an NCAAs Form 1 in IS 6.5.1.7 or equivalent and appropriately marked.

2) Unserviceable components which shall be maintained in accordance with this section.

3) Unsalvageable components which are classified in accordance with paragraph (d).

4) Standard parts used on an aircraft, engine, propeller or other aircraft component when specified in the manufacturer's illustrated parts catalogue and/or the maintenance data.

5) Material both raw and consumable used in the course of maintenance when the organisation is satisfied that the material meets the required specification and has appropriate traceability. All material must be accompanied by documentation clearly relating to the particular material and containing a conformity to specification statement plus both the manufacturing and supplier source.

6) Components referred to in sub-part 5.9 of Part 5.

(b) Prior to installation of a component, the AMO shall ensure that the particular component is eligible to be fitted when different modification and/or airworthiness directive standards may be applicable.

(c) The AMO may fabricate a restricted range of parts to be used in the course of undergoing work within its own facilities provided procedures are identified in the exposition.

(d) Components which have reached their certified life limit or contain a non-repairable defect shall be classified as unsalvageable and shall not be permitted to re-enter the component supply system unless certified life limits have been extended or a repair solution has been approved according to Part 5.

(e) Components referred to in sub-part 5.9 of Part 5 shall only be installed if considered eligible for installation by the aircraft owner in its own aircraft.

6.3.1.5. CHANGE OF LOCATION, FACILITIES OR RESOURCES

(a) An AMO may only relocate its facilities with written approval from the Authority.

(b) An AMO may only make a change to its facilities or resources required by 6.3.1.2, which could have a significant effect on its ability to perform maintenance, preventive maintenance, repairs or modifications, if it obtains written approval from the Authority.

(c) The Authority may determine the conditions, including any limitations, under which AMO shall operate while changing its location, facilities or resource

6.4 ADMINISTRATION

6.4.1.1 PERSONNEL REQUIREMENTS

(a) The AMO shall appoint an accountable manager, acceptable to the Authority, who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by this Part.

(b) The accountable manager shall:

1) ensure that all necessary resources are available to accomplish maintenance in accordance with this regulation to support the organisation approval;
2) establish and promote the safety and quality policy
3) demonstrate a basic understanding of this Part.

(c) The accountable manager shall nominate a person or group of persons, acceptable to the Authority, whose responsibilities shall include ensuring that the AMO is in compliance with the requirements of this part.

(1) The person or persons nominated shall represent the maintenance management structure of the AMO and shall be responsible for all functions specified in this part.

(2) Nominated managers shall be directly responsible to the accountable manager, who shall be acceptable to the Authority.

(d) The person or persons nominated as manager shall:

1) Represent the maintenance management structure of the AMO
2) Be responsible for all functions specified in this Part.
3) Be directly responsible to the accountable manager.
4) Be able to demonstrate relevant knowledge, background and satisfactory experience related to aircraft or component maintenance and demonstrate a working knowledge of this Part.

(e) In accordance with paragraph (b), the AMO shall have, dependent upon the extent of approval, the following:

1) A base maintenance manager.
2) A line maintenance manager.
3) A workshop manager and
4) A quality manager.

(f) The AMO functions shall be subdivided under individual managers or combined in any number of ways, dependent upon the size of the AMO.

Note: In small AMOs, one or more of the above positions may be combined subject to approval by the Authority.

(g) Procedures shall make clear who deputises for any particular person in the case of lengthy absence of the said person.

(h) The AMO shall employ sufficient personnel to plan, perform, supervise and inspect and return to service the maintenance work to be performed.

(i) The competence of personnel involved in maintenance shall be established in accordance with a procedure and to a standard acceptable to the Authority.

(j) Each supervisor in the AMO shall be hold an AME licence issued in accordance with Part 2 of these regulations, Personnel Licensing.

(k) The person signing maintenance release or an approval for return to service shall be qualified in accordance with Part 2 of these regulations, as appropriate to the work performed and shall be acceptable to the Authority.

(l) An AMO that uses Aircraft Repair Specialists (ARS) shall ensure that each ARS is employed by the AMO and is licenced in accordance with Part 2 of these Regulations

(m) The maintenance personnel and the certifying staff shall meet the qualification requirements and receive initial, recurrent, and specialised training to their assigned tasks and responsibilities in accordance with a training programme approved by the Authority.

(n) See IS: 6.4.1.1 for detailed personnel requirements.

6.4.1.2 INDOCTRINATION, INITIAL, RECURRENT, SPECIALISED AND REMEDIAL TRAINING.

(*a*) An AMO shall have an employee training programme approved by the Authority that consists of indoctrination, initial, recurrent training, specialised and remedial training.

(*b*) An AMO shall develop and update its training programme based on the maintenance tasks associated with its scope of work and capabilities.

(*c*) An AMO shall ensure that each employee assigned to perform maintenance, overhaul, modification, repair or inspections is capable of performing the assigned tasks.

(*d*) An AMO shall submit revisions of its training programme to the Authority for approval.

(*e*) An AMO shall document, in a form and manner acceptable to the Authority, the individual employee training required under this subsection. These training records must be retained for a minimum of two years.

(*f*) The maintenance personnel and the certifying staff shall meet the qualification requirements and receive initial, recurrent, and specialized training to their assigned tasks and responsibilities in accordance with a program acceptable to the Authority. The training program established by the AMO shall include training in knowledge and skills related to human performance, including co-ordination with other maintenance personnel and flight crew.

(g) An AMO training program shall meet the detailed requirements contained in the IS: 6.4.1.2

6.4.1.3 DANGEROUS GOODS TRAINING PROGRAMME.

(*a*) An AMO shall have a dangerous goods training program for its employees, whether full time, part time, or temporary or contracted, who are engaged in the following activities:

(1) Loading, unloading or handling of dangerous goods;
(2) Design, manufacture, fabrication, inspection, marking, maintenance, reconditions, repairs or tests of a package, container or packaging component that is represented, marked, certified, or sold as qualified for use in transporting dangerous goods ;
(3) Preparation of dangerous goods materials for transport;
(4) Activities for ensuring the safety of transporting of dangerous goods;
(5) Operation of a vehicle used to transport dangerous goods, or
(6) Supervision of any of the above listed items.

(*b*) No person shall perform or directly supervise a job function listed in item (a) above unless he or she has received the approved dangerous goods training.

(*c*) An AMO shall ensure that its dangerous goods training —

(1) Ensures that each person performing or directly supervising any of the maintenance functions specified in paragraph 6.4.1.3(a) above is trained to comply with all applicable procedures; and
(2) Enables the trained person to recognise items that contain, or ma contain, dangerous goods regulated under these regulations.

(*d*) The dangerous goods training of the AMO shall be approved by the Authority and shall contain the items in IS: 6.4.1.3.

(*e*) An AMO shall document, on a form and manner acceptable to the Authority, the individual employee training required under this section. These training records shall be retained for a minimum of two years.

6.4.1.4 REST AND DUTY LIMITATIONS FOR PERSONS PERFORMING MAINTENANCE FUNCTIONS IN AN AMO

(*a*) No person may be assigned to, nor shall any person perform maintenance, overhaul, modifications, repair or inspection on an aircraft or aeronautical product, unless that person has had a minimum rest period of 8 hours prior to the beginning of duty.

(*b*) No person may be scheduled to perform maintenance, overhaul, modifications, repair or inspection on an aircraft or aeronautical product for more than 12 consecutive hours of duty.

(*c*) In situations involving unscheduled aircraft or aeronautical product unserviceability, the AMO may allow persons performing maintenance, overhaul, modifications, repair or inspection on an aircraft or aeronautical product to continue on duty for—

(1) Up to 16 consecutive hours; or
(2) 20 hours in 24 consecutive hours.

(*d*) Following unscheduled duty periods, the AMO shall ensure that each person performing maintenance, overhaul, modifications, repair or inspection on an aircraft or aeronautical product shall have a mandatory rest period of 10 hours.

(e) The AMO shall relieve the person performing maintenance functions from all duties for 24 consecutive hours during any 7 consecutive day's period.

6.4.1.5 RECORDS OF MANAGEMENT, SUPERVISORY, INSPECTION AND CERTIFYING STAFF

(*a*) An AMO shall maintain a roster of all management, supervisory, inspection and certifying staff, which includes details of the scope of their authorisation.

(*b*) An AMO shall notify certifying staff, in writing, of the scope of their authorisation.

(1) The authorisation document shall be in a style that makes its scope clear to certifying staff and any authorised person that may be required to examine the document. Where codes are used to define scope, an interpretation document shall be readily available.

(2) Certifying staff are not required to carry the authorisation document at all times but shall produce it within a reasonable time of a request from an authorised person.

(*c*) See IS: 6.4.1.5 for detailed requirements pertaining to records of management, supervisory, inspection and certifying staff.

6.4.1.6 SAFETY MANAGEMENT SYSTEM (SMS)

(a) An AMO shall implement a safety management system acceptable to the Authority as outlined in Part 20 of these regulations.

6.5 AMO OPERATING RULES

6.5.1.1 AMO PROCEDURES MANUAL.

(a) Each AMO shall have an AMO Procedures Manual, which may be issued in separate parts. The manual shall be amended as necessary to keep the information contained therein up-to-date

(b) The AMO Procedures Manual shall:

(1) provide clear guidance to personnel on how the functions are to be performed under the approval issued by the Authority;

(2) Explain how personnel are managed and describe their duties and responsibilities and how compliance with the relevant continuing airworthiness requirements is achieved; and

(3) include a statement of the organisation's policies and objectives.

(c) If AMO is also an AOC under part 9 of these regulations, the AMO's procedures manual and the AOC's Maintenance Control Manual (MCM) may be combined.

(d) An AMO Procedures Manual and any subsequent amendments thereto shall be approved by the Authority prior to use.

(*e*) The AMO Procedures Manual shall specify the scope of work required of the AMO in order to satisfy the relevant requirements needed for an approval of an aircraft or aeronautical product for return to service.

(*f*) The AMO Procedures Manual and any other manual it identifies shall:

(1) Include instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities with a high degree of safety;
(2) Be in a form that is easy to revise and contain a system that allows personnel to determine current revision status;
(3) Have the date of the last revision printed on each page containing the revision;
(4) Not be contrary to any applicable NIGERIA regulation or to the operation specifications issued to the organization; and;
(5) Include a reference to appropriate civil aviation regulations; and
(6) be amended as necessary to keep the information contained therein up to date.

(g) Copies of all amendments to the AMO Procedures Manual shall be furnished promptly to all organizations or persons to whom the manual has been issued.

(h) The maintenance organization shall ensure that the procedures manual is amended as necessary to keep the information contained therein up to date.

(i) The AMO shall provide an approved AMO Procedures Manual for use by the organisation, containing the following information—

(1) A statement signed by the accountable manager confirming that the maintenance organisation. Maintenance Procedures Manual and any associated manuals define the AMO's compliance with this regulation and shall be complied with at all times.

(2) A procedure to establish and maintain a current list of the titles and names of the management personnel accepted by the Authority. The list of personnel may be separate from the Maintenance Procedures Manual but must be kept current and available for review by the Authority when requested.

(3) A list which describes the duties and responsibility of the management personnel and the matters on which they may deal directly with the Authority on behalf of the AMO.

(4) An organisation chart showing associated chains of responsibility of the management personnel.

(5) A procedure to establish and maintain a current roster of certifying personnel.

(6) A description of the procedures used to establish the competence of maintenance personnel.

(7) A general description of manpower resources.

(8) A description of the method used for the completion and retention of the maintenance records.

(9) A description of the procedure for preparing the maintenance release and the circumstances under which the release is to be signed.

(10) A description, when applicable, of additional procedures for complying with an operator's maintenance procedures and requirements.

(11) A description of the procedures for complying with the service information reporting requirement contained in section 6.5.1.10.

(12) A description of the procedure for receiving, amending and distributing within the maintenance organisation all necessary airworthiness data from the type certificate holder or the type design organisation.

(13) A general description of the facilities located at each address specified in the AMO's approval certificate.

(14) A general description of the AMO's scope of work relevant to the extent of approval.

(15) The notification procedure for AMO to use when requesting the approval of changes to the organisation of the AMO from the Authority.

(16) The amendment procedure for the AMO Maintenance Procedures Manual, including the submission to the Authority.

(17) The AMO's procedures, acceptable to the Authority, to ensure good maintenance practices and compliance with all relevant requirements in this subsection.

(18) The AMO's procedures to establish and maintain an independent quality system to monitor compliance with the adequacy of the procedures to ensure good quality maintenance practices and airworthy aircraft and aeronautical products. Compliance monitoring must include a feedback system to the person or group of persons specified in 6.4.1.1, and ultimately to the accountable manager to ensure, as necessary, corrective action. Such a system shall be acceptable to the Authority.

(19) A list of operators, if appropriate, to which the AMO provides an aircraft maintenance service.

(20) A list of organisations performing maintenance on behalf of the AMO.

(21) A list of the AMO's line maintenance locations and procedures, if applicable.

(j) See IS: 6.5.1.1 for detailed requirements concerning the AMO Procedures Manual and a sample AMO Procedures Manual format.

6.5.1.2 MAINTENANCE PROCEDURES AND QUALITY ASSURANCE PROGRAMME

(a) The AMO shall establish procedures, acceptable to the Authority, which ensure good maintenance practices and compliance with all relevant requirements of this Part.

(b) The AMO shall ensure compliance with this paragraph 6.5.1.2(a) of this subsection by either;

(1) Establishing an independent quality assurance system to monitor compliance with and adequacy of the procedures; or

(2) Establishing a system of inspection to ensure that all maintenance is properly performed.

(c) AMO's using an independent quality assurance system shall include the audit procedures listed in the AMO Procedures Manual at IS 6.5.1.1.

6.5.1.3 CAPABILITY LIST.

(*a*) An AMO shall prepare and retain a current capability list approved by the Authority.

(b) An AMO shall not perform maintenance, overhaul, modification, repair, or inspection on a aeronautical product until the product has been listed on the capability list in accordance with this Part.

(*c*) The capability list shall identify each aeronautical product by make and model or other nomenclature designated by the aeronautical product manufacturer and shall be available in a form and manner acceptable to the Authority.

(*d*) An aeronautical product shall be listed on the capability list only if the aero nautical product is within the scope of the ratings and classes of the AMO certificate, and only after the AMO has performed a self-evaluation in accordance with procedures in its AMO Procedures Manual.

(e) The AMO shall perform the self-evaluation described in this paragraph (d) to determine that the maintenance organisation has all of the housing, facilities, equipment, tools, materials, technical data, processes, and trained personnel in place to perform the work on the aeronautical product as required by this part. If an AMO makes that determination, it shall list the component on the capability list and submit for the Authority's approval.

(*f*) The document of the self-evaluation described in paragraph 6.5.1.3(e) of this subsection shall be signed by the accountable manager and must be retained on file by the AMO.

(*g*) The capability list(s) shall be available in the premises for inspection by the public and the Authority.

(*h*) Documentations of the self-evaluations shall be available in the premises for inspection by the Authority.

(*i*) The AMO shall retain the capability list(s) and self-evaluation(s) for two years from the date accepted by the accountable manager.

6.5.1.4 CONTRACT MAINTENANCE

(a) An AMO shall be approved for the work that is to be contracted and have the capability to assess the competence of the subcontractor.

(b) An AMO may contract a maintenance function pertaining to an aeronautical product to an outside source provided:

(1) The Authority has approved the maintenance function to be contracted to the outside source; and

(2) The AMO maintains and makes available to the Authority in a form and manner acceptable to the Authority, the following information—

i. The maintenance functions contracted to each outside source, and

ii. The name of each outside source to whom the AMO contracts maintenance functions and the type of certificate and ratings, if any, held by each source.

(c) An AMO may contract a maintenance function pertaining to an aeronautical product to an unlicensed person provided—

(1) The unlicensed person follows a quality control system equivalent to the system followed by the AMO;

(2) The AMO remains directly in charge of the work performed by the unlicensed person; and

(3) The AMO verifies, by test and/or inspection, that the work has been performed satisfactorily by the unlicensed person and that the aeronautical product is airworthy before approving it for return to service.

(d) Before approving an aeronautical product for return to service following contract maintenance, overhaul, modification, or repair, the AMO shall

verify by test and/or inspection that the work has been performed satisfactorily and in accordance with approved methods.

6.5.1.5 PRIVILEGES OF THE AMO.

(*a*) The AMO shall carry out the following tasks as permitted by and in accordance with the AMO Procedures Manual—

(1) Maintain or modify any aircraft or aeronautical product for which it is rated at the location identified in the approval certificate;

(2) Maintain any aircraft or aeronautical product for which it is rated at any location subject to the need for such maintenance arising from unserviceability of the aircraft or aeronautical product;

(3) Perform the activities in support of a specific AOC holder where that AOC has requested the services of the AMO at locations other than the location identified on the AMO certificate and the AMO has been rated to maintain the aircraft of that specific AOC holder at the requested location in the AMO operations specifications approved by the Authority; and

(4) Issue an approval for return to service with respect to paragraphs 6.5.1.5(*a*) (1), (2), and (3) of this subsection upon completion of maintenance in accordance with limitations applicable to the AMO.

(b) The AMO may maintain or modify any aircraft or aeronautical product for which it is rated at a place other than the AMO, if—

(1) The task would be performed in the same manner as when performed at the AMO and in accordance with this Subpart;

(2) All necessary housing, facilities, equipment, tools, material, approved technical data and certifying staff are available at the place where the work is to be done; and

(3) The AMO Procedures Manual of the AMO sets forth approved procedures governing work to be performed at a place other than the AMO.

(c) The AMO may contract out maintenance, overhaul, modifications, repairs, and inspections, other than a complete type certificated product, in accordance with 6.5.1.4 of this part.

6.5.1.6 LIMITATIONS OF THE AMO.—

(a) The AMO shall maintain or modify an aircraft or aeronautical product for which it is approved only when all necessary housing, facilities, equipment, tools, material, approved technical data and certifying staff are available.

(b) An AMO shall not contract out the maintenance, overhaul, repair or inspection of a complete type-certificated product.

(c) An AMO shall not provide approval for return to service of a product following contract maintenance, overhaul, repair or inspection without verifying by test or inspection that the work has been performed satisfactorily and in accordance with approved methods.

6.5.1.7 APPROVAL FOR RETURN TO SERVICE OF AN AIRCRAFT OR AERONAUTICAL PRODUCT

(*a*) An Approval for return to service of an aircraft shall be issued by appropriately authorised certifying staff when satisfied that all required maintenance of the aircraft has been properly carried out by the AMO in accordance with the approved data and the AMO Procedures Manual.

(*b*) An approval for return to service shall be required at the completion of any maintenance on an aircraft part, component or assembly when off the aircraft.

(*c*) The approval for of return to service to be used for return of an aircraft or aeronautical product or assembly shall adhere to the following items:-

(1) The approval for return to service shall contain the following statement: Certifies that the work specified was carried out in accordance with current regulations and in respect to that work the aircraft/aircraft component is considered approved for return to service."

(2) The approval for return to service shall reference the data specified in the manufacturer's maintenance instructions or instructions for continued airworthiness.

(3) Where instructions include a requirement to ensure that a dimension or test figure is within a specific tolerance as opposed to a general tolerance, the dimension or test figure shall be recorded. It is not sufficient to state that the dimension or the test figure is within tolerance.

(4) The date such maintenance was carried out shall include when the maintenance took place relative to any life or overhaul limitation in terms of date/flying hours/cycles/landings etc., as appropriate.

(5) When extensive maintenance has been carried out, it is acceptable for the approval for return to service to indicate the maintenance as long as there is a cross-reference to the work package containing full details of maintenance carried out. Dimensional information shall be retained in the maintenance record.

(6) The person issuing the approval for return to service shall use a full signature and preferably a certification stamp except in the case where a computer return to service system is used. In this latter case, the Authority will need to be satisfied that only the particular person can electronically issue the approval for return to service.

(7) One such method of compliance with item (c)(6) is the use of a magnetic or optical personal card in conjunction with a personal identity number (PIN) which is keyed into the computer and known only to the individual.

(*d*) An aeronautical product which has been maintained off the aircraft requires the issue of an approval for return to service (NCAA Form One) for such maintenance and another approval of return to service of the aircraft in regard to maintenance being properly accomplished on the aircraft. The return to service of the aircraft shall be made by the AMO in the aircraft technical log maintenance records section.

(*e*) When an aeronautical product is returned to service, the AMO shall complete NCAA Form One as contained in IS: 6.5.1.7.

6.5.1.8 MAINTENANCE RECORDS.

(*a*) The AMO shall record, on a form and in a manner acceptable to the Authority, all details for maintenance work performed.

(*b*) The AMO shall provide a copy of each approval of return to service to the aircraft operator, together with a copy of any specific airworthiness data used for repairs or modifications performed.

(*c*) The AMO shall retain a copy of all detailed maintenance records and any associated airworthiness data for two (2) years from the date the aircraft or aeronautical product to which the work relates was returned to service from the AMO.

(*d*) Each person who maintains, overhauls, modifies repairs or inspects an aircraft or aeronautical product shall make an entry in the maintenance record of that equipment, including:

(1) A description and reference to data acceptable to the Authority of work performed.

(2) The date of completion of the work performed.

(3) The name of the person performing the work if other than the person specified in this subsection.

(4) If the work performed on the aircraft or aeronautical product has been performed satisfactorily, the authorized signature, the AMO certificate number, and the type of licence or certificate held by the person approving the work.

(5) The authorised signature, the AMO certificate number, and type of licence held by the person approving or disapproving for return to service the aircraft or aeronautical product

(6) The signature constitutes the approval for return to service only for the work performed.

(e) In addition to the entry required by this paragraph 6.5.1.8(d) of this subsection, each person performing a major repair and major modification shall record such work on a form, and shall disposed of the form in the manner prescribed by prescribed by the Authority in IS: 5.7.1.1(b)

(*f*) No person shall describe in any required maintenance entry or form an aircraft or aeronautical product as being overhauled unless—

(1) Using methods, techniques, and practices acceptable to the Authority, it has been disassembled, cleaned, inspected as permitted, repaired as necessary, and reassembled; and

(2) It has been tested in accordance with approved standards and technical data, or in accordance with current standards and technical data acceptable to the Authority, which have been developed and documented by the holder of the type certificate (TC), supplemental type certificate (STC), or a material, part, process, or appliance approval under a TSO.

(*g*) No person may describe in any required maintenance entry or form, an aircraft or other aeronautical product as being rebuilt unless it has been—

(1) Disassembled, cleaned and inspected as permitted;

(2) Repaired as necessary; and

(3) Reassembled and tested to the same tolerances and limits as a new item, using either new parts or used parts that either conforms to new part tolerances and limits, or to approved oversized or undersized dimensions.

(*h*) No person may approve for return to service any aircraft or aeronautical product that has undergone repair or modification unless.

(1) The appropriate maintenance record entry has been made; and

(2) The repair or modification form authorised by or furnished by the Authority has been executed in a manner prescribed by the Authority;

(*i*) If a repair or modification results in any change in the aircraft operating limitations or flight data contained in the manufacturer's aircraft flight manual AFMI, those operating limitations or flight data shall be appropriately revised and set forth as prescribed by the Authority.

(*i*) Maintenance record entries for inspections. The person approving or disapproving for return to service an aircraft after any inspection performed in accordance with this regulation, shall make an entry in the maintenance record of that equipment containing the following information—

(1) The type of inspection and a brief description of the extent of the inspection;

(2) The date of the inspection and aircraft total time in service;

(3) The authorised signature, the AMO certificate number, and type of licence held by the person approving or disapproving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part, or portions thereof;

(4) If the aircraft is found to be airworthy and approved for return to service, the following or a similarly worded statement—*I certify that this aircraft has been inspected in accordance with (insert type) inspection and was determined to be in airworthy condition* ;

(5) If the aircraft is not approved for return to service because of needed maintenance or noncompliance with the applicable specifications, airworthiness directives ADs, or other approved data, the following or a similarly worded statement—*I certify that this aircraft has been inspected in accordance with (insert type) inspection and a list of discrepancies and unairworthy items dated (MM/DD/YYYY) has been provided for the aircraft owner or operator* ; and

(6) If an inspection is conducted under an inspection program provided for in this regulation, the entry shall identify the inspection program accomplished, and shall contain a statement that the inspection was performed in accordance with the inspections and procedures for that particular program.

(*j*) Listing of discrepancies. If the person performing any inspection required by this part finds that the aircraft is not airworthy or does not meet the applicable type certificate data sheet, airworthiness directives ADs, or other approved data upon which its airworthiness depends, that person shall give the owner or lessee a signed and dated list of those discrepancies.

(k) Records kept in accordance with this subsection shall be maintained in a form and format that ensures readability, security and integrity of the records at all times.

(l) The IS: 6.5.1.8 contains detailed requirements concerning maintenance records.

Note 1. — The form and format of the records may include, for example, paper records, film records, electronic records or any combination thereof.

6.5.1.9 AIRWORTHINESS DATA – INSTRUCTIONS FOR CONTINUING AIRWORTHINESS

(*a*) The AMO shall be in receipt of all airworthiness data appropriate to support the work performed from the Authority, the aircraft or aeronautical product design organisation, and any other approved design organisation in the State of Manufacture or State of Design, as appropriate.

(*b*) Where the AMO revises airworthiness, data specified in paragraph 6.5.1.9(a) of this subsection to a format or presentation more useful for its maintenance activities, the AMO shall submit to the Authority an amendment to the AMO Procedures Manual for any such proposed revisions for acceptance by the Authority.

(*c*) All airworthiness data used by the AMO shall be kept current and made available to all personnel who require access to that data to perform their duties.

(d) The IS: 6.5.1.9 contains detailed requirements concerning airworthiness data.

(e) The Authority may classify data from another Authority or organisation as mandatory and may require the AMO to hold such data.

6.5.1.10 REPORTING OF UNAIRWORTHY CONDITIONS.—

(*a*) The AMO shall report to the Authority and the aircraft design organisation of the State of Design any identified fault, malfunction, defect, or other occurrence that could present a serious hazard to the aircraft.

(*b*) Reports shall be made on a form and in a manner prescribed by the Authority and contain all pertinent information about the condition known to the AMO. The report shall contain at least the following items—

(1) Aircraft registration number.
(2) Type, make and model of the aeronautical product.

(3) Date of the discovery of the failure, malfunction, defect or other occurrence.
(4) Time elapsed since last overhaul, if applicable.
(5) The nature of the fault, malfunction, defect, or other occurrence
(5) The apparent cause of the fault, malfunction, defect, or other occurrence.
(6) Other pertinent information that is necessary for more complete identification, determination of seriousness, or corrective action.

(*c*) Where the AMO is contracted by an AOC holder to carry out maintenance functions, that AMO shall report to the AOC holder any the fault, malfunction, defect, or other occurrence affecting the continuing airworthiness of the aircraft or aeronautical product.

(*d*) Reports shall be made as soon as practicable, but in any case, within three days of the AMO identifying the fault, malfunction, defect, or other occurrence to which the report relates.

6.5.1.11 AUTHORITY TO CONDUCT INSPECTIONS.

(*a*) Each certificated approved maintenance organisation must allow the Authority to inspect that approved maintenance organisation and any of its contract maintenance facilities at any time to determine compliance with this part. Arrangements for maintenance, preventive maintenance, or alterations by a contractor must include provisions for inspections of the contractor by the Authority.

6.5.1.12 AMO PERFORMANCE STANDARDS.

(*a*) Each certificated approved maintenance organisation that performs any maintenance, overhaul, modification, repair or inspection for an air operator certificated under Part 9 of these regulations, has an approved maintenance program under Part 9.4.1.12 and approved reliability program under Part 9.4.1.13 shall perform that work in accordance with the AOC holder's manuals.

(b) Except as provided in paragraph 6.5.1.12(a) of this subsection, each AMO shall perform its maintenance functions in accordance with the applicable standards in Part 5 of these regulations.

(e) Each AMO shall maintain, in current condition, all manufacturer's service manuals, instructions, and service bulletins that relate to the aeronautical products it maintains or modifies.

(f) In addition, each AMO with an avionics rating shall comply with those sections in Part 5 of these regulations that apply to electronic systems, and shall use materials that conform to approved specifications for equipment appropriate to its rating. It shall use test apparatus, shop equipment, performance standards, test methods, modifications, and calibrations that conform to the manufacturer's specifications or instructions, approved specifications, and if not otherwise specified, to accepted safe practices of the aircraft avionics industry.

(g) See IS 6.5.1.12 for further details on performance standards required of an AMO

6.5.1.13 PRODUCTION PLANNING

(a) The AMO shall have a system appropriate to the amount and complexity of work to plan the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities in order to ensure the safe completion of the maintenance work.

(b) The planning of maintenance tasks, and the organising of shifts, shall take into account human performance limitations.

(c) When it is required to hand over the continuation or completion of maintenance tasks for reasons of a shift or personnel changeover, relevant information shall be adequately communicated between outgoing and incoming personnel see IS 6.5.1.13 for additional details.

NIGERIA CIVIL AVIATION REGULATIONS

PART 6 - IMPLEMENTING STANDARDS

MARCH 2023

IS : 6.2.1.3.—AMO CERTIFICATE

(*b*) The following is an AMO Certificate.

APPROVED MAINTENANCE ORGANISATION CERTIFICATE		
NIGERIA CIVIL AVIATION AUTHORITY[1]		
Approval Number[2]	Organisation name:[3] Registered address: Telephone: Email:	Expiration date:[4]
Class(es) and rating(s) authorized		
Class[5]	Ratings[6]	Limitations[7]
Aircraft Maintenance	Large Aircraft	Refer to Operations Specifications
Engine Maintenance	Gas Turbine	Refer to Operations Specifications
Component Maintenance	ATA -21	Refer to Operations Specifications
Specialised Maintenance	NDT	Refer to Operations Specifications
This certificate certifies that[8] _____ is authorized to engage in activities specified in the Operations Specifications annexed hereto, subject to the compliance with the[9] __Nig. CARs Part 6_ and the latest AMO procedures manual Locations of maintenance facilities: As per[10] _____ of the latest AMO		

procedures manual

This certificate shall remain valid during the period of validity specified above unless it is surrendered, superseded, suspended or revoked.

Name:[11] _____ Date of original issue:[12] _____

Title:[13] _____ Date of current issue:[15] _____

Signature:[14] _____

This certificate is not transferable and must be displayed to the public in the principal business office of the Organisation

Notes:

1. Name of the authority issuing the approval.
2. Unique approval reference number as issued by the State of Registry.
3. Registered address, telephone and email.
4. Expiry date (dd-mm-yyyy) if applicable, if not applicable, insert N/A.
5. Scope of approval using the classes as follows: aircraft, engine, component or specialized maintenance.

6. Scope of approval using the ratings as follows:
a) Aircraft maintenance — large aeroplane, small aeroplane, helicopter, other kind of aircraft (such as glider, balloon, airship, lightsport aircraft);
b) engine maintenance — categories of engine (such as reciprocating, turbine and electric);
c) components maintenance — standard numbering system (SNS) code derived from ASD/ATA S1000D specification for identifying the aircraft system applicable to the rating (*Airworthiness Manual* (Doc 9760, Chapter 10, Attachment F refers); and
d) specialized maintenance — class of approval necessary for the specialized maintenance using the following ratings: composite material maintenance, surface treatment such as peening, plating, painting, non-destructive testing, welding, other unique processes accepted/approved by the State (Doc 9760, Chapter 10, Attachment F refers).
7. Limitation in the scope of approval if required for aircraft, components or specialized maintenance. If the limitations are described in the approved maintenance organization's procedures manual a reference to the manual should be included in the AMO certificate.
8. Name of organization authorized to perform maintenance. In the case where a State does not annex terms of approval to the AMO certificate, the State should amend this item as follows: "This certificate certifies that 8 _____ is authorized to engage in activities listed in this
certificate, subject to compliance with the _____ and the latest maintenance organization's
procedures manual."
9. Reference to relevant State regulations.

10. Reference to the appropriate section/chapter and paragraph of the maintenance organization's procedures manual in which the approved locations of the organization's facilities are listed; for example,
11. Name of the authority representative signing the AMO certificate.
12. Date of original issue (if different from the date of current issue), if not, use N/A.
13. Title of the authority representative signing the AMO certificate.
14. Signature of the authority representative. In addition, an official stamp may be applied on the AMO certificate.
15. Issuance date of the AMO certificate (dd-mm-yyyy).

(c) The following is an AMO Operations Specification

AMO OPERATIONS SPECIFICATIONS (OPSPECS)

NAME OF ORGANISATION:				
Certificate No.	**Expiry Date:**			
The Certificate Holder is approved in the following Ratings. **1. SCOPE OF APPROVAL OF THE AMO (AMO Part 6.2.1.12)**				
Class	**Rating**	**Limitation**		
		Make and Model	Line	Base
Aircraft Maintenance	Large aeroplane	e.g Boeing 737-500	X	X
		e.g Airbus A320	X	X
	Small aeroplane	e.g Piper Aztec PA46	X	X
	Helicopter	e.g Sikorsky S76C+	X	X
	Other kind of	e.g Magnus	X	X
Engine Maintenance	Turbine engine	e.g CFM56	X	X
		e.g Trent 900	X	X
	Reciprocating	e.g Lycoming 320	X	X
	Electric Engine	e.g Pipistrel E-811	X	X
Component Maintenance	ATA Chapters See Table A	ATA 32 See Approved Capability list reference as amended		

Specialised Maintenance		
Rating	**Specifications**	**Limitations**
Composite material maintenance;		
Surface treatment such as		
Non-destructive testing		
Welding; and		
Other — unique methods and techniques approved or accepted		

2. LOCATION: (Part 6.2.1.15)

3. MANAGEMENT PERSONNEL/POST HOLDER: (Part 6.4.1.1/IS 6.4.1.1)

The certificate holder uses the under listed personnel for the following duties and responsibilities from the management positions section listed as shown in the organization and responsibilities section of its AMO Procedures Manual.

NAME	TITLE
AMO Authorised Signature **……** **……Date……..**	**NCAA Authorised Signature** **……** **……Date……**

TABLE A RATING FOR COMPONENT MAINTENANCE

AIRCRAFT SYSTEM TO WHICH THE COMPONENT BELONGS	RATING (SNS CODE) ATA	LIMITATIONS
Vibration and noise analysis and attenuation	18	
Standard practices - Airframe systems	20	
Environmental control	21	
Auto flight	22	
Communications	23	
Electrical power	24	
Equipment/furnishings	25	
Fire protection	26	
Flight controls	27	
Fuel	28	
Hydraulic power	29	
Ice and rain protection	30	

Indicating/recording systems	31	
Landing gear	32	
Lights	33	
Navigation	34	
Oxygen	35	
Pneumatic	36	
Vacuum	37	
Water/waste	38	
Water ballast	41	
Integrated modular avionics	42	
Cabin systems	44	
Central maintenance system (CMS)	45	
Information system	46	
Liquid nitrogen/Inert gas system	47	
Airborne auxiliary power	49	
Cargo and accessory compartment	50	
Standard practices - Structures	51	
Doors	52	
Fuselage	53	
Nacelles/pylons	54	
Stabilizers	55	
Windows and canopies	56	

Wings	57	
Standard practices, Propeller/rotor	60	
Propellers/propulsors	61	
Main rotors	62	
Main rotor drives	63	
Tail rotor	64	
Tail rotor drive	65	
Folding blades/pylon	66	
Rotors flight control	67	
Standard practices, Engine	70	
Power plant	71	
Engine turbine/turboprop, Ducted fan/inducted fan	72	
Engine reciprocating	72	
Engine fuel and control	73	
Ignition	74	
Air	75	
Engine controls	76	
Engine indicating	77	
Exhaust	78	
Oil	79	
Starting	80	
Turbines	81	
Water injection	82	

Accessory gearboxes	83	
Propulsion augmentation	84	
Fuel cell system	85	
Lift system	86	
Recovery	90	
Air vehicle wiring	91	
Radar	92	
Crew escape and safety	95	
Defined by organization (A customized unique rating that is not adequately described in the above codes)	100	

IS 6.2.1.6(c): ADDITIONAL REQUIREMENTS FOR ISSUE OF ONE-OFF APPROVAL TO AN AMO

(a) Foreign AMO holders applying for one-off approval in a form and manner prescribed by the Authority shall, in addition to fulfilling the requirements contained in 6.2.1.6 of this part:
  (1) submit evidence of possessing a valid local CAA AMO certificate appropriately rated for the scope of maintenance to be carried out on NIGERIA registered aircraft/aeronautical product;
  (2) submit contracted agreement with the NIGERIA aircraft operator to perform maintenance on its aircraft/aeronautical product;
  (3) not have any outstanding level 1 audit finding or overdue audit findings discovered by its local Authority; by the NIGERIA operator whose aircraft/aeronautical product is to be maintained by the AMO; and
  (4) submit evidence of payment of applicable fees and charges required for an AMO certification.

(b) Local AMO holders applying for one-off approval in a form and manner prescribed by the Authority shall, in addition to fulfilling the requirements contained in 6.2.1.6 of this part:
  (1) submit required application package for AMO certification;
  (2) submit evidence of payment of applicable fees and charges required for an AMO certification;
  (5) not have any outstanding level 1 audit finding and overdue audit findings discovered by the Authority or NIGERIA operator whose aircraft/aeronautical product is to be maintained by the AMO.

(c) Return to service of any aircraft or aeronautical product maintained under one-off approval shall meet the requirements prescribed in this Part.

IS: 6.2.1.14. QUALITY SYSTEM—(*A*) IN ORDER TO SHOW COMPLIANCE WITH 6.2.1.14, AN AMO SHALL ESTABLISH ITS QUALITY SYSTEM IN ACCORDANCE WITH THE INSTRUCTION AND INFORMATION PRESCRIBED IN THE FOLLOWING PARAGRAPHS.

1.1 TERMINOLOGY

1.1.1 The terms used in the context of the requirement for an AMO's quality system have the following meaning:

(a) **Accountable manager.** The person acceptable to the Authority, who has corporate authority for ensuring that all maintenance functions can be financed and performed to the standard required by the Authority and any additional requirements defined by the AMO. The Accountable Manager shall have overall responsibility for the AMO quality system, including the frequency, format and structure of the internal management evaluation activities as prescribed in paragraph 3.9 below

(b) **Quality assurance.** As distinguished from quality control, involves activities in the business, systems, and technical audit areas. A set of predetermined, systematic actions that are required to provide adequate confidence that a product or service satisfies quality requirements.

1.1.2 The Accountable manager shall have the overall responsibility for the AMO system, including the frequency, format and structure of the internal management evaluation activities as prescribed in paragraph 3. 9.

1.2 Purpose of the Quality System.

1.2.1. The quality system shall enable the AMO to monitor compliance with these Regulations, the AMO's Procedures Manual , and any other standards specified by the AMO, or the Authority, to ensure safe maintenance practices and airworthy aircraft or aeronautical product.

1.2.1 Organisational Structure

1.2.1.1 The AMO may specify the basic structure of the quality system according to the size and complexity of the AMO to be monitored.

1.2.2.2 An AMO shall be categorised according to the number of full-time personnel. AMOs that employ 5 or fewer full-time employees are considered to be “very small” organisations, while those employing between 6 and 20 full-time employees are regarded as “small” organisations, as far as quality systems are concerned. Full time in this context means employed for not less than 35 hours per week, excluding vacation periods.

1.2.2.3 Complex quality systems may be inappropriate for a small or very small organisation, and the clerical effort required to develop manuals and quality procedures for a complex system may stretch that AMO’s resources. It is therefore accepted that such an AMO may tailor its quality system to suit the size and complexity of the organisation and allocate resources accordingly.

1.2.2.4 For small and very small AMOs, it may be appropriate to develop a quality assurance programme that employs a checklist. The checklist shall have a supporting schedule that requires completion of all checklist items within a specified timescale, together with a statement acknowledging completion of a periodic review by top management. An occasional independent overview of the checklist content and achievement of the quality assurance should be undertaken.

1.2.2.5 A small AMO may decide to use internal or external auditors or a combination of the two. In these circumstances it would be acceptable for external specialists and/or qualified organisations to perform the quality audits on behalf of the quality manager.

1.3 Quality Manager

1.3.1 The function of the Quality Manager is to monitor compliance with, and the adequacy of, procedures required to ensure safe operational practices and airworthy aircraft as required by these Regulations may be carried out by more than one person by means of different, but complementary, quality assurance programs.

1.3.2 The primary role of the Quality Manager is to verify, by monitoring activity in the field of, maintenance, that the standards required by the Authority, and any additional requirements defined by the AMO, are being carried

out under the supervision of the relevant required management personnel.

1.3.3 The Quality Manager shall be responsible for ensuring that the quality assurance programme is properly established, implemented and maintained.

1.3.4 The Quality Manager shall:

(*a*) Report to the Accountable Manager;

(*b*) Not be one of the required management personnel ; and

(*c*) Have access to all parts of the AMO's, and as necessary, any contractor's or sub-contractor's organisation.

1.3.5 In the case of a very small or small AMO, as defined in 1.2.2.3 of this IS, the positions of the accountable manager and quality manager may be combined..

2.0 Quality System.

2.1 Introduction.

2.1.1 The AMO's quality system shall ensure compliance with and adequacy of operational and maintenance activities requirements, standards, and procedures.

2.1.2 The AMO shall specify the basic structure of the quality system applicable to the operation.

2.1.3 The quality system shall be structured according to the size and complexity of the organisation to be monitored.

2.2 Scope.

2.1.4 As a minimum, the quality system shall address the following:

(*a*) Relevant terminology

(*b*) The applicable requirements of these Regulations;

(c) The AMO's additional standards and maintenance practices

(d) The AMO's quality policy;

(*d*) A description of the AMO including the organisational structure;

(*e*) Identification of those persons responsible for the development, establishment and management of the quality assurance programme, including a description of their duties and responsibilities.

(*f*) Relevant portions of manuals, reports and records including a distribution list of all controlled copies;

(*g*) Quality procedures ;

(*h*) A Quality assurance program including ;

1. The schedule of the monitoring process;
2. Audit procedures;
3. Reporting procedures;
4. Follow-up and corrective action procedures; and

A recording system.

(*i*) The required financial, material and human resources ;and

(*j*) Training requirements.

2.2.2 Feedback System

2.2.2.1 The quality system shall include a feedback system to the accountable manager to ensure that corrective actions are both identified and promptly addressed.

2.2.2.2 The feedback system shall specify who is required to rectify discrepancies and non-compliance in each particular case, and the procedure to be followed if corrective action is not completed within an appropriate timescale.

2.2.3 Safety Attributes

2.2.3.1 Where appropriate, an AMO shall incorporate the following safety attributes into its policies, procedures and processes:

a) Authority
b) Responsibility ;
c) Procedures;

d) Controls;
e) Process measurements; and
f) Interfaces

2.3 Relevant Documentation.

2.3.1 The required quality system may be documented in the AMO Procedures Manual or in a separate Quality Manual. In either instance, the documentation shall:

(1) In addition, relevant document shall include the following:

(a) Contain instructions and information to allow the personnel concerned to perform their duties with a high degree of safety;

(b) Be easy to revise;

(c) Allow personnel to determine the current revision status;

(d) Have the date of the last revision on each page;

(e) Not be contrary to any applicable regulation or the organisation's operations specifications; and

(f) Reference applicable regulations.;

(g) Accident prevention and flight safety programme;

(h) The quality assurance programme, reflecting;

(2) Schedule of the monitoring process;

(3) Audit procedures;

(4) Reporting procedures;

(5) Follow-up and corrective action procedures;

(6) Recording system;

(7) The training syllabus; and

(8) Document control.

2.3.2 Each document defined within the structure of an AMO's quality system shall be subject to document control. Document control procedures shall ensure that the documents are:

a) Authorised;
b) Adequate;
c) Security classified;
d) Standardised when completed;
e) Revised and amended when required:
f) Appropriately distributed;
g) Appropriately stored;
h) Periodically reviewed; and
i) Appropriately disposed of.

2.4 Quality Policy

2.4.1 An AMO shall establish a formal, written quality policy statement that is a commitment by the accountable manager as to what the quality system is intended to achieve.

2.4.2 The quality policy shall reflect initial and continued compliance with these regulations, the AMO Procedures Manual, and any additional requirements defined by the AMO or by the Authority.

2.4.3 The quality policy shall clearly define the AMO's purpose, structure, principal and objectives, and all the services rendered by the AMO.

2.5 Quality Management

2.5.1 The accountable manager shall have overall responsibility for the AMO's quality system, including the frequency, format, and structure of the internal management evaluation activities as prescribed in paragraph 2.4 of this IS.

2.5.2 The function of the quality manager is to monitor compliance with, and the adequacy of, procedures required to ensure safe maintenance practices and airworthy aircraft and aeronautical products as required by these regulations.

2.5.3 The quality manager shall be responsible for ensuring that the quality assurance programme is properly established, implemented, and maintained.

3.0 Quality Assurance Programme.

3.1 Introduction.

3.1.1 The quality assurance programme shall include all planned and systematic actions necessary to provide confidence that all maintenance functions are conducted in accordance with all applicable requirements, standards and procedures.

3.1.2 Quality Assurance Programme Plan

3.1.2.1 An AMO shall describe its quality assurance duties, responsibilities, procedures, and organisation in a programme plan.

3.1.2.2 Terms and elements defined in the plan shall be consistent with those outlined in the AMO Procedures Manual.

3.1.2.3 Copies of the programme plan shall be distributed to all personnel concerned.

3.1.2.4 Revisions shall be made as necessary to ensure the plan continues to reflect the organisation's current quality assurance duties, responsibilities, procedures, and organisation.

3.1.3 Monitoring.

3.1.3.1 The purpose of monitoring within the quality system is primarily to investigate and judge the effectiveness of the quality system and thereby to ensure that defined policy and maintenance standards are continuously complied with.

3.1.3.2 Monitoring activity is based upon

a) Quality inspections;
b) Quality audits
c) Corrective action; and
d) Follow-up

3.1.3.3 The AMO shall establish and publish a quality procedure to monitor regulatory compliance on a continuing basis. This monitoring activity shall be aimed at eliminating the causes of unsatisfactory performance.

3.1.3.4 Any non-compliance identified as a result of monitoring shall be communicated to the manager responsible for taking corrective action or, if appropriate, to the accountable manager. Such non-compliance shall be recorded, for the purpose of further investigation, in order to determine the cause and to enable the recommendation of appropriate corrective action.

3.1.4 When establishing a quality assurance programme, consideration shall be given to at least the following:

(*a*) Quality inspection;

(*b*) Audit;

(*c*) Auditors;

(*d*) Auditor's independence

(*e*) Audit scope;

(*f*) Audit scheduling;

(*g*) Monitoring and corrective action;

(*h*) Management evaluation.

3.2 Quality Inspection.

3.2.1 The primary purpose of a quality inspection is to observe a particular event/action/document, etc. in order to verify whether established procedures and requirements are followed during the accomplishment of that event and whether the required standard is achieved.

3.2.2 Subject areas for quality inspections are :

(1) Facilities size and segregation ;

(2) Office accommodation

(3) Work environment

(4) Storage

(5) Management changes

(6) Personnel numbers and man-hour plan

(7) Competence process

(8) Qualifying certifying staff;

(9) Records of certifying staff ;

(10) Issue of authorisations

(11) Adequate equipment ;

(12) Equipment control and calibration ;

(13) Approved data held ;

(14) Modified maintenance data ;

(15) Data availability ;

(16) Data up to date ;

(17) Aircraft return to service ;

(18) Release document contents ;

(19) Release control

(20) Details on work documents ;

(21) Operator's copy of release ;

(22) Record retention ;

(23) Reporting of unairworthy findings;

(24) Clear work orders;

(25) Procedures per Maintenance Procedures Manual;

(26) Suppliers and subcontractors;

(27) Acceptance of parts;

(28) Parts control in storage area;

(29) Use of tools;

(30) Cleanliness standards;

(31) Control of repairs;

(32) Completion of Aircraft Maintenance Programme ;

(33) Control of Airworthiness Directives (Ads)l ;

(34) Control of modifications;

(35) Control of working documents;

(36) Base maintenance findings;

(37) Defective parts to segregation;

(38) Parts to outside contractors;

(39) Computer maintenance systems;

(40) Powerplant running;

(41) Aircraft procedures;

(42) Line maintenance parts control;

(43) Line servicing control;

(44) Line defect control;

(45) Aircraft technical log – maintenance records section completion;

(46) Pool and loan parts;

(47) Return of defective parts to base;

(48) Product maintenance exemption control;

(49) Procedures deviation control;

(50) Special services control (NDI);

(51) Contractors working teams;

(52) Product audit;

(53) Privileges and locations control;

(54) Limitation control;

(55) Control of changes.

3.2.3 Acceptable methods for quality inspections for maintenance are:

(*a*) Product sampling - the part inspection of a representative sample of aeronautical products of the aircraft fleet;

(*b*) Defect sampling - the monitoring of defect rectification performance;

(*c*) Concession sampling - the monitoring of any concession to not carry out maintenance on time;

(*d*) On-time maintenance sampling – the monitoring of when (flying hours, calendar time, flight cycles, etc.) aircraft and aeronautical products are brought in for maintenance; and

(e) Sample reports of unairworthy conditions and maintenance errors on aircraft and components.

3.3 Quality Audit.

3.3.1 A quality audit is a systematic, and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

3.3.2 Audits shall include at least the following quality assurance procedures and processes:

(*a*) A statement explaining the scope of the audit ;

(*b*) Planning and preparation ;

(*c*) Gathering and recording evidence ; and

(d) Analysis of the evidence.

(e) Checks on:

1) Aircraft undergoing scheduled maintenance;
2) Airworthiness data;
3) Stores and storage procedures;
4) Maintenance facilities; and
5) The AMO's general airworthiness control procedures.

3.3.3 Techniques that contribute to an effective audit are :

(*a*) Interviews or discussions with personnel ;

(*b*) A review of published documents ;

(*c*) The examination of an adequate sample of records ;

(*d*) The observation of the activities that make up the operation ; and

(e) The preservation of documents and the recording of observations.

3.4. Auditors.

3.4.1 An AMO shall decide, depending upon the complexity of the organisation, whether to make use of a dedicated audit team or a single auditor. In any event, the auditor or audit team shall have relevant maintenance experience.

3.4.2 The responsibilities of the auditors shall be clearly defined in the relevant documentation.

3.5 Auditor's Independence.

3.5.1 Auditors shall not have any day-to-day involvement in the area of the maintenance activity that is to be audited. An AMO may, in addition to using the services of full-time dedicated personnel belonging to a separate quality department, undertake the monitoring of specific areas or activities by the use of part-time auditors. An AMO whose structure and size does not justify the establishment of full-time auditors, may undertake the audit function by the use of part-time personnel from within its own organisation or from an external source under the terms of an agreement acceptable to the Authority. In all cases the AMO shall develop suitable procedures to ensure that persons directly responsible for the activities to be audited are not selected as part of the auditing team. Where external auditors are used, it is essential that any external specialist is familiar with the type of organization and/or maintenance conducted by the AMO.

3.5.2 The AMO's quality assurance programme shall identify the persons within the company who have the experience, responsibility and authority to:

(a) Perform quality inspections and audits as part of ongoing quality assurance;

(b) Identify and record any concerns or findings, and the evidence necessary to substantiate such concerns or findings;

(*c*) Initiate or recommend solutions to concerns or findings through designated reporting channels ;

(*d*) Verify the implementation of solutions within specific timescales ;
(*e*) Report directly to the quality manager.

3.6 Audit Scope.

3.6.1 AMO's shall monitor compliance with the maintenance procedures it has designed to ensure safe maintenance practices, airworthy aircraft and aeronautical products and the serviceability of both maintenance and safety equipment. In doing so it shall as a minimum, and where appropriate, monitor:

(*a*) Organisation ;

(*b*) Plans and company objectives ;

(*c*) AMO certification, including operations specifications;

(*d*) Supervision ;

(*e*) Manuals, logs, and records ;

(*f*) Duty time limitations, rest requirements, and scheduling ;

(*g*) Maintenance programmes and continuing airworthiness ;

(*h*) Airworthiness directives management;

(*i*) Maintenance accomplishment ;

(*j*) Defect deferral ;

(*k*) Dangerous goods ;

(*l*) Security ;

(*m*) Training.

(n) Maintenance procedures;

(o) Mass, balance, and aircraft loading;

(p) Instruments and safety equipment;

(q) Aircraft maintenance – operations interface;

(r) Use of the MEL;

3.6.2 Whatever arrangements are made, an AMO shall retain the ultimate responsibility for the quality system and for the completion and follow-up of corrective action.

3.7 Audit Scheduling.

3.7.1 A quality assurance program shall include a defined audit schedule and a periodic review cycle area by area. The schedule shall be flexible, and allow unscheduled audits when trends are identified. Follow-up audits shall be scheduled when necessary to verify that corrective action was carried out and that it was effective.

3.7.2 An AMO shall establish a schedule of audits to be completed during a specified calendar period. All aspects of the AMO shall be reviewed within every 12-month period in accordance with the quality assurance programme unless an extension to the audit period is accepted as explained below. An AMO may increase the frequency of audits at its discretion but shall not decrease the frequency without the approval of the Authority. Audit frequency shall not be decreased beyond a 24-month period interval.

3.7.3 When an AMO defines the audit schedule, significant changes to the management, organisation, operation, or technologies or these regulations shall be considered.

3.8 Corrective Action and follow up.

3.8.1 Corrective Action Plans

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3.8.1.1 The quality assurance programme shall include procedures to ensure that corrective actions are taken in response to findings. These quality procedures shall monitor such actions to verify their effectiveness and that they have been completed. Organisational responsibility and accountability for the implementation of corrective action resides with the department cited in the report identifying the finding. The accountable manager shall have the ultimate responsibility for resourcing the corrective active action and ensuring, through the quality manager, that the corrective action has re-established compliance with the requirements of the Authority, and any additional requirements defined by the operator.

3.8.1.2 Subsequent to the quality inspection/audit, the individuals responsible for managing a quality assurance programme shall facilitate the corrective action process by establishing:

(*a*) The identification and seriousness of any findings or concerns and any need for immediate corrective action;

(*b*) The analysis of objective evidence to determine the root cause(s) of the finding or concern;

(*c*) The identification of planned corrective steps that will ensure that the apparent violation or concern does not recur;

(*d*) An implementation schedule, including a time frame for putting corrective steps in place; and;

(*e*) The individuals or departments responsible for implementing the corrective action.;

(*f*) Allocation of resources by the accountable manager, where appropriate.

3.8.2 Follow-Up

a) Follow-up audits shall be scheduled when necessary to verify that corrective action has been performed and that it has been effective.

b) The quality manager shall :

(1) Ensure that corrective action plans are developed in response to findings of non-compliance;

(2) verify the corrective action includes the elements outlined in paragraph 3.8.1of this IS ;

(*c*) Monitor the implementation and completion of corrective action plans;

(d) Provide management with an independent assessment of corrective action plan development; implementation and completion; and

(*e*) Initiate scheduled and/or unannounced follow-up evaluations to ensure the effectiveness of corrective steps specified in corrective action plans.

3.9 Management Evaluation.

3.9.1 A management evaluation is a comprehensive, systematic, documented review by the management of the quality system and the AMO's policies and procedures. The management evaluation and shall consider:

(*a*) The results of quality inspections, audits and any other indicators; and

(*b*) The overall effectiveness of the management organisation in achieving stated objectives.

3.9.2 A management shall identify and correct trends, and prevent, where possible, future non-conformities. Conclusions and recommendations made as a result of an evaluation shall be submitted in writing to the responsible manager for action. The responsible manager shall be a person who has the authority to resolve deficiencies or discrepancies and take action.

3.9.3 The accountable manager shall decide upon the frequency, format and structure of internal management evaluation activities.

3.10 Recording

3.10.1 **The AMO shall maintain** accurate, complete and readily accessible records documenting the results of the quality assurance programme shall be maintained by the AMO. Records are essential data to enable an operator to

analyse and determine the root causes of non-conformity, so that areas of non-compliance can be identified and addressed.

3.10.2 The following records shall be retained for a period of 5 years :

(*a*) Audit schedules;

(*b*) Quality inspection and audit reports;

(*c*) Responses to findings or concerns contained in the reports;

(*d*) Corrective action plans and reports submitted in response to findings;

(*e*) Follow-up and closure reports; and

(f) Management evaluation reports.

(g) Special evaluation reports, including trends or other reasons associated with scheduling a special evaluation;

3.10.3 An AMO shall maintain and secure the records on its premises.

3.10.4 All records shall be made available to the Authority for review.

3.10.5 Proprietary information shall be protected in accordance with applicable laws and regulations.

4.0 Quality Assurance Responsibility for Contractors.

4.1 Contractors.

4.1.1 An AMO may decide to contract certain maintenance functions to external organizations for the provision of services related to areas such as:

(*a*) Maintenance;

(*b*) Training;

(c) Manual preparation; and

(d) Specialised services.

4.1.2 The ultimate responsibility for the product or service provided by the sub-contractor shall remain with the AMO. A written agreement shall exist between the AMO and the contractor clearly defining the safety related services and quality to be provided. The contractor's safety related activities relevant to the agreement shall be included in the AMO's quality assurance programme.

4.1.3 The AMO shall ensure that the sub-contractor has the necessary authorisation/approval when required and commands the resources and competence to undertake the task.

5.0. Quality Related Briefings and Training.

5.1 General.

5.1.1 An AMO shall establish effective, well planned, well resourced, quality related briefing for all personnel.

5.1.2 Those responsible for managing the quality system shall receive training covering:

(*a*) An introduction to the concept of the quality system;

(b) Quality management;

(*c*) The concept of quality assurance;

(*d*) Quality manuals;

(e) Audit techniques;

(f) Reporting and recording; and

(*g*) The way in which the quality system will functions in the organization.

5.1.3 Time shall be provided to train every person involved in quality management and to brief those not responsible for managing the quality system. The allocation of time and resources may be governed by the size and complexity of the AMO.

5.2 Sources of Training.

5.2.1 Quality management courses are available from the various National or International Standards Institutions, and an AMO may consider whether to offer such courses to those likely to be involved in the management of quality systems. An AMO with sufficient and appropriately qualified staff may consider conducting in-house training.

6.0 Organisations with 20 or Less Full-Time Employees.

6.1 Introduction.

6.1.1 The requirement to establish and document a quality system and to employ a quality manager applies to all AMO's. References to large and small operators elsewhere in these Regulations are governed by aircraft capacity (i.e. more or less than 20 seats) and by mass (i.e. greater or less than 10 tonnes maximum take-off mass). Such terminology is not relevant when considering the scale of an operation and the quality system required. In the context of quality systems therefore, operators shall be categorised according to the number of full time staff employees.

6.2 Scale of Operation.

6.2.1 An AMO employing 12 or less full-time technical staff is considered to be "small" as far as quality systems are concerned. Full-time in this context means employed for not less than 35 hours per week excluding vacation periods.

6.2.2 A complex quality system could be inappropriate for a small AMO because the clerical effort required to develop manuals and quality procedures for a complex system may stretch its resources. Such an AMO may tailor its quality system to suit the size and complexity of its operation and allocate its resources more efficiently, subject to the acceptance by the Authority.

6.3 Quality System for Small AMO's.

6.3.1 For small and very small AMO's it may be appropriate to develop a quality assurance programme that employs a checklist. The checklist shall have a supporting schedule that requires completion of all checklist items within a specified timescale, together with a statement acknowledging completion of a periodic review by top management. An occasional independent overview

of the checklist content and achievement of the quality assurance shall be undertaken.

6.3.2 The "small" AMO may decide to use internal or external auditors or a combination of the two. In these circumstances it would be acceptable for external specialists and or qualified organisations to perform the quality audits on behalf of the quality manager.

6.3.3 If the independent quality audit function is being conducted by external auditors, the audit schedule shall be shown in the relevant documentation.

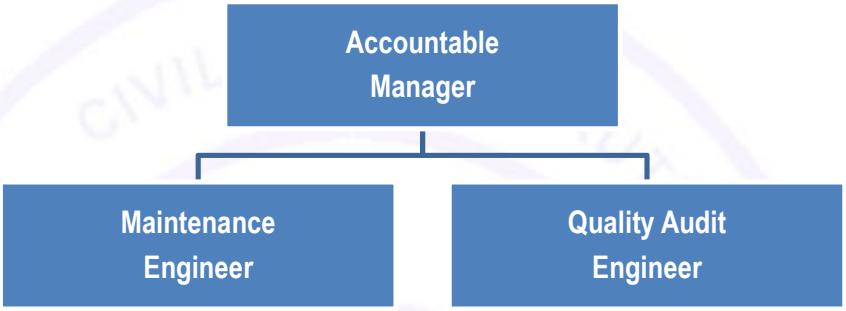
6.3.4 Whatever arrangements are made, the operator retains the ultimate responsibility for the quality system and especially the completion and follow-up of corrective actions.

6.4 Quality System – Organisation Examples

The following diagrams illustrate two typical examples of AMO Quality organisations.

6.4.1 A typical large AMO.

6.4.2 A typical small AMO.



IS: 6.3.1.2. HOUSING AND FACILITIES

(*a*) For ongoing maintenance of aircraft, aircraft hangars shall be available that are large enough to accommodate aircraft during maintenance activities.

(*b*) Where the hangar is not owned by the AMO, the AMO shall:

(1) Establish proof of authorisation to use the hangar;

(2) Demonstrate sufficiency of hangar space to carry out planned base maintenance by preparing a projected aircraft hangar visit plan relative to the maintenance programme;

(3) Update the aircraft hangar visit plan on a regular basis;

(4) Ensure, for aeronautical product maintenance, the aeronautical product workshops are large enough to accommodate the products on planned maintenance;

(5) Ensure that aircraft hangar and aeronautical product workshop structures prevent the ingress of rain, hail, ice, snow, wind and dust, etc.;

(6) Ensure that workshop floors are sealed to minimize dust generation; and

(7) Demonstrate access to hangar accommodation for usage during inclement weather for minor scheduled work and/or lengthy defect rectification.

(*c*) Aircraft maintenance personnel shall be provided with an area where they may study manufacturer's maintenance instructions and complete maintenance records in a proper manner.

(*d*) Hangars used to house aircraft together with office accommodation shall be such as to ensure a clean, effective and conformable working environment.

(1) Temperatures shall be maintained at a comfortable level.

(2) Dust and any other airborne contamination shall be kept to a minimum and shall not be permitted to reach a level in the work area where visible aircraft/component surface contamination is evident.

(3) Lighting shall be such as to insure each inspection and maintenance function may be adequately performed.

(4) Noise levels shall not be permitted to rise to the point of distracting personnel from carrying out inspection tasks. Where it is impractical to control the noise source, such personnel shall be provided with the necessary personal equipment to stop excessive noise causing distraction during inspection tasks.

(*e*) Where a particular maintenance function requires the application of specific environmental conditions different from the foregoing, then such conditions shall be observed. (Specific conditions are identified in the manufacturer's maintenance instructions).

(*f*) Where the working environment for line maintenance deteriorates to an unacceptable level with respect to temperature, moisture, hail, ice, snow, wind, light, dust/other airborne contamination, the particular maintenance function shall be suspended until satisfactory conditions are reestablished.

(*g*) For both base and line maintenance where dust or other airborne contamination results in visible surface contamination, all susceptible systems shall be sealed until acceptable conditions are reestablished.

(*h*) Storage facilities for serviceable aeronautical product shall be clean, well ventilated and maintained at an even dry temperature to minimise the effects of condensation.

(*i*) Manufacturer standards and recommendations shall be followed for specific aeronautical products.

(*j*) Storage racks shall provide sufficient support for large aeronautical products such that the products are not distorted.

(*k*) All aeronautical products, wherever practicable, shall remain packaged in protective material to minimise damage and corrosion during storage.

IS: 6.3.1.3 EQUIPMENT, TOOLS MATERIALS AND TECHNICAL DATA.—

(*a*) All applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness shall be traceable to the NIGERIA national standard recognized by the Authority.

(*b*) Except as provided in paragraph IS 6.3.1.3(*a*), in the case of foreign manufactured tools, equipment, and test equipment, the standard provided by the country of manufacture may be used if approved by the Authority.

(*c*) Where the manufacturer specifies a particular tool, equipment, or test equipment then that tool, equipment, or test equipment shall be used unless the manufacturer has identified the use of an equivalent.

(*d*) Except as provided in paragraph IS 6.3.1,3(*c*), tools, equipment, or test equipment other than that recommended by the manufacturer shall be acceptable based on at least the following :

(1) An AMO shall have procedure in the AMO Procedures Manual if it intends to use equivalent tools, equipment, or test equipment other than that recommended by the manufacturer.

(2) The AMO shall have procedures to include:

(*i*) Describing the procedures used to establish the competence of personnel who make the determination of equivalency to tools, equipment, or test equipment.

(*ii*) Conducting and documenting the comparison made between the specification of a tool, equipment or test equipment recommended by the manufacturer and the equivalent tool, equipment, or test equipment proposed.

(*iii*) Ensuring that the limitations, parameters, and reliability of the proposed tool, equipment, or test equipment are equivalent to the manufacturer's recommended tools, equipment, or test equipment; and

(*iv*) Ensuring that the equivalent tool, equipment, or test equipment is capable of performing the appropriate maintenance function, all normal tests, or calibrations, and checking all parameters of the aircraft or aeronautical product undergoing maintenance or calibration.

(3) An AMO shall have full control (*i.e.* through ownership, lease,) of the equivalent tool, equipment, or test equipment

(*e*) If authorized to perform base maintenance, an AMO shall have sufficient aircraft access equipment and inspection platforms/docking such that the aircraft may be properly inspected.

(*f*) An AMO shall have a procedure to inspect/service and, where appropriate, calibrate tools, equipment, and test equipment on a regular basis and indicate to users that an item is within any inspection, service or calibration time limit.

(*g*) An AMO shall, if it uses a standard (primary, secondary or transfer standards) for performing calibration, have a procedure to ensure that standard may not be used to perform maintenance.

(*h*) An AMO shall use a clear system of labelling all tools, equipment and test equipment to give information on when the next inspection, service or calibration is due, and give status information if the item is unserviceable for any other reason that may not be obvious.

(*i*) An AMO shall use a clear system of labelling all tools equipment, and test equipment to give information on when such tools, equipment, and test equipment are not used for product acceptance and/or for making a finding of airworthiness.

(*j*) An AMO shall maintain a register for all calibrated tools, equipment and test equipment together with a record of calibrations and standards used.

(*k*) An AMO shall perform Inspection, service, or calibration on a regular basis in accordance with the equipment manufacturers' instructions except where the AMO can show by results that a different time period is appropriate in a particular case and is acceptable to the Authority.

(l) Once the applicant for AMO has determined the intended scope of work for consideration by the Authority, it will be necessary to show that all tools and equipment as specified in the airworthiness data can be made available when needed.

IS: 6.4.1.1 PERSONNEL .—

(*a*) An AMO functions may be subdivided under individual managers or combined in any number of ways, dependent on the size of the AMO.

(b) An AMO shall have an accountable manager who is responsible for ensuring that all necessary resources are available to accomplish maintenance required to support the AMO.

(*c*) An AMO shall have, dependent upon the extent of its approval, the following managers, all of whom shall report to the accountable manager:

(1) A base maintenance manager shall be responsible for ensuring that all maintenance required to be performed in the hangar, plus any defect rectification performed during base maintenance, is performed to specified design and quality standards.;

(2) A line maintenance manager shall be responsible for ensuring that all maintenance required to be performed on the line, including line defect rectification, is performed to the required standards;

(3) A workshop manager shall be responsible for ensuring that all work on aircraft components is performed to required standards; and

(4) A quality manager.

(*d*) The Accountable Manager shall be responsible for ensuring that all necessary resources are available to accomplish maintenance required to support the AMO's approval.

(e) (1) The minimum entry qualifications for a Base Maintenance Manager are:-

(i) An Aircraft Maintenance Engineer (AME) licence with airframe and powerplant ratings;

(ii) 3 years in maintaining the same category and class of aircraft maintained by the AMO, including 1 year of returning aircraft to service from base maintenance; and

(iii) 1-year supervisory experience maintaining the same category and class of aircraft maintained by the AMO.

(2) Base Maintenance Manager shall be responsible for:

(i) Ensuring that all maintenance required to be carried out in the hangar, plus any defect rectification carried out during base maintenance, is carried out to specified design and quality standards; and

(ii) Any corrective action resulting from quality compliance monitoring.

(f) (1) The minimum entry qualifications for a Line Maintenance Manager are:-

(i) An Aircraft Maintenance Engineer (AME) licence with airframe and powerplant ratings;

(ii) 3 years in maintaining the same category and class of aircraft maintained by the AMO, including 1 year of returning aircraft to service from line maintenance; and

(iii) 1 year supervisory experience maintaining the same category and class of aircraft maintained by the AMO.

(2) The Line Maintenance Manager shall be responsible for:

(i) Ensuring that all maintenance required to be carried out on the line, including line defect rectification, is performed to the required standards; and

(ii) Any corrective action resulting from quality compliance monitoring.

(g) (1) The minimum entry qualifications for a Workshop Manager are:-

(i) An Aircraft Maintenance Engineer (AME) licence with airframe and powerplant ratings, avionics ratings, or Aircraft Repair Specialist with 3 years' experience working in the workshop; and

(iii) 1 year supervisory workshop experience.

(2) The Workshop Manager shall be responsible for :

(i) Ensuring that all work on aircraft components is performed to required standards; and

(ii) Any corrective action resulting from quality compliance monitoring.

(h) (1) The minimum requirements for a Quality Manager are:-

(i) He must either be a holder of Aircraft Maintenance Engineers' Licence in the following ratings: Airframes and Powerplant or Avionics, (ratings on aircraft type not essential) with five (5) years working experience in line/base maintenance, maintenance planning or technical services; or

(ii) Be a person qualified by holding an academic degree in an aeronautical, mechanical or electrical /electronic engineering discipline from a recognized university or other higher educational institution; and

(iii) A person with a minimum of five (5) years working experience in the quality system and / or continuing airworthiness - in the aviation industry.

(iv) A person with proven satisfactory audit experience acceptable to the Authority preferably in aviation.

(v) In-depth knowledge of Nigeria Civil Aviation Regulations and Standard Maintenance Practices.

(vi) Broad knowledge of the aviation and the organizations activities and procedures.

(vii) Good understanding of quality management principles.
(viii) Oral and written communication skills

(2) An AMO shall have a Quality Manager who is responsible for:

(i) Monitoring the AMO's compliance with the requirements of Part 6 of these Regulations; and

(ii) Requesting remedial action as necessary by the base maintenance manager/line maintenance manager/workshop manager or the accountable manager, as appropriate.

(*i*) An A workshop manager shall be responsible for ensuring that all work on aircraft components is performed to required standards AMO may adopt any title for managerial positions, but shall identify to the Authority the titles and persons chosen to carry out these functions.

(j) Where an AMO chooses to appoint managers for all or any combination of the identified functions because of the size of the undertaking, these managers shall report ultimately through either the Base Maintenance Manager or Line Maintenance Manager or Workshop Manager or Quality Manager, as appropriate, to the accountable manager.

(*k*) An AMO shall identify the managers specified in this IS and shall submit their credentials to the Authority. To be accepted, such managers shall have relevant knowledge and satisfactory experience related to aircraft/aircraft component maintenance as appropriate in accordance with these regulations.

(*l*) The AMO shall have a production man-hours plan showing that it has sufficient man-hours for the intended work. If an AMO is authorised for base maintenance, the production man-hours plan shall relate to the aircraft hangar visit plan. An AMO shall regularly update production man-hour plans.

(*m)* Quality monitoring compliance function man-hours shall be sufficient to meet the requirement of 6.2.1.14(c) of this part.

(*n*) Planners, mechanics, supervisors and certifying staff shall be assessed for competence by "on the job" evaluation or by examination relevant to their particular role within the AMO before unsupervised work is permitted.

(o) To assist in the assessment of competence, job descriptions are recommended for each position. The assessment shall establish that

(1) Planners are able to interpret maintenance requirements into maintenance functions, and have an appreciation that they have no authority to deviate from the aircraft maintenance program.

(2) Mechanics are able to carry out maintenance functions to any standard specified in the manufacturer's maintenance instructions and will notify supervisors of mistakes requiring rectification to reestablish required maintenance standards.

(3) Supervisors are able to ensure that all required maintenance functions are performed and where not performed or where it is evident that a particular maintenance function cannot be performed to the maintenance instructions, such problems shall be reported to and agreed by the quality manager.

(4) Certifying staff are able to determine when the aircraft or aeronautical product shall be approved for return to service.

(*p*) Planners, supervisors, and certifying staff, shall demonstrate knowledge of AMO procedures relevant to their particular roles and responsibilities..

(*q*) Training of certifying staff shall be performed by the AMO or by an institute selected by the AMO. In either case, the AMO shall establish the requirements and curriculum training, as well as prequalification standards for the personnel intended for training. Pre-qualification standards are intended to insure that the trainee has a reasonable chance of successfully completing any course.

(*r*) Examinations shall be set at the end of each training course.

(*s*) Initial training shall cover:

(1) Basic engineering theory relevant to the airframe structure and systems fitted to the class of aircraft the AMO intends to maintain;

(2) Specific information on the actual aircraft type on which the person is intended to become a certifying person including the impact of repairs and system or structural defects; and

(3) Organizational procedures relevant to the certifying staff's tasks.

(*t*) Continuation training shall cover changes in AMO procedures and changes in the standard of aircraft and/or aeronautical products maintained.

(*u*) The training program established for maintenance personnel and certifying staff by the AMO shall include

I. Details of the number of personnel who shall receive initial training to qualify as certifying staff over specified time periods; and

II. Training in knowledge and skills related to human performance including co-ordination with other maintenance personnel and certifying staff.

(v) For Certifying Staff, the AMO shall ensure the following:

(1) In addition to the appropriate requirements of 6.4.1.1 the organisation shall ensure that certifying staff have an adequate understanding of the relevant aircraft and/or components to be maintained together with the associated organisation procedures. In the case of certifying staff, this shall be accomplished before the issue or re-issue of the certification authorisation.

(2) Excepting those cases listed in subsection 6.4.1.1 and Part 2 the organisation may only issue a certification authorisation to certifying staff in relation to the basic categories or subcategories and any type rating listed on the aircraft maintenance licence as required by Part 2, subject to the licence remaining valid throughout the validity period of the authorisation and the certifying staff remaining in compliance with Part 2.

(3) The organisation shall ensure that all certifying staff are involved in at least 6 months of actual relevant aircraft or component maintenance experience in any consecutive 2-year period.

(4) For the purpose of this paragraph 'involved in actual relevant aircraft or component maintenance' means that the person has worked in an aircraft or component maintenance environment and has either exercised the privileges of the certification authorisation and/or has actually carried out maintenance on at least some of the aircraft type or aircraft group systems specified in the particular certification authorisation.

(5) The organisation shall ensure that all certifying staff receive sufficient continuation training in each two year period to ensure that such staff have up-to-date knowledge of relevant technology, organisation procedures and human factor issues.

(6) The organisation shall establish a programme for continuation training for certifying staff, including a procedure to ensure compliance with the relevant paragraphs of 6.4.1.1 as the basis for issuing certification authorisations under this Part to certifying staff, and a procedure to ensure compliance with Part 2.

(7) Except where any of the unforeseen cases apply, the organisation shall assess all prospective certifying staff for their competence, qualification and capability to carry out their intended certifying duties in accordance with a procedure as specified in the exposition prior to the issue or re-issue of a certification authorisation under this Part.

(8) When the conditions of paragraphs (a), (b), (d), (f) and, where applicable, paragraph (c) have been fulfilled by the certifying staff, the organisation shall issue a certification authorisation that clearly specifies the scope and limits of such authorisation.

(9) Continued validity of the certification authorisation is dependent upon continued compliance with paragraphs (a), (b), (d), and where applicable, paragraph (c).

(10) The certification authorisation must be in a style that makes its scope clear to the certifying staff and any authorised person who may require to examine the authorisation.

(11) Where codes are used to define scope, the organisation shall make a code translation readily available.

Note: 'Authorised person' means the officials of the authorities who has responsibility for the oversight of the maintained aircraft or component.

(12) The person responsible for the quality system shall also remain responsible on behalf of the organisation for issuing certification authorisations to certifying staff.

(13) Such person may nominate other persons to actually issue or revoke the certification authorisations in accordance with a procedure as specified in the exposition.

(14) The organisation shall maintain a record of all certifying staff, which shall contain:

i. The details of any aircraft maintenance licence held under Part 2 and

ii. All relevant training completed; and

iii. The scope of the certification authorisations issued, where relevant; and

iv. Particulars of staff with limited or one-off certification authorisations.

(15) The organisation shall retain the record for at least three years after the staff referred to in this paragraph have ceased employment with the organisation or as soon as the authorisation has been withdrawn.

(16) In addition, upon request, the maintenance organisation shall furnish the staff referred to in this paragraph with a copy of their personal record on leaving the organisation.

(17) The staff referred to in this paragraph shall be given access on request to their personal records as detailed above.

(18) The organisation shall provide certifying staff with a copy of their certification authorisation in either a documented or electronic format.

(19) Certifying staff shall produce their certification authorisation to any authorised person within 24 hours.

IS 6.4.1.2 INDOCTRINATION, INITIAL, RECURRENT, SPECIALISED AND REMEDIAL TRAINING.—

(a) An AMO shall provide indoctrination training for employees that includes at least 40 hours of instruction in at least the following subjects :

(1) Nigeria CARs – particularly those associated with AMO maintenance functions and authority as reflected on the certificate and the associated operations specifications.

(2) Company manuals, policies, procedures and practices, including quality control processes, particularly those associated with ensuring compliance with maintenance procedures established to show compliance with Part 6 ;

(3) Dangerous goods requirements of 6.4.1.3 of this part, including other local, NIGERIA, and national laws requiring training for different categories of personnel.

(4) Maintenance human factors – the elements of which should focus on aviation maintenance and safety related issues.

(5) Computer systems and software – as applicable to the AMO's maintenance overhaul, modification, repair and inspection systems and procedures, and

(6) Facility security - which shall include company security objectives, specific security procedures, personnel responsibilities, actions to take in the event of a security breach, and the organisational security structure.

(*b*) Initial training. Each AMO shall provide initial training for employees that includes at least 80 hours of instruction in at least the following subjects consistent with the specific employee position and assigned job activities:

(1) General review;
(2) Specific job or task training;
(3) Workshop safety;
(4) Records and record keeping;
(5) Materials and parts;
(6) Test equipment, including ground support equipment;
(7) Tools;

(8) Maintenance human factors,
(9) Fuel Tank Safety (min 8hrs) and
(10) Any other items as required by the Authority.

(*c*) Recurrent training. Each AMO shall provide recurrent training for employees that include at least 8 hours of instruction in the subjects below:

(1) Refresher of subjects covered in initial training
(2) New items introduced in the AMO since completion of initial training;
(3) Any other items required by the Authority.

(*d*) Specialised training. Each AMO shall provide specialised training, including initial and recurrent, for employees whose duties require a specific skill. Examples of specialised skills include: flame and/or plasma spray operations, special inspection or test techniques, special machining operations, complex welding operations, aircraft inspection techniques or complex assembly operations.

(*e*) Remedial training. Each AMO shall provide remedial training to rectify an employee's demonstrated lack of knowledge or skill by providing information as soon as possible. In some instances, remedial training may consist of an appropriately knowledgeable person reviewing procedures with an employee through on-the-job training. Remedial training shall be designed to fix an immediate knowledge or skill deficiency and may focus on one individual. Successful remedial training shall show an individual what occurred, why it occurred, and in a positive manner, how to prevent it from occurring again.

(*f*) Each AMO, in developing training for employees, shall take into account the various training, experience, and skill levels of:

(1) Employees that hold an AME license;
(2) Employees with experience performing similar tasks at another AMO;
(3) Employees with applicable military aviation maintenance experience; and
(4) Employees with no prior skills, experience, or knowledge.

(g) Each AMO shall have procedures to determine the frequency of recurrent training and the need for specialised and remedial training.

(*h*) Each AMO shall assess the competency of its employees for performing his or her assigned duties after completion of initial, recurrent, specialised and remedial training. This assessment of competency shall be appropriately documented in the employee's training records and shall be accomplished by using any of the following methods, depending upon the size of the AMO, its capabilities and the experience of its employees:

(1) A Written test.
(2) The Completion of a training course.
(3) A Skill test.
(4) A Group exercise.
(5) An On the job assessment.
(6) An Oral examination in the working environment.

IS: 6.4.1.3 DANGEROUS GOODS TRAINING PROGRAMME.—

(*a*) Dangerous goods training, at a minimum, shall include 8 hours instruction in at least the following:

(1) General awareness/Familiarisation training —is designed to provide familiarity with the requirements of this Part and the dangerous goods requirements in in Part8 and 9 of these Regulations and to enable the employee to recognise and identify dangerous goods.

(2) Function-specific training —Concerns the specific requirements of this Part and the dangerous goods requirements in Part 8 and 9 of these Regulations, or exemptions or special permits issued, relating to the specific functions the employee performs.

(3) Includes Safety training concerning—

(i) Emergency response.

(*ii*) Measures to protect the employee from the hazards associated with the dangerous goods to which they may be exposed in the work place, including specific measures the employer has implemented to protect employees from exposure.

(iii) Methods and procedures for avoiding accidents, such as the proper procedures for handling packages containing dangerous goods.

(4) Security; awareness training —Addresses the security risks associated with dangerous goods transportation and methods designed to enhance transportation security. This training shall also include a component covering how to recognise and respond to possible security threats.

(5) In-depth security training ——Includes company security objectives, specific security procedures, employee responsibilities, actions to take in the event of a security breach, and the organisational security structure.

(6) Any other training required by the Authority.

IS: 6.4.1.5 RECORDS OF MANAGEMENT, SUPERVISORY, INSPECTION AND CERTIFYING STAFF.—

(*a*) An AMO shall keep the following minimum information with respect of each management, supervisory, inspection, and certifying person :

(1) Name;

(2) Date of birth;

(3) Basic training;

(4) Type training;

(5) Continuation training;

(6) Experience;

(7) Qualifications relevant to the approval;

(8) Scope of the authorisation;

(9) Date of first issue of the authorisation;

(10) Expiration date of the authorisation (if appropriate); and

(11) Identification number of the authorisation.

(*b*) Records of these individuals shall be controlled.

(*c*) The number of persons authorised to access the system shall be limited to minimise the possibility of records being altered in an unauthorised manner and to limit confidential records from become accessible to unauthorised persons.

(*d*) A certifying person shall be given reasonable access on request to his or her records.

(*e*) The Authority is authorised to and may investigate the records system for initial and continued approval, or when the Authority has cause to doubt the competence of a particular certifying person.

(*f*) The AMO shall keep the record of these individuals for at least two (2) years they have ceased employment with the AMO or after withdrawal of their authorisation. Upon request, the certifying staff shall be furnished with a copy of his or her record on leaving the AMO.

IS: 6.5.1.1 AMO PROCEDURES MANUAL

(a) AMO personnel shall be familiar with those parts of the manuals that are relevant to the maintenance work they perform.

(b) The AMO shall specify in the Maintenance Procedures Manual who shall amend the manual, particularly in the case where the manual consists of several parts.

(c) The Quality Manager shall be responsible for—

(1) Monitoring the amendment of the Maintenance Procedures Manual, including associated procedures manuals.

(2) Submitting proposed amendments to the Authority for approval, unless the Authority has agreed, via a procedure stated in the amendment section of the Maintenance Procedures Manual, that some defined class of amendments may be incorporated without approval by the Authority.

(d) The AMO procedures manual shall contain the following content:

1.0 General:

1.1 a general description of the scope of work authorised under the organisation's terms of approval;

1.2 a description of the organisation's procedures and quality assurance programme or inspection system in accordance with 6.5.1.2 of this part..

1.3 a general description of the organisation's facilities;

1.4 the names, tasks, duties and responsibilities of the person or persons required to ensure the maintenance organisation is in compliance with the Nig. CARs. .

1.5 a description of the procedures used to establish the competence of maintenance personnel as required by 6.5.1.2 and 6.4.1.3 of this part;

1.6 a description of the method used for the completion and retention of the maintenance records required by 6.5.1.8 of this part. The records shall show that all requirements for signing of the maintenance release have been met. The records shall be kept for a minimum period of one year after signing of the approval for return to service;

1.7 a description of the procedure for preparing the approval for return to service and the circumstances under which it is to be signed;

1.8 the names of personnel authorised to sign the maintenance release and the scope of their authorisation. The person signing the approval for return to service shall be qualified in accordance with Part 2 of these regulations;

1.9 a description, when applicable, of the additional procedures for complying with an operator's maintenance procedures and requirements;

1.10 a description of the procedures in respect of aeroplanes over 5 700 kg maximum certificated take-off mass and helicopters over 3 175 kg maximum certificated take-off mass, whereby information on faults, malfunctions, defects and other occurrences that cause or might cause adverse effects on the continuing airworthiness of the aircraft is transmitted to the organisation responsible for the type design of that aircraft and to the operator's airworthiness authority; and

Note: Guidance on "interpretation of the organisation responsible for the type design" is contained in ICAO Doc 9760, Part III, Chapter 4 - Section 4.2.

1.11 a description of the procedure for receiving, assessing, amending and distributing within the AMO all necessary airworthiness data from the Type Certificate holder or type design organisation;

1.12 if the manual is also used to comply with the requirements of the maintenance programme for an aircraft, a maintenance programme should be included.1.13 A description of the AMO's SMS, required by 6.4.1.6 and 1.6 of these regulations, with reference to a separate manual, or inclusion of the SMS practices within the AMO Procedures Manual.

2.0 Management

2.1 a statement signed by the accountable manager confirming that the manual defines the organisation's procedures and associated personnel responsibilities and will be complied with at all times;

2.2 an organisation chart showing the associated chains of responsibility of the person or persons nominated to ensure the organization is in compliance with the applicable regulations..

2.3 Procedures for notifying the Authority regarding changes to the organisation's activities/approval/location/personnel; and

2.4 Liaison or contractual arrangements with other organisations that provide services associated with the approval.

2.5 Procedures for amending the manual.

3.0 Maintenance procedures

3.1 Supplier evaluation procedure;

3.2 Acceptance/inspection of aeronautical products from outside contractors;

3.3 Storage, labelling/tagging and release of aeronautical products to aircraft maintenance;

3.4 Acceptance of tools and equipment;

3.5 Calibration of tools and equipment, including alternate tools;

3.6 Use of tools and equipment, by personnel including alternate tools;

3.7 Cleanliness standards of maintenance facilities;

3.8 Maintenance instructions and relationship to aeronautical products manufacturers' service information including updating and availability to staff;

3.9 Repair procedures;

3.10 Procedures for compliance with an operator's maintenance programme;

3.11 Airworthiness directives(AD) procedure;

3.12 Optional modification procedures;

3.13 Maintenance documentation in use and completion of same;

3.14 Technical record control;

3.15 Procedures for handling of defects arising during maintenance;

3.16 Issue of the approval for return to service required by 6.5.1.7 of this part.

3.17 Records for the operator, if the organisation is not an operator itself;

3.18 Reporting of defects and other occurrences as required by the Authority;

3.19 Return of defective aeronautical products to store;

3.20 Control of defective aeronautical products sent to outside contractors for overhaul, etc.;

3.21 Control of computer maintenance record systems;

3.22 Reference to specific maintenance procedures such as engine running procedures, aircraft pressure run procedures, aircraft towing procedures; and aircraft taxiing procedures;

3.23 Contracts/sub-contract procedures;

3.24 Human factors; and

3.25 Manpower resources.

3.26 Mandatory continuing airworthiness information handling procedures.

3.27 Procedures that designate the individual responsible for briefing the arriving shift's supervisors and personnel of the exact status of in-progress maintenance.

3.28 Rest and duty limitations for persons performing maintenance functions.

3.29 Line maintenance procedures (when applicable)

3.29.1 Control of aircraft components tools, equipment, etc.;

3.29.2 Procedures related to servicing/ fuelling/de-icing, etc.;

3.29.3 Control of defects and repetitive defects;

3.29.4 Pooled parts and loan parts; and

3.29.5 Return of defective parts removed from aircraft.

3.30 Inspection procedures, appropriate to the ratings sought, for:

3.30.1 **Incoming inspections.** A system or method for the inspection of incoming aeronautical products and/or materials, including the inspection of:

a) New aeronautical products and/or materials received from the manufacturer for:
   1) Shipping damage;
   2) Traceability of life limits, if applicable; and
   3) Identification and tagging of parts to manufacturer's invoices.

b) Overhauled or repaired parts from an approved agency for
   1) Shipping damage;
   2) Traceability of life limits, if applicable; and
   3) Traceability of overhaul records and/or AATs.

c) Items sent out for contracted maintenance functions for:
   1) Shipping damage; and

2) Conformity to the Authority's and the manufacturer's specifications, including material type and state of preservation.

d) Items of unknown origin for:

1) Shipping damage;

2) Conformity to the Authority's and the manufacturer's specifications, drawings, or dimensions, including material type and state of preservation;

3) Airworthiness status, including ADs and traceability of life limits, if applicable; and

4) Functional tests, as applicable.

3.30.2 **Preliminary inspections.** A system or method for the preliminary inspection of aeronautical products to be repaired for:

a) State of preservation;

b) Functional operation prior to disassembly, if applicable;

c) Functional operation prior to disassembly, if applicable;

d) Identification and tagging of parts to manufacturer's invoices.

3.30.3 **Hidden damage inspections.** A system or method for inspecting damaged parts for hidden damage that ensures items are disassembled as necessary and inspected for hidden damage in adjacent areas.

3.30.4 **Progressive inspections.** A system or method of inspection, testing, and/or calibration during and after disassembly and at various stages while work is in progress.

3.30.5 **Final inspections.** A system or method for final inspection, testing, and/or calibration of units when work is completed.

4.0 Quality Assurance Programme or Inspection System

4.1 Quality audit of organisation procedures;

4.2 Quality audit of aircraft;

4.3 Quality audit findings remedial action procedure;

4.4 Qualification and training procedures for certifying staff issuing an approval for return to service

4.5 Records of certifying staff;

4.6 Qualification and training procedures for quality audit personnel;

4.7 Qualification and training procedures for mechanics;

4.8 Exemption process control;

4.9 Concession control for deviation from the organisation's procedures;

4.10 Qualification procedure for specialised activities such as non-destructive testing (NDT), welding, etc.;

4.11 When required, control of the manufacturer's working teams based at the premises of the organisation, engaged in tasks which interface with activities included in the approval; and

4.12 Quality audit of sub-contractors (or acceptance of accreditation by third parties, e.g. use of NDT organisations approved by a State regulatory body other than the airworthiness authority).

4.13 Remedial action procedures.

5.0 System of Standard Forms and Documents

5.1 Introduction.

5.1.1 An AMO shall develop a system of standard forms and documents that it intends to utitlise, including forms and documents for functions associated with activities undertaken under the terms, conditions, and limitations of the approval, such as:

a) Daily maintenance;

b) Line maintenance;

c) Contract maintenance;

d) Work performed at another location;

e) Work performed for an air operator;

f) Major modification and repair of aeronautical products;

g) Approval for return to service after major repairs;

h) Inspections and in-progress maintenance;

i) Corrective actions; and

j) Technical record control.

5.2 Examples of forms and documents.

5.2.1 The AMO Procedures Manual shall include examples of standard forms and documents, instructions for completing the forms, and procedures for retaining the forms and documents.

5.2.2 The instructions for completing a form may be on the form or in a separate document.

5.2.3 The number and content of the forms may depend on the size and complexity of the organisation and the variety of aircraft and aeronautical products for which ratings are issued.

5.2.4 Revisions or additions to the forms section of the AMO Procedures Manual shall follow the documented revision procedures.

5.2.5 The AMO Procedures Manual may refer to a separate document of forms that provides samples of the forms with instructions

5.2.6 The forms included in the manual shall be samples of each form, tag, and label described in the procedures within the AMO Procedures Manual, such as a:

a) Work order;

b) Discrepancy log;

c) Record of employee training;

d) Calibration report;

e) Approval for return to service;

f) Mechanical reliability report; and

g) Malfunction and defect report.

6.0 Quality assurance audit procedures, including the following principal audit checks:

6.1. Checks on aircraft, while undergoing scheduled maintenance, for:

6.1.1 Compliance with maintenance programme and mandatory continuing airworthiness requirements and ensuring that only work instructions reflecting the latest amendment standards are used;

6.1.2 Completion of work instructions, including the transfer of defects to additional worksheets, their control, and final collation. Action taken in respect of items carried forward, and/or not completed during the particular inspection or maintenance task;

6.1.3 Compliance with manufacturers' AMM and the organisation's procedures;

6.1.4 Standards of inspection and workmanship;

6.1.5 The condition of corrosion prevention and control treatments and other protective processes;

6.1.6 Aircraft maintenance which is not limited to the normal working day; procedures adopted during shift changeover of personnel to ensure continuity of inspection and responses; and

6.1.7 Precautions taken to ensure that, on completion of any work or maintenance, all aircraft are checked for loose tools and miscellaneous small items such as split pins, wire, rivets, nuts, bolts and other debris, and for general cleanliness and housekeeping.

6.2 Checks on airworthiness data for:

6.2.1 Adequacy of aircraft manuals and other technical information appropriate to each aircraft type, including aeronautical products and other equipment, and the continuing receipt of revisions and amendments, availability of continuing airworthiness data, e.g., Airworthiness Directives, life limits, etc.;

6.2.2 Assessment of manufacturer's service information, determining its application to aircraft types maintained and the recording of compliance or embodiment;

6.2.3 Maintenance of a register of manuals and technical literature held within the organisation, with their locations and current amendment status; and

6.2.4 Assurance that all the organisation's manuals and documents, both technical and procedural, are kept up to date.

6.3 Checks on stores and storage procedures for:

6.3.1 Adequacy of stores and storage conditions for rotatable components, small parts, perishable items, flammable fluids, engines and bulky assemblies in accordance with the specifications adopted by the organisation;

6.3.2 The procedure for examining incoming components, materials and items for conformity with order, release documentation and procurement from sources approved by the organisation;

6.3.3 The "batch recording" of goods received and identification of raw materials, the acceptance of part life items into stores, requisition procedures for issue of items from stores;

6.3.4 Labelling procedures, including:

a) The use of serviceable/unserviceable/repairable labels and their certification and final disposal after installation, and labelling procedures for components which are serviceable but "part life" only;

b) The internal release procedure to be used when components are to be forwarded to other locations within the AMO;

c) The procedure to be adopted for the release of goods or overhauled items to other organisations (this procedure should also cover items being sent away for rectification or calibration);

d) The procedure for the requisitioning of tools together with the system for ensuring that the location of tools, and their calibration and maintenance status, is known at all times; and

e) Control of shelf life and storage conditions in the stores; control of the free-issue dispensing of standard parts, identification and segregation.

6.4 Checks on maintenance facilities for:

6.4.1 Cleanliness, state of repair and correct functioning of hangars, hangar facilities and special equipment and the maintenance of mobile equipment;

6.4.2 Adequacy and functioning of special services and techniques including welding, nondestructive inspection (NDI), weighing, painting;

6.4.3 Viewer/printer equipment provided for use with microfiche, microfilm and compact disk, ensuring that regular maintenance takes place and an acceptable standard of screen reproduction and printed copy is achieved;

6.4.4 Adequacy of special tools and equipment appropriate to each type of aircraft, including engines, propellers and other equipment;

6.4.5 Calibration and maintenance of tools and measuring equipment; and f) environmental controls.

6.5 Checks on the AMO's general airworthiness control procedures for:

6.5.1 Monitoring the practices of the organisation in respect of scheduling or pre-planning maintenance tasks to be carried out in the open air and adequacy of the facilities provided;

6.5.2 Operation of the system for service difficulty reporting required by the Authority

6.5.3 Authorization of personnel to issue approval for return to service with respect to inspections and maintenance tasks; the effectiveness and adequacy of training, including continuation training and the recording of personnel experience, training and qualifications for grant of authorisation;

6.5.4 The effectiveness of technical instructions issued to maintenance personnel;

a) Adequacy of personnel in terms of qualifications, numbers and ability in all areas required to support the activities included in the approval granted by the airworthiness authority;

b) Efficacy and completeness of the quality assurance programme;

c) Maintaining logbooks and other required records and ensuring that these documents are assessed in accordance with the requirements of Nig. CARs.

d) Ensuring that repairs are only carried out in accordance with approved repair schemes and practices;

e) Control of sub-contractors;

f) Control of activities sub-contracted to it, such as management of the operator's maintenance programme;

g) Monitoring "Exemption process control" and monitoring "Concession control for deviation from the AMO's procedures"; and

h) Follow-up internal reporting/occurrences

IS: 6.5.1.7.— CERTIFICATE OF RELEASE TO SERVICE OF AN AIRCRAFT, PART, COMPONENTOR ASSEMBLY

1. Nigeria	2. **NCAA Form One** Authorised Release Certificate/ Airworthiness Approval Tag Civil	3. System Tracking Ref., No.
4. Organisation Name and Address		5. Work Order, Contract or Invoice Number

6. Item	7. Description	8. Part Number	9. Eligibility (Installer must check eligibility with applicable technical data)	10. Quantity	11. Serial/Batch Number	12. Status/Work

13. Remarks

14. Certifies that the items identified above were manufactured in conformity to : ☐ approved design data and are in condition for safe operation ☐ non-approved design data as specified in block 13	☐ ☐ 19. Part 5.7.1.2 Release to Service other regulation specified in Block 13 Certifies that unless otherwise specified in block 13 (or attached), the work identified in Block 12 and described in block 13, was accomplished in accordance with CAA airworthiness regulations and in respect to that work, the item(s) is (are) approved for return to service.	
15. Authorised 16. Approval/ Signature Authorisation Number	20. Authorised Signature	21. Approval/ Certificate Number:
17. Name (Typed or Printed): 18. Date (dd/mm/yy):	22. Name (Typed or Printed) :	23. Date (dd/mm/yy):

LINE-BY-LINE INSTRUCTIONS FOR COMPLETION OF **an Approval for Return to Service and/or Airworthiness Approval Tag NCAA FORM ONE:**

(*a*) Block 1. Nigeria (Pre-printed).

(*b*) Block 2. NCAA, Airworthiness Approval Tag, and Civil Aviation Administration (Pre-printed).

(c) Block 3. System Tracking Reference Number.

(1) Fill in the unique number established by the Authority-approved numbering system.

(2) If the form is computer-generated, it may be produced as programmed by the computer.

NOTE: Shippers shall establish a numbering system for traceability in order to fill out block 3 of the form. This system shall also provide a means of cross-referencing the number(s) and product(s) being shipped.

(*d*) Block 4. Organisation.

(1) Fill in the full name and address of the AMO:

(*i*) Company name and address.

(*ii*) Production Approval Holder (PAH) approval or certificate numbers as issued by the Authority of the State of Manufacturer, when applicable (e.g., production certificate number, approved maintenance organisation certificate numbers, air operator certificate number.

Note: Production certificates are issued to manufacturing companies by an Authority. The Nigeria CARs presume that Nigeria is not yet a State of Manufacture or Design. However, aircraft registered in Nigeria will likely be repaired, altered or rebuilt using parts and components exported from the State of Manufacturer. Companies performing the repair, alteration, rebuild and export will be certificated by the State of Manufacturer as a production approval holder. The PAH is required by the State of Manufacturer to use the airworthiness approval tag and certify their work in blocks 14 – 18 as described in this Part. Consequently States which will not be filling out block 14-18 will need to be

familiar with all the uses of this form in order to properly accept parts and components. Production certificates are described in 14 CFR: 21, Subpart G.

(2) When a supplier has direct ship authorisation from a PAH, the following information shall be entered :

(*i*) PAH name and address.

(*ii*) PAH approval or certificate number.

(*iii*) C/o Supplier name and address.

NOTE: If an individual product/part is produced as a spare by a supplier, the supplier must have either direct ship authority or hold a production approval (TSO authorisation) for all products/parts shipped. If the supplier holds its own production approval, and the products/parts were manufactured and are being shipped under that approval, the information required in paragraph (1) above shall be listed.

(*e*) Block 5. Work Order, Contract, or Invoice Number.

(1) Fill in the contract, work order, or invoice number related to the shipment list, or approval for return to service, and state the number of pages attached to the form, including dates, if applicable. If the shipment list contains the information required in Blocks 6 through 12, the respective blocks may be left blank if an original, or true copy, of the list is attached to the form. In this case, the following statement shall be entered in Block 13: "This is the certification statement for the aeronautical products listed on the attached document dated _____, containing pages _____ through _____."

(2) In addition, the shipment list must cross-reference the number located in Block 3. The shipment list may contain more than one item; but it is the responsibility of the shipper to determine whether the Authority of the importing jurisdiction will accept bulk shipments under a single AAT.. If the Authority does not permit bulk shipments under a single form, Blocks 6 through 12 of each form must be filled in for each product shipped.

(*f*) Block 6. Item. When the AAT is issued a single item number or multiple item numbers may be used for the same product number. Multiple items shall be numbered in sequence. If a separate listing is used, enter "List Attached."

NOTE: The blank form may be computer-generated. However, the format shall not be changed, nor may any words be added or deleted. Pre-printing of some information is permissible, (e.g..; the information in blocks 1, 2, 3, 4, and 19. The size of the blocks may be varied slightly, but the form must remain readily recognisable. The form may also be reduced in overall size to facilitate placement of the wording on the back of the form onto the face of the document.

(*g*) Block 7. Description. Enter the name or description of the product/part as shown on the design data. For products/parts that do not have design data available, the name as referenced in a product catalog, overhaul manual, etc., may be used.

(*h*) Block 8. Part Number. Enter each part number of the product.

(*i*) Block 9. Eligibility. State the aircraft or aeronautical product make and model on which the parts manufacture approval is eligible for installation. If a part is eligible for installation on more than one model enter the words "to be verified by installer or TBV by installer." Where parts are TSO aeronautical products, state "TSO aeronautical Product N/A" since eligibility for installation for TSO aeronautical product is determined at the time of installation.

NOTE: For TSO aeronautical products, the AATe does not constitute authority to install an aeronautical product on a particular aircraft, aircraft engine, or propeller. The user or installer is responsible for confirming that the product is eligible for installation by reference to overhaul manuals, service bulletins, etc., as applicable. While the information in Block 9 is optional, it shall be filled out whenever possible.

(*j*) Block 10. Quantity. State the quantity of each aeronautical product shipped.

(*k*) Block 11. Serial/Batch Number. State the serial number or equivalent (identified on the product) on the form for each aeronautical product shipped. If a serial number or equivalent is not required on the part, enter "N/A."

(*l*) Block 12. Status/work. Enter "Newly Overhauled" for those products that have not been operated or placed in service since overhaul. Enter "PROTOTYPE" for products/parts submitted to support type certification programs. Other permissible/appropriate terms to describe the status of the product/part include: "INSPECTED", "REPAIRED," "OVERHAULED," or MODIFIED."

(*m*) Block 13. Remarks. Enter any information or references to support documentation necessary for the user or installer to make a final determination of airworthiness of the aeronautical products listed in Block 7. Each statement must specify which item identified in Block 6 is related. Examples of the type of information to be supplied are as follows :

(1) Any restrictions (e.g., prototype only).

(2) Alternative approved part number.

(3) Compliance or non-compliance with airworthiness directives or service bulletins.

(4) Information on life-limited parts.

(5) Manufacturing, cure, or shelf-life data.

(6) Drawing and revision level.

(7) When used for conformity the word “CONFORMITY” shall be entered in capital letters. In addition, an explanation of the products/parts use, e.g., pending approved data, type certificate pending, for test only, etc., should be provided. Information concerning a conformity inspection such as design data, revision level, date, project number shall be included in this block.

(8) When used for spare parts identify whether the parts are from the original manufacturer or another approved source and are made to the TSO. In addition, if the Airworthiness Approval Tag [AAT] is for spare parts or sub components of a NCAA approved replacement part, the TSO authorisation shall be listed in Block 13.

(9) When used for return to service this block shall contain the data required by 5.7.1.2.of the aviation regulations.

(*n*) Blocks 14, 15, 16, 17 and 18: Must not be used for maintenance tasks by Part 6 approved maintenance organisations. These blocks are specifically reserved for release/certification of newly manufactured items in accordance with certification procedures of products and parts of the State of Design or State of Manufacture (e.g. the US Federal Aviation Administration procedures as set forth in 14 CFR Part 21).

(*o*) Block 19. Return to Service. The information is already pre-printed in the block.

(*p*) Block 20. Authorised Signature. The Signature of the individual authorised by the air agency, air operator, or the manufacturer in accordance with

5.6.1.5 (*a*)(2), (3), and (4) of the aviation regulations. . The approval signature shall be manually applied at the time and place of issuance.

(*q*) Block 21. Approval/Certificate number. Enter the AMO certificate or air operator operating certificate number. For manufacturers returning to service after overhauling aeronautical products the production approval number shall be entered.

(*r*) Block 22. Name. Enter the typed or printed name of the individual identified in Block 20.

(*s*) Block 23. Date. Enter the date the approval for return to service is signed and the product is returned to service. This does not need to be the same as the shipping date, which may occur at a later date.

IS. 6.5.1.8 MAINTENANCE RECORDS.

1. The maintenance record entries should provide enough information to demonstrate that compliance to the airworthiness requirements has been met.

2. Detailed maintenance records in a form acceptable to the Authority normally means in either material/physical or electronic state, or a combination of both. Retention of records should be done in one of the following formats:

   a. original paper document or electronic data (via an approved electronically signed form);
   b. a paper reproduction of a paper document (original or copy); or
   c. an electronic reproduction of electronic data (original or copy); or
   d. a printed reproduction of electronic data (original or copy); or
   e. an electronically digitised reproduction of a paper document (original or copy); or
   f. a microfilm or scanned reproduction copy of a paper document (original or copy).

   Where electronic systems are used to retain documents and data, it should be possible to print a paper version of the documents and data kept.

3. The following information, as applicable, should be entered in the maintenance record:

a) the identification of the aircraft on which maintenance has been carried out, including make, model, registration and serial number;

b) the identification of the component on which maintenance has been carried out, including the part number and serial number of the component;

c) description of the work performed and a reference to approved data used;

d) the aircraft total time in service;

e) component time since new (TSN), time since overhaul (TSO) and, if applicable, cycles since new and cycles since overhaul;

f) if a part has been replaced, the part number and serial number of the part;

g) signature and license or authorization number of the certifying personnel, and;

h) the date

4. Maintenance release entries should contain a description of the work performed in enough detail to show that the requirements for the issuance of a maintenance release have been met.

5. Records about aircraft or component inspection status found during inspections should include information about defects or unairworthy conditions, details of faults and any subsequent rectification, the total time in service as appropriate and the state of maintenance when it enters the AMO's facilities.

6. If a paper system is applied, legible entry should be made, and the record should remain legible throughout the required retention period, irrespective of the medium. Paper records on either paper or microfilm systems should use robust material, which can withstand normal handling, filing and ageing. They should be stored in a safe way with regard to damage, alteration and theft.

7. If an electronic system is implemented, it should be ensured that all records are generated, processed, used, stored and archived following the guidelines set out in below. The software and hardware used should support specific procedures acceptable to the Authority with respect to:

a) protection of the records by electronic means against loss, destruction or tampering to the equivalent extent of that provided to paper records;

b) backup of records (e.g. backup system robustness and reliability; timing and frequency of backup completion; segregation from source records; data loss and recovery);

c) user identification, authentication and authorization to access the records, scope of access, control of access and traceability of all operations concerning any individual record; and

d) security and integrity of the records

8. Electronic aircraft maintenance records may be created from a paper document (original or copy) or from electronic data. When created from a paper document:

(a) the creation date of the electronic aircraft maintenance record should be stored with the electronic aircraft maintenance record;

(b) it is advisable to create an individual electronic aircraft maintenance record for each document;

9. Electronic aircraft maintenance record retention
Electronic aircraft maintenance records when created from an original paper record, or as a digital electronic original, should be stored on a system which is secured and kept in an environment protected from damage (e.g. fire, flooding, excessive temperature or accidental erasing). IT systems should have at least one backup system, which should be updated at least within 24 hours of any entry in the primary system. Access to both primary and backup systems is required to be protected against the ability of unauthorised personnel to alter the database and they should preferably be located remotely from the main system.

10. The system used for retention of electronic aircraft maintenance records should:

a) ensure the integrity, accuracy and completeness of the record;
b) ensure that access to the digitised record has safeguards against alteration of the data;
c) ensure the authenticity of the record including assurance that the date has not been modified after creation;
d) be capable of retrieving individual records within a reasonable time period; and
e) be maintained against technological obsolescence which would prevent printing, displaying or retrieval of the electronic aircraft maintenance records.

11. Computer backup discs, tapes etc. should be stored in a different location from that containing the current working discs, tapes, etc. and in a safe environment. Where the Authority has accepted a system for electronic

aircraft maintenance record-keeping satisfying the above, the paper document may be permanently disposed of.

12. Lost or destroyed records

Reconstruction of lost or destroyed records can be done by reference to other records which reflect the time in service, research of records maintained by maintenance organisations and reference to records maintained by individual mechanics, etc. When reconstruction has been done and the record is still incomplete, the owner/operator may make a statement in the new record describing the loss and establishing the time in service based on the research and the best estimate of time in service. The reconstructed records should be submitted to the Authority for acceptance. The Authority may require the performance of additional maintenance if not satisfied with the reconstructed records.

13. Identification, Authentication and Authorization

a) The basis of any electronic record and its related electronic signature identity management system is trust. Whether it is about identifying an aircraft, a crew member, a mechanic, a component, or a ground station entity, the organization will have to be able to trust that, when the entity presents a digital credential, the respective credential was issued to and is linked with that entity. To facilitate the establishment of this trust, requirements and procedures should be specified enabling and ensuring verification of the identity of the various parties that are involved in the issuance of a credential. The credential should be the basis of establishing the identity of an electronic record system user.

b) The electronic record system should perform the user's identity authentication. This should consist of means by which the system validates an authorized user's identity. These means may include, but are not limited to, a password, a Personal Identification Number (PIN), a cryptographic key, or a badge swipe, all in correlation with the implemented solution and processes.

c) The level of identity assurance and authentication should be commensurate to the class of activity for which the electronic record system is authorizing the user's access.

d) The user's identity assurance should comprise both initial and continuing (i.e. periodic) procedures with which the user has to comply.

e) The organization to which the user belongs at the time of interacting with the electronic record should be responsible for the correlation

between the management of the user's identity and the user's scope of authorization.

14. Electronic signature

a) The handwritten signature is universally accepted because it has certain qualities and attributes that should be preserved in any electronic signature. For an acceptable electronic signature, the purpose is identical to that of a handwritten signature; therefore, an electronic signature should possess those qualities and attributes that guarantee a handwritten signature's authenticity.

b) Electronic record-keeping systems may be used to generate aircraft records (e.g. maintenance task cards, aircraft maintenance records, dispatch releases, flight releases, airworthiness releases, and flight test reports) for which there is a need to be able to properly authenticate the user with an electronic signature.

c) The electronic signature is the online equivalent of a handwritten signature. It is an electronic sound, symbol, visible mark or process attached to or logically associated with a record and executed or adopted by an individual with the intent to sign the record. It electronically identifies and authenticates an individual entering, verifying, or auditing computer-based records. The electronic signature should provide a secure authentication of the signatory and should be linked to the data for which the signature was created in such a way that any subsequent change of the data is detectable.

IS: 6.5.1.9 AIRWORTHINESS DATA – INSTRUCTIONS FOR CONTINUING AIRWORTHINESS

(*a*) The AMO shall be in receipt of all airworthiness data appropriate to support the work performed from the Authority, the aircraft or aeronautical product design organisation, and any other approved design organisation in the State of Manufacture or State of Design, as appropriate. Some examples of airworthiness-related documents are:

(1) Civil Aviation Regulations.
(2) Associated advisory material.
(3) Airworthiness directives, ADs.
(4) Manufacturers' maintenance manuals AMM.
(5) Repair manuals.
(6) Supplementary structural inspection documents.
(7) Service bulletins, SBs.
(8) Service letters.
(9) Service instructions.
(10) Modification leaflets.

(11) The Aircraft maintenance program; and
(12) The NDT Manual, etc.

(*b*) A procedure shall be established to monitor the amendment status of all data and to maintain a check that all amendments are being received by subscribing to any document amendment scheme.

(*c*) Airworthiness data shall be made available in the work area in close proximity to the aircraft or aeronautical product being maintained for supervisors, mechanics, and certifying staff to study.

(d) Where computer systems are used to maintain airworthiness data, the number of computer terminals shall be sufficient in relation to the size of the work program to enable easy access, unless the computer system can produce paper copies. Where microfilm or microfiche readers/printers are used, a similar requirement is applicable.

(e) The AMO shall establish procedures to ensure that if found, any inaccurate, incomplete or ambiguous procedure, practice, information or maintenance instruction contained in the airworthiness data used by maintenance personnel is recorded and notified to the author of the airworthiness data.

(f) The AMO may only modify maintenance instructions in accordance with a procedure specified in the AMO PM. With respect to those changes, the AMO shall demonstrate that they result in equivalent or improved airworthiness standards and shall inform the type-certificate holder of such changes. Maintenance instructions for the purposes of this point means instructions on how to carry out the particular maintenance task: they exclude the engineering design of repairs and modifications.

(g) The AMO shall provide a common work card or worksheet system to be used throughout relevant parts of the organisation. In addition, the AMO shall either transcribe accurately the airworthiness data contained in points (a) and (f) onto such work cards or worksheets or make precise reference to the particular maintenance task or tasks contained in such airworthiness data. Work cards and worksheets may be computer generated and held on an electronic database subject to both adequate safeguards against unauthorised alteration and a back-up electronic database which shall be updated within 24 hours of any entry made to the main electronic database. Complex maintenance tasks shall be transcribed onto the work cards or worksheets and subdivided into clear stages to ensure a record of the accomplishment of the complete maintenance task.

(h) Where the AMO provides a maintenance service to an AOC holder who requires their work card or worksheet system to be used then such work card or worksheet system may be used. In this case, the AMO shall establish a procedure to ensure correct completion of the aircraft operators' work cards or worksheets.

(i) The AMO shall ensure that all applicable airworthiness data is readily available for use when required by maintenance personnel.

(j) The AMO shall establish a procedure to ensure that airworthiness data it controls is kept up to date. In the case of operator/customer controlled and provided maintenance data, the AMO shall be able to show that either it has written confirmation from the operator/customer that all such airworthiness data is up to date or it has work orders specifying the amendment status of the airworthiness data to be used or it can show that it is on the operator/customer airworthiness data amendment list.

IS 6.5.1.12 AMO Performance Standards

1. The AMO shall establish procedures to ensure that:

(a) after completion of maintenance a general verification is carried out to ensure that the aircraft or component is clear of all tools, equipment and any extraneous parts or material, and that all access panels removed have been refitted;

(b) an error capturing method is implemented after the performance of any critical maintenance task;

(c) the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimised; and,

(d) damage is assessed and modifications and repairs are carried out using data specified in 6.5.1.9 of this part.

(e) The procedure should identify the error-capturing methods, the critical maintenance tasks, the training and qualification of staff applying error-capturing methods, and how the organisation ensures that its staff is familiar with critical maintenance tasks and error-capturing methods.

(f) The procedure should ensure that the following maintenance tasks are reviewed to assess their impact on flight safety:

(1) tasks that may affect the control of the aircraft flight path and attitude, such as installation, rigging and adjustments of flight controls;

(2) aircraft stability control systems (autopilot, fuel transfer);

(3) tasks that may affect the propulsive force of the aircraft, including installation of aircraft engines, propellers and rotors; and

(4) overhaul, calibration or rigging of engines, propellers, transmissions and gearboxes.

(g) The procedure should describe which data sources are used to identify critical maintenance tasks. Several data sources may be used, such as:

(1) information from the design approval holder;

(2) accident reports;

(3) investigation and follow-up of incidents;

(4) occurrence reporting;

(5) flight data analysis;

(6) results of audits;

(7) normal operations monitoring schemes; and

(8) feedback from training.

(h) The AMO should ensure that the error-capturing methods are adequate for the work and the disturbance of the system. A combination of several actions (visual inspection, operational check, functional test, rigging check) may be necessary in some cases

(i) The AMO should ensure independent inspection is carried out. An independent inspection is an inspection performed by an 'independent qualified person' of a task carried out by an 'authorised person', taking into account that:

(1) the 'authorised person' is the person who performs the task or supervises the task and they assume the full responsibility for the completion of the task in accordance with the applicable maintenance data;

(2) the 'independent qualified person' is the person who performs the independent inspection and attests the satisfactory completion of the task and that no deficiencies have been found. The 'independent qualified person' does not issue a certificate of release

to service, therefore they are not required to hold certification privileges;

(3) the 'authorised person' issues the certificate of release to service or signs off the completion of the task after the independent inspection has been carried out satisfactorily;

(4) the work card system used by the organisation should record the identification of both persons and the details of the independent inspection as necessary before the certificate of release to service or sign-off for the completion of the task is issued.

(j) The AMO should have procedures to demonstrate that the 'independent qualified person' has been trained and has gained experience in the specific inspection to be performed. The organisation could consider making use of, for example:

(1) staff holding a certifying staff or support staff or sign-off authorisation or equivalent necessary to release or sign off the critical maintenance task;

(2) staff holding a certifying staff or support staff or sign-off authorisation or equivalent necessary to release or sign off similar task in a product of similar category and having received specific practical training in the task to be inspected.

IS: 6.5.1.13 PRODUCTION PLANNING

1. Depending on the amount and complexity of work generally performed by the maintenance organisation, the planning system may range from a very simple procedure to a complex organisational set-up including a dedicated planning function in support of the production function.

2. For the purpose of Part-6, the production planning function includes two complementary elements:

a) scheduling the maintenance work ahead, to ensure that it will not adversely interfere with other work as regards the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities.

b) during maintenance work, organising maintenance teams and shifts and provide all necessary support to ensure the completion of maintenance without undue time pressure.

3. When establishing the production planning procedure, consideration should be given to the following:

a. logistics,
b. inventory control,
c. square meters of accommodation,
d. man-hours estimation,
e. man-hours availability,
f. preparation of work,
g. hangar availability,
h. environmental conditions (access, lighting standards and cleanliness),
i. co-ordination with internal and external suppliers, etc.
j. scheduling critical maintenance tasks during periods when staff are likely to be most alert.

4. Limitations of human performance, in the context of planning safety related tasks, refers to the upper and lower limits, and variations, of certain aspects of human performance (Circadian rhythm / 24 hours body cycle) which personnel should be aware of when planning work and shifts.

5. The primary objective of the changeover / handover information is to ensure effective communication at the point of handing over the continuation or completion of maintenance actions. Effective task and shift handover depend on three basic elements:

a. The outgoing person's ability to understand and communicate the important elements of the job or task being passed over to the incoming person.

b. The incoming person's ability to understand and assimilate the information being provided by the outgoing person.

c. A formalised process for exchanging information between outgoing and incoming persons and a planned shift overlap and a place for such exchanges to take place.