

# **NCAR PART M**

## **GUIDANCE MATERIALS**

**ISSUE 01**  
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## **FOREWORD**

This Guidance Material (GM) has been prepared by Civil Aviation Authority of Nepal to implement the technical requirements in the NCAR part M, the requirements for the continuing airworthiness organization. The GM contains the procedures for the CAAN to implement the NCAR part M. This part forms an integral part of NCAR part M. Since NCAR parts 145, 147 and 66 have already been issued and implemented, for the full integration towards the harmonization with the international community it is felt that the part M should be augmented in the first place. This part is one in step in this direction.

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## PROCEDURE FOR CAAN

### SUBPART A

#### *GENERAL*

##### **M.B.101 Scope**

This Section establishes the administrative requirements to be followed by CAAN for the application and the enforcement of NCAR part M.

##### **M.B.102 CAAN**

###### *General*

CAAN shall be responsible for the issuance, continuation, change, suspension or revocation of certificates and for the oversight of continuing airworthiness. CAAN shall establish documented procedures.

###### *Resources*

Appropriate staff has been designated to carry out the tasks as detailed in this Section B.

###### *Qualification and training*

All staff involved in NCAR-M activities have been appropriately qualified and have appropriate knowledge, experience, initial training and continuation training to perform their allocated tasks.

###### *Procedures*

CAAN has established procedures detailing how compliance with this NCAR part is accomplished. The procedures shall be reviewed and amended to ensure continued compliance.

##### **M.B.103 Acceptable means of compliance**

When the acceptable means of compliance of this NCAR part M are complied with, the related requirements of this NCAR part M shall be considered as met.

##### **M.B.104 Record-keeping**

- a) CAAN has established a system of record-keeping that allows adequate traceability of the process to issue, continue, change, suspend or revoke each certificate.
- b) The records for the oversight of NCAR part M approved organisations shall include as a minimum:
  - 1. The application for an organisation approval.
  - 2. The organisation approval certificate including any changes.
  - 3. A copy of the audit program listing the dates when audits are due and when audits were carried out.
  - 4. Continued oversight records including all audit records.

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5. Copies of all relevant correspondence.
  6. Details of any exemption and enforcement actions.
  7. Any report relating to the oversight of the organisation.
  8. Organisation exposition or manual and amendments.
  9. Copy of any other document directly approved by CAAN.
- c) The retention period for the paragraph (b) records shall be at least four years.
- d) The minimum records for the oversight of each aircraft shall include, at least, a copy of:
1. aircraft certificate of airworthiness,
  2. airworthiness review certificates,
  3. Section A Subpart G organisation recommendations,
  4. reports from the airworthiness reviews carried out directly by the CAAN ,
  5. all relevant correspondence relating to the aircraft,
  6. details of any exemption and enforcement action(s),
  7. any document directly approved by CAAN as referred to in M.B.Subpart B.
- e) The records specified in paragraph (d) shall be retained until two years after the aircraft has been permanently withdrawn from service.
- f) All records specified in M.B.104 shall be made available upon request by CAAN.

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**SUBPART B**

***ACCOUNTABILITY***

**M.B.201 Responsibilities**

CAAN is responsible for conducting inspections and investigations in order to verify that the requirements of this NCAR part M are complied with.

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## **SUBPART C**

### ***CONTINUING AIRWORTHINESS***

#### **M.B.301 Maintenance programme**

- (a) CAAN shall verify that the maintenance programme is in compliance with M.A.302.
- (b) Except where stated otherwise in M.A.302(c) the maintenance programme and its amendments shall be approved directly by CAAN .
- (c) In the case of indirect approval, the maintenance programme procedure shall be approved by CAAN through the continuing airworthiness management exposition.
- (d) In order to approve a maintenance programme according to paragraph (b), CAAN shall have access to all the data required in M.A.302(d) , (e) and (f).

#### **M.B.302 Exemptions**

All exemptions granted in accordance with Rules / NCAR part shall be recorded and retained by CAAN.

#### **M.B.303 Aircraft continuing airworthiness monitoring**

- (a) CAAN shall develop a survey programme to monitor the airworthiness status of the fleet of aircraft on its register.
- (b) The survey programme shall include sample product surveys of aircraft.
- (c) The programme shall be developed taking into account the number of aircraft on the register, experience and past surveillance activities.
- (d) The product survey shall focus on a number of key risk airworthiness elements and identify any findings. Furthermore, CAAN shall analyse each finding to determine its root cause.
- (e) All findings shall be confirmed in writing to the person or organisation accountable according to M.A.201.
- (f) CAAN shall record all findings, closure actions and recommendations.
- (g) If during aircraft surveys evidence is found showing non-compliance to a NCAR part M requirement, CAAN shall take actions in accordance with M.B.903.

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(h) If the root cause of the finding identifies a non-compliance with any Subpart of NCAR part M or another NCAR parts, the non-compliance shall be dealt with as prescribed by the relevant NCAR part.

(i) In order to facilitate appropriate enforcement action, CAAN shall exchange information on non-compliances identified in accordance with paragraph (h).

#### **M.B.304 Revocation, suspension and limitation**

CAAN shall:

(a) suspend an airworthiness review certificate on reasonable grounds in the case of potential safety threat, or;

(b) suspend, revoke or limit an airworthiness review certificate pursuant to M.B.303(g).

#### **SUBPART D**

#### ***MAINTENANCE STANDARDS***

#### **M.B.401 Maintenance Standards**

(a) CAAN shall ensure that the maintenance data used by the operator is applicable and current. Such data will include mandatory airworthiness information, airworthiness directives, service bulletins, maintenance manuals etc. issued by the state of manufacture or the respective regulatory authorities.

(b) CAAN in their sample checks will ensure that the work cards / work sheets, performance of maintenance, recording of aircraft defects by the operator are as per M.A. Subpart D.

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**SUBPART E**

***COMPONENTS***

**M.B.501 Components**

- (a) CAAN shall ensure that the installation of components and the release of respective CAAN form 1 by the operator are performed in the manner as described in M.A. 501.
- (b) The component maintenance performed by the maintenance organisation is carried out when approved in accordance with Section A Subpart F of NCAR part M or with NCAR 145.
- (c) CAAN shall ensure that the personnel certifying component installation and maintenance are adequately qualified.
- (d) CAAN through their sample checks shall ensure that the operator has a system of following service life limited components as required in M.A. 503.
- (e) CAAN shall ensure that the operator has a system to ensure control of unserviceable components.
- (f) CAAN shall ensure that the maintenance records of servicing and installation of components on the aircraft are retained for periods specified.

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**SUBPART F**  
***MAINTENANCE ORGANISATION***

**M.B.601 Application**

The investigation and continuous oversight of the maintenance facility shall be carried out by CAAN .

**M.B.602 Initial Approval**

(a) Provided the requirements of M.A.606(a) and (b) are complied with, the CAAN shall formally indicate its acceptance of the M.A.606(a) and (b) personnel to the applicant in writing.

(b) CAAN shall establish that the procedures specified in the maintenance organisation manual comply with M.A Subpart F and ensure the accountable manager signs the commitment statement.

(c) CAAN shall verify that the organisation is in compliance with the NCAR-M.A Subpart F requirements.

(d) A meeting with the accountable manager shall be convened at least once during the investigation for approval to ensure that he/she fully understands the significance of the approval and the reason for signing the commitment of the organisation to compliance with the procedures specified in the manual.

(e) All findings shall be confirmed in writing to the applicant organisation.

(f) CAAN shall record all findings, closure actions (actions required to close a finding) and recommendations.

(g) For initial approval all findings shall be corrected by the organisation and closed by CAAN before the approval can be issued.

**M.B.603 Issue of approval**

(a) CAAN shall issue to the applicant a CAAN Form 3 approval certificate (Appendix V) which includes the extent of approval, when the maintenance organisation is in compliance with the applicable paragraphs of this NCAR part.

(b) CAAN shall indicate the conditions attached to the approval on the CAAN Form 3 approval certificate.

(c) The reference number shall be included on the CAAN Form 3 approval certificate in a manner specified by CAAN .

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**M.B.604 Continuing oversight**

- (a) CAAN shall keep and update a program listing for each M.A Subpart F approved maintenance organisations under its supervision, the dates when audit visits are due and when such visits were carried out.
- (b) Each organisation shall be completely audited at periods not exceeding 12 months.
- (c) All findings shall be confirmed in writing to the applicant organisation.
- (d) CAAN shall record all findings, closure actions (actions required to close a finding) and recommendations.
- (e) A meeting with the accountable manager shall be convened at least once every 24 months to ensure he/she remains informed of significant issues arising during audits.

**M.B.605 Findings**

- (a) When during audits or by other means evidence is found showing non-compliance to the NCAR part M requirement, CAAN shall take the following actions:

- 1. For level 1 findings, immediate action shall be taken by CAAN 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, CAAN shall grant a corrective action period appropriate to the nature of the finding that shall not be more than 30 days. In certain circumstances, at the end of this first period and subject to the nature of the finding, CAAN may extend the 30 day period by 15 days subject to a satisfactory corrective action plan.

- (b) Action shall be taken by CAAN to suspend in whole or part the approval in case of failure to comply within the timescale granted by CAAN .

**M.B.606 Changes**

- (a) CAAN shall comply with the applicable elements of the initial approval for any change to the organisation notified in accordance with point M.A.617.
- (b) CAAN may prescribe the conditions under which the approved maintenance organisation may operate during such changes, unless it determines that the approval should be suspended due to the nature or the extent of the changes.
- (c) For any change to the maintenance organisation manual:

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1. In the case of direct approval of changes in accordance with point M.A.604(b), CAAN shall verify that the procedures specified in the manual are in compliance with this NCAR part M before formally notifying the approved organisation of the approval.
2. In the case an indirect approval procedure is used for the approval of the changes in accordance with point M.A.604(c), CAAN shall ensure (i) that the changes remain minor and (ii) that it has an adequate control over the approval of the changes to ensure they remain in compliance with the requirements of NCAR part M.

**M.B.607 Revocation, suspension and limitation of an approval**

CAAN shall:

- (a) suspend an approval on reasonable grounds in the case of potential safety threat, or;
- (b) suspend, revoke or limit an approval pursuant to M.B.605.

**SUBPART G**

***CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION***

**M.B.701 Application**

(a) For commercial air transport CAAN shall receive for approval with the initial application for the air operator's certificate / permit and where applicable any variation applied for and for each aircraft type to be operated:

1. the continuing airworthiness management exposition;
2. the operator's aircraft maintenance programmes;
3. the aircraft technical log;
4. where appropriate the technical specification of the maintenance contracts between the operator and NCAR-145 approved maintenance organisation.

(b) The investigation and continuous oversight of the facility shall be carried out by CAAN .

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**M.B.702 Initial approval**

- (a) Provided the requirements of M.A.706(a), (c), (d) and M.A.707 are complied with, CAAN shall formally indicate its acceptance of the M.A.706(a), (c), (d) and M.A.707 personnel to the applicant in writing.
- (b) CAAN shall establish that the procedures specified in the continuing airworthiness management exposition comply with NCAR-M.A. Subpart G and ensure the accountable manager signs the commitment statement.
- (c) CAAN shall verify the organisation's compliance with M.A. Subpart G requirements.
- (d) A meeting with the accountable manager shall be convened at least once during the investigation for approval to ensure that he/she fully understands the significance of the approval and the reason for signing the exposition commitment of the organisation to compliance with the procedures specified in the continuing airworthiness management exposition.
- (e) All findings shall be confirmed in writing to the applicant organisation.
- (f) CAAN shall record all findings, closure actions (actions required to close a finding) and recommendations.
- (g) For initial approval all findings shall be corrected by the organisation and closed by CAAN before the approval can be issued.

**M.B.703 Issue of approval**

- (a) CAAN shall issue to the applicant a CAAN Form 14 approval certificate (Appendix VI) which includes the extent of approval, when the continuing airworthiness management organisation is in compliance with M.A. Subpart G.
- (b) CAAN shall indicate the validity of the approval on the CAAN Form 14 approval certificate.
- (c) The reference number shall be included on the Form 14 approval certificate in a manner specified by CAAN .
- (d) In the case of commercial air transport, the information contained on a CAAN Form 14 will be included on the air operator's certificate / permit.

**M.B.704 Continuing oversight**

- (a) CAAN shall keep and update a program listing for each M.A. Subpart G approved continuing airworthiness organisations under its supervision, the dates when audit visits are due and when such visits were carried out.
- (b) Each organisation shall be completely audited at periods not exceeding 12 months.

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(c) A relevant sample of the aircraft managed by the M.B. Subpart G approved organisation shall be surveyed in every 24 month period. The size of the sample will be decided by CAAN based on the result of prior audits and earlier product surveys.

(d) All findings shall be confirmed in writing to the applicant organisation.

(e) CAAN shall record all findings, closure actions (actions required to close a finding) and recommendations.

(f) A meeting with the accountable manager shall be convened at least once every 24 months to ensure he/she remains informed of significant issues arising during audits.

#### **M.B.705 Findings**

(a) When during audits or by other means evidence is found showing non-compliance to the NCAR part M requirement, CAAN shall take the following actions:

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

2. For level 2 findings, CAAN shall grant a corrective action period appropriate to the nature of the finding that shall not be more than 30 days. In certain circumstances, at the end of this first period, and subject to the nature of the finding CAAN may extend the 30 day period by 15 days subject to a satisfactory corrective action plan.

(b) Action shall be taken by CAAN to suspend in whole or part the approval in case of failure to comply within the timescale granted by CAAN .

#### **M.B.706 Changes**

(a) CAAN shall comply with the applicable elements of the initial approval for any change to the organisation notified in accordance with point M.A.713.

(b) CAAN may prescribe the conditions under which the approved continuing airworthiness management organisation may operate during such changes unless it determines that the approval should be suspended due to the nature or the extent of the changes.

(c) For any change to the continuing airworthiness management exposition:

i. In the case of direct approval of changes in accordance with M.A.704(b), CAAN shall verify that the procedures specified in the exposition are in compliance with NCAR part-M before formally notifying the approved organisation of the approval.

ii. In the case an indirect approval procedure is used for the approval of the changes in accordance with point M.A.704(c), CAAN shall ensure (i) that the changes remain minor and (ii) that it has

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an adequate control over the approval of the changes to ensure they remain in compliance with the requirements of NCAR part-M.

**M.B.707 Revocation, suspension and limitation of an approval**

CAAN shall:

- (a) suspend an approval on reasonable grounds in the case of potential safety threat, or;
- (b) suspend, revoke or limit an approval pursuant to M.B.705.

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**SUBPART H**

***CERTIFICATE OF RELEASE TO SERVICE — CRS***

**M.B.801 Certificate of Release to Service - CRS**

CAAN shall:

- (a) ensure CRS has to be issued by the operator as required in M.A. 801.
- (b) ensure appropriate certifying staff used by the maintenance organisation.
- (c) ensure compliance of appropriate certification by the pilot – owner as required in M.A. 803.
- (d) ensure that the record keeping of the operator for issue of CRS is up to date and records are retained for the specified periods.

**SUBPART I**

***AIRWORTHINESS REVIEW CERTIFICATE***

**M.B.901 Assessment of recommendations**

Upon receipt of an application and associated airworthiness review certificate recommendation in accordance with M.A.901:

1. Appropriate qualified personnel from CAAN shall verify that the compliance statement contained in the recommendation demonstrates that a complete M.A.710 airworthiness review has been carried out.
2. CAAN shall investigate and may request further information to support the assessment of the recommendation.

**M.B.902 Airworthiness review by CAAN**

(a). When CAAN carries out the airworthiness review and issues the airworthiness review certificate CAAN Form 15a (Appendix III), it shall carry out the airworthiness review in accordance with point M.A.710.

(b) CAAN shall have appropriate airworthiness review staff to carry out the airworthiness reviews.

1. For all aircraft used in commercial air transport, and aircraft above 2 730 kg MTOM, except balloons, these staff shall have acquired:

- (a) at least five years experience in continuing airworthiness, and
- (b) an appropriate licence in compliance with CAAN Aircraft Maintenance Licence requirements or an aeronautical degree or equivalent, and;
- (c) formal aeronautical maintenance training, and;
- (d) a position with appropriate responsibilities.
- (e) Notwithstanding the points “a” to “d” above, the requirement laid down in point M.B.902(b)1b may be replaced by five years of experience in continuing airworthiness additional to those already required by point M.B.902(b)1a.

2. For aircraft not used in commercial air transport of 2 730 kg MTOM and below, and balloons, these staff shall have acquired:

- (a) at least three years experience in continuing airworthiness, and;
- (b) an appropriate licence in compliance with CAAN Aircraft Maintenance Licence requirements or an aeronautical degree or equivalent, and;
- (c) appropriate aeronautical maintenance training, and;
- (d) a position with appropriate responsibilities.



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(e) Notwithstanding the points “a” to “d” above, the requirement shown in point M.B.902(b)2b may be replaced by four years of experience in continuing airworthiness additional to those already required by point M.B.902(b)2a.

(c) CAAN shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training.

(d) CAAN shall have access to the applicable data as specified in points M.A.305, M.A.306 and M.A.401 in the performance of the airworthiness review.

(e) The staff that carries out the airworthiness review shall issue a CAAN Form 15a after satisfactory completion of the airworthiness review.

### **M.M .B.903 Findings**

If during aircraft surveys or by other means evidence is found showing non-compliance to a NCAR part M requirement, CAAN shall take the following actions:

1. for level 1 findings, CAAN shall require appropriate corrective action to be taken before further flight and immediate action shall be taken by CAAN to revoke or suspend the airworthiness review certificate.

2. For level 2 findings, CAAN shall grant a corrective action period appropriate to the nature of the finding that shall not be more than 30 days. In certain circumstances, at the end of this first period, and subject to the nature of the finding CAAN may extend the 30 day period by 15 days subject to a satisfactory corrective action plan.

## **Section B PROCEDURE FOR CAAN – AMC**

### **Subpart A GENERAL**

#### **AMC M.B.102 (a) CAAN – General**

1. In deciding upon the required airworthiness organizational structure, CAAN should review the number of certificates to be issued, the number and size of potential operators, the number of M.A. Subpart F approved maintenance organisations and M.A. Subpart G continuing airworthiness management organizations.

2. CAAN should retain effective control of important inspection functions and not delegate them in such a way that aircraft owners, operators, M.A. Subpart F approved maintenance organisations and M.A. Subpart G continuing airworthiness management organisations, in effect, regulate themselves in airworthiness matters.

3. The set-up of the organisational structure should ensure that the various tasks and obligations of CAAN are not relying on individuals. That means that a continuing and undisturbed fulfillment of these tasks and obligations of CAAN should also be guaranteed in case of illness, accident or leave of individual employees.

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**AMC M.B.102 (c) CAAN – Qualification and training**

1. CAAN inspectors should have:

1.1 practical experience and expertise in the application of aviation safety standards and safe operating practices;

1.2 comprehensive knowledge of:

(a). relevant parts of implementing rules, certification specifications and guidance

(b). CAAN's procedures;

(c). the rights and obligations of an inspector;

(d). quality systems;

(e). continuing airworthiness management.

1.3 training on auditing techniques.

1.4 five years relevant work experience to be allowed to work as an inspector independently. This may include experience gained during training to obtain the subparagraph 1.5 qualification.

1.5 a relevant engineering degree or an aircraft maintenance technician qualification with additional education. 'relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionics or equivalent or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components

1.6 knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course.

1.7 knowledge of maintenance standards.

2. In addition to technical competency, inspectors should have a high degree of integrity, be impartial in carrying out their tasks, be tactful, and have a good understanding of human nature.

3. A programme for continuation training should be developed which provides for the inspectors, at regular intervals, to visit appropriate manufacturers and attend technical symposia as well as training or refresher courses to gain first-hand knowledge of new developments. As a general policy, it is not desirable for the inspectors to obtain technical qualifications from those entities under their direct regulatory jurisdiction.

**AMC M.B.102 (d) CAAN organisation - Procedures**

The documented procedures should contain the following information:

(a) The title(s) and name(s) of the Officer(s) of CAAN and their duties and responsibilities.

(b) Organisation chart(s) showing associated chains of responsibility of the senior persons.

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(c) A procedure defining the qualifications for staff together with a list of staff authorised to sign certificates.

(d) A general description of the facilities.

(e) Procedures specifying how CAAN ensures compliance with NCAR part M.

**AMC M.B.104 (a) Record-keeping**

(a) The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organized in a consistent way through out CAAN (chronological, alphabetical order, etc.).

(b) All records containing sensitive data regarding applicants or organisations should be stored in a secure manner with controlled access to ensure confidentiality of this kind of data.

(c) All computer hardware used to ensure data backup should be stored in a different location from that containing the working data in an environment that ensures they remain in good condition. When hardware- or software-changes take place special care should be taken that all necessary data continues to be accessible at least through the full period specified in M.B.104 (c) and/or (e).

**AMC M.B.104 (f) Record-keeping**

(a) The cases, when records shall be made available should be limited to:

- 1) incidents or accidents,
- 2) findings through the aircraft continuing monitoring program where organisations approved by another regulatory authority are involved, to determine the root cause,
- 3) aircraft mainly operated in another country,
- 4) an aircraft previously operated in another country
- 5) an organisation having approvals in several countries

When records are requested from another Country, the reason for the request should be clearly stated. The records can be made available by sending a copy or by allowing their consultation.

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**Subpart C CONTINUING AIRWORTHINESS**  
**AMC M.B.301 (a) Maintenance programme**

For CAAN to verify compliance with M.A.302, the auditing surveyor/inspector should have received training on maintenance programme development and control.

**AMC M.B.301 (b) Maintenance programme**

1. When assessing aircraft maintenance programmes for approval, CAAN should verify that the maintenance programme is acceptable for the continued airworthiness of the specific aircraft listed and it is appropriate for the proposed operating environment and scheduled utilization.
2. CAAN should assess the contents taking into account the origins of the document i.e. the manufacturers recommended maintenance programme, a MRB report, the operators own experience or another approved programme.
3. CAAN may elect to publish a proposed maintenance schedule for a piston engine aircraft type or a group of piston engine aircraft types below 2730Kgs maximum take off mass (MTOM). When owners/operators of piston engine aircraft below 2730Kgs MTOM elect to use a CAAN proposed maintenance schedule, all the out of phase manufacturer recommendations should be incorporated into the final maintenance programme in order for it to be approved.
4. A copy of the approved programme should be retained by CAAN , unless the programme is approved by a M.A. Subpart G approved organisation.
5. The documentation issued by CAAN to approve the operator's maintenance programme may include details of who may issue certificates of release to service in a particular situation and may define which tasks are considered as complex maintenance tasks or limited pilot owner maintenance according to Appendix VIII to NCAR part M.
6. In the case of commercial air transport or large aircraft, development of the approved operator's maintenance programme is dependent upon sufficient satisfactory in-service experience which has been properly processed. In general, the task being considered for escalation beyond the MRB limits should have been satisfactorily repeated at the existing frequency several times before being proposed for escalation. Appendix I to AMC M.A.302 and M.B.301 (b) gives further information.
7. CAAN may approve an incomplete maintenance programme at the start of operation of an aircraft or an operator, subject to limiting the approval of the maintenance programme to a period that does not exceed any required maintenance not yet approved.
8. If CAAN is no longer satisfied that a safe operation can be maintained, the approval of a maintenance programme or part of it may be suspended or revoked. Events giving rise to such action include:

8.1 An operator changing the utilisation of an aircraft;

8.2 The owner or M.A. Subpart G approved organisation has failed to ensure that the programme reflects the maintenance needs of the aircraft such that safe operation can be assured.

**AMC M.B.301(c) Maintenance Programme**

1. Approval of an aircraft maintenance programme through a procedure established by a M.A. Subpart G organisation should require the organisation to demonstrate to CAAN that it has competence, procedures and record keeping provisions, which will enable the organisation to analyse aircraft reliability, TC holder's instructions, and other related operating and maintenance criteria.

2. According to the complexity of the aircraft and the nature of the operation, the maintenance programme procedures should contain reliability centered maintenance and condition monitored maintenance programme procedures and have procedures relating to the programme control which contain the following provisions:

- (a). task escalation or adjustment
- (b). maintenance programme review
- (c). SB or Service Information assessment
- (d). component and structures in service performance review
- (e). maintenance programme revision
- (f). maintenance procedure effectiveness review and amendment
- (g). manufacturer maintenance planning document (MPD) review and assessment
- (h). AD review and assessment
- (i). owner/maintenance/M.A. Subpart G organisation liaison
- (j). training

3. When CAAN requests, the organisation should make provision for the attendance a CAAN representative at meetings held to consider maintenance implications arising from reviews of the above provisions.

**AMC M.B.301 (d) Maintenance programme**

Programmes and all associated airworthiness data, including that data used for substantiating the escalation of programmes shall be made available to CAAN upon request.

**AMC M.B.303 (b) Aircraft continuing airworthiness monitoring**

1. Sample product surveys of aircraft include:

- (a) in depth surveys carried out during extensive maintenance that fully encompass selected aspects of an aircraft's airworthiness.

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(b) ramp surveys carried out during aircraft operations to monitor the apparent condition of an aircraft's airworthiness.

(c) in-flight surveys, as deemed necessary by the competent authority.

2. CAAN should undertake regular sample product surveys of aircraft on its register to verify that: -

(a). the condition of an aircraft as sampled is to a standard acceptable for the Certificate of Airworthiness to remain in force,

(b). the operator/Owner's management of the airworthiness of their aircraft is effective,

(c). satisfactory levels of continued airworthiness are being achieved,

(d). the approval and licenses granted to organisations and persons continue to be applied in a consistent manner to achieve the required standards.

**AMC M.B.303 (c) Aircraft continuing airworthiness monitoring**

CAAN should create an annual programme of surveys, selecting aircraft and/or operators depending on the maintenance environment, operating conditions, airworthiness standards and past surveillance experience. The programme should be used to identify the operator/fleet/aircraft, which are causing the greatest concern.

**AMC M.B.303 (d) Aircraft continuing airworthiness monitoring**

1. Appendix III to this AMC is an example format for an annual in depth survey programme. A sample of the 14 key risk airworthiness elements identified on the example should be assessed during each survey and the survey should include the aircraft as the product sample. The survey should be a 'deep cut' through the elements or systems selected and all findings should be recorded. Surveyors/inspectors in conjunction with the owners, operators and maintenance organisations should identify the root cause of each confirmed finding.

2. In addition, an annual ramp survey programme should be developed based on geographical locations, taking into account airfield activity, and focusing on key issues that can be surveyed in the time available without unnecessarily delaying the aircraft.

3. Surveyors/inspectors should be satisfied that the root cause found and the corrective actions taken are adequate to correct the deficiency and to prevent re-occurrence.

4. Where the aircraft continuing airworthiness monitoring survey visit can be linked to the oversight of an approved organisation then credit can be taken in the monitoring process of that approved organisation.

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**Subpart F MAINTENANCE ORGANISATION**  
**AMC M.B.602 (a) Initial approval**

1. 'Formally indicate in writing' means that a CAAN Form 4 (Appendix X) should be used for this activity. With the exception of the accountable manager, a CAAN Form 4 should be completed for each person nominated to hold a position required by M.A.606 (b).
2. In the case of the accountable manager approval of the maintenance organisation manual containing the accountable manager's signed commitment statement constitutes formal acceptance.

**AMC M.B.602 (b) Initial approval**

CAAN should indicate approval of the maintenance organisation manual in writing.

**AMC M.B.602 (c) Initial approval**

1. CAAN should determine by whom, and how the audit shall be conducted. For example, it will be necessary to determine whether one large team audit or a short series of small team audits or a long series of single man audits are most appropriate for the particular situation.
2. The audit may be carried out on a product line type basis. For example, in the case of an organisation with Socata TB20 and Piper PA 28 ratings, the audit is concentrated on one type only for a full compliance check. Dependent upon the result, the second type may only require a sample check that should at least cover the activities identified as weak for the first type.
3. CAAN auditing surveyor should always ensure that he/she is accompanied throughout the audit by a senior technical member of the organisation. The reason for being accompanied is to ensure the organisation is fully aware of any findings during the audit.
4. The auditing surveyor should inform the senior technical member of the organisation at the end of the audit visit on all findings made during the audit.

**AMC M.B.602 (e) Initial approval**

1. Findings should be recorded on an audit report form with a provisional categorisation as a level 1 or 2. Subsequent to the audit visit that identified the particular findings, CAAN should review the provisional finding levels, adjusting them if necessary and change the categorization from 'provisional' to 'confirmed'.
2. All findings should be confirmed in writing to the applicant organisation within 2 weeks of the audit visit.
3. There may be occasions when CAAN finds situations in the applicant's organisation on which it is unsure about compliance. In this case, the organisation should be informed about possible

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non-compliance at the time and the fact that the situation will be reviewed within CAAN before a decision is made. If the review concludes that there is no finding then a verbal confirmation to the organisation will suffice.

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**AMC M.B.602 (f) Initial approval**

1. The audit report should be made de on a CAAN Form 6F (see appendix VI).
2. A quality review of the CAAN Form 6F audit report should be carried out by a competent independent person nominated by CAAN . The review should take into account the relevant paragraphs of M.A. Subpart F, the categorisation of finding levels and the closure action taken. Satisfactory review of the audit form should be indicated by a signature on the CAAN Form 6F.

**AMC M.B.602 (g) Initial approval**

The audit reports should include the date each finding was cleared together with reference to CAAN report or letter that confirmed the clearance.

**AMC M.B.603 (a) Issue of approval**

1. CAAN shall issue the approval for maintenance organizations. CAAN shall carry out the initial and subsequent audits in this regard.
2. The approval should be based upon the organisational capability relative to M.A. Subpart F compliance and not limited by reference to individual CAAN certificated products.

For example, if the organisation is capable of maintaining within the limitation of M.A. Subpart F the Cessna 100 series aircraft the approval schedule should state A2 Cessna 100 series and not Cessna 172 RG which is a particular designator for one of many Cessna 100 series.

**AMC M.B.603 (c) Issue of approval**

The numeric sequence of the approval reference should be unique to the particular approved maintenance organisation.

**AMC M.B.604 (b) Continuing oversight**

1. Where CAAN has decided that a series of audit visits are necessary to arrive at a complete audit of an approved maintenance organisation, the program should indicate which aspects of the approval will be covered on each visit.
2. It is recommended that part of an audit concentrates on the organisations internal self monitoring reports produced by the organisational review to determine if the organisation is identifying and correcting its problems.
3. At the successful conclusion of the audit(s) including verification of the manual, an audit report form should be completed by the auditing surveyor including all recorded findings, closure actions and recommendation. A CAAN Form 6F should be used for this activity.

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4. Credit may be claimed by CAAN surveyor(s) for specific item audits completed during the preceding 23-month period subject to four conditions:

(a) the specific item audit should be the same as that required by M.A. Subpart F latest amendment, and

(b) there should be satisfactory evidence on record that such specific item audits were carried out and that all corrective actions have been taken, and

(c) CAAN surveyor(s) should be satisfied that there is no reason to believe standards have deteriorated in respect of those specific item audits being granted a back credit;

(d) the specific item audit being granted a back credit should be audited not later than 24 months after the last audit of the item.

**AMC M.B.605 (b) 1- Findings**

For a level 1 finding it may be necessary for CAAN to ensure that further maintenance and recertification of all affected products is accomplished, dependent upon the nature of the finding.

**AMC M.B.606 Changes**

1. Changes in nominated persons

CAAN should have adequate control over any changes to personnel specified in M.A.606 (a) and (b). Such changes will require an amendment to the manual.

2. It is recommended that a simple manual status sheet is maintained which contains information on when an amendment was received by CAAN and when it was approved.

3. CAAN should define the class of amendments to the manual which may be incorporated through indirect approval. In this case a procedure should be stated in the amendment section of the maintenance organisation manual.

4. The approved maintenance organisation should submit each manual amendment to CAAN whether it is an amendment for CAAN approval or an indirectly approved amendment. Where the amendment requires CAAN approval, CAAN when satisfied, should indicate its approval in writing. Where the amendment has been submitted under the indirect approval procedure CAAN should acknowledge receipt in writing.

5. The following changes to the M.A. Subpart F approval should not be subject to the indirect approval procedure:

- Name change
- Change of accountable manager
- Address change
- Approval scope and rating

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- New facility
- Any other change to the approval designated by CAAN.

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**Subpart G CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION**  
**AMC M.B.701 (a) Application**

1. CAAN should not expect the documents listed in M.B.701 (a) to be submitted in a completed state with the initial application for grant or change since each may require approval in its own right and may be subject to amendment as a result of CAAN assessment during the technical investigations. Draft documents should be submitted at the earliest opportunity so that investigation of the application can begin. Grant or change cannot be achieved until CAAN is in possession of completed documents.

2. This information is required to enable CAAN to conduct its investigation, to assess the volume of maintenance work necessary and the locations at which it will be accomplished.

3. The applicant should inform CAAN where base and scheduled line maintenance is to take place and give details of any contracted maintenance which is in addition to that provided in response to M.A.201 (h) 2 or M.A.708 (c).

4. At the time of application, the operator should have arrangements for all base and scheduled line maintenance in place for an appropriate period of time, as accepted to the competent authority. The operator should establish further arrangements in due course before the maintenance is due.

Base maintenance contracts for high-life time checks may be based on one time contracts, when CAAN considers that this is compatible with the operator's fleet size.

**AMC M.B.702 (a) Initial approval**

( a) Formally indicate in writing' means that a CAAN Form 4 should be used for this activity. With the exception of the accountable manager, a CAAN Form 4 should be completed for each person nominated to hold a position required by M.A.706 (b), (c) and (d).

(b) In the case of the accountable manager approval of the continuing airworthiness management exposition containing the accountable manager's signed commitment statement constitutes formal acceptance.

**AMC M.B.702 (b) Initial approval**

(a) CAAN should indicate approval of the continuing airworthiness management exposition in writing.

(b) Contracts for sub-contracting continuing airworthiness management tasks by operators should be included in the continuing airworthiness organisation exposition. The competent authorities should verify that the standards set forth in AMC M.A.201 (h) 1 have been met when approving the exposition

**AMC M.B.702 (c) Initial approval**

(a) CAAN should determine by whom, and how the audit shall be conducted. For example, it will be necessary to determine whether one large team audit or a short series of small team audits or a long series of single man audits are most appropriate for the particular situation.

(b) The audit may be carried out on a product line type basis. For example, in the case of an organisation with Airbus A320 and Airbus A310 ratings, the audit is concentrated on one type only for a full compliance check. Dependent upon the result, the second type may only require a sample check that should at least cover the activities identified as weak for the first type.

(c) When determining the scope of the audit and which activities of the organisation will be assessed during the audit, the privileges of the approved organisation should be taken into account, e.g. approval to carry out airworthiness reviews.

(d) CAAN auditing surveyor should always ensure that he/she is accompanied throughout the audit by a senior technical member of the organisation. Normally this is the quality manager. The reason for being accompanied is to ensure the organisation is fully aware of any findings during the audit.

(e) The auditing surveyor should inform the senior technical member of the organisation at the end of the audit visit on all findings made during the audit.

**AMC M.B.702 (e) Initial approval**

1. Findings should be recorded on an audit report form with a provisional categorisation as a level 1 or 2. Subsequent to the audit visit that identified the particular findings, CAAN should review the provisional finding levels, adjusting them if necessary and change the categorization from 'provisional' to 'confirmed'.

a) All findings should be confirmed in writing to the applicant organisation within 2 weeks of the audit visit.

b) There may be occasions when CAAN finds situations in the applicant's organisation on which it is unsure about compliance. In this case, the organisation should be informed about possible non-compliance at the time and the fact that the situation will be reviewed within CAAN before a decision is made. If the review concludes that there is no finding then a verbal confirmation to the organisation will suffice.

**AMC M.B.702 (f) Initial approval**

1 . The audit report form should be the CAAN Form 13 (appendix VII).

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2. A quality review of the CAAN Form 13 audit report should be carried out by a competent independent person nominated by the competent authority. The review should take into account the relevant paragraphs of M.A. Subpart G, the categorisation of finding levels and the closure action taken. Satisfactory review of the audit form should be indicated by a signature on the CAAN Form 13.

**AMC M.B.702 (g) Initial approval**

The audit reports should include the date each finding was cleared together with reference to CAAN report or letter that confirmed the clearance.

**AMC M.B.703 (a) Issue of approval**

1. The initial approval/ renewal should be granted after an audit of the continuing airworthiness management organization facilities is carried out by CAAN .

2. The approval should be based upon the aircraft maintenance programmes relative to M.A. Subpart G compliance and not limited by reference to individual CAAN certificated aircraft.

NOTE: For example, if the organisation is capable of maintaining within the limitation of M.A. Subpart G the Airbus A 300 series aircraft the approval schedule should state Airbus A300 series under maintenance programme XXX and Airbus A300-600 series under maintenance programme YYY.

**AMC M.B.703 (c) Issue of approval**

The numeric sequence should be unique to the particular M.A. Subpart G Continuing Airworthiness Management Organisation.

**AMC M.B.703 (d) Issue of Approval**

1. The approval of an operator's continuing airworthiness management organisation should be indicated by means of a statement containing the following information:

- a) Air operator Certificate number;
- b) Name of the operator;
- c) Type(s) of aircraft for which the continuing airworthiness management organisation has been approved;
- d) Reference identification of the operator's approved maintenance programme(s);
- e) Reference identification of the operators approved continuing airworthiness management exposition; and
- f) Any limitations imposed by CAAN of operator on the approval.
- g) Any subcontractors working under the operator's quality system.

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2 . The CAAN form 14 may be used for the subparagraph 1 statement.

3. In the case the continuing airworthiness management organisation of the operator is approved to manage the continuing airworthiness of non commercial air transport aircraft under an arrangement with the owner, and/or to carry out airworthiness reviews, these privileges should be put on a CAAN Form 14.

**AMC M.B.704 (b) Continuing oversight**

1. Where CAAN has decided that a series of audit visits are necessary to arrive at a complete audit of an approved continuing airworthiness management organisation, the program should indicate which aspects of the approval will be covered on each visit.

2. It is recommended that part of an audit concentrates on two ongoing aspects of the M.A. Subpart G approval, namely the organisations internal self monitoring quality reports produced by the quality monitoring personnel to determine if the organisation is identifying and correcting its problems and secondly the number of concessions granted by the quality manager.

3. At the successful conclusion of the audit(s) including verification of the exposition, an audit report form should be completed by the auditing surveyor including all recorded findings, closure actions and recommendation. A CAAN Form 13 should be used for this activity.

4. Credit may be claimed by CAAN Surveyor(s) for specific item audits completed during the preceding 11 month period subject to four conditions:

a) the specific item audit should be the same as that required by M.A. Subpart G latest amendment, and

b) there should be satisfactory evidence on record that such specific item audits were carried out and that all corrective actions have been taken, and

c) CAAN surveyor(s) should be satisfied that there is no reason to believe standards have deteriorated in respect of those specific c item audits being granted a back credit;

d) the specific item audit being granted a back credit should be audited not later than 12 months after the last audit of the item.

5. When an operator sub-contracts continuing airworthiness management tasks all subcontracted organisations should also be audited by CAAN at periods not exceeding 12 months to ensure they fully comply with M.A. Subpart G. For these audits, CAAN auditing surveyor should always ensure that he/she is accompanied throughout the audit by a senior technical member of the operator. All findings should be sent to and corrected by the operator.

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**AMC M.B.705 (b) 1- Findings**

1. For a level 1 finding CAAN should inform the owner/operator and CAAN of any potentially affected aircraft in order that corrective action can be taken to ensure possible unsafe conditions on these aircraft are corrected before further flight.
2. Furthermore, a level 1 finding could lead to a non compliance to be found on an aircraft as specified in M.B. 303 (g). In this case, proper action as specified in M.B.303 (h) would be taken.

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**AMC M.B.706 Changes**

1. Changes in nominated persons CAAN should have adequate control over any changes to the personnel specified in M.A.706 (a), (b), (c) and (d). Such changes will require an amendment to the exposition.
2. It is recommended that a simple exposition status sheet is maintained which contains information on when an amendment was received by CAAN and when it was approved.
3. CAAN should define the class of amendments to the exposition which may be incorporated through indirect approval. In this case a procedure should be stated in the amendment section of the approved continuing airworthiness organisation exposition.
4. The approved continuing airworthiness organisation should submit each exposition amendment to CAAN whether it be an amendment for CAAN approval or an indirectly approved amendment. Where the amendment requires CAAN approval, CAAN when satisfied, should indicate its approval in writing. Where the amendment has been submitted under the indirect approval procedure CAAN should acknowledge receipt in writing.
5. The following changes to the M.A. Subpart G approval should not be subject to the indirect approval procedure:
  - Name change
  - Change of accountable manager
  - Address change
  - Approval scope and rating
  - New facility
  - Any other change to the approval designated by CAAN .

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**Subpart I AIRWORTHINESS REVIEW CERTIFICATE**  
**AMC M.B.901 Assessment of recommendations**

1. The result of the verification and the investigation of a recommendation should be sent to the applicant within 30 days. If corrective action has been requested before the issuance of an airworthiness review certificate, CAAN may decide a further period for the assessment of the requested corrective action.

2. The verification of the compliance statement required by M.B.901 does not mean repeating the airworthiness review itself. However CAAN should verify that the M.A. Subpart G organisation has carried out a complete and accurate assessment of the airworthiness of the aircraft.

3. Depending on the content of the recommendation, the history of the particular aircraft, and the knowledge of the M.A. Subpart G organisation making the recommendation in terms of experience, number and correction of findings and previous recommendations the extent of the investigation will vary. Therefore, whenever possible the person carrying out the investigation should be involved in the oversight of the M.A. Subpart G organisation making the recommendation.

4. In some cases, the inspector may decide that it is necessary to organise:

- a. a physical survey of the aircraft, or;
- b. a full or partial airworthiness review.

In this case, the inspector should inform the M.A. Subpart G organisation making the recommendation with sufficient notice so that it may organise itself according to M.A.901 (e).

Furthermore, this part of the investigation should be carried out by appropriate airworthiness review staff in accordance with M.B.902(b).

5. Only when satisfied the aircraft is airworthy, should the inspector issue an airworthiness review certificate.

**AMC M.B.902 (b) Airworthiness review by CAAN**

1. A person qualified in accordance with AMC M.B.102 (c) subparagraph 1.5 should be considered as holding the equivalent to an aeronautical degree.

2. An appropriate CAAN Aircraft Maintenance licence in the subcategory of the aircraft reviewed. It is not necessary to satisfy the recent experience requirements of CAAN Aircraft Maintenance licence at the time of the review nor to hold the type rating on the particular aircraft.

3. To hold a position with appropriate responsibilities means the airworthiness review staff should have a position within CAAN that authorises that person to sign on behalf of CAAN.

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4. A person in CAAN carrying out airworthiness reviews or airworthiness certificate renewal inspections prior to the date of entry into force of NCAR part M should be considered as complying with M.B.902(b).

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**AMC M.B.902 (c) Airworthiness review by CAAN**

The minimum content of the airworthiness review staff record should be:

- Name,
- Date of Birth,
- Basic Education,
- Experience,
- Aeronautical Degree and/or part-66-qualification,
- Initial Training received,
- Type Training received,
- Continuation Training received,
- Experience in continuing airworthiness and within the organisation,
- Responsibilities of current job.

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