

## **NCAR PART-M**

### **CONTINUING AIRWORTHINESS REQUIREMENTS**

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## **FOREWORD**

Rule 16 of the Civil Aviation Regulation 2002 stipulates the conditions necessary for a Certificate of Airworthiness to remain in force i.e. to keep the aircraft in a state of continued airworthiness. This is ensured by issuing certificates of airworthiness to an aircraft and subjecting the aircraft to annual airworthiness review certificates (ARC). CAR-M specifies certain technical requirements to be complied by organisations and personnel involved in the maintenance of aircraft and aeronautical products, parts and appliances in order to demonstrate the capability and means of discharging the obligations and associated privileges thereof. The NCAR part M also specifies conditions of issuing, maintaining, amending, suspending or revoking certificates attesting such compliance.

It is imperative that owners/operators and lessors/ lessees are aware of their responsibility and accountability of keeping the aircraft in a continuing state of airworthiness. This NCAR part M lays down the requirements of continuing airworthiness and which are harmonized with EASA Part M regulation.

The NCAR part M is applicable to all operators of Nepalese registered aircraft irrespective of whether such aircraft are maintained by their own organization or by other approved maintenance organization. For organization operating aircraft, compliance with this NCAR part M is mandatory. The compliance will also depend upon the size of the organization. The applicability will include private operators (General Aviation), flying training institutes. To provide sufficient time for the aeronautical industry to adapt to the new NCAR part M, the requirements shall enter into force from 15<sup>th</sup> July 2015. This NCAR part M is released after careful consideration of the comments received on the draft and meetings and workshops held with the aeronautical industry on the subject. Rule 28 of the Civil Aviation Regulation 2002 stipulates that organizations engaged in the maintenance of aircraft and aircraft components shall be approved.

This NCAR part M provides common technical standards and guidelines for continued airworthiness of an aircraft and its components and is issued under the provisions of Rule 82 of the Civil Aviation Regulation 2002.

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Ram Prasad Neupane  
Director General  
Civil Aviation Authority of Nepal

## **RECORD OF REVISIONS**

### **Initial Issue (Revision 0)**

This CAR M provides common technical standards and guidelines for continued airworthiness of an aircraft and its components with an effective date of (to be issued later).

## **GENERAL**

### **M.1**

For the purpose of this NCAR part, CAAN shall be the competent authority:

1. for the oversight of the continuing airworthiness of individual aircraft and the issue of airworthiness review certificates.
2. for the oversight of a maintenance organisation as specified in M.A. Subpart F.
3. for the oversight of a continuing airworthiness management organisation as specified in M.A. Subpart G.
4. for the approval of maintenance programmes.
  - (i) For aircraft registered in Nepal.
  - (ii) For aircraft used in commercial transport by Nepalese Operator, if agreed by State of Registry.
  - (iii) By derogation from paragraph 4(i), when the continuing airworthiness of an aircraft not used in commercial air transport is managed by a continuing airworthiness management organisation approved in accordance with Section A,

Subpart G of NCAR part M not subject to the oversight of the State of registry, and only if agreed with the State of registry prior to the approval of the maintenance programme.

### **M.2 Objective**

This CAR establishes common technical requirements and administrative procedures for ensuring the continuing airworthiness of aircraft, including any component for installation thereto, which are:

- (a) registered in Nepal; or
- (b) registered in a foreign country and used by a Nepalese operator for which Nepal ensures oversight of operations.

The provisions of this NCAR part related to commercial air transport are applicable to AOC holders as defined by Rule 4 of the Civil Aviation Regulation 2002.

### **M.3 Definitions**

Within the scope of this CAR, the following definitions shall apply:

- (a) 'aircraft' means any machine that can derive support in the atmosphere from the reactions of the air other than reactions of the air against the earth's surface;
- (b) 'certifying staff' means personnel responsible for the release of an aircraft or a component after maintenance;
- (c) 'component' means any engine, propeller, part or appliance;
- (d) 'continuing airworthiness' means all of the processes ensuring that, at any time in its operating life, the aircraft complies with the airworthiness requirements in force and is in a condition for safe operation;
- (e) 'large aircraft' means an aircraft, classified as an aeroplane with a maximum take-off mass of more than 5700 kg, or a multi-engined helicopter;
- (f) 'maintenance' means any one or combination of overhaul, repair, inspection, replacement, modification or defect rectification of an aircraft or component, with the exception of pre-flight inspection;
- (g) 'Organisation' means a natural person, a legal person or part thereof. Such an organisation may be established at more than one location whether or not within the territory of Nepal;
- (h) 'Pre-flight inspection' means the inspection carried out before flight to ensure that the aircraft is fit for the intended flight.
- (i) For the purpose of this NCAR part, "Light Aircraft" means the following aircrafts
- i. an aeroplane, sailplane or powered sailplane with a Maximum Take-off Mass (MTOM) less than 1000 kg that is not classified as complex motor-powered aircraft;
  - ii. a balloon with a maximum design lifting gas or hot air volume of not more than 3400 m<sup>3</sup> for hot air balloons, 1050 m<sup>3</sup> for gas balloons, 300 m<sup>3</sup> for tethered gas balloons;
  - iii. an airship designed for not more than two occupants and a maximum design lifting gas or hot air volume of not more than 2500 m<sup>3</sup> for hot air airships and 1000 m<sup>3</sup> for gas airships
- (j) For the purpose of this CAR, "LSA aircraft" means a light sport aeroplane which has all of the following characteristics:
- i. Maximum Take-off Mass (MTOM) of not more than 600 kg;
  - ii. Maximum stalling speed in the landing configuration (VS0) of not more than 45 knots Calibrated Airspeed (CAS) at the aircraft's maximum certificated take-off mass and most critical centre of gravity;
  - iii. Maximum seating capacity of no more than two persons, including the pilot;
  - iv. Single, non-turbine engine fitted with a propeller;

v. Non-pressurized cabin.

#### **M.4 Continuing Airworthiness Requirements**

(a) The continuing airworthiness of aircraft and components shall be ensured in accordance with the provisions of this NCAR part .

(b) Organisations and personnel involved in the continuing airworthiness of aircraft and components, including maintenance, shall comply with the provisions of NCAR-M, NCAR145 and requirements for licensing of aircraft maintenance personnel, as appropriate.

(c) By derogation from paragraph (a), the continuing airworthiness of aircraft holding a Ferry Flight Permit shall be ensured on the basis of the specific continuing airworthiness arrangements as defined in the Ferry Flight Permit.

#### **M.5 Entry into force**

This CAR shall enter into force with effect from the date communicated by CAA Nepal later.

## **SECTION A TECHNICAL REQUIREMENTS**

### **SUBPART A**

#### ***GENERAL***

##### **M.A.101 Scope**

This NCAR establishes the measures to be taken to ensure that airworthiness is maintained, including maintenance. It also specifies the conditions to be met by the persons or organizations involved in such continuing airworthiness management.

**SUBPART B ACCOUNTABILITY**

**M.A.201 Responsibilities**

(a) The owner is responsible for the continuing airworthiness of an aircraft and shall ensure that no flight takes place unless:

1. the aircraft is maintained in an airworthy condition, and;
2. any operational and emergency equipment fitted is correctly installed and serviceable or clearly identified as unserviceable, and;
3. the airworthiness certificate remains valid, and;
4. the maintenance of the aircraft is performed in accordance with the approved maintenance programme as specified in M.A.302.

(b) When the aircraft is leased, the responsibilities of the owner are transferred to the lessee if:

1. the lessee is stipulated on the registration document, or;
2. detailed in the leasing contract.

Note:-When reference is made in this NCAR to the 'owner', the term owners/operators covers the owner or the lessee, as applicable.

(c) Any person or organisation performing maintenance shall be responsible for the tasks performed.

(d) The pilot-in-command or, in the case of commercial air transport, the operator shall be responsible for the satisfactory accomplishment of the pre-flight inspection. This inspection must be carried out by the pilot or another qualified person but need not be carried out by an approved maintenance organisation or by CAAN Licensed Engineer.

(e) In order to satisfy the responsibilities of paragraph (a),

1. the owner of an aircraft may contract the tasks associated with continuing airworthiness to a continuing airworthiness management organisation approved in accordance with Section A, Subpart G of NCAR-M. In this case, the continuing airworthiness management organisation assumes responsibility for the proper accomplishment of these tasks.
2. An owner who decides to manage the continuing airworthiness of the aircraft under its own responsibility, without a contract in accordance with Appendix I, may nevertheless make a limited contract with a continuing airworthiness management organisation approved in accordance with Section A, Subpart G of NCAR-M, for the development of



the maintenance programme and its approval in accordance with point M.A.302. In that case, the limited contract transfers the responsibility for the development and approval of the maintenance programme to the contracted continuing airworthiness management organisation.

(f) In the case of large aircraft, in order to satisfy the responsibilities of paragraph (a) the owner of an aircraft shall ensure that the tasks associated with continuing airworthiness are performed by an approved continuing airworthiness management organisation. A written contract shall be made in accordance with Appendix I. In this case, the continuing airworthiness management organisation assumes responsibility for the proper accomplishment of these tasks.

(g) Maintenance of large aircraft, aircraft used for commercial air transport and components thereof shall be carried out by a NCAR-145 approved maintenance organisation.

(h) In the case of commercial air transport the operator is responsible for the continuing airworthiness of the aircraft it operates and shall:

1. be approved, as part of the air operator certificate/permit issued by CAAN, pursuant to M.A. Subpart G for the aircraft it operates; and

2. be approved in accordance with NCAR-145 or contract such an organisation; and

3. ensure that paragraph (a) is satisfied.

(i) When an operator is required by CAAN to hold a certificate for commercial operations, other than for commercial air transport, it shall:

1. be appropriately approved, pursuant to M.A. Subpart G, for the management of the continuing airworthiness of the aircraft it operates or contract such an organisation; and

2. be appropriately approved in accordance with M.A. Subpart F or NCAR-145, or contract such organisations; and

3. ensure that paragraph (a) is satisfied.

(j) The owner/operator is responsible for granting the CAAN access to the organisation/aircraft to determine continued compliance with this NCAR part M.

#### **M.A.202 Occurrence reporting**

(a) Any person or organisation responsible in accordance with point M.A.201 shall report to CAAN, the organisation responsible for the type design or supplemental type design and, if applicable, by Airworthiness Authority of the State of Registry, any identified condition of an aircraft or component which endangers flight safety.

(b) Reports shall be made in a manner established by the CAAN and contain all pertinent information about the condition known to the person or organisation.

(c) Where the person or organisation maintaining the aircraft is contracted by an owner or an operator to carry out maintenance, the person or the organisation maintaining the aircraft shall also report to the owner, the operator or the continuing airworthiness management organisation any such condition affecting the owner's or the operator's aircraft or component.

(d) Reports shall be made as soon as practicable, but in any case within 72 hours of the person or organisation identifying the condition to which the report relates.

### **SUBPART C CONTINUING AIRWORTHINESS**

#### **M.A.301 Continuing Airworthiness Tasks**

The aircraft continuing airworthiness and the serviceability of both operational and emergency equipment shall be ensured by:

1. the accomplishment of pre-flight inspections;
2. the rectification of any defect and damage affecting safe operation taking into account, for all large aircraft or aircraft used for commercial air transport, the minimum equipment list and configuration deviation list if applicable to the aircraft type;
3. the accomplishment of all maintenance, in accordance with the M.A.302 approved aircraft maintenance programme;
4. for all large aircraft or aircraft used for commercial air transport the analysis of the effectiveness of the M.A.302 approved maintenance programme;
5. the accomplishment of any applicable:
  - i. airworthiness directive,
  - ii. operational directive with a continuing airworthiness impact,
  - iii. continued airworthiness requirement established by CAAN ,
  - iv. measures mandated by CAAN in immediate reaction to a safety problem;
6. the accomplishment of modifications and repairs in accordance with M.A.304;
7. for non-mandatory modifications and/or inspections, for all large aircraft or aircraft used for commercial air transport the establishment of an embodiment policy;
8. Maintenance check flights when necessary.

### **M.A.302 Aircraft Maintenance Programme**

(a) Maintenance of each aircraft shall be organised in accordance with an aircraft maintenance programme.

(b) The aircraft maintenance programme and any subsequent amendments shall be approved by CAAN .

(c) When the continuing airworthiness of the aircraft is managed by a continuing airworthiness management organisation approved in accordance with Section A, Subpart G of CAR-M, the aircraft maintenance programme and its amendments may be approved through an indirect approval procedure, provided the amendments are submitted to CAAN office at least 15 days before their affectivity and the procedure is documented.

1. In that case, the indirect approval procedure shall be established by the continuing airworthiness management organisation as part of the Continuing Airworthiness Management Exposition and shall be approved by CAAN .

2. The continuing airworthiness management organisation shall not use the indirect approval procedure when this organisation is not under the oversight of the State of Registry, unless an agreement exists in accordance with point M.1, paragraph 4(ii) or 4(iii), as applicable, transferring the responsibility for the approval of the aircraft maintenance programme to CAAN .

(d) The aircraft maintenance programme must establish compliance with :

1. instructions issued by CAAN .

2. instructions for continuing airworthiness issued by the holders of the type certificate, restricted type-certificate, supplemental type-certificate, major repair design approval, TSO authorization or any other relevant approval issued under EASA 21/ FAR 21.

3. additional or alternative instructions proposed by the owner or the continuing airworthiness management organisation once approved in accordance with point M.A.302, except for intervals of safety related tasks referred in paragraph (e), which may be escalated, subject to sufficient reviews carried out in accordance with paragraph (g) and only when subject to direct approval in accordance with point M.A.302(b).

(e) The aircraft maintenance programme shall contain details, including frequency, of all maintenance to be carried out, including any specific tasks linked to the type and the specificity of operations.

(f) For large aircraft, when the maintenance programme is based on maintenance steering group logic or on condition monitoring, the aircraft maintenance programme shall include a reliability programme.

(g) The aircraft maintenance programme shall be subject to periodic reviews and amended accordingly when necessary. These reviews shall ensure that the programme continues to be valid in light of the operating experience and instructions from CAAN whilst taking into account new and/or modified maintenance instructions promulgated by the type certificate and supplementary type certificate holders and any other organization that publishes such data in accordance with EASA 21/FAR 21.

#### **M.A.303 Airworthiness directives**

Any applicable airworthiness directive must be carried out within the requirements of that airworthiness directive, unless otherwise specified by CAAN

#### **M.A.304 Data for modifications and repairs**

Damage shall be assessed and modifications and repairs carried out using data approved by CAAN or by an approved EASA Part 21/ FAA Part 21 design organization, as appropriate.

#### **M.A.305 Aircraft continuing airworthiness record system**

(a) At the completion of any maintenance, the associated M.A.801 certificate of release to service shall be entered in the aircraft continuing airworthiness records. Each entry shall be made as soon as practicable but in no event more than 30 days after the day of maintenance action.

(b) The aircraft continuing airworthiness records shall consist of:

1. an aircraft logbook, engine logbook(s) or engine module log cards, propeller logbook(s) and log cards for any service life limited component as appropriate, and
2. when required in point M.A.306 for commercial air transport or by CAAN for commercial operations other than commercial air transport, the operator's technical log.

(c) The aircraft type and registration mark, the date, together with total flight time and/or flight cycles and/or landings, as appropriate, shall be entered in the aircraft logbooks.

(d) The aircraft continuing airworthiness records shall contain the current:

1. status of airworthiness directives and measures mandated by the CAAN in immediate reaction to a safety problem;
2. status of modifications and repairs;

3. status of compliance with maintenance programme;
4. status of service life limited components;
5. mass and balance report;
6. list of deferred maintenance.

(e) In addition to the authorised release document, CAAN Form 1/ EASA Form1/ FAA 8130 or equivalent, the following information relevant to any component installed shall be entered in the appropriate engine or propeller logbook, engine module or service life limited component log card:

1. identification of the component, and;
2. the type, serial number and registration of the aircraft to which the particular component has been fitted, along with the reference to the installation and removal of the component, and;
3. the particular component accumulated total flight time and/or flight cycles and/or landings and/or calendar time, as appropriate, and;
4. the current paragraph (d) information applicable to the component.

(f) The person responsible for the management of continuing airworthiness tasks pursuant to M.A. Subpart B, shall control the records as detailed in this paragraph and present the records to CAAN upon request.

(g) All entries made in the aircraft continuing airworthiness records shall be clear and accurate. When it is necessary to correct an entry, the correction shall be made in a manner that clearly shows the original entry.

(h) An owner or operator shall ensure that a system has been established to keep the following records for the periods specified:

1. all detailed maintenance records in respect of the aircraft and any life-limited component fitted thereto, at least 24 months after the aircraft or component was permanently withdrawn from service, and;
2. the total time and flight cycles as appropriate, of the aircraft and all life-limited components, at least 12 months after the aircraft or component has been permanently withdrawn from service, and;
3. the time and flight cycles as appropriate, since last scheduled maintenance of the component subjected to a service life limit, at least until the component scheduled

maintenance has been superseded by another scheduled maintenance of equivalent work scope and detail, and;

4. the current status of compliance with maintenance programme such that compliance with the approved aircraft maintenance programme can be established, at least until the aircraft or component scheduled maintenance has been superseded by other scheduled maintenance of equivalent work scope and detail, and;

5. the current status of airworthiness directives applicable to the aircraft and components, at least 12 months after the aircraft or component has been permanently withdrawn from service, and;

6. details of current modifications and repairs to the aircraft, engine(s), propeller(s) and any other component vital to flight safety, at least 12 months after they have been permanently withdrawn from service.

#### **M.A.306 Operator's technical log system**

(a) In the case of commercial air transport, in addition to the requirements of M.A.305, an operator shall use an aircraft technical log system containing the following information for each aircraft:

1. information about each flight, necessary to ensure continued flight safety, and;
2. the current aircraft certificate of release to service, and;
3. the current maintenance statement giving the aircraft maintenance status of what scheduled and out of phase maintenance is next due. The maintenance statement may be kept at the operators engineering office: and;
4. all outstanding deferred defects rectifications that affect the operation of the aircraft, and;
5. any necessary guidance instructions on maintenance support arrangements.

(b) The aircraft technical log system and any subsequent amendment shall be approved by CAAN .

(c) An operator shall ensure that the aircraft technical log is retained for 36 months after the date of the last entry.

#### **M.A.307 Transfer of aircraft continuing airworthiness records**

(a) The owner or operator shall ensure when an aircraft is permanently transferred from one owner or operator to another that the M.A.305 continuing airworthiness records and, if applicable, M.A.306 operator's technical log is also transferred.

(b) The owner shall ensure, when he contracts the continuing airworthiness management tasks to a continuing airworthiness management organisation, that the M.A.305 continuing airworthiness records are transferred to the organisation.

(c) The time periods prescribed for the retention of records shall continue to apply to the new owner, operator or continuing airworthiness management organisation.

**SUBPART D MAINTENANCE STANDARDS**

**M.A.401 Maintenance data**

(a) The person or organisation maintaining an aircraft shall have access to and use only applicable current maintenance data in the performance of maintenance including modifications and repairs.

(b) For the purposes of this NCAR part, applicable maintenance data is:

1. any applicable requirement, procedure, standard or information issued by the competent authority,
2. any applicable airworthiness directive,
3. applicable instructions for continuing airworthiness, issued by type certificate holders, supplementary type certificate holders and any other organisation that publishes such data in accordance with standards acceptable to CAAN.
4. any applicable data issued in accordance with 145.A.45(d).

(c) The person or organisation maintaining an aircraft shall ensure that all applicable maintenance data is current and readily available for use when required. The person or organisation shall establish a work card or worksheet system to be used and shall either transcribe accurately the maintenance data onto such work cards or worksheets or make precise reference to the particular maintenance task or tasks contained in such maintenance data.

**M.A.402 Performance of maintenance**

(a) All maintenance shall be performed by qualified personnel, following the methods, techniques, standards and instructions specified in the M.A.401 maintenance data. Furthermore, an independent inspection shall be carried out after any flight safety sensitive maintenance task unless otherwise specified by NCAR -145 or agreed by the CAAN .

(b) All maintenance shall be performed using the tools, equipment and material specified in the M.A.401 maintenance data unless otherwise specified by NCAR -145. Where necessary, tools and equipment shall be controlled and calibrated to an officially recognised standard.

(c) The area in which maintenance is carried out shall be well organised and clean in respect of dirt and contamination.

(d) All maintenance shall be performed within any environmental limitations specified in the M.A.401 maintenance data.



- (e) In case of inclement weather or lengthy maintenance, proper facilities shall be used.
- (f) After completion of all maintenance a general verification must be carried out to ensure the aircraft or component is clear of all tools, equipment and any other extraneous parts and material, and that all access panels removed have been refitted.

**M.A.403 Aircraft defects**

- (a) Any aircraft defect that hazards seriously the flight safety shall be rectified before further flight.
- (b) Only the authorised certifying staff, according to points M.A.801(b)1, M.A.801(b)2, M.A.801(c), M.A.801(d) or NCAR 145 can decide, using M.A.401 maintenance data, whether an aircraft defect hazards seriously the flight safety and therefore decide when and which rectification action shall be taken before further flight and which defect rectification can be deferred. However, this does not apply when:
1. the approved minimum equipment list as mandated by the CAAN is used by the pilot and AME; or,
  2. aircraft defects are defined as being acceptable by CAAN .
- (c) Any aircraft defect that would not hazard seriously the flight safety shall be rectified as soon as practicable, after the date the aircraft defect was first identified and within any limits specified in the maintenance data.
- (d) Any defect not rectified before flight shall be recorded in the M.A.305 aircraft maintenance record system or M.A.306 operator's technical log system as applicable.

## **SUBPART E COMPONENTS**

### **M.A.501 Installation**

(a) No component may be fitted unless it is in a satisfactory condition, has been appropriately released to service on a CAAN Form 1 or equivalent and is marked in accordance with standards acceptable to CAAN, NCAR 145 or NCAR-M Section A, Subpart F.

(b) Prior to installation of a component on an aircraft the person or approved maintenance organisation shall ensure that the particular component is eligible for fitment.

(c) Standard parts shall only be fitted to an aircraft or a component when the maintenance data specifies the particular standard part. Standard parts shall only be fitted when accompanied by evidence of conformity traceable to the applicable standard.

(d) Material being either raw material or consumable material shall only be used on an aircraft or a component when the aircraft or component manufacturer states so in relevant maintenance data or as specified in NCAR -145. Such material shall only be used when 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.

### **M.A.502 Component maintenance**

a) The maintenance of components shall be performed by maintenance organizations appropriately approved in accordance with Section A, Subpart F of CAR-M or with NCAR145.

b) By derogation from paragraph (a), maintenance of a component in accordance with aircraft maintenance data or, if agreed by CAAN, in accordance with component maintenance data, may be performed by an A rated organisation approved in accordance with Section A, Subpart F of NCAR-M or NCAR 145 as well as by certifying staff referred to in point M.A.801(b)2 only whilst such components are fitted to the aircraft. Nevertheless, such organisation or certifying staff may temporarily remove this component for maintenance, in order to improve access to the component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph. Component maintenance performed in accordance with this paragraph is not eligible for the issuance of a CAAN Form 1 and shall be subject to the aircraft release requirements provided for in point M.A.801.

c) By derogation from paragraph (a), maintenance of an engine/Auxiliary Power Unit (APU) component in accordance with engine/APU maintenance data or, if agreed by CAAN, in accordance with component maintenance data, may be performed by a B rated organisation approved in accordance with Section A, Subpart F of NCAR-M or NCAR 145 only whilst such components are fitted to the engine/APU. Nevertheless, such B

rated organisation may temporarily remove this component for maintenance, in order to improve access to the component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph.

d) By derogation from paragraph (a) and point M.A.801(b)2, maintenance of a component while installed or temporarily removed from a Light aircraft not used in commercial air transport and performed in accordance with component maintenance data, may be performed by certifying staff referred to in point M.A.801(b)2, except for:

1. overhaul of components other than engines and propellers, and;
2. overhaul of engines and propellers for aircraft other than CS-VLA, CS-22 and LSA.

Component maintenance performed in accordance with paragraph (d) is not eligible for the issuance of a CAAN Form 1 and shall be subject to the aircraft release requirements provided for in point M.A.801.

#### **M.A.503 Service life limited components**

Installed service life limited components shall not exceed the approved service life limit as specified in the approved maintenance programme and airworthiness directives, except as provided for in point M.A.504(c).

#### **M.A.504 Control of unserviceable components**

a) A component shall be considered unserviceable in any one of the following circumstances:

1. expiry of the service life limit as defined in the maintenance program;
2. non-compliance with the applicable airworthiness directives and other continued airworthiness requirement mandated by CAAN ;
3. absence of the necessary information to determine the airworthiness status or eligibility for installation;
4. evidence of defects or malfunctions;
5. involvement in an incident or accident likely to affect its serviceability.

b) Unserviceable components shall be identified and stored in a secure location under the control of an approved maintenance organisation until a decision is made on the future status of such component. Nevertheless, for aircraft not used in commercial air transport other than large aircraft, the person or organisation that declared the component unserviceable may transfer its custody, after identifying it as unserviceable, to the aircraft owner provided that such transfer is reflected in the aircraft logbook or engine logbook or component logbook.'

c) 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 M.A.304.

d) Any person or organisation accountable under NCAR-M shall, in the case of a paragraph (c) unsalvageable components:

1. retain such component in the paragraph (b) location, or;
2. arrange for the component to be mutilated in a manner that ensures that it is beyond economic salvage or repair before relinquishing responsibility for such component.

e) Notwithstanding paragraph (d) a person or organisation accountable under CAR-M may transfer responsibility of components classified as unsalvageable to an organisation for training or research without mutilation.

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

### **M.A.601 Scope**

This Subpart establishes the requirements to be met by an organisation to qualify for the issue or continuation of an approval for the maintenance of aircraft and components not listed in point M.A.201 (g).

### **M.A.602 Application**

An application for issue or variation of a maintenance organisation approval shall be made on a CAAN form 2 (Appendix IX).

### **M.A.603 Extent of approval**

(a) The grant of approval is indicated by the issue of a certificate (included in Appendix V) by the CAAN . The M.A.604 approved maintenance organisation's manual must specify the scope of work deemed to constitute approval. The Appendix IV to this CAR defines all classes and ratings possible under M.A.Subpart F.

(b) An approved maintenance organisation may fabricate, in conformity with maintenance data, a restricted range of parts for the use in the course of undergoing work within its own facilities, as identified in the maintenance organisation manual.

### **M.A.604 Maintenance organisation manual**

a) The maintenance organisation shall provide a manual containing at least the following information:

1. a statement signed by the accountable manager to confirm that the organisation will continuously work in accordance with CAR M and the manual at all times, and;
2. the organisation's scope of work, and;
3. the title(s) and name(s) of person(s) referred to in M.A.606(b), and;
4. an organization chart showing associated chains of responsibility between the person(s) referred to in M.A.606(b), and;
5. a list of certifying staff with their scope of approval, and;
6. a list of locations where maintenance is carried out, together with a general descriptions of the facilities;
7. procedures specifying how the maintenance organisation ensures compliance with this CAR, and;

8. the maintenance organisation manual amendment procedure(s).

b) The maintenance organisation manual and its amendments shall be approved by the CAAN.

c) Notwithstanding paragraph (b) minor amendments to the manual may be approved through a procedure (hereinafter called indirect approval) provided the amendments are submitted to CAAN at least 15 days before their effectivity and the procedure is documented.

#### **M.A.605 Facilities**

The organisation shall ensure that:

a) Facilities are provided for all planned work, specialised workshops and bays are segregated as appropriate, to ensure protection from contamination and the environment.

b) Office accommodation is provided for the management of all planned work including in particular, the completion of maintenance records.

c) Secure storage facilities are provided for components, equipment, tools and material.

Storage conditions shall ensure segregation of unserviceable components and material from all other components, material, equipment and tools. Storage conditions shall be in accordance with the manufacturers' instructions and access shall be restricted to authorised personnel.

#### **M.A.606 Personnel requirements**

a) The organisation shall appoint an accountable manager, 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 NCAR part.

b) A person or group of persons shall be nominated with the responsibility of ensuring that the organisation is always in compliance with this Subpart. Such person(s) shall be ultimately responsible to the accountable manager.

c) All paragraph (b) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft and/or component maintenance.

d) The organisation shall have appropriate staff for the normal expected contracted work.

The use of temporarily sub-contracted staff is permitted in the case of higher than normally expected contracted work and only for personnel not issuing a certificate of release to service.

e) The qualification of all personnel involved in maintenance shall be demonstrated and recorded.

f) Personnel who carry out specialised tasks such as welding, non-destructive testing/inspection other than colour contrast shall hold relevant certificate of competency.

g) The maintenance organisation shall have sufficient certifying staff to issue M.A.612 and M.A.613 certificates of release to service for aircraft and components. They shall comply with the requirements of CAAN Aircraft Maintenance Engineers Licencing requirements.

h) By derogation from paragraph (g), the organisation may use certifying staff qualified in accordance with the following provisions when providing maintenance support to operators involved in commercial operations, subject to appropriate procedures to be approved as part of the organisation's manual:

1. For a repetitive pre-flight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive, the organisation may issue a limited certifying staff authorisation to the aircraft commander on the basis of the flight crew licence held, provided that the organisation ensures that sufficient practical training has been carried out to ensure that such person can accomplish the airworthiness directive to the required standard;

2. In the case of aircraft operating away from a supported location the organisation may issue a limited certifying staff authorisation to the aircraft commander on the basis of the flight crew licence, provided that the organisation ensures that sufficient practical training has been carried out to ensure that such person can accomplish the task to the required standard.'

#### **M.A.607 Certifying staff**

a) In addition to M.A.606(g), certifying staff can only exercise their privileges, if the organisation has ensured:

1. that certifying staff can demonstrate that they meet the requirements for issue of CAAN Aircraft maintenance Engineers licence,

2. that certifying staff have an adequate understanding of the relevant aircraft and/or aircraft component(s) to be maintained together with the associated organisation procedures.

b) In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff is available, the maintenance organisation contracted to provide maintenance support may issue a one-off certification authorisation as documented in their approved organisation exposition:

1. to one of its employees holding type qualifications on aircraft of similar technology, construction and systems; or
2. to any person with not less than three years maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification provided there is no organisation appropriately approved under this NCAR part at that location and the contracted organisation obtains and holds on file evidence of the experience and the licence of that person.

All such cases must be reported to CAAN within seven days of the issuance of such certification authorisation. The approved maintenance organisation issuing the one-off certification authorisation shall ensure that any such maintenance that could affect flight safety is re-checked.

(c) The approved maintenance organisation shall record all details concerning certifying staff and maintain a current list of all certifying staff together with their scope of approval as part of the organisation's manual pursuant to point M.A.604(a)5.

#### **M.A.608 Components, equipment and tools**

(a) The organisation shall:

1. hold the equipment and tools specified in the maintenance data described in point M.A.609 or verified equivalents as listed in the maintenance organisation manual as necessary for day-to-day maintenance within the scope of the approval; and,
2. demonstrate that it has access to all other equipment and tools used only on an occasional basis.

(b) Tools and equipment shall be controlled and calibrated to an officially recognized standard. Records of such calibrations and the standard used shall be kept by the organisation.

(c) The organisation shall inspect, classify and appropriately segregate all incoming components.

#### **M.A.609 Maintenance data**

The approved maintenance organisation shall hold and use applicable current maintenance data specified in M.A.401 in the performance of maintenance including modifications and repairs. In the case of customer provided maintenance data, it is only necessary to have such data when the work is in progress.

#### **M.A.610 Maintenance work orders**



Before the commencement of maintenance a written work order shall be agreed between the organisation and the organisation requesting maintenance to clearly establish the maintenance to be carried out.'

#### **M.A.611 Maintenance standards**

All maintenance shall be carried out in accordance with the requirements of M.A. Subpart D.

#### **M.A.612 Aircraft certificate of release to service**

At the completion of all required aircraft maintenance in accordance with this Subpart an aircraft certificate of release to service shall be issued according to M.A.801.

#### **M.A.613 Component certificate of release to service**

(a) At the completion of all required component maintenance in accordance with this Subpart a component certificate of release to service shall be issued in accordance with point M.A.802. CAAN Form 1 shall be issued except for those components maintained in accordance with points M.A.502(b) and M.A.502(d) and components fabricated in accordance with point M.A.603(b).

(b) The component certificate of release to service document, CAAN Form 1 may be generated from a computer database.

#### **M.A.614 Maintenance records**

(a) The approved maintenance organisation shall record all details of work carried out.

Records necessary to prove all requirements have been met for issuance of the certificate of release to service including the sub-contractor's release documents shall be retained.

(b) The approved maintenance organisation shall provide a copy of each certificate of release to service to the aircraft owner, together with a copy of any specific approved repair/modification data used for repairs/modifications carried out.

(c) The approved maintenance organisation shall retain a copy of all maintenance records and any associated maintenance data for three years from the date the aircraft or aircraft component to which the work relates was released from the approved maintenance organisation.

1. The records shall be stored in a manner that ensures protection from damage and theft.

2. All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.

3. Where an approved maintenance organisation terminates its operation, all retained maintenance records covering the last two years shall be distributed to the last owner or customer of the respective aircraft or component or shall be stored as specified by CAAN.

#### **M.A.615 Privileges of the organisation**

The maintenance organisation approved in accordance with Section A, Subpart F of this CAR, may:

- (a) maintain any aircraft and/or component for which it is approved at the locations specified in the approval certificate and the maintenance organisation manual;
- (b) arrange for the performance of specialized services under the control of the maintenance organisation at another organisation appropriately qualified, subject to appropriate procedures being established as part of the Maintenance Organisation Manual approved by CAAN directly;
- (c) maintain any aircraft and/or component for which it is approved at any location subject to the need of such maintenance arising either from the un serviceability of the aircraft or from the necessity of supporting occasional maintenance, subject to the conditions specified in the Maintenance Organisation Manual;
- (d) issue certificates of release to service on completion of maintenance, in accordance with point M.A.612 or point M.A.613.’

#### **M.A.616 Organisational review**

To ensure that the approved maintenance organisation continues to meet the requirements of this Subpart, it shall organise, on a regular basis, organisational reviews.

#### **M.A.617 Changes to the approved maintenance organisation**

In order to enable CAAN to determine continued compliance with this part of the NCAR, the approved maintenance organisation shall notify it of any proposal to carry out any of the following changes, before such changes take place:

- 1. the name of the organisation;
- 2. the location of the organisation;
- 3. additional locations of the organisation;

4. the accountable manager;
5. any of the persons specified in paragraph M.A.606(b);
6. the facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the approval.

In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.

**M.A.618 Continued validity of approval**

(a) An approval shall be issued for a maximum period of one year unless otherwise specified. It shall remain valid subject to:

1. the organization remaining in compliance with this part of NCAR, in accordance with the provisions related to the handling of findings as specified under M.A.619, and;
2. the CAAN being granted access to the organization to determine continued compliance with this part NCAR, and;
3. the approval not being surrendered or revoked;

(b) Upon surrender or revocation, the approval certificate shall be returned to CAAN .

**M.A.619 Findings**

(a) A level 1 finding is any significant non-compliances with CAR-M requirements which lowers the safety standard and hazards seriously the flight safety.

(b) A level 2 finding is any non-compliance with the CAR-M requirements which could lower the safety standard and possibly hazard the flight safety.

(c) After receipt of notification of findings according to M.B.605, the holder of the maintenance organization approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of CAAN within a period of 7 days and 30 days for level 1 & level 2 findings respectively including appropriate corrective action to prevent recurrence of the finding and its root cause.

## **SUBPART G**

### ***CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION***

#### **M.A.701 Scope**

This Subpart establishes the requirements to be met by an organisation to qualify for the issue or continuation of an approval for the management of aircraft continuing airworthiness.

#### **M.A.702 Application**

An application for issue or variation of a continuing airworthiness management organisation approval shall be made on a CAAN Form 2 (Appendix IX).

#### **M.A.703 Extent of approval**

- (a) The approval is indicated on a certificate included in Appendix VI issued by CAAN.
- (b) Notwithstanding paragraph (a), for commercial air transport, the approval shall be part of the air operator certificate/ permit issued by CAAN, for the aircraft operated.
- (c) The scope of work deemed to constitute the approval shall be specified in the continuing airworthiness management exposition in accordance with point M.A.704

#### **M.A.704 Continuing airworthiness management exposition**

(a) The continuing airworthiness management organisation shall provide a continuing airworthiness management exposition containing the following information:

- 1. a statement signed by the accountable manager to confirm that the organisation will work in accordance with this part of CAR and the exposition at all times, and;
- 2. the organisation's scope of work, and;
- 3. the title(s) and name(s) of person(s) referred to in points M.A.706(a), M.A.706(c), M.A.706(d) and M.A.706(i);
- 4. an organisation chart showing associated chains of responsibility between the person(s) referred to in M.A.706(b) and M.A.706(c), and;
- 5. a list of M.A.707 airworthiness review staff, and;
- 6. a general description and location of the facilities, and;
- 7. procedures specifying how the continuing airworthiness management organisation ensures compliance with this NCAR part, and;

8. the continuing airworthiness management exposition amendment procedures.
9. the list of approved aircraft maintenance programmes, or, for aircraft not involved in commercial air transport, the list of “generic” and “baseline” maintenance programmes’
- (b) The continuing airworthiness management exposition and its amendments shall be approved by CAAN
- (c) Notwithstanding paragraph (b), minor amendments to the exposition may be approved indirectly through an indirect approval procedure, provided the amendments are submitted to CAAN local office at least 15 days before their affectivity and the procedure is documented.

#### **M.A.705 Facilities**

The continuing airworthiness management organisation shall provide suitable office accommodation at appropriate locations for the personnel specified in M.A.706.

#### **M.A.706 Personnel requirements**

- (a) The organisation shall appoint an accountable manager, who has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with this Part of NCAR.
- (b) For commercial air transport the paragraph (a) accountable manager shall be the person who also has corporate authority for ensuring that all the operations of the operator can be financed and carried out to the standard required for the issue of an air operator's certificate/ *Permit*.
- (c) A person or group of persons shall be nominated with the responsibility of ensuring that the organisation is always in compliance with this Subpart. Such person(s) shall be ultimately responsible to the accountable manager.
- (d) For commercial air transport, the accountable manager shall designate a nominated post holder. This person shall be responsible for the management and supervision of continuing airworthiness activities, pursuant to paragraph (c).
- (e) The nominated post holder referred to in paragraph (d) shall not be employed by a NCAR -145 approved organisation under contract to the operator, unless specifically agreed by CAAN .
- (f) The organisation shall have sufficient appropriately qualified staff for the expected work.
- (g) All paragraph (c) and (d) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft continuing airworthiness.

(h) The qualification of all personnel involved in continuing airworthiness management shall be recorded.

(i) For organisations extending airworthiness review certificates in accordance with points M.A.711(a)4 and M.A.901(f), the organisation shall nominate persons authorised to do so, subject to approval by CAAN .

(j) The organisation shall define and keep updated in the continuing airworthiness management exposition the title(s) and name(s) of person(s) referred to in points M.A.706(a), M.A.706(c), M.A.706(d) and M.A.706(i).

**M.A.707 Airworthiness review staff**

(a) To be approved to carry out airworthiness reviews, an approved continuing airworthiness management organisation shall have appropriate airworthiness review staff to issue airworthiness review certificates or recommendations referred to in Subpart I, Section A of this NCAR.

1. For all aircraft used in commercial air transport, and aircraft above 2730 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 within the approved organisation with appropriate responsibilities.
- (e) Notwithstanding points “a” to “d”, the requirement laid down in point M.A.707(a)1b may be replaced by five years of experience in continuing airworthiness additional to those already required by point M.A.707(a)1a.

2. For aircraft not used in commercial air transport of 2730 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 within the approved organisation with appropriate responsibilities;

(e) Notwithstanding points “a” to “d”, the requirement laid down in point M.A.707(a)2b may be replaced by four years of experience in continuing airworthiness additional to those already required by point M.A.707(a)2a.

(b) Airworthiness review staff nominated by the approved continuing airworthiness management organisation can only be issued an authorisation by the approved continuing airworthiness management organisation when formally accepted by the CAAN after satisfactory completion of an airworthiness review under supervision.

(c) The organisation shall ensure that aircraft airworthiness review staff can demonstrate appropriate recent continuing airworthiness management experience.

(d) Airworthiness review staff shall be identified by listing each person in the continuing airworthiness management exposition together with their airworthiness review authorisation reference.

(e) The organisation 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 and a copy of the authorisation. This record shall be retained until two years after the airworthiness review staff have left the organisation.

#### **M.A.708 Continuing airworthiness management**

(a) All continuing airworthiness management shall be carried out according to the prescriptions of M.A Subpart C.

(b) For every aircraft managed, the approved continuing airworthiness management organisation shall:

1. develop and control a maintenance programme for the aircraft managed including any applicable reliability programme,
2. Present the aircraft maintenance programme and its amendments to CAAN for approval, unless covered by an indirect approval procedure in accordance with point M.A.302(c), and provide a copy of the programme to the owner of aircraft not involved in commercial air transport,
3. manage the approval of modification and repairs,
4. ensure that all maintenance is carried out in accordance with the approved maintenance programme and released in accordance with M.A. Subpart H,
5. ensure that all applicable airworthiness directives and operational directives with a continuing airworthiness impact, are applied,



6. ensure that all defects discovered during scheduled maintenance or reported are corrected by an appropriately approved maintenance organisation,
7. ensure that the aircraft is taken to an appropriately approved maintenance organisation whenever necessary,
8. coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts, and component inspection to ensure the work is carried out properly,
9. manage and archive all continuing airworthiness records and/or operator's technical log.
10. ensure that the mass and balance statement reflects the current status of the aircraft.

(c) In the case of commercial air transport, when the operator is not appropriately approved to NCAR -145, the operator shall establish a written maintenance contract between the operator and a NCAR 145 approved organisation or another operator, detailing the functions specified under M.A.301-2, M.A.301-3, M.A.301-5 and M.A.301-6, ensuring that all maintenance is ultimately carried out by a NCAR 145 approved maintenance organisation and defining the support of the quality functions of M.A.712(b). The aircraft base, scheduled line maintenance and engine maintenance contracts, together with all amendments, shall be approved by the CAAN . However, in the case of:

1. an aircraft requiring unscheduled line maintenance, the contract may be in the form of individual work orders addressed to the NCAR -145 maintenance organisation.
2. component maintenance, including engine maintenance, the contract as referred to in paragraph (c) may be in the form of individual work orders addressed to the NCAR -145 maintenance organisation.

#### **M.A.709 Documentation**

(a) The approved continuing airworthiness management organisation shall hold and use applicable current maintenance data in accordance with point M.A.401 for the performance of continuing airworthiness tasks referred to in point M.A.708. This data may be provided by the owner or the operator, subject to an appropriate contract being established with such an owner or operator. In such case, the continuing airworthiness management organization only needs to keep such data for the duration of the contract, except when required by point M.A.714.

(b) For aircraft not involved in commercial air transport, the approved continuing airworthiness management organisation may develop “baseline” and/or “generic” maintenance programmes in order to allow for the initial approval and/or the extension of

the scope of an approval without having the contracts referred to in Appendix I to NCAR-M.

These “baseline” and/or “generic” maintenance programmes however do not preclude the need to establish an adequate Aircraft Maintenance Programme in compliance with point M.A.302 in due time before exercising the privileges referred to in point M.A.711.’

**M.A.710 Airworthiness review**

(a) To satisfy the requirement for an M.A.902 airworthiness review of an aircraft, a full documented review of the aircraft records shall be carried out by the approved continuing airworthiness management organisation in order to be satisfied that:

1. airframe, engine and propeller flying hours and associated flight cycles have been properly recorded, and;
2. the flight manual is applicable to the aircraft configuration and reflects the latest revision status, and;
3. all the maintenance due on the aircraft according to the approved maintenance programme has been carried out, and;
4. all known defects have been corrected or, when applicable, carried forward in a controlled manner, and;
5. all applicable airworthiness directives have been applied and properly registered,
6. all modifications and repairs applied to the aircraft have been registered and are approved according to standards acceptable to CAAN;
7. all service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit, and;
8. all maintenance has been released in accordance with this Part of NCAR , and;
9. the current mass and balance statement reflects the configuration of the aircraft and is valid, and;
10. the aircraft complies with the latest revision of its type design approved/ accepted by the CAAN .

(b) The approved continuing airworthiness management organisation's airworthiness review staff shall carry out a physical survey of the aircraft. For this survey, airworthiness review staff not appropriately qualified to the licensing requirements shall be assisted by such qualified personnel.

(c) Through the physical survey of the aircraft, the airworthiness review staff shall ensure that:

1. all required markings and placards are properly installed, and;
2. the aircraft complies with its approved flight manual, and;
3. the aircraft configuration complies with the approved documentation, and;
4. no evident defect can be found that has not been addressed according to M.A.403, and;
5. no inconsistencies can be found between the aircraft and the paragraph (a) documented review of records.

(d) By derogation to M.A.902(a) the airworthiness review can be anticipated by a maximum period of 90 days without loss of continuity of the airworthiness review pattern, to allow the physical review to take place during a maintenance check.

(e) An M.A.902 airworthiness review certificate (CAAN Form 15b – Appendix-III) or a recommendation is issued by appropriately authorised M.A.707 airworthiness review staff on behalf of the approved continuing airworthiness management organisation when satisfied that the airworthiness review has been properly carried out.

(f) A copy of any airworthiness review certificate issued or extended for an aircraft shall be sent to State of Registry within 10 days.

(g) Airworthiness review tasks shall not be sub-contracted.

(h) Should the outcome of the airworthiness review be inconclusive, the CAAN shall be informed.

#### **M.A.711 Privileges of the organization**

(a) A continuing airworthiness management organisation approved in accordance with Section A, Subpart G of NCAR-M may:

1. manage the continuing airworthiness of non-commercial air transport aircraft as listed on the approval certificate;
2. manage the continuing airworthiness of commercial air transport aircraft when listed both on its approval certificate and on its Air Operator Certificate (AOC);
3. arrange to carry out limited continuing airworthiness tasks with any contracted organisation, working under its quality system, as listed on the approval certificate;
4. extend, under the conditions of point M.A.901(f), an airworthiness review certificate that has been issued by CAAN or by another continuing airworthiness

management organisation approved in accordance with Section A, Subpart G of NCAR-M;

#### **M.A.712 Quality system**

(a) To ensure that the approved continuing airworthiness management organization continues to meet the requirements of this Subpart, it shall establish a quality system and designate a quality manager to monitor compliance with, and the adequacy of, procedures required to ensure airworthy aircraft. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary.

(b) The quality system shall monitor M.A. Subpart G activities. It shall at least include the following functions:

1. monitoring that all M.A. Subpart G activities are being performed in accordance with the approved procedures, and;
2. monitoring that all contracted maintenance is carried out in accordance with the contract, and;
3. monitoring the continued compliance with the requirements of this Part of NCAR.

(c) The records of these activities shall be stored for at least two years.

(d) Where the approved continuing airworthiness management organisation is approved in accordance with another CAR, the quality system may be combined with that required by the other CAR.

(e) In case of commercial air transport the M.A. Subpart G quality system shall be an integrated part of the operator's quality system.

(f) In the case of a small organisation not managing the continuing airworthiness of aircraft used in commercial air transport, the quality system may be replaced by regular organisational reviews subject to the approval of CAAN, except when the organisation issues airworthiness review certificates for aircraft above 2730 kg MTOM other than balloons. In the case where there is no quality system, the organization shall not contract continuing airworthiness management tasks to other parties.

#### **M.A.713 Changes to the approved continuing airworthiness organisation**

In order to enable the CAAN to determine continued compliance with this Part of NCAR, the approved continuing airworthiness management organisation shall notify it of any proposal to carry out any of the following changes, before such changes take place:

1. the name of the organisation.
2. the location of the organisation.
3. additional locations of the organisation.
4. the accountable manager.
5. any of the persons specified in M.A.706(c).
6. the facilities, procedures, work scope and staff that could affect the approval.

In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.

#### **M.A.714 Record-keeping**

- a) The continuing airworthiness management organisation shall record all details of work carried out. The records required by M.A.305 and if applicable M.A.306 shall be retained.
- b) If the continuing airworthiness management organisation has the privilege referred to in point M.A.711(b), it shall retain a copy of each airworthiness review certificate and recommendation issued or, as applicable, extended, together with all supporting documents. In addition, the organisation shall retain a copy of any airworthiness review certificate that it has extended under the privilege referred to in point M.A.711(a)4.
- c) The continuing airworthiness management organisation shall retain a copy of all records listed in paragraph (b) until two years after the aircraft has been permanently withdrawn from service.
- d) The records shall be stored in a manner that ensures protection from damage, alteration and theft.
- e) All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.
- f) Where continuing airworthiness management of an aircraft is transferred to another organisation or person, all retained records shall be transferred to the said organisation or person. The time periods prescribed for the retention of records shall continue to apply to the said organisation or person.
- g) Where a continuing airworthiness management organisation terminates its operation, all retained records shall be transferred to the owner of the aircraft.

#### **M.A.715 Continued validity of approval**

a) An approval shall be issued for a maximum period of one year unless otherwise specified. It shall remain valid subject to:

1. The organisation remaining in compliance with this NCAR, in accordance with the provisions related to the handling of findings as specified under M.B.705 and;
2. The CAAN being granted access to the organisation to determine continued compliance with this Part of CAR, and;
3. The approval not being surrendered or revoked.

b) Upon surrender or revocation, the approval certificate shall be returned to CAAN .

#### **M.A.716 Findings**

(a) A level 1 finding is any significant non-compliance with NCAR-M requirements which lowers the safety standard and hazards seriously the flight safety.

(b) A level 2 finding is any non-compliance with the NCAR-M requirements which could lower the safety standard and possibly hazard the flight safety.

(c) After receipt of notification of findings according to M.B.705, the holder of the continuing airworthiness management organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the CAAN within a period of 7 days and 30 days for level 1 & level 2 findings respectively, including appropriate corrective action to prevent recurrence of the finding and its root cause.

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

**M.A.801 Aircraft certificate of release to service**

(a) Except for aircraft released to service by a maintenance organisation approved in accordance with NCAR 145, the certificate of release to service shall be issued according to this Subpart;

(b) No aircraft can be released to service unless a certificate of release to service is issued at the completion of any maintenance, when satisfied that all maintenance required has been properly carried out, by:

1. appropriate certifying staff on behalf of the maintenance organisation approved in accordance with Section A, Subpart F of NCAR-M; or
2. certifying staff in compliance with the CAAN Aircraft Maintenance Licence requirements, except for complex maintenance tasks listed in Appendix VII for which point 1 applies; or
3. by the Pilot-owner in compliance with point M.A.803;

(c) By derogation from point M.A.801(b)2 for Light aircraft not used in commercial air transport, aircraft complex maintenance tasks listed in Appendix VII may be released by certifying staff referred to in point M.A.801(b)2;

(d) By derogation from point M.A.801(b), in the case of unforeseen situations, when an aircraft is grounded at a location where no approved maintenance organization appropriately approved under Subpart F, Section A of NCAR-M or NCAR 145 and no appropriate certifying staff are available, the owner may authorise any person, with not less than three years of appropriate maintenance experience and holding the proper qualifications, to maintain according to the standards set out in Subpart D, Section A of CAR -M and release the aircraft. The owner shall in that case:

1. obtain and keep in the aircraft records details of all the work carried out and of the qualifications held by that person issuing the certification; and
2. ensure that any such maintenance is rechecked and released by an appropriately authorised person referred to in point M.A.801(b) or an organisation approved in accordance with Section A, Subpart F of NCAR-M, or NCAR 145 at the earliest opportunity but within a period not exceeding seven days; and
3. notify the organisation responsible for the continuing airworthiness management of the aircraft when contracted in accordance with point M.A.201(e), or CAAN in the absence of such a contract, within seven days of the issuance of such certification authorisation;

(e) In the case of a release to service in accordance with point M.A.801(b)2 or point M.A.801(c), the certifying staff may be assisted in the execution of the maintenance tasks by one or more persons subject to his/her direct and continuous control;

(f) A certificate of release to service shall contain as a minimum:

1. basic details of the maintenance carried out; and
2. the date such maintenance was completed; and
3. the identity of the organisation and/or person issuing the release to service, including:
  - (i) the approval reference of the maintenance organisation approved in accordance with Section A, Subpart F of NCAR-M and the certifying staff issuing such a certificate; or
  - (ii) in the case of point M.A.801(b)2 or M.A.801(c) certificate of release to service, the identity and if applicable licence number of the certifying staff issuing such a certificate;
4. The limitations to airworthiness or operations, if any.

(g) By derogation from paragraph (b) and notwithstanding the provisions of paragraph

(h), when the maintenance prescribed cannot be completed, a certificate of release to service may be issued within the approved aircraft limitations. Such fact together with any applicable limitations of the airworthiness or the operations shall be entered in the aircraft certificate of release to service before its issue as part of the information required in paragraph (f)4;

(h) A certificate of release to service shall not be issued in the case of any known noncompliance which endangers flight safety.'

#### **M.A.802 Component certificate of release to service**

(a) A certificate of release to service shall be issued at the completion of any maintenance carried out on an aircraft component in accordance with point M.A.502.

(b) The authorised release certificate identified as CAAN Form 1 constitutes the component certificate of release to service, except when such maintenance on aircraft components has been performed in accordance with point M.A.502(b) or point M.A.502(d), in which case the maintenance is subject to aircraft release procedures in accordance with point M.A.801.

#### **M.A.803 Pilot-owner authorization**

(a) To qualify as a Pilot-owner, the person must:



1. hold a valid pilot licence (or equivalent) issued or validated by CAAN for the aircraft type or class rating; and

2. own the aircraft, either as sole or joint owner; that owner must be:

(i) one of the natural persons on the registration form; or

(ii) a member of a non-profit recreational legal entity, where the legal entity is specified on the registration document as owner or operator, and that member is directly involved in the decision making process of the legal entity and designated by that legal entity to carry out Pilot-owner maintenance.

(b) For any privately operated non-complex motor-powered aircraft of 2730 kg MTOM and below, sailplane, powered sailplane or balloon, the Pilot-owner may issue a certificate of release to service after limited Pilot-owner maintenance as specified in Appendix VIII.

(c) The scope of the limited Pilot-owner maintenance shall be specified in the aircraft maintenance programme referred to in point M.A.302.

(d) The certificate of release to service shall be entered in the logbooks and contain basic details of the maintenance carried out, the maintenance data used, the date on which that maintenance was completed and the identity, the signature and pilot licence number of the Pilot-owner issuing such a certificate.'

**SUBPART I AIRWORTHINESS REVIEW CERTIFICATE**

**M.A.901 Aircraft Airworthiness Review**

To ensure the validity of the aircraft airworthiness certificate an airworthiness review of the aircraft and its continuing airworthiness records shall be carried out periodically.

(a) An airworthiness review certificate is issued in accordance with Appendix III (CAAN Form 15a or 15b) on completion of a satisfactory airworthiness review. The airworthiness review certificate is valid for one year;

(b) An aircraft in a controlled environment is an aircraft (i) continuously managed during the previous 12 months by a unique continuing airworthiness management organisation approved in accordance with Section A, Subpart G, of NCAR-M, and (ii) which has been maintained for the previous 12 months by maintenance organisations approved in accordance with Section A, Subpart F of NCAR -M, or with NCAR 145. This includes maintenance tasks referred to in point M.A.803(b) carried out and released to service in accordance with point M.A.801(b)2 or point M.A.801(b)3;

(c) For all aircraft used in commercial air transport, and aircraft above 2 730 kg MTOM, except balloons, that are in a controlled environment, the organisation referred to in (b) managing the continuing airworthiness of the aircraft may, if appropriately approved, and subject to compliance with paragraph (k):

1. issue an airworthiness review certificate in accordance with point M.A.710, and;
2. for the airworthiness review certificates it has issued, when the aircraft has remained within a controlled environment, extend twice the validity of the airworthiness review certificate for a period of one year each time;

(d) For all aircraft used in commercial air transport and aircraft above 2 730 kg MTOM, except balloons, that (i) are not in a controlled environment, or (ii) which continuing airworthiness is managed by a continuing airworthiness management organisation that does not hold the privilege to carry out airworthiness reviews, the airworthiness review certificate shall be issued by CAAN upon satisfactory assessment based on a recommendation made by a continuing airworthiness management organisation appropriately approved in accordance with Section A, Subpart G of CAR-M sent together with the application from the owner or operator. This recommendation shall be based on an airworthiness review carried out in accordance with point M.A.710;

(e) For aircraft not used in commercial air transport of 2 730 kg MTOM and below, and balloons, continuing airworthiness management organisation approved in accordance with Section A, Subpart G of NCAR-M and appointed by the owner or operator may, if appropriately approved and subject to paragraph (k):

1. issue the airworthiness review certificate in accordance with point M.A.710, and;

2. for airworthiness review certificates it has issued, when the aircraft has remained within a controlled environment under its management, extend twice the validity of the airworthiness review certificate for a period of one year each time;

(f) By derogation from points M.A.901(c)2 and M.A.901(e) 2, for aircraft that are in a controlled environment, the organisation referred to in (b) managing the continuing airworthiness of the aircraft, subject to compliance with paragraph.

(k), may extend twice for a period of one year each time the validity of an airworthiness review certificate that has been issued by CAAN or by another continuing airworthiness management organisation approved in accordance with Section A, Subpart G of NCAR-M.

(g) By derogation from points M.A.901(e) and M.A.901(i)2, for Light aircraft not used in commercial air transport and not affected by point M.A.201(i), the airworthiness review certificate may also be issued by CAAN upon satisfactory assessment, based on a recommendation made by certifying staff formally approved by CAAN and complying with CAAN Aircraft Maintenance License requirements as well as requirements laid down in point M.A.707(a)2(a), sent together with the application from the owner or operator. This recommendation shall be based on an airworthiness review carried out in accordance with point M.A.710 and shall not be issued for more than two consecutive years.

(h) Whenever circumstances reveal the existence of a potential safety threat CAAN shall carry out the airworthiness review and issue the airworthiness review certificate itself.

(i) In addition to paragraph (h), CAAN may also carry out the airworthiness review and issue the airworthiness review certificate itself in the following cases:

1. for aircraft not involved in commercial air transport when the aircraft is managed by a continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this CAR-M located out-side Nepal.

2. for all balloons and any other aircraft of 2730 kg MTOM and below, if it is requested by the owner

(j) When CAAN carries out the airworthiness review and/or issues the airworthiness review certificate itself, the owner or operator shall provide CAAN with:

1. the documentation required by CAAN . and

2. suitable accommodation at the appropriate location for its personnel; and

3. when necessary, the support of personnel appropriately qualified in accordance with CAAN Aircraft Maintenance License requirements or equivalent personnel requirements laid down in point 145.A.30(j)(1) and (2) of NCAR 145;

(k) An airworthiness review certificate cannot be issued nor extended if there is evidence or reason to believe that the aircraft is not airworthy.'

**M.A.902 Validity of the airworthiness review certificate**

(a) An airworthiness review certificate becomes invalid if:

1. suspended or revoked; or
2. the airworthiness certificate is suspended or revoked; or
3. the aircraft is not on the aircraft register of CAAN ; or
4. the type certificate under which the airworthiness certificate was issued is suspended or revoked.

(b) An aircraft must not fly if the airworthiness certificate is invalid or if:

1. the continuing airworthiness of the aircraft or any component fitted to the aircraft does not meet the requirements of this NCAR part, or;
2. the aircraft does not remain in conformity with the type design approved/accepted by the CAAN ; or
3. the aircraft has been operated beyond the limitations of the approved flight manual or the airworthiness certificate, without appropriate action being taken; or
4. the aircraft has been involved in an accident or incident that affects the airworthiness of the aircraft, without subsequent appropriate action to restore airworthiness; or
5. a modification or repair has not been approved in accordance with M.A.304.

(c) Upon surrender or revocation, the airworthiness review certificate shall be returned to CAAN

**M.A.903 Transfer of aircraft registration within Nepal**

(a) When transferring an aircraft registration within Nepal, the applicant shall:

1. inform CAAN ;

2. apply to CAAN for the amendment of the Certificate of Registration in accordance with NCAR.

(b) Notwithstanding Transfer of aircraft registration within Nepal, the former airworthiness review certificate shall remain valid until its expiry date.

**M.A.904 Airworthiness review of aircraft imported into Nepal**

(a) When importing an aircraft into Nepal, the applicant shall:

1. apply to CAAN for the issuance of a new airworthiness certificate in accordance with Civil Aviation Regulation 2002, part 4.

2. for aircraft other than new, have an airworthiness review carried out satisfactorily in accordance with point M.A.901; and

3. have all maintenance carried out to comply with the approved maintenance programme in accordance with point M.A.302.

(b) When satisfied that the aircraft is in compliance with the relevant requirements, the continuing airworthiness management organisation, if applicable, shall send a documented recommendation for the issuance of an airworthiness review certificate to CAAN .

(c) The owner shall allow access to the aircraft for inspection by CAAN .

(d) A new airworthiness certificate will be issued by the CAAN when it is satisfied the aircraft complies with the requirements of Civil Aviation Regulation 2002, part 4.

(e) CAAN shall also issue the airworthiness review certificate valid normally for one year unless the CAAN has safety reason to limit the validity.

**M.A.905 Findings**

(a) A level 1 finding is any significant non-compliance with NCAR -M requirements which lowers the safety standard and hazards seriously the flight safety.

(b) A level 2 finding is any non-compliance with the NCAR -M requirements which could lower the safety standard and possibly hazard the flight safety.

(c) After receipt of notification of findings according to M.B.303, the person or organisation accountable according to M.A.201 shall define a corrective action plan and demonstrate corrective action to the satisfaction of the CAAN within a period of 7 days and 30 days for level 1 & level 2 findings respectively including appropriate corrective action to prevent recurrence of the finding and its root cause.

*Appendix I*  
**Continuing Airworthiness Arrangement**

1. When an owner contracts an M.A. Subpart G approved continuing airworthiness organisation in accordance with M.A.201 to carry out continuing airworthiness management tasks, upon request by the CAAN a copy of the arrangement shall be sent by the owner to the CAAN once it has been signed by both parties.

2. The arrangement shall be developed taking into account the requirements of NCAR - M and shall define the obligations of the signatories in relation to continuing airworthiness of the aircraft.

3. It shall contain as a minimum the:

- aircraft registration,
- aircraft type,
- aircraft serial number,
- aircraft owner or registered lessee's name or company details including the address, M.A. Subpart G approved continuing airworthiness organisation details including the address.

4. It shall state the following:

‘The owner entrusts to the approved organisation the management of the continuing airworthiness of the aircraft, the development of a maintenance programme that shall be approved by the CAAN , and the organisation of the maintenance of the aircraft according to said maintenance programme in an approved organisation.

According to the present arrangement, both signatories undertake to follow the respective obligations of this arrangement.

The owner certifies, to the best of their belief that all the information given to the approved organisation concerning the continuing airworthiness of the aircraft is and will be accurate and that the aircraft will not be altered without prior approval of the approved organisation.

In case of any non-conformity with this arrangement, by either of the signatories, it will become null. In such a case, the owner will retain full responsibility for every task linked to the continuing airworthiness of the aircraft and the owner will undertake to inform the CAAN within two full weeks.

5. When an owner contracts an M.A. Subpart G approved continuing airworthiness organisation in accordance with M.A.201 the obligations of each party shall be shared as follows:

**5.1. Obligations of the approved organisation:**

1. have the aircraft type in the scope of its approval;
2. respect the conditions to maintain the continuing airworthiness of the aircraft listed below:
  - (a) develop a maintenance programme for the aircraft, including any reliability programme developed, if applicable;
  - (b) declare the maintenance tasks (in the maintenance programme) that may be carried out by the pilot-owner in accordance with point M.A.803(c);
  - (c) organise the approval of the aircraft's maintenance programme;
  - (d) once it has been approved, give a copy of the aircraft's maintenance programme to the owner;
  - (e) organise a bridging inspection with the aircraft's prior maintenance programme;
  - (f) organise for all maintenance to be carried out by an approved maintenance organisation;
  - (g) organise for all applicable airworthiness directives to be applied;
  - (h) organise for all defects discovered during scheduled maintenance, airworthiness reviews or reported by the owner to be corrected by an approved maintenance organisation;
  - (i) coordinate scheduled maintenance, the application of airworthiness directives, the replacement of life limited parts, and component inspection requirements;
  - (j) inform the owner each time the aircraft shall be brought to an approved maintenance organisation;
  - (k) manage all technical records;
  - (l) archive all technical records;
3. organise the approval of any modification to the aircraft in accordance with NCAR 21/EASA 21 / FAR 21 before it is embodied;
4. organise the approval of any repair to the aircraft in accordance with NCAR 21/EASA 21 / FAR 21 before it is carried out;
5. inform CAAN whenever the aircraft is not presented to the approved maintenance organisation by the owner as requested by the approved organisation;

6. inform CAAN whenever the present arrangement has not been respected;
7. carry out the airworthiness review of the aircraft when necessary and issue the airworthiness review certificate or the recommendation to CAAN ;
8. send within 10 days a copy of any airworthiness review certificate issued or extended to CAAN
9. carry out all occurrence reporting mandated by applicable regulations;
10. inform CAAN whenever the present arrangement is denounced by either party.

## **5.2 Obligations of the owner**

1. have a general understanding of the approved maintenance programme;
2. have a general understanding of the NCAR-M;
3. present the aircraft to the approved maintenance organisation agreed with the approved organisation at the due time designated by the approved organisation's request;
4. not modify the aircraft without first consulting the approved organisation;
5. inform the approved organisation of all maintenance exceptionally carried out without the knowledge and control of the approved organisation;
6. report to the approved organisation through the logbook all defects found during operations;
7. inform CAAN whenever the present arrangement is denounced by either party;
8. inform CAAN and the approved organisation whenever the aircraft is sold;
9. carry out all occurrence reporting mandated by applicable regulations;
10. inform on a regular basis the approved organisation about the aircraft flying hours and any other utilisation data, as agreed with the approved organisation;
11. enter the certificate of release to service in the logbooks as mentioned in point M.A.803(d) when performing pilot-owner maintenance without exceeding the limits of the maintenance tasks list as declared in the approved maintenance programme as laid down in point M.A.803(c);
12. inform the approved continuing airworthiness management organisation responsible for the management of the continuing airworthiness of the aircraft not later than 30 days after completion of any pilot-owner maintenance task in accordance with point M.A.305(a).'



*Appendix II*

**CAAN Form 1**

*Use of the CAAN Form 1 for maintenance*

**1. GENERAL**

The certificate shall comply with the format attached including block numbers in that each block must be located as per the layout. The size of each block may however be varied to suit the individual application, but not to the extent that would make the certificate unrecognisable. The overall size of the certificate may be significantly increased or decreased so long as the certificate remains recognisable and legible. If in doubt consult the CAAN.

All printing shall be clear and legible to permit easy reading. The certificate shall either be pre-printed or computer generated but in either case the printing of lines and characters must be clear and legible. Pre-printed wording is permitted in accordance with the attached model but no other certification statements are permitted.

Completion of the certificate shall be in English.

The details to be entered on the certificate can be either machine/computer printed or handwriting using block letters and must permit easy reading.

Abbreviations must be restricted to a minimum. The space remaining on the reverse side of the certificate may be used by the originator for any additional information but must not include any certification statement.

The original certificate must accompany the items and correlation must be established between the certificate and the items. A copy of the certificate must be retained by the organisation that manufactured or maintained the item. Where the certificate format and data is entirely computer generated, subject to acceptance by the CAAN, it is permissible to retain the certificate format and data on a secure database.

Where a single certificate was used to release a number of items and those items are subsequently separated out from each other, such as through a parts distributor, then a copy of the original certificate must accompany such items and the original certificate must be retained by the organisation that received the batch of items. Failure to retain the original certificate could invalidate the release status of the items.

NOTE: There is no restriction in the number of copies of the certificate sent to the customer or retained by the originator.

The certificate that accompanies the item may be attached to the item by being placed in an envelope for durability.

## **2. COMPLETION OF THE RELEASE CERTIFICATE BY THE ORIGINATOR**

Except as otherwise stated, there must be an entry in all blocks to make the document a valid certificate.

Block 1 CAAN ,Nepal. This information may be pre-printed.

Block 2 Pre-printed 'Authorised Release certificate/CAAN Form 1'.

Block 3 A unique number shall be pre-printed in this block for certificate control and traceability purposes except that in the case of a computer generated document, the unique number need not be pre-printed where the computer is programmed to produce the number.

Block 4 The full name and address plus mailing address if different of the approved organisation releasing the items covered by this certificate. This block may be pre-printed. Logos, etc., are permitted if the logo can be contained within the block.

Block 5 Its purpose is to reference work order/contract/invoice or any other internal organisational process such that a fast traceability system can be established.

Block 6 This block is provided for the convenience of the organisation issuing the certificate to permit easy cross-reference to the 'Remarks' Block 13 by the use of item numbers. Completion is not mandatory. Where a number of items are to be released on the certificate, it is permissible to use a separate listing cross-referring certificate and list to each other.

Block 7 The name or description of the item shall be given. Preference shall be given to use of the Illustrated Parts Catalogue (IPC) designation.

Block 8 State the Part Number. Preference shall be given to use of the IPC number designation.

Block 9 Used to indicate the Type-Approved products for which the released items are eligible for installation. Completion of block is optional but if used, the following entries are permitted:

(a) The specific or series aircraft, engine, propeller or auxiliary power unit model, or a reference to a readily available catalogue or manual which contains such information, for example: 'Cessna 150'.

(b) 'Various', if known to be eligible for installation on more than one model of Type-Approved product, unless the originator wishes to restrict usage to a particular model installation when it shall so state.

(c) 'Unknown', if eligibility is unknown, this category being primarily for use by maintenance organizations NOTE: Any information in Block 9 does not constitute

authority to fit the item to a particular aircraft, engine, propeller or auxiliary power unit. The User/installer shall confirm via documents such as the Parts Catalogue, Service Bulletins, etc. that the item is eligible for the particular installation.

Block 10 State the number of items being released.

Block 11 State the item Serial Number and/or Batch Number if applicable, if neither is applicable, state 'N/A'.

Block 12 The following words in quotation marks, with their definitions, indicate the status of the item being released. One or a combination of these words shall be stated in this block:

**1. OVERHAULED**

The restoration of a used item by inspection, test and replacement in conformity with an approved standard (\*) to extend the operational life.

**2. INSPECTED/TESTED**

The examination of an item to establish conformity with an approved standard (\*).

**3. MODIFIED**

The alteration of an item in conformity with an approved standard (\*).

**4. REPAIRED** The restoration of an item to a serviceable condition in conformity with an approved standard (\*).

**5. RETREADED**

The restoration of a used tyre in conformity with an approved standard (\*).

**6. REASSEMBLED**

The reassembly of an item in conformity with an approved standard (\*).

Example: A propeller after transportation.

NOTE: This provision shall only be used in respect of items which were originally fully assembled by the manufacturer in accordance with manufacturing requirements such as, but not limited to, NCAR 21.

(\*) Approved standard means manufacturing / design / maintenance / quality standard approved by the competent authority.

The above statements shall be supported by reference in Block 13 to the approved data/manual/specification used during maintenance.

Block 13 It is mandatory to state any information in this block either direct or by reference to supporting documentation that identifies particular data or limitations relating to the items being released that are necessary for the User/ installer to make the final airworthiness determination of the item. Information shall be clear, complete, and provided in a form and manner which is adequate for the purpose of making such a determination.

Each statement shall be clearly identified as to which item it relates. If there is no statement, state 'None'.

Some examples of the information to be quoted are as follows:

- The identity and issue of maintenance documentation used as the approved standard.
- Airworthiness Directives carried out and/or found carried out, as appropriate.
- Repairs carried out and/or found carried out, as appropriate.
- Modifications carried out and/or found carried out, as appropriate.
- Replacement parts installed and/or parts found installed, as appropriate.
- Life limited parts history.
- Deviations from the customer work order.
- The component certificate of release to service statement referred to in point M.A.613.
- Identity of other regulation if not NCAR 145 or CAR M Subpart F.
- Release statements to satisfy a foreign maintenance requirement.
- Release statements to satisfy the conditions of an international maintenance agreement such as, but not limited to, the Canadian Technical Arrangement Maintenance and the USA Bilateral Aviation Safety Agreement
- Maintenance Implementation Procedure.

Blocks 14, 15, 16, 17 & 18: Must not be used for maintenance tasks by M.A. Subpart F approved maintenance organisations. These blocks are specifically reserved for the release/certification of newly manufactured items in accordance with NCAR 21 and national aviation regulations in force prior to NCAR 21 becoming fully effective.

Block 19 For all maintenance carried out by maintenance organisations approved in accordance with Section A, Subpart F of NCAR-M, the box "other regulation specified in block 13" shall be ticked and the certificate of release to service statement made in block 13.

The following component certificate of release to service statement referred to in point M.A.613 shall be included in block 13:

"Certifies that, unless otherwise specified in this block, the work identified in block 12 and described in this block was accomplished in accordance with Section A, Subpart F, of CAR-M, requirements and in respect to that work the item is considered ready for release to service. THIS IS NOT A RELEASE UNDER NCAR145."

<b>CIVIL AVIATION AUTHORITY OF NEPAL</b> <b>NCAR PART M</b> <b>TECHNICAL REQUIREMENTS</b>
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The certification statement “unless otherwise specified in this block” is intended to address the following case:

Where the maintenance could not be completed.

Where the maintenance deviated from the standard required by this NCAR-M.

Where the maintenance was carried out in accordance with a requirement other than that specified in CAR-M. In this case block 13 shall specify the particular national regulation.

Whichever case or combination of cases shall be specified in block 13.

Block 20 For the signature of the certifying staff authorised by the M.A. Subpart F approved maintenance organisation. This signature can be computer printed subject to the CAAN being satisfied that only the signatory can direct the computer and that a signature is not possible on a blank computer generated form.

Block 21 The M.A. Subpart F approved maintenance organisation reference number given by the CAAN .

Block 22 The printed name of the Block 20 signatory and personal authorisation reference.

Block 23 The date of signing the Block 19 release to service. (d/m/y). The month shall appear in letters e.g. Jan, Feb, Mar etc. The release to service shall be signed at the ‘completion of maintenance’.

Please note the User Responsibility Statements are on the reverse of this certificate. These statements may be added to the front of the certificate below the bottom line by reducing the depth of the form.

**CIVIL AVIATION AUTHORITY OF NEPAL**  
**NCAR PART M**  
**TECHNICAL REQUIREMENTS**

*Authorised release certificate*

**CAAN Form I**

1. CAA NEPAL		2. <b>AUTHORISED RELEASE CERTIFICATE</b> CAAN FORM 1			3. FORM TRACKING NUMBER	
4. Approved Organisation Name and Address					5. Work Order/Contract/Invoice	
6. Item	7. Description	8. Part No	9. Eligibility*	10. Qty	11. Serial/Batch No	12. Status/Work
13. Remarks						
14. Certifies that the items identified above were manufactured in conformity to: <ul style="list-style-type: none"> <li>• approved design data and are in condition for safe operation</li> <li>• non-approved design data specified in block 13</li> </ul>		19. NCAR 145.A.50 Release to service		Other regulation specified in block 13		
		Certifies that unless otherwise specified in block 13, the work identified in block 12 and described in block 13, was accomplished in accordance with NCAR-145 and in respect to that work the items are considered ready to release to service				
15. Authorised Signature		16. Approval/Authorisation Number		20. Authorised Signature		21. Certificate/Approval Ref No.
17. Name		18. Date(d/m/y)		22. Name		23. Date(d/m/y)

CAAN Form 1 \*Installer must cross-check eligibility with applicable technical data

*Authorised release certificate*  
**CAAN Form I**

**USER/INSTALLER RESPONSIBILITIES**

**NOTE:**

1. It is Important to understand that the existence of the document alone does not automatically constitute authority to install the part/component/assembly.
2. Where the user/installer works in accordance with the national regulations of an airworthiness authority different from the airworthiness authority specified in block I it is essential that the user/installer ensures that his/her airworthiness authority accepts parts/components/assemblies from the airworthiness authority specified in block I.
3. Statements 14 and 19 do not constitute installation certification. In all cases the aircraft maintenance record shall contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.

**CIVIL AVIATION AUTHORITY OF NEPAL**  
**NCAR PART M**  
**TECHNICAL REQUIREMENTS**

Section 2

**Appendix III**

**Airworthiness Review certificate**

**CAA NEPAL**

**AIRWORTHINESS REVIEW CERTIFICATE**

**ARC reference:** .....

Pursuant to CAAN Regulations for the time being into force, the CAAN hereby certifies that the following aircraft

Aircraft Manufacturer:.....

Manufacturer's designation: .....

Aircraft registration: .....

Aircraft Serial number : .....

Is considered airworthy at the time of this review.

Date of issue: .....Date of Expiry .....

Signed:.....Authorisation No .....

1st Extension: The Aircraft has remained in a controlled environment in accordance with point M.A 901 of CAR-M for the last year. The aircraft is considered to be airworthy at the time of the issue.

Date of issue:..... Date of Expiry .....

Signed:.....Authorisation No .....

Company Name.....Approval Reference .....

2nd Extension: The Aircraft has remained in a controlled environment in accordance with point M.A 901 of CAR-M for the last year. The aircraft is considered to be airworthy at the time of the issue.

Date of issue: ..... Date of Expiry .....

Signed: .....Authorisation No .....

Company Name ..... Approval Reference .....



**CIVIL AVIATION AUTHORITY OF NEPAL**  
**NCAR PART M**  
**TECHNICAL REQUIREMENTS**

**Appendix III**  
**Airworthiness Review certificate**

**CIVIL AVIATION AUTHORITY OF NEPAL**  
**AIRWORTHINESS REVIEW CERTIFICATE**  
**ARC reference: .....**

Pursuant to CAAN Regulations for the time being into force, the following continuing airworthiness management organization, approved in accordance with Section A, Subpart G of NCAR M.

[NAME OF THE ORGANISATION APPROVED AND ADDRESS]

Approval Reference:

has performed an airworthiness review in accordance with point M.A 710 of NCAR-M on the following aircraft.

Aircraft Manufacturer:.....

Manufacturer's designation: .....

Aircraft registration: .....

Aircraft Serial number : .....

and this aircraft is considered airworthy at the time of this review.

Date of issue:..... Date of Expiry .....

Signed:..... Authorisation No .....

1st Extension: The Aircraft has remained in a controlled environment in accordance with point M.A 901 of CAR-M for the last year. The aircraft is considered to be airworthy at the time of the issue.

Date of issue:..... Date of Expiry .....

Signed:..... Authorisation No .....

Company Name..... Approval Reference .....

2nd Extension: The Aircraft has remained in a controlled environment in accordance with point M.A 901 of NCAR-M for the last year. The aircraft is considered to be airworthy at the time of the issue.

Date of issue:..... Date of Expiry .....

Signed:..... Authorisation No .....

Company Name..... Approval Reference .....

#### *Appendix IV*

### **Approval Ratings**

#### **ORGANISATION APPROVAL CLASS AND RATING SYSTEM**

1. Except as stated otherwise for the smallest organisation in paragraph 11, Table 1 outlines the full extent of approval possible under M.A. Subpart F in a standardized form. An organisation must be granted an approval ranging from a single class and rating with limitations to all classes and ratings with limitations.
2. In addition to Table 1 the M.A. Subpart F approved maintenance organisation is required by Subpart-F to indicate scope of work in the maintenance organization exposition. See also paragraph 10.
3. Within the approval class(es) and rating(s) granted by the CAAN, the scope of work specified in the maintenance organisation exposition defines the exact limits of approval. It is therefore essential that the approval class(es) and rating(s) and the organisation's scope of work are compatible.
4. A category A class rating means that the maintenance organisation approved in accordance with Section A, Subpart F of NCAR-M may carry out maintenance on the aircraft and any component (including engines and/or Auxiliary Power Units (APUs), in accordance with aircraft maintenance data or, if agreed by the CAAN , in accordance with component maintenance data, only whilst such components are fitted to the aircraft. Nevertheless, such A-rated approved maintenance organization may temporarily remove a component for maintenance, in order to improve access to that component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph. This will be subject to a control procedure in the maintenance organisation exposition acceptable to CAAN . The limitation section will specify the scope of such maintenance thereby indicating the extent of approval.
5. A category B class rating means that the maintenance organisation approved in accordance with Section A, Subpart F of CAR-M may carry out maintenance on the uninstalled engine and/or APU and engine and/or APU components, in accordance with engine and/or APU maintenance data or, if agreed by CAAN , in accordance with component maintenance data, only whilst such components are fitted to the engine and/or APU. Nevertheless, such B-rated approved maintenance organization may temporarily remove a component for maintenance, in order to improve access to that component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A maintenance organisation approved in accordance with Section A, Subpart F of NCAR-M with a category B class rating may also carry out maintenance on an installed engine during “base” and “line” maintenance subject to a control procedure in the maintenance organisation exposition. The maintenance organisation exposition scope of work shall reflect such activity where permitted by CAAN

6. A category C class rating means that the M.A. Subpart F approved maintenance organisation may carry out maintenance on uninstalled components (excluding engines and APUs) intended for fitment to the aircraft or engine/APU. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A Subpart-F approved maintenance organisation with a category C class rating may also carry out maintenance on an installed component during base and line maintenance or at an engine/APU maintenance facility subject to a control procedure in the maintenance organisation exposition. The maintenance organisation exposition scope of work shall reflect such activity where permitted by the CAAN .

7. A category D class rating is a self contained class rating not necessarily related to a specific aircraft, engine or other component. The D1 — Non-Destructive Testing (NDT) rating is only necessary for a Subpart-F approved maintenance organization that carries out NDT as a particular task for another organisation. A M.A. Subpart F approved maintenance organisation with a class rating in A or B or C category may carry out NDT on products it is maintaining subject to the maintenance organization exposition containing NDT procedures, without the need for a D1 class rating.

8. The ‘limitation’ section is intended to give the CAAN maximum flexibility to customise the approval to a particular organisation. Table 1 specifies the types of limitation possible and whilst maintenance is listed last in each class rating it is acceptable to stress the maintenance task rather than the aircraft or engine type or manufacturer, if this is more appropriate to the organisation. An example could be avionic systems installations and maintenance.

9. Table 1 makes reference to series, type and group in the limitation section of class A and B. Series means a specific type series such as Cessna 150 or Cessna 172 or Beech 55 series or continental O-200 series etc. Type means a specific type or model such as Cessna 1 72RG type. Any number of series or types may be quoted.

Group means for example Cessna single piston engined aircraft or Lycoming non-supercharged piston engines etc.

10. When a lengthy capability list is used which could be subject to frequent amendment, then such amendment shall be in accordance with a procedure acceptable to the CAAN and included in the maintenance organisation exposition.

The procedure shall address the issues of who is responsible for capability list amendment control and the actions that need to be taken for amendment. Such actions include ensuring compliance with Subpart-F for products or services added to the list.

11. A M.A. Subpart F approved maintenance organisation which employs only one person to both plan and carry out all maintenance can only hold a limited scope of approval rating. The maximum permissible limits are:-

**CIVIL AVIATION AUTHORITY OF NEPAL**  
**NCAR PART M**  
**TECHNICAL REQUIREMENTS**

CLASS RATING	AIRCRAFT	A2 AEROPLANES	PISTON ENGINED 5700 KG AND BELOW
CLASS RATING	AIRCRAFT	RATING A3 SINGLE ENGINED HELICOPTERS	PISTON ENGINED 3175 KG AND BELOW
CLASS RATING	AIRCRAFT	RATING A4 AIRCRAFT OTHER THAN A1, A2 AND A3	NO LIMITATION
CLASS ENGINES		RATING B2 PISTON	LESS THAN 450 HP
CLASS COMPONENTS RATING OTHER THAN COMPLETE ENGINES OR APUs		C1 TO C20	AS PER CAPABILITY LIST
CLASS SPECIALISED		D1 NDT	NDT METHOD(S) TO BE SPECIFIED

It should be noted that such an organisation may be further limited by CAAN in the scope of approval dependent upon the capability of the particular organisation.

**Table 1**

CLASS	RATING	LIMITATION
AIRCRAFT	A2 Aeroplanes 5700 kg and below	Will state aeroplane manufacturer or group or series or type and/or the maintenance tasks
	A3 Single engined Helicopters	Will state helicopter manufacturer or group or series or type and/or the maintenance task(s)
	A4 Aircraft other than A1, A2 and A3	Will state aircraft series or type and/or the maintenance task(s)
ENGINES	B1 Turbine	Will state engine series or type and/or the maintenance task(s)
	B2 Piston	Will state engine manufacturer or group or series or type and/or the maintenance task(s)
	B3 APU	Will state engine manufacturer or series or type and/or the maintenance task(s)
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press	Will state aircraft type or aircraft manufacturer or component manufacturer or the particular component
	C2 Auto Flight	
	C3 Comms and Nav	
	C4 Doors — Hatches	

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	C5 Electrical Power	and/or cross refer to a capability list in the exposition and/or the maintenance task(s)
	C6 Equipment	
	C7 Engine — APU	
	C8 Flight Controls	
	C9 Fuel — Airframe	
	C10 Helicopter — Rotors	
	C11 Helicopter — Trans	
	C12 Hydraulic	
	C13 Instruments	
	C14 Landing Gear	
	C15 Oxygen	
	C16 Propellers	
	C17 Pneumatic	
	C18 Protection ice/rain/Fire	
	C19 Windows	
	C 20 Structure	
SPECIALISED SERVICES	D1 Non-Destructive Testing	Will state particular NDT method(s)

**Appendix V**

**Approval Certificate CAR-M Section A Subpart F Maintenance Organisation**

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**Civil Aviation Authority of Nepal**

**APPROVAL CERTIFICATE**

**REFERENCE**

Pursuant to CAAN Regulations for the time being in force and subject to the conditions specified below, CAAN hereby certifies

[COMPANY NAME] MAINTENANCE ORGANISATION

as a maintenance organization as referred to in CAR-M Section A Subpart F approved to maintain the products listed in the attached approval schedule and issue related certificates to service using the above reference

**CONDITIONS:**

1. This approval is limited to that specified in the scope of approval section of the approved maintenance organisation manual, and
2. This approval requires compliance with the procedures specified in the approved maintenance organisation manual, and
3. This approval is valid whilst the approved maintenance organization remains in compliance with CAR-M
4. Subject to compliance with the foregoing conditions, this approval shall remain valid unless the approval has previously been surrendered, superseded, suspended or revoked

Date of Issue: ..... Signed:  
.....

**Date of attached Schedule of Approval:.....**For  
the Director General

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**CIVIL AVIATION AUTHORITY OF NEPAL**  
**NCAR PART M**  
**TECHNICAL REQUIREMENTS**

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Civil Aviation Authority of Nepal

**APPROVAL SCHEDULE**

Organisation name: [COMPANY NAME] MAINTENANCE ORGANISATION

Reference:

CLASS LIMITATION	RATING	CLASS LIMITATION	RATING	CLASS LIMITATION	RATING
AIRCRAFT		A2: Aero planes			
		A3: Single engine helicopters			
ENGINES		B1: Turbine			
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs		C1: Air Cond & Press			
		C2 : Auto Flight			
		C5 : Electrical Power			
		C6: Equipment			
		C7: Engine – APU			
		C16: Propellers			
SPECIALISED SERVICES		D1: Non Destructive Inspection			

**This approval schedule is limited to those products and activities specified in the scope of approval section contained in CAR-M Section A Subpart F approved maintenance organisation manual**

Reference:.....

Date of issue:.....

Signed: .....

(For Director General )

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**ISSUE 01**  
**ISSUE DATE JULY 2010**  
**REVISION 00**  
**ISSUE DATE 00**

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**Appendix VI**

**CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION**

**APPROVAL SCHEDULE**

Reference : XX.MG.XXX (ref. AOC XX.XXXX)

Organisation : [COMPANY NAME AND ADDRESS]

Aircraft type .series. group	Airworthiness review authorised	Organisation(s) working under quality system
	[YES/NO]	

This approval Schedule is limited to that specified in the scope of approval contained in NCAR-M, Section A, Subpart G approved Continuing Airworthiness Management Exposition section.....

Continuing Airworthiness Management Exposition

Reference:.....

Date of original issue:

.....

Signed:.....

.....

Date of this revision:..... Revision No. : .....

For CAAN .....

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## Appendix VII

### Complex Maintenance Tasks

The following constitutes the complex maintenance tasks referred to in points M.A.801(b)2 and M.A.801(c):

1. The modification, repair or replacement by riveting, bonding, laminating, or welding of any of the following airframe parts:

a) a

box beam;	a
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b) a

wing stringer or chord member;	a
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c) a

spar;	a
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d) a

spar flange;	a
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e) a

member of a truss-type beam;	a
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f) the

web of a beam;	a
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g) a

keel or chine member of a flying boat hull or a float;	a
--	---

h) a

corrugated sheet compression member in a wing or tail surface;	a
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i) a

wing main rib;	a
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j) a

wing or tail surface brace strut;	a
k) an	
engine mount;	a
l) a	
fuselage longeron or frame;	a
m) a	
member of a side truss, horizontal truss or bulkhead;	a
n) a	
seat support brace or bracket;	a
o) a	
seat rail replacement;	a
p) a	
landing gear strut or brace strut;	an
q) an	
axle;	a
r) a	
70 wheel; and	
s) a ski or ski pedestal, excluding the replacement of a low-friction coating.	a

2. The modification or repair of any of the following parts:

- a) aircraft skin, or the skin of an aircraft float, if the work requires the use of a support, jig or fixture;
- b) aircraft skin that is subject to pressurization loads, if the damage to the skin measures more than 15 cm (6 inches) in any direction;

c) a load-bearing part of a control system, including a control column, pedal, shaft, quadrant, bell crank, torque tube, control horn and forged or cast bracket, but excluding i) the swaging of a repair splice or cable fitting, and  
ii) the replacement of a push-pull tube end fitting that is attached by riveting; and

d) any other structure, not listed in (1), that a manufacturer has identified as primary structure in its maintenance manual, structural repair manual or instructions for continuing airworthiness.

3. The performance of the following maintenance on a piston engine:

a) dismantling and subsequent reassembling of a piston engine other than (i) to obtain access to the piston/cylinder assemblies; or (ii) to remove the rear accessory cover to inspect and/or replace oil pump assemblies, where such work does not involve the removal and refitment of internal gears;

b) dismantling and subsequent reassembling of reduction gears;

c) welding and brazing of joints, other than minor weld repairs to exhaust units carried out by a suitably approved or authorised welder but excluding component replacement;

d) the disturbing of individual parts of units which are supplied as bench tested units, except for the replacement or adjustment of items normally replaceable or adjustable in service.

4. The balancing of a propeller, except:

(a) for the certification of static balancing where required by the maintenance manual;

(b) dynamic balancing on installed propellers using electronic balancing equipment where permitted by the maintenance manual or other approved airworthiness data;

5. Any additional task that requires:

(a) specialized tooling, equipment or facilities; or

(b) significant coordination procedures because of the extensive duration of the tasks and the involvement of several persons.'

*Appendix VIII*

**Limited Pilot-Owner Maintenance**

In addition to the requirements laid down in NCAR-M, the following basic principles are to be complied with before any maintenance task is carried out under the terms of Pilot-owner maintenance:

(a) Competence and responsibility

1. The Pilot-owner is always responsible for any maintenance that he performs.
2. Before carrying out any Pilot-owner maintenance tasks, the Pilot-owner must satisfy himself that he is competent to do the task. It is the responsibility of Pilot-owners to familiarize themselves with the standard maintenance practices for their aircraft and with the aircraft maintenance programme. If the Pilot-owner is not competent for the task to be carried out, the task cannot be released by the Pilot-owner.
3. The Pilot-owner (or his contracted continuing airworthiness management organization referred to in Subpart G, Section A of NCAR-M) is responsible for identifying the Pilot owner tasks according to these basic principles in the maintenance programme and for ensuring that the document is updated in a timely manner.
4. The approval of the maintenance programme has to be carried out in accordance with point M.A.302.(b) Tasks

The Pilot-owner may carry out simple visual inspections or operations to check for general condition and obvious damage and normal operation of the airframe, engines, systems and components.

Maintenance tasks shall not be carried out by the Pilot-owner when the task:

1. is critically safety related, whose incorrect performance will drastically affect the airworthiness of the aircraft or is a flight safety sensitive maintenance task as specified in point M.A.402(a) and/or;
2. requires the removal of major components or major assembly and/or;
3. is carried out in compliance with an Airworthiness Directive or an Airworthiness Limitation Item, unless specifically allowed in the AD or the ALI and/or;
4. requires the use of special tools, calibrated tools (except torque wrench and crimping tool) and/or;
5. requires the use of test equipments or special testing (e.g. NDT, system tests or operational checks for avionic equipment) and/or;

- 6. is composed of any unscheduled special inspections (e.g. heavy landing check) and/or;
- 7. is effecting systems essential for the IFR operations and/or;
- 8. is listed in Appendix VII or is a component maintenance task in accordance with point M.A.502.

The criteria 1 to 8 listed above cannot be overridden by less restrictive instructions issued in accordance with “M.A.302(d) Maintenance Programme”. Any task described in the aircraft flight manual as preparing the aircraft for flight (Example: assembling the glider wings or pre-flight), is considered to be a pilot task and is not considered a Pilot-owner maintenance task and therefore does not require a Certificate of Release to Service.

(c) Performance of the maintenance Pilot-owner tasks and records The maintenance data as specified in point M.A.401 must be always available during the conduct of Pilot-owner maintenance and must be complied with.

Details of the data referred to in the conduct of Pilot-owner maintenance must be included in the Certificate of Release to Service in accordance with point M.A.803(d).

The Pilot-owner must inform the approved continuing airworthiness management organisation responsible for the continuing airworthiness of the aircraft (if applicable) not later than 30 days after completion of the Pilot-owner maintenance task in accordance with point M.A.305(a).’