

## Compliance Checklist for NCAR Part-M Subpart G Organization Approval

Please complete this form in BLOCK CAPITALS using black ink. For submission instructions, please see below.

### SECTION 1: ORGANISATION DETAILS

Organisation Name: ..... AOC Number (if applicable): .....

Address:

.....

Contact Name: ..... Tel. No.: ..... E-mail: .....

CAME/CAMMOE Reference: ..... CAANOffice: .....

Compiled By (Org): ..... Reviewed By (CAA use only): ..... Date: .....

### Section 2: Information to complete Compliance Checklist

- 1) When completing the checklist it is important to make a positive statement showing how the organisation complies with any relevant part of the NCAR Part-M requirements shown in column (2) by indicating in column (3) the CAME or procedure reference. If any part is not relevant then N/A should be inserted in column (4) and the reason should be stated in column (5).
- 2) If column (5) is full and you need to provide additional information to demonstrate compliance, please continue in Section 4.
- 3) Having completed the checklist, please return it to CAA Nepal.
- 4) When the checklist has been completed and accepted by CAA Nepal a copy should be appended to the CAME.

SECTION 3: COMPLIANCE CHECKLIST					
No.	NCAR PART M SUBPART F REQUIREMENT	CAME/CAMMOE/ PROCEDURE	N/A	COMMENT BY OPERATOR	CAA NEPAL REMARKS
1	<p><b>M.A.702 – Application</b></p> <p>An application for issue or change of a continuing airworthiness management organisation approval shall be made on a form and in a manner established by CAA Nepal.</p>				
2	<p><b>M.A.703– Extent of approval</b></p> <p>(a) The approval is indicated on a certificate included in Appendix VI issued by CAA Nepal.</p>				
	<p>(b) Notwithstanding paragraph (a), for commercial air transport, the approval shall be part of the air operator certificate issued by CAA Nepal, for the aircraft operated.</p>				
	<p>(c) The scope of work deemed to constitute the approval shall be specified in the continuing airworthiness management exposition in accordance with NCAR M.A.704.</p>				
3	<p><b>M.A.704 – Continuing Airworthiness Management Exposition</b></p> <p>(a) The continuing airworthiness management organisation shall provide a continuing airworthiness management exposition containing the following information:</p> <ol style="list-style-type: none"> <li>1. a statement signed by the accountable manager to confirm that the organisation will work in accordance with NCAR Part-M and the exposition at all times, and;</li> <li>2. the organisation's scope of work, and;</li> <li>3. the title(s) and name(s) of person(s) referred to in NCAR</li> </ol>				

	<p>M.A.706(a), NCAR M.A.706(c), NCAR M.A.706(d) and NCAR M.A.706(i);</p> <ol style="list-style-type: none"> <li>4. an organisation chart showing associated chains of responsibility between all the person(s) referred to in NCAR M.A.706(a), NCAR M.A.706(c), NCAR M.A.706(d) and NCAR M.A.706(i).</li> <li>5. a list of the airworthiness staff referred to in NCAR M.A.707, specifying, where applicable, the staff authorised to issue permits to fly in accordance with NCAR M.A.711(c).</li> <li>6. a general description and location of the facilities, and;</li> <li>7. procedures specifying how the continuing airworthiness management organisation ensures compliance with NCAR Part-M, and;</li> <li>8. the continuing airworthiness management exposition amendment procedures.</li> <li>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.</li> </ol>				
	(b) The continuing airworthiness management exposition and its amendments shall be approved by CAA Nepal.				
	(c) Notwithstanding paragraph (b), minor amendments to the exposition may be approved indirectly through an indirect approval procedure. The indirect approval procedure shall define the minor amendment eligible, be established by the continuing airworthiness management organisation as part of the exposition and be approved by CAA Nepal responsible for that continuing airworthiness management organisation.				
<b>4</b>	<p><b>M.A.705 – Facilities</b></p> <p>The continuing airworthiness management organisation shall provide suitable office accommodation at appropriate locations for the personnel specified in NCAR M.A.706.</p>				

5	<p><b>M.A.706 – Personnel Requirements</b></p> <p>(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 NCAR Part-M.</p>				
	<p>(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.</p>				
	<p>(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.</p>				
	<p>(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).</p>				
	<p>(e) The nominated post holder referred to in paragraph (d) shall not be employed by a NCAR Part-145 approved organisation under contract to the operator, unless specifically agreed by CAA Nepal.</p>				
	<p>(f) The organisation shall have sufficient appropriately qualified staff for the expected work.</p>				
	<p>(g) All paragraph (c) and (d) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft continuing airworthiness.</p>				
	<p>(h) The qualification of all personnel involved in continuing airworthiness management shall be recorded.</p>				

	i) For organisations extending airworthiness review certificates in accordance with NCAR M.A.711(a)4 and NCAR M.A.901(f), the organisation shall nominate persons authorised to do so, subject to approval by CAA Nepal.				
	(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 NCAR M.A.706(a), NCAR M.A.706(c), NCAR M.A.706(d) and NCAR M.A.706(i).				
	(k) For all large aircraft and for aircraft used for commercial air transport the organisation shall establish and control the competence of personnel involved in the continuing airworthiness management, airworthiness review and/or quality audits in accordance with a procedure and to a standard agreed by CAA Nepal.				
6	<p><b>M.A.707 – Airworthiness Review Staff</b></p> <p>(a) To be approved to carry out airworthiness reviews and, if applicable, to issue permits to fly, an approved continuing airworthiness management organisation shall have appropriate airworthiness review staff to issue airworthiness review certificates or recommendations referred to in Section A of Subpart I and, if applicable, to issue a permit to fly in accordance with NCAR M.A.711(c):</p> <ol style="list-style-type: none"> <li>1. For all aircraft used in commercial air transport, and aircraft above 2730 kg MTOM, except balloons, these staff shall have acquired: <ol style="list-style-type: none"> <li>(a) at least five years experience in continuing airworthiness, and;</li> <li>(b) an appropriate license in compliance with NCAR Part-66 or a <i>relevant engineering</i> degree , and;</li> <li>(c) formal aeronautical maintenance training, and;</li> <li>(d) a position within the approved organisation with</li> </ol> </li> </ol>				

	<p>appropriate responsibilities.</p> <p>(e) Notwithstanding points (a) to (d), the requirement laid down in NCAR M.A.707(a)1(b) may be replaced by five years of experience in continuing airworthiness additional to those already required by NCAR M.A.707(a)1(a).</p>				
	<p>2. For aircraft not used in commercial air transport of 2730 kg MTOM and below, and balloons, these staff shall have acquired:</p> <p>(a) at least three years experience in continuing airworthiness, and;</p> <p>(b) an appropriate license in compliance with NCAR Part-66 or an aeronautical degree or a national equivalent, and;</p> <p>(c) appropriate aeronautical maintenance training, and;</p> <p>(d) a position within the approved organisation with appropriate responsibilities;</p> <p>(e) Notwithstanding points (a) to (d), the requirement laid down in NCAR M.A.707(a)2(b) may be replaced by four years of experience in continuing airworthiness additional to those already required by NCAR M.A.707(a)2(a).</p>				
	<p>(b) Airworthiness review staff nominated by the approved continuing airworthiness organisation can only be issued an authorisation by the approved continuing airworthiness organisation when formally accepted by CAA Nepal after satisfactory completion of an airworthiness review under supervision.</p>				
	<p>(c) The organisation shall ensure that aircraft airworthiness review staff can demonstrate appropriate recent continuing airworthiness management experience.</p>				
	<p>(d) Airworthiness review staff shall be identified by listing each</p>				

	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.				
<b>7</b>	<b>M.A.708 – Continuing Airworthiness Management</b>  (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:  <ol style="list-style-type: none"> <li>1. develop and control a maintenance programme for the aircraft managed including any applicable reliability programme,</li> <li>2. present the aircraft maintenance programme and its amendments to CAA Nepal for approval, unless covered by an indirect approval procedure in accordance with NCAR M.A.302(c), and provide a copy of the programme to the owner of aircraft not involved in commercial air transport,</li> <li>3. manage the approval of modification and repairs,</li> <li>4. ensure that all maintenance is carried out in accordance with the approved maintenance programme and released in accordance with NCAR M.A. Subpart H,</li> <li>5. ensure that all applicable airworthiness directives and operational directives with a continuing airworthiness impact, are applied,</li> <li>6. ensure that all defects discovered during scheduled</li> </ol>				

	<p>maintenance or reported are corrected by an appropriately approved maintenance organisation,</p> <ol style="list-style-type: none"> <li>7. ensure that the aircraft is taken to an appropriately approved maintenance organisation whenever necessary,</li> <li>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,</li> <li>9. manage and archive all continuing airworthiness records and/or operator's technical log.</li> <li>10. ensure that the mass and balance statement reflects the current status of the aircraft.</li> </ol>				
	<p>(c) In the case of Complex motor-powered aircraft or aircraft used for commercial air transport, when the continuing Airworthiness management organization is not also holding a NCAR Part-145 or NCAR Part M.A. Subpart F approval, the operator shall in consultation with operator, establish a written maintenance contract between the operator and a NCAR Part-145 or NCAR Part M.A. Subpart F approved organisation or another operator, detailing the functions specified under NCAR M.A.301-2, NCAR M.A.301-3, NCAR M.A.301-5 and NCAR M.A.301-6, ensuring that all maintenance is ultimately carried out by a NCAR Part-145 or NCAR Part M.A. Subpart F approved maintenance organisation and defining the support of the quality functions of NCAR M.A.712(b).</p>				
	<p>(d) Notwithstanding Point (c), the contract may be in the form of individual workorders addressed to NCAR Part-145 or NCAR Part M.A. Subpart F maintenance Organization in the case of:</p> <ol style="list-style-type: none"> <li>1. an aircraft requiring unscheduled line maintenance,</li> <li>2. component maintenance, including engine maintenance.</li> </ol>				



8	<p><b>M.A.709 – Documentation</b></p> <p>(a) The approved continuing airworthiness management organisation shall hold and use applicable current maintenance data in accordance with NCAR M.A.401 for the performance of continuing airworthiness tasks referred to in NCAR 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 organisation only needs to keep such data for the duration of the contract, except when required by NCAR M.A.714.</p>				
	<p>(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 of NCAR Part-M. These "baseline" and/or "generic" maintenance programmes however do not preclude the need to establish an adequate Aircraft Maintenance Programme in compliance with NCAR M.A.302 in due time before exercising the privileges referred to in NCAR M.A.711.</p>				
9	<p><b>M.A.710 – Airworthiness Review</b></p> <p>(a) To satisfy the requirement for the airworthiness review of an aircraft referred to in NCAR M.A.901, 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:</p> <ol style="list-style-type: none"> <li>1. airframe, engine and propeller flying hours and associated flight cycles have been properly recorded, and;</li> <li>2. the flight manual is applicable to the aircraft configuration and reflects the latest revision status, and;</li> </ol>				

	<ol style="list-style-type: none"> <li>3. all the maintenance due on the aircraft according to the approved maintenance programme has been carried out, and;</li> <li>4. all known defects have been corrected or, when applicable, carried forward in a controlled manner, and;</li> <li>5. all applicable airworthiness directives have been applied and properly registered, and;</li> <li>6. all modifications and repairs applied to the aircraft have been registered and are approved according to NCAR Part-21 and;</li> <li>7. all service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit, and;</li> <li>8. all maintenance has been released in accordance with NCAR Part-M, and;</li> <li>9. the current mass and balance statement reflects the configuration of the aircraft and is valid, and;</li> <li>10. the aircraft complies with the latest revision of its type design approved by CAA Nepal;</li> <li>11. if required, the aircraft holds a noise certificate corresponding to the current configuration of the aircraft in compliance with NCAR Chapter B.1 Para 7.</li> </ol>				
	<p>(b) The airworthiness review staff of the approved continuing airworthiness management organisation shall carry out a physical survey of the aircraft. For this survey, airworthiness review staff not appropriately qualified to NCAR Part-66 shall be assisted by such qualified personnel.</p>				
	<p>(c) Through the physical survey of the aircraft, the airworthiness review staff shall ensure that:</p> <ol style="list-style-type: none"> <li>1. all required markings and placards are properly installed, and;</li> </ol>				

	<ol style="list-style-type: none"> <li>2. the aircraft complies with its approved flight manual, and;</li> <li>3. the aircraft configuration complies with the approved documentation, and;</li> <li>4. no evident defect can be found that has not been addressed according to NCAR M.A.403, and;</li> <li>5. no inconsistencies can be found between the aircraft and the paragraph (a) documented review of records.</li> </ol>				
	(d) Notwithstanding NCAR M.A.901(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.				
	<p>(e) The airworthiness review certificate or the recommendation for the issue of the airworthiness review certificate referred to in Appendix III of NCAR Part-M can only be issued:</p> <ol style="list-style-type: none"> <li>1. by airworthiness review staff appropriately authorised in accordance with NCAR M.A.707 on behalf of the approved continuing airworthiness management organisation or by certifying staff in cases provided for in NCAR M.A.901(g), and</li> <li>2. when satisfied that the airworthiness review has been completely carried out and that there is no non-compliance which is known to endanger flight safety.</li> </ol>				
	(f) A copy of any airworthiness review certificate issued or extended for an aircraft shall be sent to CAA Nepal of that aircraft within 10 days.				
	(g) Airworthiness review tasks shall not be sub-contracted.				
	(h) Should the outcome of the airworthiness review be inconclusive, CAA Nepal shall be informed as soon as practicable but in any case within 72 hours from the moment the organization identifies the to which the review relates. The airworthiness review certificate shall not be issued until all findings have been				

	closed.				
<b>10</b>	<p><b>M.A.711 – Privileges of the Organisation</b></p> <p>(a) A continuing airworthiness management organisation approved in accordance with Section A, Subpart G of NCAR Part-M may:</p> <ol style="list-style-type: none"> <li>1. manage the continuing airworthiness of aircraft, except those involved in commercial air transport, as listed on the approval certificate.</li> <li>2. manage the continuing airworthiness of commercial air transport aircraft when listed both on its approval certificate and on its Air Operator Certificate (AOC);</li> <li>3. arrange to carry out limited continuing airworthiness tasks with any <i>sub-contracted</i> organisation, working under its quality system, as listed on the approval certificate;</li> <li>4. extend, under the conditions of NCAR M.A.901(f), an airworthiness review certificate that has been issued by CAA Nepal or by another continuing airworthiness management organisation approved in accordance with Section A, Subpart G of NCAR Part-M.</li> </ol>				
	<p>(b) An approved continuing airworthiness management organisation may, additionally, be approved to carry out airworthiness reviews referred to in NCAR M.A.710 and:</p> <ol style="list-style-type: none"> <li>1. issue the related airworthiness review certificate and extend it in due time under the conditions of NCAR M.A.901(c)2 or NCAR M.A.901(e)2; and,</li> <li>2. issue a recommendation for the airworthiness review to CAA Nepal.</li> </ol>				
	<p>(c) A continuing airworthiness management organisation whose approval includes the privileges referred to in NCAR M.A.711(b) may additionally be approved to issue a permit to fly in accordance with EASA Part-21 for the particular aircraft for which the organisation is approved to issue the airworthiness</p>				

	review certificate, when the continuing airworthiness management organisation is attesting conformity with approved flight conditions, subject to an adequate approved procedure in the exposition referred to in NCAR M.A.704.				
<b>11</b>	<b>M.A.712 – Quality System</b>  (a) To ensure that the approved continuing airworthiness management organisation meets continuously 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 NCAR M.A. Subpart G activities. It shall at least include the following functions:  1. monitoring that all NCAR 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 NCAR Part -M.				
	(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 NCAR Parts (NCAR Part-145, NCAR Part-147), the quality system may be combined with that required by the other NCAR Parts.				
	(e) In case of commercial air transport the NCAR 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 CAA Nepal, 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 organisation shall not contract continuing airworthiness management tasks to other parties.				
12	<p><b>M.A.713 – Changes to the Approved Continuing Airworthiness Organisation</b></p> <p>In order to enable CAA Nepal to determine continued compliance with NCAR Part-M, 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:</p> <ol style="list-style-type: none"> <li>1. the name of the organisation.</li> <li>2. the location of the organisation.</li> <li>3. additional locations of the organisation.</li> <li>4. the accountable manager.</li> <li>5. any of the persons specified in NCAR M.A.706(c).</li> <li>6. the facilities, procedures, work scope and staff that could affect the approval.</li> </ol> <p>In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.</p>				
13	<p><b>M.A.714 – Record Keeping</b></p> <p>(a) The continuing airworthiness management organisation shall record all details of work carried out. The records required by NCAR M.A.305 and if applicable NCAR M.A.306 shall be retained.</p>				
	(b) If the continuing airworthiness management organisation has				

	the privilege referred to in NCAR 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 NCAR M.A.711(a)4.				
	(c) If the continuing airworthiness management organisation has the privilege referred to in NCAR M.A.711(c), it shall retain a copy of each permit to fly issued in accordance with the provisions of EASA Part-21.				
	(d) The continuing airworthiness management organisation shall retain a copy of all records referred to in paragraphs (b) and (c) until two years after the aircraft has been permanently withdrawn from service.				
	(e) The records shall be stored in a manner that ensures protection from damage, alteration and theft.				
	(f) 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.				
	(g) 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.				
	(h) Where a continuing airworthiness management organisation terminates its operation, all retained records shall be transferred to the owner of the aircraft.				
<b>14</b>	<b>M.A.715 – Continued Validity of Approval</b>  (a) An approval shall be issued for a maximum period of one year unless otherwise specified. It shall remain valid subject to:				

	<ol style="list-style-type: none"> <li>1. the organisation remaining in compliance with NCAR Part-M, in accordance with the provisions related to the handling of findings as specified under NCAR M.B.705 and;</li> <li>2. CAA Nepal being granted access to the organisation to determine continued compliance with NCAR Part-M, and;</li> <li>3. the approval not being surrendered or revoked.</li> </ol>				
	(b) Upon surrender or revocation, the approval certificate shall be returned to CAA Nepal.				
<b>15</b>	<p><b>M.A.716 – Findings</b></p> <p>(a) A level 1 finding is any significant non-compliance with NCAR Part-M requirements which lowers the safety standard and hazards seriously the flight safety.</p>				
	(b) A level 2 finding is any non-compliance with the NCAR Part-M requirements which could lower the safety standard and possibly hazard the flight safety.				
	(c) After receipt of notification of findings according to NCAR 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 CAA Nepal within a period agreed by CAA Nepal.				



**SECTION 4: ADDITIONAL INFORMATION**

Please provide any additional information by typing in the 'blank' area below, using the following format for each Subpart G. Requirement for which you are providing the information.

**M.A.XXX**

additional information...

**Verifying Inspector Name:**

**Verifying Inspector Signature:**

**Date:**