



**CIVIL AVIATION AUTHORITY OF NEPAL**  
**AIRWORTHINESS INSPECTION DIVISION**

**“Checklist for Reviewing Application Package for Change in NCAR Part-145  
Approval- Domestic AMO”**

**Name of Organization:**

**Address of Organization:**

S/N	Details	Yes	No	N/A	Remark
1.	Submission of CAAN Form 2 application form.				
2.	Submission of CAAN Form 4 for nominated post holder approval.  (Note: Required if there is a change in nominated post holder)				
3.	Evidence of internal audit covering the areas of change.				
4.	Current status of the findings (if any) referenced in item 3.				
5.	Submission of Maintenance Organization Exposition (MOE) and other associated manuals i.e. Workshop Procedure Manual; SMS Manual; Battery Shop Procedure Manual; Wheel and Brake Shop Procedure Manual; Training Procedure Manual & Capability List. (In Electronic Form and Hard Copy).  (Note: Affected manuals subjected to change shall be submitted)				
6.	Completed compliance checklist ( <b>Checklist #34 “Compliance checklist for NCAR Part-145 approval”</b> ).  (Note: Affected portion of compliance checklist subjected to change shall be submitted)				
7.	Completed <b>Checklist #9 “Checklist for approval of Maintenance Organization Exposition (Part-I)”</b> .  (Note: Checklist for Approval of Maintenance Organization				



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	Exposition (Part-II) subjected to change shall be submitted)				
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Checked by

Name:

Designation:

Date:

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Verified by

Name:

Designation:

Date: