

Compliance Checklist for NCAR Part-145 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:**
MOE/CAMMOE Reference: **CAA Nepal Office:**
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-145 requirements shown in column (2) by indicating in column (3) the MOE 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 MOE.

SECTION 3: COMPLIANCE CHECKLIST					
S/N	NCAR PART-145 Requirements	CAMMOE/MOE/ Reference	N/A	Comment by operator	CAA Nepal Remark
1.	NCAR 145.A.15 – Application An application for the issue or change of an approval shall be made to CAA Nepal in a form and manner established by CAA Nepal.				
2.	NCAR 145.A.20 – Terms of approval The organisation shall specify the scope of work deemed to constitute approval in its exposition (Appendix II to NCAR Part-145 contains a table of all classes and ratings).				
3.	NCAR 145.A.25 – Facility requirements The organisation shall ensure that:				
	(a) Facilities are provided appropriate for all planned work, ensuring in particular, protection from the weather elements. Specialised workshops and bays are segregated as appropriate, to ensure that environmental and work area contamination is unlikely to occur. 1. For base maintenance of aircraft, aircraft hangars are both available and large enough to accommodate aircraft on planned base maintenance;				
	2. For component maintenance, component workshops are large enough to accommodate the components on planned maintenance.				
	(b) Office accommodation is provided for the management of the planned work referred to in paragraph (a), and certifying staff so that they can carry out their designated tasks in a manner that contributes to good aircraft maintenance standards.				
	(c) The working environment including aircraft hangars, component workshops and office accommodation is appropriate for the task carried out and in particular special requirements observed. Unless otherwise dictated by the particular task environment, the working environment must be such that the effectiveness of personnel is not impaired: 1. temperatures must be maintained such that personnel can carry out required tasks without undue discomfort.				
	2. dust and any other airborne contamination are kept to a minimum and not be permitted to reach a level in the work task area where visible aircraft/component surface contamination is evident. Where dust/other airborne contamination results in visible surface contamination, all				

	susceptible systems are sealed until acceptable conditions are re-established.				
	3. lighting is such as to ensure each inspection and maintenance task can be carried out in an effective manner.				
	4. noise shall not distract personnel from carrying out inspection tasks. Where it is impractical to control the noise source, such personnel are provided with the necessary personal equipment to stop excessive noise causing distraction during inspection tasks.				
	5. where a particular maintenance task requires the application of specific environmental conditions different to the foregoing, then such conditions are observed. Specific conditions are identified in the maintenance data.				
	6. the working environment for line maintenance is such that the particular maintenance or inspection task can be carried out without undue distraction. Therefore where the working environment deteriorates to an unacceptable level in respect of temperature, moisture, hail, ice, snow, wind, light, dust/other airborne contamination, the particular maintenance or inspection tasks must be suspended until satisfactory conditions are re-established.				
	(d) Secure storage facilities are provided for components, equipment, tools and material. Storage conditions ensure segregation of serviceable components and material from unserviceable aircraft components, material, equipment and tools. The conditions of storage are in accordance with the manufacturer's instructions to prevent deterioration and damage of stored items. Access to storage facilities is restricted to authorised personnel.				
4.	NCAR 145.A.30 – 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 NCAR Part-145. The accountable manager shall: 1.ensure that all necessary resources are available to accomplish maintenance in accordance with NCAR 145.A.65(b) to support the organisation approval.				
	2. establish and promote the safety and quality policy specified in NCAR 145.A.65(a).				
	3. demonstrate a basic understanding of NCAR Part-145.				

	<p>(b) The organisation shall nominate a person or group of persons, whose responsibilities include ensuring that the organisation complies with NCAR Part-145. Such person(s) shall ultimately be responsible to the accountable manager.</p> <p>1. The person or persons nominated shall represent the maintenance management structure of the organisation and be responsible for all functions specified in NCAR Part-145.</p>				
	<p>2. The person or persons nominated shall be identified and their credentials submitted in a form and manner established by CAA Nepal.</p>				
	<p>3. The person or persons nominated shall be able to demonstrate relevant knowledge, background and satisfactory experience related to aircraft or component maintenance and demonstrate a working knowledge of NCAR Part-145.</p>				
	<p>4. Procedures shall make clear who deputises for any particular person in the case of lengthy absence of the said person.</p>				
	<p>(c) The accountable manager under paragraph (a) shall appoint a person with responsibility for monitoring the quality system, including the associated feedback system as required by NCAR 145.A.65(c). The appointed person shall have direct access to the accountable manager to ensure that the accountable manager is kept properly informed on quality and compliance matters.</p>				
	<p>(d) The organisation shall have a maintenance man-hour plan showing that the organisation has sufficient staff to plan, perform, supervise, inspect and quality monitor the organisation in accordance with the approval. In addition the organisation shall have a procedure to reassess work intended to be carried out when actual staff availability is less than the planned staffing level for any particular work shift or period.</p>				
	<p>(e) The organisation shall establish and control the competence of personnel involved in any maintenance, management and/or quality audits in accordance with a procedure and to a standard agreed by CAA Nepal. In addition to the necessary expertise related to the job function, competence must include an understanding of the application of human factors and human performance issues appropriate to that person's function in the organisation.</p> <p>"Human factors" means principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe</p>				

	<p>interface between the human and other system components by proper consideration of human performance. "Human performance" means human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.</p>				
	<p>(f) The organisation shall ensure that personnel who carry out and/or control a continued airworthiness non-destructive test of aircraft structures and/or components are appropriately qualified for the particular non-destructive test in accordance with the European or equivalent Standard recognised by CAA Nepal. Personnel who carry out any other specialised task shall be appropriately qualified in accordance with officially recognised Standards. By derogation to this paragraph those personnel specified in NCAR 145.A.30(g) and (h)(1) and (h)(2), qualified in category B1 or B3 in accordance with NCAR Part-66 may carry out and/or control colour contrast dye penetrant tests.</p>				
	<p>(g) Any organisation maintaining aircraft, except where stated otherwise in NCAR 145.A.30a (j), shall in the case of aircraft line maintenance, have appropriate aircraft rated certifying staff qualified as category B1, B2, B3, as appropriate, in accordance with NCAR Part-66 and NCAR145.A.35. In addition such organisations may also use appropriately task trained certifying staff holding the privileges described in NCAR 66.A.20(a)(1) and NCAR 66.A.20(a)(3)(ii) and qualified in accordance with NCAR Part-66 and NCAR 145.A.35 to carry out minor scheduled line maintenance and simple defect rectification. The availability of such certifying staff shall not replace the need for category B1, B2, B3 certifying staff, as appropriate.</p>				
	<p>(h) Any organisation maintaining aircraft, except where stated otherwise in paragraph (j) shall: 1. in the case of base maintenance of complex motor-powered aircraft, have appropriate aircraft type rated certifying staff qualified as category C in accordance with NCAR Part-66 and NCAR 145.A.35. In addition the organisation shall have sufficient aircraft type rated staff qualified as category B1, B2 as appropriate in accordance with NCAR Part-66 and NCAR 145.A.35 to support the category C certifying staff. (i) B1 and B2 support staff shall ensure that all relevant tasks or inspections have been carried out to the required standard before the category C certifying staff issues the certificate of release to service. (ii) The organisation shall maintain a register of any such B1 and B2 support staff.</p>				

	(iii) The category C certifying staff shall ensure that compliance with paragraph (i) has been met and that all work required by the customer has been accomplished during the particular base maintenance check or work package, and shall also assess the impact of any work not carried out with a view to either requiring its accomplishment or agreeing with the operator to defer such work to another specified check or time limit.				
	2. in the case of base maintenance of aircraft other than complex motor-powered aircraft have either: (i) appropriate aircraft rated certifying staff qualified as category B1, B2, B3, as appropriate, in accordance with NCAR Part-66 and NCAR 145.A.35 or, (ii) appropriate aircraft rated certifying staff qualified in category C assisted by support staff as specified in NCAR 145.A.35(a)(i).				
	(i) Component certifying staff shall comply with CAA Nepal Guidance on Components; Engine and APU Certifying Staff.				
	(j) By derogation to paragraphs (g) and (h), in relation to the obligation to comply with NCAR Part-66, the organisation may use certifying staff qualified in accordance with the following provisions: 1. For organisation facilities located outside Nepal, certifying staff may be qualified in accordance with the national aviation regulations of the State in which the organisation facility is registered subject to the conditions specified in Appendix IV to NCAR Part-145.				
	2. For line maintenance carried out at a line station of an organisation which is located outside Nepal, the certifying staff may be qualified in accordance with the national aviation regulations of the State in which the line station is based, subject to the conditions specified in Appendix IV to NCAR Part-145.				
	3. 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 certification authorisation to the aircraft commander and/or the flight engineer on the basis of the flight crew licence held. However, the organisation shall ensure that sufficient practical training has been carried out to ensure that such aircraft commander or flight engineer can accomplish the airworthiness directive to the required standard.				
	4. In the case of aircraft operating away from a supported location the				

	<p>organisation may issue a limited certification authorisation to the commander and/or the flight engineer on the basis of the flight crew licence held subject to being satisfied that sufficient practical training has been carried out to ensure that the commander or flight engineer can accomplish the specified task to the required standard. The provisions of this paragraph shall be detailed in an exposition procedure.</p>				
	<p>5. 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 organisation contracted to provide maintenance support may issue a one-off certification authorisation:</p> <p>(i) to one of its employees holding equivalent type authorisations on aircraft of similar technology, construction and systems; or</p> <p>(ii) to any person with not less than five 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 NCAR Part-145 at that location and the contracted organisation obtains and holds on file evidence of the experience and the licence of that person.</p> <p>All such cases as specified in this subparagraph shall be reported to the CAA Nepal within seven days after issuing such certification authorisation. The organisation issuing the one-off authorisation shall ensure that any such maintenance that could affect flight safety is re-checked by an appropriately approved organisation.</p>				
5.	<p>NCAR 145.A.35 – Certifying staff and category B1 and B2 support staff</p> <p>(a) In addition to the appropriate requirements of NCAR 145.A.30(g) and (h), the organisation shall ensure that certifying staff and support staff have an adequate understanding of the relevant aircraft or components, or both, to be maintained and of the associated organisation procedures. In the case of certifying staff, this shall be accomplished before the issue or re-issue of the certification authorisation.</p> <p>(i) ‘Support staff’ means those staff holding a NCAR Part-66 aircraft maintenance licence in category B1, B2 and/or B3 with the appropriate aircraft ratings, working in a base maintenance environment while not necessarily holding certification privileges.</p> <p>(ii) ‘Relevant aircraft and/or components’, means those aircraft or components specified in the particular certification authorisation.</p> <p>(iii) ‘Certification authorisation’ means the authorisation issued to certifying</p>				

	staff by the organisation and which specifies the fact that they may sign certificates of release to service within the limitations stated in such authorisation on behalf of the approved organisation.				
	(b) Except for the cases listed in NCAR 145.A.30(j) and NCAR 66.A.20(a)3(ii), the organisation may only issue a certification authorisation to certifying staff in relation to the basic categories or subcategories and, except for the category A licence, any type rating listed on the aircraft maintenance licence as required by NCAR Part-66, subject to the licence remaining valid throughout the validity period of the authorisation and to the certifying staff remaining in compliance with NCAR Part-66.				
	(c) The organisation shall ensure that all certifying staff and support staff are involved in at least six months of actual relevant aircraft or component maintenance experience in any consecutive two-year period. For the purpose of this paragraph "involved in actual relevant aircraft or component maintenance" means that the person has worked in an aircraft or component maintenance environment and has either exercised the privileges of the certification authorisation and/or has actually carried out maintenance on at least some of the aircraft type or aircraft group systems specified in the particular certification authorisation.				
	(d) The organisation shall ensure that all certifying staff and support staff receives sufficient continuation training in each two-year period to ensure that such staff have up-to-date knowledge of relevant technology, organisation procedures and human factor issues.				
	(e) The organisation shall establish a programme for continuation training for certifying staff and support staff, including a procedure to ensure compliance with the relevant paragraphs of NCAR 145.A.35 as the basis for issuing certification authorisations under NCAR Part-145 to certifying staff, and a procedure to ensure compliance with NCAR Part-66.				
	(f) Except where any of the unforeseen cases of NCAR 145.A.30(j)(5) apply, the organisation shall assess all prospective certifying staff for their competence, qualification and capability to carry out their intended certifying duties in accordance with a procedure as specified in the exposition prior to the issue or re-issue of a certification authorisation under NCAR Part-145.				
	(g) When the conditions of paragraphs (a), (b), (d), (f) and, where applicable, paragraph (c) have been fulfilled by the certifying staff, the organisation shall issue a certification authorisation that clearly specifies				

	the scope and limits of such authorisation. Continued validity of the certification authorisation is dependent upon continued compliance with paragraphs (a), (b), (d), and where applicable, paragraph (c).				
	(h) The certification authorisation must be in a style that makes its scope clear to the certifying staff and CAA Nepal who has the responsibility for oversight of maintained aircraft or component, who may require to examine the authorisation.				
	(i) The person responsible for the quality system shall also remain responsible on behalf of the organisation for issuing certification authorisations to certifying staff. Such person may nominate other persons to actually issue or revoke the certification authorisations in accordance with a procedure as specified in the exposition.				
	(j) The organisation shall maintain a record of all certifying staff and support staff, which shall contain: 1. the details of any aircraft maintenance licence held under NCAR Part-66; and				
	2. all relevant training completed; and				
	3. the scope of the certification authorisations issued, where relevant; and				
	4. particulars of staff with limited or one-off certification authorisations. The organisation shall retain the record for at least three years after the staff referred to in this paragraph have ceased employment with the organisation or as soon as the authorisation has been withdrawn. In addition, upon request, the maintenance organisation shall furnish the staff referred to in this paragraph with a copy of their personal record on leaving the organisation. The staff referred to in this paragraph shall be given access on request to their personal records as detailed above.				
	(k) The organisation shall provide certifying staff with a copy of their certification authorisation in either a documented or electronic format.				
	(l) Certifying staff shall produce their certification authorisation to any authorised person within 24 hours.				
	(m) The minimum age for certifying staff and support staff is 21 years.				
	(n) The holder of a category A aircraft maintenance licence may only exercise certification privileges on a specific aircraft type following the satisfactory completion of the relevant category A aircraft task training carried out by an organisation appropriately approved in accordance with				

	NCAR Part-145 or NCAR Part-147. This training shall include practical hands on training and theoretical training as appropriate for each task authorised. Satisfactory completion of training shall be demonstrated by an examination or by workplace assessment carried out by the organisation.				
	(o) The holder of a category B2 aircraft maintenance licence may only exercise the certification privileges described in NCAR 66.A.20(a)(3)(ii) of NCAR Part-66 following the satisfactory completion of (i) the relevant category A aircraft task training and (ii) six months of documented practical experience covering the scope of the authorisation that will be issued. The task training shall include practical hands on training and theoretical training as appropriate for each task authorised. Satisfactory completion of training shall be demonstrated by an examination or by workplace assessment. Task training and examination/assessment shall be carried out by the maintenance organisation issuing the certifying staff authorisation. The practical experience shall be also obtained within such maintenance organisation.				
6.	NCAR 145.A.40 – Equipment and Tools (a) The organisation shall have available and use the necessary equipment and tools to perform the approved scope of work. 1. Where the manufacturer specifies a particular tool or equipment, the organisation shall use that tool or equipment, unless the use of alternative tooling or equipment is agreed by CAA Nepal via procedures specified in the exposition.				
	2. Equipment and tools must be permanently available, except in the case of any tool or equipment that is so infrequently used that its permanent availability is not necessary. Such cases shall be detailed in an exposition procedure.				
	3. An organisation approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms/docking as required for the proper inspection of the aircraft.				
	(b) The organisation shall ensure that all tools, equipment and particularly test equipment, as appropriate, are controlled and calibrated according to an officially recognised standard at a frequency to ensure serviceability and accuracy. Records of such calibrations and traceability to the standard used shall be kept by the organisation.				
7.	NCAR 145.A.42 –Components (a) Classification of Components. All components shall be classified into the				

	<p>following categories:</p> <p>(i) Components which are in a satisfactory condition, released on a CAAN Form 1 or equivalent and marked in accordance with a standard acceptable to the CAA Nepal.</p> <p>(ii) Unserviceable components which shall be maintained in accordance with NCAR Part-145.</p> <p>(iii) Components categorised as unsalvageable because they have reached their certified life limit or contain a non-repairable defect.</p> <p>(iv) Standard parts used on an aircraft, engine, propeller or other aircraft component when specified in the maintenance data and accompanied by evidence of conformity traceable to the applicable standards.</p> <p>(v) Material, both raw and consumable, used in the course of maintenance when the organisation is satisfied that the material meets the required specification and has appropriate traceability. All material shall be accompanied by documentation clearly relating to the particular material and containing a conformity to specification statement as well as the manufacturing and supplier source.</p>				
	<p>(b) Components, standard parts and materials for installation</p> <p>(i) The organisation shall establish procedures for the acceptance of components, standard parts and materials for installation to ensure that components, standard parts and materials are in satisfactory condition and meet the applicable requirements of NCAR 145.A.42(a).</p>				
	<p>(ii) The organisation shall establish procedures to ensure that components, standard parts and materials shall only be installed on an aircraft or a component when they are in satisfactory condition, meet the applicable requirements of NCAR 145.A.42(a) and the applicable maintenance data specifies the particular component, standard part or material.</p>				
	<p>(iii) The organisation may fabricate a restricted range of parts to be used in the course of undergoing work within its own facilities, provided procedures are identified in the exposition.</p>				
	<p>(iv) Components acceptable to CAA Nepal shall only be installed if considered eligible for installation by the LA1 or LA2 aircraft owner on its own aircraft.</p>				
	<p>(c) Segregation of components</p> <p>(i) Unserviceable and unsalvageable components shall be segregated from serviceable components, standards parts and materials.</p>				

	(ii) Unsalvageable components 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 by CAA Nepal based on the documents submitted by the respective component manufacturers.				
8.	NCAR 145.A.45 – Maintenance Data (a) The organisation shall hold and use applicable current maintenance data in the performance of maintenance, including modifications and repairs. "Applicable" means relevant to any aircraft, component or process specified in the organisation's approval class rating schedule and in any associated capability list. In the case of maintenance data provided by an operator or customer, the organisation shall hold such data when the work is in progress, with the exception of the need to comply with NCAR 145.A.55(c).				
	(b) For the purposes of NCAR Part-145, applicable maintenance data shall be any of the following: 1. Any applicable requirement, procedure, operational directive or information issued by CAA Nepal responsible for the oversight of the aircraft or component;				
	2. Any applicable airworthiness directive issued by CAA Nepal responsible for the oversight of the aircraft or component;				
	3. Instructions for continuing airworthiness, issued by type certificate holders, supplementary type certificate holders, any other organisation required to publish such data by CAA Nepal and in the case of aircraft or components from third countries the airworthiness data mandated by the authority responsible for the oversight of the aircraft or component;				
	4. Any applicable standard, such as but not limited to, maintenance standard practices recognised by CAA Nepal as a good standard for maintenance;				
	5. Any applicable data issued in accordance with paragraph (d).				
	(c) The organisation shall establish procedures to ensure that if found, any inaccurate, incomplete or ambiguous procedure, practice, information or maintenance instruction contained in the maintenance data used by maintenance personnel is recorded and notified to the author of the maintenance data.				
	(d) The organisation may only modify maintenance instructions in				

	accordance with a procedure specified in the maintenance organisation's exposition. With respect to those changes, the organisation shall demonstrate that they result in equivalent or improved maintenance standards and shall inform the type-certificate holder of such changes. Maintenance instructions for the purposes of this paragraph means instructions on how to carry out the particular maintenance task: they exclude the engineering design of repairs and modifications.				
	(e) The organisation shall provide a common work card or worksheet system to be used throughout relevant parts of the organisation. In addition, the organisation shall either transcribe accurately the maintenance data contained in paragraphs (b) and (d) onto such work cards or worksheets or make precise reference to the particular maintenance task or tasks contained in such maintenance data. Work cards and worksheets may be computer generated and held on an electronic database subject to both adequate safeguards against unauthorised alteration and a back-up electronic database which shall be updated within 24 hours of any entry made to the main electronic database. Complex maintenance tasks shall be transcribed onto the work cards or worksheets and subdivided into clear stages to ensure a record of the accomplishment of the complete maintenance task. Where the organisation provides a maintenance service to an aircraft operator who requires their work card or worksheet system to be used then such work card or worksheet system may be used. In this case, the organisation shall establish a procedure to ensure correct completion of the aircraft operators' work cards or worksheets.				
	(f) The organisation shall ensure that all applicable maintenance data is readily available for use when required by maintenance personnel.				
	(g) The organisation shall establish a procedure to ensure that maintenance data it controls is kept up to date. In the case of operator/customer controlled and provided maintenance data, the organisation shall be able to show that either it has written confirmation from the operator/customer that all such maintenance data is up to date or it has work orders specifying the amendment status of the maintenance data to be used or it can show that it is on the operator/customer maintenance data amendment list.				
9.	NCAR 145.A.47 – Production planning (a) The organisation shall have a system appropriate to the amount and complexity of work to plan the availability of all necessary personnel, tools,				

	equipment, material, maintenance data and facilities in order to ensure the safe completion of the maintenance work.				
	(b) The planning of maintenance tasks, and the organising of shifts, shall take into account human performance limitations.				
	(c) When it is required to hand over the continuation or completion of maintenance tasks for reasons of a shift or personnel changeover, relevant information shall be adequately communicated between outgoing and incoming personnel.				
10.	NCAR 145.A.48 PERFORMANCE OF MAINTENANCE The organisation shall establish procedures to ensure that: (a) after completion of maintenance a general verification is carried out to ensure that the aircraft or component is clear of all tools, equipment and any extraneous parts or material, and that all access panels removed have been refitted;				
	(b) an error capturing method is implemented after the performance of any critical maintenance task;				
	(c) the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimised; and,				
	(d) damage is assessed and modifications and repairs are carried out using data specified in NCAR M.A.304.				
11.	NCAR 145.A.50 – Certification of maintenance (a) A certificate of release to service shall be issued by appropriately authorised certifying staff on behalf of the organisation when it has been verified that all maintenance ordered has been properly carried out by the organisation in accordance with the procedures specified in NCAR 145.A.70, taking into account the availability and use of the maintenance data specified in NCAR 145.A.45 and that there are no non-compliances which are known to endanger flight safety.				
	(b) A certificate of release to service shall be issued before flight at the completion of any maintenance.				
	(c) New defects or incomplete maintenance work orders identified during the above maintenance shall be brought to the attention of the aircraft operator for the specific purpose of obtaining agreement to rectify such defects or completing the missing elements of the maintenance work order. In the case where the aircraft operator declines to have such maintenance carried out under this paragraph, paragraph (e) is applicable.				

	(d) A certificate of release to service shall be issued at the completion of any maintenance on a component whilst off the aircraft. The authorised release certificate CAAN Form 1 referred to in Appendix I of NCAR Part-145 constitutes the component certificate of release to service. When an organisation maintains a component for its own use, a CAAN Form 1 may not be necessary depending upon the organisation's internal release procedures defined in the exposition.				
	(e) By derogation to paragraph (a), when the organisation is unable to complete all maintenance ordered, it may issue a certificate of release to service within the approved aircraft limitations. The organisation shall enter such fact in the aircraft certificate of release to service before the issue of such certificate.				
	(f) By derogation to paragraph (a) and NCAR 145.A.42, when an aircraft is grounded at a location other than the main line station or main maintenance base due to the non-availability of a component with the appropriate release certificate, it is permissible to temporarily fit a component without the appropriate release certificate for a maximum of 30 flight hours or until the aircraft first returns to the main line station or main maintenance base, whichever is the sooner, subject to the aircraft operator agreement and said component having a suitable release certificate but otherwise in compliance with all applicable maintenance and operational requirements. Such components shall be removed by the above prescribed time limit unless an appropriate release certificate has been obtained in the meantime under paragraph (a) and NCAR 145.A.42.				
12.	NCAR 145.A.55 – Maintenance records				
	(a) The organisation shall record all details of maintenance work carried out. As a minimum, the organisation shall retain records necessary to prove that all requirements have been met for issuance of the certificate of release to service, including subcontractor's release documents.				
	(b) The organisation shall provide a copy of each certificate of release to service to the aircraft operator, together with a copy of any specific repair/modification data used for repairs/modifications carried out.				
	(c) The organisation shall retain a copy of all detailed maintenance records and any associated maintenance data for three years from the date the aircraft or component to which the work relates was released from the organisation. 1. The records under this paragraph shall be stored in a manner that				

	ensures protection from damage, alteration and theft.				
	2. Computer backup discs, tapes etc. shall be stored in a different location from that containing the working discs, tapes etc., in an environment that ensures they remain in good condition.				
	3. Where an organisation approved under NCAR Part-145 terminates its operation, all retained maintenance records covering the last three years shall be distributed to the last owner or customer of the respective aircraft or component or shall be stored as specified by CAA Nepal.				
13.	NCAR 145.A.60 – Occurrence reporting (a) The organisation shall report to CAA Nepal, the state of registry and the organisation responsible for the design of the aircraft or component any condition of the aircraft or component identified by the organisation that has resulted or may result in an unsafe condition that hazards seriously the flight safety.				
	(b) The organisation shall establish an internal occurrence reporting system as detailed in the exposition to enable the collection and evaluation of such reports, including the assessment and extraction of those occurrences to be reported under paragraph (a). This procedure shall identify adverse trends, corrective actions taken or to be taken by the organisation to address deficiencies and include evaluation of all known relevant information relating to such occurrences and a method to circulate the information as necessary.				
	(c) The organisation shall make such reports in a form and manner established by CAA Nepal and ensure that they contain all pertinent information about the condition and evaluation results known to the organisation.				
	(d) Where the organisation is contracted by a commercial operator to carry out maintenance, the organisation shall also report to the operator any such condition affecting the operator's aircraft or component.				
	(e) The organisation shall produce and submit such reports as soon as practicable but in any case within 72 hours of the organisation identifying the condition to which the report relates.				
14.	NCAR 145.A.65 – Safety and quality policy, maintenance procedures and quality system (a) The organisation shall establish a safety and quality policy for the organisation to be included in the exposition under NCAR 145.A.70.				

	<p>(b) The organisation shall establish procedures agreed by CAA Nepal taking into account human factors and human performance to ensure good maintenance practices and compliance with the applicable requirements established in NCAR 145.A.25 to NCAR 145.A.95. The procedure under this point shall:</p> <ol style="list-style-type: none"> 1. ensure that a clear work order or contract has been agreed between the organisation and the organisation requesting maintenance to clearly establish the maintenance to be carried out so that aircraft and components may be released to service in accordance with 145.A.50; and, 				
	<ol style="list-style-type: none"> 2. cover all aspects of carrying out maintenance, including the provision and control of specialised services and lay down the standards to which the organisation intends to work.” 				
	<p>(c) The organisation shall establish a quality system that includes the following:</p> <ol style="list-style-type: none"> 1. Independent audits in order to monitor compliance with required aircraft/aircraft component standards and adequacy of the procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components. In the smallest organisations the independent audit part of the quality system may be contracted to another organisation approved under NCAR Part-145 or a person with appropriate technical knowledge and proven satisfactory audit experience; and 				
	<ol style="list-style-type: none"> 2. A quality feedback reporting system to the person or group of persons specified in NCAR 145.A.30(b) and ultimately to the accountable manager that ensures proper and timely corrective action is taken in response to reports resulting from the independent audits established to meet paragraph (1). 				
	<p>(d) The organization shall establish a Safety Management System (SMS) that:</p> <ol style="list-style-type: none"> (1) Shall achieve the following objectives as a minimum: <ol style="list-style-type: none"> (i) Identifies safety hazards; (ii) Assesses the impact of these safety hazards and mitigates risks; (iii) Ensures that remedial action necessary to maintain an acceptable level of safety is implemented; (iv) Provides for continuous monitoring and regular assessment of the safety level achieved; and (v) Aims to make continuous improvement to the overall level of safety. 				
	<ol style="list-style-type: none"> (2) Shall meet the requirements contained in Appendix V to NCAR Part- 				

	145; and				
	(3) Shall be approved by the CAA Nepal.				
15.	NCAR 145.A.70 – Maintenance Organisation Exposition (a) "Maintenance organisation exposition" means the document or documents that contain the material specifying the scope of work deemed to constitute approval and showing how the organisation intends to comply with NCAR Part-145. The organisation shall provide CAA Nepal with a maintenance organisation exposition, containing the following information: 1. A statement signed by the accountable manager confirming that the maintenance organisation exposition and any referenced associated manuals define the organisation's compliance with NCAR Part-145 and will be complied with at all times. When the accountable manager is not the chief executive officer of the organisation then such chief executive officer shall countersign the statement;				
	2. the organisation's safety and quality policy as specified by NCAR 145.A.65;				
	3. the title(s) and name(s) of the persons nominated under NCAR 145.A.30(b);				
	4. the duties and responsibilities of the persons nominated under NCAR 145.A.30(b), including matters on which they may deal directly with CAA Nepal on behalf of the organisation;				
	5. an organisation chart showing associated chains of responsibility between the persons nominated under NCAR 145.A.30(b);				
	6. a list of certifying staff and support staff;				
	7. a general description of manpower resources;				
	8. a general description of the facilities located at each address specified in the organisation's approval certificate;				
	9. a specification of the organisation's scope of work relevant to the extent of approval;				
	10. the notification procedure of NCAR 145.A.85 for organisation changes;				
	11. the maintenance organisation exposition amendment procedure;				
	12. the procedures and quality system established by the organisation under NCAR 145.A.25 to NCAR 145.A.90;				
	13. a list of commercial operators, where applicable, to which the organisation provides an aircraft maintenance service;				
	14. a list of subcontracted organisations, where applicable, as specified in				

	NCAR 145.A.75(b);				
	15. a list of line stations, where applicable, as specified in NCAR 145.A.75(d);				
	16. a list of contracted organisations, where applicable.				
	(b) The exposition shall be amended as necessary to remain an up-to-date description of the organisation. The exposition and any subsequent amendment shall be approved by CAA Nepal.				
	(c) Notwithstanding paragraph (b) minor amendments to the exposition may be approved through an exposition procedure (hereinafter called indirect approval).				
	(d) The exposition shall refer to the Safety Management System Manual (SMSM).				
16.	NCAR 145.A.75 – Privileges of the Organisation In accordance with the exposition, the organisation shall be entitled to carry out the following tasks:				
	(a) Maintain any aircraft and/or component for which it is approved at the locations identified in the approval certificate and in the exposition;				
	(b) Arrange for maintenance of any aircraft or component for which it is approved at another organisation that is working under the quality system of the organisation. This refers to work being carried out by an organisation not itself appropriately approved to carry out such maintenance under NCAR Part-145 and is limited to the work scope permitted under NCAR 145.A.65(b) procedures. This work scope shall not include a base maintenance check of an aircraft or a complete workshop maintenance check or overhaul of an engine or engine module;				
	(c) Maintain any aircraft or any component for which it is approved at any location subject to the need for such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional line maintenance, subject to the conditions specified in the exposition;				
	(d) Maintain any aircraft and/or component for which it is approved at a location identified as a line maintenance location capable of supporting minor maintenance and only if the organisation exposition both permits such activity and lists such locations;				
	(e) Issue certificates of release to service in respect of completion of maintenance in accordance with NCAR 145.A.50.				

17.	NCAR 145.A.80 – Limitations on the organisation The organisation shall only maintain an aircraft or component for which it is approved when all the necessary facilities, equipment, tooling, material, maintenance data and certifying staff are available.				
18.	NCAR 145.A.85 – Changes to the organisation The organisation shall notify CAA Nepal of any proposal to carry out any of the following changes before such changes take place to enable CAA Nepal to determine continued compliance with NCAR Part-145 and to amend, if necessary, the approval certificate, except that in the case of proposed changes in personnel not known to the management beforehand, these changes must be notified at the earliest opportunity: 1. the name of the organisation;				
	2. the main location of the organisation;				
	3. additional locations of the organisation;				
	4. the accountable manager;				
	5. any of the persons nominated under NCAR 145.A.30(b);				
	6. the facilities, equipment, tools, material, procedures, work scope or certifying staff that could affect the approval.				
19.	NCAR 145.A.90 –Validity (a) An approval shall be issued or renewed for a maximum period of two year. It shall remain valid subject to: 1. the organisation remaining in compliance with NCAR Part-145, in accordance with the provisions related to the handling of findings as specified under NCAR 145.B.50; and				
	2. CAA Nepal being granted access to the organisation to determine continued compliance with NCAR Part-145; and				
	3. the certificate not being surrendered or revoked.				
	(b) Upon surrender or revocation, the approval shall be returned to CAA Nepal.				
20.	NCAR 145.A.95 – Findings (a) A level 1 finding is any significant non-compliance with NCAR Part-145 requirements which lowers the safety standard and hazards seriously the flight safety.				
	(b) A level 2 finding is any non-compliance with the NCAR Part-145 requirements which could lower the safety standard and possibly hazard the flight safety.				

	(c) After receipt of notification of findings according to NCAR 145.B.50, the holder of the maintenance organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of CAA Nepal within a period agreed with CAA Nepal.				
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SECTION 4: ADDITIONAL INFORMATION

Please provide any additional information by typing in the 'blank' area below, using the following format for each NCAR Part-145 requirements for which you are providing the information.
NCAR.145.A.XX
additional information...

Verifying Inspector Name:

Verifying Inspector Signature:

Date: