



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

**“Checklist for Reviewing Application Package for Change in NCAR Part-147  
Approval**

**Name of Organization:**

**Address of Organization:**

S/N	Details	Yes	No	N/A	Remark
1.	Submission of CAAN Form 12 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 Training Organization Exposition (MTOE) and its associated manuals (Training Manual; Training Need Analysis, sample of exam) & Capability List. (Either Electronic Form and Hard Copy).  (Note: Affected manuals subjected to change shall be submitted)				
6.	Completed compliance checklist ( <b>Checklist # 41 “Compliance checklist for NCAR Part-147 approval”</b> ).  (Note: Affected portion of compliance checklist subjected to change shall be submitted)				
7.	Completed <b>Checklist # 40 “Checklist for approval of Maintenance Training Organization Exposition (Part-I)”</b> .  (Note: Checklist for Approval of Maintenance Training Organization Exposition (Part-II) subjected to change shall				



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	be submitted)				
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Checked by

Name:

Designation:

Date:

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Verified by

Name:

Designation:

Date: