

Checklist No. 32



CIVIL AVIATION AUTHORITY OF NEPAL  
FLIGHT SAFETY STANDARDS DEPARTMENT

### AUDIT CHECKLIST

CONTINUING AIRWORTHINESS MANAGEMENT ORGANIZATION  
(CAMO)

NCAR PART M SUBPART G

Organization Name		AOC No.	
Address		CAME Ref.	
Audit Date		Audit Ref	
CAAN Audit Team	Signature	Organization Representatives	

NOTE:

- 1 This checklist has been prepared in compliance with NCAR Part-M.
- 2 Please **Tick (v)** inside box if conformity with requirements is Satisfactory
- 3 Please **Cross (X)** inside box if conformity with requirements is Not Satisfactory
- 4 Please mention **Dash (-)** inside box if it is Not Applicable
- 5 Please mention the **Observation or Findings** in **Remarks/Findings** column

Organization Name:

MODULE 0 - CAME CONFORMITY			M.A.704		
Part 0	Part 1	Part 2	Part 3	Part 5	
General Organization	CAM Procedure	Quality System	Contracted Maintenance	Appendixes	
0.1- Corporate commitment by the Accountable Manager	1.1- Aircraft technical log utilisation and MEL application	2.1- Continuing Airworthiness quality policy, plan and audits procedures	3.1- Maintenance contractor selection procedure	5.1- Sample documents	
0.2- General Information	1.2- Aircraft Maintenance Program (AMP)-development amendment and approval	2.2- Monitoring of Continuing Airworthiness activities	3.2- Quality audit of aircraft	5.2- List of Airworthiness review staffs	
0.3- Management Personnel	1.3- Time and continuing airworthiness records, responsibilities, retention, access	2.3- Monitoring of the effectiveness of maintenance program		5.3- List of subcontractors as per AMC M.A.201(h)1 and NCAR M.A.711(a)3	
0.4- Management organization chart	1.4- Accomplishment and control of airworthiness directives	2.4- Monitoring that all maintenance is carried out by an appropriate AMO	<b>Part 4 Airworthiness Review</b>		5.4- List of approved maintenance organization contracted
0.5- Notification procedure to CAA Nepal regarding change to the organization's activities/ approval/location/personnel	1.5- Analysis of the effectiveness of the maintenance program	2.5- Monitoring that all contracted maintenance is carried out in accordance with the contract, including sub-contractors used by the maintenance contractor	4.1- Airworthiness review staff	5.5- Copy of contracts for subcontracted work (Appendix II to AMC M.A.201(h)1)	
0.6- Exposition Amendment Procedure	1.6- Non mandatory modification embodiment policy	2.6- Quality audit personnel	4.2- Review of aircraft records	5.6- Copy of contracts with approved maintenance organizations	
	1.7- Major modifications standards	2.7- Safety Management System	4.3- Physical survey		
	1.8- Defect reports		4.4- Additional procedure for Recommendations to CAA Nepal for the import of aircraft	<b>Other associated manuals</b>	
	1.9- Engineering activity		4.5- Recommendations to CAA Nepal for the issue of ARC	Training Procedure Manual	
	1.10- Reliability Program		4.6- Issuance of ARC	Reliability Manual	
	1.11- Pre-flight inspections		4.7- Airworthiness review records, responsibilities, retention and access	SMS Manual	
	1.12- Aircraft Weighing				
	1.13- Check flight procedure				

**Remarks/Findings:**

Organization Name:

MODULE 1 - CONFORMITY WITH REQUIREMENTS (NCAR Part-M)				M.A.201, M.A.202, M.A.301, M.A.302, M.A.303, M.A.304	
Responsibilities	Occurrence Reporting	Continuing Airworthiness Tasks	Aircraft Maintenance Program	Airworthiness Directives	
M.A.201	M.A.202	M.A.301	M.A.302	M.A.303	
The operator is responsible for the aircraft airworthiness management and no flight takes place unless: The aircraft is maintained in an airworthy condition; Any operational and emergency equipment fitted is correctly installed and serviceable or clearly identified as unserviceable The airworthiness certificate remains valid The maintenance of the aircraft is performed in accordance with the approved maintenance programme	Occurrence report to the state of registration, the TC holder or STC holder and to the state of operator  Occurrence report format as per NCAR Chapter C.9 and its contents for all pertinent information	Pre-flight Inspection implementation	Aircraft is maintained in accordance with maintenance program approved by CAA Nepal	All applicable airworthiness directives are carried out within the requirements of that airworthiness directive, unless otherwise specified by CAA Nepal	
		maintenance in accordance with the approved maintenance program	Maintenance Program and its subsequent amendments approved by CAA Nepal		
In case of leasing, are the responsibilities of the owner transferred to the lessee? Is it stipulated in the leasing contract	Report to the owner, the operator, the continuing airworthiness management organization by contracted maintenance organization	Defects and damages are rectified in accordance with officially recognised standards taking into account MEL and CDL, if applicable	Maintenance Program is in compliance with: Instructions issued by CAA Nepal Instructions for continuing airworthiness issued by the TC holder; STC holder; Major repair design approval holder	<b>Data for Modifications and Repair M.A.304</b>	
		Analyse of maintenance program efficiency			
Is it ensured that the pilot in command or the operator satisfy their responsibility for the satisfactory accomplishment of the pre-flight inspection	Report established within 72 hours after identification of the situation	Accomplishment of modification and repairs in accordance with approved design organization data	The maintenance program shall include a reliability program when based on maintenance steering group logic, or on condition monitoring	All damages are assessed, and modifications and repairs are carried out in accordance with approved data	
If the continuing airworthiness task are contracted out to CAMO, is it ensured that the CAMO assumes responsibility for the proper accomplishment of continuing airworthiness management tasks?	The operator shall be approved in accordance with NCAR Part-M Sub-Part G	Accomplishment of Airworthiness Directives; Operational directives with a continuing airworthiness impact; continued airworthiness requirements established by CAA Nepal and measures mandated by CAA Nepal in immediate reaction to a safety	The maintenance program shall detail all the maintenance tasks which have to be performed, including any specific tasks linked to the type and specificity of operations including their frequency		
The operator shall be approved in accordance with NCAR Part-M Sub-Part G		Embodiment Policy of implementation of non-mandatory modifications	Maintenance program periodic review and amended when necessary ensuring the maintenance program is valid as per CAA Nepal instructions taking into account new and/or modified maintenance instructions promulgated by TC; STC holder; Design organization etc.		
The maintenance of the aircraft and components thereof shall be carried out by approved NCAR Part-145 organization of operator or shall contract such organization		Accomplishment of Maintenance check flight			
Owner/operator responsibility for granting the CAA Nepal access to the organization/aircraft					
<b>Remarks/Findings:</b>					

Organization Name:

MODULE 1 - CONFORMITY WITH REQUIREMENTS (NCAR Part- M)			M.A.305, M.A.306, M.A.307	
Aircraft Continuing Airworthiness Record System		Operator's Technical Log System (TLP)	Transfer of Aircraft Continuing Airworthiness Records	
M.A.305		M.A.306	M.A.307	
The CRS shall be part of the maintenance records. Is each entry made as soon as practicable but in no event more than 30 days after the day of maintenance action	System of record keeping with regards to keep them safe, complete and not altered by unauthorized person	Data and information of each flight to ensure continued flight safety	Records are transferred when aircraft are permanently transferred from owner or operator, included the TLP	
Are Aircraft; Engines and propellers logbooks; engine module log cards; log cards for service life limited components and operators technical log part of continuing airworthiness records	All detailed maintenance records in respect of the aircraft and any life-limited components fitted thereof, at least 36 month after the aircraft of components was permanently withdrawn from service	Current aircraft release to service	Transfer of records to the contractor responsible of the continuing airworthiness management	
Type, registration, date, total flight time and/or flight cycles and/or landings entered on the aircraft logbook	Total time and cycles of aircraft and life limited components for at least 1 year after withdrawn from service	Current maintenance statement giving the aircraft maintenance status of what scheduled and out of phase maintenance is next due	Time period prescribed for the retention of records continue to apply to the new owner, operator or continuing airworthiness management organization	
Continuing airworthiness records contain Status of AD, Status of Modification and repairs, compliance with maintenance program; service life limited components; mass and balance report; list of deferred maintenance	Time and flight cycles since Last schedule maintenance of the components subject to a service life limit at least until the component scheduled maintenance has been superseded by another maintenance of equivalent work scope and details	List of all outstanding deferred defects rectifications that affect the operation of the aircraft		
Following information relevant to components installed shall be entered in engine or propeller or service life limit log cards: <ul style="list-style-type: none"> <li>• Identification of component</li> <li>• Type serial number and registration of aircraft to which the particular component has been fitted</li> <li>• Particular component accumulated total flight time and/or flight cycles and/or landing and or calender time.</li> <li>• Airworthiness status of components (MOD; AD)</li> </ul>	The current status of Compliance with regards to the operator's approved maintenance program can be established at least until the aircraft or component schedule maintenance has been superseded by other scheduled maintenance of equivalent work scope and details	Any necessary guidance instructions on maintenance support arrangements		
Control of records by the Post Holder and presentation of the records to the CAA Nepal	Status of AD applicable to the aircraft and its parts/components at least 1 year after the aircraft or components has been withdrawn from service	The TLP and any subsequent amendment shall be approved by the CAA Nepal		
Entries are Clear and accurate, and any correction when made is in a manner that clearly shows the original entry.	Modification and repairs of aircraft, engines, propellers and critical part at least 1 year after they have been withdrawn from service	The TLP shall be kept 36 months after the last entry		
<b>Remarks/Findings:</b>				

Organization Name:

MODULE 1 - CONFORMITY WITH REQUIREMENTS (NCAR M)			M.A.704, M.A.705, M.A.706, M.A.708, M.A.709		
Continuing Airworthiness Management Exposition	Personnel Requirements	Continuing Airworthiness Management (CAM)			Documentation
M.A.704	M.A.706	M.A.708 (Including Subpart D, E)			M.A.709
Continuing Airworthiness Management exposition and its subsequent amendment approved by CAA Nepal	The Accountable Manager has the corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out to the standard required for the issue of an air operator's certificate (for commercial air transport)	Maintenance program development and monitoring, including any applicable reliability program	In the case of CAT, when the operator is not appropriately approved to NCAR Part-145, does the operator establish a written maintenance contract between the operator and NCAR Part-145 organization detailing functions and ensuring all the maintenance is carried out ultimately by a NCAR Part-145 organization	The operator hold and use current maintenance data in compliance with M.A.401 for performance of M.A.708 continuing airworthiness tasks	
		Maintenance program and its amendments submission to CAA Nepal for approval			
		Management of approval of Modifications and Repair from CAA Nepal			
Periodic review and currency of continuing airworthiness Management Exposition	Nomination of a person or a group of persons with the responsibility of ensuring that the organization is always in compliance with NCAR Part-M Subpart G. Such person shall be ultimately responsible to the accountable manager	Ensure maintenance is carried out in accordance with approved maintenance program and released in accordance with Subpart H	Are the aircraft maintenance contract together with all amendments, approved by CAA Nepal	Ensure availability of applicable requirement, procedure, standard or information issued by CAA Nepal	
		Ensure all applicable AD and Operational directives with a continuing airworthiness impact are applied			
	Nominated post holder for Management and supervision of continuing airworthiness activities; and their names in CAME	Ensure that all defects discovered during schedule maintenance or reported are corrected by and approved maintenance organization and ensure that the aircraft is taken to approved maintenance organization whenever necessary	Maintenance performed using proper tools, equipments, material by qualified personnel using proper maintenance data	Ensure availability of applicable Airworthiness Directives	
	Nominated person not employed by a contracted NCAR Part-145 organization unless specifically approved by CAA Nepal				
<b>Facilities</b> <b>M.A.705</b>	Organization has sufficient appropriately qualified staff for the expected work which has relevant knowledge, background and appropriate experience related to the aircraft continuing airworthiness as per NCAR Part-M and CAME	Coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts, and component inspection to ensure work is being carried out properly	Proper component has been installed and control of unserviceable components	Ensure availability of applicable instruction for continuing airworthiness issued by TC and STC Holder	
Suitable office accommodation at appropriate location for the personnel in charge of the CAM Personnel	Qualification records of the staff involve in the Continuing Airworthiness Management	Manage and archive all continuing airworthiness records and/or operator's technical log	Ensure maintenance is carried out in accordance with approved maintenance program and released in accordance with Subpart H		
Suitable space for Technical Library	Organization has established the competency of personnel involved in the CAM and Quality audits	Ensure that the mass and balance statement reflects the current status of the aircraft			
<b>Remarks/Findings:</b>					

Organization Name:

MODULE 1 - CONFORMITY WITH REQUIREMENTS (NCAR Part-M)				M.A.711, M.A.712, M.A.713, M.A.714, M.A.715, M.A.707	
Privilege of the Organization	Quality System	Changes to Approved CA Organization	Continued Validity of Approval		Airworthiness Review Staff
M.A.711	M.A.712	M.A.713	M.A.715	M.A.707	
Manage the continuing airworthiness of non-CAT aircraft as listed in the approval certificate	Establishment of a quality System and designate the quality manager to monitor compliance with, and adequacy of, procedures required to ensure airworthy aircraft and feedback system to accountable manager to ensure corrective action as necessary	Proposal to CAA Nepal in case of changes in below: 1. Name of organization 2. Location and additional location 3. Accountable Manager and Nominated person 4. Facilities; Procedures; work scope and staff that could affect the approval	Organization shall remain valid subject to: 1. organization remain in compliance with NCAR Part-M 2. CAA Nepal being granted access to determine compliance with NCAR Part-M 3. approval not being surrendered or revoked	Airworthiness Review Staff meets the requirements laid down in NCAR Part-M and CAME  Airworthiness Review staff are issued with authorization when accepted by CAA Nepal after satisfactory completion of an AR supervision	
Manage the continuing airworthiness of CAT aircraft as listed both on its approval certificate and on its AOC	Monitoring that the M.A. sub-part G activities are being performed in accordance with the approved procedures	<b>Record Keeping M.A.714</b>	<b>Safety Management System M.A.712</b>		
Arrange to carry out any task of continuing airworthiness within the limitation of its approval with another organization that is working under its quality system	Monitoring that all contracted maintenance is carried out in accordance with the contract	Ensure CAM records all details of work carried out and retain the records required by M.A.305 and M.A.306	Ensure the organization has established SMS and SMS Manual is approved by CAA Nepal	Airworthiness Review Staff can demonstrate appropriate recent CAM experience	
	Monitoring the continued compliance with the requirements of Part-M				
Issue and extend an airworthiness review certificate that has been issued by CAA Nepal or by another NCAR Part-M Subpart G organization  issuance of recommendation for Airworthiness review to CAA Nepal	Ensure availability of audit plan, independent audit; procedure and products sampling audit; complement the AR process; annual check including sub-contracted activities spread among the product line; multiple location case; audit reporting; level of finding; rectification target date; follow-up audit; auditor independence	Retain copy of ARC and recommendation issued or extended along with all supporting documents for 2 years after aircraft is withdrawn from service	Ensure following: 1. Identifies safety hazards 2. Assesses the impact of these safety hazards and mitigates risks 3. The remedial action necessary to maintain an acceptable level of safety is implemented 4. Continuous monitoring and regular assessment of the safety level achieved 5. Aims to make continuous improvement to the overall level of safety 6. Hazard identification and risk assessment	Airworthiness Review Staff are identified by listing each person in the CAME together with their airworthiness review authorization	
	The quality system can be combined with another NCAR Parts (e.g. NCAR Part-145; NCAR Part-147	Records kept in a safe and secure location ensuring protection from damage, alteration and theft		Record of all AR staff shall be retained for 2 years after the AR staff have left the organization	
		Computer back-up in a different location other from that containing working data in an environment that ensures they remain in good condition			
Privilege to issue permit to fly	Records of quality activities stored for 2 years	When CAM of aircraft is transferred to another organization or terminates operation, are all retained records transferred to organization or owner, ensure the time periods prescribed for the retention of records continue to apply		Record of all AR staff includes details of qualification held together with a summary of relevant CAM experience and training and a copy of the authorization.	
	For CAT, the quality system is integrated part of the operator's quality system				
<b>Remarks/Findings:</b>					

MODULE 1 - CONFORMITY WITH REQUIREMENTS (NCAR Part- M)		M.A.710, M.A.901, M.A.902		
Airworthiness Review				
<p><b>M.A.710</b></p> <p>Full documented review of the aircraft records carried out by CAMO in order to satisfy that?</p> <ol style="list-style-type: none"> <li>1. Airframe, engine and propeller flying hours and associated flight cycles have been properly recorded</li> <li>2. The flight manual is applicable to the aircraft configuration and reflects the latest revision status</li> <li>3. All the maintenance due on the aircraft according to the approved maintenance program has been carried out</li> <li>4. All known defects have been corrected or when applicable carried forward in a controlled manner</li> <li>5. All applicable airworthiness directives have been applied and properly registered</li> <li>6. All modification and repairs applied to the aircraft have been registered and are approved in accordance with NCAR Chapter C.5</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</li> <li>8. All maintenance has been released in accordance with NCAR Part-M</li> <li>9. The current mass and balance statement reflects the configuration of the aircraft and is valid</li> <li>10. The aircraft complies with the latest revision of its type design accepted by CAA Nepal</li> </ol>	<p>Through physical survey of an aircraft the AR staff shall ensure that:</p> <ol style="list-style-type: none"> <li>1. All required markings and placards are properly installed</li> <li>2. The aircraft complies with approved flight manual</li> <li>3. The aircraft configuration complies with the approved documentation</li> <li>4. No evident defect can be found that has not been addressed according to M.A.404</li> </ol> <p>No inconsistencies can be found between the aircraft and the documented review of records</p>	<p>For aircraft used in CAT and are in controlled environment, have organization managing continuing airworthiness of the aircraft and who are appropriately approved:</p> <ol style="list-style-type: none"> <li>1. Issue AR Certificate in accordance with M.A.710</li> <li>2. For AR certificate it has issued, when the aircraft is in controlled environment, extend maximum twice the validity of AR certificate for a period of 1 year each time</li> </ol>	<p>For aircraft not used in CAT and M.A. Subpart G organization appointed by owner or operators who are appropriately approved:</p> <ol style="list-style-type: none"> <li>1. Issue AR Certificate in accordance with M.A.710</li> <li>2. For AR certificate it has issued, when the aircraft is in controlled environment, extend maximum twice the validity of AR certificate for a period of 1 year each time</li> </ol>	
		<p>AR Certificate or a recommendation issued by AR Staff on behalf of approved CAMO when satisfied that the AR has been properly carried out</p>	<p>For aircraft used in CAT and are not in controlled environment or whose continuing airworthiness is managed by CAMO that does not hold the privilege to carry out AR, Has the AR certificate issued by CAA Nepal upon satisfactory assessment based on recommendation made by M.A Subpart G organization sent together with the application from owner or operator, is the recommendation based on AR carried out in accordance with M.A.710</p>	<p>Whenever circumstances reveal the existence of a potential safety threat, the CAA Nepal carry out AR and issue AR certificate itself</p>
		<p>Is the copy of AR certificate issued or extended for an aircraft sent to the CAA Nepal within 10 days</p>		<p>When CAA Nepal carry out AR and issue AR certificate itself does the owner or operator provide the CAA Nepal with:</p> <ol style="list-style-type: none"> <li>1. Documentation required by CAA Nepal</li> <li>2. Suitable accommodation required by CAA Nepal</li> <li>3. The support of personnel qualified in accordance with NCAR Part-66 or equivalent</li> </ol>
		<p>Are the AR tasks sub-contracted</p>		<p><b>Validity of Airworthiness Review Certificate M.A. 902</b></p> <p>Does the airworthiness review certificate become invalid if:</p> <ol style="list-style-type: none"> <li>1. Suspended or revoked.</li> <li>2. The airworthiness certificate is suspended or revoked</li> <li>3. The aircraft is no on the CAA Nepal Register</li> <li>4. The type certificate under which Airworthiness certificate was issued is suspended or revoked</li> </ol>
		<p>Should the outcome of AR be inconclusive, is CAA Nepal informed</p>		
		<p><b>Aircraft Airworthiness Review (M.A.901)</b></p> <p>To ensure the validity of the aircraft AR certificate is an AR of the aircraft and its continuing records carried out periodically</p>		<p>Is the aircraft forbidden to fly if the airworthiness certificate is invalid or if:</p> <ol style="list-style-type: none"> <li>1. If the continuing airworthiness of the aircraft or any component fitted doesn't meet the requirements.</li> <li>2. The aircraft doesn't remain conformity with the type design accepted by CAA Nepal</li> <li>3. The aircraft has been operated beyond the limit of the approved flight manual</li> <li>4. The aircraft has been involved in an accident or incident that affects the airworthiness of the aircraft.</li> <li>5. A modification and repair has not been approved as per NCAR Chapter C.5</li> </ol>
		<p>is the AR certificate issued in accordance with NCAR Part-M on completion of a satisfactory AR, Is it valid for one year</p>		
		<p>Are the aircraft kept in controlled environment by:</p> <p>Continuously managed during the previous 12 months by a unique NCAR Part-M subpart G organization</p> <p>Maintained for the previous 12 months by a NCAR Part-145 maintenance organization</p>		<p>Upon surrender or revocation is the AR certificate returned to CAA Nepal</p>
	<p>AR Staff shall carryout physical survey of the aircraft, for survey AR Staff not qualified to NCAR Part-66 shall be assisted by such qualified personnel</p>			
	<p>AR can be anticipated by a maximum period of 90 days without loss of continuity of AR pattern to allow the physical review to take place during a maintenance check</p>			
<p><b>Remarks/Findings:</b></p>				

MODULE 1 - CONFORMITY WITH REQUIREMENTS (NCAR Part- M)		M.A904	
Airworthiness Review of aircraft imported into Nepal			
<b>M.A.904</b>		Does the owner allow access to the aircraft for inspection by CAA Nepal	
When importing an aircraft in Nepal, does the applicant:	Is a new airworthiness certificate issued by the CAA Nepal when it is satisfied that the aircraft complies with NCAR Chapter B.2		
1. Apply to CAA Nepal for issuance of new airworthiness certificate in accordance with NCAR Chapter B.2 2. For aircraft other than new, have airworthiness review carried out satisfactorily in accordance with NCAR M.A.901 3. Have all maintenance carried out to comply with the approved maintenance program in accordance with NCAR M.A.302	Does the CAA Nepal issue the Airworthiness Review Certificate valid normally for one year unless CAA Nepal has safety reason to limit the validity		
When satisfied that the aircraft is in compliance with the relevant requirements, does the continuing airworthiness management organization, if applicable, send a documented recommendation for the issuance of an airworthiness review certificate to CAA Nepal			
<b>Remarks/Findings:</b>			