



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

**Checklist for Approval of Maintenance Organization Manual (MOM) for NCAR Part-M Subpart F organization**

**(Part I)**

The purpose of the Maintenance Organization Manual (MOM) for NCAR Part-M Subpart F Organization is to assist owners / operators with a view to ensure that MOM submitted to the CAA Nepal for approval are standardized and include all items that are required by NCAR Part-M Subpart F. This checklist, when completed, should be submitted with the draft MOM (two copies) to CAA Nepal.

Please tick (√) the box for YES (Satisfied with compliance) or NO (not Satisfied with compliance) and specify it in CAA Nepal Remark column; or N/A where an item is not applicable; Indicate N/R when applicable but not reviewed in CAA Remark Column.

**AOC Number:**

**Owner/ Operators Name:**

**MOM Ref:**

**Amendment Status:**

	CHECKLIST ITEMS	YES	NO	N/A	CAA NEPAL REMARK
	Check whether <b>Title Page</b> of the MOM contains following details: a) NCAR Part M Maintenance Organization Manual b) The name of the organization c) The address, telephone, fax number and email address of the organization. d) The copy number from the distribution list e) The approval reference of the Organization				
	Check whether <b>each page</b> of the MOM contains following details: a) The name of the organization b) The issue /amendment/revision number of MOM				

	c) The date of issue/amendment/revision d) The chapter of the MOM e) The page number f) The name of the document "Maintenance Organization Manual"				
	Check whether the Accountable Manager has signed the Corporate Commitment Statement				
	Check whether the organization has submitted para-wise compliance report with the MOM ensuring compliance with NCAR Part-M Subpart F requirements.				
<b>PART A</b>	<b>General</b>				
	<p>Check whether MOM has included following:</p> <ol style="list-style-type: none"> <li>a) Table of Contents is as per NCAR M.A. 604</li> <li>b) List of Effective Page</li> <li>c) List of Issue/Amendment/Revision</li> <li>d) Amendment Procedure</li> </ol> <p>When a maintenance organisation manual no longer meets the requirements of this NCAR Part-M, whether through a change in NCAR Part-M, a change in the organisation or its activities, or through an inadequacy shown to exist by verification inspections conducted under the organisational review, or any other reason that affects the manuals conformity to requirements, the approved maintenance organisation is responsible to prepare and have approved an amendment to its manual.</p> <ul style="list-style-type: none"> <li>• Drafting</li> <li>• Amendment requiring direct approval by CAA Nepal</li> <li>• Approval</li> </ul> <p>e) Distribution List  (The document should include a distribution list to ensure proper distribution of the manual and to demonstrate to CAA Nepal that all personnel involved in Maintenance Organization has access to the relevant information. This does not mean that <u>all</u> personnel have to be in receipt of a manual but that a reasonable amount of manuals are distributed within the organisation(s) so that the concerned personnel may have quick and easy access to this manual.</p> <p>The manual describes how the organisation works therefore the manual or relevant parts thereof need to be distributed to all concerned staff in the organisation and contracted organisations.</p> <p>Accordingly, the Maintenance Organization Manual should be distributed to:</p>				

	<ul style="list-style-type: none"> <li>- the operator's or the organisation's management personnel and any person at a lower level as necessary; and,</li> <li>- CAA Nepal) <ul style="list-style-type: none"> <li>f) Abbreviations and Definitions</li> <li>g) MOM – Structure and Associated Manuals</li> </ul> </li> </ul>				
<b>0.1</b>	<p><b>Accountable Manager Statement</b>  (Ensure the accountable manager's exposition statement embraces the intent of the following paragraph and in fact this statement may be used by organization without any amendment. Any modification to the statement should not alter the intent).</p> <p>a) Verify the Corporate commitment by the Accountable Manager covers the intent, mention below.</p> <p>“This exposition defines the organisation and procedures upon which the M.A. Subpart F approval of [Organization Name] under NCAR Part-M is based.  These procedures are approved by the undersigned and must be complied with, as applicable; in order to ensure that all the Maintenance Organization activities including maintenance for aircraft managed by [Organization Name] is carried out on time to an approved standard.  It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by CAA Nepal from time to time where these new or amended regulations are in conflict with these procedures.  CAA Nepal will approve this organisation whilst CAA Nepal is satisfied that the procedures are being followed. It is understood that CAA Nepal reserves the right to suspend, vary or revoke the M.A. Subpart F Maintenance Organization approval of the organisation, as applicable, if CAA Nepal has evidence that the procedures are not followed and the standards not upheld.</p> <p>b) Is it signed and dated?  c) if the accountable manager is not the highest level responsible of the organization, then check whether latter must has countersign the statement.</p>				
<b>Part B</b>	<b>Description</b>				
	<p><b>Organization Scope of Work</b></p> <ul style="list-style-type: none"> <li>• Description of the work carried out by the organisation (type of product, type of work) and subcontracted work</li> <li>• Identification of the level of work which can be performed at each facility.</li> </ul>				

	<b>General presentation of the organisation</b> <ul style="list-style-type: none"> <li>• Legal name and social status</li> </ul>				
	<b>Name and title of management personnel</b> <ul style="list-style-type: none"> <li>• Accountable manager</li> <li>• Senior managers</li> <li>• Duties and responsibilities</li> </ul>				
	<b>Organisation chart</b>				
	<b>Certifying staff</b> <ul style="list-style-type: none"> <li>• Minimum qualification and experience</li> <li>• List of authorised certifying staff, their scope of qualification and the personal authorisation reference</li> </ul>				
	<b>Personnel</b> <ul style="list-style-type: none"> <li>• Technical personnel (number, qualifications and experience)</li> <li>• Administrative personnel (number)</li> </ul>				
	<b>General description of the facility</b> <ul style="list-style-type: none"> <li>• Geographical location (map)</li> <li>• Plan of hangars</li> <li>• Specialised workshops</li> <li>• Office accommodation</li> <li>• Stores</li> <li>• Availability of all leased facilities</li> </ul>				
	<b>Tools, equipment and material</b> <ul style="list-style-type: none"> <li>• List of tools, equipment and material used (including access to tools used on occasional basis)</li> </ul>				

	<ul style="list-style-type: none"> <li>• Test apparatus</li> <li>• Calibration frequencies</li> </ul>				
	<p><b>Maintenance data</b></p> <ul style="list-style-type: none"> <li>• List of maintenance data used in accordance with NCAR M.A.402, and appropriate amendment subscription information (including access to data used on occasional basis).</li> </ul>				
<b>Part C</b>	<b>General Procedures</b>				
	<p><b>Organisational review</b></p> <ul style="list-style-type: none"> <li>• Purpose (to insure that the approved maintenance organisation continues to meet the requirements of NCAR Part-M)</li> <li>• Responsibility</li> <li>• Organisation, frequency, scope and content (including processing of authority's findings)</li> <li>• Planning and performance of the review</li> <li>• Organisational review checklist and forms</li> <li>• Processing and correction of review findings</li> <li>• Reporting</li> <li>• Review of subcontracted work</li> </ul>				
	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Description of the methods used to ensure compliance with the personnel qualification and training requirements (certifying staff training, specialised training)</li> <li>• Description of the personnel records to be retained</li> </ul>				
	<p><b>Subcontracting of specialised services</b></p> <ul style="list-style-type: none"> <li>• Selection criteria and control</li> <li>• Nature of subcontracted work</li> </ul>				

	<ul style="list-style-type: none"> <li>List of subcontractors</li> <li>Nature of arrangements</li> <li>Assignment of responsibilities for the certification of the work performed</li> </ul>				
	<b>One time authorisations</b> <ul style="list-style-type: none"> <li>Maintenance checks</li> <li>Certifying staff</li> </ul>				
<b>Part D</b>	<b>Working Procedures</b>				
	<b>Work order acceptance</b>				
	<b>Preparation and issue of the work package</b> <ul style="list-style-type: none"> <li>Control of the work order</li> <li>Preparation of the planned work</li> <li>Work package content (copy of forms, work cards, procedure for their use, distribution)</li> <li>Responsibilities and signatures needed for the authorisation of the work</li> </ul>				
	<b>Logistics</b> <ul style="list-style-type: none"> <li>Persons/functions involved</li> <li>Criteria for choosing suppliers</li> <li>Procedures used for incoming inspection and storage of parts, tools and materials</li> <li>Copy of forms and procedure for their use and distribution</li> </ul>				
	<b>Execution</b> <ul style="list-style-type: none"> <li>Persons/functions involved and respective role</li> <li>Documentation (work package and work cards)</li> <li>Copy of forms and procedure for their use and distribution</li> </ul>				

	<ul style="list-style-type: none"> <li>• Use of work cards or manufacturer’s documentation</li> <li>• Procedures for accepting components from stores including eligibility check</li> <li>• Procedures for returning unserviceable components to stores</li> </ul>				
	<p><b>Release to Service – Certifying staff</b></p> <ul style="list-style-type: none"> <li>• Authorised certifying staff functions and responsibilities</li> </ul>				
	<p><b>Release to Service – Supervision</b></p> <p>Detailed description of the system used to ensure that all maintenance tasks, applicable to the work requested of the approved maintenance organisation, have been completed as required.</p> <ul style="list-style-type: none"> <li>• Supervision content</li> <li>• Copy of forms and procedure for their use and distribution</li> <li>• Control of the work package</li> </ul>				
	<p><b>Release to Service – Certificate of release to service</b></p> <ul style="list-style-type: none"> <li>• Procedure for signing the CRS (including preliminary actions)</li> <li>• Certificate of release to service wording and standardised form</li> <li>• Completion of the aircraft continuing airworthiness record system</li> <li>• Completion of CAAN Form 1</li> <li>• Incomplete maintenance</li> <li>• Check flight authorisation</li> <li>• Copy of CRS and CAAN Form 1</li> </ul>				
	<p><b>Records</b></p>				
	<p><b>Special procedures</b></p> <p>Such as specialised tasks, disposal of unsalvageable components, re-certification of parts not having a CAAN Form 1, etc.</p>				

	<p><b>Occurrence reporting</b></p> <ul style="list-style-type: none"> <li>• Occurrences to be reported</li> <li>• Timeframe of reports</li> <li>• Information to be reported</li> <li>• Recipients</li> </ul>				
	<p><b>Management of indirect approval of the manual</b></p> <ul style="list-style-type: none"> <li>• Amendments content eligible for indirect approval</li> <li>• Responsibility</li> <li>• Traceability</li> <li>• Information to CAA Nepal</li> <li>• Final validation</li> </ul>				
<b>Part E</b>	<p><b>Appendices</b></p> <ul style="list-style-type: none"> <li>• Sample of all documents used.</li> <li>• List of maintenance locations.</li> <li>• List of NCAR Part-145 or NCAR M.A. Subpart F organisations.</li> <li>• List of subcontracted specialised services.</li> </ul>				
	<b>Comment on MOM</b>				



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**Completed By:**

**Signed:**

**Date:**

**Verified By (*for CAA Nepal*):**

**Signed:**

**Date:**



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

**Checklist for Revision of Maintenance Organization Manual (MOM) for NCAR Part-M Subpart F Organization**

**(Part II)**

The purpose of the Maintenance Organization Manual (MOM) Checklist is to assist owners / operators with a view to ensure that MOM submitted to the CAA Nepal for approval are standardized and include all items that are required by NCAR Part-M Subpart F. This checklist, when completed, should be submitted with the draft MOM (two copies) to CAA Nepal.

Please tick (√) the box for YES (Satisfied with compliance) or NO (not Satisfied with compliance) and specify it in CAA Nepal Remark column; or N/A where an item is not applicable; Indicate N/R when applicable but not reviewed in CAA Remark Column.

**AOC Number:**

**Owner/ Operators Name:**

**MOM Ref:**

**Amendment Status:**

This Part of the checklist has to be filled by organization while submitting Amendment/ Revision of MOM detailing highlight of all the changes of each page/section/part of MOM. The Airworthiness Inspector has to ensure all the requirements of the particular section detailed in Part I has been met by completing particular section of checklist Part I. The format below is sample document (to be submitted by organization).

S/N	ITEM	Action to be taken	Justification/ Reason for amendment /revision	CAA Nepal Remark
1.	Introduction Page A	Replace with new page dated.....	Introduction of new Aircraft	
2.	Introduction Page B	Replace with new page dated.....	Introduction of New Procedure	
3.	Page 45- Item E12	Replace with new page dated.....	Revision of forms	
<p>Signed: ..... Position: ..... Date: .....</p> <p>Organization: ..... On behalf of: .....</p>				

**The above requested amendments/revisions are approved, with the exception of (if any):**

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Signed on behalf of CAA Nepal:

Name:

Date: