

Checklist No. 20



CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT

AUDIT CHECKLIST
LIGHT PART M ORGANIZATION
(CONTINUING AIRWORTHINESS & MAINTENANCE)

NCAR PART ML

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-ML.
- 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			ML.A.704		
Part 0	Part 1	Part 3	Part 3	Part 5	
General Organization	CAM Procedure	Maintenance Procedure	Organization Review	Appendixes	
0.1 Corporate commitment by the Accountable Manager	1.1 Aircraft technical log utilisation	2.1 Acceptance/inspection of aircraft components and storage	3.1 Quality audits of organization procedures	5.1 Sample documents	
0.2 General Information	1.2 Aircraft Maintenance Program (AMP)- development amendment and approval	2.2 Acceptance/inspection of aircraft tools and equipment and storage, calibration, etc	3.2 Quality audits of aircrafts	5.2 List of certifying staff	
0.3 Management Personnel	1.3 Time and continuing airworthiness records, responsibilities, retention, access	2.3 Accomplishment of AD, SB, MOD, Repair, etc.	3.3 Organization review personnel	5.3 List of approved maintenance organization contracted	
0.4 Management organization chart	1.4 Accomplishment and control of airworthiness directives	2.4 Aircraft maintenance program compliance			
0.5 Notification procedure to CAA Nepal regarding change to the organization's activities/ approval/location/personnel	1.5 Accomplishment and service bulletins and modifications	2.5 Maintenance procedures related to servicing/fueling/de-icing etc	Part 4 Airworthiness Review		
0.6 Exposition Amendment Procedure	1.6 Defect Reports	2.6 Technical record control and Maintenance documentation.	4.1 Airworthiness review staff		
	1.7 Pre-flight inspections	2.8 Release to service procedure	4.2 Review of aircraft records		
	1.8 Aircraft Weighing	2.9 Reporting of defects to CAA Nepal/operator / manufacturer	4.3 Physical survey		
	1.9 Check flight procedure	2.10 Contracted Maintenance, selection, performance and correspondence	4.4 Additional procedure for Recommendations to CAA Nepal for the import of aircraft	Other associated manuals	
			4.5 Recommendations to CAA Nepal for the issue of ARC		Training Procedure Manual
			4.6 Issuance of ARC		Servicing/ Inspection Manual
			4.7 Airworthiness review records, responsibilities, retention and access		SMS Manual

Remarks/Findings:

MODULE 1 - CONFORMITY WITH REQUIREMENTS (NCAR Part-M)						
Responsibilities		Occurrence Reporting	Continuing Airworthiness Tasks	Aircraft Maintenance Program	Airworthiness Directives	
ML.A.201		ML.A.202	ML.A.301	ML.A.302	ML.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	Pre-flight Inspection implementation	Aircraft is maintained in accordance with maintenance program approved by CAA Nepal	Maintenance Program and its subsequent amendments approved by CAA Nepal	All applicable airworthiness directives are carried out within the requirements of that airworthiness directive, unless otherwise specified by CAA Nepal	
		Rectification in accordance with the data specified in NCAR ML.A.304 and/or ML.A.401	Maintenance Program shall indicate that it has been developed in accordance with NCAR Part ML.			
	Occurrence report format as per NCAR Chapter C.9 and its contents for all pertinent information	Defects and damages are rectified in accordance with officially recognised standards for safe operation	The maintenance program shall contain a minimum inspection programme.	Data for Modifications and Repair ML.A.304		
Report to the owner, the operator, the continuing airworthiness management organization by contracted maintenance organization	Accomplishment of all maintenance in accordance with approved maintenance program	The maintenance program shall contain a minimum inspection programme.				
Any Person or organization performing maintenance shall be responsible for the task performed.	Report established within 72 hours after identification of the situation	Accomplishment of modification and repairs in accordance with approved design organization data			All damages are assessed, and modifications and repairs are carried out in accordance with approved data: 1. approved by CAA Nepal 2. approved by EASA Part 21 design organization 3. contained in certification specifications referred in EASA 21A.90B or EASA 21A.431B	
For aircraft under Part NCO rules- The operator shall be approved CAMO or contract such organization		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				
For aircraft under Part NCO rules-The operator shall ensure that all maintenance is performed by approved NCAR M Subpart F or Part 145 organization		Accomplishment of Maintenance check flight				
For aircraft under Part NCO rules-The operator shall ensure that all maintenance is performed by appropriately approved person from CAA Nepal						
Owner/operator responsibility for granting the CAA Nepal access to the organization/aircraft						
Remarks/Findings:						

Organization Name:

MODULE 1 - CONFORMITY WITH REQUIREMENTS (NCAR Part- M)			
Aircraft Continuing Airworthiness Record System		Operator's Technical Log System (TLP)	Transfer of Aircraft Continuing Airworthiness Records
ML.A.305		ML.A.306	ML.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"> • Identification of component • Type serial number and registration of aircraft to which the particular component has been fitted • Particular component accumulated total flight time and/or flight cycles and/or landing and or calender time. • Airworthiness status of components (MOD; AD) 	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 Person responsible for management of continuing airworthiness tasks 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	
Remarks/Findings:			

Organization Name:

MODULE 1 - CONFORMITY WITH REQUIREMENTS (NCAR M)							
Continuing Airworthiness Management Exposition		Personnel Requirements	Continuing Airworthiness Management (CAM)		Documentation		
ML.A.704		ML.A.706	ML.A.708 (Including Subpart D, E)		ML.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 and maintenance 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.	When the operator is not appropriately approved to NCAR Part ML, does the operator establish a written maintenance contract between the operator and NCAR Part ML organization detailing functions and ensuring all the maintenance is carried out ultimately by a NCAR Part-ML organization	The operator hold and use current maintenance data in compliance with ML.A.401 for performance of ML.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					
		Ensure maintenance is carried out in accordance with approved maintenance program and released in accordance with Subpart H					
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-ML. Such person shall be ultimately responsible to the accountable manager	Ensure all applicable AD and Operational directives with a continuing airworthiness impact are applied	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			
	Nominated person 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			
		Organization has sufficient appropriately qualified staff for the expected work which has relevant knowledge, background and appropriate experience related to the aircraft continuing airworthiness and maintenance as per NCAR Part-ML				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	
		Qualification records of the staff involve in the Continuing Airworthiness Management and maintenance				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
						Ensure that the mass and balance statement reflects the current status of the aircraft	
Remarks/Findings:							

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	
Facilities		Organization Review		Changes to Approved CA Organization	Continued Validity of Approval
ML.A.705		ML.A.712		ML.A.713	ML.A.715
Accommodation	Storage Facilities	Establishment of organization review 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-ML 2. CAA Nepal being granted access to determine compliance with NCAR Part-ML approval not being surrendered or revoked
For Management personnel, admin and certifying staff For records, planning and organization review. Area to study approved data and completed maintenance records for certifying staff Adequate working area for all the planned work and worktables	Stores space for (Receiving /Quarantine Area/ Bonded Area) Separate/Segregation of store facilities Racks, bins, system of indexing items and tracking system Temperature, humidity control and Ventilation				
Hangar space for sufficiency and its proof of tenancy, if leased. Location as per CAME and its Security	Components properly stored / packed preferably in original packing's or containers. Shelf life control as per CAME	Identified the personnel for organization review		Record Keeping ML.A.714	
Shops space and Segregated workshops for all planned work including specialized workshop.	Unsalvageable components control procedure as per the approved CAME (Sample check)	Organization review procedure define in the exposition manual		Ensure CAM records and all details of work carried out and retain the records required by M.A.305 and M.A.306	Airworthiness Review Staff ML.A.707
Environment	Component storage as per manufacturer recommendation	Monitoring the continued compliance with the requirements of Part-ML			
Overall cleanliness	Personal Protective and Safety Equipment's for store personnel.	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	Airworthiness Review Staff meets the requirements laid down in NCAR Part-M and CAME
Office and working areas	Proper storage facilities for fuel, oil and lubricants			Records kept in a safe and secure location ensuring protection from damage, alteration and theft	
Working Aids (Computer, Printer, Phone, Photocopy etc.)	Adequate fire extinguishers in place			Computer back-up in a different location other from that containing working data in an environment that ensures they remain in good condition	
Protection from Weather element (rain, hail, ice, snow, wind) & Dust Protection	Secure storage facilities				
Noise Protection					
Inspection Aids		The quality system can be combined with another NCAR Parts (e.g. NCAR Part-145; NCAR Part-147			
Sufficiency for Inspection and Test					
Access Equipment (platforms, etc.)	Privilege of the Organization ML.A.711	Records of organization review 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	
Assembly Facilities	Manage the continuing airworthiness of non-CAT aircraft as listed in the approval certificate				
Adequate hangar and inspection lights					
Remarks/Findings:					

MODULE 1 - CONFORMITY WITH REQUIREMENTS (NCAR Part- M)				
Aircraft Airworthiness Review		Validity of Airworthiness Review Certificate		Airworthiness Review of aircraft imported into Nepal
ML.A.910		ML.A. 902		ML.A. 904
To ensure the validity of the aircraft AR certificate is an AR of the aircraft and its continuing records carried out periodically		Does the airworthiness review certificate become invalid if: 1. Suspended or revoked. 2. The airworthiness certificate is suspended or revoked 3. The aircraft is no on the CAA Nepal Register		When importing an aircraft in Nepal, does the applicant: 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 Have all maintenance carried out to comply with the approved maintenance program in accordance with NCAR M.A.302
Is the AR certificate issued in accordance with NCAR Part-M on completion of a satisfactory AR, Is it valid for one year		The type certificate under which Airworthiness certificate was issued is suspended or revoked		
Are the aircraft kept in controlled environment by: Continuously managed during the previous 12 months by a unique NCAR Part-M subpart G organization Maintained for the previous 12 months by a NCAR Part-145 maintenance organization		Is the aircraft forbidden to fly if the airworthiness certificate is invalid or if: 1. If the continuing airworthiness of the aircraft or any component fitted doesn't meet the requirements. 2. The aircraft doesn't remain conformity with the type design accepted by CAA Nepal 3. The aircraft has been operated beyond the limit of the approved flight manual 4. The aircraft has been involved in an accident or incident that affects the airworthiness of the aircraft. 5. A modification and repair has not been approved as per NCAR Chapter C.5 Upon surrender or revocation is the AR certificate returned to CAA Nepal		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 Does the owner allow access to the aircraft for inspection by CAA Nepal Is a new airworthiness certificate issued by the CAA Nepal when it is satisfied that the aircraft complies with NCAR Chapter B.2 Does the CAA Nepal issue the Airworthiness Review Certificate valid normally for one year unless CAA Nepal has safety reason to limit the validity
Remarks/Findings:				