

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

Checklist for Issuance of Supplier Approval

Name of Company:-

Address of Company:-

	Yes	No
1. Application for Supplier Approval Validation (as per NCAR D.3)	<input type="checkbox"/>	<input type="checkbox"/>
2. Letter from local operator (if any)	<input type="checkbox"/>	<input type="checkbox"/>
3. Any ICAO Contracting States Supplier Agency or Aviation Supplier Association Member or Aviation Business Certificate	<input type="checkbox"/>	<input type="checkbox"/>
4. Company Manual or Exposition Manual	<input type="checkbox"/>	<input type="checkbox"/>
5. Quality Control Systems within company	<input type="checkbox"/>	<input type="checkbox"/>
6. CAAN fee (As per CAR-2058, Appendix 1-10) (If fee is paid, Bill No :-.....)	<input type="checkbox"/>	<input type="checkbox"/>
7. Company audited by CAAN	<input type="checkbox"/>	<input type="checkbox"/>
8. Validity of original Supplier Certificate (based on which validation is issued if applicable):		

Checked by

Date:

Verified by

Date:

Approved by

Date:



NAME OF ORGANISATION:

Address:

Certificate of Approval number:

Categories

Ratings

Date of Audit:

CAAN Audit team:

Organization Representatives

C. AUDIT AREA: NCAR 145.A.25

STORES

NCAR Ref	CHECKLIST ITEMS	Yes	No	N/A	Note
NCAR 145.A.70 Para 8	Check description of various storage facilities available at the Main Base as well as Satellite Maintenance Centre.				
NCAR 145.A.65	Check for Stores Procedure Manual describing storage conditions, quality and safety procedures are prepared.				
NCAR 145.A.25 (c) (2)	Check stores for cleanliness, proper lighting (stores to be kept as dark as practicable) and adequate number of proper type of fire extinguishers.				
AMC 145.A.25 (d)(2)	Check availability of racks, bins and system of indexing items.				
AMC 145.A.25 (d)(1)	Check record of temperature and humidity control.				
AMC 145.A.25 (d)(1)	Check availability of cold storage and special storage of rubber items.				
NCAR 145.A.25 (d)	Check that quarantine and bonded stores are separate.				
NCAR 145.A.25 (d)	Check whether the Storage place is secured (with lock and key), so that unauthorized people not get access into the stores.				
NCAR 145.A.25 (d)	Check that commercial items are not stored together with aircraft items.				
NCAR 145.A.25 (d)	Check that components suspected defective are kept in quarantine stores with proper identification.				
NCAR 145.A.25 (d)	Check that all tools and test equipments are properly stored.				

NCAR 145.A.25 (d)	Check that the quantity of items kept in bonded stores tally with the records. (Random check)				
AMC 145.A.25 (d) (3)	Check that all components are properly stored / packed preferably in original packing's or containers.				
NCAR 145.A.25 (c)(2)	Check that fuel, oil and hydraulic system components and other components, which require blanking, are properly blanked and kept.				
AMC 145.A.25 (d) (1)	Check that pressurized bottles are kept vertically or as recommended by the manufacturer.				
AMC 145.A.25 (d) (2)	Check that hoses are kept lengthwise on the racks. Check for any excessive overlapping, sharp, bends etc. Check that they are blanked properly.				
AMC 145.A.25 (d) (2)	Check that seals, gaskets etc., are stored in unstressed condition.				
AMC 145.A.25 (d) (1)	Check that sheet metals are kept properly and are protected against any scratch, dent etc.				
AMC 145.A.25 (d) (1)	Check that Electrostatic Sensitive Devices (ESD) are kept properly and are not kept on the floor.				
AMC 145.A.25 (d) (1)	Check that Electrostatic Sensitive Devices (ESDs) are not stored alongside non-ESDs.				
AMC 145.A.25 (d) (1)	Check that ESDs components are packed in conductive materials which will ensure that the entire package is maintained at the same potential				
AMC 145.A.25 (d) (1)	Check whether the metal racks used for storing ESDs are provided with conductive mat.				
AMC 145.A.25 (d) (1)	Check that all metal racks / cupboards used for storing ESDs are properly grounded.				
AMC 145.A.25 (d) (1)	Whether proper procedure exists for checking for presence of ESDs by reference to external markings and reference number, before they are kept in the bonded store.				
AMC 145.A.25 (d)(11)	Check that tyres are kept properly and are rotated on regular interval. Check records.				
NCAR 145.A.25 (d)	Check availability of separate stores for inflammable items such as oil, hydraulic fluid, paint, dopes etc.				
CAP 457 BL/1-7 3.2.3	Check for storage of Ni-Cd batteries at dry and clean place; terminals are protected. Check there is no chance of metallic item falling on the terminal.				
CAP 457 BL/1-7 3.4	Check for storage of compressed gas cylinder and ensure : a. Shall not expose to sun light b. Should not be kept on damp ground c. Shut off walls are fitted with storage cap d. O2 cylinders are stored in racks with control head / gauges protected.				

	<ul style="list-style-type: none"> e. Stored in a safe and separate place to avoid fire hazards. f. No more than 4 cylinders on horizontal stacking of cylinders. g. O2 bottles are kept away from grease / oil. 				
CAP 457 BL/1-7 3.5	Check for cable reels stored with reel access horizontal.				
CAP 457 BL/1-7 3.9	Check oil coolers are stored with approved oil filled in.				
CAP 457 BL/1-7 3.10	<p>Check paint shop for :</p> <ul style="list-style-type: none"> a) 7-23 degree storage temperature. b) Rotated / reversed Paint tins periodically to avoid settlement. 				
CAP 457 BL/1-7 3.11	Check that flexible pipes are stored without distortion; storage temperature 15 degree; pipes both the ends are blanked with.				
CAP 457 BL/1-7 3.13	<p>Check the rubber parts are stored in following conditions :</p> <ul style="list-style-type: none"> 1. No direct sun light falling on the parts. 2. Rubber parts are not exposed to open air.(O2) 3. No spark generating sources such as high voltage motor, switches, etc., located nearby. 4. No contact with liquor / vapor. 5. No deformation. 				
CAP 457 BL/1-7 3.13.12	Check the tires are stored in vertical position on a special rack supporting two points with 1/3 inside and 2/3 outside.				
CAP 457 BL/1-7 3.13.13	Check aircraft tubes are stored in original cartons or are slightly inflated.				
CAP 457 BL/1-7 3.13.14	<p>Check rubber hoses / assemblies are stored in the following conditions :</p> <ul style="list-style-type: none"> 1. Uncoiled if not in an original pack. 2. Sealing blank of AGS specifications. 				
CAP 457 BL/1-7 3.16	<p>Check survival equipments are stored in the following conditions :</p> <ul style="list-style-type: none"> a. Storage temperature of 15-21 degree. b. No strong light or ozone or spark generating equipment 				
CAP 457 BL/1-7 3.18	Check for rigid tanks (engine oil tanks, hydraulic tanks, etc.,) stored with proper care fitted at the opening and silica gels are kept near the opening to prevent condensation.				
CAP 457 BL/1-7 3.20	<p>Check for storage of acralyte sheet in the following conditions :</p> <ul style="list-style-type: none"> a. Sheets are kept at edges. b. Not more than 14 sheets kept over and above. 				

	c. Should not be stored with other materials.				
CAP 457 BL/1-7 3.21	Check storage of wind screen is as per manufacturer recommendation.				
CAP 457 BL/1-7 3.21	Check electrically heated wind shield are stored as per manufacturer's instructions and adhesive polythene sheets are not removed until fitted.				
CAP 457 BL/1-7 3.13.12	Check wire ropes are stored in clean dry place to prevent corrosions.				

C. AUDIT AREA: NCAR 145.A.25 – FACILITY WHEELS & BRAKE SHOP					
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NCAR Ref	CHECKLIST ITEMS	Yes	No	N/A	Note
NCAR 145.A.70 Para 8	Check description of wheels and brake shop facility available.				
NCAR 145.A.65	Check for wheels and brake shop Procedure Manual describing customized procedure of wheels and brake shop, quality and safety procedures are prepared.				
NCAR 145 A.25 (a) (2)	Check for adequacy of space, cleanliness of the wheels and brake shop.				
NCAR 145.A.25 (b)	Check for the Wheels and brake shop facility layout are taken care of suitable human factor issues.				
NCAR 145.A.25 (c)(2)	Check for Housekeeping. Check for the periodicity and procedure of cleaning.				
NCAR 145.A.25 (c)	Check for the suitability of shop environment – proper lighting, free from noise, free from rain water leakage, free from dust pollution.				
NCAR 145.A.25 (c)	Check for provisions of Water and Pneumatic Supply with proper pressure gauges.				
NCAR 145.A.25 (a) (2)	Check for Work Benches - Adequate? Suitable? Clean?				
NCAR 145.A.40 (a)(1)	Check for Machines, Test Equipments, Test Rigs as recommended by component manufacturer / CMM.				
NCAR 145.A.40 (a)(1)	Tooling Inventory Listing - Available? Current?				
NCAR 145.A.45 (a)	Check for availability of Relevant Manuals as per the Approval Schedule / Capability Register.				
NCAR 145.A.25 (d)	Check for proper component storing racks and work benches.				
NCAR 145.A.25 (d)	Check for separate rack for Incoming & Outgoing Components; Check for suitability of component container / tables.				

NCAR 145.A.25 (c) (2)	Check for cleanliness of Test Equipments/Fixtures/Apparatus.				
NCAR 145.A.25 (d)	Check for the availability of Safety Equipments.				
NCAR 145.A.70	Check for the availability and condition of Fire Extinguisher				
NCAR 145.A.70	Check for the availability and condition of First Aid Box.				
NCAR 145.A.25 (d)	Check for existence of separate storage facility for flammable material storage				
C. AUDIT AREA: CAR 145.A.25 - FACILITY					
BATTERY SHOP FACILITY AND QUALITY PROCEDURES					
	CHECKLIST ITEMS	Yes	No	N/A	Note
NCAR 145.A.25 (a)	Check for separate battery servicing shop facility for lead-acid and Ni-Cd battery.				
NCAR 145.A.25 (d)	Verify the location for serviceable and unserviceable batteries (segregated and placarded).				
NCAR 145.A.25 (c) (3)	Verify the adequacy of illumination in the room so as to check the level of electrolytes in the cell.				
NCAR 145.A.65	Verify that the shops maintenance, quality and safety procedures are described in the shop procedure manual.				
NCAR 145.A.45 (e)	Verify that battery charging procedure sheets are prepared as per latest CMM.				
NCAR 145.A.25 (c)	Check for proper ventilation so that possibility of cross contamination does not exist.				
NCAR 145.A.25 (c) (3)	Check the shops are well lit, cool and capable of exhausting all the gases & fumes.				
NCAR 145.A.25 (c) (2) CAP 459 EEL / 2-1 Para 2	Check for floor surface is made up of material such as, concrete, bituminous compound, tiling etc., that is impervious to acid & alkali. Check for drainage system for clearing washed water.				
CAP 459 EEL / 2-1 Para 2	Check that the door(s) of the charging room opens outwards for emergency escape.				
CAP 459 EEL / 2-1 Para 2.2	Check that at least one tap in each room is connected to a mains fresh water supply.				
CAP 459 EEL / 2-1 Para 2.2	Check availability of sinks, draining boards and a warm water supply.				
CAP 459 EEL / 2-1 Para 2.3	Check for use of spark proof electrical plugs and fittings to prevent accidental ignition of gases.				

NCAR 145.A.25 (c) (1)	For Ni-Cd batteries, verify the room temperature is approximately 21 Deg. Cel. (Refer Manufacturer Literature for actual limits)				
CAP 459 EEL / 2-1 Para 3.1	Verify that mounting of charging boards are provided conveniently so as to attach a connector cable. (long connecting cables are to be avoided)				
CAP 459 EEL / 2-1 Para 3.4	Check that battery connecting cables are insulated and free ends are fitted with suitable connectors.				
CAP 459 EEL / 2-1 Para 3.5	Check that the recommended height of the battery charging benches is approximately 20 inches (1/2 meter) from the floor for easy handling of battery.				
CAP 459 EEL / 2-1 Para 3.5	Check that surface of the battery charging bench is acid – alkali resistive and batteries are resting on suitable grids.				
CAP 459 EEL / 2-1 Para 4	Check that the charging rooms are provided with proper power supply.				
CAP 459 EEL / 2-1 Para 5.2	Check whether proper containers, mixing vessels, mixing rods etc. are being used while mixing / breaking of electrolytes. (plain iron, glass are earthenware containers for Potassium Hydroxide); Check for marking of chemical containers; Check for marking of mixing containers, such as 'Acid only' 'Alkalyne only'.				
CAP 459 EEL / 2-1 Para 5.3	Check that de-mineralised / distilled water is separated from electrolyte to avoid contamination.				
CAP 459 EEL / 2-1 Para 5.4	Check availability of neutralising agents for Sulphuric Acid - saturated solution of bi-carbonate soda / Ammonia Powder / Borax Powder.				
CAP 459 EEL / 2-1 Para 5.4	Check availability of neutralising agents for Potassium Hydroxide - Boric Acid Solution / Boric Acid Crystals or Powder.				
CAP 459 EEL / 2-1 Para 5.4	Check that adequate quantity of saw dust is available; Clearly lable the containers of acid, alkaline, neutralizing agents and saw dust.				
CAP 459 EEL / 2-1 Para 6	Check availability of proper safety equipments such as fire extinguishers, buckets of sand/ water etc., Verify availability of, 1. goggles, 2. rubber gloves, 3. gum boots, 4. rubber aprons, 5. first aid kits etc.				
CAP 459 EEL / 2-1 Para 6	Check that persons of the battery shop is well conversant with the appropriate procedures in case of the following circumstances as described in the <i>Procedure Manual</i> :-				

	(i) Electrical Shock (ii) Fire (iii) Spillage of electrolyte on floor/ skins/ eyes etc.				
CAP 459 EEL / 2-1 Para 8.1	Verify the availability of latest manuals of battery manufacturer as per the Approval Schedule.				
CAP 459 EEL / 2-1 Para 8.2	In addition to the general engineering hand tools, check that the following special tools/ test equipments are also available: 1. Hydrometers 2. Thermometers 3. Capacity test set 4. Leakage tester(for lead acid battery) 5. Filler pumps 6. Calibrated test equipments: 7. Insulation resistance tester 8. Universal test meter 9. Digital voltmeter 10. Torque Wrench				

**B (a) AUDIT AREA: NCAR 145.A.30.
MANAGEMENT**

NCAR Ref	CHECKLIST ITEMS	Yes	No	N/A	Note
NCAR 145.A.30(a)(1)	Position of the Accountable Manager in the organization and his financial authority.				
AMC 145.A.30(a)	MOE statement of Accountable Manager signed by both CEO and nominated Accountable Manager, if applicable.				
NCAR 145.A.30(a)	A letter of acceptance of individual post holder or the Group, including the Accountable Manger obtained?				
NCAR 145.A.30(a)(3)	Aviation background of Accountable Manager or exposure on NCAR 145 requirements.				
NCAR 145.A.30(b)	MOE description of duties and responsibility of Accountable Manager.				
NCAR 145.A.30(b)	Are all indicated Post Holders appointed? Verify Form 4 for acceptance from CAA Nepal.				
NCAR 145.A.30(b)(1)(e)	Accountable Manager issuing Terms of references (Duties & Responsibilities) to all Post Holders.				
NCAR 145.A.30(b)(3)(e)	MOE policy on qualification, experience and training requirements for all post holders. Verify compliance.				
NCAR 145.A.30(b)(4)	MOE procedures on over seeing of functions when the respective post holder is on long leave.				
AMC 145.A.30(b)(3)	MOE description of Base Maintenance Manager's responsibility.				

AMC 145.A.30(b)(4)	MOE description of Line Maintenance Manager's responsibility.				
AMC 145.A.30(b)(5)	MOE description of Workshop Manager's responsibility. Note: It is required even in the absence of the post holder.				
AMC 145.A.30(b)(6)	MOE description of Quality Manager's responsibility.				
AMC 145.A.30(b)(7)	MOE provision for company designation and the corresponding post holder function, if followed. [E.g., General Manager (Quality) – Quality Manager]				
AMC 145.A.30(b)(8)	MOE organization chart and the hierarchy of Accountable Manager and Post Holders acceptable to CAAN. Note: All Post Holders shall report to the Accountable Manager.				
NCAR 145.A.30 (c)	MOE procedure for identifying gap in the Quality System and associated feedback of compliance and involvement of Accountable Manager. Verify compliance and documentary evidence.				
NCAR 145.A.30(c)	Are all Post holders reporting to the Accountable Manger?				
B (b) AUDIT AREA: NCAR 145.A.30. PERSONNEL REQUIREMENT					
NCAR 145.A.30(d)	MOE procedure on Maintenance man hour planning, three monthly review and readjustment. Verify Compliance.				
NCAR 145.A.30(d) AMC 145.A.30(d)(3)	MOE procedure of maintenance man hour estimation taking in to account various functions – planning, production, documentation, inspection, etc., Verify Compliance by documentary evidence.				
AMC 145.A.30(d)(1)	Company employee and contract employee ratio (less than 50%).				
AMC 145.A.30(d)(4)	Aircraft Hangar visit plan.				
AMC 145.A.30(d)(10)	Review man hour availability allotted for quality functions and adequacy of man power in quality department.				
AMC 145.A.30(d)(11)(1 2)	Practice of reviewing man hour plan every 3 months, and action for deviation of planned man hours viz -a-viz actual man hour.				
NCAR 145.A.30(f)	MOE procedure for approval and qualification standards of specialized services : <ol style="list-style-type: none"> 1. Structural repair specialist 2. Battery Charging 3. Boroscope Inspection 4. Engine condition monitoring 5. Aircraft performance monitoring 6. Shop activities – Calibration and Bench Check 7. Other activities. Verify Compliance by documentary evidence.				
AMC 145.A.30(f)	MOE policy and procedure for approval and qualification, training, examination and approval of NDT specialists. Verify Compliance.				
NCAR 145.A.30(g)	MOE policy for qualification and experience requirement of full scope aircraft maintenance and certification. Verify Compliance.				

NCAR 145.A.30(g) AMC 145.A.30(g)(1)	MOE policy (qualification, training and practical experience) for performing minor schedules and rectification of simple defects. Verify Compliance. Note: Minor schedules and simple defects required to be defined in the MOE.				
AMC 145.A.30(g)(2)	MOE procedure describing the scope of simple defect rectification. Periodicity of updating the simple defect lists. Verify Compliance.				
NCAR 145.A.30(h)	MOE procedure of issuing CRS after base maintenance including qualification and experience requirement of authorization holder. Verify Compliance.				
NCAR 145.A.30(h)(1)	MOE procedure of work allocation of the support staff mentioned in NCAR 145.A.30 (h)(i) and co-ordination to the authorization holder for issue of CRS. Verify Compliance.				
NCAR 145.A.30(h)(2)	Check the register of support staff.				
NCAR 145.A.30(h)(3)	MOE procedure for deferment of maintenance tasks (up to line or next major check) after base maintenance. Verify compliance				
AMC 145.A.30(h)(4)(1)	MOE procedure for Pilot Certification Authorisation including regulation training, task training, and procedure training. Confirm compliance				
AMC 145.A.30(h)(4)(2)	MOE list of Pilot minor maintenance or simple check. Carry out sample check.				
NCAR 145.A.30(i)	Procedure for components certification.				
NCAR 145.A.30(j)(1)	MOE procedures to outsource base maintenance activity outside Nepal. Verify compliance				
NCAR 145.A.30(j)(2)	MOE procedures to outsource line maintenance activity outside Nepal. Verify compliance.				
NCAR 145.A.30(j)(3)	MOE procedures to authorize commander / flight engineer to carry out repetitive pre flight AD. Verify compliance				
NCAR 145.A.30(j)(4)	MOE Procedures to issue limited certification authorization to commander / flight engineers to carryout specific tasks, while away from the main base.				
NCAR 145.A.30(j)(5)(1)	MOE procedure to issue one off certification authorization to employees (not having type rating) to certify at stations away from base. Verify compliance				
NCAR 145.A.30(j)(5)(2)	MOE Procedure to issue one off certification authorization to the other company employees. Verify compliance				
AMC 145.A.30(d)(7)	MOE procedure explaining the role of independent qualify auditing staff to identify non compliance and giving feed back to the Accountable Manager. Verify Compliance.				
B (c) AUDIT AREA: NCAR 145.A.30.					
TRAINING AND COMPETENCY					
AMC 145.A.30(d)(1)	MOE procedure on training contract employees about the company policies and procedures. Verify Compliance.				
AMC 145.A.30(d)(8)	MOE policy on Human Factor Training to the following technical personnel. <ul style="list-style-type: none"> a. Post Holders, Managers, Supervisors b. Certifying staff, technicians and mechanics c. Quality Control / Quality Assurance Staff. d. Specialised Service Staff. e. Human Factor Staff / Trainers. 				

	<p>f. Stores staff and purchase department staff.</p> <p>g. Ground equipment operator.</p> <p>h. Contract staff.</p> <p>Verify Compliance.</p> <p>Training records of the above mentioned staff.</p>				
AMC 145.A.30(d)(9)	Human Factor Training syllabus – dedicated or maintenance department integrated training section.				
NCAR 145.A.30(e)	MOE procedure for establishing and controlling competency of various personnel – maintenance, management and other technical staff – acceptable to CAAN. Verify Compliance.				
AMC 145.A.30(e)	MOE policies and procedures for imparting training to various technical personnel – planner, post holders, specialized service staff, certifying staff and other. Verify Compliance by documentary evidence or discussion.				
AMC 145.A.30(e)(1)	MOE procedure for on the job evaluation or examination before allocating staff to work independently. Verify Compliance.				
AMC 145.A.30(e)(2)	Record for initial and recurring training for all staff within 6 months of recruitment and for contract employees immediately after joining.				
AMC 145.A.30(e)(3)(e)	MOE stipulations of training period linking to the audit findings. Verify Compliance.				
AMC 145.A.30(e)(4)(5)	MOE procedures of organization conducting human factor training – organization itself, independent training or training organization. Verify Compliance.				
AUDIT AREA: NCAR 145.A.35. CERTIFYING AND SUPPORT STAFF					
NCAR Ref	CHECKLIST ITEMS	Yes	No	N/A	Note
NCAR 145.A.35(a)	MOE procedures on Certification Authorisation. Verify compliance.				
AMC 145.A.35(a)(2)	<p>Personal files of certifying and support staff containing the minimum following documents. Verify compliance.</p> <p>a. Approved Examination results.</p> <p>b. CAAN endorsement</p> <p>c. Evidence for Company examination.</p> <p>d. Copy of Certification Authorisation</p> <p>e. Evidence of recent experience.</p>				
NCAR 145.A.35(b)	Issue of company authorization and conditions of validity – validity of authorization including validity of continuation training.				
NCAR 145.A.35(c)	Company policy on validating the certification privilege – CA holder must have certified at least 6 months in the last two years. Verify compliance.				
NCAR 145.A.35(d)	Currency of continuation training to the Certification Authorization holders / support staff. Training coverage on three elements (aircraft technology, company procedures and human performance). Verify compliance.				

AMC 145.A.35(d)(1)	MOE procedure for Audit Group identifying personal deficiency or special training needs and the involvement of Quality Department deciding training needs. Verify compliance.				
AMC 145.A.35.(d)(2)	Focus of human factor training on incident, mistakes and other issues of not following the procedures.				
AMC 145.A.35.(d)(3)	MOE policies linked to functional areas, training periods and audit deficiencies. Review of training needs at least once in two years. Check evidence.				
AMC 145.A.35.(d)(4)	MOE policy on continuation training emphasizing on aircraft technology and organization procedures and human performance, training coverage and duration. Verify compliance. MOE policy of conducting such training by the organization or contracted training organization or approved personnel.				
AMC 145.A.35.(e)	List of certifying staff and support staff for various training conducted. Records of conducting training as per the schedule. E.g., attendance sheets, handouts, instructor evaluation sheets, etc,. Verify personal files for evidence of attending the training.				
NCAR 145.A.35(f)	MOE procedure for reassessment of certifying staff prior to revalidate Certification Authorization. Verify evidence.				
AMC 145.A.35 (f)(2)	Evidence of obtaining assessment sheets from other organizations, if certifying personnel are hired – E.g., Structural work, NDT, maintenance contracts, etc,.				
AMC 145.A.35(f)(3)	Verify the status of completing the AME license conversion training and certificates of Certifying Personnel.				
NCAR 145.A.35(g)& (k)	Format of Certification Authorisation including the scope, limitations, validity and other conditions of AMC 145.A.35 (a) (b) and (d). Certification Authorisation in the form of Hard Copy or Electronic form.				
NCAR 145.A.35(h)	Definition and expansion for various abbreviations given in the Certification Authorisation Form for better understanding.				
NCAR 145.A.35(i)	MOE procedure for issuing as well as revoking procedure by Quality Personnel. Verify compliance.				
NCAR 145.A.35 (j)	MOE procedure of maintaining personal records of certifying and support staff. Verify compliance.				
NCAR 145.A.35 (j)	MOE procedure for maintaining personal files of resigned Certifying / Support Staff including file retention policy. Verify compliance.				
AMC 145.A.35 (j)(1)	Format of personal details of certifying and support staff.				
AMC 145.A.35(j)(2)	MOE procedure on Quality Personnel maintaining the personal files including the list of authorized staff to have access to such files. Verify compliance.				

AMC 145.A.35(j)(3)	Description of responsibilities of Quality Department authorizing Personnel to maintain records.				
NCAR 145.A.35.(l)	MOE policies on the circumstances which requires showing or submitting of Certification Authorization to the authorities including CAAN.				
NCAR 145.A.35(m)	MOE policies on age limitations for certifying personnel. Verify compliance.				
UTILISING EXPERT LICENCE HOLDERS					
	The MOE policy on conducting familiarization training to the foreign licence holders and issue of certificates. Verify compliance.				
	Policies on conducting oral checks to the foreign licence holders prior to assigning jobs. Verify compliance.				
	Procedure for foreign licence holder exercising the privileges after meeting the requirements.				
VALIDATION FOREIGN LICENCES					
	Minimum one year experience in Maintenance after endorsement, out of which six months should be recent experience in the preceding 12 months. MOE policy and compliance.				
	Evidence of Quality Managers organizing training to the foreign licence holders.				
	Avionics Engineers / B2 Engineers holding RTR licence or familiar with Nepali Air Traffic Control Procedures.				
	Foreign engineers licence and experience should cover major maintenance for allowing them to do such Maintenance.				
	Procedure for policy on checking the proficiency of communication in English Language.				
	MOE procedures for tracking the validity of Visa, Passports and Security Clearance of Certifying Staff (foreign license holders)				
	System of checking medical fitness of foreign licence holders.				
	Procedure for conducting examination.				
	Requirements of foreign AMEs passing NCAR for continuing service after 12 months of contract.				
AUDIT AREA: NCAR 145.A.40 EQUIPMENT TOOLS AND MATERIAL					
NCAR Ref	CHECKLIST ITEMS	Yes	No	N/A	Note
NCAR 145.A.40 (a)	Check the organisation's approval schedules for scope of work (quantum of work)				

	approved. Work carried out within the scope.				
NCAR 145.A.40 (a)	<p>Check the availability of special tools for the scope of work approved. Check special tools separately for Boeing Classic / NG; Airbus A-310, 319, 320, 321 etc.,; ATR-42, 72, etc.,; Embraer 170/190.</p> <p>Note: Availability of special tools as per the tools list applicable to each inspection schedule (check cycle) of specific aircraft shall be verified.</p>				
NCAR 145.A.40 (a) (1)	Carryout sample check to verify that the special tools are available as per the specifications / trade mark / brand given in the illustrated tools catalogue/ AMM/other maintenance data.				
NCAR 145.A.40 (a) (1)	Check appropriate MOE procedures for CAAN approval of “alternate tools”.				
NCAR 145.A.40(a) (1)	Check whether the organization uses “alternate tools”. If so, verify the CAAN approvals for such tools.				
NCAR 145.A.40(a)(2)	Check whether all special tools / equipment are available permanently with the organization.				
NCAR 145.A.40(a)(2)	Are any special tools borrowed from other organization? If so, verify the acceptable MOE procedures for borrowing such tools.				
NCAR 145.A.40(a)(3)	Verify availability of access equipment such as, working plat form, step ladders, high-lift equipment, and other equipment necessary to reach tail portions of the aircraft.				
AMC 145.A.40(a)	Verify whether the organization has proper procedure for issue and receipt of tool boxes (manual or computerized register system); check locking of personnel tools; check tool-box inventory check list.				
NCAR 145.A.40(b)	Verify whether the organization has detailed procedures for calibration of tools, instruments, and equipment.				
NCAR 145.A.40(b)	Check whether the organization has proper procedure for initial acceptance (from supplier) of special tools and equipment. Verify compliance.				
NCAR 145.A.40(b)	Verify whether the organization has detailed procedures for tools control. Verify the issues and receipts are controlled by set procedures followed by specific department (Stores and Tool Crib). Verify compliance by sample check.				
NCAR 145.A.40(b)	Check whether the organization has acceptable system of applicable preventive maintenance, servicing, calibration and serviceability checking of tools and equipment. (Note: Serviceability check/Calibration/servicing as applicable)				
AMC 145.A.40(b)	Verify that all tools, instruments, test / special equipments and ground support equipment are labeled with due date. E.g., next inspection due.....; next servicing due.....; next calibration due.....;				
AMC 145.A.40(b)	Check whether the organization maintains register for tracking inventory, validity of calibration and serviceability of <u>precision</u> tools, instruments and equipment.				

AMC 145.A.40(b)	Verify use of acceptable standards for calibration of precision equipments.				
AMC 145.A.40(b)	Check whether the company uses manufacturer recommended <u>periodicity</u> for servicing, calibration, and functional checking of various tools and equipments. (Check Tools/Equipment manuals)				
AMC 145.A.40(b)	Verify for the acceptable justification from the organization, if manufacturer recommended periodicity of inspection is not followed.				
AUDIT AREA: NCAR 145.A.42					
ACCEPTANCE OF COMPONENTS					
NCAR Ref	CHECKLIST ITEMS	Yes	No	N/A	Note
NCAR 145.A.42 (a)(1)	Check for appropriate MOE procedures described for issue of serviceable tag for components accepted at the store.				
NCAR 145.A.42 (a)(1)	Carryout sample check and verify that (a) components are attached with an acceptable tag and a copy of Form 1; (b) consumables are attached with acceptable tag.				
NCAR 145.A.42 (a)(1)	Verify whether the unserviceable components are properly tagged as 'unserviceable' and kept in separate storage place.				
NCAR 145.A.42 (a)(3)	Check for MOE / Procedure Manual description of criteria to declare components unsalvageable.				
NCAR 145.A.42 (a)(3)	Verify whether the unsalvageable components (reached life limit, non repairable, etc.) are properly tagged as 'unsalvageable" and kept in separate storage place.				
NCAR 145.A.42 (a)(3)	Check whether the company extended the life of unsalvageable items. If so, verify the approval under NCAR 21 to do so.				
NCAR 145.A.42 (a)(4)	Carry out sample check on standard parts and consumables; verify these parts and consumables meet the specification given in the IPC and maintenance data.				
NCAR 145.A.42 (a)(5)	Carry out sample check on standard parts; verify those parts are procured with Certificate of Conformity.				
NCAR 145.A.42 (a)(5)	Carry out sample check on raw materials; verify those materials are procured with a) Statement of Conformity to Specification. b) Manufacturer documents and c) Supplier source if applicable.				
NCAR 145.A.42 (b)	Check for MOE or Procedure Manual description for verifying compliance of Modification Standards and ADs before accepting components to the Stores.				
AMC 145.A.42(b)	Carryout sample check on CA Form 1 of any major components. Verify that block 3 in Form-1, the remark column meant for filling up AD/SB/Any Inspection is filled up(NIL if not applicable).				
NCAR 145.A.42 (c)	Is the organization fabricating any parts? If so, verify the capability register showing the list of components manufactures by the organization.				

AMC 145.A.42 (c)	Check for MOE procedures on manufacturing of parts under NCAR 145 approval.				
AMC 145.A.42 (c)(2)	If parts are fabricated under NCAR 145 approval, verify the adequacy of technical capability (manufacturing / fabrication facilities) and procedural capability (inspection procedures for fabrications.)				
AMC 145.A.42 (c)(3)	Check whether the organization has necessary approved data (supplied by TC holder / NCAR 21 Org/CAAN) for fabricating parts.				
AMC 145.A.42 (c)(4)	Check whether the items fabricated under NCAR 145 used in the organization itself and <u>not</u> sold out to other organization.				
AMC 145.A.42 (c)(8)	Check whether the organization manufactures items under CAAN specific fabrication approval. Verify appropriate procedures in the MOE for fabricating minor items under NCAR 145 approval.				
AMC 145.A.42 (c)(9)	If items are locally fabricated check the following procedures: 1) Stage Inspections 2) Complete Inspections 3) Record for tractability of Men, Machines, Materials, and. Procedures. 4) Part Number and Organization Identity on the component. 5) Verify compliance.				
AMC 145.A.42 (c)	Check whether the MOE/Procedure Manual describes the responsibility of Stores personal specific to incoming inspection. (Condition of the parts, specification and number of item received). Verify compliance.				
AMC 145.A.42 (c)	Check whether the MOE/Procedure Manual describes the responsibility of Stores personal specific to issuing of parts to the Maintenance. (Condition of the parts, specification and number of item to be issued). Verify compliance.				
AMC 145.A.42 (c)	Check whether the stores personnel verify the compliance status of AD/SB/Inspection on components received.				
AMC 145.A.42(d)	Check the criteria in MOE or any other manual for unsalvageable items.				
AUDIT AREA: NCAR 145.A.45					
MAINTENANCE DATA					
NCAR Ref	CHECKLIST ITEMS	Yes	No	N/A	Note
NCAR 145.A.45 (a)	Check the scope of approval and associated capability register.				
NCAR 145.A.45 (a)	Verify that the organization possesses maintenance data (Technical Manuals) for the type of aircraft as per the approval granted.				
NCAR 145.A.45 (a)	Check whether the operator / customer supplies necessary maintenance data while entrusting maintenance activity to the NCAR 145 approved organization.				
NCAR 145.A.45 (b)	Check the availability of the following applicable data :				

	<ul style="list-style-type: none"> a) NCAR Procedures, Technical Data, AD/SB, etc., b) Continuing Airworthiness instructions. c) NCAR recognized good maintenance practices. d) Standard maintenance practices. e) Modification Structures. 				
AMC 145.A.45 (b)(1)	Check whether organization is in position of the minimum required data such as NCAR, AMC, GM, Notices, AAC and AD.				
AMC 145.A.45 (b)(2)	<p>Check whether the operator holds following manual up to date (for each type) :</p> <ul style="list-style-type: none"> a) AMP (Aircraft Maintenance Program) b) AMM c) Repair Manual d) Supplementary Structural Inspection Document (SSID) e) Corrosion Control Document (CCD) f) SB, SL, SI, Modification leaflet (ML) and NDT manual. g) Parts Catalog h) Type certificate data i) Any other document supplied by TC/STC holder as maintenance data. 				
AMC 145.A.45 (b)(3)	<p>Verify – for a class rating in category B - Engines / APU, the organization must possess the following manuals:</p> <ul style="list-style-type: none"> a) Engine / APU Maintenance / Repair Manuals b) SB / SL / ML / Modification leaflet (ML) c) NDI Manual, IPC and TC data sheets 				
AMC 145.A.45 (b)(4)	<p>Verify – for a class rating in category C other than complete - Engines / APU, the organization must possess the following manuals:</p> <ul style="list-style-type: none"> a) Appropriate section of Vender Maintenance and repair manuals b) SB / SL / ML / Modification leaflet (ML) c) NDI Manual, IPC and TC data sheets. 				
AMC 145.A.45 (b)(6)	<p>Verify – for a class rating in category D, the organization must possess the following manuals:</p> <ul style="list-style-type: none"> a) Appropriate specialized maintenance data / NDI manual b) Process speciation 				
NCAR 145.A.45 (c)	Check for acceptable procedure in the MOE on correcting incomplete, inaccurate and ambiguous maintenance data in coordination with the originator of the data.				
NCAR 145.A.45 (d)	Check whether the organization modified any applicable maintenance data without originators permission. If so, verify the MOE procedures to do so and such modifications are intended to enhanced maintenance standards.				

NCAR 145.A.45 (d)	Check whether organization modified any applicable data related to design and modification that are not permitted under NCAR 145 approval.				
AMC 145.A.45(d)	Check whether the organization utilize the provision of “Proposed Modified Maintenance Instructions” any time. If so, a) MOE procedure to prove the modification. b) Demonstration of such a modification to the inspectors for assessing the feasibility and relevance.				
NCAR 145.A.45 (e)	Carryout sample check on work card / work sheets. Check whether the organization transcribe the maintenance data accurately for the purpose carrying out the tasks.				
NCAR 145.A.45 (e)	Verify whether the company generates work card / Task cards / work sheets. If so, check the compliance of the following: a) Backup for the computer system b) Protection to prevent alteration of maintenance data				
NCAR 145.A.45 (e)	Check whether complex task cards transcribed in to simple tasks to simplify the performance of the tasks.				
NCAR 145.A.45 (e)	Check that any time the organization uses work sheet / work cards of other operators. If so check that appropriate procedures described in the MOE.				
NCAR 145.A.45 (f)	Assess that AMEs are able to access the maintenance data. Check the whether the maintenance data are available to the AME as close as possible.				
AMC 145.A.45 (f)	Verify the use of supplementary work card, if the work is continued by the different people (work card having tasks in B1 and B2).				
NCAR 145.A.45 (g); AMC 145.A.45 (g)(1)	Check for procedures explained in the MOE with respect to updating of maintenance data.				
NCAR 145.A.45 (g)	If the NCAR 145 approved organization performs maintenance based on operator supplied maintenance data, verify written statement given by the operator for their completeness and accuracy of maintenance data.				
NCAR 145.A.45 (g)	Verify records for statement of revisions received from the operators on maintenance data.				
NCAR 145.A.45 (g)	Check whether the maintenance organization is in operator's mailing list.				
AMC 145.A.45 (g)(3)	Check whether the organization of adequate number of computers and printers for the purpose of using it for maintenance activities.				
AMC 145.A.45 (g)(1)	Check the regular receipt and updating status of maintenance data revisions.				

AUDIT AREA: NCAR 145.A.47

PRODUCTION PLANNING

NCAR Ref	CHECKLIST ITEMS	Yes	No	N/A	Note
NCAR 145.A.47 (a)	Check MOE description of the responsibilities of Production Planning personnel.				
NCAR 145.A.47 (a)	Check the evidence that the production planning involves in the following activities: <ul style="list-style-type: none"> a) Man power planning b) Tools and Equipment planning c) Material planning d) Facility Planning 				
NCAR 145.A.47 (a)	Check whether the organization plans availability of People, Tools, Equipment, Materials, Maintenance Data, Facility, while taking up major maintenance activity. Verify evidence.				
NCAR 145.A.47 (a)	Check whether the production planning department has adequate man power commensurate with the fleet operated and quantum of work involved.				
NCAR 145.A.47 (a)	Check whether the production planning department has adequate information processing system (computers and data base system) to eliminate human error.				
NCAR 145.A.47 (a)	Verify the MOE description of production planning department interfacing with other department such as operations, line maintenance, maintenance data sections, etc., Verify evidence for interfacing of other departments.				
AMC 145.A.47(a) (2)	Check whether the production planning section involves in complementary element – scheduling of future work, planning of tools, materials, facilities, etc.,				
AMC 145.A.47(a) (2)	Check whether the production planning department involves in <ul style="list-style-type: none"> a) organizing team for major maintenance activity and b) arranging shift work c) Providing tools / materials. 				
AMC 145.A.47(a) (2)	Check whether maintenance control department gets appropriate information on MEL, defects and other information to make the aircraft defect free.				
AMC 145.A.47(a) (2)	Check whether maintenance control department communicates unscheduled maintenance program (work orders) to the line AMEs.				
AMC 145.A.47(a) (2)	Check whether planning department gets day-to-day information on closure of MEL, items deferred defects and unscheduled maintenance.				
AMC 145.A.47(a) (2)	Check the maintenance history maintained by planning department focusing on quality and completeness of documents.				

AMC 145.A.47(a) (2)	Check how the production planning department periodically intimates the incomplete / deferred defects to the top management.				
NCAR 145.A.47 (b)	Check whether the Planning Department plans accomplishment of tasks, taking into account Human Factor limitations. For e.g., critical works are scheduled during day time; experienced AMEs are allotted for critical work; shift register maintained ; etc.,				
AMC 145.A.47(b)	Verify that production planning department takes circadian rhythms into consideration and not allot work during late mid-night, where people performance level is at minimum.				
NCAR 145.A.47 (c)	Check for MOE Procedure for shift charge-over; check the shift change-over register for suitability of communication system to transfer information from outgoing to incoming personnel.				
AUDIT AREA: NCAR 145.A.50 CERTIFICATION					
NCAR Ref	CHECKLIST ITEMS	Yes	No	N/A	Note
NCAR 145.A.50 (a)	Check for MOE procedures for issue of Certificate to Release to Service (CRS).				
NCAR 145.A.50 (a)	Check the procedure of issuing CRS emphasizing on a) MOE procedures followed b) Use of Maintenance Data c) No non compliance hazardously serious the flight safety				
AMC 145.A.50 (a) (1.1)	Verify that Form-1 is issued after component maintenance				
AMC 145.A.50 (a) (1.1)	Verify that CRS is issued for any installation work.				
AMC 145.A.50 (a) (1.2)	Check whether the organization does not issue CRS (issue only tags) for component maintenance. If so, check whether the organization maintains Form 1 information in any acceptable form.				
AMC 145.A.50 (a) (1.3)	AME should ensure that a defect does not hazard seriously the flight. So, Check the MOE procedure, how an AME assess the hazardous situation before taking decisions on release of aircraft.				
AMC 145.A.50 (a) (2.1)	Check whether the organization has any component without CA Form-1. CA Form-1 is required even for components manufactured before introducing NCAR 145 / 21 Regulations.				
AMC 145.A.50 (a) (2.2)	Check whether the organization maintains any components. If so, check the Scope of Approval and MOE procedures including certification procedures for maintenance of components.				
AMC 145.A.50 (a)	Carry out sample check and verify Block 20 of Form 1 for signature of the certifying				

(2.4)	personnel.				
AMC 145.A.50 (a) (2.4.1)	Carryout sample check on new items not used for long time. If so, CRS must specify date of maintenance and identify the person who carried out maintenance.				
AMC 145.A.50 (a) (2.4.2)	Component unused and rectified. a) Cross reference to the original document should be made				
AMC 145.A.50 (a) (2.4.3)	Carryout sample check on certification of AD / SB compliance.				
AMC 145.A.50 (a) (2.4.5)	Select any major / critical component (at store). Verify that the Form 1 includes details of Life used [AMC 145.A.50 (a) 2.4.4] and maintenance history.				
AMC 145.A.50 (a) (2.5)	Check MOE procedures for issuing form 1 for used components emphasizing the following. a. Availability of acceptance test report / acceptance standards b. Inspection to comply with manufacturer's instruction c. Note on storage life				
AMC 145.A.50 (a) (2.5.2)	Check the MOE procedures for issue of Form 1 if necessary information related to airworthiness of the component are not available.				
AMC 145.A.50 (a) (2.6)	Carryout sample check on components removed from serviceable aircraft. Check the following : a) Appropriately qualified person removed. b) No defect in the previous flight c) Component serviced as per manufacturer. d) Component is not subjected to stress, temperature and immersion. e) Mandatory history records are available. f) Modifications / repairs are complied. g) Flight Cycles / Flight Hours information are available (life limited components) h) Applicable ADs are complied.				
AMC 145.A.50 (a) (2.6.2)	Carryout sample check on CA – Form 1 and ensure that Block 20 is filled up.				
AMC 145.A.50 (a) (2.7)	Check whether the organization uses any component withdrawn from Serviceable Aircraft. If so, verify the following points for certification: a) CAAN approved procedure to remove components b) The organization scope covers the work c) Required checks are carried out and standards are used. d) Relevant conditions (for e.g., storage conditions) are mentioned.				
AMC 145.A.50 (a)	Check whether the organization comply the following for removal of component				

(2.7)	<p>from <i>withdrawn aircraft</i>.</p> <ul style="list-style-type: none"> a. Organisation has structured removal program. b. Components removed in the presence of rated AME. c. Components removed as per Maintenance Data. 				
AMC 145.A.50 (a) (2.7)	<p>Check whether the organization has following facility for removal of component from <i>withdrawn aircraft</i>.</p> <ul style="list-style-type: none"> a. Appropriate place, tools, people, storage facility b. Appropriate environment conditions (dust free, rain protection, corrosion free, etc.,) for removal. 				
AMC 145.A.50 (a) (2.8)	<p>Verify whether any component maintenance by Non-NCAR 145 Organization. If so, check that the component is maintained as per manufacturer's procedure for issue of CA Form 1.</p>				
AMC 145.A.50 (a) (2.9)	<p>Check whether organization removed any component from accident aircraft. If so, check that the organization followed appropriate maintenance data to overhaul and test the components.</p>				
NCAR 145.A.50 (b)	<p>Check whether the organization follows the procedure of issuing CRS before releasing the aircraft for flight.(in includes Transit inspection for which tech log certificate is acceptable)</p>				
AMC 145.A.50 (b)	<p>Carry out sample check on CRS issued. Verify that the CRS issued and the statement is very specific to the check carried out, such as transit, major check, repair work etc.,</p>				
AMC 145.A.50 (b)	<p>Carry out sample check on CRS. The CRS must indicate the references of Maintenance Data, AD, SB, etc, when CRS is issued for such a work.</p>				
AMC 145.A.50 (b)	<p>Carry out sample checks on CRS. CRS should indicate the details of flight hours, cycles at which the CRS is issued.</p>				
AMC 145.A.50 (b)	<p>Carry out sample checks on CRS issued for major / critical / elaborate work carried out. CRS shall cross refer work package.</p>				
AMC 145.A.50 (b)	<p>Whether the organization use issue computerized CRS. Verify that the certification (signature) system is satisfactory.</p>				
AMC 145.A.50 (b)	<p>Check whether the organization use magnetic (or) optical personal card in conjunction with pin stamp optional. If so, check for CAAN Approval.</p>				
NCAR 145.A.50 (c)	<p>If NCAR 145 approved organization and aircraft operators are different, check the procedure of defect rectification described in the MOE.</p>				
NCAR 145.A.50 (c)	<p>Check how the MRO pass on the information on incomplete work (including aircraft limitations) in the CRS while delivering the aircraft to the operator.</p>				
NCAR 145.A.50 (d)	<p>Check whether the NCAR 145 organisation maintain it's own component in their shop. Check how the organization maintains the details of authorized release certificate, CA Form 1 in the records maintained by the organization.</p>				

AMC 145.A.50(d)	Check whether the organisation issued CRS only for the work covered under CAAN Approval.				
AMC 145.A.50(d)	Check whether the organization uses Rotable Tag as a separate document or part of the CA Form 1 (reverse page). Both are acceptable. Defect? Hazardous? No CA Form-1 strictly. No Form-1 for unserviceable items. However, NCAR 145 organization CA Form-1 BK 13 fill for the work (cannot be removed aircraft released to service)				
AMC 145.A.50(d)	Check whether the organisation prepares Two copies of CA Form- 1.				
NCAR 145.A.50 (e)	Carryout sample check on CRS issued with MEL or item under deferred maintenance. Verify the CRS indicates defect details including deferred maintenance details.				
AMC 145.A.50(e) (1)	Check the organisation issues CRS with defects, only when unable to establish full compliance due to time constraint.				
AMC 145.A.50(e) (2)	Check the responsibility of operating the aircraft with CRS lies only with the operator.				
AMC 145.A.50(e) (2)	Check whether the MRO transfer the details of incomplete work to the operator.				
AMC 145.A.50(e) (2)	Check whether the incomplete maintenance work from the base maintenance intimated to CAAN for assessment on safety impart.				
AMC 145.A.50(e) (3)	Check MOE procedures for collecting information on defects and deferment of any work and intimating the same to the operator.				
NCAR 145.A.50 (f)	Check MOE procedures for release of aircraft without proper certification after troubleshooting or unscheduled maintenance, if the aircraft is away from main line station or major maintenance base. Verify compliance.				
NCAR 145.A.50 (f)	Check any time aircraft operated without proper CRS. If so, check whether CRS issued within 30 hrs. or immediately after reaching main line station or major maintenance base.				
AMC 145.A.50(f) (1)	Check whether the organization utilize the services of other organization under Certificate of Maintenance (without proper CRS). If so, check the following details: a) Component Name b) MRO organization name c) Authority of approval				

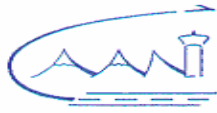
**C. AUDIT AREA: NCAR 145.A.60
OCCURRENCE REPORTING SYSTEM**

NCAR Ref	CHECKLIST ITEMS	Yes	No	N/A	Note
NCAR 145.A.60(a) AMC 145.A.60(b)	Check MOE or associated procedure manual to identify unsafe and safety hazards conditions. Verify procedures for hazard management.				
NCAR 145.A.60(b)	Check MOE procedures for collecting information on occurrences (internal, serious and reportable)				
NCAR 145.A.60(b)	Check MOE or associated manual procedures for analyzing, evaluating and assessing the data on occurrences.				
NCAR 145.A.60(b)	Check procedures for identifying adverse trend and method of reversing the trend.				
NCAR 145.A.60(b)	Check the method of informing adverse safety trends to all concerned within and outside the organization.				
AMC 145.A.60(b)	Check the records for proper procedures for correcting adverse trend.				
AMC 145.A.60(b)	Verify the system followed by the company for free and frank reporting culture (penalizing or encouraging).				
AMC 145.A.60(b)	Check whether the internal occurrence reporting system is close-loop, i.e., the originator should get the feedback on corrections, (an AME who identify the mistake in the task card should get feedback on correction)				
AMC 145.A.65(c)	Verify the internal occurrence reporting forms available combined or separately for incident reporting, accident reporting, defect reporting and manufacturer intimation – verify whether minimum required information are included in the forms.				
AMC 145.A.65(d)	Check the policy on intimating internal occurrence within the organization (operation / engineering / ground support) and outside (CAAN /manufacturer)				
	Check MOE procedure to identify and record all defects (major, minor, deferred and cabin defects)				
	Check for procedures in MOE or associated procedure manual to investigate defects.				
	Check whether rectification actions indicated or cross referred against the defects mentioned in the Tech Log / Flight Report Book.				
	Verify the policy on handling group I and group II defects. Check the associated manual procedures.				
	Check the procedures of inter-organization co-ordinations on defect identification and rectification, if the AMO and operators are different.				
	Check MOE procedures for giving initial information to the CAAN and operator.				

	Verify whether all defects (major and minor) are taken into account while preparing monthly statistics / reliability index.				
	Verify compliance of daily review meeting (Scheduled Airlines); whether qualified (specific aircraft knowledge) team member review / investigate the defect.				
	Check the procedure of involving CAAN in the defect investigation system.				
	Check the definition of mechanical delay; and procedures for delay reporting system.				
	Check whether the Head of the investigating committee is approved by the Airworthiness Office. Check the size of the investigation committee (minimum two members).				
	Check for the system of giving (CAAN) interim monthly report if the investigations are kept open. Check the policy that the maximum period for investigation is three months.				
	Check MOE procedures mentioning circumstances which require submission of defective component and associated documents to CAAN.				
	Check the final investigation report (sample) and verify all necessary information are furnished as per NCAR.				
	Check the company policies for conducting three monthly review meeting on all defects encountered, analyzed and investigated including remedial actions.				
	Check the policies on intimating serious service difficulties or problem of continuing airworthiness to the operator. Is there time stipulation? Verify the format.				
	Verify the system of disposing defective component and involvement of CAAN in the process.				
	Verify whether the Monthly Fleet Performance / Engineering Statistics and Analysis Report prepared as per AAC 5 of 2001				
	Check MOE for preservation period of records associated with defect, rectification actions and reliability trend.				
	Check MOE for retaining period of defective components and CAAN involvement in disposing the components.				
	Verify whether the Maintenance Reliability Control Programme is approved by CAAN.				
	Check MOE / manual procedure of collecting information, analyzing for correcting adverse trend.				
	Is Reliability Monitoring Unit (RMU) established as a part of Quality System?				
	Verify whether RMU develop and introduce remedial measures for correcting adverse trend.				

	Check whether RMU collects data from Scheduled as well as unscheduled maintenance.				
	Check the definition of aircraft system reliability.				
	Verify the procedure of issuing alert notice and intimating to CAAN including the time frame for feedback.				
	Check whether the data collected as per ATA Chapter.				
	Check the method of computing alert values.				
	Verify whether reliability band is established. Check the procedures.				
	Verify whether monthly graphic display covering the operating experience and corrective actions prepared.				
	Check whether the displays cover three consecutive months and associated data.				
	Check different types of computing and reporting aircraft component reliability – reported failures, non-routine removals and confirmed component failures.				
	Verify the time for preserving the reliability displays.				
	Check for the procedures of modifying reliability computation method.				
	Whether MOE procedures for engine reliability program.				
	Check whether critical shut down is defined in the MOE or associated procedures manual.				
	Check the procedure for submitting report on in-flight shutdown giving the details of the engine.				
	Verify the system of computing engine reliability alert value, data collecting method and remedial action procedures.				
	Check records for total number of emergency landings per 1000 Hours.				
	Check records for total number of noticeable accidents per 1000 Hours.				
	Check records for total number of in-flight shut down per 1000 Hours.				
	Check records for dispatch reliability – Ratio of number of services scheduled to number of delays for more than 15 min. due to engineering.				
	Verify whether operations department involve in preparation of MEL.				
	Check MEL preamble / maintenance system manual as to when or where an inoperative item requires replacement.				
	Check MOE policy to ensure not to fly aircraft with multiple inoperative system and involving flight crew concurrence for operating such a flight.				

	Carryout sample check on tech log page containing MEL. Verify whether limitations are mentioned in the flight report book.				
	Check MOE for MEL release policy at base, terminal and main stations.				
	Check whether MEL is up-to-date as per the latest MMEL. Check whether MEL includes operating conditions for defective RVSM related equipment, CAT II Operation Equipment and R-NAV related equipment.				
	Check whether MEL release reports including rectification action are sent to Regional Airworthiness Office on monthly basis.				



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

Checklist for Issuance of Supplier Approval

Name of Company:-

Address of Company:-

	Yes	No
1. Application for Supplier Approval Validation (as per NCAR D.3)	<input type="checkbox"/>	<input type="checkbox"/>
2. Letter from local operator (if any)	<input type="checkbox"/>	<input type="checkbox"/>
3. Any ICAO Contracting States Supplier Agency or Aviation Supplier Association Member or Aviation Business Certificate	<input type="checkbox"/>	<input type="checkbox"/>
4. Company Manual or Exposition Manual	<input type="checkbox"/>	<input type="checkbox"/>
5. Quality Control Systems within company	<input type="checkbox"/>	<input type="checkbox"/>
6. CAAN fee (As per CAR-2058, Appendix 1-10) (If fee is paid, Bill No :-.....)	<input type="checkbox"/>	<input type="checkbox"/>
7. Company audited by CAAN	<input type="checkbox"/>	<input type="checkbox"/>
8. Validity of original Supplier Certificate (based on which validation is issued if applicable):		

Checked by

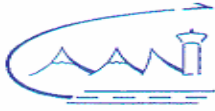
Date:

Verified by

Date:

Approved by

Date:



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

Checklist for Issuance of Supplier Approval

Name of Company:-

Address of Company:-

	Yes	No
1. Application for Supplier Approval Validation (as per NCAR D.3)	<input type="checkbox"/>	<input type="checkbox"/>
2. Letter from local operator (if any)	<input type="checkbox"/>	<input type="checkbox"/>
3. Any ICAO Contracting States Supplier Agency or Aviation Supplier Association Member or Aviation Business Certificate	<input type="checkbox"/>	<input type="checkbox"/>
4. Company Manual or Exposition Manual	<input type="checkbox"/>	<input type="checkbox"/>
5. Quality Control Systems within company	<input type="checkbox"/>	<input type="checkbox"/>
6. CAAN fee (As per CAR-2058, Appendix 1-10) (If fee is paid, Bill No :-.....)	<input type="checkbox"/>	<input type="checkbox"/>
7. Company audited by CAAN	<input type="checkbox"/>	<input type="checkbox"/>
8. Validity of original Supplier Certificate (based on which validation is issued if applicable):		

Checked by

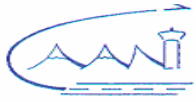
Date:

Verified by

Date:

Approved by

Date:



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

Checklist for Renewal of Supplier Approval

Name of Company:-

CAAN Certificate No:-

	Yes	No
1. Application for Supplier Approval Validation renewal (as per NCAR D.3)	<input type="checkbox"/>	<input type="checkbox"/>
2. Request from local operators (if any)	<input type="checkbox"/>	<input type="checkbox"/>
3. Continuity of ICAO Contracting States Certificate or other equivalent (Any ICAO Contracting States Supplier Agency or Aviation Supplier Association Member or Aviation Business Certificate)	<input type="checkbox"/>	<input type="checkbox"/>
4. Company Manual or Exposition Manual is up to date	<input type="checkbox"/>	<input type="checkbox"/>
5. Renewal CAAN Fee (As per CAR-2058, Appendix-1-10) (If fee is paid, Bill No: -)	<input type="checkbox"/>	<input type="checkbox"/>
6. Validity of original Supplier Certificate: (Based on which Certificate of Validation/Issuance is issued)		

Checked by

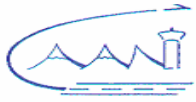
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Date:

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Date: