



**CIVIL AVIATION AUTHORITY OF NEPAL  
AIRWORTHINESS INSPECTION DIVISION  
Checklist for Approval of Maintenance Organization Exposition (Part I)**

Name of the Organization
Address of the Organization
CAA Nepal Approval #
Issue Number/Amendment/Revision of MOE (with Issue Number/Amendment/Revision Date)

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.

	Checklist Items	Yes	No	N/A	CAA Nepal Remark
<b>Part 0 GENERAL</b>					
	Check whether each page of the MOE contains following details: a) The name of the organization b) The issue /amendment/revision number of the MOE c) The date of issue/amendment/revision d) The chapter of the MOE e) The page number f) The name of the document "Maintenance Organization Exposition"				
	Check whether <b>Title Page</b> of the MOE contains following details: a) Part 145 Maintenance Organization Exposition 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 the Accountable Manager has signed the Corporate Commitment Statement				
	Check whether the organization has submitted para-wise compliance report with the MOE ensuring compliance with NCAR 145 requirements.				
	Check whether the MOE has included following: a) Table of Contents is as per AMC 145.A.70 b) List of Effective Page c) List of Issue/Amendment/Revision				

	<ul style="list-style-type: none"> <li>d) Distribution List</li> <li>e) Abbreviations and Definitions</li> <li>f) MOE – Structure and Associated Manuals</li> </ul>				
<b>Part 1 MANAGEMENT</b>					
<b>1.1</b>	<p><b>Corporate Commitment by the Accountable Manager</b></p> <ul style="list-style-type: none"> <li>a) Check whether Corporate commitment by the Accountable Manager covers the intent as per GM 145.A.70 (a),</li> <li>b) Is it signed and dated?</li> <li>c) if the accountable manager is not the highest level responsible of the organization, then check whether latter must has countersign the statement</li> </ul>				
<b>1.2</b>	<p><b>Quality and Safety Policy</b></p> <p>The quality and safety policy should, as a minimum, include a following statement committing the organization to:</p> <ul style="list-style-type: none"> <li>a) Apply human factors principles.</li> <li>b) Encourage personnel to report maintenance related errors/incidents to meet Part-145 requirements.</li> <li>c) Recognize safety as a prime consideration at all times for all the staff.</li> <li>d) Recognize that compliance with procedures, quality standards and regulations is the duty of all personnel.</li> <li>e) Recognize the need for all personnel to cooperate with the quality auditors.</li> <li>f) Ensure that safety standards are not reduced by commercial imperatives.</li> <li>g) Ensure good use of resources and pay particular attention to carry out correct maintenance at the first attempt.</li> <li>h) Train all organization staff to be aware of human factors and set a continuous training programme in this field.</li> </ul>				
<b>1.3</b>	<p><b>Management Personnel</b></p> <ul style="list-style-type: none"> <li>a) Check whether the titles and names of the nominated post holders as per NCAR Part 145.A.30 (b) have been included.</li> <li>b) Check whether nominated post holders meet qualification and experience requirements</li> <li>c) Check organization procedure for deputizing nominated post holders in case of lengthy absence</li> <li>d) Check whether nominated deputy meets the qualification and experience requirements</li> </ul>				
<b>1.4</b>	<p><b>Duties and Responsibilities of Management Personnel</b></p> <ul style="list-style-type: none"> <li>a) Check whether the organization has included duties and responsibilities of all nominated post holders, and other section manager, other staff as per organizational structure</li> </ul>				
<b>1.5</b>	<p><b>Management Organization Chart</b></p> <ul style="list-style-type: none"> <li>a) Check whether the organization chart shows the associated chains of responsibility of the nominated post holders in 1.3.</li> <li>b) Check whether the Form 4 holders are identified in the organization chart</li> </ul>				

	<p>c) Check whether the Form 4 holders report ultimately to the Accountable Manager</p> <p>d) Check whether Quality Manager directly report to the Accountable Manager</p>				
<b>1.6</b>	<p><b>List of Certifying Staff</b></p> <p>a) Check whether the organization detail the scope of the AMTL (issued by CAA Nepal) by comparison to NCAR Part 66 C,B1,B2 and A categories certifying staff.</p> <p>b) Base Certifying staff (CRS)</p> <p>c) Base Maintenance category B1 and B2 qualified support staff</p> <p>d) Line maintenance certifying staff</p> <ul style="list-style-type: none"> <li>• Category B1 Technicians</li> <li>• Category B2 Technicians</li> <li>• Category A Mechanics</li> </ul> <p>e) Engine shop certifying staff</p> <p>f) Component certifying staff</p> <p>g) Check whether organization has detailed procedure for management/ currency of “list of certifying staff”</p> <p>h) Check whether following are included in List of certifying staff as per AMC 145.A.35 (j):</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Function</li> <li>• Scope/limitation of the authorization</li> <li>• Date of first issue of the authorization</li> <li>• Date of expiry of the authorization</li> <li>• Authorization identification number</li> </ul> <p>i) Check whether the organization has procedure to approve the list of certifying staff (this list being integral part of the MOE, should be approved by the authority)</p> <p>j) Check whether the organization has procedure to attach certifying staff assessment checklist to list of certifying staff for approval</p>				
<b>1.7</b>	<p><b>Manpower Resources</b></p> <p>a) Check whether organization has mentioned number of personnel so that clear picture of the adequacy of the staffing level can be demonstrated</p> <p>b) Is the system able to highlight any significant redeployment or loss of staff</p> <p>c) Does the system used presents in sufficient detail to explain the support at each site and for each function as required by NCAR Part 145.A.30 (d).</p> <p>d) Check staffing level in following area:</p> <ul style="list-style-type: none"> <li>• Base Maintenance / Component Maintenance (Maintenance-aircraft/workshop/stores; technical services)</li> <li>• Line Maintenance (Station resources; En-route arrangements)</li> <li>• Quality Department (Quality assurance staff; Quality audit</li> </ul>				

	<p>staff)</p> <ul style="list-style-type: none"> <li>• Technical Support Staff (Engineering; Administration; Planning; Librarian etc)</li> <li>• Subcontracted Services (Full time; On demand)</li> </ul> <p>e) Does the organization have adequate staff to justify the grant of approval as defined in 1.8 and 1.9 of MOE?</p>				
<b>1.8</b>	<p><b>Facilities</b></p> <p>a) Does MOE describe each of the facilities at which the organization intends to carryout maintenance? such as:</p> <ul style="list-style-type: none"> <li>• Base maintenance facilities (Hanger accommodation; Specialized workshop; environmental provisions; office accommodation for planning, technical records, quality, technical reference area, storage)</li> <li>• Line maintenance facilities (at each location)</li> <li>• Component maintenance facilities</li> <li>• Layout of premises</li> </ul> <p>b) Does MOE describes the system of protection against weather, dust and other airborne contaminants (paint, smoke), ground water protection, heating/air conditioning, lighting, noise protection, safety system (limited accesses, fire, staff security...) in each of the above mentioned facilities.</p> <p>c) If the organization does not own accommodation or where space is rented or shared, verify proof of tenancy/access should be included as supplement to the MOE.</p> <p>d) Verify organization procedure for preparation of hanger visit plan and its updates for adequacy of space for maintenance</p> <p>e) Verify how organization demonstrates availability of suitable hanger for line maintenance (AMC 145.A.25 (a) 3) in the case of inclement weather for minor scheduled work and lengthy defect rectification.</p>				
<b>1.9</b>	<p><b>Scope of Work</b></p> <p>a) Does this section show the range of work carried out at each approved site within the scope of approval (CAAN Form 3-Schedule of Approval) such as;</p> <ul style="list-style-type: none"> <li>• Aircraft Maintenance</li> <li>• Engine Maintenance</li> <li>• Component Maintenance</li> <li>• Specialized Services Maintenance</li> </ul> <p>b) Does this section relate to section 1.8 and 5.3 in such a way that it can be clearly seen which specific tasks are performed at which locations.</p>				
<b>1.10</b>	<p><b>Notification Procedure to CAAN Regarding Changes to Organization's Activities /Approval/Location/Personnel</b></p> <p>a) Verify in MOE whether the organization has policy and procedure to notify CAA Nepal following :</p> <ul style="list-style-type: none"> <li>• Change of the name of the organization</li> </ul>				

	<ul style="list-style-type: none"> <li>• Changes of approved maintenance sites</li> <li>• Addition or cancellation of approved maintenance sites</li> <li>• Change of Accountable Manager</li> <li>• Change of nominated personnel</li> <li>• Any changes in company activities that could affect the scope of approval as per CAA Nepal Form3 or MOE chapter 1.9 and related to: <ul style="list-style-type: none"> <li>▪ Facilities</li> <li>▪ Equipment</li> <li>▪ Tools</li> <li>▪ Material</li> <li>▪ Procedures</li> <li>▪ Work scope</li> <li>▪ Certifying staff</li> </ul> </li> </ul> <p>b) Verify when and how the organization will advise CAA Nepal of any changes</p>				
<b>1.11</b>	<p><b>Exposition Amendment Procedures ( Including, when Applicable, Delegated Procedures)</b></p> <p>a) Verify organization Exposition amendment procedures which includes but is not limited to the associated procedures, the list of certifying staff and the capability list</p> <p>b) Person responsible for amending the Exposition.</p> <p>c) Definition of minor &amp; major amendments to the Exposition and approval process.</p> <p>d) Definition of criteria for new issue or amendment/revision.</p> <p>e) The record of the Part-145 approval certificate and approval of the MOE and subsequent amendment should be described: <ul style="list-style-type: none"> <li>• Approval letter from the CAA Nepal as applicable</li> <li>• NCAR Part 145 approval certificate and /or appendix amendments following evolution of the scope of activity and/or evolution of the locations and/or a new issue of the MOE.</li> </ul> </p> <p>f) Procedure for indirect approval of minor amendment</p> <p>g) Person responsible for indirect approval of minor amendments</p> <p>h) Procedure for notification of indirect approval to CAA Nepal</p>				
<b>Part 2 Maintenance Procedures</b>					
<b>2.1</b>	<p><b>Supplier Evaluation &amp; Subcontract Control Procedure</b></p> <p>Verify following policy and procedure in MOE:</p> <p>a) Suppliers Company Policy <ul style="list-style-type: none"> <li>• Source of Suppliers (e.g. constructor; original manufacturer (OEM); Distributor approved by the manufacturer; retailer; airline etc.</li> </ul> </p> <p>b) Subcontractors company policy <ul style="list-style-type: none"> <li>• Sources of services (e.g. Part 145 approved maintenance organization, non Part 145 approved organization, ...)</li> <li>• Types of services (e.g. specialized work, line maintenance,</li> </ul> </p>				

	<p>component maintenance, ..)</p> <p>c) Monitoring of suppliers and subcontractors:</p> <ul style="list-style-type: none"> <li>• Selection processes for each type of suppliers and subcontractors;</li> <li>• Internal acceptance processes for each type of suppliers and authorization of subcontractors</li> <li>• Monitoring of the internal authorizations (e.g. scope of authorization, validity, ...)</li> <li>• Withdraw of the internal authorization</li> </ul> <p>d) Monitoring of the list of suppliers and subcontractors versus internal authorization:</p> <ul style="list-style-type: none"> <li>• Incoming inspection results, audit results, possible internal limitation...</li> <li>• Updating of the list</li> <li>• Internal distribution of the list – access / authorization of computerized list</li> <li>• Assessment of the service provided</li> </ul> <p>e) Monitoring of the related suppliers and subcontractors files.</p> <p>f) Management of the purchase orders according to the approved suppliers/ subcontractors.</p> <p>g) Records of suppliers and subcontractors information:</p> <ul style="list-style-type: none"> <li>• Duration / location</li> <li>• Type of documents (Certificates, audit reports, list of suppliers, incoming inspection results, ...)</li> </ul>				
2.2	<p><b>Acceptance/Inspection of Aircraft Components and Material from Outside Customers</b></p> <p>Verify following policy and procedure in MOE</p> <p>a) Component / Material acceptance procedure:</p> <ul style="list-style-type: none"> <li>• Sources</li> <li>• Conformity with company requirements (e.g. type of release requested, ...)</li> <li>• Records</li> </ul> <p>b) Incoming inspection For Component / Material:</p> <ul style="list-style-type: none"> <li>• Required documentation</li> <li>• Compliance with order / condition</li> <li>• "Quarantine" procedure</li> <li>• Modification Standard and AD compliance</li> <li>• Identification of storage limitation/ life limits</li> </ul> <p>c) Acceptance and incoming inspection of components from internal sources (e.g. transfer between stores, from the work shops):</p> <ul style="list-style-type: none"> <li>• Conformity with company requirements,</li> <li>• Records</li> <li>• Required documentation</li> <li>• Compliance with order, condition,</li> <li>• "Quarantine" procedure</li> </ul>				

	<ul style="list-style-type: none"> <li>• Identification of storage limitation/ life limits</li> </ul> <p>d) Acceptance and incoming inspection of internal fabricated parts in accordance with 145.A.42 (c).</p> <p>e) Components removed serviceable from aircraft.</p> <p>f) Components received from customers for Repair and/or Overhaul etc</p> <p>g) Procedure of treatment of a suspected unapproved part (bogus part)</p> <ul style="list-style-type: none"> <li>• Identification</li> <li>• Record</li> <li>• notification to the Authority</li> <li>• Form used</li> </ul>				
<p><b>2.3</b></p>	<p><b>Storage, Tagging and Release of Aircraft Components and Material to Aircraft Maintenance</b></p> <p>Verify following policy and procedures in MOE</p> <p>a) Procedures for maintaining satisfactory storage conditions (including segregation) of:</p> <ul style="list-style-type: none"> <li>• Routable</li> <li>• Perishables, raw material</li> <li>• Flammable fluids</li> <li>• Engines</li> <li>• Bulky assemblies</li> <li>• Record of position in the store (s)</li> </ul> <p>b) System and procedure to control shelf life / Life limit and modification standard.</p> <p>c) Special storage requirements (condition and limitation) e.g.: ESD sensitive devices, rubber.</p> <p>d) Tagging / Labelling system and storage areas</p> <ul style="list-style-type: none"> <li>• Serviceable parts /material</li> <li>• Unserviceable</li> <li>• Robbery</li> <li>• Unsalvageable components (see Part145.A.42(d))</li> <li>• Quarantine</li> <li>• Batch number</li> <li>• Scrap (etc.)</li> </ul> <p>e) Issue of components to the maintenance process</p> <p>f) Free-issue dispensing of standard parts (control, identification, segregation)</p> <p>g) Is the storage condition and the storage limitation based on manufacturer specification</p>				
<p><b>2.4</b></p>	<p><b>Acceptance of Tools and Equipment</b></p> <p>Verify following procedure in MOE for the acceptance of new, maintained, modified, calibrated tools/ equipment received and also the lent/ hired tooling.</p> <p>a) Tools and equipment acceptance procedure</p> <ul style="list-style-type: none"> <li>• Sources</li> </ul>				

	<ul style="list-style-type: none"> <li>• Conformity with company requirements (e.g. certification, ...)</li> <li>• Records</li> </ul> <p>b) Incoming inspection for tools</p> <ul style="list-style-type: none"> <li>• Required documentation</li> <li>• Compliance with order / condition</li> <li>• "Quarantine" procedure</li> <li>• Internal identification</li> <li>• Verification of necessary control / calibration</li> </ul> <p>c) Procedure for use of non-manufacturer recommended (i.e. alternate) tools and equipment.</p> <ul style="list-style-type: none"> <li>• Approval data used</li> <li>• Manufacturing control</li> <li>• Validation</li> <li>• Acceptance</li> <li>• Records of maintenance data</li> </ul> <p>d) Monitoring of tools suppliers and subcontractors</p> <ul style="list-style-type: none"> <li>• Selection processes for each type of suppliers</li> <li>• Internal authorization processes for each type of suppliers and subcontractors</li> <li>• Monitoring of the internal authorizations (e.g. scope of authorization, validity, ... )</li> <li>• Withdrawal of the internal authorization</li> </ul>				
2.5	<p><b>Calibration of Tools and Equipment</b></p> <p>Verify following policy and procedure in MOE</p> <p>a) Inspection, servicing and calibration programme / equipment and calibrated tool register.</p> <p>b) Establishment of inspection, servicing and calibration time periods and frequencies.</p> <p>c) Person/ department responsible for the calibration programme, the register, the follow-up, time period and frequencies (link between departments if necessary).</p> <p>d) Identification of servicing / calibration due dates.</p> <p>e) Management of personal or loaned calibrated tools</p>				
2.6	<p><b>Use of Tooling and Equipment by Staff (including Alternate Tools)</b></p> <p>Verify following policy and procedure in MOE</p> <p>a) Distribution of tools (e.g. record of user and location)</p> <p>b) Return of tool after using</p> <p>c) Determining tool serviceability prior to issue</p> <p>d) Training and control of personnel in the use of tools and equipment -(records of training)</p> <p>e) Personal (own) instrument / tool control</p> <p>f) Loan tool control and audit</p> <p>g) Control of alternate tools:</p> <ul style="list-style-type: none"> <li>• Demonstration of equivalence between design/manufacturing data of alternate tools and the data/features of the tools recommended in the maintenance</li> </ul>				



	<p>data of the manufacturers</p> <ul style="list-style-type: none"> <li>• In-house identification rule of alternate tools (PN, SN)</li> <li>• Alternate tools validation process</li> <li>• Register of alternate tools /tagging/relation between the references of origin tools and alternate tools.</li> <li>• Treatment of possible changes of maintenance data according to the new references of alternate tooling (modifications limited to the references of the tooling to be used and/or adaptation of maintenance data regarding alternate tooling)</li> <li>• Use/storage/maintenance manuals according to the need</li> <li>• In-house approval of each alternate tooling before servicing</li> <li>• Storage of the records of alternate tooling.</li> </ul>				
<b>2.7</b>	<p><b>Cleanliness Standards of Maintenance Facilities</b> Verify following policy and procedure in MOE</p> <p>a) Organization of the cleaning of the facilities:</p> <ul style="list-style-type: none"> <li>• "Foreign Object" exclusion programme</li> <li>• Cleaning programme</li> <li>• Individual responsibilities</li> <li>• Timescales</li> <li>• Waste material disposal</li> <li>• Special procedure for some facilities (painting, white room, parts cleaning)</li> <li>• Segregation of facilities to prevent cross contamination</li> </ul>				
<b>2.8</b>	<p><b>Maintenance Instructions and relationship to Aircraft / Aircraft Component Manufacturers' Instructions including Updating and Availability to Staff</b> Verify policy and procedure in MOE for the technical documentation issued by the authority responsible for continuing airworthiness of the aircraft and components. It should also cover the issue/control of CN, AD, requirements, procedures, operational orders, leaflets by the type certificate holders, STC holders, Part 21 organisations (AMM, CMM, SRM, IPC, WDM, NDT manual, SB, SIL...) and by CAA Nepal</p> <p>a) Control of information</p> <ul style="list-style-type: none"> <li>• Technical library</li> <li>• Subscriptions control</li> <li>• Information held / need regarding the scope of work</li> <li>• Issue / amendment control</li> </ul> <p>b) Technical information amendment procedures</p> <ul style="list-style-type: none"> <li>• Manuals</li> <li>• Service Information (AD - SB – SIL, etc.)</li> <li>• Distribution: access to the staff</li> </ul> <p>c) Company Technical Procedures / Instructions</p> <ul style="list-style-type: none"> <li>• Issue / Amendments control</li> <li>• Distribution: access to the staff</li> </ul> <p>d) Maintenance documentation</p> <ul style="list-style-type: none"> <li>• Preparation from approved sources</li> </ul>				

	<ul style="list-style-type: none"> <li>• Work cards (AMC 145.A.45 (e))</li> <li>• Amendment control</li> <li>• Transfer of airworthiness data</li> <li>• Review and identification of amendment status of maintenance instructions</li> <li>• Distribution: access to the staff</li> </ul> <p>e) Verification and validation of new procedures where practicable</p> <p>f) Incorporation of best practice and human factors principles</p> <p>g) Control of customer supplied maintenance data</p> <p>h) Incorporation of FTS concept on maintenance documentation (Job Instruction Cards etc.)</p> <p>i) Incorporation of CDCCL concept.</p> <ul style="list-style-type: none"> <li>• compliance with CDCCL instructions</li> <li>• traceability of CDCCL completion</li> </ul> <p>j) Awareness of Technical Publications, Instructions and Service Information by the staff</p>				
<b>2.9</b>	<p><b>Repair Procedures</b></p> <p>Verify organization procedure for the repairs to be carried out not described in the manufacturers' documentation. the PART 145 organization may change the maintenance instructions only in accordance with the procedure described in this section of MOE provided that the changes do not affect the design of the repairs</p> <p>a) Company policy</p> <ul style="list-style-type: none"> <li>• Sources of repair approval (e.g.: DOA, SRM, Authority of A/C registration,)</li> <li>• Internal repairs</li> <li>• External repairs</li> <li>• Work order</li> <li>• Maintenance instruction (job cards,..)</li> </ul> <p>b) Control of the scope of work (limitations and conditions)</p> <p>c) Control system for fabrication of parts, processing and inspection in accordance with Part.145.A.42(c)</p>				
<b>2.10</b>	<p><b>Aircraft Maintenance Program Compliance</b></p> <p>Verify organization policy/procedure for compliance of maintenance program (as the maintenance program must always remain the responsibility of the operators, only the following activities which concern Part 145 organization works can be presented in MOE if CAME and MOE is separate, or it has to be detailed if CAME an MOE is combined document)</p> <p>a) Maintenance programme variations</p> <p>b) Corrosion control programme reporting</p> <p>c) SSI reporting</p> <p>d) Reliability reporting</p> <p>e) Maintenance Preparation:</p> <ul style="list-style-type: none"> <li>• Taking into account Aircraft or Equipment associated maintenance tasks/ work order</li> </ul>				

	<ul style="list-style-type: none"> <li>• Checking of the scope of work according to the Work order</li> <li>• Control of the maintenance documents (list + MM / job cards / series)</li> <li>• Preparation (facilities, staff, material means, tooling...)</li> </ul>				
<b>2.11</b>	<p><b>Airworthiness Directives Procedure</b></p> <p>Verify following in MOE (as the accomplishment of AD in its aircraft is the responsibility of the operators, only the following activities which concern Part 145 organization works can be presented in MOE (when CAME and MOE is separate) or it has to be detailed/ cross referred (when CAME an MOE is combined document)</p> <p>a) Company policy</p> <ul style="list-style-type: none"> <li>• Studying ADs according to the scope of work of the organization</li> <li>• Selection ADs according to the scope of work of the organization</li> <li>• Recording ADs according to the scope of work of the organization</li> <li>• Internal or external ADs' embodiment (linked to the scope of work)</li> </ul> <p>b) Checking and enforcement of ADs on the equipment managed by the organization, including the spare parts (stock).</p> <p>c) Accomplishment of Aircraft or Equipment ADs / work orders specifying the status of the document to be used</p> <p>d) Awareness of the mandatory character of the associated maintenance data</p> <p>e) Identification of the mandatory requirement in the maintenance documentation</p>				
<b>2.12</b>	<p><b>Optional Modification Procedure</b></p> <p>Verify following in MOE (as the accomplishment of optional modification in its aircraft is the responsibility of the operators, only the following activities which concern Part 145 organization works can be presented in MOE (when CAME and MOE is separate) or it has to be detailed/ cross referred (when CAME an MOE is combined document)</p> <p>a) Company policy</p> <ul style="list-style-type: none"> <li>• Sources of modification approval (DOA, authority of A/C registration)</li> <li>• Internal modification</li> <li>• External modification including embodiment of STCs'</li> </ul> <p>b) Control of the scope of work (limitations and conditions)</p> <p>c) Control system for fabrication of parts processing and inspection in accordance with Part.145.A.42(c) already addressed in § 2.9</p> <p>d) Control of the fabrication, the inspection assembly and the test of fabricated parts.</p>				
<b>2.13</b>	<p><b>Maintenance Documentation in use and Completion</b></p> <p>Verify following policy and procedure in MOE</p> <p>a) Assembly of work packages for issue to maintenance activity</p>				

	<ul style="list-style-type: none"> <li>b) List of maintenance documents which build up a standard work package (e.g. front page with general information, list of tasks required, work cards, associated work orders, ...)</li> <li>c) Worksheets for non-routine task</li> <li>d) Worksheet / work card completion and maintenance sign-off</li> <li>e) Assembly of completed work package for certification</li> <li>f) Recording of test results and dimensions (AMC 145.A.50 (d))</li> <li>g) Control and use of customer supplied work card/worksheets</li> <li>h) Special instruction from manufacturer maintenance data related to CDCCL shall be considered.</li> </ul>				
<b>2.14</b>	<p><b>Technical Record Control</b> Verify following policy and procedure in the MOE</p> <ul style="list-style-type: none"> <li>a) System for control, storage conditions (fire extinguisher system, fire detection, ...) and retrieval of records (paper or computer based)</li> <li>b) Control of access to records (paper and / or computer based records)</li> <li>c) Record-keeping systems (W/P, TLB...)</li> <li>d) Lost or destroyed records (reconstruction)</li> <li>e) Provision of records to operator (copy or original W/P, TLB, CRS)</li> <li>f) Retention of records <ul style="list-style-type: none"> <li>• Periods</li> <li>• Methods and security</li> </ul> </li> </ul>				
<b>2.15</b>	<p><b>Rectification of Defects Arising During Base Maintenance</b> Verify following policy and procedure in MOE</p> <ul style="list-style-type: none"> <li>a) Base maintenance procedure: <ul style="list-style-type: none"> <li>• Records of base maintenance defects</li> <li>• Sign-off of base maintenance defects</li> </ul> </li> <li>b) Analysis of defects and rectification</li> <li>c) Notification process (when necessary) to the customer, manufacturer and authority</li> <li>d) Report to the operator/ approval of the customer to launch the rectification according to the contract</li> </ul>				
<b>2.16</b>	<p><b>Release to Service Procedure</b> Verify following policy and procedure in MOE</p> <ul style="list-style-type: none"> <li>a) Company procedures (CRS statement)</li> <li>b) Issue of CRS after Base Maintenance</li> <li>c) Issue of CRS after Line Maintenance</li> <li>d) Issue of CRS after Defect Rectification (Base / Line)</li> <li>e) Issue of a CRS with incomplete work</li> <li>f) Sign off after maintenance task completion (see AMC 145.A.65 (b)(3))</li> <li>g) Cross-reference to work packs</li> <li>h) Issue of CAA Nepal Form 1</li> <li>i) Release of components removed serviceable from aircraft (AMC 145.A.50 (a)) <ul style="list-style-type: none"> <li>• issuance of an CAA Nepal Form 1 for components removed</li> </ul> </li> </ul>				

	<p>serviceable from A/C</p> <ul style="list-style-type: none"> <li>• swap/change over serviceable components between A/C</li> <li>• issuance of an CAA Nepal Form 1 for components removed serviceable from a A/C</li> <li>• swap/change over serviceable components A/C</li> </ul> <p>j) Issue of a one off certification authorization CRS</p> <p>k) Certification authorization (identity, qualified staff)</p> <p>l) The impossibility to sign a release certificate that could hazard flight safety (AD owed and not enforced, work carried out not in accordance with the approved data, without approved data, discrepancies that may have consequences on the airworthiness of the aircraft/ equipment/ engine.</p> <p>m) The temporary fitting an aircraft component without appropriate release certificate in case of AOG in stopover and associated conditions (30 hours of flight, agreement of the customer, acceptable certificate, checking the status of the equipment, technical log record, corrective action when the aircraft returns to its maintenance base...).</p>				
<b>2.17</b>	<p><b>Records for the Operator</b></p> <p>Verify following policy and procedure in MOE</p> <ul style="list-style-type: none"> <li>a) Contracted record keeping for operators</li> <li>b) Arrangements for processing and retention of Operator's maintenance records</li> </ul>				
<b>2.18</b>	<p><b>Reporting of Defects to the CAA Nepal / Operator / Manufacturer</b></p> <p>Verify the organization has following policy and procedure for reporting CAA Nepal, the state of registry and the organization responsible for the design of the aircraft or component any condition of the aircraft or component identified by the organization that has resulted or may result in unsafe condition that hazards seriously the flight safety. These reporting procedures are part of the internal occurrence reporting system.</p> <ul style="list-style-type: none"> <li>a) Methods for reporting to: <ul style="list-style-type: none"> <li>• CAA Nepal</li> <li>• Manufacturer</li> <li>• Operator</li> </ul> </li> <li>b) Reportable defects</li> <li>c) Technical Occurrence report Form 44 and completion instructions</li> <li>d) Investigation procedure and follow-up system</li> <li>e) Reporting timescale</li> <li>f) Reports must contain pertinent and evaluation results (where known)</li> <li>g) Persons responsible for reporting</li> <li>h) Defects reported by subcontractors</li> <li>i) Permitted reporting periods and retention of data</li> </ul>				
<b>2.19</b>	<p><b>Return of Defective Aircraft Components to Store</b></p>				

	<p>Verify following policy and procedure in MOE</p> <ol style="list-style-type: none"> <li>Labelling and identification of “defective” components (required information)</li> <li>Handling and movement of components (link between involved departments)</li> <li>Storage of “defective” components</li> <li>Components "on hold" (pending determination of serviceability status – e.g.: Swap component for trouble shooting)</li> </ol>				
<b>2.20</b>	<p><b>Return of Defective Components to Outside Contractors</b></p> <p>Verify following policy and procedure in MOE</p> <ol style="list-style-type: none"> <li>Dispatch of components for repair / overhaul / calibration</li> <li>Identification of required work</li> <li>Control of dispatch, location and return</li> <li>Return of unserviceable loan parts</li> <li>Management of the packaging and special transportation condition (e.g.: Wheels – oxygen bottles)</li> </ol>				
<b>2.21</b>	<p><b>Control of Computer Maintenance Record Systems</b></p> <p>Verify the organization has following procedure computer systems used to manage and/or record information regarding the maintenance tasks carried out</p> <ol style="list-style-type: none"> <li>Information retrieval</li> <li>Back-up systems (frequency, means, delay) and second site storage (frequency, means, delay)</li> <li>Security and safeguards to unauthorised access</li> </ol>				
<b>2.22</b>	<p><b>Control of Man-Hour Planning versus Scheduled Maintenance Work</b></p> <p>Verify following policy and procedure in MOE</p> <ol style="list-style-type: none"> <li>Management system of company planning versus time available (e.g. A/C or components base maintenance activity, ...)</li> <li>Type of planning (man hours availability versus work load)</li> <li>Type of factors taken into account in the planning: <ul style="list-style-type: none"> <li>Human performance limitations</li> <li>Complexity of work</li> <li>Additional factors</li> </ul> </li> <li>Planning revision process</li> <li>Organization of shift</li> <li>Notification to the Accountable Manager of deviations exceeding 25% between the work load and the man hour availability</li> </ol>				
<b>2.23</b>	<p><b>Control of Critical Tasks</b></p> <p>Verify the organization has following policy and procedure to minimize the risk of multiple errors and capture errors on critical systems. It should also cover the prevention, where possible, of simultaneous maintenance on similar systems on the same aircraft.</p> <ul style="list-style-type: none"> <li>Critical task procedures and control (line &amp; base maintenance activity)</li> <li>Critical task list</li> </ul>				

	<ul style="list-style-type: none"> <li>• Duplicate Inspection procedures</li> </ul>				
<b>2.24</b>	<p><b>Reference to Specific Maintenance Procedures</b></p> <p>Verify following policy and procedures in MOE</p> <ol style="list-style-type: none"> <li>Work away from base or work shop including occasional Line maintenance as per 145.A.75</li> <li>Engine run up</li> <li>Aircraft pressure run</li> <li>Aircraft towing</li> <li>Aircraft taxiing</li> <li>Technical wash</li> <li>Control/ supervision of de-icing systems</li> <li>Handling and control of waste materials</li> <li>Scrapping of parts</li> </ol>				
<b>2.25</b>	<p><b>Procedures to Detect and Rectify Maintenance Errors</b></p> <p>Verify following policy and procedures in MOE</p> <ol style="list-style-type: none"> <li>Aims and objectives of error management system <ul style="list-style-type: none"> <li>• The encouragement of reporting</li> <li>• A code of practice</li> <li>• No reprisal policy</li> </ul> </li> <li>Description of process to report occurrences (occurrence reporting system)</li> <li>Description of process to investigate occurrences</li> <li>Description of process to record occurrences</li> <li>The analysis of occurrence data</li> <li>Management actions in response to occurrence findings</li> <li>Feedback to staff</li> <li>Sharing information from investigations</li> </ol>				
<b>2.26</b>	<p><b>Shift / Task Handover Procedure</b></p> <p>Verify following policy and procedures in MOE</p> <ol style="list-style-type: none"> <li>Aims and objectives of the shift handover</li> <li>Training of personnel in shift/task handover processes</li> <li>Recording of shift/task handover</li> <li>Description of shift handover process and required information <ul style="list-style-type: none"> <li>• Facility status</li> <li>• Work status</li> <li>• Manning status</li> <li>• Outstanding issues</li> <li>• Other possible information</li> </ul> </li> <li>Responsible person for managing and filling up the shift / task handover</li> </ol>				
<b>2.27</b>	<p><b>Procedures for Notification of Maintenance Data Inaccuracies and Ambiguities to the Type Certificate Holder</b></p> <p>Verify following procedure in MOE, (the author in this case are, Aircraft / component design organization (AMM, SB, SRM..); The competent authority AD ; The organization itself in the case of organization job cards ;The customers in the case of job cards issued and furnished by the</p>				

	customers) a) Definitions of maintenance data ambiguities b) Method of internal reporting of maintenance data ambiguities c) Method of external reporting of maintenance data ambiguities to the authors of that data d) Feedback to staff and implementation of TC Holder/Manufacturer corrections e) Impact of the data ambiguity on the ongoing maintenance task				
<b>2.28</b>	<b>Production Planning Procedures</b> Verify following policy and procedures in MOE a) Establishment of a clear work order or contract b) Procedures for establishing all necessary resources are available before commencement of work (manpower with required capabilities, tools, equipment, parts, documentation, etc.) c) Procedures for organizing maintenance personnel and providing all necessary support during maintenance d) Consideration of human performance limitations (Circadian rhythm / 24 hours body cycle...) e) Planning of critical tasks				
<b>Part L2: ADDITIONAL LINE MAINTENANCE PROCEDURES</b>					
<b>L 2.1</b>	<b>Line Maintenance Control of Aircraft Components, Tools, Equipment etc.,</b> Verify following policy and procedures in MOE a) Component / Material acceptance - (required documentation, condition, "Quarantine" procedure) b) Components removed serviceable from aircraft (robbery) c) Procedures to maintain satisfactory storage conditions - (routable, perishables, flammable fluids, engines, bulky assemblies, special storage requirements) d) System for control of shelf life and modification standard e) Tagging / labelling system (serviceable, unserviceable, robbery, scrap, etc) f) Release of components to the maintenance process g) Free-issue dispensing (self service) of standard parts (control, identification, segregation) h) Tools and test equipment, servicing and calibration programme / equipment register i) Identification of servicing / calibration due dates				
<b>L 2.2</b>	<b>Line Maintenance Procedures Related to Servicing/Fuelling/De-icing etc.,</b> Verify following policy and procedure in MOE a) Technical and maintenance documentation management (control and amendment) b) Company Technical Procedures / Instructions management c) Fuel supply quality monitoring (bulk storage / aircraft re-fuelling) d) Ground de-icing (procedures / monitoring of sub-contractors) e) Maintenance of ground support equipment				



	f) Monitoring of sub-contracted ground handling and servicing				
<b>L 2.3</b>	<b>Line Maintenance Control of Defects and Repetitive Defects</b> Verify following policy and procedure in MOE a) Reportable defects b) Rules for deferring (periods - review - permitted personnel - conformity with MEL /CDL provisions) c) Awareness of deferred defects carried by aircraft – (monitoring of repetitive defects - Communication with main base) d) Analysis of tech log (repetitive defects – crew complaints - Analysis and transfer of cabin log items as required) e) Co-ordination with the operator				
<b>L 2.4</b>	<b>Line Procedure for Completion of Technical Log</b> Verify following policy and procedure in MOE a) Technical Log system: • Taking into account Operator Procedure • Completion of Sector Record Page • Distribution of copies b) Certification / Sign-off (Maintenance Statements) c) Maintenance Duplicate Inspections d) ETOPS Certification e) Retention of records • Periods • Methods and security				
<b>L 2.5</b>	<b>Line Procedure for Pooled Parts and Loan Parts</b> Verify following policy and procedure in MOE a) Verification of approved sources of parts (sources, conformity with company requirements, Modification Standard and AD compliance, records) b) Compliance with loan and contract requirements • Tracking and control • Required documentation c) Processing removed loan parts for return to source (records) d) Robbery system • Control procedures • Authority				
<b>L.2.6</b>	<b>Line Procedure for the Return of Defective Parts Removed from Aircraft</b> Verify following policy and procedure in MOE a) Required documentation b) Service record c) Processing advice of removal (W/O) and dispatch to technical records d) Dispatch of the part for rectification				
<b>L 2.7</b>	<b>Line Procedure for Control of Critical Tasks</b> Verify organization follow guidance as per AMC 145.A.65 (b) (3)				
<b>Part 3 QUALITY SYSTEM PROCEDURES</b>					
<b>3.1</b>	<b>Quality Audit of Organization procedures</b>				

	<p>Verify following policy and procedure in MOE</p> <ul style="list-style-type: none"> <li>a) Definition of the Quality System <ul style="list-style-type: none"> <li>• Independence</li> <li>• Access to Accountable Manager</li> <li>• Composition and functions of management quality group</li> </ul> </li> <li>b) Company Audit Policy including compliance audit <ul style="list-style-type: none"> <li>• Scheduled audits and audits to be carried out at random and to be carried out during maintenance including night shifts.</li> <li>• Audit notification;</li> <li>• Audit reports (documents used, writer, issue, points checked and deviations noted, deadline for rectification)</li> <li>• Validation/internal approval of the audit programme</li> </ul> </li> <li>c) Annual Review of Maintenance Procedures <ul style="list-style-type: none"> <li>• Principles of annual audit procedure planning</li> <li>• Independence of the auditors</li> <li>• common audit procedures for several lines of product</li> <li>• specific audit procedure by line of product</li> <li>• audits during the performance of work</li> <li>• complete audits or several partial audits</li> <li>• principles when deviations are noted on a line of product</li> <li>• grouping of audits</li> </ul> </li> <li>d) Audit Programme <ul style="list-style-type: none"> <li>• Adequate facilities</li> <li>• Compliance with approved procedures</li> <li>• Dates and timescales.</li> <li>• Product audits</li> <li>• Audit of Subcontractors and evaluation of suppliers.</li> </ul> </li> <li>e) Quality Audit Reports Retention <ul style="list-style-type: none"> <li>• Duration (At least duration of 2 years) / location</li> <li>• Type of documents (notification, audit reports, check list, audit programs)</li> </ul> </li> </ul>				
3.2	<p><b>Quality Audit of Aircraft (and/or Equipment)</b></p> <p>Verify following policy and procedure in MOE</p> <ul style="list-style-type: none"> <li>a) Company Audit Policy <ul style="list-style-type: none"> <li>• A dedicated quality audit policy may be added, provided it does not conflict with the one describe in the previous paragraph. The Company audit procedure should include the quality audit of aircraft (and/or equipment)</li> </ul> </li> <li>b) Audit Programme <ul style="list-style-type: none"> <li>• Product samples for each line of product (aircraft and / or components)</li> <li>• Dates and timescales</li> </ul> </li> <li>c) Auditing Methods <ul style="list-style-type: none"> <li>• Sampling</li> <li>• "Trail" / "investigation" audits</li> </ul> </li> <li>d) Records of Quality audit Reports Retention</li> </ul>				

	<ul style="list-style-type: none"> <li>• Duration (At least duration of 2 years) / location</li> <li>• Type of documents (notification, audit reports, check list, audit programs, ...)</li> </ul>				
<b>3.3</b>	<p><b>Quality Audit Remedial Action Procedures</b> Verify Following policy and procedure in MOE</p> <ol style="list-style-type: none"> <li>a) Description of the quality audit report feedback system</li> <li>b) Corrective action and timescale <ul style="list-style-type: none"> <li>a) Corrective action planning and follow up <ul style="list-style-type: none"> <li>• The corrective action plan shall be designed in a way which allows identifying and recording the finding, the root cause, the relevant immediate and long term preventive action with the appropriate timescales.</li> <li>• Procedure describing the M.O. action when the corrective action deadline has to be postponed or when the answer has not been received on time.</li> </ul> </li> </ul> </li> <li>c) Management responsibilities for corrective action and follow-up</li> <li>d) Quality audit and feedback records retention <ol style="list-style-type: none"> <li>b) Duration (minimum duration of 2 years) / location</li> <li>c) Type of documents (answers, evidences)</li> </ol> </li> <li>d) Review of the Quality system overall results <ul style="list-style-type: none"> <li>• Meeting with the Accountable Manager (including record of meeting procedure)</li> <li>• Regular meetings to check the progress of corrective actions</li> </ul> </li> </ol>				
<b>3.4</b>	<p><b>Certifying Staff and Category B1 &amp; B2 Support Staff Qualification and Training Procedures</b> Verify following policy and procedure in MOE</p> <ol style="list-style-type: none"> <li>a) Experience, training and competence requirements (including annex IV requirements listed hereafter): <ul style="list-style-type: none"> <li>• <b>Licence and/or authorization:</b> The applicant shall hold a valid licence or a valid certifying staff authorization under the country's national regulations IAW ICAO annex I or a PART 66 Licence.</li> <li>• <b>Module 9 and 10:</b> The applicant should demonstrate he/she has received training on: <ul style="list-style-type: none"> <li>• Human factor as detailed in PART 66</li> <li>• Aviation Legislation as detailed in PART 66</li> </ul> </li> <li>• <b>Type training:</b> The applicant should have received type training for every aircraft on which he/she is authorized to release to service. The level of training depends of the authorization category but should be at least: <ul style="list-style-type: none"> <li>• Tasks training for Line maintenance certifying staff category A</li> <li>• At a level corresponding to Part 66 Appendix III, for Line Maintenance certifying staff category B1 &amp; B2 and base maintenance support staff B1 &amp; B2.</li> <li>• At a level corresponding to Part 66 Appendix III, for Base</li> </ul> </li> </ul> </li> </ol>				

	<p>Maintenance certifying staff category C.</p> <ul style="list-style-type: none"> <li>• <b>FTS / CDCCL/ EWIS TRAINING</b></li> <li>• <b>Maintenance experience:</b> The person shall demonstrate he/she has the following minimum years of maintenance experience: <ul style="list-style-type: none"> <li>• Three years for line maintenance certifying staff category A</li> <li>• Five years for line maintenance certifying staff category B1 &amp; B2 and base maintenance support staff B1 &amp; B2.</li> <li>• Eight years for base maintenance certifying staff category C.</li> </ul> </li> </ul> <p>b) Examination, test and assessment procedures including internal criteria and practical assessment</p> <p>c) Continuation training procedures including</p> <ul style="list-style-type: none"> <li>• Programme (MOE and associated procedures, PART 145, Human Factors, special requirements, ...)</li> <li>• Training setting up</li> <li>• Duration, intervals</li> </ul> <p>d) Authorizations issue, renewal or withdrawal procedures including</p> <ul style="list-style-type: none"> <li>• 6 months of experience during a two year period</li> <li>• Licence validity control</li> <li>• Continuation training</li> <li>• Evaluation, test</li> </ul> <p>e) One-off certification authorization</p>				
3.5	<p><b>Certifying Staff and B1/B2 Support Staff Records</b></p> <p>Verify following policy and procedure in MOE</p> <p>a) List of certifying personnel and B1/B2 support staff (refer to 1.5)</p> <p>b) Constitution of the records including:</p> <ul style="list-style-type: none"> <li>• Identity, date of birth, authorization reference number, experience, scope of the authorization, date of issue, validity, copy of the licence, copy of diplomas, copy of training certificate, continuation training, copy of the Part 145 authorization, summary sheet, C/S assessment check lists and associated documents / material, ...)</li> <li>• Type of record: electronic or paper copy</li> </ul> <p>c) Management of certifying staff records</p> <p>d) Retention of records</p> <ul style="list-style-type: none"> <li>• Duration / location (should be at least 2 years after the authorization has been withdrawn and/or the departure of the certifying staff</li> <li>• Type of documents</li> </ul> <p>e) Format of authorization document and authorization codes</p> <p>f) Control of certifying staff records</p> <ul style="list-style-type: none"> <li>• Authorized persons</li> <li>• CAA Nepal personnel</li> </ul>				

	<ul style="list-style-type: none"> <li>• Authorized managers</li> </ul>				
<b>3.6</b>	<p><b>Quality Audit Personnel</b></p> <p>Verify following policy and procedure in MOE</p> <ol style="list-style-type: none"> <li>Nominated personnel</li> <li>Required experience, training and competence of quality audit personnel including continuation training.</li> <li>Examination, test and assessment procedures (as necessary)</li> <li>Independence of quality audit personnel when the organization uses skilled personnel working within another department than that of Quality</li> <li>Allocated Man hour (if not full-time)</li> <li>Retention of records <ul style="list-style-type: none"> <li>• Duration / location</li> <li>• Type of documents</li> </ul> </li> </ol>				
<b>3.7</b>	<p><b>Qualifying Inspectors</b></p> <p>Verify following policy and procedure in MOE</p> <ol style="list-style-type: none"> <li>Required experience (duration and technical), training and competence requirements (including FTS: CDCCL)</li> <li>Examination, test and assessment procedures including practical assessment</li> <li>Continuation training procedures including <ul style="list-style-type: none"> <li>• Training Programme (MOE and associated procedures, PART 145, Human Factors, special requirements, ...)</li> <li>• Training setting up</li> <li>• Duration, intervals</li> </ul> </li> <li>Retention of records <ul style="list-style-type: none"> <li>• Duration / location</li> <li>• Type of documents</li> </ul> </li> </ol>				
<b>3.8</b>	<p><b>Qualifying Mechanics</b></p> <p>Verify following policy and procedure in MOE</p> <ol style="list-style-type: none"> <li>Required experience (duration and technical), training and competence requirements (including FTS: CDCCL)</li> <li>Examination, test and assessment procedures including practical assessment</li> <li>Continuation training procedures including <ul style="list-style-type: none"> <li>• Training Programme (MOE and associated procedures, PART 145, Human Factors, special requirements, ...)</li> <li>• Training setting up</li> <li>• Duration, intervals</li> </ul> </li> <li>Retention of records <ul style="list-style-type: none"> <li>• Duration / location</li> <li>• Type of documents</li> </ul> </li> </ol>				
<b>3.9</b>	<p><b>Aircraft or Aircraft Component Maintenance Tasks Exemption Process Control</b></p> <p>Verify following policy and procedure in MOE</p> <ol style="list-style-type: none"> <li>System for control and processing with the CAA Nepal which</li> </ol>				

	<p>includes</p> <ul style="list-style-type: none"> <li>• Relations with the operator/ customer in case of derogation for an intervention in progress by the workshop</li> <li>• Supply to the customer/ operator of information enabling to write out requests for exceptional authorization applications.</li> <li>• Control of the approval by the CAA Nepal (linked with CRS)</li> </ul>				
<b>3.10</b>	<p><b>Concession Control of Deviation from Organisation's Procedures</b> Verify following policy and procedure in MOE</p> <p>a) Concession criteria</p> <ul style="list-style-type: none"> <li>• Object, procedures involved, justifications, compensatory conditions, period of validity, etc.</li> </ul> <p>b) Concession management procedure</p> <ul style="list-style-type: none"> <li>• Internal evaluation</li> <li>• Drafting process</li> <li>• Response</li> <li>• Internal validation process and follow-up</li> </ul> <p>c) System of approval and control of concession</p>				
<b>3.11</b>	<p><b>Qualification Procedure for Specialized Activities such as NDT, Welding, etc.</b> Verify following policy and procedure in MOE</p> <p>a) NDT staff</p> <ul style="list-style-type: none"> <li>• List of non-destructive testing personnel</li> <li>• Levels of qualification and authorization</li> <li>• Role and privileges of these staff (including responsible level 3 person who should approve the organization's NDT procedures and written practice for training and certification of NDT personnel)</li> </ul> <p>b) Experience &amp; qualification</p> <ul style="list-style-type: none"> <li>• Criteria regarding experience, training and skills</li> <li>• Experience required by NDT method for each level of authorization</li> </ul> <p>c) Training</p> <ul style="list-style-type: none"> <li>• Basic NDT training for each level of authorization</li> <li>• Training on the NDT procedures of the organization</li> </ul> <p>d) Examination</p> <ul style="list-style-type: none"> <li>• Procedure of skills assessment (practical assessment and/or examination related to the job card)</li> <li>• General examination on the fundamentals of the NDT methods</li> <li>• Specific examination by NDT method</li> <li>• Practical examination by level of authorization</li> <li>• Medical examination</li> <li>• Eyesight testing</li> </ul> <p>e) Continuation training and testing</p> <p>f) Auditing of staff and system</p> <p>g) Authorizations issue, renewal or withdraw procedures</p>				

	<ul style="list-style-type: none"> <li>h) Retention of NDT staff records <ul style="list-style-type: none"> <li>• Duration / location</li> <li>• Type of documents</li> </ul> </li> <li>i) Contract arrangement</li> </ul>				
<b>3.12</b>	<p><b>Control of Manufacturers' and other Maintenance Working Teams</b></p> <p>Verify following policy and procedures in MOE</p> <ul style="list-style-type: none"> <li>a) Source of work (manufacturer team, another Part 145 team) and authorization of personnel</li> <li>b) System for control of materials, working instructions and procedures</li> <li>c) System for control of documentation such as drawings, modification, repairs instructions</li> <li>d) Management of the progress of work (meetings, etc)</li> <li>e) Certification procedure for work performed by the outside team such as: repair, replacement, modification, overhaul, test, inspection.</li> <li>f) Environmental conditions</li> <li>g) Final certification</li> <li>h) Training on the internal procedures to external staff</li> </ul>				
<b>3.13</b>	<p><b>Human Factors Training Procedure</b></p> <p>Verify following policy and procedures in MOE</p> <ul style="list-style-type: none"> <li>a) Aims and objectives</li> <li>b) Categories of staff to be trained</li> <li>c) Training methods and syllabus <ul style="list-style-type: none"> <li>• Initial training <ul style="list-style-type: none"> <li>• <i>(Initial training to be provided to personnel within 6 months of joining the maintenance organization, but temporary staff may need to be trained shortly after joining the organization)</i></li> <li>• <i>Human factors training could be adjusted to reflect the particular nature of the organization (size, scope of work)</i></li> </ul> </li> <li>• Continuation training <ul style="list-style-type: none"> <li>• <i>Human factors continuation training should be in relation to relevant quality audit findings and other internal/external sources of information available to the organization on human errors in maintenance</i></li> <li>• <i>Human factors continuation training should be amended according to the relevant quality audit findings and other internal/external sources of information available to the organization on human errors in maintenance</i></li> <li>• <i>Human factors continuation training should be of an appropriate duration in each two year period</i></li> </ul> </li> </ul> </li> <li>d) Duration of training for <ul style="list-style-type: none"> <li>• Initial training</li> <li>• Continuation training</li> </ul> </li> <li>e) Validation of the training courses (syllabus and duration)</li> </ul>				

	<ul style="list-style-type: none"> <li>f) Requirements for trainers</li> <li>g) Training Records <ul style="list-style-type: none"> <li>• Duration / location</li> <li>• Type of documents</li> </ul> </li> </ul>				
<b>3.14</b>	<p><b>Competence Assessment of Personnel</b></p> <p>This section applies to all personnel involved in the organization’s maintenance activities and particularly the staff and the personnel working for the production support services (engineering, planning / preparation, reception supervisors, store keepers, tools administrators, purchasers, subcontractors, administrators)</p> <ul style="list-style-type: none"> <li>a) Personnel to be assessed in accordance with Part 145.A.30 (e)</li> <li>b) Assessment procedures/ Evaluation system <ul style="list-style-type: none"> <li>• Training</li> <li>• Qualifications</li> <li>• Supervision</li> <li>• Assessors</li> <li>• Commission/ examination</li> </ul> </li> <li>c) Management competence assessment</li> <li>d) Assessment records <ul style="list-style-type: none"> <li>• Duration / location</li> <li>• Type of documents</li> </ul> </li> </ul>				
<b>3.15</b>	<p><b>Safety Management System</b></p> <p>The Maintenance organization exposition should include a reference to the Safety Management Manual. As the CAA Nepal issue specific approvals for each Safety Management System, the Safety Management Manual should be issued as a specific manual and not be integrated within the Maintenance organization exposition. CAA Nepal will verify following as a least in Safety Management Manual.</p> <ul style="list-style-type: none"> <li>a) Management commitment to, and responsibility for, safety risk management</li> <li>b) Safety accountabilities of managers</li> <li>c) Key personnel</li> <li>d) SMS implementation plan</li> <li>e) Third party relationships and interactions</li> <li>f) Emergency response plan</li> <li>g) Hazard identification — Risk management</li> <li>h) Monitoring, investigation, review and amendment of procedures</li> <li>i) Safety Promotion in the workforce</li> <li>j) Internal recording and analysis of safety data</li> <li>k) Safety assurance - Management of change</li> <li>l) (Managing organisational changes should be considered with — Part 1, 1.10)</li> </ul>				



<b>Part 4 OPERATORS</b>				
<b>4.1</b>	<b>Contracted Operators</b> In this section, Organization must list those operators for whom maintenance is provided, with details of the types of aircraft (and/or engines/APU) and the scope of work undertaken, e.g. Base maintenance, Line maintenance, Defect rectification etc., with any limitations.			
<b>4.2</b>	<b>Operator Procedures and Paperwork</b> In this section organization must describe for each contracting operator, the special mode of operation (procedures/ documents/ exchange of information, planning meetings, technical, quality, reliability) between the organization and its customer.			
<b>4.3</b>	<b>Operator Record Completion</b> In this section, organization must describe (for each contracted operator) how it: a) Completes operator's log books b) Keeps the operator's technical records c) Retains records on behalf of the operators d) Communicates with the operator			
<b>Part 5 APPENDICES</b>				
<b>5.1</b>	<b>Samples of documents</b>			
<b>5.2</b>	<b>List of sub-contractors</b> In this section, organization must list the non PART 145 subcontractors under cover of the maintenance organization quality system. (This list may be kept separate from the Exposition and may be kept on a computer data base as long as an adequate cross-reference is included in the Exposition)			
<b>5.3</b>	<b>List of line maintenance locations</b> In this section, organization must list the line station locations – linked with 1.8 – (airport and addresses) (This list may be kept separate from the Exposition and may be kept on a computer data base as long as an adequate cross-reference is included in the Exposition)			
<b>5.4</b>	<b>List of contracted 145 organizations</b> In this section, the organization must provide the list of contracted organization such as but not limited to Part 145. (The list may be kept separate from the Exposition and may be kept on a computer data base as long as an adequate cross-reference is included in the Exposition)			
<b>Part 6</b>	<b>OPERATOR MAINTENANCE PROCEDURES</b>			
<b>Part 7</b>	<b>FAA SUPPLEMENTARY PROCEDURES FOR A FAR PART-145 REPAIR STATION</b>			
<b>Part 8</b>	<b>TRANSPORT CANADA CIVIL AVIATION (TCCA) SUPPLEMENTARY PROCEDURES FOR A TCCA AM 573 MAINTENANCE ORGANISATION</b>			
<b>Part 9</b>	<b>EASA</b>			

	<b>COMMENTS ON MOE</b>	
	<p><b>Signature of Verifying Airworthiness Inspector:</b></p> <p><b>Name of the Verifying Airworthiness Inspector:</b></p> <p><b>Date:</b></p> <p><b>Stamp:</b></p>	



**CIVIL AVIATION AUTHORITY OF NEPAL  
AIRWORTHINESS INSPECTION DIVISION  
Checklist for Amendment/Revision of Maintenance Organization Exposition (Part II)**

Name of the Organization
Address of the Organization
CAA Nepal Approval #
Issue Number/Amendment/Revision of MOE (with Issue Number/Amendment/Revision Date)

This Part of the checklist has to be filled by organization while submitting Amendment/ Revision of MOE detailing highlight of all the changes of each page/section/part of MOE. 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	

Signed: ..... Position: ..... Date: .....

Organization: ..... On behalf of: .....

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

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.....

Signed on behalf of CAA Nepal:

Name:

Date:

Stamp: