

## Compliance Checklist for NCAR Part-M Subpart F Organization Approval

Please complete this form in BLOCK CAPITALS using black ink. For submission instructions, please see below.

### SECTION 1: ORGANISATION DETAILS

**Organisation Name:** ..... **AOC Number (if applicable):** .....  
**Address:**  
 .....  
**Contact Name:** ..... **Tel. No.:** ..... **E-mail:** .....  
**CAME/CAMMOE Reference:** ..... **CAANOffice:** .....  
**Compiled By(Org):** ..... **Reviewed By (CAA use only):** ..... **Date:** .....

### Section 2: Information to complete Compliance Checklist

- 1) When completing the checklist it is important to make a positive statement showing how the organisation complies with any relevant part of the NCAR Part-M requirements shown in column (2) by indicating in column (3) the CAME or procedure reference. If any part is not relevant then N/A should be inserted in column (4) and the reason should be stated in column (5).
- 2) If column (5) is full and you need to provide additional information to demonstrate compliance, please continue in Section 4.
- 3) Having completed the checklist, please return it to CAA Nepal.
- 4) When the checklist has been completed and accepted by CAA Nepal a copy should be appended to the CAME.

SECTION 3: COMPLIANCE CHECKLIST					
No.	NCAR PART M SUBPART F REQUIREMENT	CAME/CAMMOE/ PROCEDURE	N/A	COMMENT	CAA NEPAL REMARKS
1	<p><b>M.A.602 – Application</b></p> <p>An application for issue or change of a maintenance organisation approval shall be made on a form and in a manner established by CAA Nepal.</p>				
2	<p><b>M.A.603– Extent of approval</b></p> <p>(a) An organisation involved in activities subject to this Subpart shall not exercise its activities unless approved by CAA Nepal. Appendix V to NCAR Part-M provides the template certificate for this approval.</p>				
	<p>b) The maintenance organisation's manual referred to in point M.A.604 shall specify the scope of work deemed to constitute approval. Appendix IV to NCAR Part-M defines all classes and ratings possible under Subpart F.</p>				
	<p>c) An approved maintenance organisation may fabricate, in conformity with maintenance data, a restricted range of parts for the use in the course of undergoing work within its own facilities, as identified in the maintenance organisation manual.</p>				
3	<p><b>M.A.604 – Maintenance Organisation Manual</b></p> <p>(a) The maintenance organisation shall provide a manual containing at least the following information:</p> <ol style="list-style-type: none"> <li>1. a statement signed by the accountable manager to confirm that the organisation will continuously work in accordance with NCAR Part-M and the manual at all</li> </ol>				

	<p>times, and;</p> <p>2. the organisation's scope of work, and;</p> <p>3. the title(s) and name(s) of person(s) referred to in M.A.606(b), and;</p> <p>4. an organisation chart showing associated chains of responsibility between the person(s) referred to in M.A.606(b), and;</p> <p>5. a list of certifying staff with their scope of approval, and;</p> <p>6. a list of locations where maintenance is carried out, together with a general description of the facilities,</p> <p>7. procedures specifying how the maintenance organisation ensures compliance with NCAR Part-M, and;</p> <p>8. the maintenance organisation manual amendment procedure(s).</p>				
	(b) The maintenance organisation manual and its amendments shall be approved by CAA Nepal.				
	(c) Notwithstanding paragraph (b) minor amendments to the manual may be approved through a procedure (hereinafter called indirect approval).				
<b>4</b>	<p><b>M.A.605 – Facilities</b></p> <p>The organisation shall ensure that:</p> <p>(a) Facilities are provided for all planned work, specialised workshops and bays are segregated as appropriate, to ensure protection from contamination and the environment.</p>				
	(b) Office accommodation is provided for the management of all planned work including in particular, the completion of				

	maintenance records.				
	(c) Secure storage facilities are provided for components, equipment, tools and material. Storage conditions shall ensure segregation of unserviceable components and material from all other components, material, equipment and tools. Storage conditions shall be in accordance with the manufacturers' instructions and access shall be restricted to authorised personnel.				
<b>5</b>	<b>M.A.606 – Personnel Requirements</b>				
	(a) The organisation shall appoint an accountable manager, who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by NCAR Part-M.				
	(b) A person or group of persons shall be nominated with the responsibility of ensuring that the organisation is always in compliance with this Subpart. Such person(s) shall be ultimately responsible to the accountable manager.				
	(c) All paragraph (b) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft and/or component maintenance.				
	(d) The organisation shall have appropriate staff for the normal expected contracted work. The use of temporarily sub-contracted staff is permitted in the case of higher than normally expected contracted work and only for personnel not issuing a certificate of release to service.				
	(e) The qualification of all personnel involved in maintenance shall be demonstrated and recorded.				
	(f) Personnel who carry out specialised tasks such as welding, non-destructive testing/inspection other than colour contrast shall be qualified in accordance with an officially				

	recognised standard.				
	(g) The maintenance organisation shall have sufficient certifying staff to issue M.A.612 and M.A.613 certificates of release to service for aircraft and components. They shall comply with the requirements of NCAR Part-66.				
	<p>(h) By derogation from paragraph (g), the organisation may use certifying staff qualified in accordance with the following provisions when providing maintenance support to operators involved in commercial operations, subject to appropriate procedures to be approved as part of the organisation's manual:</p> <ol style="list-style-type: none"> <li>1. For a repetitive pre-flight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive, the organisation may issue a limited certifying staff authorisation to the aircraft commander on the basis of the flight crew licence held, provided that the organisation ensures that sufficient practical training has been carried out to ensure that such person can accomplish the airworthiness directive to the required standard;</li> <li>2. In the case of aircraft operating away from a supported location the organisation may issue a limited certifying staff authorisation to the aircraft commander on the basis of the flight crew licence, provided that the organisation ensures that sufficient practical training has been carried out to ensure that such person can accomplish the task to the required standard."</li> </ol>				
<b>6</b>	<p><b>M.A.607 – Certifying Staff</b></p> <p>(a) In addition to M.A.606(g), certifying staff can only exercise their privileges, if the organisation has ensured:</p> <ol style="list-style-type: none"> <li>1. that certifying staff can demonstrate that they meet</li> </ol>				

	<p>the requirements of point 66.A.20(b) of NCAR Part-66,</p> <p>2. that certifying staff have an adequate understanding of the relevant aircraft and/or aircraft component(s) to be maintained together with the associated organisation procedures.</p>				
	<p>(b) In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff is available, the maintenance organisation contracted to provide maintenance support may issue a one-off certification authorisation:</p> <ol style="list-style-type: none"> <li>1. to one of its employees holding type qualifications on aircraft of similar technology, construction and systems; or</li> <li>2. to any person with not less than three years maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification provided there is no organisation appropriately approved under NCAR Part-M at that location and the contracting organisation obtains and holds on file evidence of the experience and the licence of that person.</li> </ol> <p>All such cases must be reported to CAA Nepal within seven days of the issuance of such certification authorisation. The approved maintenance organisation issuing the one-off certification authorisation shall ensure that any such maintenance that could affect flight safety is re-checked.</p>				
	<p>(c) The approved maintenance organisation shall record all details concerning certifying staff and maintain a current list of all certifying staff together with their scope of approval as part of the organisation's manual pursuant to point M.A.604(a)5.</p>				

7	<p><b>M.A.608 – Components, Equipments and Tools</b></p> <p>(a) The organisation shall:</p> <ol style="list-style-type: none"> <li>1. hold the equipment and tools specified in the maintenance data described in point M.A.609 or verified equivalents as listed in the maintenance organisation manual as necessary for day-to-day maintenance within the scope of the approval; and,</li> <li>2. demonstrate that it has access to all other equipment and tools used only on an occasional basis</li> </ol>				
	<p>(b) Tools and equipment shall be controlled and calibrated to an officially recognised standard. Records of such calibrations and the standard used shall be kept by the organisation.</p>				
	<p>(c) The organisation shall inspect, classify and appropriately segregate all incoming components.</p>				
8	<p><b>M.A.609 – Maintenance Data</b></p> <p>The approved maintenance organisation shall hold and use applicable current maintenance data specified in M.A.401 in the performance of maintenance including modifications and repairs. In the case of customer provided maintenance data, it is only necessary to have such data when the work is in progress.</p>				
9	<p><b>M.A.610 – Maintenance Work Orders</b></p> <p>Before the commencement of maintenance a written work order shall be agreed between the organisation and the organisation requesting maintenance to clearly establish the maintenance to be carried out.</p>				

10	<p><b>M.A.611 – Maintenance Standards</b></p> <p>All maintenance shall be carried out in accordance with the requirements of M.A. Subpart D.</p>				
11	<p><b>M.A.612 – Aircraft Certificate of Release to Service</b></p> <p>At the completion of all required aircraft maintenance in accordance with this Subpart an aircraft certificate of release to service shall be issued according to M.A.801.</p>				
12	<p><b>M.A.613 – Component Certificate of Release to Service</b></p> <p>(a) At the completion of all required component maintenance in accordance with this Subpart a component certificate of release to service shall be issued in accordance with point M.A.802. CAAN Form 1 shall be issued except for those components maintained in accordance with points M.A.502(b) and M.A.502(d) and components fabricated in accordance with point M.A.603(b).</p>				
	<p>(b) The component certificate release to service document, CAAN Form 1 may be generated from a computer database.</p>				
13	<p><b>M.A.614 – Maintenance Records</b></p> <p>(a) The approved maintenance organisation shall record all details of work carried out. Records necessary to prove all requirements have been met for issuance of the certificate of release to service including the sub-contractor's release documents shall be retained.</p>				
	<p>(b) The approved maintenance organisation shall provide a copy of each certificate of release to service to the aircraft owner, together with a copy of any specific approved</p>				

	repair/modification data used for repairs/modifications carried out.				
	<p>(c) The approved maintenance organisation shall retain a copy of all maintenance records and any associated maintenance data for three years from the date the aircraft or aircraft component to which the work relates was released from the approved maintenance organisation.</p> <ol style="list-style-type: none"> <li>1. The records under this paragraph shall be stored in a manner that ensures protection from damage, alteration and theft.</li> <li>2. All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.</li> <li>3. Where an approved maintenance organisation terminates its operation, all retained maintenance records covering the last three years shall be distributed to the last owner or customer of the respective aircraft or component or shall be stored as specified by CAA Nepal.</li> </ol>				
<b>14</b>	<p><b>M.A.615 – Privileges of the Organisation</b></p> <p>The maintenance organisation approved in accordance with Section A, Subpart F of NCAR Part-M, may:</p> <ol style="list-style-type: none"> <li>a) maintain any aircraft and/or component for which it is approved at the locations specified in the approval certificate and the maintenance organisation manual;</li> <li>b) arrange for the performance of specialized services under the control of the maintenance organisation at another organisation appropriately qualified, subject to appropriate procedures being established as part of the Maintenance Organisation Manual approved by CAA Nepal directly;</li> </ol>				
	c) maintain any aircraft and/or component for which it is				

	approved at any location subject to the need of such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional maintenance, subject to the conditions specified in the Maintenance Organisation Manual;				
	d) issue certificates of release to service on completion of maintenance, in accordance with point M.A.612 or point M.A.613.				
<b>15</b>	<p><b>M.A.616 – Organisational Review</b></p> <p>To ensure that the approved maintenance organisation continues to meet the requirements of NCAR Part-M, it shall organise, on a regular basis, organisational reviews.</p>				
<b>16</b>	<p><b>M.A.617 – Changes to the Approved Maintenance Organisation</b></p> <p>In order to enable CAA Nepal to determine continued compliance with NCAR Part-M, the approved maintenance organisation shall notify it of any proposal to carry out any of the following changes, before such changes take place:</p> <ol style="list-style-type: none"> <li>1. the name of the organisation;</li> <li>2. the location of the organisation;</li> <li>3. additional locations of the organisation;</li> <li>4. the accountable manager;</li> <li>5. any of the persons specified in paragraph M.A.606(b);</li> <li>6. the facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the approval.</li> </ol> <p>In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at</p>				

	the earliest opportunity.				
<b>17</b>	<p><b>M.A.618 – Continued Validity of Approval</b></p> <p>(a) An approval shall be issued for maximum period of one year unless otherwise specified. It shall remain valid subject to:</p> <ol style="list-style-type: none"> <li>1. the organisation remaining in compliance with NCAR Part-M, in accordance with the provisions related to the handling of findings as specified under M.A.619, and;</li> <li>2. CAA Nepal being granted access to the organisation to determine continued compliance with NCAR Part-M, and;</li> <li>3. the approval not being surrendered or revoked;</li> </ol>				
	(b) Upon surrender or revocation, the approval certificate shall be returned to CAA Nepal.				
<b>18</b>	<p><b>M.A.619 – Findings</b></p> <p>(a) A level 1 finding is any significant non-compliance with NCAR Part-M requirements which lowers the safety standard and hazards seriously the flight safety.</p>				
	(b) A level 2 finding is any non-compliance with the NCAR Part-M requirements which could lower the safety standard and possibly hazard the flight safety.				
	(c) After receipt of notification of findings according to M.B.605, the holder of the maintenance organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of CAA Nepal within a period agreed with CAA Nepal.				

**SECTION 4: ADDITIONAL INFORMATION**

Please provide any additional information by typing in the 'blank' area below, using the following format for each Subpart F Requirement for which you are providing the information.

**M.A.XXX**

additional information...

**Verifying Inspector Name:**

**Verifying Inspector Signature:**

**Date:**