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Dassault Aviation Business Services SA

Foreign AMO/ Approved SCS Reference: **DA-0100_NCAA**
Edition F
Dated on 1 January 2025

NCAA Supplement SCS
Maintenance Procedure Manual

NCAA APPROVED MAINTENANCE ORGANISATION

SPECIAL CONDITIONS SUPPLEMENT (SCS) TO A FOREIGN AMO MAINTENANCE PROCEDURES MANUAL (MPM)

Approved Maintenance Organisation
Primary
Base fixed location

Dassault Aviation Business Services SA
20 Chemin des Papillons, P.O. Box 36
CH - 1215 Geneva 15 / Airport - Switzerland

Maintenance Organisation Approval

- EASA 145 Certificate Approval No: CH.145.0248
- FAA 145 Certificate Approval No: T0VY392Y

- The Authority AMO Approval No. AMO/CH/TAG

A WEB access is available on **https://approvals.dassault-business.com/tag.approvals/**

Based Form AC-AWS007J

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NCAA Supplement SCS
Maintenance Procedure Manual

Approved Maintenance Organisation Base Maintenance	**Dassault Aviation Business Services S.A.** Chemin des Papillons - P.O. Box 36 1215 Geneva 15 Airport Switzerland
Approval Reference	AMO/CH/TAG
Contact Base Maintenance	**Base and Line Maintenance director** Laurent BURNIER **VP Safety & Quality & Compliance** Thierry BARRE **Quality & Compliance director** Stephane BUCHS

DABS's Manual reference	**DA-0100_NCAA**
Status of this document	**Edition F** **Dated on 1 January 2025**

PART 1 GENERAL

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Established by Dassault Aviation Business Services SA	**NCAA Approval**
Stephane BUCHS Quality & Compliance director Dassault Aviation Business Services SA Quality&Compliance director BUCHS S.	GM CAANOCAS NIGERIA CIVIL AVIATION AUTHORITY • NCAA •
Date: 1 January 2025	**Date:** 06-01-2025

1.3 REVISION LIST

Each amendment of this manual is accompanied by a "list of change" showing the page to be removed and those to be inserted and detailing any amendment to be made.
Changes are identified with blue text and a bar in the left margin (except in case of complete revision).

Edition /Rev.	Issued Date	Details	by	Effective date
A	1 Sept. 2017	Initial Edition	NCAA	7 Sept. 2017
B	1 Sept. 2020	Amendment – Name change	NCAA	7 Sept. 2020
C	27 July 2021 Reissue 1 May 2022	Amendment – Renewal Reference to AC-AWS007J added	NCAA	May 2022
D	1 Sept. 2023	Name change – DABS	NCAA	1 Sept. 2023
E	1 Aug. 2024	Renewal Scope update – PC-24 added	NCAA	1 Aug. 2024
F	1 Jan. 2025	Template added for MOR and CRS Text of CRS updated Scope update – PC-24 deleted	NCAA	1 Jan 2025

1.4 ACRONYMS AND DEFINITIONS

1.4.1 Acronyms

- **AAT** Airworthiness Approval Tag
- **AMO** - Approved Maintenance Organisation.
- **AME** - Aircraft Maintenance Engineer. (*referred to certifying staff*)
- **AOG** - Aircraft On Ground
- **ARS** – Aviation Repairman Specialist (*referred to Component certifying staff /specialist staff*)
- **EASA** - European Aviation Safety Agency
- **FOCA** – Federal Office of Civil Aviation (*Swiss Authority*)
- **GSE** - Ground Support Equipment
- **ICA** - Instruction for Continued Airworthiness
- **IPC** - Illustrated Parts Catalog
- **IS** – Implementing Standards
- **MM** - Maintenance Manual (*referred to Maintenance data*)
- **NAA** - National Aviation authority, (*EASA, FAA, TCCA*)
- **NCAA** - Nigeria Civil Aviation authority,
- **Nig.CARs** - Nigeria Civil Aviation Regulations,
- **NDT** - Non-destructive Testing
- **OJT** - On the job training
- **PAH** - Production Approval Holder
- **PMA** – Parts Manufacturer Approval
- **SQC** - Safety, Quality & Compliance
- **TSO** - Technical Standard Order.

1.4.2 Definitions

Definition is coming from Nig.CARS

Acceptable data. Data is acceptable when it meets the requirements of the applicable regulations.

Accountable manager*. The person acceptable to the Authority who has corporate authority for ensuring that all operations and maintenance activities can be financed and carried out to the standard required by the Authority, and any additional requirements defined by the operator.

Approval for return to service*. See **maintenance release** / release to service.

Approved data*. Maintenance data approved by the Authority.

Approved Maintenance Organisation (AMO)*. An organisation approved to perform specific aircraft maintenance activities by the Authority. These activities may include the inspection, overhaul, maintenance, repair and/or alteration and release to service of aircraft or aeronautical products.

Article*. Any item, including but not limited to, an aircraft, airframe, engine, propeller, appliance, accessory, assembly, subassembly, system, subsystem, component, unit, part or materials.

Calibration*. A set of operations, performed in accordance with a definite documented procedure that compares the measurement performed by a measurement or working standard with a recognised Bureau of Standards for the purpose of detecting and reporting or eliminating adjustment errors in the measurement device, working standard, or aeronautical product tested.

Contracting. Entering into an agreement between two or more persons/organisation for the performance of maintenance functions on an article under the responsibility of the Contractor.

Composite*. Structural materials made of substances, including, but not limited to, wood, metal, ceramic, plastic, fiber-reinforced materials, graphite, boron, or epoxy, with built-in strengthening agents that may be in the form of filaments, foils, powders, or flakes, of a different material.

Computer system*. Any electronic or automated system capable of receiving, storing, and processing external data, and transmitting and presenting such data in a usable form for the accomplishment of a specific function.

Correction. An action taken to eliminate a detected non-conformity.

Corrective Action. An action taken to eliminate the cause of a detected non-conformity or potential regulatory violations or other undesirable condition to prevent its reoccurrence.

Equivalent Tools and Equipment. Equivalent for the purposes of this paragraph, is a reference to tooling other than that which is recommended by the aircraft or aircraft component manufacturer, and is used for the purpose of complying with Nig.CARs and is equivalent to the manufacturers standards and specifications with respect to tolerances and accuracy.
Critical functions for a Tool are:

- Tools used to perform measurements or adjustments.
- Any Tool where a calibration check is required by the Manufacturer.
- Tools used to perform its function in Critical Area.

Facility*. A physical plant, including land, buildings, and equipment, which provide the means for the performance of maintenance, preventive maintenance, or alterations of any article.

Functional Check. Is a quantitative check to determine if one or more functions of an item performed within specified limits.

Housing*. Buildings, hangers, and other structures to accommodate the necessary equipment and materials of a maintenance organisation that—

(i) Provide working space for the performance of maintenance, preventive maintenance, or alterations for which the maintenance organisation is approved and rated; and

(ii) Provide structures for the proper protection of aircraft, airframes, engines, propellers, appliances, components, parts, and subassemblies thereof during disassembly, cleaning, inspection, repair, alteration, assembly, and testing; and

(iii) Provide for the proper storage, segregation, and protection of materials, parts, and supplies.

Inspected by. The person inspecting the work performed with respect to the work performed.

Line maintenance*. Any unscheduled maintenance resulting from unforeseen events, or scheduled checks that contain servicing and/or inspections that do not require specialized training, equipment, or facilities.

Line maintenance-scope of approval. Activity can be carried out under line maintenance scope of approval (refers to EASA AMC. 145.A.10) and maintenance release by a B1 or B2 staff.

Maintenance Procedures Manual*. A document endorsed by the head of the maintenance organisation which details the maintenance organisation's structure and management responsibilities, scope of work, description of facilities, maintenance procedures and quality assurance or inspection systems. **Referred to as the MOE and this supplement Manual.**

Maintenance. Inspection, overhaul, repair, preservation, and the replacement of components, excluding preventive maintenance.

Maintenance Function. A step or series of steps in the process of performing maintenance, preventative maintenance, Repairs or Modifications, which result in approving an article for maintenance release.

Maintenance Release*. A document which contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner, either in accordance with the approved data and the procedures described in the organisation. **(Referred to CRS for the document issued and Release to service for the certification)**

Major Modification. An Modification not listed in the aircraft, engine specifications that:

- Might appreciably affect weight, balance, structural strength, performance, power plant operation, flight characteristics, or other qualities affecting airworthiness; or
- Is not done according to accepted practices or cannot be done by elementary operations.

Major Repair. A repair that:

- If improperly done, might appreciable affect weight, balance, structural strength, performance, power plant operation, flight characteristics, or other qualities affecting airworthiness; or
- Is not done according to accepted practices or cannot be done by elementary operations.

Operational Check – This is an operational test to determine whether a system or component part is functioning properly in all aspects in conformance with minimum acceptable manufacture design specifications.

Preventive Action. An action taken to eliminate the cause of a potential nonconformity or other potentially undesirable situation.

Preventive Maintenance – Simple or minor preservation operations and the replacement of standard parts not involving complex assembly operations. Basic inspection, monthly or 100 Hours inspections are considered as preventive maintenance.

Procedure. A specified way to perform an activity or a series of steps, such as a procedure that describes the methods, steps, or means to carry out policy.

Provider. Any company providing service/maintenance functions.

Supplier. Any company providing components/parts.

Rating. A statement that, as a part of the Maintenance Organisation's certificate, describes the special conditions, privileges, or limitations issued iaw 145.59 and 145.61.

Required Inspection Item (RII) / Critical Task. An item of maintenance that, if not performed properly or if improper parts or materials are used, could result in a failure, malfunction, or defect, endangering the safe operation of the aircraft. An RII must be inspected by a trained, qualified, and authorised "inspector". The inspector (certifying staff) must be listed on the Maintenance Organisation's roster but can't be the same individual who performed the work.

(Safety) Management System*. A systematic approach to managing safety/risk, including the necessary organisational structures, accountabilities, policies and procedures.

OpSpecs *. The official document that describes the authorizations, ratings, and limitations of the Maintenance Organisation.

Specialised maintenance*. Any maintenance not performed by an AMO (e.g., tire retreading, plating, etc).

Standard*. An object, artifact, tool, test equipment, system, or experiment that stores, embodies, or otherwise provides a physical quantity, which serves as the basis for measurement of the quantity. It also includes a document describing the operations and process that must be performed in order for a particular end to be achieved.

Traceability*. A characteristic of a calibration, analogous to a pedigree. A traceable calibration is achieved when each Measurement Device and Working Standard, in a hierarchy stretching back to the National Standard, was itself properly calibrated, and the results properly documented. The documentation provides the information needed to show that all calibrations in the chain of calibrations were properly performed.

PART 2 STATEMENT OF COMPLIANCE

Refer to

DA-SOC_NCAR_PART6
Edition D
reviewed 1 August 2024

DA-SOC_NCAR_PART20
Edition D
reviewed 1 August 2024

PART 3 MANUAL CONTROL AND AMENDMENT PROCEDURE

The manual is divided into parts, which are broken down into chapters.
In the bottom, each page shows a number, consisting of a group of numerals indicating the Part, and the consecutive page number in that part.
In the top, each page bears amendment (Reference letter number of last edition).
Edition has to be changed in case of amendment/revision.
In case of change in a chapter, a new letter is given to this chapter.

3.1 MANUAL UPDATE

The SQC department will coordinate revisions of this manual and associated documents with the management.

Any maintenance personnel who, in the performance of their duties, identify a needed change in these manuals must contact the SQC department.

The Quality & Compliance director will approve each revision with signature and date on the List of Effective Pages.

After approval by NCAA, date of approval is completed on the List of Effective Pages.

Blue color will indicate changes. Bars will be placed in the left margins of changed paragraphs to identify main changes. The change bar is dropped at the next edition of that page. In cases where changes requiring extensive changes to the manual, it is permitted to annotate "complete revision" and forego the bars.

Highlights of the revision will be documented in the Record of Revision page. Change notifications will be documented and stored to indicate the changes and nature of the changes.

3.2 REVISION NOTIFICATION

NCAA will be notified by Email that a new revision of the NCAA Supplement manual has been issued.
New documents requiring approval or acceptance will be sent per Email attachment by the SQC department.
The manual will be reviewed by the NCAA to determine conformity to regulations. After approval by NCAA, date of approval is completed on the List of Effective Pages.
DABS submits the proposed manual to the Authority at least 30 days prior to the date of intended implementation. (in case of CHANGE OF LOCATION, FACILITIES OR RESOURCES)

In case of urgency, the SQC department may issue new revisions of NCAA manual before the internal validation (formalized in list of effective pages). If the NCAA finds a revision unacceptable, the Quality & Compliance director shall recall revisions.

A review of work performed in accordance with the non-compliant manual will be performed to determine if product was adversely affected and if recall is required.

Additionally, A WEB access is available on https://approvals.dassault-business.com/tag.approvals/
It contains the last updated:

- **EASA APPROVAL CERTIFICATE*
- **SMS MANUAL, DA-0001*
- **COMPONENT Capability List, DA-0105*
- **CERTIFYING STAFF LIST. DA-0103*
- **SUB-CONTRACTORS LIST. DA-0104*
- *EASA manual (DA-0100) and associated referenced documents,*
- *Forms,*

*EMAIL must be sent to NCAA for notification

3.3 ACCESS TO THE MANUALS

Any employee can access the manual and associated procedures and forms through the Company server using the workstations in any office or work location. Access is read only to prevent inadvertent change to the information.

The SQC department assures that current manuals and associated documents are available on the company server in secure PDF file format.

All documents will be placed in a secure 'read only" directory and will be unalterable, except by the SQC department.
Electronic manuals as described in § 4.14.

The electronic documents do not contain attribute that enable or disable access or permit modification of the data it contains. Therefore, user will access current media and there is no need for each workstation to be audited for integrity.
A watermarked border indicated on each page provides that the document is an uncontrolled print.

The SQC department is in charge to issue new revisions of manual and associated documents described in §2.4 and to remove the obsolete revisions from the company server.
An Email is sent to all personnel to indicate that a new revision of the manual is available on company server.
A description of change is attached.

Hard copies may be printed but are considered uncontrolled. Maintenance personnel must verify that any hard copy they are using is of the current revision before initiating any maintenance activities. This may be accomplished by verifying the revision available on the company server.

PART 4 INTRODUCTION

4.1 FOREWORD

This approved NCAA Special Conditions Supplement (SCS) **DA-0100_NCAA** together with the Organisation's EASA 145 Maintenance Organisation Exposition (MOE – **DA-0100**) as applicable, forms the basis of approval by the Nigerian Civil Authority Aviation (**NCAA**), for an Approved maintenance Organisation (**AMO**) to carry out maintenance on aircraft and or components in accordance with the Nigerian Civil Aviation Regulations (**Nig.CARs**).

Maintenance or Modifications performed in accordance with this manual, including referenced procedures and forms are considered to be in compliance with **Nig.CARs 2023**.

The Manual (**DA-0100_NCAA**), procedures and forms in the English Language are maintained in a current status at all times.
Controlled electronic copies are available on internal Company server accessible.
Access is also available to external personnel involved in Maintenance Organisation activities or authorities through server. (refer to §3.2)

SQC Department is responsible for updating the manuals' contents.

The Quality & Compliance director is responsible for the approval of manuals' content. All other representative of this department could contact the NCAA in case of absence of the named contact.
A **generic Email address** has been created to assure the continuity of the interface with NCAA.
Refer to the cover page.

The general repair, overhaul, or Modification of products will be performed in accordance with the current regulation, manufacturer's data, drawings, specifications, and bulletins, or other approved maintenance data.

The performance of any repair, Modification, or required inspections will be performed in accordance with the requirements of Nig.CARs Part 5 and Part 6.

DABS will not repair or alter any item for which it is not rated, and will not repair or alter any Aircraft, Engine or Part for which it is rated if it requires maintenance data, equipment, materials, facilities, or trained personnel that are not available.

The Maintenance management and the SQC department of DABS are responsible to act as the liaison between the Maintenance organisation and the NCAA.

Management	**Franck MADIGNIER** President Dassault Aviation Business Services - Accountable manager
Safety	**Thierry BARRE** VP Safety, Quality & Compliance
Compliance	**Stephane BUCHS** Quality & Compliance director

4.2 COMPLIANCE WITH NCAR

Regulation part 9 of the Civil Aviation (Air Operator Certification and Administration) Regulations provides for Authority approval of maintenance organisation or Maintenance Organisation selected by the air operators to carry out maintenance on Authority approved AOC holder's aircraft.

The SCS is meant to cater for the specific Authority requirements and differences that might be there between Civil Aviation (Approved Maintenance Organisation) Regulations and the foreign Authority Regulations (EASA).
DABS is approved when the Authority is satisfied that the AMO complies with maintenance Special Conditions specified in this supplement manual.
This manual has been prepared iaw the current Nig.CARs and the policies of DABS and set forth the requirements and policies of this Maintenance Organisation, which are to be observed by all employees.
Observance of procedures described in this manual assures compliance with the requirements of Nig.CARs.
Compliance with the Nig.CARs is required to obtain and retain a NCAA Maintenance Organisation Certificate.
Refer to Appendix.

This NCAA supplement, in conjunction with approved EASA MOE, defines the organisation and procedures upon which compliance with Nig.CARs and other applicable regulations is based.

Reference Documents
Nig.CARs guidance documentation:

- Part 6, Approved Maintenance organisation Procedures
- Part 5, Airworthiness

Related forms:

- Refer to Appendix

4.3 LIST OF REFERENCED DOCUMENTS

Following document are made available to the NCAA for acceptance/approval.

- NCAA Supplement manual (DA-0100_NCAA) - Approval
- Statement of Compliance (DA-SOC_NCAA) - Approval
- Capability list (DA-0105) - Acceptance
- List of Contracted maintenance function (DA-1040) - Acceptance
- Maintenance Training Programme (DA-0106) - Acceptance

Following document are available to the NCAA for review.

- List of maintenance Provider (DA-0104)
- Certifying staff - Roster (DA-0103)
- DABS management System (DA-0001)
- Procedures referenced in the manual

These documents are maintained in secure electronic format on Company server.
These documents are accessible for inspection by the NCAA *on*
https://approvals.dassault-business.com/tag.approvals/

4.4 CONTACT

Contact for documentation change and occurrences
amocas@ncaa.gov.ng
DAWS@ncaa.gov.ng

PART 5 ACCOUNTABLE MANAGER'S STATEMENT

This Supplement manual in conjunction with the approved MOE defines the organisation and procedures upon which the Authority approval has been granted. The work must be performed in accordance with Nig.CARs parts 6 and other applicable sections of regulations.

These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work orders are being progressed under the conditions of the Civil Aviation (Approved Maintenance Organisation) Regulations.

Dassault Aviation Business Services SA fully understands that by complying with these documents, it will be complying with the corresponding sections of Nig.CARs part 6 and other, applicable regulations. Compliance with Nig.CARs will be accomplished by performing the work in accordance with this supplement manual, the EASA Requirement, as well as NCAA special conditions.

It is accepted that the AMO's procedures do not override the necessity of complying with any additional requirements formally published by the NCAA and notified to this organisation from time to time.

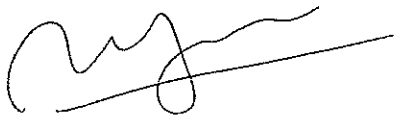
It is understood that the Approval Certificate will be valid whilst the NCAA is satisfied that the procedures are being followed and work standards maintained. It is further understood that the NCAA reserves the right to revoke the Approval Certificate if it considers that procedures are not followed or standards not upheld.

This organisation must provide NCAA personnel with access to this organisation 's facility to assess compliance with Nig.CARs and special conditions or to investigate specific, problems.

I agree to ensure that this NCAA supplement will be maintained an, kept current by this organisation and be accessible to all personnel. I further agree to submit revisions to NCAA for approval before implementation of such revisions.

Dated: 1 August 2024

Signed:



Franck MADIGNIER
President Dassault Aviation Business Services
Accountable Manager

For and on behalf of **Dassault Aviation Business Services SA**

PART 6 APPROVAL BASIS AND LIMITATION

The Authority approval is based upon the AMO compliance with local Authority Regulations and Requirements Nig.CARs except where varied by the conditions specified in this supplement.

The AMO certificate consists of the certificate and Operations Specifications (OpSpecs)

Home base of DABS is in Geneva, Switzerland
Address, telephone and contact are described on first page of this manual.

Agreement should exist for the provision of maintenance support to Nigeria operator.

6.1 PRIVILEGES

DABS, as certificated Maintenance Organisation may:

- Perform maintenance, preventive maintenance, or Modifications iaw Nig.CARs on any article for which it is rated and within the limitations in its **OpSpecs**.
- Approve for maintenance release any article for which it is rated after it has performed maintenance, preventive maintenance, or Modification in accordance with Nig.CARs.
- Perform work under the provisions of specialized services rating in accordance with -approved data

All work performed under the provisions of **OpSpecs** /rating is done in accordance with -approved/accepted maintenance data.

The tests, repairs, and overhauls performed on accessories by DABS are referenced in Capability list (**DA-0105**).

The Privileges of approval will not exceed the ratings and scope of work permitted under the current EASA certificate. The extent of approval also will not exceed the scope of approval set forth in the organisation's certificate and **OpSpecs**.

Additionally, DABS is authorised to perform AOG work and some limited maintenance on request and after acceptance of the scope away from fixed locations.

6.2 CERTIFICATE / OPSPECS / LIMITATIONS

Ratings and limitations are described in following subchapter.

The validity of a certificate or rating issued to DABS is dependent on the continuing validity of the certificate or rating issued by the Swiss FOCA and compliance with Nig.CARs.

The certificate and **OpSpecs** issued are available on the premises for inspection by the public and the Authority.

DABS will not advertise as a Nigerian certificated approved maintenance organisation until an approved maintenance organisation certificate has been issued by NCAA.

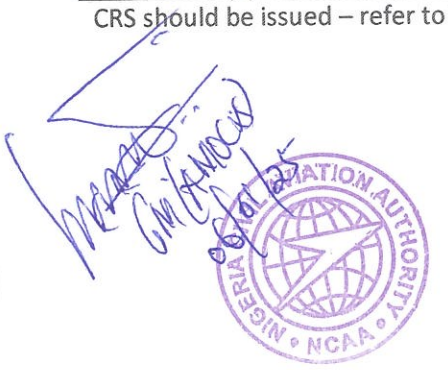
DABS will not make any statement, either in writing or orally, about itself that is false or is designed to mislead any person.

Whenever DABS will advertise as an approved maintenance organisation indicating that it is certificated, the advertisement must clearly state DABS certificate number issued by NCAA.

6.2.1 Airframe - Aeroplane (Class 4)

TC Holder	Model	Designation	Eng.	Type of work		
				Limitation	Base	Line
Bombardier	BD-100-1A10	Challenger 350	AS907	no	X	X
	BD-700-1A10	Global XRS	BR710	no	X	X
		Global 6000				
	BD-700-1A11	Global 5000	BR710	no	X	X
		Global 5000 GVFD				
	CL-600-2B16 (CL-604 variant)	Challenger 604 (<5701)	CF34	no	X	X
		Challenger 605 (>5701)				
		Challenger 650				
	CL-600-2B19	CRJ200	CF34	no	X	X
		Challenger 850				
Dassault	Falcon 50	Falcon 50	TFE731	no	X	X
		Falcon 50 EX	TFE731	no	X	X
	Falcon 900	Falcon 900	TFE731	no	X	X
		Falcon 900B				
		Falcon 900C	TFE731	no	X	X
	Falcon 900EX	Falcon 900 EX	TFE731	no	X	X
		F900EX EASy	TFE731	no	X	X
		F900DX				
		F900LX				
	Falcon 2000	Falcon 2000	CFE738	no	X	X
	Falcon 2000EX	Falcon 2000 EX	PW308	no	X	X
		F2000EX EASy	PW308	no	X	X
		F2000DX				
		F2000LX				
		F2000LXS				
		F2000S				
	Falcon 7X	Falcon 7X	PW307A	no	X	X
		Falcon 8X	PW307D	no	X	X

CRS should be issued – refer to Part 13 and Part 21



6.2.2 Engine & APU

Activities concerning the **maintenance** are only carried out on Engines & APU fitted to Aircraft Type.

Type of works - Maintenance includes following Works:

1- Maintenance includes Engines & APU "**ON WINGS**" as described below
- Removal / Installation / Replacement of complete Engine/ APU
- Borescope inspection
- Minor maintenance, preventive maintenance, defect rectification, and minor alteration.

2- Maintenance includes Engines & APU "**OFF WINGS**" as described below:
- Visual inspection
- Borescope inspection
- Preservation
- Disassembly & Reassembly works for shipping, preservation or before installation of Engine/ APU
- Minor repair iaw manufacturer acceptance
- **HSI and CZI are excluded**

6.2.3 Component – Avionics & Accessories Capability List

Limited to perform maintenance on equipment and accessories as per approved Capability List (DA-0105).

RATING	EASA RATING	ATA Chapter	Shop
Radio Class 1 Communication, Class 2 Navigation	C3-Comms and Nav	23 - 34	Avionics shop
Accessory Class 2 Electrical, Class 3 Electronic	C5-Electrical Power & Lights	24 - 33	Electrical accessories shop Battery shop
Limited Airframe, Specialized Service or Limited Radio, Accessory	C6-Equipment	25 - 38 - 44 -45 - 50	Electrical accessories shop Cabin (upholstery and cabinetry) shop
Limited Accessory	C7-Engine APU	49 - 71 - 72 - 73 - 74 - 75 - 76 - 77 - 78 - 79 - 80 - 81 - 82 - 83	Engine shop
Limited Airframe Landing Gear	C14-Landing gear	32	Mechanical Accessories and NDT shop
Accessory Class 1 Mechanical, Limited Specialized Service	C18-Protection ice/ rain/ fire	26 -30	Mechanical Accessories shop
Limited Airframe	C20-Structural	20, 51, 53, 54. 57.10/.20/.30, 70	Sheet Metal shop

Nigerian **NCAA Form One** should be issued – refer to Part 11 and Part 21

6.2.4 Specialized Services

Non Destructive Inspections	***Reference***	***Processor qualification***	***Procedure***	***Internal Procedure***
Eddy Current Examination (ET)	MIL-HDBK-728/2	SNT-TC-1A EN 473/ISO 9712 EN 4179	Manufacture requirement	DA-0114_ET
Magnetic Particle examination (MT)	ASTM E1444		Manufacture requirement	DA-0114_MT
Dye / Liquid Penetrant examination (PT)	ASTM E1417		Manufacture requirement	DA-0114_PT
Ultrasonic examination (UT)	ASTM E114		Manufacture requirement	DA-0114_UT

6.2.5 Special Authorisation

- **Use an approved electronic recordkeeping system and electronic media**
- **Perform Practical training**

6.3 ADDITIONAL FIXED LOCATIONS

DABS lists in the table below additional fixed locations operating under one EASA approval certificate and under one NCAA certificate and operation specifications.
Each following location operates under the same MOE and NCAA Supplement.

Name	Country	City	Postal code	Address
N/A				

6.4 CAPABILITY LIST

The component Capability list (DA-0105) is maintained by the SQC department as a document separate from the MOE.

Changes to the capability list will be incorporated after FOCA acceptance*.

The self-evaluations must be available in the premises for inspection by the NCAA.

- The Capability List self-evaluation Form (DA-0137)

DABS retain the capability list(s) and self-evaluation(s) for two years.

*EMAIL must be sent to NCAA for notification

This list is maintained in electronic format and is accessible for review and inspection by the NCAA *in web available on* https://approvals.dassault-business.com/tag.approvals/

06/6/2025

NIGERIA CIVIL AVIATION AUTHORITY • NCAA •

6.5 WORK AWAY FROM FIXED LOCATION

The NCAA may, upon consideration of the circumstances of a particular maintenance organisation, issue an exemption providing the Authority finds that the circumstances presented warrant the exemption and that a level of safety will be maintained equal to that provided by the rule from which the exemption is sought.

6.5.1 General

DABS may perform work outside its fixed location:

- in case of Aircraft on Ground (AOG). *Without approval*
- in case of one need from customer for minor maintenance. *With approval iaw part 6,*

The work will be accomplished in the same manner as work performed at the Maintenance Organisation's fixed location. In such a case, the Quality & Compliance director has to ensure compliance with the process.

In case of one need to perform minor work outside its fixed location, DABS should perform a self-evaluation of work to be performed and record this assessment on form, DA-0141 (WAB Form) and send to the NCAA **for acceptance/approval before work.**

6.5.2 Exemption Process

Scheduled tasks (outside the perimeter of line and preventive maintenance) have to be notified for acceptance/approval before work. The following procedure is followed:

1. Once the need to work at other location is identified, the Technical department performs self-evaluation utilizing the self-evaluation checklist form, DA-0141 (WAB Form). The following items are reviewed and assessed for the work to be performed:
   - Certifying staff (iaw the privilege described in the roster) to supervise and release work, and communicate with the Technical department.
   - Personnel necessary to perform work.
   - Housing necessary to perform work.
   - Current maintenance data available.
   - Recommended Equipment, Special tools and test equipment available.
2. Once the form is completed and indicates that the dedicated personnel has the capability and resources necessary to perform the described work, the Technical department forward the form to the Maintenance Director who is responsible to assess the work in regards to the risk. **If found acceptable, he will approve the work on the form.**
3. **NCAA has to be notified for acceptance/approval** before work.
4. After acceptance, the Work Preparation and Record department will prepare the required tasks cards detailing such maintenance and hand them over to the staff leaving the home base.
5. The work will be conducted and supervised by the Certifying staff.
   The work performed will be reported on the proper signed off sheet, which is then brought back to the Technical Department by the Certifying staff.
   The Certifying staff should collect all forms and maintenance release entries.
6. The SQC department is responsible to review the work performed and associated work package and to sign the Form. DA-0141 and work order is recorded on the specific file for NCAA review.

PART 7 ACCESS BY THE AUTHORITY

It should be stated that the Authority inspectors will be allowed access to the AMO for the purpose of ascertaining compliance with procedures and standards and to investigate specific problems as required by Part 9.1.1.10 and part 6.5.1.11 of the Nig.CARs.

DABS will allow the NCAA to inspect the AMO, at any time, to determine compliance with this Supplement and Nig.CARs.

After such an inspection is made, DABS will be notified, in writing, of any defect found during the inspection.

PART 8 WORK ORDERS

It is the responsibility of the operator to raise the maintenance work orders and scheduled maintenance inspection check list or work package task cards specifying the inspections, repairs, modifications, overhaul, airworthiness directives and parts replacements that should be carried out and to make sure that the AMO receives them in time for the work to be accomplished within the required time frame.

The operator remains responsible for correctly informing the AMO by work order of all required mandatory maintenance inspections and modifications.

DABS in in charge to review the work order and the computerised maintenance tracking system as described in the contract signed (e.g CAMP) and issue quality issue (TDR) in case of non-compliance.

PART 9 APPROPRIATE MAINTENANCE AND ENGINEERING REFERENCE MANUALS

It is the responsibility of the Operator to ensure that the AMO is furnished with all relevant, current maintenance data and engineering technical documents (e.g. Supplemental Manuals, ADs) appropriate for the type aircraft.

DABS will perform this work in accordance per the customer's work order and in compliance with applicable sections of maintenance manuals and ICAs, where existing.

The Technical Fleet manager ensures that the customer has provided DABS with the information necessary to ensure compliance with this requirement at the time the work is performed. If the customer's work order reference specifications, manuals other than applicable, DABS will contact the operator prior to any work.

For the scheduled work performed, the work and preparation department in in charge to generate procedures and additional maintenance data attached to task card. These procedures are generated and maintained per CAMP. Status is controlled by this department.

For unscheduled work, troubleshooting, additional work, procedures and additional maintenance data are generated directly by the technician who use the company server or the manufacturer website.

For work in shop, status of maintenance data is confirmed on manufacturer's website before work. Procedures and additional maintenance data are generated directly by the technician who use the manufacturer website.

9.1 CURRENCY OF DATA

The SQC department is responsible to maintain available maintenance data in current conditions for current rating. A Document Control list is available in Quantum system, controls the currency and availability of this maintenance data.
All current maintenance data is available through the company server to all technicians, inspectors, supervisor and certifying staff.

The shop supervisors are responsible for maintaining the maintenance data and standards for components listed on a current capability list (DA-0105). Status of these manuals/standards shall be confirmed on manufacturer's website before work by the Technical Services.

9.2 ACCEPTABLE DATA

Acceptable data is data acceptable to the Authority that can be used for maintenance, minor repair, or minor Modification that complies with applicable airworthiness regulations:

- Manufacturer's maintenance manuals or service instructions/service bulletins
- Equipment and systems installation instructions,
- Component maintenance or repair manuals
- Structural Repair Manual (SRM)
- Advisory Circular (AC) 43.13-1, and AC 43.13-2
- Data previously approved and covered by a NCAA
- Airworthiness Directives (AD)

9.3 APPROVED DATA

Approved data is data that can be used to support a major Modification or major repair.
Approved maintenance data is Technical and/or substantiating data that has been approved iaw:

- Approved Structural Repair Manual (SRM),
- SB or Foreign SB when approved by the TC holder,
- Data approved by the NCAA,

PART 10 MAJOR REPAIRS AND MAJOR MODIFICATIONS

The procedure for the AMO to ensure that the Authority approves major repairs and major modifications when necessary or has confirmed that the AMO local Authority approved data is acceptable. The AMO should request the operator to provide such written proof from the Authority.

Note: *The Authority accepts repairs and modifications issued by the Manufacturer and approved by the Authority of the state of manufacture through the Type Certificate holder.*

10.1 CLASSIFICATION

Classifying a Modification or repair as major or minor is the very first step in the approval process.
The classification is an essential and critical step because it determines what kind of data (Approved or Acceptable) is required, and therefore how much resources the Organisation will have to expend.
Classification is made by the Organisation, but subject to NCAA review.
IS :5.1.1.2 provides a regulatory definition for major and minor changes in type design that is quite similar to the ones for major and minor Modifications and repairs. This regulatory material must be used as a starting point when classifying a Modification or a repair as major or minor.

10.2 TYPES OF APPROVED DATA FOR MAJOR MODIFICATIONS AND MAJOR REPAIRS

Data used to support major Modifications and major repairs must be Approved Data.
Types of Approved Data can be broadly divided into two categories: foreign and domestic.

- Foreign Approved Data is data approved by the authority of the TC holder or by an approved design organisation accepted by the NCAA (FAA/EASA/TCCA).
- Domestic Approved Data is data that has been approved by the NCAA,

Notwithstanding the type of the Approved Data, it is important to ensure that the type of Approved Data used is applicable to the intended application and that the limitations and conditions stated in that Approved Data can be complied with.

10.3 RECORDING

All Modifications and repairs, whether minor or major, are to be performed and recorded as per Nig.CARs.
All Modifications and repairs, whether minor or major, must be recorded as an entry in the aircraft records.

If the maintenance performed was a major modification or a major repair, in addition to the entry required in work order and aircraft record, DABS must use **NCAA form AWS014A** to document the work performed for maintenance release.

The form is to be completed as per IS : 5.7.1.1.

PART 11 RELEASE OF COMPONENTS AFTER MAINTENANCE

11.1 MAINTENANCE RELEASE

Maintenance release meets the requirements of Nig.CAR part 6.

The certifying staffs are personnel who are authorised for maintenance release of component for which the Maintenance Organisation is rated after Modifications, overhauls, and repairs have been completed.
Maintenance release, Inspection forms and Release certificate must be signed and stamped with each certifying staffs' stamp.
Persons authorised by the Maintenance Organisation to issue maintenance release must be certified under Swiss regulation and listed on the Maintenance Organisation Inspection Roster (DA-0103).
These persons are specialist (considered as ARS)

Form of Maintenance Release is a **NCAA Form One** for component iaw Company Rating (DA-0105). The content of maintenance release includes:

- Description of the work or type of inspection performed and list of Parts replaced/ repaired. It must specify any overhaul, repairs, modifications, Airworthiness Directives, and quote the reference and issue/revision of the approved data used.
- Date the component is approved for maintenance release and the total time in service as appropriate.
- Name of the person who is issuing maintenance release as authorized staff by the Maintenance Organisation. Only a Certifying staff with appropriate internal authorization could release a component. The roster (DA-0103) detailed type of authorization given.
- Signature, stamp held by the Certifying staff.
- Maintenance Organisation Certificate number.

The Certifying staff will then determine if an unsafe or unairworthy condition exists. If the customer agrees to work on discrepancy, that discrepancy is rewritten on new task card.

If a component, following inspection, is not approved for maintenance release because it does not meet the applicable technical data (TSO), airworthiness directives (AD) or other data upon which airworthiness depends, the owner/operators received a signed and dated list of those discrepancies that he shall agree, and the component will not be approved for maintenance release.

NCAA Form One may be used by an AMO for maintenance release of all components except complete Aircraft and Engine.

Block No. 13 should reference the data used to perform maintenance. The referenced data may consist of an attachment to the form such as a work order, air carrier record, or form that is used to comply with Nig.CAR part 5 & 6.

The person issuing the maintenance release for the component must sign the **NCAA Form One**. This constitutes maintenance release with respect to the work performed.

Template of **NCAA Form One is described in chapter 21.**

11.2 WORK RECORDS (MAINTENANCE, MODIFICATION)

Refer to §13.2

PART 12 VALIDITY OF AIRWORTHINESS CERTIFICATE

The Operator or owner is responsible for ensuring that the Certificate of Airworthiness (C of A) remains valid. The AMO however, should ensure that the C of A is valid before it issues the aircraft release to service certificate after maintenance.

PART 13 RELEASE OF AIRCRAFT AFTER MAINTENANCE

13.1 MAINTENANCE RELEASE

Maintenance release must meet the requirements of Nig.CAR part 5, 6 and 8.
The certifying staffs are personnel who are authorized to issue a maintenance release for Aircraft for which the Maintenance Organisation is rated after Modifications, overhauls, and repairs have been completed.
Maintenance release, Inspection forms and Release certificate must be signed and stamped with each certifying staffs' stamp.
Persons authorized by the Maintenance Organisation to issue maintenance release must be certified under EASA and listed on the Maintenance Organisation Inspection Roster (DA-0103).

Form of Maintenance Release is a **Certificate of Release to Service (CRS)** for Aircraft, Engine or APU with respect to the work performed. The content of release includes:

- Description of the work or type of inspection performed and list of component replaced/ repaired. It must specify any overhaul, repairs, modifications, Airworthiness Directives, and quote the reference and issue/revision of the approved data used.
- Date the Aircraft is released to service and the total landing and time in service as appropriate.
- Name of the person who is issuing maintenance release as authorized staff by the Maintenance Organisation. Only a Certifying staff with appropriate internal authorization could certify an Aircraft. The roster (DA-0103) detailed type of authorization given.
- Operator's Maintenance Program reference and revision, as appropriate.
- Signature, stamp held by the Certifying staff.
- Maintenance Organisation Certificate number.

The Certifying staff will then determine if an unsafe or unairworthy condition exists. If the customer agrees to work on that discrepancy/defect, the discrepancy is rewritten in a new task card.

If an aircraft, following inspection, is not approved for maintenance release because it does not meet the applicable type certificate data (TCDS), airworthiness directives (AD) or other data upon which airworthiness depends, the owner/operators received a signed and dated list of those discrepancies that he shall agree, and the aircraft will not be approved for maintenance release.

Following major repair or Modifications, the certifying staff is responsible to ensure all required ICA are available (AFM supplements, WB supplements, and AMM supplements).

Release Forms are **Certificate of Release to Service** for the Aircraft, Engine and APU logbook iaw Nig.CAR part 5 & 6, as applicable to the work scope of the article being maintained / altered.

For reparation/ Defect rectification

Maintenance Organisation: Dassault Aviation Business Services SA	**EASA Approval:** CH.145.0248 **NCAA Approval: AMO/CH/TAG**
The undersigned certifies that the work specified except as otherwise specified was carried out in accordance Nigerian NCARs Parts 6 & 9 and in respect to that work the aircraft/aircraft component is considered ready for release to service.	

For inspection

Maintenance Organisation: Dassault Aviation Business Services SA	**EASA Approval:** CH.145.0248 **NCAA Approval: AMO/CH/TAG**
The undersigned certifies that the work specified except as otherwise specified was carried out in accordance Nigerian NCARs Parts 6 & 9 and the applicable aircraft Approved Maintenance Programme and in respect to that work the aircraft/aircraft component is considered ready for release to service.	

13.2 WORK RECORDS (MAINTENANCE, MODIFICATION)

DABS ensures that its English-language copy of maintenance data and any internal documents developed from this maintenance data are current and complete.
In accordance with Nig.CAR Part 6 each person who maintains, performs maintenance, rebuilds or alters an Aircraft, Engine, APU or Part shall make an entry in the maintenance record.

Documentation generated during maintenance (i.e Task cards, procedures, reports, forms) is completed in hard copy format and filed by unique WO number given by the Quantum system.

All maintenance personnel who directly participated to the work have to be recorded the tasks they carried out. Recording is performed on task card and attached procedure.
Maintenance works performed are documented in task card and associated maintenance data.

For scheduled maintenance, the procedures required by the maintenance program to perform the work will be printed and status verified by the technical department. Procedure will be provided with the Task card.

For troubleshooting, unscheduled maintenance or defect correction, procedures/data necessary to work are printed from the company server by the technician. The technician is checking the revision of data and handwrite it on the task cards.

In the case of major repairs or major Modifications the Approved Data used to provide for the repair or incorporate the Modification must be listed for proper sign off.

The action taken includes a description of the repair or Modification, the data used to provide for the repair or incorporate the Modification and the NCAA Approval Basis.

13.3 MAINTENANCE RECORDS

The section describes the required records and the recordkeeping system used to obtain, store, and retrieve those records.
The Work Preparation and Records department is responsible for the record keeping process.
The content of the work package is described in DA-0110.

The records include the protocol used to perform the inspections, discrepancy lists and corrective actions taken including compliance with any ADs and/or SBs.

13.4 RECORDKEEPING

DABS elects to utilize Electronic recordkeeping systems.

The Work Preparation and Record department are in charge to scan the complete work package and store it in secure company server.

Records are maintained electronically for a minimum of three (3) years.

Records are made available to the NCAA upon request to the SQC department.

PART 14 REPORTING OF UNAIRWORTHY

The SQC department is responsible for the overview process.
Report has to be filled and signed by the SQC department.
Nig.CAR Part 5, 5.5.1.5 lists defect to be reported.

14.1 DETECTION AND REPORTING

A review of the housing, facilities, equipment, personnel qualifications, and procedures should ensure the quality of the work performed by analyses of systemic problem and improvement of the procedure.

Findings and roots cause analysis resulting in the identification of deficient procedural documentation or training should drive Corrective action taken by appropriate managers. it is applicable:

- as the result of deficiencies noted during the work/repair/release process,
- as the result of the analysis of returned part and
- as the result of Internal and External audit.

Deficiencies noted during the work/repair/release process are recorded in Task order and in Quantum system. Immediate Corrective action is taken and recorded.

Repetitive noncompliance / deficiencies, attributed to poor documentation/design/ processing, or inadequate conditions, noted during work/repair/troubleshooting, require corrective action to preclude the release of other product with similar deficiencies. DA-0019 is used to formalize.

Any Findings Analysis identifying manufactured defects that may affect other released product requires the notification of customers of the possible deficiencies.

In the event that Findings Analysis identifies any evidence of potential violations of the regulations or defect as described in Nig.CAR Part 5, 5.5.1.5, the Maintenance Organisation should send a report to the NCAA within 72 hours.

14.2 REPORTS OF FAILURES, MALFUNCTIONS OR DEFECTS

The Quality & Compliance director reports to the NCAA Office (refer to contact in chapter 4.4), within **72 hours after its discovery**, any serious failure, malfunction, or defect (in accordance with Part 6) of any unit or product undergoing work by this station.

The report (Form O-OPS007) required must include as much of the following information as is available:

- Aircraft registration number,
- Type, make, and model of the article,
- Date of the discovery of the failure, malfunction, or defect,
- Nature of the failure, malfunction, or defect,
- Time since last overhaul, if applicable,
- Apparent cause of the failure, malfunction, or defect, and
- Other pertinent information that is necessary for more complete identification, determination of seriousness, or corrective action.

If the defect or un-airworthy condition could result in an imminent hazard to flight, the most expeditious method available will be used to inform the NCAA.

Internal report could be used to formalize the investigation, the root cause analysis and the result concerning the event and the remedial action taken (DA-0090).

14.3 SUSPECTED UNAPPROVED PARTS (SUP) REPORTING REQUIREMENT

A **suspected unapproved part (SUP)** is any Part or Material that is suspected of not meeting the requirements of an "approved part". A part that, for any reason, a person believes in not approved. Reasons may include findings such as a different finish, size, color, improper (or lack of) identification, incomplete or altered paperwork, or any other questionable indication.

An **unapproved part** is any part that does not meet the requirements of an "approved part" as defined in AC 21-29 (as revised). This term also includes parts that have been improperly returned to service.
Parts which may fall under one or more of the following categories:

(1) Parts shipped directly to the user by a manufacturer, supplier, or distributor, where the parts were not produced under the authority of (and in accordance with) an production approval for the part, such as production overruns where the parts did not pass through an approved quality.

Note: This includes parts shipped to an end user by a Production Approval Holder's (PAH) supplier who does not have direct ship authority from the PAH.

(2) New parts which have passed through a Production Approval Holder's (PAH) quality system which are found not to conform to the approved design / data.

Note: Parts damaged due to shipping or warranty issues are not required to be reported as SUP.

(3) Parts that have been maintained, rebuilt, altered, overhauled, or approved for maintenance release by persons or facilities not authorized to perform such services under Parts 6.

(4) Parts that have been maintained, rebuilt, altered, overhauled, or approved for maintenance release which are subsequently found not to conform to approved data.

(5) Counterfeit parts.

When a suspected unapproved part is discovered, DABS will immediately notify the NCAA. (refer to contact in chapter 4.4)

All suspected unapproved parts reported will be identified and quarantined in the Maintenance Organisation pending further investigation by NCAA Personnel.

PART 15 QUALITY MONITORING SYSTEM

Regulation PART 6 of The Civil Aviation (Approved Maintenance Organisation) Regulations requires an independent AMO quality / management system.

15.1 GENERAL

The management systems, Safety Policy and procedures of DABS are described in the Management system Manual (SQMS Manual Referenced DA-0001).

Main activities described are:

- Documentation management
- Occurrence reporting and management
- Risk assessment
- Corrective action management
- Audit management
- Review and improvement

The DABS management system accepted by FOCA meets the requirements of Special Conditions. It covers main base and additional fixed locations/Line stations

15.2 INSPECTION SYSTEM

The Management system includes:

- Inspection of all incoming Components by the receiving inspector to determine its status.
- Preliminary inspection by the certifying staff*to determine the status of components received for maintenance.
  The preliminary inspection is not limited to the failure identified by the customer, but includes a thorough and searching inspection for hidden damage in all visible areas of the subject product.
- Final Inspection by the certifying staff* of aircraft or component before issuing a maintenance release for that article.
  Maintenance release certifies that the article is airworthy with respect to the maintenance, preventive maintenance, or alterations performed by the qualifying rated staff and inspection performed by the certifying staff.
- Independent Inspection by the certifying staff in case of critical tasks / RII.
- Process for continuity of maintenance.
  Continuity is assured through the use of a Task card and associated procedures/data. Each step of the work, repair/alteration sequence is stamped in the associated procedures.
  The steps are performed in sequence and no step shall be stamped until it is complete.

* Only certifying staff listed in the roster (DA-0103) with appropriate privileges is authorized to sign off on final inspections and maintenance release for the AMO.

15.3 QUALITY ASSURANCE SYSTEM

The assurance system in place, including compliance monitoring and internal audit/evaluation programme, covers main base and additional fixed locations/Line stations. Refer to Audit plan DA-0038. It consists on:

- **A review of the requirements of EASA and special conditions for additional requirement for external authority regulation should ensure the adequacy of manual and associated procedure.**

- **A review of the housing, facilities, equipment, personnel qualifications, and procedures should ensure the quality of the work performed by analyses of systemic problem and improvement of the procedure.**

Findings and roots cause analysis (resulting in the identification of deficient procedural documentation or training) will drive Corrective action taken by appropriate managers.

Corrective action is taken to remedy an undesirable situation. The correction of deficiencies is an integral part of the improvement process (incl. revisions to procedures that not working properly).

Once each potential weakness is identified, the appropriate manager analyses each to correct the deficiencies. The result is checked to determine whether the corrective action has accomplished the elimination of the deficiency/discrepancy.
Although human factors may play a part, focus should be placed on physical factors, such as workplace environment, facilities, equipment, and tooling; process factors, such as clarity of instructions; and training/understanding of methodology for the work to be properly accomplished.

15.3.1 Deficiencies identification

Deficiencies are result of:

- deficiencies noted during the work/repair/release process,
- analysis of returned part,
- deficiencies noted during Inspection, Internal and External audit,
- Maintenance Related Errors coming from the activities or customer complain.

15.3.1.1 Publication Deficiencies

Technician or Personnel from Preparation and records department could find a discrepancy in publication coming from manufacturer or customer
The person should identify the deficiency by highlighting the publication, affixing their name to the deficiency, and documenting the nature of the deficiency directly on the publication or in the appropriate form DA-0019.
The person will then notify and discuss the corrective action with the Team Leader.

15.3.1.2 Maintenance Deficiencies during maintenance

When a discrepant condition is discovered as a result of an inspection, the staff will then notify the Team leader.

The Team leader is in charge to assess the defect to correct the discrepant condition.
The Technician will correct the discrepant condition, document the corrective action directly on the task cards, and submit to the Team leader.

15.3.1.3 Maintenance Related Errors

Upon discovering a Maintenance Related Error either from an internal source or from a sub-contracted maintenance function, investigation into the root cause of the condition as well as corrective action required to eliminate reoccurrence of the condition will be accomplished by completing a Report in the appropriate form DA-0019.

In these cases, a review of the housing facilities, equipment, personnel qualifications and procedures should ensure that the deficiency was not a systemic problem. If the review indicates that the procedure is deficient, the corrective action should include a thorough review and improvement of the procedure. IF the review indicates that the personnel lacking training or qualifications, corrective action should remedy the deficiency, the procedures must address how reworks are documented

15.3.1.4 Maintenance occurrence after maintenance release

In case of deficiencies, findings, errors are discovered after the Aircraft or the component were released to service, investigation into the root cause of the condition as well as corrective action required to eliminate reoccurrence of the condition will be accomplished by completing an occurrence Report in the appropriate form DA-0019.
Operator is informed for recall in case of correction required.

15.3.1.5 Audit Nonconformities

The SQC department is responsible for conducting audits of the facility and shops.
All deficiencies found throughout the Repair Station that may have been created by one of the conditions noted below are to be reported to the Quality & Compliance director.

- Inadequate Definition of Procedure or Policy.
- Failure to properly implement an existing Procedure or Policy.
- Human factors,
- working conditions, training, instructions, resources,

Deficiencies are documented on a Report FORM (ARF- DA-0041) generated to investigate into the root cause of the condition as well as corrective action required to eliminate reoccurrence of the condition.

After notification, the SQC department and the appropriate manager will review the finding to determine the severity and to set an acceptable timeframe for rectification.
Corrective action is to be taken by the appropriate Manager and documented on the ARF form.

15.3.2 Investigation

Inadequate procedures, environment, working conditions, training instruction or resources may be factors for many deficiencies that are attributed to human error.
Corrective action requires that the root cause or causes of the discrepancy be investigated and determined in order to eliminate such causes. The investigation must be fact-based and typically begins with an analysis of the potential causes of the discrepancy.

The following should be particularly reviewed to determine which either caused or contributed to the deficiencies:

- Human factors,
- Clarity of instructions;
- Adequate understanding of methodology for the work to be properly accomplished.
- Process and interactions are questioned/analysed in an attempt.

15.3.3 Corrective Action Plan (CAP)

A corrective actions plan (CAP) DA-0036 is established by the SQC department to monitor response/correction to findings (internal or external), based on actions taken by the managers.

Once a discrepancy has been investigated and analysed, the results should be given to the appropriate manager for determination of corrective or preventative action.
The manager should determine appropriate corrections (corrective and preventive actions).

A corrective actions plan (CAP) is monitored by the SQC department, outlining how the company proposes to correct the deficiencies documented in the findings. The delay to implement the action is in accordance with the severity of the finding:

- Critical / Level 1* – The management shall take immediate and appropriate action to prohibit or limit the activities of the organisation involved, until successful corrective action has been taken by the organisation.
- Major / level 2* - 90 days max for implementation
- minor / Level 3* - 120 days max for implementation
- Observation/Remarks* - Action plan to be established

*Levels/severity are described in DA-0028

Some Preventive actions may require time periods in excess of the company's established acceptable timeframe, for example where major equipment purchases are involved. Where applicable, the company should include milestones or progress review points not exceeding the established timeframe leading up to the proposed completion date.
ARF form (DA-0041) is used to record corrections.

It is the responsibility of individual department's heads to identify the action required to achieve the satisfactory closure of a particular event/occurrence.

The SQC department is responsible for a feedback system.

PART 16 HOUSING AND FACILITIES

Housing for the facilities, equipment, materials, and personnel are consistent with ratings in Ops Specs.

16.1 FACILITY DESCRIPTION

Facilities are appropriate for properly performing the maintenance, preventive maintenance, or Modifications of articles or the specialized services for which DABS is rated.
It includes the following:

- Sufficient work space and areas for the proper segregation and protection of articles during all maintenance, preventive maintenance, or Modifications;
- Segregated work areas enabling environmentally hazardous or sensitive operations such as painting, cleaning, welding, avionics work, electronic work, and machining to be done properly and in a manner that does not adversely affect other maintenance or Modification articles or activities;
- Suitable racks, hoists, trays, stands, and other segregation means for the storage and protection of all articles undergoing maintenance, preventive maintenance, or Modifications;
- Space sufficient to segregate articles and materials stocked for installation from those articles undergoing maintenance, preventive maintenance, or Modifications; and
- Ventilation, lighting, and control of temperature, humidity, and other climatic conditions sufficient to ensure personnel perform maintenance, preventive maintenance, or Modifications to the standards required by this part.

Details of housing is described in MOE

16.2 EMERGENCY RESPONSE PLAN

The Maintenance Organisation is serviced by the Airport Emergency & Fire Department in case of emergency situation.

16.3 EQUIPMENT AND TOOLS USE AND CONTROL

DABS use tool or equipment specified by the manufacturer, **unless the use of alternative tooling or equipment is agreed by the manufacturer or the competent authority. DA-0162** is used to formalise Equivalency.

Equipment required to support the ratings held are listed in the various process specifications utilized to perform the repair functions.
The concerned Tool/Equipment is subject to periodic calibrations traceable to the national, or international standards. Calibration/inspection intervals are established iaw maintenance data. A list of calibrated equipment is available at the Tools department. It is maintained on the computer program and can be printed if required.

Measuring toolings and test equipment are located in the appropriate Workshop or Tools shop, for general use or by A/C Types. They are disposable to any maintenance personnel having the necessary knowledge or instructions for their use, with the consent of the responsible Team Leader.

Every maintenance personnel in the Hangar and the Workshops have a set of standard tools which belongs to DABS. It is kept in a lockable Toolbox with foam-lined drawers containing cut-outs corresponding to the shape of the tool. Hand tools are identified with the personal number of each employee. Personnel are in charge to check their Toolbox for missing tools at the end of each working day.

The Maintenance Organisation may lease and/or rent required equipment, only with agreements. The Tools Supervisor is responsible for inspection before use and procurement in a timely manner.

PART 17 COMPONENTS AUTHORISED FOR USE DURING MAINTENANCE & MODIFICATION

Parts and materials used in the maintenance and Modification of aircraft are procured through purchasing personnel. All part and material requests are ordered through the use of PO in Quantum.

17.1 PARTS RECEIVING/INCOMING INSPECTION

All parts and materials are subject to a receiving inspection. Receiving inspector open the packaging, check for identification and damage, review all accompanying paperwork, and enter the parts into the Quantum system (Refer to DA-0129).

Products found to conform to requirements are transferred to the store or directly to the shop. Preliminary inspections if required are directly performed by the shop supervisor.

Handling, tagging and identification of Parts are described in DA-0122.
Delivered documentation are scanned and included in Quantum system for traceability.

Part non-conform are tagged with a red tag as described in DA-0122. Non-conformity are recorded in DA-0139 and routed to the Logistic supervisor. During handling of parts, if for any reason, a person believes any part is not an approved part, **(SUP - suspected unapproved part)**, it should be reported to Logistic manager

17.2 PARTS ACCEPTANCE POLICY

NCAA specify that a material, part, or appliance, manufactured in a foreign country with which the Nigeria has an agreement for the acceptance of those parts, is considered to meet the NCAA requirements if accompanied by a certificate of airworthiness issued by the country of manufacture.
The NCAA has expanded the intent of this requirement to include parts from foreign countries that have an agreement with NCAA or are otherwise accepted by NCAA for the acceptance of parts for aircraft that have been type validated by.

New Parts must be accompanied with:

- a NCAA Airworthiness document (NCAA form One), or
- a NAA Airworthiness document for parts manufactured in a country for which the Nigeria has an agreement for the acceptance of these materials and parts, the imported materials, parts, or appliances (FAA/EASA/TCCA)

Repaired, Newly Overhauled/Overhauled, Inspected or Tested Parts must be accompanied with:

- an NCAA Airworthiness document form (NCAA form One), or
- an Airworthiness document form issued by maintenance organisation iaw FAA/EASA/TCCA.

17.3 HANDLING/PRESERVATION

Components and materials are preserved in accordance with acceptable industry standards.
Suitable trays, bags, and protective covers (as required) are to be provided to the shop areas to assure maximum protection of all parts. Special boxes, containers and preservation measures are used to preclude damage, deterioration or loss.

Personnel handling aviation Parts always need to exercise caution not to damage the Parts. Parts labelled as ESD sensitive must be handled in accordance with Electrostatic Discharge (ESD) Control Procedure.

17.4 SHELF LIFE / LIFE LIMITS

The Store Supervisor is responsible for Shelf Life Control that is entered in Quantum. When material is issued to the Maintenance Organisation, the personnel must monitor the life limits for correct storage and expiration date. The Shelf Life expiration date is indicated in the label attached to the components and Materials.
Store personnel are responsible to remove material upon receipt of the "Material Due List", which is issued on a monthly basis to the applicable areas, by the Store department.

17.5 QUARANTINE

The Quarantine Area is a secure area. It consists of a lockable room and/or cupboard.
Removal from the quarantine area is only possible after incoming inspection of the Parts / Tools / Equipment.

17.6 DISPATCH OF PARTS FOR REPAIR/OVERHAUL/CALIBRATION

Unserviceable Parts, removed from and supposed to be reinstalled in the same aircraft after repair/overhaul/calibration, are directly given by maintenance personnel to the appropriate workshop, if in house capability exists.

If not, such Parts as well as core units of exchange parts are temporarily stored on the **Quarantine** in the Store. These parts are dispatched with an appropriate Purchase Order to the different contractors by the Logistic department. A copy of the "Order" is kept in the Logistic department.

PART 18 SUB-CONTRACTED MAINTENANCE

The Quality & Compliance director is responsible of this process, including maintenance of the list of Maintenance Functions (DA-1040) and the list of Maintenance Providers (DA-0104) to which maintenance functions are contracted. These two documents must be accepted by the NCAA prior to accepting the manual. DABS may contract maintenance functions only if the function is accepted by the NCAA to:

- Qualified provider only if the provider is listed on list of Maintenance provider.
- FAA/NCAA-Certificated Maintenance Organisation with the applicable ratings held.

Works may be contracted because DABS does not have the housing, facilities, materials, or equipment available on its premises and under its control or if DABS cannot accomplish the work scope within a specified time.

Functions to be contracted are described in DA-1040. It could be:

- *Plating, anodizing, Heat treatment, Welding*
- *Non-destructive testing and inspection*
- *Interior refurbishment*
- *Engine removal / Installation*
- *Windshield/Windows polish*
- *Maintenance and Modifications of components, subassemblies*
- *Painting*
- *Repair of composite structure*

In case of repetitive contracted Maintenance function with the same maintenance Provider, contract between both parties should be signed. Contract includes provisions that allow the appropriate authorities to make an inspection and observe the facility's work.

18.1 LIST OF MAINTENANCE FUNCTION AND LIST OF MAINTENANCE PROVIDERS

The Quality & Compliance director is responsible to create and amend the List of Maintenance Function (DA-1040). It contains:

- The maintenance functions that must be contracted;
- The maintenance functions that may be contracted; and
- Precedent Date of acceptance for each maintenance function, in case of amendment.

Change is sent to NCAA **by Email**.

The Quality & Compliance director is responsible to maintain a list of maintenance Provider (DA-0104). It contains.

- The name of the provider to which maintenance functions are contracted and
- The type of certificate and ratings, if any, held by the provider;
- The level for initial qualification and surveillance, and
- The maintenance functions contracted.

This List contains qualified company that have been evaluated and accepted for use as provider for described function.

Change is sent to NCAA **by Email**.

Accepted List of Maintenance Function and list of FAA/NCAA maintenance Provider are maintained in electronic format and are accessible for review and inspection by the NCAA. *Document is integrated in VPN available on* https://tagftp.tagmaintenance.com/tag.approvals/.

18.2 QUALIFICATION OF MAINTENANCE PROVIDERS

The following type of maintenance provider could be qualified:

- Level 1 - Certificated Maintenance Organisation without the applicable ratings
- Level 1 - Manufacturer
- Level 2 - non approved Maintenance Organisation possessing an equivalent Quality Monitoring System iaw Part 145
- Level 3 - non approved Maintenance Organisation without any certificate

All company used for Contract Maintenance will be evaluated for initial qualification by the SQC department using electronic survey, and/or onsite evaluations/audits as necessary.

Additionally, Maintenance Provider information will be reviewed to determine further surveillance activity. Surveillance methods may include inspection of work performed or on-site visits/audits.

The following is applicable in regards of the level of maintenance provider:

Level 1	- Initial:	Copy of Certificate, OpSpecs and Capability List
	- Surveillance:	Verification that the work report is in accordance with the PO by the TFM
Level 2	- Initial:	Copy of Certificate, OpSpecs and Capability List Manual + List of qualified staff + electronic survey
	- Surveillance:	The verification, by inspection, that the work has been performed satisfactorily by the dedicated inspector or the certifying staff. The oversight of provider services by the TFM
Level 3	- Initial:	Audit List of technician, including their records + electronic survey
	- Surveillance:	Yearly on-site visits/audits The verification, by test and/or inspection, that the work has been performed satisfactorily by the dedicated inspector or the certifying staff. The oversight of provider services by the TFM.

In case of audit is required, audit is performed by one qualified auditor and one expert in the concerned area.

In addition, the maintenance provider must be advised that they are subject to the same NCAA surveillance as the certificated organisation.

18.3 MAINTENANCE ACTIVITY

Any article, except aircraft for which the Maintenance Organisation is rated may be subcontracted if described in DA-1040.

DABS remains directly in charge of:

- The work performed, and
- The verification, by test and/or inspection, that the work has been performed satisfactorily, and that the subcontracted work is conform to the Work order before maintenance release, and
- The issue of maintenance release.

The qualifying inspector must inspect the work performed before further maintenance is performed.

The receiving inspector must inspect the component(s) through receiving inspection before further maintenance is performed.

Discrepancies are reported to the SQC department. Work report and /or CofC is required.

***Note**: in case of maintenance organisation is a Certificated Maintenance Organisation with the applicable component ratings, the work is contracted.*
The contracted Maintenance Organisation performing the maintenance function is responsible for the maintenance release of work performed.
DABS must inspect the work performed and/or the component through receiving inspection before further maintenance is performed.
Form 1 is required for work on component.

PART 19 PERSONNEL REQUIREMENTS

19.1 PERSONNEL / ROSTERS

The roster (DA-0103) lists of individuals within the Maintenance Organisation who are authorized to perform certain functions, such as maintenance release or signing off required inspection items, or that hold management and supervisory positions. It includes:

- Management personnel
- Supervisory personnel (Team Leader)
- Inspection personnel including dedicated inspector for specialized work (Interior / Paint / Composite / Sheet Metal) and receiving inspector for incoming Parts
- Certifying staff
- qualifying rated staff / repairman

This roster lists all described personnel including name, certification type, license number and internal reference. Current Roster is available on the company server in secure PDF file format.

The SQC department is responsible for maintaining the roster, which must be revised to reflect the termination, reassignment, change in duties or scope of assignment, or addition of any personnel.

Change is sent to NCAA **by Email.**

The employment summaries of all personnel are recorded at the SQC department and are available for review upon request.

19.2 PROFICIENCY OF PERSONNEL

Employment and training records, certificates of training and total years of experience is used to determine and establish proficiency of an individual being considered by the respective manager and the Maintenance Director.

The respective department manager, in collaboration with the Maintenance Director insures supervisors/inspectors maintain proficiency by attending Training (initial and recurrent courses), On the Job Training or Special Training on techniques or equipment.

Records of training indicate the method, duration, provider, and dates.

These activities are documented on Technician Experience Record and kept in the individual's training file in the SQC department.

The computer system (Quantum) utilized by the Maintenance Organisation includes a "Module" that records all maintenance and supervisory/inspection activities relative to ATA chapter for the activity being performed.

Available reports provide information that supports the maintaining of proficiency of personnel.

19.3 ASSESSMENT AND INTERNAL AUTHORIZATION

The SQC department is in charge to issue and amend an **internal "Authorization Certificate"** for each supervisory/inspection personnel Certifying staff and qualifying rated staff, after qualification assessment by appropriate managers. Validity is 2 years.

The assessment should ensure that the staff met all the requirements for the privileges endorsed. Certification Privileges are always covered under the personal national License and under approval certificate of DABS.

The staff has to meet the following requirements:

- Be employed by the Maintenance Organisation
- Have the Aircraft type on his license and receive a formal theoretical training and practical training as appropriate on Aircraft type or Part, or
- Be involved in maintenance of similar Aircraft type or Part in consecutive last 2-years period
- Receive training in last two year period to ensure that he has human factor and EWIS/FTS training as appropriate.

In case of reissuing after the 2 years validity period, an assessment should ensure that the staff has met all the requirements for the privileges already endorsed. He has to:

- Receive a formal theoretical or practical training on relevant/similar Aircraft type or Part, or
- Be involved in, at least 6 months, maintenance of relevant/similar Aircraft type or Part in consecutive last 2-years period

And

- Receive sufficient recurrent continuation training in last two year period to ensure that such staff has up-to-date knowledge of relevant technology, organisation procedures, human factor issues and EWIS/FTS training as appropriate.

Privilege and Qualification for each staff member are described in the document referenced DA-0103.

19.4 TRAINING PROGRAM

The complete Training procedure is documented in DA-0106. The Accountable Manager has the overall authority for the Maintenance Training.

DABS ensures that Personnel are thoroughly familiar with the Applicable Regulations and the Inspection methods, techniques, practices, aids, equipment, and tools used to determine the airworthiness of the Aircraft, Engine and Parts.

Once a year a training plan is established further to the annually work planning charges analyses, keeping certifying staff updated in terms of procedures concerning the nature of the activity and human factors issues which means it is one part of ensuring quality.

The SQC department is responsible for the training programme (DA-0106) review/update and for ensuring that revisions were made.

The SQC department is responsible for assuring that the training plan is reviewed and that training is conducted when required. He is also responsible to keep associated records.

19.5 DANGEROUS GOODS

Only the personnel in logistic department (receiving and shipping services) are authorised to manipulate dangerous goods. It concerns transport of dangerous goods including shipping and receiving of such items.

In case of one of this personnel is involved in the loading of dangerous goods on a aircraft, the AMO's employees must be trained in accordance with the operator's hazardous materials training program
All have received initial and recurrent training in accordance with IATA standards.
Refer to DA-0106

19.6 TRAINING RECORDS

Hard copies of training records are delivered to the SQC department for retention.
Training records are used to support employee qualifications, proficiency and knowledge of applicable specifications, regulations and tasks.
Qualification may also be supported by educational history and job experience.

Training records will be maintained for each employee by the SQC department.

PART 20 PRODUCTION PLANNING

Planning is critical to human factors in that it should aim to ensure that there are adequate appropriately qualified personnel, tools, equipment, material, maintenance data and facilities at the right place, at the right time, for the scheduled (and, as far as is possible, unscheduled) tasks.

The production planning function includes two complementary elements:

- Scheduling the maintenance work ahead, to ensure that it will not adversely interfere with other maintenance work as regards the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities.
- During maintenance work, organising maintenance teams and providing all necessary support to ensure the completion of maintenance without undue time pressure, including Scheduling of safety-critical tasks during periods when staff are likely to be most alert.

When establishing the production planning, consideration should be given to the following:

- Logistic and part ordering,
- Inventory control,
- Hangar availability,
- Man-hours estimation,
- Man-hours availability,
- Preparation of work, including issuance of task cards and procedures in paper form
- Record of work,
- Coordination with internal and external suppliers,
- Human performance limitations
- Complexity of work
- Employed staff vs. contracted staff

Personnel must not go over authorized maximum working hours established by the DABS working time policy*, that complies with Swiss regulation (LIRT*).

Deviations from the duty-day time limitations are only allowed after a risk evaluation performed by the team leader or the supervisor and accepted by the personnel, following their verbal agreement.

PART 21 FORMS

21.1 ADDITIONAL DOCUMENT

Form Reference	Title
Manual	
DA-0001	SQSM manual
DA-0100	MOE - Maintenance Organisation Exposition
DA-0100_NCAA	SCS NCAA Supplement Manual
DA-0103	Certifying staff- Roster
DA-0104	list of maintenance Provider
DA-0105	COMPONENT - Capability List
DA-0106	Maintenance Training Programme
DA-1040	Approval Maintenance functions
Forms Nigerian	
NCAA Form One	NCAA Form One
NCAA AWS014A	Major modification and Repair
Forms	
DA-0045	Outcoming Inspection - Aircraft
DA-0046	Incoming Inspection - Aircraft
DA-0061	Competence – assessment form
DA-0137	Capability List Amendment Form
DA-0139	Store discrepancy report – Electronic form
DA-0141	Work at other locations
DA-0161	Missing Tool Report
DA-0162	Tool/ Equipment Equivalency Sheet
Procedures	
DA-0110	Work Order - Forms and Use
DA-0122	Tags for parts identification
DA-0125	Certificate of Release to Service - Guidance
DA-0127	Control of Equipment
DA-0128	General Calibration/Inspection Procedure
DA-0129	Incoming inspection
DA-0202	Critical Tasks /RII
Forms - Reporting	
DA-0019	Technical Occurrence report
DA-0090	Event Cause and Analysis Report
Management system	
DA-0028	Audit procedure
DA-0036	Corrective action Plan
DA-0038	Schedule of Audits
DA-0039	Audit programme
DA-0040	checklists for Audit
DA-0041	NCR - Finding/ non-conformities Report
DA-0042	Audit report

21.2 TEMPLATE - NCAA FORM ONE

1. Approving Competent Authority / Country: Nigeria	2. **AUTHORISED RELEASE CERTIFICATE** NCAA FORM ONE				3. Form Tracking Number: TECH_2024-XXX
4. Organisation Name and Address: DASSAULT AVIATION BUSINESS SERVICES	Dassault Aviation Business Services SA, 20 Chemin des Papillons, P.O. BOX 36, CH-1215 GENEVA 15 AIRPORT, SWITZERLAND			Location:	5. Work Order/Contract/Invoice Nb: XXXX/XXXX
6. ITEM	7. DESCRIPTION	8. PART NUMBER	9. QUANTITY	10. SERIAL NUMBER	11. STATUS / WORK
1					☐ OVERHAULED ☑ INSPECTED / TESTED ☐ MODIFIED ☐ REPAIRED

12. REMARKS

INSPECTED, TESTED I.A.W. AMM xx-xx-xx - REV y, dated dd.mm.yyyy. FOUND SERVICEABLE.

WORK PERFORMED IS DETAILED IN SHOP REPORT yyy

Note: No Airworthiness Directives or Service Bulletins are known to be incorporated.☐

13a. Certifies that the items identified above were manufactured in conformity to: ☐ approved design data and are in a condition for safe operation ☐ non-approved design data specified in block 12		14a. ☑ Part 5.7.1.2 Release to Service ☐ Other regulation specified in block 12 Certifies that unless otherwise specified in block 13, the work identified in block 12 and described in block 13, was accomplished in accordance with CAA Airworthiness regulations and inrespect to that work, the items are considered ready for release to service.	
13b. Authorised Signature	13c. Approval/ Authorisation Number	14b. Authorised Signature / Stamp	14c. Certificate/Approval Ref. No AMO/CH/TAG
13d. Name (Typed or Printed):	13e. Date (dd/mmm/yyyy):	14d. Name (Typed or Printed). Name	14e. Date (dd/mmm/yyyy) : dd mmm 2024

USER/INSTALLER RESPONSIBILITIES

This certificate does not automatically constitute authority to install the item(s).
Where the user/installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts items from the airworthiness authority specified in block 1.
Statements in blocks 13a and 14a do not constitute installation certification. In all cases aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.

NCAA Form ONE - April 2023, amdt4

21.2.3 CRS

Form GEN-AWS002

AIRCRAFT CERTIFICATE OF RELEASE TO SERVICE AND MAINTENANCE STATEMENT

AIRCRAFT TYPE: ..... REG. MARK: .....

WORK ORDER #/REF: .....

SCHEDULED MAINTENANCE /INSPECTION CHECK ..... WAS COMPLETED ON.

.....AT..... AIRFRAME TOTAL FLIGHT HOURS.....AND

.....TOTAL FLIGHT CYCLES.

MAINTENANCE PROGAMME REF:.....REVISION #/ DATE.....

LOCATION WHERE CHECK WAS COMPLETED .....

It is hereby certified that the work specified above except as otherwise noted, has been carried out in accordance with requirements as specified in the Nig. CARs Parts 6 & 9 and the approved Aircraft Maintenance Programme and in respect to that work, the Aircraft/Aircraft Component is considered approved for "Release to Service".

REMARK (IF ANY) .....

.....

SIGNED: ....

(APPROVED CERTIFYING STAFF) (PRINT NAME OF CERTIFYING STAFF)

LICENCE NO/STAMP: ..... DATE: .....

NAME OF THE ORGANIZATION: .....

NCAA APPROVAL REFERENCE NO: .....

The next Schedule Maintenance Inspection (----) is due after midnight of.....or upon completion by the aircraft of ... . Flying Hours, whichever is sooner.

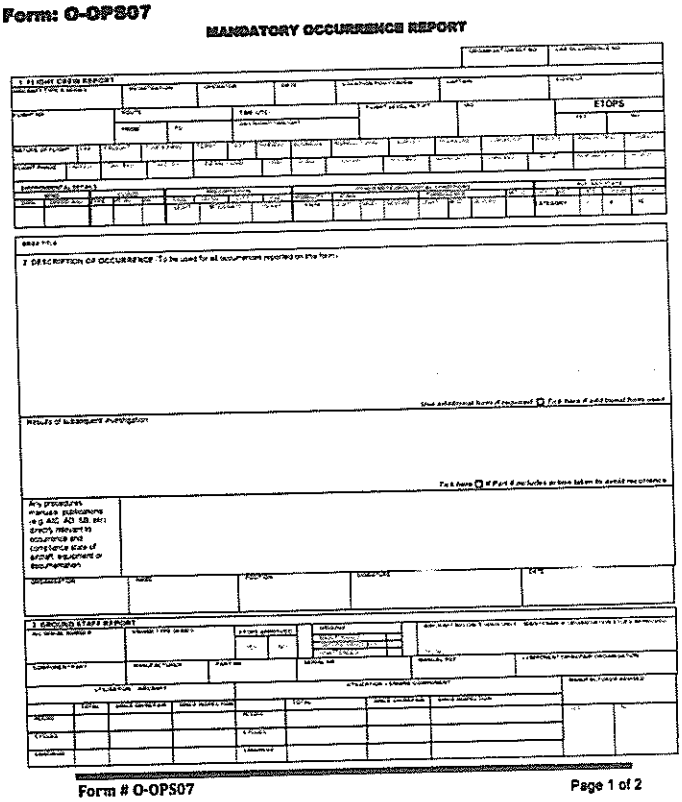
The following 'out of phase' Inspections/components changes are due before the next scheduled Maintenance Inspection specified above.

ITEMS			DUE	
PART NO	S/NO	DESCRIPTION	HOURS	DATE

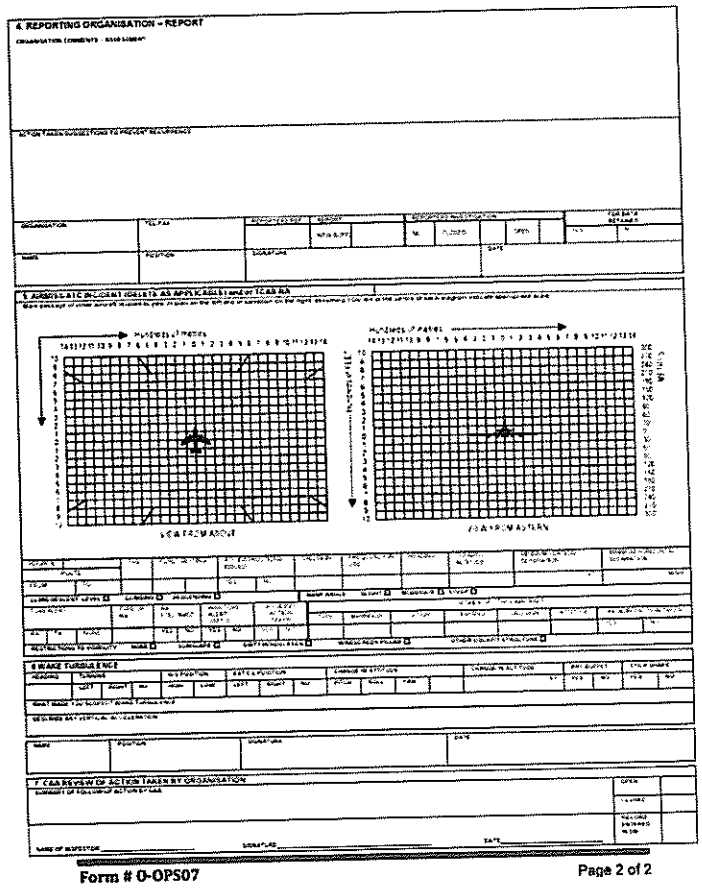
PREPARED BY(NAME) ..... SIGNATURE: .....

21.2.2 Mandatory occurrence report

Form: O-OPS07


MANDATORY OCCURRENCE REPORT

Form # O-OPS07 Page 1 of 2


Form # O-OPS07 Page 2 of 2