



# NIGERIA CIVIL AVIATION AUTHORITY

Corporate Headquarters  
Nnamdi Azikiwe Int'l Airport, Domestic Wing, Abuja, Nigeria

**CL:O-AWS030**

## Continuing Airworthiness Management Organisation (CAMO) Audit Checklist

Organisation's Name:	Approval Reference:
Location of Organization/Address:	Date of Audit
Focal Person name and contacts details:	Persons interviewed:
Auditor(s) Name: 1. 2. 3. 4. 5.	
Audit Reference (s): CAME Reference/Revision Status:	
<b>Assessment Code: YES = Satisfactory NO = Not Satisfactory N/C = Not Checked N/A = Not Applicable</b>	
Findings  Number of Level 1 Findings: Number of Level 2 Findings: Number of Level 3 Observations:  All Findings and Observations should be stated on NCAA Form: AC-AWS023A and sent to the organization.	

**A. Extent of Approval (Ref: Nig. CARs 5.8.1.3 and 5.8.1.11)**

Check/review the following:

1. The extent of the approval;

- (a) The approval is indicated on a certificate issued by the NCAA.
- (b) For commercial air transport, CAMO approval is part of the air operator certificate issued by the NCAA, for the aircraft operated.
- (c) The scope of work deemed to constitute the approval is specified in the CAME.

2. The privileges of the Organization; check the privileges in reference to Nig. CARs 5.8.1.11

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**B. CAME (Nig. CARs 5.8.1.4)**

Check for the Organisation CAME for information, policy and procedures as specified in Nig. CARs 5.8.1.4:

- 1. For a CAME ref to checklist CL: O-AWS031.
- 2. For a combined MCM and CAME ref to checklists CL: O-AWS009 and CL: O-AWS031

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**C. Facilities (Ref: Nig. CARs 5.8.1.5)**

Check for:

1. Office accommodation is such that the incumbents; management, technical services, planning, technical records or quality staff, ...etc. can carry out their designated tasks in a manner that contributes to good standards,
2. In the smaller organisations, one office, when agreed by NCAA, may acceptable subject to being satisfied that there is sufficient space and that each task can be carried out without undue disturbance, and
3. Office accommodation include an adequate technical library and room for document consultation.

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**D. Personnel Requirements (Ref: Nig. CARs 5.8.1.6 and 5.8.1.7)**

Check the following

1. Accountable Manager; corporate and financial authority,
2. Statement of qualification of CAMO Manger
3. Statement of qualification of Quality Manager
4. Statement of qualification of AR/CMR staff
5. Quality personnel
6. Statement of sufficient appropriately qualified staff for the expected continuing airworthiness management work;
  - (a) CAMO analysis of the continuing airworthiness tasks to be performed,
  - (b) The way, CAMO divided /or combined the continuing airworthiness tasks,
  - (c) Assignment the responsibilities and establishment the number of man/hours,
  - (d) Establishment the qualifications needed to perform the tasks,
  - (e) Establishment of personnel training and qualification records.
7. Training Plan,
8. Sampling of personnel qualification, training and competencies records for Airworthiness/ Maintenance Review Staff:
  - (a) At least five years' experience in continuing airworthiness, and
  - (b) An appropriate aircraft maintenance engineer license (AMEL) or an aeronautical degree or equivalent,
  - (c) Formal aeronautical maintenance training,
  - (d) Airworthiness / Maintenance review staff issued an authorisation in accordance with the approved CAME
  - (e) Airworthiness / Maintenance review can demonstrate appropriate recent continuing airworthiness management experience.
  - (f) Airworthiness / Maintenance review are identified by listing each person in the CAME together with their airworthiness / maintenance review authorisation reference.
  - (g) The organisation maintains a record of all maintenance review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training and a copy of the authorisation.
  - (h) This record shall be retained until two years after the airworthiness / maintenance review staff have left the organisation.

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**E. Continuing Airworthiness Management (Nig. CARs 5.8.1.8)**

Check the following:

1. The accomplishment of the Pre-flight inspection (Note: refer to item J on this checklist)
2. Maintenance Programme development and control (Note: refer to item K on this checklist)
3. Manage the approval of modification and repairs,
4. All maintenance is carried out in accordance with the approved Maintenance Programme (MP) and released in accordance with Nig. CARs Parts 9.4.1.10 and 6.5.1.7
5. Management all applicable airworthiness directives and operational directives with a continuing airworthiness impact (For ADs, refer to item I on this checklist)
6. Defects discovered during scheduled maintenance or reported are corrected by an appropriately approved maintenance organization:
  - (a) A system of assessment, analysis and control of defects is established which provide for continuous monitoring of:
    - i. Significant incidents and defects
    - ii. Repetitive incidents and defects
    - iii. Deferred and carried forward defects
    - iv. Unscheduled removals and system performance
    - v. The cumulative effect of deferred/carried forward defects and any restrictions contained in the MEL
  - (b) Review defects/reported discrepancy for compliance with maintenance limitations
  - (c) Monitor, control and plan the rectifications before exceeding the limitations
  - (d) Ensure rectifications are carried out properly
  - (e) Update defects/discrepancies status
7. The aircraft is taken to an appropriately approved maintenance organisation whenever necessary
8. Scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts, and component inspection are coordinated to ensure the work is carried out properly,
9. Manage and archive all continuing airworthiness records and/or operator's technical log (Note: refer to item P on this checklist),
10. The mass and balance statement reflects the current status of the aircraft; check for:
  - (a) Mass and balance control program is established
  - (b) Weighing procedure is established and meets the applicable OPS requirements
  - (c) The mass and centre of gravity (CG) position of each aeroplane is established
  - (d) The method to re-establish the mass and the CG of each aeroplane is defined.
  - (e) Interval between two weighing is defined and meet the applicable OPS requirements
  - (f) The effects of modifications and repairs on the mass and balance is accounted for and properly documented.
11. Management of maintenance contract and arrangement (Note: refer to item M on this checklist);

**Note; In addition to above, check how the Continued serviceability of the flight recorder system is ensured by the CAMO;**

- (a) Does the Air Operator conduct operational checks and evaluations of recordings from the flight recorder systems?
- (b) Does the Air Operator maintain up-to-date sufficient documentation concerning FDR parameter allocation, conversion equations, periodic calibration and other serviceability/maintenance information?
- (c) How the Air Operator Verifies the measurement range, recording interval and accuracy of parameters on installed equipment?
- (d) How the Air Operator ensures the availability of FDR documentation to accident investigation authorities, when required?

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C

Auditor(s) comments

Audit Notes

**F. Documentation (Ref: Nig. CARs 5.8.1.9)**

Check the following:

1. Subscriptions to the applicable amendment scheme (e.g. Manufacturer, type design holder, etc.)
2. The organization to demonstrate that all amendments are being received and made available to all users
3. Monitoring amendment status of all applicable data.
4. Access and use:
  - (a) Applicable Nig.CARs, Advisory Circulars and Forms,
  - (b) Manufacturer Maintenance Data; MPD, MIP, ...etc.
  - (c) Maintenance Review Board Document (MRB), as applicable,
  - (d) Modifications data including Instructions for Continued Airworthiness
  - (e) Repairs data including Instructions for Continued Airworthiness
  - (f) Airworthiness Directives
  - (g) Technical Manuals (AMM, SRM, TSM, IPC, ...etc)
  - (h) Service Bulletins (SB), Service Letters (SL), AOT
  - (i) Type Acceptance/validation Certificate
  - (j) Type Certificate, TCDS,
  - (k) Supplemental Type Certificate
  - (l) Operator's Maintenance Programme
  - (m) Modified maintenance instructions by AMO
  - (n) Airplane Flight Manual, Operating Handbook.

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**G. Airworthiness/Maintenance Review Process (Nig. CARs 5.8.1.10)**

Check for the following:

1. Aircraft Airworthiness/Maintenance Review Plan has been established by the organization,
2. Documented review of the aircraft records includes the review of:
  - (a) Aircraft registration records,
  - (b) Aircraft continuing airworthiness record system,
  - (c) Operator's technical log system,
  - (d) Deferred defects, minimum equipment list and configuration deviation list if applicable,
  - (e) Aircraft flight manual including aircraft configuration,
  - (f) Aircraft Maintenance program,
  - (g) Aircraft Maintenance Data
  - (h) Relevant work packages
  - (i) AD status
  - (j) Modification and SB status
  - (k) Modification and repair approvals
  - (l) List of service life limited component
  - (m) Airworthiness Approval Tag (NCAA AW Form 1 or equivalent),
  - (n) Mass and balance report and equipment list
  - (o) Aircraft, engine and propeller TC Data Sheets
3. Physical survey of the aircraft is conducted and includes survey of:
  - (a) All required markings and placards proper installation,
  - (b) The aircraft complies with its approved flight manual,
  - (c) The aircraft configuration complies with the approved documentation,
  - (d) No evident defect can be found that has not been addressed according to M.403,
  - (e) No inconsistencies can be found between the aircraft and the documented review of records,
  - (f) In addition, the physical survey may include, as applicable:
    - i. Maintenance actions, e.g. operational tests, tests of emergency equipment, visual inspections requiring panel opening etc.,
    - ii. Verifications checks during flight
  - (g) Organization produces aircraft records review report, aircraft physical survey report and maintenance/airworthiness review recommendation.
  - (h) The organization produces Maintenance/Airworthiness Review Recommendation. The recommendations confirms that the aircraft in its current configuration complies with:
    - i. Airworthiness directives up to the latest published issue, and
    - ii. Type certificate datasheet, and
    - iii. Maintenance program, and
    - iv. Component service life limitations, and
    - v. The valid weight and centre of gravity schedule reflecting the current configuration of the aircraft, and
    - vi. Nig. CARs Part 5 for all modifications and repairs, and
    - vii. The current flight manual including supplements, and
    - viii. Applicable Operational requirements.
  - (i) The Maintenance/Airworthiness Review Recommendation Statement is entered and certified by the Maintenance /Airworthiness Review Staff in the aircraft continuing airworthiness record system and/or in the operator's technical log

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**H. Quality System (Nig. CARs 5.8.1.12)**

Check for the following:

1. A system is established to ensure that procedures are held current such that they reflect the best practice within the organization,
2. All procedures, and changes to the procedures, are verified and validated
3. Audit procedures, guidance and checklists are established
4. A procedure, which defines a subsequent action if rectification by the relevant department is not completed within appropriate timescales, is established
5. Nig. CARs Part 9.2.1.12 quality system is an integrated part of the operator's quality system (In case of commercial operator),
6. Plan is established, accepted by NCAA and includes audit activities and schedule for:
  - (a) Operated aircraft
  - (b) CAMO Personnel qualification and training program and records
  - (c) CAMO activities and processes
  - (d) Subcontracted tasks
  - (e) Suppliers
  - (f) Contracted maintenance

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**I. Airworthiness Directives (Nig. CARs 5.4.1.9)**

Check the following:

1. Accessing and determination on applicable Ads; e.g. NCAA AD, Authority of TC accepted by NCAA, Authority of the State of Design, ...etc.
2. Recording and distribution,
3. Review and evaluation,
4. Accomplishment instructions,
5. Planning/scheduling,
6. Accomplishments/ signoff / Archiving
7. Compliance status updating

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**J. The accomplishment of the Pre-flight inspection; (Nig. CARs 9.4.1.2)**

Check for the following:

1. Guidance to personnel performing pre-flight inspection tasks is established and published to them,
2. The Guidance defines the responsibilities for the pre-flight inspection actions and tasks
3. Pre-flight inspection defines all actions necessary to ensure that the aircraft is fit to make the intended flight and includes all items established in the manufacturer's document.
4. Personnel with responsibility to perform the pre-flight inspection tasks have received appropriate training for the relevant pre-flight inspection tasks,
5. The operator's CAME describes the training standard for personnel performing the pre-flight inspection.

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C

Auditor(s) comments

Audit Notes



**K. Operator's maintenance program(s); (Nig. CARs 5.6.1.2, 8.3.1.6 and 9.4.1.12)**

Check the following

1. Development; reviews and amendments of the AMP according to:
  - (a) MPD/MRBR changes/amendments,
  - (b) Reliability Data, Operator Experience,
  - (c) ICA and repetitive tasks for MODs and Repairs,
  - (d) SBs, ADs Maintenance Requirements,
  - (e) Maintenance Requirements linked to the Special Operations (PBN, RVSM, MNPS, PBN, AWO).
2. AMP implementation
  - (a) Forecasting/Planning/scheduling of maintenance check,
  - (b) Compiling the work package,
  - (c) Issuing work order,
  - (d) Performing and releasing the ordered maintenance,
  - (e) Receiving (Acceptance of) the maintenance service,
  - (f) Reviewing records,
  - (g) Updating compliance status
  - (h) Forecasting/ Planning/scheduling
  - (i) Archiving
3. Reliability Monitoring Programme (as applicable) and the effectiveness of a Maintenance Programme
  - (a) A system for reliability monitoring / and analysis the effectiveness of the maintenance program is established
  - (b) The sources and the required data are defined and a system for data collection is established
  - (c) The method for examining, analysing and interpreting the data is defined and explained
  - (d) Standards, trends and alerts are established and defined
  - (e) The decision process to take action is established and defined
  - (f) The procedures and time scales for implementing corrective actions and monitoring the effects of corrective actions is described.
  - (g) The implemented corrective actions are monitored for being effective and correct any reduction in reliability
4. Presentation the aircraft maintenance programme and its amendments to NCAA for approval.

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**L. Subcontracting arrangements, if applicable; (Nig. CARs 9.4.1.5)**

Check the following:

1. Subcontracted activity is considered an integral part/element of the operator's CAMO approval under Nig. CARs Part 5.8.1.12 irrespective of any other approval held by the subcontractor.
2. The regulatory monitoring is exercised through the operator's CAMO approval under Nig. CARs Part 5.8.1.12
3. The contract is accepted and filed by NCAA
4. The approval of continuing airworthiness management is vested on Air operator AOC, and the Air Operator remains accountable and responsible for satisfactory completion of the subcontracted activities
5. The operator is satisfied that the actions taken by sub-contracted organizations meet the standards required by Nig. CARs Part 5.8.1.12 through:
  - (a) Active control through direct involvement
  - (b) Endorsing the recommendations made by the sub-contracted organization
  - (c) The sub-contracted arrangement scope is limited and it may include:
    - i. Airworthiness directive analysis and planning
    - ii. Service bulletin analysis
    - iii. Planning of maintenance
    - iv. Reliability monitoring, engine health monitoring
    - v. Maintenance program development and amendments
    - vi. Any other activities which do not limit the operators' responsibilities when agreed by NCAA
  - (d) The operator's management controls associated with sub-contracted continuing airworthiness management tasks is reflected in a written contract and is in accordance with the operator's policy and procedures defined in its CAME
  - (e) When tasks are sub-contracted, the operator's continuing airworthiness management system is considered to be extended to the subcontracted organization.
  - (f) With the exception of engines and auxiliary power units' contracts is limited to one organization per aircraft type for any combination of the activities.
  - (g) Contracts should not authorize the sub-contracted organization to sub-contract to other organizations elements of the continuing airworthiness management tasks
  - (h) The operator ensures that any findings arising from NCAA through monitoring of the sub-contracted continuing airworthiness management tasks is closed to the satisfaction of NCAA.
  - (i) The sub-contracted organization agrees to notify the operator of any changes affecting the contracts as soon as practical. The operator then informs NCAA. Failure to do so may invalidate the acceptance of the contract
  - (j) The contract is structured indicating the sub- contracted continuing airworthiness management tasks

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**M. Maintenance contract and arrangement Management (Nig. CARs 9.4.1.5)**

Check for the following:

1. Proper arrangements/contracts were established with NCAA AMOs to cover the operated aircraft maintenance needs.
2. Established Maintenance arrangement(s)/contract(s) specify (ies) in detail, the work to be performed by the Nig. CARs Part 6 AMO
3. List of Nig. CARs Part 6 approved contractors/ or a reference to this list, is included in the CAME.
4. Maintenance contracts/arrangements covers:
  - (a) Aircraft line maintenance
  - (b) Aircraft base maintenance
  - (c) Aircraft engine maintenance
  - (d) Components maintenance
  - (e) Unscheduled maintenance
5. Responsibilities of both CAMO and Nig. CARs Part 6 organisations are established in the maintenance arrangement/contract.
6. Maintenance contracts are established in accordance with Advisory Circular NCAA-AC-AWS013 and specifically detail the following functions:
  - (a) Standards for rectification of any defect and damage affecting safe operation,
  - (b) The accomplishment of all maintenance, in accordance with the approved aircraft
  - (c) maintenance programme
  - (d) The accomplishment of any applicable Airworthiness Directives, Operational Directive,
  - (e) etc.
  - (f) The accomplishment of modifications and repairs in accordance with Nig. CARs Part 5
  - (g) The support of the quality functions.
7. Organizational responsibility, procedures and routines are established. These procedures and routines are included/appended to the operator's CAME and maintenance organization's AMO PM or consist of separate procedures.

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**N. Changes to the approved CAMO; (Nig. CARs 5.8.1.13)**

A system to manage the following changes has been established by the organization:

1. The work scope and the capability of the organization
2. The name of the organization
3. The location of the organization
4. Additional locations of the organization
5. The Accountable manager
6. The Senior management personnel, persons specified in Nig. CARs Part 5.8.1.6
7. The required technical staff affecting the approval (e.g. accepted Man-hours, ARS, ...)
8. The facilities available for the planned management activities
9. The procedures
10. The maintenance Arrangement
11. The subcontracted arrangement
12. The Quality System

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C

Auditor(s) comments

Audit Notes

**O. Occurrence Reporting (Nig. CARs 5.5.1.4 and 5.5.1.5)**

Check for the following:

1. Organization report any identified condition of an aircraft or component that hazards seriously the flight safety to:
  - (a) NCAA,
  - (b) The organisation responsible for the type design or supplemental type design, and,
  - (c) if applicable, The state of operator
2. Reports are made in a manner established by the NCAA and contain all pertinent information about the condition known to the person or organization,
3. In case of contracted maintenance, the organisation maintaining the aircraft report any such condition affecting the owner's or the operator's aircraft or component to:
  - (a) the owner,
  - (b) the operator or
  - (c) the continuing airworthiness management organization
4. Reports shall be made as soon as practicable, but in any case, within 72 hours of the person or organisation identifying the condition to which the report relates.

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C

Auditor(s) comments

Audit Notes

**P. Aircraft continuing airworthiness record system and Operator's technical log system (Nig. CARs 9.4.1.8 and 9.4.1.9)**

Check for the following:

1. Aircraft continuing airworthiness records is established and consist of:
  - (a) Aircraft logbook
  - (b) Engine logbook(s) or engine module log cards
  - (c) Propeller logbook (s)
  - (d) Log cards for any service life limited component
  - (e) Air operator's technical log
  - (f) Aircraft type and registration mark, the date, together with total flight time and/or flight cycles and/or
  - (g) landings, as appropriate, shall be entered in the aircraft logbooks.
2. The aircraft continuing airworthiness records contains:
  - (a) The current status of Airworthiness Directives and measures mandated by NCAA
  - (b) The current status of modifications and repairs
  - (c) The current status of compliance with maintenance program
  - (d) The current status of service life limited components
  - (e) Mass and balance report
  - (f) List of deferred maintenance
3. In relation to any component installed, the following are entered in the appropriate continuing airworthiness records:
  - (a) The Airworthiness Approval tag/ Authorized release document, i.e. AW Form 1 or equivalent,
  - (b) Identification of the component,
  - (c) The type, serial number and registration of the aircraft to which the component has been fitted
  - (d) The reference to the Installation and removal of the component
  - (e) The component accumulated total flight time and/or flight cycles and/or landings and/or calendar time,
  - (f) as appropriate
  - (g) The current status of AD, modifications and repairs, compliance with maintenance program, etc.
4. All entries in the aircraft continuing airworthiness records are clear and accurate, and when it is necessary to correct an entry the correction is made in a manner that clearly shows the original entry.

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**Q. Record keeping (Nig. CARs 5.8.1.14)**

Check for the following:

1. The established system for retention of all records required by Nig. CARs 5.8.1.14 and 9.4.1.8) for the period specified:
  - (a) All detailed maintenance records in respect of the aircraft and any life-limited component fitted thereto, at least 24 months after the aircraft or component was permanently withdrawn from service,
  - (b) The total time and flight cycles as appropriate, of the aircraft and all life-limited components, at least 12 months after the aircraft or component has been permanently withdrawn from service,
  - (c) The time and flight cycles as appropriate, since last scheduled maintenance of the component subjected to a service life limit, at least until the component scheduled maintenance has been superseded by another scheduled maintenance of equivalent work scope and detail,
  - (d) The current status of compliance with maintenance program such that compliance with the approved aircraft maintenance program can be established, at least until the aircraft or component scheduled
  - (e) maintenance has been superseded by other scheduled maintenance of equivalent work scope and detail,
  - (f) The current status of airworthiness directives applicable to the aircraft and components, at least 12 months after the aircraft or component has been permanently withdrawn from service,
  - (g) Details of current modifications and repairs to the aircraft, engine(s), propeller(s) and any other component vital to flight safety, at least 12 months after they have been permanently withdrawn from service,
  - (h) If the organization has the privilege to make a recommendation for hiness review, copies of certificate of maintenance/airworthiness review together with all supporting documents until two years after the aircraft has been permanently withdrawn from service,
  - (i) The aircraft technical log is retained for 36 months after the date of the last entry.
2. Records are stored in a manner that ensures protection from damage, alteration and theft,
3. All computer hardware used to ensure backup are stored in a different location from that containing the working data in an environment that ensures they remain in good condition.
4. When the continuing airworthiness management of an aircraft is transferred to another organisation or person, all retained records are transferred to the said organisation or person

Documented	Yes	No	N/A	N/C	Implemented:	Yes	No	N/A	N/C	In Compliance:	Yes	No	N/A	N/C
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Auditor(s) comments

Audit Notes

**Audit Team Lead (Lead Auditor) Name:**

**Audit Team Lead (Lead Auditor) Signature and Date:**