CHAPTER 36

ISSUE AND RENEWAL OF MAINTENANCE CLEARANCE CERTIFICATE

0.0 LIST OF EFFECTIVE PAGES

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1.0 PURPOSE

The purpose of this chapter is to give information and guidance to Airworthiness Inspectors in the process of the evaluation of requests for the Issuance and/or renewal of the Maintenance Clearance Certificate (MCC) in accordance with the applicable provisions of the Nig. CARs.

2.0 REFERENCES

2.1 Part 8.2.1.9 of Nigeria Civil Aviation Regulations

2.2 Checklist CL: O-AWS036

2.3 Form:AC-AWS036, AC-AWS036A, AC-AWS036B, AC-AWS036C, AC-AWS036D, AC-AWS036E

3.0 BACKGROUND

3.1 There are many foreign registered aircraft used for private operations in Nigeria. In order to ensure that adequate arrangements are in place for the maintenance and continued airworthiness of such aircraft, since they are operating away from the jurisdiction of their state of registry, the Authority imposed the requirements for operating these aircraft in Nigeria.

3.2 Under these requirements, foreign registered aircraft can be operated in Nigeria in the private category only if there is in force, a valid Maintenance Clearance Certificate (MCC), complemented by a valid Flight Operation Clearance Certificate (FOCC) issued by the Authority.

4.0 CRITICAL INFORMATION

4.1 Nigeria can only issue or renew an MCC for foreign registered aircraft operating in the private category in Nigeria. MCC cannot be issued to aircraft on charter or any form of operations for hire and reward.

4.2 The MCC is issued with a complementary certificate: The Flight Operations Clearance Certificate (FOCC) issued by the Directorate of Operations, Licensing and Training Standards. The FOCC can only be issued or renewed after the MCC is issued or renewed.

4.3 The aircraft must possess a valid Certificate of Airworthiness, issued in the private category, by the State of Registry.

4.4 In addition to 4.3 above, the applicant and/or operator of the aircraft for which the MCC is sought must possess with respect to the aircraft, a Permit For Non-Commercial Flights (PNCF) issued by the Authority. The PNCF must identify the aircraft by aircraft type/model, registration marks, and serial number.

4.5 The Airworthiness Inspector handling the request for MCC must note that the MCC shall be issued and renewed for a period not exceeding Six (6) Calendar Months.

5.0 GUIDANCE

5.1 Preamble

5.1.1 Section 5 gives an overview of the specific requirements an Airworthiness Inspector is supposed to look out for during the evaluation of the request for the issue or renewal of the MCC.

5.1.2 Additional guidance is also given on coordination with the Operations Inspector nominated to carry out the request for FOCC and timely response to the applicant's request.

5.1.3 It also gives a step by the step guide on the procedures an Airworthiness Inspector should employ to achieve an efficient and effective evaluation of an applicant's request for MCC.

5.2 Compliance & Requirements

5.2.1 Form AC-AWS036B is the file content list comprising of the documents the applicant for the issue or renewal of the MCC is expected to submit to the Authority for evaluation prior to the Airworthiness Inspector's visit to the applicant's facility for physical inspection of the aircraft. The Airworthiness Inspector should not visit the applicant's facility unless he/she has reviewed all the documents contained in Form AC-AWS036B and has adjudged them as satisfactory.

5.2.2 The Airworthiness Inspector must review the documents to ensure that all information contained in is correct, and be satisfied that the applicant or operator has carried out maintenance on the aircraft according to the Maintenance Programme approved by the State of Registry, complied with all applicable ADs and the aircraft has been kept in an airworthy condition.

5.2.3 The Airworthiness Inspector must be satisfied that there is adequate maintenance arrangement while in Nigeria, made by the owner or operator of the aircraft, including continuous airworthiness management of the aircraft.

5.2.4 This means that the applicant, operator or owner of the foreign registered aircraft may possess a valid contract signed with an AMO holding, at least, a line station approval in Nigeria, and also holding maintenance approval from the State of Registry of the subject aircraft to carryout maintenance while the aircraft is operating in Nigeria.

5.2.5 Alternatively, the applicant, operator or owner of the foreign registered aircraft may have a valid contract with respect to the aircraft, a properly qualified maintenance personnel licensed by the State of Registry of the foreign aircraft to carry out the required maintenance while the aircraft is operating in Nigeria.

5.3 Coordination & Timely Response

5.3.1 The Airworthiness Inspector should ensure that the service is properly billed and the applicant has paid the appropriate fee. Proof of payment must be provided before the applicant's facility is visited.

5.3.2 The Airworthiness Inspector should identify and discuss with the Operations Inspector nominated to carry out the FOCC issue or renewal on the time convenient for visiting the applicant's facility for the aircraft inspection and other challenges that might confront them.

5.3.3 The Airworthiness Inspector should ensure that the applicant's request is treated with dispatch, and unnecessary delay is avoided. Any challenges faced should be discussed with concerned General Manager or his deputies.

5.3.4 The Airworthiness Inspector should receive the aircraft documents in hard and soft copies and arrange them in an aircraft file in accordance with FORM AC-AWS036B, at least two weeks before the anticipated date of physical inspection of the aircraft.

5.4 Procedures

5.4.1 The Airworthiness Inspector upon receiving nomination from the Director, Airworthiness Standards, or the concerned General Manager should review the current aircraft file kept in the TFCC for discrepancies or unresolved issues, if any. Such issues should be observed during the evaluation of the applicant's request.

5.4.2 The Airworthiness Inspector should ensure that the Applicant is billed appropriately, proof of payment is provided by the Applicant, and the Operations Inspector nominated for the FOCC is identified and coordination is done according to Section 5.3.

5.4.3 During an in-depth evaluation of the request, the Airworthiness Inspector should ensure the applicant's forms are correctly filled, signed and stamped.

5.4.4 The Airworthiness Inspector should make a determination that adequate maintenance arrangement is made for the foreign aircraft operating in Nigeria according to the following table:

FORM AC-AWS036A	Properly filled & signed, information provided is correct and valid
Maintenance Contract with AMO/Credentials of supervising Engineer	There is a valid maintenance contract with an AMO holding a station approval in Nigeria, and holding foreign aircraft state of registry maintenance approval covering the aircraft; and/or There is an engineer resident in Nigeria, properly qualified and licensed by the state of registry of foreign aircraft.
C OF R; C OF A; Noise Certificate	Current and valid
Certificate of Insurance Copy of ELT Registration Radio Station License	Current and valid
Copy of Maintenance Program Approval Copy of MEL Approval Copy of Special Operations Authorisations	Current, valid, and conforms to latest revision of source documents
Engine Disk Sheet or Life Limited Parts Engine Shop Release e.g FORM 8130-3	The engine has been overhauled when due, all life limited parts are within limits and there is a valid component release tag
Status of Life Limited Parts	All airframe life limited parts are within limits. CAMP Report acceptable.
ADs And SBs Compliance Status	All applicable ADs and SBs have been complied with
Status of Compliance with Maintenance Programme	Maintenance has been carried out according to the State of Registry Approved Maintenance Programme. CAMP Report acceptable.
Components Records	The time in service of all components is tracked appropriately, and records are kept relevant. CAMP Report acceptable.
List of Avionics Equipment	The time in service of all avionics equipment is tracked appropriately, and records are kept relevant

A/C Mass & Balance Schedule	The aircraft is weighed according to the MP
Standby Compass Swing	Compass swing is carried out at due time
Test Flight Report (If Applicable)	Required when aircraft is parked for prolonged interval, or maintenance is carried out that require re-validation of flight characteristics
Last Major Maintenance CRS	Scheduled Maintenance is carried out according to the MP
Current CRS (If Different From Above)	Scheduled Maintenance is carried out according to the MP
Allowable Deferred Defects Clearance	All defects are deferred in accordance with the Minimum Equivalent List

5.4.5 After satisfactory evaluation of the documents, the Airworthiness Inspector should proceed with a visit to the Applicant's facility for aircraft physical inspection. All discrepancies discovered should be communicated to the Applicant.

5.4.6 Note that Proper coordination should be made with the Operations Inspection for a uniform and smooth process.

5.4.7 The aircraft inspection should be done according to Chapter 38 of TGM (Volume 4). MCC Issue/Renewal Checklist CL: O-AWS036 should be properly completed by the Airworthiness Inspector. Any discrepancies found should be communicated to the Applicant with a letter, not later than, Twenty-Four (24) Hours after the aircraft physical inspection. Adequate time should be given for correction.

5.4.8 The Airworthiness Inspector should inform the Director, Airworthiness Standards, or the concerned General Manager of the progress or challenges encountered during the entire process.

5.4.9 After satisfactory document evaluation, aircraft physical inspection, and closure of discrepancies, the Airworthiness Inspector Should issue or renew the MCC not later than, Twenty-Four (24) Hours after a determination is made that the Applicant has complied with all the requirements. A letter should accompany the MCC.

5.4.10 Copy of the MCC should be forwarded to the Operations Inspector carrying out the FOCC as soon as the MCC is issued or renewed.

5.4.10 The official report for the activity should be submitted to the concerned General Manager not later than, Fourteen (14) days after the issuance or renewal of the MCC.