



## CHAPTER 41

### GENERAL AVIATION OPERATOR'S CONTINUING AIRWORTHINESS RECORDS

#### 0.0 LIST OF EFFECTIVE PAGES

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## 1.0 OBJECTIVE

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**This chapter describes the process used to inspect the continuing airworthiness records of general aviation aircraft.**

**Reference: ICAO Annex 6, Part 11, Chapter 8, and Section 8.3.1.9  
Nig. CARs [Part 8](#)**

## 2.0 GENERAL

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The Nigeria Civil Aviation Regulations establishes the record keeping responsibilities and requirements for the owner/operator of an aircraft.

- A. *Current Airworthiness Directive Status.* The owner/operator must keep a record showing the current status of applicable Airworthiness Directives.
- (1) This record must include the following:
- A list of Airworthiness Directives applicable to the aircraft, to include the Airworthiness Directive numbers and revision dates.
  - The method of compliance.
  - The time when the next action is required for a recurring Airworthiness Directive.
- (2) An acceptable method of compliance should include a reference to one of the following:
- A specific portion of the Airworthiness Directive.
  - A manufacturer's service bulletin, if the bulletin is referenced in the Airworthiness Directive.
  - Another document generated by the person performing the maintenance that shows compliance with the Airworthiness Directive, such as an Engineering Order (EO) or Engineering Authorization(EA).
- (3) When an Engineering Order/Authorization is used, the details must be retained by the person performing the maintenance. If the Engineering Order/Authorization also contains the accomplishment instructions and sign-off, it must be retained with the aircraft in definitely. If the airplane is sold, the records must be transferred to the purchaser.



- (4) The document that contains the current status of Airworthiness Directives/method of compliance may be the same as the record of Airworthiness Directive accomplishment. This record must be retained with the aircraft indefinitely. If the airplane is sold, the records must be transferred to the purchaser.
- B. *Total Time in Service Records.* Total time in service records for airframes, engines, and propellers are to be retained by the owner/operator. These records are used to schedule overhauls, retirement life limits, and inspections.
- (1) Total time in service records may consist of the following:
- Aircraft maintenance record pages.
  - Designated cards or pages.
  - A computer listing
  - Other methods accepted by NCAA.
- (2) Total time in service records must be retained with the aircraft indefinitely. If the airplane is sold, the records must be transferred to the purchaser.
- C. *Life Limited Current Status Records.* The owner/operator is required to retain a current status record for each airframe, engine, propeller, rotor, and appliance component that is identified to be removed from service when the life limit has been reached.
- (1) The current life limited status of the part is a record indicating the life limit remaining before the required retirement time of the component is reached. This record should include any modification of the part according to Airworthiness Directives, service bulletins, or product improvements by the manufacturer or applicant.
- (2) The following are not considered current life limited status records:
- Work orders
  - Purchase requests
  - Sales receipts
  - Manufacturer's documentation of original certification.
  - Other historical data
- (3) Whenever the current status of life limited parts records cannot be established and the historical records are not available, the airworthiness of that product cannot be determined and it must be removed from service.



- (4) Current status of life limited parts records must be retained with aircraft indefinitely. If the airplane is sold, the records must be transferred to the purchaser.

*D. Certification for Release to Service.*

- (1) Following the performance of maintenance, preventive maintenance, or alterations on an aircraft, certificate of release to service must be completed before the aircraft is operated.
- (2) The person ensuring the certificate of release to service on the aircraft, airframe, engine, propeller, rotor, appliance, or component must make an entry in the maintenance record that contains the following information:
  - The type of inspection, with a brief description of the extent of the inspection.
  - The date of the inspection and the aircraft total time in-service.
  - The signature, certificate number, and type of certificate of the person making the approval/disapproval.

*E. Overhaul Records*

- (1) A record must be made by the person performing the maintenance when overhauling an item of aircraft equipment. This record must include the following:
  - A description of the work performed or a reference to data acceptable to the NCAA.
  - The date of completion of the work performed.
  - The name of the person performing the work.
  - The signature and certificate number of the individual signing the aircrafts certificate of release to service.

**NOTE: A release to service tag does not constitute an overhaul record, but may be used to reference the overhaul records.**

- (2) The owner/operator must retain the record and make it available to the NCAA upon demand. The overhaul records must be retained until the work is superseded by the work of equal scope and detail

- F. *Current Aircraft Inspections Status.* The owner/operator must retain records identifying the current inspection status of each aircraft. These records must show the time in service since the last inspection required by the inspection programme under which the aircraft and its appliances are maintained.



- G. *Major Repair and Major Alteration Records.* The owner/operator must retain the records for each major repair/alteration made to an aircraft, including work done on the following:
- Airframe
  - Engine
  - Propeller
  - Rotor
  - Appliance
- (1) The records for major repairs must be retained until the work is repeated or superseded, or for two years after the work has been performed.
- (2) The records for major alterations must be retained with the aircraft indefinitely. If the airplane is sold, the records must be transferred to the purchaser.

### 3.0 COORDINATION

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- A. *Coordination.* This task will require coordination with the owner/operator and the person(s) performing the maintenance.

### 4.0 PROCEDURES

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- A. *Coordinate with the Owner/Operator.* Arrange to obtain the aircraft maintenance records for review. If custody of the records is to be temporarily transferred to the NCAA, provide a receipt to the owner/operator.
- B. *Review the owner/Operator's Continuing Airworthiness Records.* Determine whether the record keeping requirements of the Nigeria Civil Aviation Regulations have been met.
- (1) Ensure the entries for maintenance include the following:
- A description of the work performed or a reference to data acceptable to the NCAA.
  - The date of completion.
  - Signature and certificate number of the person releasing the aircraft service.
- (2) Ensure entries for inspection include the following:
- Type of inspection
  - Brief description of the extent of the inspection.



- Date of the inspection
  - Total time in service for the aircraft.
  - Signature, certificate number, and type of certificate held by the person signing or disapproving the signing of the aircrafts of release to service.
  - A statement certifying the airworthiness status of the aircraft.
- (3) Ensure the owner/operator has records containing the following information:
- Total time in service for the airframe.
  - The current status of life-limited parts of each airframe, engine, propeller, rotor and appliance.
  - Total time since last overhaul for those items installed on the aircraft that are required to be overhauled on a specified time basis.
  - Current inspection status of the aircraft, including time since last inspection, as required by the programme under which the aircraft and its appliances are maintained.
  - Copies of Major Repairs and Alterations, for each major alteration to airframe, engine, rotors, propellers, and appliances.
- (4) Ensure the owner/operator has records for the current status of each applicable Airworthiness Directive, including the following:
- A list of Airworthiness Directives applicable to the aircraft, to include the Airworthiness Directive numbers and revision dates.
  - The method of compliance.
  - The time when the next action is required for a recurring Airworthiness Directive.
- C. *Analyze Results.* Bring any discrepancies to the attention of the owner/operator.

## 5.0 TASK OUTCOMES

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- A. *Return Records to the Owner/Operator.*
- B. *Document the Task.* File all supporting paperwork in the owner/operator's office file.

## 6.0 FUTURE ACTIVITIES

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Routine surveillance.