CHAPTER 7A

Inspection and Evaluation of AMO Facilities and Equipment

0.0 LIST OF EFFECTIVE PAGES

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1.0 PURPOSE

This Chapter is issued to provide guidance and information for the airworthiness inspectors to use when inspecting and evaluating facilities and equipment of Approved Maintenance Organization (AMO) or for a change in rating, location or facilities of an AMO.

2.0 REFERENCES

2.1 Part 6 of the Nigeria Civil Aviation Regulations.

2.2 Part 9 of the Nigeria Civil Aviation Regulations.

2.3 CHECKLISTS: CL:O-AWS007A

3.0 GUIDANCE AND PROCEDURES

3.1 General

3.1.1 When determining the suitability of permanent housing for maintenance of aircraft the inspector should consider work place climatic conditions. This is to determine if the workers efficiency will not be adversely affected by high or low temperatures, sand, dust, rain or other conditions. The inspector should also consider the maintenance work being performed to determine if the work processes (e.g. paint spray) are not affected.

3.1.2 Because of the requirement for bi-annual testing of systems on aircraft operating under IFR and other specialized services such as X-ray, magnaflux, etc., there may be a need for an AMO to have the capability to move from location to location.

a) Approved Maintenance Organization Certificate holder/applicants may move any or all of their material, equipment, and technical personnel from place to place for the purpose of performing their functions. The address shown on the AMO application will be considered the station's permanent location.

b) If the station wishes to establish an additional location different from that shown on the application, the applicant should apply for a line station maintenance facility approval at the named location.

3.1.3 Regulations 6.2.1.5 and 6.5.1.4 of the Nigeria Civil Aviation Regulations requires an applicant for an AMO certificate to provide a list of maintenance functions to be performed by other persons or organizations and to ensure that there is in place a procedure to ensure that AMO established airworthiness safety standards are maintained. It is the inspectors responsibility to ensure that Regulation 6.5.1.1 of the Nigeria Civil Aviation Regulations and the associated Parts allow the work to be contracted. This list should be kept by the Authority in the AMO file.

3.1.4 If work is sub-contracted out to a non-certified person, the certificate holder/applicant is responsible for ensuring that all work is performed in accordance with applicable Parts of the Civil Aviation (Approved Maintenance Organisation) Regulations.

3.1.5 If a certified AMO intends to perform job functions that were previously sub-contracted out, the Authority shall have to evaluate the additional facilities and equipment required to perform these functions, they must be inspected and approved prior to use.

3.2 The Inspection Procedures

The certification team:

3.2.1 Reviews the application and MPM for accuracy, determination of ratings and locations. Also determine whether any maintenance functions will be sub-contracted out.

3.2.2 Evaluates housing and facilities by inspecting and assessing the following:

a) Adequate housing includes sufficient work space for maintenance functions to be accomplished;

b) If AMO has aircraft class rating, and housing that includes:
   (i) Suitable permanent housing for the heaviest aircraft within the class of the rating being sought;
   (ii) If climatic conditions allow, suitable work docks that meets the general requirements of Part 6 of the Nigeria Civil Aviation Regulations.

c) Proper storage and protection of materials, parts and supplies.

d) Proper identification and protection of parts and subassemblies during disassembly, cleaning, inspection, repair, alteration and assembly.

e) Segregation of the following:
   (i) Incompatible work areas, e.g., metal shop, battery charging area, or painting area next to an assembly area; and
   (ii) Un-partitioned parts cleaning areas.

f) Proper ventilation, lighting, and temperature and humidity for the type and complexity of work being accomplished;

g) Evaluate technical documents to ensure that documents:
   (i) are in compliance with the Civil Aviation Regulations;
   (ii) are appropriate for the maintenance to be performed;
   (iii) are current, accurate, and complete;
   (iv) are easily accessible to personnel; and
   (v) Include a method to ensure revisions are made.

h) Evaluate equipment, tools, and test equipment, per rating to ensure:
   (i) Required types and quantities are available and under the control of the AMO;
   (ii) All required items are serviceable and within calibration criteria, and satisfy the requirements of the Part 6 of the Nigeria Civil Aviation Regulations.

Note: *If the AMO utilizes an engine test cell, it must be correlated to the manufacturer's specifications.*

a) Review personnel roster to ensure that the Part 6 of the Nigeria Civil Aviation Regulations requirements are satisfied in reference to:
   (i) Personnel directly in charge of maintenance functions for the AMO.
   (ii) Roster of supervisory and inspection personnel and appropriately certified staff in a supervisory position. ;
   (iii) The Approved Maintenance Organization inspectors authorized to make final airworthiness determinations;
   (iv) The technical supervisory personnel for the AMO approved ratings in accordance with Part 6 of the Nig.CAR's;

Note: *Analyze findings; if deficiencies were found, meet with certificate holder/applicant to discuss possible corrective actions.*

3.3 Results

3.3.1 If the facilities were found to be acceptable:
a) A cross (**X**) is marked in the evaluated item action block of the Activity Checklist;
b) Complete and sign the recommendation block of the activity checklist;
c) Compile a report indicating successful completion of the inspection and submit to the General Manager in charge of AMO.
d) If the inspection was for change in location, a new AMO certificate should be issued indicating the new location address;
e) If the inspection was for a change in rating, the amended MPM/MCM revised pages should be approved and up-graded AMO operating specification indicating the changes in rating issued.

3.3.2 If the facility is found unacceptable:

a) A number is marked in the evaluated item action block of the Activity Check list. The number must relate to a comment which is recorded in Part 3 of the report.
b) List all the discrepancies noted in the comments field of the activity check list;
c) Compile a report indicating all discrepancies found and recommendations outlining what will be required to correct the deficiencies;
d) Schedule a follow up evaluation to review and evaluate the corrective action taken.

3.3.3 All generated paper work should be filed in the certificate holders file.