



NIGERIAN CIVIL AVIATION AUTHORITY

P.M.B. 21029, 21038, IKEJA-LAGOS.

ALL OPERATORS LETTER (AOL 049)

Circular Ref: NCAA/DAWS/AD.1104/AOL 049/Vol.I
Date: 18th March, 2014
To: All Aircraft Owners/Operators, Maintenance Org., Training Org., Aviation Personnel and Allied Organizations in Nigeria
From: Acting Director General

SUBJECT: CORRESPONDENCE WITH THE NCAA ON TECHNICAL MATTERS.

All Aircraft Operators, Maintenance Organizations, Training Organizations, Aviation Personnel and Allied Organizations are hereby reminded of NCAA Circular Ref: NCAA/FSG/AOL/09/031 dated 30th July, 2009 which stated that all correspondences with the Authority on technical and related matters should be addressed to **THE CHAIRMAN, FLIGHT STANDARDS GROUP** and submitted at the **Document Tracking System Office** located at the NCAA Headquarters Annex, Murtala Muhammed International Airport, Ikeja, Lagos.

The letter is required to be addressed as follows:

**THE CHAIRMAN,
 FLIGHT STANDARDS GROUP
 NIGERIAN CIVIL AVIATION AUTHORITY
 AVIATION HOUSE, P.M.B. 21029, 21038
 MURTALA MUHAMMED INTERNATIONAL AIRPORT
 IKEJA, LAGOS.**

ATTN: (Directorate responsible as tabulated below)

SERVICE	DIRECTORATE RESPONSIBLE
Air Operator Certification/Variation/Renewal	Directorate of Operations and Training (DOT)
Aircraft Maintenance Organisation Certification/Variation/Renewal	Directorate of Airworthiness Standards (DAWS)
Aviation Training Organisation Certification /Variation/Renewal	Directorate of Licensing (DOL)
Licensing of Aviation Personnel, Issue/Renewal of Medical Certificate	Directorate of Licensing (DOL)
Aircraft Type Certification Acceptance, Registration of Aircraft and matters pertaining to it	Directorate of Airworthiness Standards (DAWS)
Issue and Renewal of Standard Certificate of Airworthiness (C of A), Special C of A, Export C of A etc. MCC	Directorate of Airworthiness Standards (DAWS)
Approval of Aircraft Modification, Repairs etc.	Directorate of Airworthiness Standards (DAWS)
Approval/Acceptance of Minimum Equipment List (MEL), Mass and Balance Control Programme, Training Programme, Aircraft Operating Manual (AOM), Cabin Crew Manuals, Operations Manuals, Dangerous Goods	Directorate of Operations and Training (DOT)

Corporate Headquarters: Nnamdi Azikwe Int'l Airport, Domestic Wing, Abuja.

Tel: +234 (1) 7610041, +234 (1) 7610042, +234 (1) 7610043, +234 (1) 7610044, **Tel/Fax:** +234 807 729 1113,

Lagos Office: AVIATION HOUSE, Murtala Mohammed International Airport (MMIA) Domestic Wing, Ikeja.

Tel: +234 (1) 4721521 **Fax:** +234 (1) 2790421 **Consumer Protection:** +234 (1) 7607286(24hrs); **Airworthiness:** +234 (1) 4734482;

Licencing: +234 (1) 7739972; **Operations:** +234 (1) 4714339; **Switch Board:** +234 (1) 7610036, +234 (1) 7610037.

Manuals etc.	
Approval of Aircraft Maintenance Programme, Reliability Programme, Maintenance Control Manual (MCM), Maintenance Procedures Manuals (MPM) etc.	Directorate of Airworthiness Standards (DAWS)
Approval of RVSM, ETOPS, CAT II & CAT III, MNPS and RNP Operations and FOCC	Directorate of Operations and Training (DOT)
Approval of Flight Simulator/Training Device	Directorate of Operations and Training (DOT)
Pre-importation Inspection of Aircraft	Directorate of Airworthiness Standards (DAWS)
Submission of Mandatory Occurrence and Service Difficulty Reports (MORs), Aircraft Monthly Status Report	Directorate of Airworthiness Standards (DAWS)

Note that where the type of services an applicant wishes to request for is not listed, the letter should be addressed to the Director General, NCAA.

Please be guided by this AOL to facilitate the Authority's on-time delivery of the requested Safety Oversight Services to you.



Engr. Benedict Adeyileka
Ag. Director General