



**NIGERIAN CIVIL AVIATION AUTHORITY**  
AVIATION HOUSE  
P. M. B. 21029, 21038, Ikeja, Lagos, Nigeria

**Continuing Airworthiness Management Organization (CAMO) Certification Job-Aid"**

**I. Purpose**

**FORM: AC-AWS048**

The Continuing Airworthiness Management Organization Job-Aid (JA-CAMO) is inspector guidance intended for use throughout the Continuing Airworthiness Management Organization certification process. The JA-CAMO is a project management, record-keeping and communications tool used to -

1. Track the certification progress of an CAMO applicant,
2. Provide references for the activities, participation, contribution and observations of NCAA inspectors,
3. Help assure that action required to bestow an CAMO upon an applicant is accomplished in a timely manner,
4. Provide a reference to corresponding documentation in the file, thus ensuring complete and appropriate records are maintained, and
5. Inform the CAMO Applicant and NCAA leadership upon the accomplishment of key phases of the certification process.

Instructions in the JA-CAMO are not a replacement for requirements described in the Nigeria Civil Aviation Regulations (Nig. CARs). Should there be an apparent conflict between information contained in the JA-CAMO and Nig. CARs, the Nig. CARs take precedence. Nig. CARs supersede instructions contained in the JA-CAMO and any other guidance material that may apply.

**II. Contents**

1. Five (5) Phase Completion-Validation and Communication pages.
2. Five (5) CAMO Application-Tracking Lists

Phase 1	Pre-Application
Phase 2	Formal Application
Phase 3	Document Evaluation
Phase 4	Demonstration and Inspection
Phase 5	Certification

### III. Description

1. The JA-CAMO is comprised of five (5) "Completion-Validation and Communication" (CVC) cover pages at the beginning of each phase followed by a series of lists corresponding to each of five phases comprising the Nigerian Civil Aviation Authority Continuing Airworthiness Management Organization Certification process.

A. CVC cover pages provide space for-

- a. Validating each phase of the CAMO process,
- b. Entry of information corresponding to completion of each phase of the certification process, as well as a
- c. Standard format for communicating the accomplishment of each phase internally-hierarchically, within the NCAA, as well as externally - with the CAMO applicant.

B. Job-Aid (JA) pages are comprised of tables as described below.

- a. The first row of each JA-CAMO page contains a list of headers describing information contained in the columns below; for example -
  - i. Nig. CARs related to each task
  - ii. A condensed textual description of each activity
  - iii. Date information received and/or date accomplished
  - iv. Rating: "Satisfactory" (S), or "Unsatisfactory" (U).
- b. The left side of each table contains titles describing the contents of each row. Rows contain information related to the completion of specific tasks required by Nig. CARs; for example -
  - i. Space for the initials of the CAMO team-inspector responsible for particular JA-CAMO activity.
  - ii. Dates received, accomplished, and/or returned for changes.
  - iii. Explanatory "Remarks."

#### **IV. Instructions**

In consultation with the Director, Airworthiness Standards the CPM assigns NCAA inspectors to CAMO tasks in accordance with their specific discipline in the art and practice of aviation, and the corresponding level of skill, experience, knowledge and ability they bring to the project. Depending on the needs of the NCAA, the complexity of the application, and the qualifications of the personnel involved, there may be more than one inspector assigned to each discipline. When there is more than one inspector assigned to each discipline, then one inspector will be designated as the "Lead" inspector for that discipline and thereby assumes accountability to the CPM for all related tasks in that phase.

The CPM uses the first pages of each phase of the JA-CAMO to recount applicant- specific information and to record the names of Inspectors assigned to tasks within the corresponding phase of the CAMO certification process.

When assigning the allocation of CAMO tasks to specific NCAA personnel, the following abbreviations apply -

- CPM - Certification Project Manager
- PMI - Avionics Inspector
- PAI - Maintenance Inspector
- ASI - Aviation Safety Inspector

As columns and rows comprising the JA-CAMO depict specific action steps corresponding to the evaluation of an application for CAMO, each must contain information corresponding to the particular operator.

After completing assigned tasks, inspectors shall identify it as Satisfactory (S) or Unsatisfactory (U).

The "Remarks" section should be used to record relevant details. For example, when discrepancies are noted, a "U" is assigned, and the reasons recorded in the remarks section of the JA-CAMO.

Thereafter, the CPM must obtain a corrective action plan from the CAMO Applicant and revise the schedule of events accordingly. Each discrepancy and corrective action must be fully documented and recorded in the certification file.

Each item in each phase must be addressed satisfactorily for the CAMO application to proceed and to culminate in certification.

## **V. Other Coordination Required**

The CPM is responsible for coordination of NCAA personnel, departments and procedures necessary to confer a CAMO; for example, Flight Operations (if applicable), Airworthiness, Licensing and the Document Tracking System. The CPM is responsible to ensure that information pertaining to tasks described in the JA-CAMO have been completed by the designated members of the Certification Team.

## **VI. Renewal or Variation of CAMOs**

The identical process applies to CAMO Renewal or Variation.



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**PHASE ONE (1)**

**Continuing Airworthiness Management Organization (CAMO) Certification Job-Aid**

NAME AND MAILING ADDRESS OF COMPANY (including business name if different from company name)	ADDRESS OF THE PRINCIPAL (Main) Base where continuing airworthiness management activities will be conducted
MAILING ADDRESS (If different from the principal (Main) base)	NCAA Reference Number CAMO/5N/
TYPE OF INSPECTION <input type="checkbox"/> Initial Certification <input type="checkbox"/> Renewal <input type="checkbox"/> Re-Certification <input type="checkbox"/> Variation	CERTIFICATION PROJECT MANAGER
AIRWORTHINESS SAFETY INSPECTOR(s) 1.	(Specify Discipline and name) SAFETY INSPECTOR(s)

**\* Assignments:**

CPM - Certification Project Manager  
 PMI – Principal Maintenance Inspector  
 PAI – Principal Avionics Inspector

ASI – Aviation Safety Inspector

**\*\* Legend:**

S – Satisfactory  
 U – Unsatisfactory  
 NA – Not Applicable

As the applicant for Continuing Airworthiness Management Organization (CAMO) Certification has not provided the required documents and/or conducted the activities necessary to complete this phase of the CAMO certification process within the time-frames depicted in the schedule of events, further NCAA action corresponding to this CAMO application is hereby suspended for a minimum period of thirty (30) days.

During the period of suspension, the CAMO is not authorized to conduct any maintenance corresponding to Part 5 of the Nig. CARs. After thirty (30) days have passed \_\_\_\_\_(enter date), depending upon the resources of the NCAA, activities associated with this CAMO application may resume with applicant submission of required documents and/or accomplishment of activities necessary to complete the tasks remaining in this phase of the CAMO process. Thereafter, depending on the resources of the NCAA, the process must adhere to the schedule of events.

If the CAMO applicant does not provide the necessary documents and/or conduct the activities necessary to complete this phase within the succeeding thirty (30) calendar days by \_\_\_\_\_(enter date), or should the applicant/AMO miss another due-date depicted on the schedule of events, then this CAMO process will be deemed terminated and the file closed. In that event, the CAMO applicant must re-apply to commence CAMO certification at the beginning of Phase 1 of the process.

I have reviewed the completion of tasks corresponding to this phase of the CAMO certification process, confirmed conformity to the appropriate Nig. CARs as well as associated guidance material, and, by my signature below, declare Phase 1 of the CAMO certification process complete.

CPM's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CAMO Number: \_\_\_\_\_

**Document Distribution:** DG, DAWS, CAMO Team, CAMO Rep

**PHASE ONE**

Ref #	RESP	Pre-Application Phase	Insp. Initials	Date Received/ Accomplished	S/U/NA (if U, action must be taken)	Date Returned for Changes	Remarks
1	DAWS DAWS	1) Applicant Initial enquiry (verbal or written) 2) Provide applicant with PASI form (AC-AWS 006H), procedures and other guidance materials for application of CAMO. <b>TGM-AWS</b>					
2 Nig. CARs 5.8.1.2	DAWS	Applicant submits Pre-Application Statement of Intent (PASI) and required attachments to DAWS 1) PASI forwarded to DAWS(CPM)					
3	DAWS	Appoint CPM 1) CPM collaborates with DAWS to appoint Certification Team:					
4	CPM	Conduct Pre-application Meeting with the CAMO Applicant					
5	CPM	1) Clarify PASI (Form AC-AWS006H)					

Ref #	RESP	Pre-Application Phase	Insp. Initials	Date Received/ Accomplished	S/U/NA (if U, action must be taken)	Date Returned for Changes	Remarks
6	CPM	2) Discuss Certification process with CAMO applicant. <b>TGM-AWS XX</b>					
7	CPM	3) Provide the applicant with CAMO Certification Package:					
8 Nig. CARs 5.8.1.3	CPM	a) Provide Model Scope of Approval <b>Form: AC-AWS006A</b> <b>TGM-AWS XX</b>					
9	CPM	b) Provide Schedule of Events Form describing all elements of the Certification process: <b>Form AC-AWS006E,</b> <b>TGM-AWS XX</b>					
10 Nig. CARs 5.8.1.2	CPM	c) Discuss other applicable publications and documents. <b>TGM-AWS XX</b>					
11 Nig. CARs 5.8.1.2	CPM	d) Discuss Form, contents and documents required for formal application (Formal Application Package). <b>Form: AC-AWS06I</b> <b>TGM-AWS XX</b>					
<b>END</b>							





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**PHASE TWO (2)**

**Continuing Airworthiness Management Organization (CAMO) Certification Job-Aid**

NAME AND MAILING ADDRESS OF COMPANY (including business name if different from company name)	ADDRESS OF THE PRINCIPAL (Main) Base where continuing airworthiness management activities will be conducted
MAILING ADDRESS (If different from the principal (Main) base of Maintenance)	NCAA Reference Number CAMO/5N/
TYPE OF INSPECTION <input type="checkbox"/> Initial Certification <input type="checkbox"/> Renewal <input type="checkbox"/> Re-Certification <input type="checkbox"/> Variation	CERTIFICATION PROJECT MANAGER
AIRWORTHINESS SAFETY INSPECTOR(s)	(Specify Discipline and name) SAFETY INSPECTOR(s)

**\* Assignments:**

CPM - Certification Project Manager  
 PMI – Principal Maintenance Inspector  
 PAI – Principal Avionics Inspector  
 ASI – Aviation Safety Inspector

**\*\* Legend:**

S – Satisfactory  
 U – Unsatisfactory  
 NA – Not Applicable

As the applicant for Continuing Airworthiness Management Organization (CAMO) Certification has not provided the required documents and/or conducted the activities necessary to complete this phase of the CAMO certification process within the time-frames depicted in the schedule of events, further NCAA action corresponding to this CAMO application is hereby suspended for a minimum period of thirty (30) days.

During the period of suspension, the CAMO is not authorized to conduct any maintenance corresponding to Part 5.8 of the Nig. CARs. After thirty (30) days have passed \_\_\_\_\_(enter date), depending upon the resources of the NCAA, activities associated with this CAMO application may resume with applicant submission of required documents and/or accomplishment of activities necessary to complete the tasks remaining in this phase of the CAMO process. Thereafter, depending on the resources of the NCAA, the process must adhere to the schedule of events.

If the CAMO applicant does not provide the necessary documents and/or conduct the activities necessary to complete this phase within the succeeding thirty (30) calendar days by \_\_\_\_\_(enter date), or should the applicant/CAMO miss another due-date depicted on the schedule of events, then this CAMO process will be deemed terminated and the file closed. In that event, the CAMO applicant must re-apply to commence CAMO certification at the beginning of Phase 2 of the process.

I have reviewed the completion of tasks corresponding to this phase of the CAMO certification process, confirmed conformity to the appropriate Nig. CARs as well as associated guidance material, and, by my signature below, declare Phase 2 of the CAMO certification process complete.

CPM's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CAMO Number: \_\_\_\_\_

**Document Distribution:** DG, DAWs, CAMO Team, CAMO Rep

**Phase Two**

Ref #	RESP. POS.	Formal Application Phase	Insp. Initials	Date Received/ Accomplished	S/U/NA (if U, action must be taken)	Date Returned for Changes	Remarks
12 Nig CARs 5.8.1.2	CPM	Receive Formal application package <b>TGM-GEN 3.3.4.1</b> <b>Form: AWS06I and Attachments</b>					
13 Nig CARs 5.8.1.2	CPM, A & M	Evaluate the application package <b>TGM-GEN 3.3.4.2</b> <b>TGM-AWS XXX</b>					
14 Nig CARs 5.8.1.2	CPM, A & M	Conduct an application meeting – Initial table top exercise <b>TGM-GEN 3.3.4.3</b> <b>TGM-AWS XX</b>					
<b>END</b>							





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**PHASE THREE (3)**

## Continuing Airworthiness Management Organization (CAMO) Certification Job-Aid

NAME AND MAILING ADDRESS OF COMPANY (including business name if different from company name)	ADDRESS OF THE PRINCIPAL (Main) Base where continuing airworthiness management activities will be conducted
MAILING ADDRESS (If different from the principal (Main) base of maintenance)	NCAA Reference Number:  CAMO/5N/
TYPE OF INSPECTION _____ Initial Certification        _____ Renewal _____ Re-Certification _____ Variation	CERTIFICATION PROJECT MANAGER
AIRWORTHINESS SAFETY INSPECTOR(s)	(Specify Discipline and name) SAFETY INSPECTOR(s)

**\* Assignments:**

CPM - Certification Project Manager  
 PMI – Principal Maintenance Inspector  
 PAI – Principal Avionics Inspector  
 ASI – Aviation Safety Inspector

**\*\* Legend:**

S – Satisfactory  
 U – Unsatisfactory  
 NA – Not Applicable

As the applicant for Continuing Airworthiness Management Organization (CAMO) Certification has not provided the required documents and/or conducted the activities necessary to complete this phase of the CAMO certification process within the time-frames depicted in the schedule of events, further NCAA action corresponding to this CAMO application is hereby suspended for a minimum period of thirty (30) days.

During the period of suspension, the CAMO is not authorized to conduct any maintenance corresponding to Part 5.8 of the Nig. CARs. After thirty (30) days have passed \_\_\_\_\_(enter date), depending upon the resources of the NCAA, activities associated with this CAMO application may resume with applicant submission of required documents and/or accomplishment of activities necessary to complete the tasks remaining in this phase of the CAMO process. Thereafter, depending on the resources of the NCAA, the process must adhere to the schedule of events.

If the CAMO applicant does not provide the necessary documents and/or conduct the activities necessary to complete this phase within the succeeding thirty (30) calendar days by \_\_\_\_\_(enter date), or should the applicant/CAMO miss another due-date depicted on the schedule of events, then this CAMO process will be deemed terminated and the file closed. In that event, the CAMO applicant must re-apply to commence CAMO certification at the beginning of Phase 3 of the process.

I have reviewed the completion of tasks corresponding to this phase of the CAMO certification process, confirmed conformity to the appropriate Nig. CARs as well as associated guidance material, and, by my signature below, declare Phase 3 of the CAMO certification process complete.

CPM's Name:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CAMO Number: \_\_\_\_\_

**Document Distribution:** DG, DAWS, CAMO Team, CAMO Rep

**Phase Three**

Ref #	RESP	Document Compliance and Evaluation Phase	Insp. Initials	Date Received/ Accomplished	S/U/NA (if U, action must be taken)	Date Returned for Changes	Remarks
15 Nig. CARs IS 6.4.1.1	CPM, A & M	Review and accept/ approve/reject manuals and other documents.  A) Evaluate Management Qualifications <b>TGM-AWS</b>					
16 Nig. CARs 5.8.1.6(a)	CPM	1) Accountable Manager					
17 Nig. CARs 5.8.1.6(c)	A & M	2) Continuing Airworthiness Manager.					
18 Nig. CARs 5.8.1.6(d)	A & M	3) Airworthiness Review Personnel.					
19 Nig. CARs 5.8.1.6(d)	A & M	4) Airworthiness Review Personnel					
20 Nig. CARs 5.8.1.6(d)	A & M	5) Airworthiness Review Personnel.					
21 Nig. CARs 5.8.1.12(a)	A & M	6) Quality Manager.					
22	A & M	7) Deviation letter (if a deviation from required management position is anticipated)					

**Phase Three Cont'd**

Ref #	RESP. POS.	Document Compliance and Evaluation Phase	Insp. Initials	Date Received/ Accomplished	S/U/NA (if U, action must be taken)	Date Returned for Changes	Remarks
23 Nig. CARs 5.8	CPM, A & M	B) Statement of Compliance with the Nig. CARs					
24 Nig. CARs 5.8.1.4	A & M	C) Continuing Airworthiness Management Exposition (CAME) <b>CL: O-AWS042 TGM-AWS 5</b>					
25 Nig. CARs	A & M	D) Evaluate Contractual Agreement: <b>TGM-AWS XX,</b> <b>CL:O-AWS XX</b>					
<b>END</b>							





**PHASE FOUR (4)**

**Continuing Airworthiness Management Organization (CAMO) Certification Job-Aid**

NAME AND MAILING ADDRESS OF COMPANY (including business name if different from company name)	ADDRESS OF THE PRINCIPAL (Main) Base where continuing airworthiness management activities will be conducted:
MAILING ADDRESS (If different from the principal (Main) base of )	NCAA Reference Number: CAMO/5N/
TYPE OF INSPECTION <input type="checkbox"/> Initial Certification <input type="checkbox"/> Renewal <input type="checkbox"/> Re-Certification <input type="checkbox"/> Variation	CERTIFICATION PROJECT MANAGER
AIRWORTHINESS SAFETY INSPECTOR(s)	(Specify Discipline and name) SAFETY INSPECTOR(s)

**\* Assignments:**  
 CPM - Certification Project Manager  
 PMI – Principal Maintenance Inspector  
 PAI – Principal Avionics Inspector  
 ASI – Aviation Safety Inspector

**\*\* Legend:**  
 S – Satisfactory  
 U – Unsatisfactory  
 NA – Not Applicable



As the applicant for Continuing Airworthiness Management Organization (CAMO) Certification has not provided the required documents and/or conducted the activities necessary to complete this phase of the CAMO certification process within the time-frames depicted in the schedule of events, further NCAA action corresponding to this CAMO application is hereby suspended for a minimum period of thirty (30) days.

During the period of suspension, the CAMO is not authorized to conduct any maintenance corresponding to Part 5.8 of the Nig. CARs. After thirty (30) days have passed \_\_\_\_\_(enter date), depending upon the resources of the NCAA, activities associated with this CAMO application may resume with applicant submission of required documents and/or accomplishment of activities necessary to complete the tasks remaining in this phase of the CAMO process. Thereafter, depending on the resources of the NCAA, the process must adhere to the schedule of events.

If the CAMO applicant does not provide the necessary documents and/or conduct the activities necessary to complete this phase within the succeeding thirty (30) calendar days by \_\_\_\_\_(enter date), or should the applicant/CAMO miss another due-date depicted on the schedule of events, then this CAMO process will be deemed terminated and the file closed. In that event, the CAMO applicant must re-apply to commence CAMO certification at the beginning of Phase 4 of the process.

I have reviewed the completion of tasks corresponding to this phase of the CAMO certification process, confirmed conformity to the appropriate Nig. CARs as well as associated guidance material, and, by my signature below, declare Phase 4 of the CAMO certification process complete.

CPM's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CAMO Number: \_\_\_\_\_

**Document Distribution:** DG, DAWS, CAMO Team, CAMO Rep

**Phase Four**

Ref #	RESP. POS.	Demonstration and Inspection Phase	Insp. Initials	S/U/NA (if U, action must be taken)	Date Received/ Accomplished	Date Returned for Changes	Remarks
26 Nig CARs 5.8.1.5	A & M	A) Evaluate Organization, <b>CL: O-AWS XX</b>					
27 Nig. CARs 5.8.1.5	A & M	1. Organization Facilities					
28 Nig. CARs 5.8.1.6	A & M	2. Personnel Requirements					
29 Nig. CARs 5.8.1.7	A & M	3. Maintenance Review Staff					
30 Nig. CARs 5.8.1.8	A & M	4. Continuing Airworthiness Management					
31 Nig. CARs 5.8.1.9	A & M	5. Continuing Airworthiness Documentation					
32 Nig. CARs 5.8.1.12	A & M	6. Quality System					
33 Nig. CARs 5.8.1.14	A & M	7. Record Keeping					
<b>END</b>							



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**PHASE FIVE (5)**

## Continuing Airworthiness Management Organization (CAMO) Certification Job-Aid

NAME AND MAILING ADDRESS OF COMPANY (including business name if different from company name)	ADDRESS OF THE PRINCIPAL (Main) Base where operations will be conducted:
MAILING ADDRESS (If different from the principal (Main) base of operation)	NCAA Reference Number:  CAMO/5N/
TYPE OF INSPECTION <input type="checkbox"/> Initial Certification <input type="checkbox"/> Re-Certification <input type="checkbox"/> Variation	CERTIFICATION PROJECT MANAGER:
AIRWORTHINESS SAFETY INSPECTOR(s)	(Specify Discipline and name) SAFETY INSPECTOR(s)

**\* Assignments:**

CPM - Certification Project Manager  
 PMI – Principal Maintenance Inspector  
 PAI – Principal Avionics Inspector  
 ASI – Aviation Safety Inspector

**\*\* Legend:**

S – Satisfactory  
 U – Unsatisfactory  
 NA – Not Applicable

As the applicant for Continuing Airworthiness Management Organization (CAMO) Certification has not provided the required documents and/or conducted the activities necessary to complete this phase of the CAMO certification process within the time-frames depicted in the schedule of events, further NCAA action corresponding to this CAMO application is hereby suspended for a minimum period of thirty (30) days.

During the period of suspension, the CAMO is not authorized to conduct any maintenance corresponding to Part 5.8 of the Nig. CARs. After thirty (30) days have passed \_\_\_\_\_(enter date), depending upon the resources of the NCAA, activities associated with this CAMO application may resume with applicant submission of required documents and/or accomplishment of activities necessary to complete the tasks remaining in this phase of the CAMO process. Thereafter, depending on the resources of the NCAA, the process must adhere to the schedule of events.

If the CAMO applicant does not provide the necessary documents and/or conduct the activities necessary to complete this phase within the succeeding thirty (30) calendar days by \_\_\_\_\_(enter date), or should the applicant/CAMO miss another due-date depicted on the schedule of events, then this CAMO process will be deemed terminated and the file closed. In that event, the CAMO applicant must re-apply to commence CAMO certification at the beginning of Phase 5 of the process.

I have reviewed the completion of tasks corresponding to this phase of the CAMO certification process, confirmed conformity to the appropriate Nig. CARs as well as associated guidance material, and, by my signature below, declare Phase 5 of the CAMO certification process complete.

CPM's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CAMO Number: \_\_\_\_\_

**Document Distribution:** DG, DAWS, CAMO Team, CAMO Rep

**Phase Five**

Ref #	RESP. POS.	Certification Phase	Insp. Initials	S/U/NA (if U, action must be taken)	Date Received/Accomplished	Date Returned for Changes	Remarks
34 Nig. CARs	CPM	A) Prepare Certification Report <b>TGM-AWS XXX</b>					
35 Nig. CARs	CPM	a) PASI Form, Formal application Form and attachments <b>TGM-AWS XX</b>					
36 Nig. CARs	CPM	b) Final compliance statement <b>TGM-AWS XX</b>					
37 Nig. CARs	CPM	c) Copy of Schedule of Approval <b>Form: AC-AWSXX</b> <b>TGM-AWS XX</b>					
38 Nig. CARs	CPM	d) Copy of Certificates <b>Form: AC-AWSXX</b> <b>TGM-GEN XX</b>					
39	CPM	B) Submit Report to DAWS <b>TGM-AWS XX</b>					
40 Nig. CARs	CPM	C) Present Certificate & Schedule of Approval to applicant <b>TGM-AWS XX</b>					

Ref #	RESP. POS.	Certification Phase	Insp. Initials	S/U/NA (if U, action must be taken)	Date Received/ Accomplished	Date Returned for Changes	Remarks
41	CPM	D) Develop Post Certification Surveillance Programme <b>TGM-AWS XX</b>					
42		1) Within Nigeria <b>TGM-AWS XX</b>					
43		2) Outside Nigeria <b>TGM-AWS XX</b>					
<b>END</b>							

