CHAPTER 47

ISSUANCE OF OPERATIONS SPECIFICATIONS, PARTS D & E.

0.0 LIST OF EFFECTIVE PAGES

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GENERAL INFORMATION AND PROCEDURES

1.0 OBJECTIVE.

This chapter provides guidance for the preparation, processing, generation, and issuance of operations specifications.

2.0 GENERAL

A. Operations specifications transform the general terms of applicable regulations into an understandable document tailored to the specific needs of an individual Air Operations Certificate (AOC) holder. When approved, the provisions of operations specifications are as legally binding as the regulations themselves.

B. Regulatory Reference Nig. CARs Part 9.1.1.7

3.0 AVIATION SAFETY INSPECTOR (ASI) RESPONSIBILITIES

A. When working with an AOC holder in developing operations specifications, coordination among all of the involved principal inspectors is crucial. Coordination ensures the following:

(1) That all ASIs are aware of pending changes to an existing certificate holder's operation.

(2) That the certificate holder/applicant is not needlessly bothered by repetitious questions.

B. Operations specifications are divided into six parts, each of which has an assigned letter designator and contains standards paragraphs. Principal inspectors, depending upon their specialty, are responsible for the following paragraphs:

(1) Part A - General (paragraphs A1 through A11). Operations ASIs are responsible for these paragraphs.

(2) Part B - En-Route Authorizations. Limitations and Procedures (paragraphs B15 through B17). Operations ASIs are primarily responsible for preparing and approving Part B, with coordination with the Avionics ASI for Part B, IFR Class I and MNPS navigation using area or long range navigation systems. The Operations ASI has sole responsibility for Part B.

(3) Part C - Airplane Terminal Instrument Procedures and Airport Authorizations and Limitations (paragraphs C25 through C32). Part C pertains to airplanes only. Operations ASIs are primarily responsible for preparing and approving the paragraphs in Part C.

(4) Part D - Aircraft Maintenance (paragraphs D40 through D60). Airworthiness ASIs are primarily responsible for preparing and approving the paragraphs in Part D. Paragraphs D65 through D70 are reserved for future development by the NCAA.

(5) Part E - Mass and Balance, Paragraphs E61. Airworthiness ASIs are primarily responsible for preparing and approving Part E. Part E must be carefully coordinated with Operations ASIs.

(a) Paragraphs E62 through E64 are reserved for future development by the NCAA.

(b) Paragraph E61 shall be issued to AOC holders using approved mass and balance control procedures.

(6) Part G - Aircraft Leasing Arrangements. Operations ASIs are primarily responsible for preparing and approving the paragraphs in Part G. Coordination with airframe/engine and avionics ASIs is required.

(7) Part H - Helicopter Terminal Instrument Procedures and Airport Authorizations and Limitations (paragraphs H 101 through H 110). Part H pertains to rotorcraft only. Operations ASIs are primarily responsible for preparing and approving the paragraphs in Part H.

4.0 MAINTENANCE OPERATIONS SPECIFICATIONS - PART D.

When adding or deleting any of the following paragraphs, Operations Specifications, Paragraph A4 should be updated. When ‘’See attached list’’ is used, the actual list must include identifiers so as to be traceable to the applicable paragraph in the operations specifications. This identification will include the following information, as applicable:

- AOC holder's Name
- AOC number
- Applicable paragraph number
- Effective date
- Amendment number

A. Paragraph D40 - Aircraft Maintenance - General Requirements. This paragraph applies to aircraft subject to a Continuous Airworthiness Maintenance Programme. It contains the conditions that must be met for a certificate holder to operate its aircraft under the terms of its operations specifications. D40-2 is issued after the applicant has complied with the requirements for Equivalent System of Maintenance.

B. Paragraph D41 - Approved Small Aircraft Inspection Programme. This paragraph identifies aircraft subject to an Approved Small Aircraft Inspection Programme under the applicable Nig. CARs and Directives. Additional guidance is found in Chapter 50.

C. Paragraph D42 - Additional Maintenance Requirements for Small Aircraft. This paragraph applies to all AOC holders maintaining small aircraft under an Approved Aircraft Inspection Programme. It identifies the manufacturer's maintenance programme and/or the approved operator- developed maintenance programme. Additional guidance is found in Chapter 49

D. Paragraph D43 - Aircraft Listing. Certificate holders with aircraft under a Continuous Airworthiness Maintenance Programme are required to list all such aircraft.

(1) The aircraft may be listed in Paragraph D43 or in a current listing attached to the operations specifications. The listing shall include at least the following information:

- Type of aircraft by make, model and series (Boeing 727-200, etc.)
- Registration number
- Serial number

(2) Identify any aircraft used under an interchange agreement with an (*) or other identifier, with a note to reference the corresponding paragraph in Part A of the operations specifications.

(3) The statement ‘’This list supersedes any previous lists’’, or a similarly worded statement, must be included in the document.

E. Paragraph D44 - Maintenance Contractual Arrangement Authorization For An Entire Aircraft. This paragraph authorizes a certificate holder to use a contractor’s approved maintenance programme for the maintenance of its entire aircraft, including participation in the contractor’s reliability programme. Guidance for approving maintenance contractual arrangements is found in Chapter 48

F. Paragraph D45 - Leased Aircraft Maintenance Programme Authorization: Nigerian Registered Aircraft. This authorization allows a certificate holder (lessee) to use a lessor’s approved maintenance programme for the leased aircraft. This paragraph applies only to leases of aircraft that are intended to be returned to the lessor at a time specified in the lease agreement. Further guidance on approving a leased aircraft maintenance programme is in Chapter 51

G. Paragraph D46 - Maintenance Programme Authorization For Leased Foreign-Registered Aircraft Operated By Nigerian Air Operator. This paragraph authorizes a certificate holder to maintain leased, foreign-registered aircraft by adopting the foreign air operator maintenance programme as its own. ASIs shall fully evaluate each certificate holder’s proposed foreign maintenance programme to be used for its leased, foreign-registered aircraft before approving this paragraph. Each revision to the adopted foreign air operator maintenance programme shall be approved on an individual basis by amending paragraph D46 to reflect the new revision number and date.

Note: Identification of the maintenance programme cannot be the manufacturer’s programme.

H. Paragraphs D47 & D53 - Minimum Equipment List Authorization. These paragraphs authorize a certificate holder conducting operations under the Nig. CARs to use an approved Minimum Equipment List (MEL).

(1) Paragraphs D47 & D53 set forth the conditions and limitations that must be met by the certificate holder to be able to operate its aircraft under the terms of the MEL.

2) The paragraph may be issued for all aircraft authorized for use in Paragraph A3 or for selected aircraft within an operator’s fleet. Further guidance is found in Chapter 4 of General Inspector Handbook.

I. Paragraph D48 - Reliability Programme Authorization: Entire Aircraft. This paragraph authorizes the use of a maintenance reliability programme that contains standards for determining maintenance intervals and processes. This programme controls the inspection , check and overhaul times for the entire aircraft and is the sole control as far as operations specifications are concerned. Each make/model/series of aircraft controlled by reliability and its approved reliability document shall be identified on this operations specification. Guidance for approving a reliability programme is found in Chapter 15.

NOTE: <u>The Airworthiness ASIs do not control the time limitations</u> but will control the procedures of the programme.

(1) The time limitations for overhaul, inspections and checks shall be contained in one of the following:

- Certificate holder's manual
- Maintenance specification document
- Any other document approved by the Director, Airworthiness Standards

(2) These time limitations must not exceed the manufacturer's retirement times, Type Certificate limitations, or Airworthiness Directive limitations.

J. Paragraph D49 - Reliability Programme Contractual Arrangement Authorization. This paragraph authorizes a certificate holder's (contractor's) CAA-approved reliability program for its aircraft or engines. The certificate holder's aircraft or engines may be included in the contractor's fleet for the purpose of this programme. Guidance for approving a contractual reliability programme is found in Chapter 52.

K. Paragraph D50 - Reliability Programme Authorization: Airframe, Powerplant, Systems, or Selected Items (*Partial Reliability Program).* This paragraph authorizes the use of a maintenance reliability programme containing the standards for determining maintenance intervals and processes. The programme controls the inspection, check and overhaul time for airframe, powerplant, systems, or individually selected items within a system (e. g., hydraulic systems, pumps, valves, actuators, etc.) and must be identified on the operations specifications.

(1) Airframe, powerplant, systems, or items controlled by reliability shall be identified in the Maintenance Time Limitations Section by an asterisk or other identifier, and a note.

(2) If preferred, a certificate holder may reference in its Maintenance Time Limitations Section a document approved by the Director, Airworthiness Standards. The referenced document shall contain at least that information required by the Maintenance Time Limitations Section.

L. Paragraph D51 - Maintenance Programme Authorization For Two-Engine Airplanes Used In Extended Range Operation. This paragraph authorizes a certificate holder to use certain approved aircraft for use in extended-range operations. Assigned Airworthiness Inspectors must be familiar with paragraph B17 and shall coordinate with assigned Operations Inspectors before approving paragraph D51. Further guidance is found in Chapter 34

M. Paragraph D52 - This paragraph authorizes a certificate holder to use short-term escalation procedures with aircraft, powerplants, systems, or appliances not authorized short-term escalation through a reliability programme. This subject is discussed in greater detail in Chapter 12

N. Paragraph D53 - Minimum Equipment List Authorization: Small Aircraft. See paragraph D47 for additional information.

O. Paragraph D54 - Parts Borrowing Authorization. This paragraph authorizes a certificate holder conducting operations under the Nig. CARs nominal and reasonable relief from its approved overhaul limits when borrowing parts from another certificate holder. Further information and guidance on parts borrowing is located in Chapter 53

P. Paragraph D55 - Maintenance Time Limitations, (*Operators without a reliability programme)*. This paragraph authorizes a certificate holder requiring a maintenance time limitations section to use a separate approved document attached to Paragraph D55. Additional information on maintenance time limitations is located in Chapter 54

(1) The referenced document(s) must be approved by the Director, Airworthiness Standards and must have procedures for effecting revisions and revision control acceptable to the assigned Airworthiness Inspector.

(2) This paragraph is to be issued only if the operator is not authorized any type of reliability programme.

(3) For a change to the time limitations, the certificate holder must provide the actual data change to be included in either the operations specifications or a referenced list.

(4) Changes to the time limitations must be justified. This supporting information must tie in all of the data supporting the change to the operations specifications by referencing the NCAA-approved document.

Q. Paragraph D56 - Maintenance Time Limitations. This paragraph authorizes a certificate holder requiring a maintenance time limitations section, because of a partial reliability programme, to use a separate approved document or approved section in the certificate holder's manual. Additional information on maintenance time limitations is located in Chapter 54

(1) The referenced document or manual chapter must have procedures for effecting revisions and revision control acceptable to the assigned Airworthiness Inspector.

(2) Each change to an item not controlled by a reliability programme must be NCAA-approved.

(3) For a change to the time limitations, the certificate holder must provide the actual data change to be included in either the operations specifications or a referenced list.

(4) The back page of the operations specifications (application for amendment) provides a section where the operator can justify the change to the time limitations. This supporting information reference must tie in all of the data supporting the change to the operations specifications by referencing the NCAA-approved document.

R. Paragraph D57 - Special Flight Permit With Continuous Authorization To Conduct Ferry Flights. This paragraph authorizes a certificate holder, whose aircraft are maintained under a Continuous Airworthiness Maintenance Programme, to issue a special flight permit with continuous authorization to conduct ferry flights. Chapter 60.

S. Paragraph D58 - Prorated Time Authorization. This paragraph authorizes a certificate holder to use aircraft for which inspection and overhaul times have been established using the proration process. Chapter 55, contains additional proration guidance and information.

(1) Paragraph D58 is essential for proper time accountability and transfer of the time if the aircraft is sold to another certificate holder.

T. Paragraph D59 - Parts Pool Agreement Authorization. This paragraph may be approved for a certificate holder desiring to enter into a pooling agreement with acceptable foreign air operator or agencies who are properly certificated in an ICAO member country. Information and guidance regarding parts pooling agreements is contained in Chapter 53

U. Paragraph D60 - Maintenance Contractual Arrangement Authorization For Specific Maintenance. This paragraph authorizes a certificate holder to arrange with one or more contractors for specific maintenance functions using the contractor's approved maintenance programme. Guidance for approving maintenance contractual arrangements is in Chapters 13 & 48

5. MASS AND BALANCE OPERATIONS SPECIFICATIONS - PART E

A. Paragraph E61 - Mass and Balance. This paragraph authorizes a certificate holder to use its approved mass and balance control procedures. Further guidance and information on approving mass and balance procedures is found in Chapter 56.

6. REVIEW. APPROVAL, AND DISTRIBUTION OF OPERATIONS SPECIFICATIONS

A. General. Operations specifications are legal documents and care must be taken in their preparation. Operations specifications may be recommended for approval only by assigned inspectors to NCAA Director, Airworthiness Standards.

B. Final NCAA Review. Assigned inspectors shall review the operations specifications for accuracy and completeness of the added information.

(1) Operations specifications paragraphs shall be checked to ensure the following:

(a) The effective date appears in the bottom right corner

(b) Operator's certificate number appears on the back page

(c) Operator's correct name appears on the back page and in the top center of the front page replacing "XYZ Airline"

(d) The certificate holder has included each change to the times in the operations specifications or an attached list

(e) The certificate holder has provided the supporting information reference

(f) The title, date and authorized signature of the certificate holder are completed on the back page

(2) Maintenance Time Limitations Sections shall be reviewed to ensure the following:

(a) The page headings include the make, model and series of the aircraft (e.g. Boeing 727-200, Airbus 310-324, etc.)

(b) The effective date is in the lower right corner and on the back page with the approval signature and title of the approving officer (DAWS)

(c) The page number is in the top right corner of each page

C. Approving Operations Specifications. To approve operations specifications, the assigned inspector shall enter the effective date and amendment number on the back page. Page 3.1.12 at the end of this Section contains instructions for completing the back page of each operations specification. The back page of the operations

specifications must be signed by the Director, Airworthiness Standards. This signature must be in ink.

D. Distribution of Operations Specifications. After approval of the operations specifications, the assigned inspector shall forward the original and a copy of each paragraph and each Maintenance Time Limitations Section page (if applicable) to the certificate holder's representative authorized to receive operations specifications. The certificate holder shall retain the original, indicate receipt on the back page of the copy, and return the copy to the assigned inspector. Assigned inspectors shall keep copies of all operations specifications on file in the NCAA. Superseded operations specifications shall be retained for at least 5 years.

7. AMENDMENT OR CANCELLATION OF OPERATIONS SPECIFICATIONS

A. Effective Date. Except for emergency amendments, amendments to operations specifications become effective on the date the amendment is approved by the authority. At this time the ASI must date and stamp "superseded" on all versions of the old operations specifications.

B. Amendments Not Acceptable to the Operator. When an amendment is necessary in the interest of safety and the certificate holder will not consent to the amendment, the following shall apply:

(1) The described amendment to the operations specifications shall be prepared and forwarded to the Legal Adviser for the NCAA.

(2) The assigned inspector and the Director, Airworthiness Standards shall consult with the Director General, NCAA and with the Legal Adviser regarding the action to be taken to amend the certificate holder's operations specifications.

(3) A letter of transmittal shall be prepared, addressed to the highest authority in the certificate holder's organization who handles maintenance matters. The letter shall indicate that "In accordance with the applicable law and regulations, the Director General, NCAA, hereby amends the existing operations specifications in the following manner for the reasons indicated and that the amendment will become effective 30 days from receipt".

(4) The letter of transmittal and the amended operations specifications shall be forwarded to the certificate holder by certified mail or by certified courier to establish the date of receipt.

C. Emergency Amendments. By authority in the Nig. CARs, the Director General, NCAA, may require immediate amendment to the certificate holder's operations specifications when such action is required to ensure safety. Extreme caution should be exercised when employing emergency amendment procedures. When action is deemed necessary, the following shall be accomplished.

(1) The ASI recommending such action shall inform the Director, Airworthiness Standards and the Director General, NCAA, of all the pertinent facts.

(2) The Director, Airworthiness Standards or the Director General shall notify the Legal Adviser.

(3) If an emergency amendment is determined to be the proper and necessary course of action, the ASI who recommended the action will be so advised. The ASI will then notify the certificate holder in writing.

D. Cancellation of Operations Specifications.

(1) Certificate holder-initiated cancellation of operations specifications. The certificate holder should advise the assigned inspector in writing, of the particular specification for which cancellation is desired and the effective date of the cancellation.

(a) Upon receipt of the cancellation request the assigned inspector shall stamp or mark “cancelled” across the face of the applicable specification, along with the cancellation date.

(b) The assigned inspector should advise the certificate holder of the operations specifications cancellation date. Cancelled operations specifications shall be retained for at least 5 years.

(2) NCAA-initiated cancellation of operations specifications. In cases where the operations specifications is no longer required, the assigned inspector shall notify the certificate holder, in writing, to cancel the specification. The letter must clearly state that the specification is cancelled, the effective date of the cancellation and the reason.

8. COORDINATION.

This task requires close coordination between the assigned Airworthiness and Operations Aviation Safety Inspectors. Each specialty should be involved in the review process to ensure that all relevant issues are addressed.

9. REFERENCES

- U.S.-FAA Advisory Circular 121-1, Standard Operations Specifications, as amended.

10. PROCEDURES

A. Conduct Meeting With Operator/Applicant

(1) New applicant. When an applicant applies for a new certificate, the Director, Airworthiness Standards should conduct a meeting with the applicant along with all involved inspectors to acquire initial information.

NOTE: The meeting should be scheduled at the discretion of the Director, Airworthiness Standards and not necessarily as part of the initial pre-certification meeting.

(2) Operator requiring an operations specifications amendment. For an established operator needing an amendment to operations specification, review and update the following, as required:

(a) Ensure that all required information is included in the amended operations specification and that this information is current and accurate.

B. Completion of Operations Specifications

(1) Review the completed Operations Specifications to determine if additional information is still required.

(2) Assigned Airworthiness Inspectors should coordinate with operations inspectors and the operator as required.

(3) After a review with the operator/applicant, ensure there is agreement that the selected statements accurately describe the operation.

(4) Enter the data from the completed operations specifications into the computer. Print the Operations Specifications for review.

(5) Review the data and note those paragraphs that may need additional information or clarification.

(6) Make changes and proof read the information for accuracy. New information will contain vertical lines adjacent proof-read to the amended or revised information. Enter corrections into computer.

(7) Issue operations specifications to operator/applicant.