

 <p><b>NCAA</b> NAMIBIA CIVIL AVIATION AUTHORITY</p>	<p><b>REPUBLIC OF NAMIBIA</b></p> <p>NAMIBIA CIVIL AVIATION AUTHORITY</p> <p><b>AERONAUTICAL INFORMATION CIRCULAR</b></p>	<p>Executive Director Namibia Civil Aviation Authority Private Bag 12003 Ausspannplatz WINDHOEK</p>
<p>Tel: +264 61 702082/2203 Fax +264 61 702088</p> <p>e-mail: <a href="mailto:aij@ncaa.na">aij@ncaa.na</a></p>		<p><b>AIC</b></p> <p>Series A</p> <p>13/24</p> <p>05 March 2024</p>

**AIRWORTHINESS  
ADMINISTRATION**

**MAINTENANCE MANAGEMENT MANUAL (MMM) / MAINTENANCE CONTROL MANUAL (MCM)  
GUIDELINES**

1. GENERAL INFORMATION

All Aircraft Operating Certificate (AOC) holders shall submit a draft Maintenance Management Manual (MMM) also known as the Maintenance Control Manual (MCM) to the NCAA for approval. The MMM is a document which describes the operator's necessary procedures to ensure that all scheduled and unscheduled maintenance is performed on the operator's aircraft on time, in a controlled and satisfactory manner. The MMM may not conflict with the operator's other manuals.

2. MAINTENANCE MANAGEMENT MANUAL REQUIREMENTS

The MMM is required in terms of the NAMCAR Part 121.10.5, 127.10.5, & 135.10.5, shall contain the following information:

- a. A description of all aircraft types and models to which the MMM applies. The actual registration markings of the aircraft covered by the MMM can be incorporated as an appendix to the MMM. Any changes to the appendix would not necessitate re-submission of the approved MMM. The Executive Director must however be notified of any such changes to the appendix.
- b. List of Effective Pages; (LEP) and Table of Contents (TOC).
- c. Distribution list for all controlled copies.
- d. Record of revisions, outlining revision number, date and signature of the person responsible for revision.
- e. Revision status and date on each page.
- f. Operator's name, physical address and postal address, contact telephone, facsimile number and e-mail address (if applicable).
- g. A corporate commitment by the operator to ensure that:
  - i. Each aeroplane is maintained in an airworthy condition;

- ii. The operational and emergency equipment necessary for the intended flight is serviceable;
  - iii. The Certificate of Airworthiness of each aeroplane remains valid.
- h. A description of the administrative arrangements between the operator and the responsible approved maintenance organisation. A procedure must also include contact details, full particulars of physical address, and the AMO approval number.
- i. A description of maintenance procedures and the procedures for completing and signing off maintenance that is based on a system other than that of an approved maintenance organization.

Procedure: Maintenance carried out by the pilot, an Approved Maintenance Engineer (AME) or Approved Maintenance Organisation (AMO), not normally contracted to the company but licensed by this Authority. (Refer NAMCAR Part 43.02.1)

- j. Names and duties of the person or persons who are required by the MMM to ensure that all maintenance is carried out in accordance with the MMM with regard to an Approved Maintenance Program. The design and application of the operator's maintenance program shall observe Human Factors principles.

Procedure: The names of the Designated Quality Assurance Manager of AMO and Responsible Person maintenance, in terms of the Air Operator Certificate held by the operator.

- k. A reference to the maintenance program that the operator will use to perform the maintenance
- l. A description of the methods used for the completion and retention of the operator's maintenance records which show:
- i. The total time in service (hours, calendar time and cycles, as appropriate) of the aeroplane and all life limited components;
  - ii. The current status of compliance with all mandatory continuing airworthiness information;
  - iii. Appropriate details of modifications and repairs to the aeroplane or its major components;
  - iv. The time in service (hours, calendar time and cycles, as appropriate) since the last overhaul of the aeroplane or its components that are subject to a mandatory overhaul life;
  - v. 5.The current status of aeroplane's compliance with the maintenance program; and
  - vi. The detailed maintenance records to show that all requirements for the signing of a maintenance release have been met.

Procedure: Maintenance to be completed in accordance with AMP/NAM-CATS-GMR. What records will be retained at the company base of operation? How will any records pertaining to the maintenance be submitted to the company base of operation?

- m. A description of the procedure for monitoring, assessing and reporting maintenance required by the operator of an aircraft in terms of Namibia Civil Aviation Regulation Part 121.10.4, Part 127.10.4, Part 135.10.4,

Procedure: Maintenance planning responsibilities with respect to the afore-mentioned Regulations.

- n. A description of the procedures for complying with the service information reporting requirements to the aircraft manufacturer and to the Executive Director.

Procedure: A statement of how the organization will report to the Executive Director Service difficulties or any unsafe condition which may compromise safety of the aircraft including unapproved parts.

- o. A description of the procedures for implementing action resulting from mandatory continuing airworthiness information and procedures for assessing continuing airworthiness information, issued by the organizations responsible for the type design of the aircraft covered by the MMM.

A procedure must include method of AD control, compliance with Approved Maintenance Programme (AMP) requirement including Life limited parts control and Reliability control, Mandatory modifications, Supplemental Structural Inspection Document (SSID), Structural Inspection Document (SID), Special Inspections, Service Bulletins (SB), Service Letters (SL), Instructions control, compliance with NAM-CATS-GMR or any instructions pertaining to continued airworthiness.

- p. A description of establishing and maintaining a system of analysis and continued monitoring of the performance and efficiency of the Maintenance Program in order to correct any deficiency in that program.

Procedure: Update of AMP to cater for new manufacturer requirements.

- q. A description of procedures for ensuring that unserviceable items affecting airworthiness are recorded in the flight folio and rectified or deferred in the flight folio in accordance with the Minimum Equipment List (MEL) (Refer below for deferment procedures required).

Procedure: Statement with respect to the deferment of unserviceable items/defects in the flight folio/deferred defect log or other such documents.

- r. A description of procedures for controlling deferred defects, clearing them on return to base, or extending them for a time period acceptable to the Executive Director.

Procedure: Controlling deferred defects as per MEL preamble. Operation with numerous outstanding MEL items in accordance with approved procedure.

- s. A description of extending deferred defects over and above the time period acceptable to the Executive Director, and the number of times an extension may be applied for, taking into account the category of severity in each case.

Procedure: The operator may permit a onetime extension of the rectification interval, B or C, for the same duration as specified in the MEL provided this is approved in the MEL. The basis for such an extension must be documented.

- t. A description of procedures for controlling recurring defects, the reporting system to be established and system to effect corrective action.
- u. A description of procedures for controlling the removal and use of parts from other aircraft, the control and certification of such action and the controlling of Time between Overhaul (TBO) records when this occurs.
- v. A description of the procedure for advising the Executive Director of significant in-service incidents and occurrences.