

### MCM / MMM EVALUATION JOB AID

Name of AOC:		AOC Number:		
Revision No.		Telephone number:		
Date of approval of manual (if applicable)		Expiry date of AOC certificate .		
ITEMS		YES	NO	REMARKS
<b>INTRODUCTION</b>				
<b><i>HAS THE OPERATOR SUBMITTED A STATEMENT OF COMPLIANCE?</i></b>				
1. Contains a statement that the manual complies with all applicable Authority regulations and requirements and with the terms and conditions of the applicable Air Operators Certificate				
2. Contains a statement that the manual contains maintenance and operational instruments that are to be complied with by the relevant personnel in the performance of their duties				
3. Contains a list and brief description of the various Maintenance Control Manual parts, their contents, applicability and use.				
4. Contains an explanation and definitions of terms and words used in the manual				
5. Contains date of last revision/ revision number on each page.				

6. Contains procedures for ensuring that the pilot in command knows that required airworthiness inspections have been made and that the airplane has been approved for return to service in compliance with applicable maintenance requirements			
7. Contains procedures for reporting and recording mechanical irregularities			
8. Contains procedures to be followed by PIC to determine previous irregularities have been corrected or deferred			
9. Contains procedures to be followed by PIC to obtain maintenance and servicing when previous arrangements have not been made			
10. Contains procedures for release or continuation of flight for required equipment breakdown (MEL procedure)			
11. Contains flight locating procedures when no flight plan is filed			
12. Contains procedures for ensuring compliance with emergency procedures, including a list of the functions assigned each required crewmember in connection with an emergency and emergency evacuation			
Contains hazardous material (haz mat) procedures and instructions to enable personnel to recognize haz mat as defined in the NAMCARs, and if these materials are to be handled, carried or stored including?			

1. Accepting for shipment proper documents compatibility of articles, proper packing, marking, labeling, and instructions on their loading and storage.			
2. Contains procedures for notification and reporting of haz mat incidents			
Flight Manual			
1. Contains current approved manual or equivalent for each type of airplane operated			
2. Carried aboard each airplane.			
3. Combined with policy and procedures manual.			
<b>SYSTEM OF AMENDMENT AND REVISION</b>			
1. Contains a system of describing who is responsible for the issuance and insertion of amendments and revisions			
2. Contains a record of amendments and revisions with insertion dates and effective dates as required			
3. Contains a statement stating that hand-written amendments and revisions are not permitted except in situations requiring immediate amendments or revisions in the interest of safety.			

4. Contains a description of the system for the annotation of pages and their effective dates			
5. Contains a list of effective pages and their effective dates			
6. Contains an annotation of changes (on text pages and as practicable, on charts and diagrams)			
7. Contains a system for recording temporary revisions			
8. Contains a description of the distribution system for the manuals, amendments and revisions			
9. Contains a statement of who is responsible for notifying the Authority of proposed changes and working with the Authority on changes requiring Authority approval.			
<b>TABLE OF CONTENT</b>			
Table of contents <ul style="list-style-type: none"> <li>• Sections</li> <li>• Descriptions</li> </ul> Page numbers			
Legal name of air operator <ul style="list-style-type: none"> <li>• Legal</li> </ul> “Doing Business As” (D.B.A.)			
Description of air operator <ul style="list-style-type: none"> <li>• Corporate office location</li> <li>• Size of the organization</li> <li>• Number of employees</li> <li>• Type and number of aircraft</li> </ul> Nature of the operation			
Compliance Statement (Manual certification)			
List of effective pages <ul style="list-style-type: none"> <li>• Identify each page of the MCM</li> <li>• Identify the amendment status of each page by date and/or revision number</li> <li>• Signature blocks for NCAA and the certificate holder</li> </ul>			

Distribution control <ul style="list-style-type: none"> <li>Name or title of each person who holds a copy</li> <li>Method of control (i.e. serial number)</li> </ul>			
1. Contains line station locations			
<b>GENERAL ORGANISATION</b>			
2. Contains a brief description of organization. Assignment of functions <ul style="list-style-type: none"> <li>Name and title of person assigned (i.e. Organization chart)</li> </ul>			
3. Relationship with other organization			
4. Contains fleet composition – type of operation			
5. Contains line station locations			
6. Appropriate portions provided to flight crew			
7. Appropriate portions available to ground crew.			
8. Contains line station locations			
<b>MAINTENANCE MANAGEMENT PERSONNEL</b>			
1. Accountable manager			
2. Nominated post holder			
3. Maintenance coordinator			
4. Duties and responsibilities			
5. Organization chart(s)			
6. Man power resources and training policy			
Contains Notification procedure to the Authority regarding changes to the maintenance arrangements, locations, personnel, activities or approval.			
The general policy section must include for management personnel:			
1. Duties			

2. Responsibilities			
3. Authority			
4. Person designated as responsible for maintenance system as required by part 121, 127, 133, 135, 137, scheduling inspections and for updating approved weight and balance system.			
Procedures to be followed to satisfy the the relevant requirements of the national security programmes of the State of the operator:			
If so include description			
If so include description			
<b>MAINTENANCE PROCEDURES</b>			
1. Contains aircraft logbook utilization and MEL application			
2. Contains aircraft maintenance programme – development and amendment			
3. Contains time and maintenance records, responsibilities, retention			
4. Accomplishment and control of mandatory continued airworthiness (AD's)			
5. Contains analysis of the effectiveness of the maintenance programme			
6. Contains non – mandatory modifications embodiment policy			
7. Major modification standards			
Regulatory and technical information <ul style="list-style-type: none"> <li>• List of regulatory and technical data available for elementary work and servicing</li> </ul> 8. Description of how the company ensures that appropriate information is available when and where needed			

<p>Technical records</p> <ul style="list-style-type: none"> <li>• Maintenance record keeping method</li> <li>• Recording of elementary work</li> <li>• Recording of maintenance</li> <li>• Recording of defects</li> </ul> <p>9. Retention of technical records</p>			
<p>Approved maintenance schedules</p> <ul style="list-style-type: none"> <li>• Identify the maintenance schedule used for each aircraft type operated</li> </ul> <p>10. <i>Note: There is no requirement to include the maintenance schedules with the MCM.</i></p>			
<p>Maintenance planning and control</p> <ul style="list-style-type: none"> <li>• Tracking of the aircraft status</li> <li>• Forecasting and arranging scheduled maintenance</li> <li>• Rectification of defects</li> <li>• Tracking and accomplishing Airworthiness Directives</li> </ul> <p>Use and control of tolerances</p>			
<p>Evaluation program</p> <ul style="list-style-type: none"> <li>• Description of the evaluation program</li> <li>• Review of all manufacturers publications</li> <li>• Review of maintenance schedules</li> <li>• Internal and external audit frequency</li> <li>• Recording findings</li> <li>• Determining root causes</li> <li>• Developing and implementing corrective actions</li> <li>• Follow-up actions to ensure effective corrective action</li> <li>• If applicable, carry over results to the training program for employee update training</li> </ul> <p>Retention of evaluation records</p>			
<b>DEFECT REPORTS</b>			
If so include description			
1. Analysis			

2. Liaison with manufacturers and regulatory authorities			
3. Deferred defect policy			
Defect control and rectification <ul style="list-style-type: none"> <li>• Recording defects</li> <li>• Rectification of defects</li> <li>• Identifying recurring defects</li> <li>• Defect rectification deferral</li> <li>• Use of the MEL (if applicable)</li> <li>• Securing or deactivating unserviceable equipment</li> </ul> 4. Notification to the pilot of the aircraft status			
Service difficulty reporting <ul style="list-style-type: none"> <li>• Reporting procedures</li> <li>• Method of reporting to NCAA</li> <li>• Person responsible for reporting</li> </ul>			
Technical dispatch <ul style="list-style-type: none"> <li>• Ferry flight authorizations</li> <li>• Dispatch for extended range operations</li> <li>• Dispatch for all weather operations</li> <li>• Dispatch for any other special operations</li> <li>• Determination of aircraft condition as well as operational configuration</li> <li>• Confirmation that all scheduled maintenance has been carried out</li> <li>• Confirmation that all Airworthiness Directives have been accomplished</li> </ul> Notification to the pilot of the aircraft status			
Parts and materials <ul style="list-style-type: none"> <li>• Identification of parts and materials used for elementary work and servicing</li> <li>• Part pooling arrangements</li> <li>• Traceability</li> <li>• Storage</li> </ul> Handling procedures			
<b>MAINTENANCE ARRANGEMENTS</b>			

<p>Maintenance arrangements</p> <ul style="list-style-type: none"> <li>• List of all maintenance arrangements</li> <li>• Assessment of the maintenance provider</li> <li>• Scheduled maintenance</li> <li>• Airworthiness Directive accomplishment</li> <li>• Unscheduled maintenance and defect rectification</li> </ul> <p>Communication between the air operator and the maintenance provider</p>			
<p>Elementary work and servicing</p> <ul style="list-style-type: none"> <li>• Identification of elementary work</li> <li>• Description of required training</li> <li>• Personal authorizations</li> <li>• Initial training</li> <li>• Update training</li> <li>• Additional training</li> <li>• Human factors training</li> <li>• Training cycle</li> <li>• Record keeping for training and authorizations</li> </ul>			
<b>PERSONNEL RECORD</b>			
<p>Personal records</p> <ul style="list-style-type: none"> <li>• Description of what records are maintained</li> <li>• Retention period (minimum two years)</li> </ul> <p>Employee copy of record</p>			
<b>ENGINEERING ACTIVITIES</b>			
Reliability programmes			
If so include description			
1. Airframe			
2. Propulsion			
3. Components			
Preflight inspections			
If so include description			

1. Preparation of aircraft for flight			
2. Sub – contracted Ground Handling Functions			
3. Security of cargo and baggage loading			
4. Control of refueling, quality / quantity.			
5. Procedures for refueling			
6. Control of snow, ice, dust and sand contamination to an approved aviation standard.			
<b>FLIGHT AUTHORISATION</b>			
Flight authority applicant Identification of the responsible person			
<b>AIRCRAFT WEIGHING</b>			
Weight and balance control <ul style="list-style-type: none"> <li>Recording aircraft empty weight and balance</li> </ul> Alternate configuration control			
Contains Procedures for ensuring compliance with airplane weight and balance limitations.			
Flight test procedures Part 91 sample of documents, tags and forms used.			
If so include description			
Appropriate portion of the AOC holder's operations manual			
If so include description			
Procedures for reporting of failures, malfunctions, and defects in accordance with Part 43, 145, to the authority, state of Registry and state of design within 72 hours of discovery; in addition, items that warrant immediate notification to the Authority by telephone/telex/fax, with a written follow – on report as soon as possible but no later than within 72 hours of discovery, are –			
If so include description			

Description of administrative agreement between AOC holder and the AMO, or a description of the maintenance procedures and the procedures for completing and signing a maintenance release when maintenance is based on a system other than that of an AMO.			
If so include description			
A description of the procedures to ensure each aeroplane they operate is in an airworthy condition			
If so include description			
A description of the procedures to ensure the operational emergency equipment for each flight is serviceable			
If so include description			
The names and duties of the person or persons required to ensure that all maintenance is carried out in accordance with the MCM			
If so include description			
Is there a reference to the maintenance programme required in Part 121.10.5			
If so include description			
Is there a description of the methods for completion and retention of the operator's maintenance records required by 121.10.8			
If so include description			
Is there a description of the procedures for monitoring, assessing and reporting maintenance and operational experience for all aircraft over 5700kg maximum certificated take-off mass;			
If so include description			

Is there a description of the procedures for obtaining and assessing continued airworthiness information and implementing any resulting actions for all aircraft over 5700kg maximum certificated take-off mass, from the organization responsible for the type design, and shall implement such actions considered necessary by the state of registry.			
If so include description			
Is there a description of procedures for implementing mandatory continuing airworthiness information as required in 43.2.2(b)(i)(ii) and 21.13.2;			
If so include description			
Procedures for description of establishing and maintaining a system of analysis and continued monitoring of the performance and efficiency of the maintenance programme in order to correct any deficiency in that programme			
If so include description			
Is there a description of aircraft types and models to which the manual applies			
If so include description			
Is there a description of procedures for ensuring that unserviceabilities affecting airworthiness are recorded and rectified;			
If so include description			
Is there a description of procedures for advising the state of Registry of significant in – service occurrence;			
If so include description			

**FOR OFFICIAL USE ONLY**

**Recommendation/observation:**.....  
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**Inspector's Name & ASI #** **Signature** **Date**

**Airworthiness chief's Remarks:**

The above requirements have been evaluated against the operator submissions and is hereby **approved / not approved** and **recommended / not recommended** to be issued the appropriate Opspecs.

**Signature / Date:** .....