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Application for Initial Approval of Reliability Program and Approval of Variations of Approved Reliability Program

Guidelines

These guidelines are designed to assist you to complete the form and the application process for the issue of approval(s) of Reliability program(s) under Subpart 10 of Part 121, 127, 135 of the NAM CARs 2001.

IMPORTANT

It is the applicant's responsibility to apply for NCAA approval only if they have an operational requirements for the approval and can demonstrate compliance with all the relevant regulatory requirements. Please carefully read this document and any relevant Acceptable Means of Compliance, Guidance Material or Advisory Circular / Pamphlet issued by NCAA and available on the NCAA [website www.ncaa.com.na](http://www.ncaa.com.na).

About this application form and the application process

Application Process

*Completing this Application Form is the first step in the application process. After receiving a completed Application Form, NCAA will Send you a list of any additional supporting documents required. **Applicants can complete the word version of this application form electronically, however, the application form will need to be printed, signed and submitted to NCAA in person or by email (scanned), fax or post.** Should you wish to formally proceed with your application, you will need to send all supporting documentation with the application.*

NOTE:

NCAA may refuse to consider an application or to consider it further while there are requirements that the applicant has not complied with.

Forms "FSS-AIR-FORM062B" and "FSS-AIR-FORM062B" is the form approved by NCAA for an application for either:

- the approval of a proposed reliability program for the aircraft; or
- the approval of a proposed variation of the approved reliability program for the aircraft

This Application Form, once filled out correctly and supported by relevant documentation and evidence, satisfies the requirements of Part 121.10.5b, 127.10.5b and 135.10.5B of the NAMCARs.

List of abbreviations:

- AOC -Air Operator Certificate
- ARN - Aviation Reference Number
- CAR -Civil Aviation Regulations
- DCA - Directorate of Civil Aviation
- NAMCARs - Namibian Civil Aviation Regulations
- AMO/CAMO - Aircraft Maintenance Organisation / Continuing Airworthiness Management Organisation
- EDTO (ETOP) - Extended Diversion Time Operations
- ICA - Instructions for Continuing Airworthiness
- MSG -Maintenance Steering Group.

Instructions for completion:

The form is made up of Seven (7) parts:

Part A – Details of Applicant(s)	Completion of this part is mandatory
Part B – Purpose of the application	Completion of this part is mandatory
Part C – Information about the proposed reliability program	Completion of this part is mandatory, as applicable to application purpose indicated at Part B
Part D – Information about the proposed variation(s) to the approved reliability program	Completion of this part is mandatory, as applicable to application purpose indicated at Part B
Part E – Checklist	Completion of this part is mandatory, as applicable to the application purpose indicated at Part C or Part D.
Part F – Supporting documentation	Completion of this part is mandatory
Part G – Applicant’s Declaration and Submission	Completion of this part is mandatory

Applicant for approval of a reliability program – complete Parts A, B, C, E, F and G

- **Application for approval of a variation to an approved reliability program** – complete Parts A, B, D, E, F and G

Assessment completion timeframes

The assessment timeframes are dependent on the following:

- Quality of your supporting documentation
- Availability of your personnel to respond to NCAA’s queries during the assessment
- Availability of NCAA resources.

Withdrawal of Application

You can withdraw your application at any time by written notice.

Part A – Details of Applicant and Aircraft

Please note that in the guidelines and application form the ‘*person responsible for continuing airworthiness*’ is the individual appointed by your organisation who has continuing airworthiness responsibility for your organisation and is referred to throughout Form FSS-AIR-FORM062B as the ‘*applicant*’. The applicant details at A1 must be completed. In addition to A1, additional contact details can be provided at A2.

Note: Once the approval has been issued, any changes to the reliability program will void the program and its approval and a new application will need to be made and submitted to NCAA as specified by the relevant legislation.

A4 – AOC holder’s details

Complete all required mandatory sections.

A5 – Details of the aircraft

Provide the registration mark(s), type and model designator for the applicable aircraft. It is permitted to reproduce this section A5 if additional registrations or type and models are to be included. The additional section(s) should be identified by ticking the ‘YES’ box at Part F and attached to this application. Enter the number of attached sheets in the provided box.

Part B – Purpose of the application

This Part should be completed to indicate the application is for either: approval of a proposed reliability program; or approval of proposed variation(s) to an approved reliability program.

Part C – Information about the proposed reliability program

Select all statements applicable to the proposed program and complete the checklist in Part C. Provide revision status and references where applicable.

Part D – Information about the proposed variations of approved reliability program

Select all statements applicable to the proposed program and complete the checklist as the note at Part D refers. Provide revision status and references where applicable.

Part E – Checklist

The applicant should complete the checklist in Part E to assess whether the proposed reliability program complies with the minimum requirements (see FSS-AIR-FORM062 & FSS-AOC.AP074 for further guidance) set out in the NAMCARs for the approval of a reliability program for an aircraft under 121.10.5B, 127.10.5B and 135.10.5B.

NCAA will approve a proposed variation of the reliability program under regulation 121.10.5B, 127.10.5B AND 135.10.5B of the NAMCARs if the varied program complies with the NAMCARs. So, when applying for a variation of an approved reliability program, the relevant part of the checklist in Part E should be completed to assess compliance. The checklist is

provided to ensure that a reliability program for an aircraft meets the minimum standards specified for it in the NCAA guidance material (see FSS-AIR-FORM062 & FSS-AOC.AP074). The reliability program should be enhanced and expanded as necessary to suit the particular maintenance program and operator's additional objectives for the program. NCAA will assess the applicant's proposed reliability program or variation to ensure compliance against the NAMCARs. Further instructions for completion of the checklist are provided at the beginning of Part E.

Part F – Supporting Documentation

When ready to submit the application, ensure you have attached all documentation supporting your application. Part F provides NCAA with an overview of provided documentation and allows NCAA to assess whether further supporting documentation is required. Document titles, revision status or any applicable reference should be included in your response to Part F.

Part G – Applicant's declaration and submission

By signing the declaration in Part G, you acknowledge that you have:

1. Read the guidelines
2. Completed the application in full
3. Accept the terms and conditions for processing your application.

This application must be signed by the applicant.

Submitting your application form

Applicants can complete the word version of the application form electronically, however, the application form will need to be printed, signed and submitted to NCAA either in person, by email (scanned), fax or post. Submit your application to your NCAA office in person, by email, fax or post. For NCAA office contact information see the NCAA website, www.ncaa.com.na.

You do not need to print and submit these guidelines with your application form.

Part A – Details of the Applicant and Aircraft

If you are filling in the form by hand, print neatly with a black or blue ballpoint pen. Some questions contain check boxes. Please mark where appropriate. It is in your interest to ensure that the information you provide is both accurate and complete. This information is used in the calculation of a cost estimate for the assessment of your application. It is an offence to make false declaration. Questions marked with an asterisk (*) are mandatory and must be completed.

A1.		
Name in Full*		ARN
AMO/CAMO Approval Certificate Number*:		ARN*
Phone*		Email
Mobile		Fax
Postal Address*		
A2 Contact person in relation to the application: If the same as A1, write "As Above". If different from A1, Questions marked with an asterisk (*) are mandatory and must be completed.		
Name in Full*		ARN
Phone*		Email
Mobile		Fax
A3 Registered Operator's Details		
Registered Operator's Name*		ARN*
Registered Operator's Address*		Street
Suburb	State	Postcode
Country		
Phone*		Email
Mobile		Fax
A4 AOC Holder's Details		
You will need to provide the details in this section as they appear on the holder's current AOC		
Name of the AOC holder*		ARN*
A5 Details of the aircraft*		
If required, make a copy of this A5 section for a greater number of aircraft registrations or various aircraft types and models than can be listed on this application. If a copy is included, complete the relevant supporting document boxes at Part F. Refer to the guidelines for further information.		
Aircraft registration mark		
Type and model designation		
Please identify, by ticking the appropriate checkbox (es) below, the type (s) of operation (s) the aircraft undertakes:		
<input type="checkbox"/> Yes	Regular public transport	
<input type="checkbox"/> Yes	Charter	
<input type="checkbox"/> Yes	Aerial work	
<input type="checkbox"/> Yes	Private	

<input type="checkbox"/> Yes	Other – please specify:
Part B – Purpose of the application	
Please indicate the purpose of this application: (select one option only)	
<input type="checkbox"/> Yes	Approval of reliability programme – In addition to Part A and B, complete Parts C, E, F and G.
<input type="checkbox"/> Yes	Approval of variations of reliability programme – In addition to Part A and B, complete Parts D, E
Part C – Information about the proposed reliability programme	
Please identify the need(s) for the proposed reliability programme (regulations 121.10.5b, 127.10.5b, 135.10.5b of the NAMCAR):	
<input type="checkbox"/> Yes	Aircraft maintenance programme includes maintenance tasks that was derived using MSG-3 specification
<input type="checkbox"/> Yes	Aircraft maintenance programme requires condition monitoring of aeronautical products or of aircraft systems
<input type="checkbox"/> Yes	EDTO (ETOP) approval issued under the NAM CARs
<input type="checkbox"/> Yes	ICA requires use of reliability programme
<input type="checkbox"/> Yes	Other – please specify, include any reference(s):
Would the proposed reliability programme comply with the requirements specified in the FSS-AIR-FORM062?	
<input type="checkbox"/> Yes	attach the completed checklist (Part E)
<p>Note: If you cannot answer YES to the above question, then make changes to the proposed reliability programme to ensure it complies with the requirements specified in FSS-AIR-FORM062 and attach a completed Part E checklist. Under regulation 121.10.5b / 127.10.5b / 135.10.5b of the NAMCARs, NCAA would approve a reliability programme if the programme complies with the requirements. When applying for approval of a proposed reliability programme, the Part E checklist should be completed to assist NCAA assessing compliance.</p>	
Part D – Information about the proposed variation(s) of an approved reliability programme	

Please identify, by ticking the checkbox(es) below, the reason(s) for the variation(s):		
<input type="checkbox"/> Yes	Change of operator	
<input type="checkbox"/> Yes	Change of person responsible for continuing airworthiness for the aircraft	
<input type="checkbox"/> Yes	Evaluation and review of the reliability programme	
<input type="checkbox"/> Yes	EDTO (ETOP) approval	
<input type="checkbox"/> Yes	Changes to associated maintenance programme, identify maintenance programme and revision status:	
<input type="checkbox"/> Yes	Other – please specify, include any reference(s):	
Would the reliability programme, after the proposed variation, comply with the requirements specified in FSS-AIR-FORMs?		
<input type="checkbox"/> Yes	attach the completed checklist (Part E)	
<p>Note: If you cannot answer YES to the above question, then amend your proposed variation(s) to ensure it complies with the requirements specified in FSS-AIR-FORM062 and attach completed Part E checklist. Under regulation 121.10.5b / 127.10.5b / 135.10.5b of the NAMCAR, NCAA will approve a variation if the program, as varied, complies with the NAMCARs requirements. When applying for a variation of an approved reliability programme, the relevant parts of the Part E checklist should be completed to assist NCAA assessing compliance.</p>		
Part E – Checklist		
<p>Instructions for completion: Mark appropriate box (es) in the checklist to indicate if the proposed program or variation complies with the requirements. The fourth column in the checklist (Reference or Comment) should be used to record:</p> <ul style="list-style-type: none"> • reference to the particular section of the reliability programme that demonstrates compliance; • if applicable, comments on how the reliability programme complies with particular requirements; 		
Refer to the guidelines for further information.		
General Requirements		
Compliance		Reference or Comment
Does the reliability programme define the meaning of unique terms and acronyms used in the programme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the reliability programme includes provision for:		
(i) Recording the approval of the programme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) Recording the approval of subsequent variations to the	<input type="checkbox"/> Yes	<input type="checkbox"/> No

programme?		
Does the programme include a list of revisions made to the document, including the current revision status?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the programme include contents list?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the programme include a list of effective pages?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Identification and Applicability of the Reliability Programme

Compliance	Reference or Comment	
Does the reliability programme identify?		
The type, model, serial number and registration mark of the aircraft controlled by the programme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The name and address of the registered operator?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The name and approval certificate number of AMO/CAMO responsible for the programme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Objectives of the Programme

Compliance	Reference or Comment	
Does the reliability programme:		
Include a description of the objectives of the programme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ensure the applicable ICA have been followed to establish the objectives of the programme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
As a minimum, provide a means of ensuring maintenance programme tasks are effective and their periodicity is adequate for continuing airworthiness of the aircraft?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Identification of Items Controlled by the Programme

Compliance	Reference or Comment	
Does the reliability programme clearly define and identify the aircraft parts, systems and structural elements controlled by the programme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the reliability programme	<input type="checkbox"/> Yes	<input type="checkbox"/> No

clearly identify the maintenance programme tasks controlled by the programme?		
If items such as aircraft structure, engines, and auxiliary power units are controlled by a separate programme a manufacturer structural sampling or life development does the programme refer to programme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Administration of the Programme

Compliance **Reference or Comment**

Does the reliability programme identify the individual(s) responsible for the administration of the programme and describe their responsibilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Note:
Identity of the individuals, their responsibilities and related procedures for administration of the programme may be included in the AMO/CAMO's exposition. In this case, the reliability programme should include a reference to the relevant section of the exposition that contains the information.

Data Collection

Compliance **Reference or Comment**

Does the reliability programme include a description of the data collection system for the items controlled by the programme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Does the description of the data collection system included in the programme contain the following:		
(i) Identification of sources of data?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) Procedures for transmission and receiving of data from each source?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

(iii) Steps of data development from source to analysis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(iv) Organisational responsibilities for each step of data development?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Does the reliability programme ensure the data collected is:

(i) Obtained from items functioning under operational conditions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) Accurate and factual to support a	<input type="checkbox"/> Yes	<input type="checkbox"/> No

high degree of confidence in any derived conclusion?		
(iii) Directly related to the established levels of performance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Performance Standards

Compliance	Reference or Comment	
Does the reliability programme include a performance standard expressed in mathematical terms for each item covered by the programme that defines the acceptable level of reliability for the item?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the programme use a reliability band or range of upper and lower limits to express performance standards by which the reliability is interpreted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the programme describe the methods and data to be used for establishment of the performance standard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the performance standard for each item covered by the programme responsive and sensitive to the level of reliability experienced?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the performance standards based on the operator's own operating experience?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If the performance standards are not based on the operator's own operating experience, are these based on 1 or more of the following (i) - (iv)? Select as applicable:

(i) The experience of other operators of the same or a similar aircraft type or model?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) The operator's own experience of a similar aircraft type or model?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(iii) The performance of a similar product or system on another aircraft type or model?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(iv) The expected in-service reliability values used in the design of the aircraft?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the performance standards are based in accordance with items (i) to (iv) above, does the programme provide for the review of the performance standards after the operator has gained sufficient operating experience?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the programme contain procedures for monitoring and reviewing performance standards at regular intervals to reflect the	<input type="checkbox"/> Yes	<input type="checkbox"/> No

operating experience, product improvement and changes in procedures?		
Display of Information		
Compliance		Reference or Comment
Does the reliability programme provide a format of display that allows easy identification of trends, events and when performance standards are exceeded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the display in a graphical or tabular format, or a combination of both?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the rules governing any separation or discarding of information before incorporation into the display stated in the programme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the display of information include provision for 'nil returns' to aid the examination of the total information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Analysis and Interpretation of Information		
Compliance		Reference or Comment
Does the reliability programme provide for the regular analysis and interpretation of information generated by the programme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the programme include explanation of the method employed for analysing and interpreting the information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do the methods used for analysis of the information:		
(i) allow the performance of the items controlled by the programme to be measured; and	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) Facilitate recognition, diagnosis and recording of significant problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Investigation and Corrective Action		
When a performance standard is exceeded, does the reliability programme provide for:		
Compliance		Reference or Comment
(i) An active investigation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) Implementation of corrective actions if necessary to correct the reduction of reliability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If upper and lower limits are used to express performance standards, are the follow up requirements for each limit fully described in the programme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are procedures for implementing corrective actions and for monitoring	<input type="checkbox"/> Yes	<input type="checkbox"/> No

the effectiveness of the corrective actions described in the programme?		
Do the procedures include provision of periodic feedback to the individual responsible for taking the corrective action until such time as performance has reached an acceptable level?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the programme ensure each corrective action includes a planned completion date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Evaluation and Review of the Program

Compliance	Reference or Comment	
Does the reliability programme provide for continuous monitoring of the effectiveness of the programme as a whole?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the programme identify each individual responsible for monitoring effectiveness of the programme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the programme contain procedures for implementing changes to the programme and identify the individual responsible for proposing and preparing the changes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Note:

Identity of the individuals, their responsibilities and related procedures for monitoring the effectiveness of the programme and implementing changes to the programme may be included in the AMO/CAMO's exposition. In this case, the reliability programme should include a reference to the relevant section of the exposition that contains the information. There may be more than 1 responsible individual.

Pooling of Data

Compliance	Reference or Comment	
Does the reliability programme use pooled data collated from a number of operators of the same type of aircraft?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Note:

Pooling of data is permitted for a small fleet of less than 6 aircraft of the same type.

To ensure the analysis is valid, are the following things for the aircraft from which data is pooled substantially the same?

(i) Aircraft configuration	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) Aircraft age and utilisation rate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(iii) Type of operation and operating environment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(iv) Maintenance programme and maintenance procedures	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the programme describe the	<input type="checkbox"/> Yes	<input type="checkbox"/> No

pooling arrangement and the types and extent of data to be pooled?		
Part F – Supporting documentation -		
Please identify any supporting documentation, by ticking the checkbox (es) below, attached to your application.		
<input type="checkbox"/> Yes	Copy of the reliability programme, include the revision status:	
<input type="checkbox"/> Yes	Copy of variation of the approved reliability programme, include the revision status:	
<input type="checkbox"/> Yes	Copy of pooling arrangements if applicable, include any reference:	
<input type="checkbox"/> Yes	Copy of Part A section A5 of this Form due to the greater number of aircraft registrations or various types and models to be listed. Enter number of attached sheets:	
<input type="checkbox"/> Yes	Other – please specify, including any reference(s):	
<input type="checkbox"/> Yes	Part E checklist completed as relevant to application.	

Part G –Applicant’s Declaration and Submission - -

Giving false or misleading information is a criminal offence under the laws of Namibia.

> I am the person responsible for continuing airworthiness named in Part A1

DECLARATION

1. I declare that the information provided on this form is true and correct.
2. I understand that the information provided on this application will form the basis of the calculation of the fee for processing.
3. I understand and accept that the cost estimate may change, and processing the application may be delayed if:
 - a. The application does not accurately and completely identify the requirements
 - b. The details in this application are subsequently changed, or
 - c. Adequate supporting documentation/evidence has not been provided
4. I understand and accept that for NCAA to proceed with this application, I must:
 - a. Accept the cost estimate
 - b. Forward the prescribed payment or have a valid account with NCAA; and
 - c. Supply all supporting documentation to NCAA.

Name*	Signature*	Date*
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You must provide the name and signature for NCAA to accept this application.

What to do now

Applicants:

Applicants can complete the PDF version of the application form electronically, however, the application form will need to be printed, signed and submitted to NCAA either by email (scanned), fax or post.

Submit your application with the complete set of documents to your NCAA office.

For NCAA office contact information, refer to the NCAA [website www.ncaa.com.na](http://www.ncaa.com.na).

After reviewing your application, NCAA may require you to submit additional documents to support your application.

This completes your application.
