



MAINTENANCE CONTRACTUAL ARRANGEMENTS CHECKLIST

The purpose of the Maintenance Contractual Arrangements Checklist is to assist owners / operators with a view to ensuring that arrangement submitted to the NCAA for acceptance are standardized and include all items that are required by NAMCARs Part 121, 127, 135 subpart 10 and other additional NCAA required items. This checklist, when completed, should be submitted with the Maintenance Contractual Arrangements.

In all cases the checklist should clearly show either compliance (yes) & location of the compliance in the notes section or not applicable (no) & the reason in the notes section.

AOC Number:

Operator's Name:

OMME Ref:

Amendment Status:

Contract Ref:

REQUIREMENTS		COMPLIANCE		NOTES	NCAA REMARKS	
		YES	NO		SAT	UNSAT
GENERAL						
1.0	Name and Address of Contractor					
1.1	Name and Address of Operator					
1.2	Contractor's operations specifications					
1.3	Contractual Categories(See below)					
1.4	Contract/Referenced Documents Describe the Following:					
1.4.1	The work scope and methods of compliance					
1.4.2	Responsibilities of all participants					
1.4.3	Location of contracted work					
1.4.4	Duration of the contract, if applicable					
1.5	Operators' Maintenance Management Exposition must contain:					
	(a) A list of all Contracted Maintenance Organizations					
	(b) Certificate number(s)					
	(c) Ratings and limitations					
	(d) Description of work scope authorized					
1.5.1	Procedures to ensure:					
	(a) Proper transfer of all required documents and reports between Contractor and Operator as required by the NAMCARs					
	(b) Work is accomplished by the Contractor					
	(c) Periodic evaluations of the Contractor's facilities are accomplished by the Operator					
Rev 1	(d) Contracted personnel are appropriately certified, trained, qualified, and authorized			09/2018		1 of 3

	to performed maintenance, inspections, and the Operator's Required Inspection Items (RII).					
	(e) The Contractor's Maintenance Organizations Exposition or portions thereof that are to be used for the contract maintenance are accepted and included in the Operator's Maintenance Management Exposition					
	Indicate whether NCAA must inspect the facilities and determine the contractor's authorizations and					

Contractual Categories, Related Provisions, and Restrictions. The following paragraphs describe general categories of contract maintenance:

- (1) Category A: Operator arranges for the performance of maintenance. This category includes contracts with repair stations, certificated aircraft maintenance personnel, or other certificated operators to repair, inspect, or overhaul engines, structures, airframes, and/or appliances. Work is accomplished in accordance with the operator's approved programme. The operator's manual must list the names of these organizations and the scope of the work contracted. **This type of contractual arrangement is not required to be authorized by operations specifications.**
- (2) Category B: Operator contracts for an all-encompassing maintenance programme.
 - (a) In this category, all maintenance is performed in accordance with the contractor's programmes, methods, procedures, and standards. The operator's equipment is considered part of the contractor's fleet for purposes of maintenance programme content and maintenance intervals, including reliability control. Reliability data generated by the operator's equipment must be accounted for in the contractor's reliability programme, unless data generated by the contractor's fleet is adequate and appropriate to the operator's fleet. Data generated by the operator's fleet should be compared periodically to data from the contractor's fleet. The contractor must account for all inconsistencies. This type of contractual arrangement must be authorized by operations specifications.
 - (b) Maintenance programme content changes and interval adjustments may not require approval by the assigned Airworthiness Inspector(s). If approval is required, the operator is obligated to provide the Airworthiness Inspector(s) with supporting data on which such changes are based.
 - (c) The operator generally is approved for the contractor's existing maintenance intervals. Special requirements may be needed to compensate for configuration differences, operational and environmental conditions (geographic areas, etc.), or other variables (hours per cycle vs. cycles per hour). The maintenance time limitations section of the operations specifications must identify any special requirements, either specifically or by reference to another document approved by the NCAA.
 - (d) All maintenance, whether performed by the contractor or by other persons, shall be performed in accordance with the contractor's methods, standards, and procedures.
- (3) Category C: Operator contract specific functions using the contractor's approved maintenance programme. This category is similar to Category B except that the contract covers specific

functions rather than an all-encompassing programme. For example, the contract may cover heavy maintenance on engines under the contractor's approved maintenance programme. These contracts shall be approved for use by operations specifications.

- (4) Category D: Operator contracts to participate in the contractor's NCAA approved reliability programme. In this category, the operator does not use the contractor's maintenance programme, but participates in the contractor's NCAA approved reliability programme. This type of contractual arrangement may encompass the entire aircraft, or engines, and must be included in the contractor's fleet for reliability purposes. This arrangement must be approved for use by operations specifications.

NCAA USE ONLY

The Maintenance Contractual Arrangement has been evaluated and is hereby recommended/not recommended for acceptance (reasons for not recommending should be stated on a separate sheet)

Signed: _____

for the NCAA (Name of Inspector): _____ **Date:** _____

Chief of Airworthiness remarks:

Name / Signature / Date: