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INSPECTION OF OPERATOR'S MAINTENANCE RECORDS
(Part 121 and 135 operators)

There are lots of records, air operator is expected to keep that will determine the level of safety awareness as well as the seriousness/effectiveness of the operator's safety system.

These documents which should be seen during audit of the operator's facilities are categorized in the following tables: -

ICAO Doc 9760 (6.8 MAINTENANCE RECORDS) – This ICAO document specifically outline records that will remain for the entire life of an aircraft and which will be required to be transferred with aircraft whenever the aircraft exchange hands.				
S/N	Item		Subject (To be seen in detail for each aircraft or sample for large fleet)	Seen (s)/ Not seen (NS)
				Sat <input checked="" type="checkbox"/> / Not Sat <input checked="" type="checkbox"/>
1	Annex 6, Part I, Chapter 8, 8.4.1		The total time in service (hours, calendar time and cycles, as appropriate) to each aero-plane	<input type="checkbox"/> / <input type="checkbox"/>
			Appropriate details of modifications and repairs to the aero-plane and its major components; and all life limited components;	<input type="checkbox"/> / <input type="checkbox"/>
			The time in service (hours, calendar time and cycles, as appropriate) since last overhaul of the aero-plane or its components subject to a mandatory overhaul life (see airworthiness limitations)	<input type="checkbox"/> / <input type="checkbox"/>
			The current aero-plane status of compliance with the maintenance programme;	<input type="checkbox"/> / <input type="checkbox"/>
			The current status of compliance with all mandatory continuing airworthiness	<input type="checkbox"/> / <input type="checkbox"/>

		information;		
		The detailed maintenance records to show that all requirements for signing of a maintenance release have been met		

The document that in accordance with ICAO Doc 9760, Part III Chapter 9, Part IV Chapter 4 and Part V , Chapter 6 when properly kept will collectively proof that the operator is capable of maintaining the continuous airworthiness of the aircraft; these are: -

2	Relevant Approved Manuals	MCM		
		AMP		
		Quality Manual (if not within MCM)		
		MEL & CDL		
		Training Manual (for engineers)		
3	Manufacturer latest revised Manuals (Most Current Revisions)	MRB and manufacturer's routine structural inspection requirements		
		AMM		
		IPC		
		Wiring diagram		
		Engine Manual		
		Corrosion Control and prevention programme (Where applicable)		
		Aging aircraft programmes (Where applicable)		
4	Civil aviation Documents	Civil aviation regulations		
		civil Aviation Acts		
		AICs		
		advisory pamphlets		
5		Evidence of being in the mailing list of the aircraft manufacturer		
6		Maintenance arrangements to maintained aircraft in an airworthy condition (could be in form of contract with AMO or certification document of self-maintenance)		

Other operational records

7		Staffing (list of staff especially certifying staff)		
8		Each certifying staff file		
9		List of licensing and authorization issued with number and expiring dates		
10		Store Inventories		

11			List of items with shelf-life		
12			List of tools		
13			List of special tools		
14			List of calibrated tools		
15			Reports of internal quality audit reports and the feedback		
16			Report on the implement a safety management system and the lessons learnt		
17			Evidence of Transmission of information on faults, malfunctions and defects and other Mandatory Occurrences (i.e. MOR) to the CAA and the manufacturer		
18			Other important document as per Inspector's discretion for the specific operation.		

Inspector's Comment/ Recommendation		
Inspector's name	Signature	Date

Chief Airworthiness' Comment/ Conclusion		
Inspector's name	Signature	Date