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RELIABILITY PROGRAMME (CHECKLIST)

INSPECTION RECORD
Name of Maintenance Organization :
Physical Address (Location)
Aircraft Type:
Date of commencement of Review:
Reliability Programme Document No. Issue and date:
Inspector(s) & ASI No.
Assessment Code: YES = Satisfactory NO = Not Satisfactory N/C = Not Checked N/A = Not Applicable

ITEM	ASSESSMENT			
	YES	NO	N/C	N/A
1. Has the applicant been informed of the following programme requirements:				
(a) Programme application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Organizational structure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Data collection system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Methods of data analysis and application to maintenance control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Procedures for establishing and revising performance standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) Definition of significant terms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(g) Programme displays and status of corrective action programmes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(h) Procedures for programme revision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i) Procedures for maintenance control changes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EVALUATE THE PROGRAMME APPLICATION PROCEDURES.	YES	NO	N/C	N/A
2. When the applicant submits a formal programme, does the programme document-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(a) Define the component, systems, or complete aircraft controlled by the programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Have a list of all components controlled by the programme included as an Appendix to the programme document or included by reference (e.g. time limits, manuals, or computer report)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Identify individual systems and/or components by Air Traffic Association (ATA) Specification 100?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EVALUATE ORGANIZATIONAL STRUCTURE	YES	NO	N/C	N/A
3. Is the structure adequately described and does it address committee membership, if appropriate, and meeting frequency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the reliability programme include an organizational chart that shows the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(a) The relationships among the organizational elements responsible for administering the programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) The organizational elements responsible for approving changes to maintenance controls and specifying the duties and responsibilities for initiating maintenance programme revisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: One of the two organizations must have inspection or quality control responsibility or have overall programme responsibility.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EVALUATE THE ORGANIZATIONAL RESPONSIBILITIES		<input type="checkbox"/>		
5. Does the reliability programme document address the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(a) The method of exchanging information among organizations elements? (This may be displayed in a diagram)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Activities and responsibilities of each organizational element and/or reliability control committee for enforcing policy and ensuring corrective action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ITEM				
	YES	NO	N/C	N/A
6. Is NCAA delegated to each organizational element to enforce policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EVALUATE THE DATA COLLECTION SYSTEM	YES	NO	N/C	N/A
7. Does the reliability document fully describe the data collection system for the aircraft, component, and/or systems to be controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Does it address the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(a) Flow of information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Identification of sources of information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Steps of data development from source to analysis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Organizational responsibilities for each step of data development?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the document include samples of data to be collected, such as -	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(a) Power plant disassembly and inspection reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Component condition reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Mechanical delay and cancellation reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Flight record reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Premature removal reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) In-flight shutdowns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(g) Confirmed failure reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(h) Internal leakage reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i) Engine shutdown reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Does the reliability document include a graphic portrayal of programme operations with a closed loop showing source data, data collection, and analysis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EVALUATE THE METHODS OF DATA ANALYSIS AND APPLICATION TO MAINTENANCE CONTROLS	YES	NO	N/C	N/A
11. Does the data analysis system include the following?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(a) One more of the types of action appropriate to the trend or level of reliability experienced, including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(j) Actuarial or engineering studies employed to determine and need for maintenance programme changes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Maintenance programme changers involving inspection frequency and content, functional checks, overhaul procedures, and time limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Aircraft, aircraft system, or component modification or repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Changes in operating procedures and techniques?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) The effects on maintenance controls such as overhaul time, inspection and check periods, and overhaul and/or inspection procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(c) Procedures for evaluating critical failures as they occur?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Documentation used to support and initiate changes to the maintenance programme, including modifications, special inspections, or fleet campaigns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Reference to the operator's manual procedures for handling these documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) A corrective action programme that shows the results of corrective action in a reasonable period of time? (Depending on the effect on safety, a "reasonable" period of time can vary from immediate to an overhaul cycle period.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(g) Samples of forms used to implement corrective actions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(h) A description of statistical techniques used to determine operating reliability levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ITEM				
	YES	NO	N/C	N/A
EVALUATE THE PROCEDURES FOR ESTABLISHING AND REVISING PERFORMANCE STANDARDS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Does each programme include one of the following for each aircraft system and/or component controlled by the programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(a) Initial performance standards defining the area of acceptable reliability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Methods, data, and a schedule to establish the performance standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is the performance standard responsive and sensitive to the level of reliability experienced and is stable without being fixed? (The standard should not be so high that abnormal variations would not cause an alert or so low that it is constantly exceeded in spite of the best known corrective action measures?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Do the procedures specify the organizational elements responsible for monitoring and revising the performance standard, as well as when and how to revise the standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EVALUATE DEFINITIONS	YES	NO	N/C	N/A
15. Does each programme clearly define all significant terms used in the programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Do definitions reflect their intended use in the programme? (They may vary from programme to programme?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Are acronyms and abbreviations unique to the programme defined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EVALUATE PROGRAMME DISPLAYS AND STATUS OF CORRECTIVE ACTION PROGRAMMES AND REPORTING.	YES	NO	N/C	N/A
18. Does the programme describe reports, charts and graphs used to document operating experience?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Are responsibilities for these reports established and the reporting elements clearly identified and described?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Are the programme displays containing the essential information for each aircraft, aircraft system, and component controlled by the programme addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Is each system and component identified by the appropriate ATA Specification 100 system code number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Does the programme include displays showing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(a) Performance trends?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(b) The current month's performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) A minimum of 12 months' experience?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Reliability performance standards ("alert values")?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Procedures for amending Ops-pecs, as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) Procedures to ensure maintenance interval adjustments are not interfering with ongoing corrective actions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(g) Critical failures and procedures for taking corrective action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(h) Procedures for notifying the NCAA, when increased time limit adjustments or other programme adjustments are addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Does the programme include the status of corrective action programmes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Does this include all corrective action programme implemented since the last reporting period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Recommendations

The Reliability Programme has been evaluated in accordance with the Namibia Civil Aviation (Air Operators Certifications and Administration) Regulations currently in force and the checklist above. I DO / DO NOT / RECOMMEND the Reliability Programme to be APPROVED:

Name of Inspector _____ Signature _____ Date _____

Chief of Airworthiness – Remarks and Recommendation
Remarks:
I hereby Approval / do not Approve the Maintenance Reliability Programme
Signature / Date: