



MAINTENANCE CONTRACT AGREEMENT EVALUATION

Instructions for Use:

1. Check YES column if you determine the document or individual item conforms.
2. Check NO column if you determine that the document or individual line item does not conform. (Put a marker tab in the manual with a short note opposite the non-conforming item)
3. Use the reverse side of this form if there are few notes. Otherwise – construct a separate paper listing the discrepancies separately by ATA number. Attach this paper to this form.
4. After your review is complete, enter the total number of non-conforming findings for each line item in the # column following the NO answer.
5. Check column if it is not applicable or you do have adequate information to make a valid comment

REFER TO FSS-AOC-AP066/12 FOR FURTHER GUIDANCE ON EVALUATION AND APPROVAL OF MAINTENANCE CONTRACT	
ITEM	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
1. Review the air operator's MMM to determine -	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(a) Does the air operator's MMM show the need for air operator to have a maintenance contractor?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(b) Do the air operator's procedures adequately address all aspects of contracted maintenance?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2. Does the air operator have a system in place that the maintenance provider would perform work in accordance with the air operator's manual and maintenance programme?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3. Is the information necessary to ensure compliance with the programme made available to the maintenance provider?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4. Does the air operator have a system to ensure that the maintenance provider follows the information provided?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5. Is the air operator able to show that the maintenance provider has competent personal and adequate equipment and facilities to perform the work?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6. Are the following specific areas included or referenced in the air operator's programme-	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
Adequate Organization	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
7. Does the air operator ensure that -	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(a) The person with whom he arranges to perform maintenance has an organization capable of handling work?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(b) If required inspection items (RII) will be maintained or altered by the maintenance provider, are the inspection functions separated within the organization?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(c) Where his maintenance programme or procedures require specific compliance aspects, he is able to show that the maintenance provider is equally capable of following the manual and procedures.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

Manual Requirements	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
8. Does the air operator's manual covering the administration of his maintenance programme include specific methods for complying with the applicable sections of NAMCARS	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
9. If a maintenance provider must know these requirements, does the air operator ensure that the information is provided?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
10. Has the air operator listed in his manual the persons with whom he contracts for maintenance?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
11. Does the manual include a description of the contracted work?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
12. Where the air operator chooses to adopt the maintenance provider's maintenance manuals or portions thereof that are to be used for the performance of maintenance are the adoption details stated in the operator's manual system?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
14. Does the operator ensure that the maintenance provider's personnel are trained in accordance with his manual and the operator's procedures?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
15. Does the air operator have a system in place that ensures that the maintenance provider would perform work in accordance with the air operator's manual and maintenance programme?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
16. Does the air operator maintain, or determine that each person with whom he arranges to perform his required inspections maintains, a current listing of persons who have been trained, qualified and authorized to conduct required inspections?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
17. Does the air operator (or person with whom he arranges to perform his required inspections) give written information to each person so authorized, describing the extent of the person's responsibilities, authorities, and inspection limitations?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
18. Does the air operator provide the list for inspection when requested by the Authority	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
Continuing Analysis	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
19. Does the air operator continually survey his maintenance programme and all persons acting under that programme to ensure continuous compliance with the programme and the NAMCARS	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
20. Does the operator ensure that corrective action is taken on any deficiencies or inadequate found in his maintenance programme (by performing audits of the maintenance providers)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
Training Programmes	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
21. Does the air operator ensure that the maintenance provider's personnel are trained in a manner equivalent to the requirements of the operator's manual (eg. By the maintenance provider's personnel to attend specific courses or maintain specific levels of proficiency)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
Duty Time	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
22. Does the air operator ensure that his maintenance providers follow the duty time requirements? (If the air operator's maintenance manual and procedures indicate that the maintenance provider provides specific courses or maintain specific levels of proficiency)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
Certificate Requirements	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
23. Does the air operator ensure that only certified persons are directly in charge of maintenance and/or perform required inspections?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
Authority to perform	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
24. Is the air operator able to establish compliance with his own procedures, either through direct supervision, surveillance, and/or auditing, or through appropriate controls such as contractual relationships?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
Records	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
25. If the operator's maintenance manual(s) and/or procedure(s) indicate that the responsibility for making regulatory records available is delegated to maintenance providers, does the manual(s) and/or procedure(s) clearly delineate the records	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

required to be maintained, the length of time the records should be maintained, and the form and manner of maintain such records?	
Other areas of Consideration	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
26. Is the source of major repair and major modification data developed by or for the air operator accomplished in accordance with the air operator's manuals?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
27. Does the air operator ensure that all organizations with whom he has maintenance arrangements will adequately and promptly report to the air operator per the requirements of part 121 of the NAMCARs	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
28. Does the air operator update the list sof authorized signatories?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
Evaluate the Written Contract	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
29. Is it confirmed that no contractual clauses contradict the air operator's manual policy and procedures and current regulations?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
30. Adherence to the operator's maintenance manual and procedures make clear that regulatory requirements are guaranteed through business transactions with maintenance providers, does the contract reflect that obligation?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
Qualification to Perform Substantial Maintenance	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
31. Has the air operator conducted an on-site audit of the maintenance provider to assess that the maintenance provider has the required -	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(a) Capability?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(b) Organization structure?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(c) Competent and trained personnel?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(d) Relevant and current technical and administrative material from the air operator manual for the work to be performed?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(e) Adequate facilities and equipment to do work arranged for in accordance with the air operator's programme?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(f) The ability to transfer and receive data nad information necessary to support the continuing analysis and surveillance programme, reliability programme, or other programmes required by the air operator's manual?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
32. Does the air operator have a system in place that detects, identifies and provides timely corrective action on a continuing basis for all deficiencies and deviations in those portions of the continuing airworthiness maintenance programme accomplished by the substantial maintenance provider, including maintenance record keeping?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
33. Does the air operator have a system in place that takes and evaluates, on a continuing basis, the standards of performance (quality) of the substantial mainteancee work accomplished by the individual maintenance provider?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
34. Does the system also include provisions for timely corrective action if the quality of work becomes unsatisfactory and deficiencies are noted?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
35. Where an air operator elects to obtain the services of a substantial maintenance provider on an unscheduled and/or short basis does his manual include specific procedures for doing so?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
Inspectors Remarks	

Recommendations

This maintenance contract agreement has been evaluated and found SATISFACTORY / UNSATISFACTORY. I recommend that it is APPROVED / NOT APPROVED for application.

Name of Inspector _____ Signature _____ Date _____

Chief of Airworthiness – Remarks and Recommendations

Remarks:

I hereby **Approve /do not Approve** the maintenance contract agreement

Name / Signature / Date
Chief of Airworthiness