



REVIEW OF THE CONTENT OF A MAINTENANCE CONTRACT

Instructions for Use:

- A. Check YES column if you determine the document or individual item conforms.**
 - B. 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)**
 - C. 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.**
 - D. After your review is complete, enter the total number of non-conforming findings for each line item in the # column following the NO answer.**
 - E. Check column if it is not applicable or you do have adequate information to make a valid comment**
1. Regulation 121.06.5, 127.06.5 and 135.06.5, of the Namibian Civil Aviation Regulations.
 2. Regulations 121.10.2, 127.10.2 and 135.10.2 of the Namibian Civil Aviation Regulations.
 3. ICAO Annex 6, Part I: 8.1.1.
 4. ICAO Doc 9760 Vol 1, Chapter 6.5.2 (c)
 5. NAM AIC 61.15.

REVIEW OF THE CONTENT OF A MAINTENANCE CONTRACT (Refer to Chapter 9 of the airworthiness inspector handbook, volume 3.			
<i>Note: The following checklist items are not intended to provide a standard maintenance contract but to list main points that should be addressed in a maintenance contract between an Operator and an Approved Maintenance Organisation.</i>			
Inspection Item	YES	NO	REMARKS
1. Maintenance contracts			
1.1 Name and address of AMO/Operator.			
1.2 Name and address of subcontractor.			
1.3 Statement of cooperation between the two entities.			
1.4 Contract identification and date			
1.5 Place where maintenance will be performed			
2. Aircraft maintenance			
<i>Note: This section applies to a maintenance contract that includes base maintenance and, possibly, line maintenance.</i>			
2.1. Scope of work			
2.2. Locations identified for the performance of maintenance/			

Certificates held.			
2.3. Subcontracting			
2.4. Maintenance programme			
2.5. Quality monitoring			
Inspection Item	YES	NO	REMARKS
2.6. Competent authority involvement			
2.7. Airworthiness data			
<ul style="list-style-type: none"> • Maintenance Programme, • Reliability Programme(if applicable), • AD's, • major repairs/modification data, • aircraft Maintenance Manual, • aircraft IPC, • Wiring diagrams, • Trouble shooting manual, • Minimum Equipment List (normally on board the aircraft), • Operations Manual • Flight Manual 			
2.8. Incoming Conditions			
2.9. Airworthiness Directives and Service Bulletin/Modifications.			
2.10. Hours & Cycles control.			
2.11. Life limited parts			
2.12. Supply of parts.			
2.13. Pooled parts at line stations.			
2.14. Scheduled maintenance			
<ul style="list-style-type: none"> • applicable work package, including job cards; • scheduled component removal list; • modifications to be incorporated; 			
2.15. Unscheduled maintenance/Defect rectification.			
2.16. Deferred tasks.			
2.17. Deviation from the maintenance schedule.			
2.18. Test flight.			

2.19. Release to service documentation.			
• Certificate of release to service,			
Inspection Item	YES	NO	REMARKS
• flight test report,			
• list of modifications embodied,			
• list of repairs,			
• list of AD's incorporated,			
• maintenance visit report etc.			
2.20. Maintenance recording.			
2.21. Exchange of information.			
2.22. Meetings.			
• Contract review			
• Work scope planning meeting			
• Technical meeting			
• Quality meeting			
• Reliability meeting			
3. Engine Maintenance.			
<i>This section deals with engine shop maintenance. "On wing" engine maintenance should be covered by paragraph 2 above.</i>			
3.1. Scope of work.			
3.2. Location identified for the performance of maintenance/ Certificates held.			
3.3. Subcontracting.			
3.4. Maintenance Programme.			
3.5. Quality monitoring.			
3.6. Competent authority involvement			
3.7. Airworthiness data.			
• Maintenance Programme;			
• AD's;			
• major repairs/modification data;			
• Engine overhaul manual;			
3.8. Incoming Conditions			

3.9. Modifications			
• Airworthiness Directives			
Inspection Item	YES	NO	REMARKS
•			
• Service Bulletins			
3.10. Hours & Cycles control			
3.11. Life Limited Parts			
3.12. Supply of parts			
3.13. Scheduled maintenance			
<i>For planning scheduled maintenance checks, the support documentation to be given to the approved maintenance organisation should be specified. This may include, but may not be limited to:</i>			
• applicable work package, including job cards;			
• scheduled component removal list;			
• modifications to be incorporated;			
3.14. Unscheduled maintenance/Defect rectification			
3.15. Deferred tasks			
3.17. Test Bench			
3.18. Release to service documentation			
- FAA 8130, EASA Form One or equivalent,			
- test bench report,			
- list of modifications embodied,			
- list of repairs,			
- list of AD's performed,			
3.19. Maintenance recording			
3.20 Exchange of information			
3.21. Meetings			
3.21.1. Contract review			
3.21.2. Work scope planning meeting			
3.21.3. Technical meeting			
3.21.4. Quality meeting			

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 Airworthiness