



**CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTION DIVISION**

**Application form for Engineering Manual (EM)/Maintenance Procedure Manual (MPM)
Initial Approval / Revision**

Section A (To be filled by the airline)

1. Name of Applicant: _____
2. Organization: _____
3. Issuance / Revision No. : _____
4. Reason for issuance/revision: _____
5. Recommendation of Engineering / Maintenance Department Chief.
(This Engineering Manual (EM)/Maintenance Procedure Manual (MPM) is within the limitation of current airlines organization structure and as per NCAR chapter E.2)

Signature

Date:

Place:

Name:

Designation: `

Stamp:

6. Recommendation of QA Chief.
(Declaration this EM/MPM issue/revision is as per NCAR E.2 limitation & it reflects as per current organization structure)

Signature

Date:

Place:

Name:

Designation: `

Stamp:

7. Recommendation from MD/CEO for Approval.

Signature

Date:

Place:

Name:

Designation: `

Stamp:

Section B (To be filled by the Airworthiness Division)

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Application form (as per NCAR Chapter E.2 Para 2.1) | <input type="checkbox"/> | <input type="checkbox"/> |
| a) An organization chart showing the chain of responsibility for engineering management and quality assurance (control). Key personnel shall be identified | <input type="checkbox"/> | <input type="checkbox"/> |

- by name and their responsibilities be defined by individual job descriptions.
- b) A definition of the duties and responsibilities of each section or workshop of the Engineering Department. Instructions regarding communication between sections, and procedures when passing work from one shift to the next.
- c) Procedures to ensure that work interruptions do not adversely effect required inspections.
- d) Details of maintenance program to be followed, including procedures for ensuring that all maintenance is performed when required or for obtaining an approved concession in exceptional circumstances.
- e) Methods used for designating critical items requiring inspections.
- f) Procedures for the recording and certification of maintenance including the use of Technical (Flight) Logs and Aircraft, Engine and Propeller Log Books.
- g) Procedures to ensure that required maintenance or inspections are handled by appropriately trained, qualified and certificated/licensed personnel.
- h) Procedures for issue of a Maintenance Release, control of Maintenance Release validity periods and identification of licensed engineers authorized to issue.
- i) Procedures to ensure that inspections are completed satisfactorily before aircraft are released to service.
- j) Identification of the aircraft types operated and/or maintained and the approved Maintenance Schedule for each type. Procedures for control and amendment of Maintenance Schedules.
- k) Details of any reliability and quality assurance or quality control program operated by the Engineering Department.
- l) Procedures for control of items subject to maintenance On Condition, Condition Monitoring, fixed time overhaul lives (TBOs) or retirement lives, and, if applicable, approved escalation programmes.
- m) Procedures for reporting and investigating defects. The approved Minimum Equipment List for each aircraft type.
- n) Provision for unscheduled maintenance and rectification of defects when aircraft are away from base.
- o) Procedures for assessing and implementing Airworthiness Directives and for the evaluation and implementation of manufactures' Service Bulletins.
- p) Procedures for control and amendment of Nepalese Civil Airworthiness Requirements, Flight Standards Notices, Manufacturers' Manuals, Flight Manuals and for the issue of drawings, specifications, work sheets and mandatory instructions.
- q) Procedures for control of stores, including incoming goods inspection and shelf life control.
- r) Procedures for swinging compasses, weighing aircraft, ground running, etc.
- s) Procedures for ensuring periodic calibration of precision tools and test equipment.

- t) Procedures for designing and obtaining approval of modification and repair designs
originated by the maintenance organization.
 - u) Procedures for control of special processes, e.g. anodizing, welding, heat treatment,
non-destructive testing, tests of safety equipment, etc.
 - v) Procedures for contracting out maintenance to foreign organizations, the system for
issuing directives on quality standards to be observed by such organizations, and the
procedure for inspecting and accepting work completed by such organizations.
 - w) Identification of forms used for recording and certification of maintenance. Specimens
of such forms should be included in the manual.
2. Recommendation from airline's MD/CEO for approval
 3. Written statement by QA chief that EM/MPM is as per NCAR E.2
 4. Airline's Engineering Director's acceptance

Found Engineering Manual/Maintenance Procedure Manual satisfactory/unsatisfactory for approval.

Verified by

Date:

Recommended by
Airworthiness Division

Date:

Approved by
FSSD Chief
Date: