



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY

MANUAL	REF	DSA AOC.MAN.001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

VOLUME III — AIRWORTHINESS DEMONSTRATIONS, INSPECTIONS, APPROVALS



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA.AOC.MAN.001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

CHAPTER 1 GENERAL

1.1 CCAA exercises the necessary control of its air operators through the issuance of an Air Operator Certificate (AOC). The award of an AOC constitutes certification by CCAA that specified operations as authorized are in compliance with regulations.

1.2 A major consideration in the airworthiness review during the AOC certification process is the determination of the capability of the applicant to adequately maintain its aircraft in an airworthy condition. CCAA shall conduct detailed evaluation and inspection of the applicant's maintenance organization, maintenance control manual, maintenance programme, staffing, facilities, training and ability to carry out day-to-day operations. The airworthiness inspections and evaluations shall be carried out by qualified airworthiness inspectors under the overall coordination of an inspector in charge of the certification team of the air operator.

1.3 Some inspections and evaluations in the AOC certification process may require airworthiness and flight operations inspectors to work together. All findings or discrepancies noted during the inspections and evaluations must be notified to the applicant in writing. The applicant shall address all findings and discrepancies to the satisfaction of CCAA before the issue of the AOC.

1.4 Operators may have an Approved Maintenance Organization (AMO) as part of their organization or the maintenance of its aircraft may be contracted to an AMO approved for the purpose.

In issuing the AOC, CCAA will have to be satisfied as to the actions in granting the approval of the maintenance organization, maintenance programme and setting the standards for the continuing airworthiness of the operator's aircraft. As Cameroon as notified Article 83 bis, the CCAA can transfer some or all of its responsibilities for the airworthiness aspects.

1.5 In making the maintenance arrangements, the applicant is required to demonstrate and ensure that the aircraft and its operation are maintained in an airworthy condition. An aircraft should not be operated unless it is maintained and released to service by an AMO or under an equivalent system acceptable to the CCAA.



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA.AOC.MAN 001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

1.6 CCAA shall conduct a detailed evaluation and inspection of the applicant’s maintenance organization, maintenance control manual, maintenance programme, staffing, facilities, training and ability to carry out day-to-day operations. The maintenance inspections and evaluations shall be carried out by qualified airworthiness inspectors under the overall coordination of an inspector in charge of the certification team of the potential air operator.

1.7 Subsequent to the issuance of an AOC, CCAA will continue to monitor the operation through a systematic programme of safety oversight inspections.



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA.AOC.MAN.001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

CHAPTER 2 MAINTENANCE CONTROL MANUAL



DSA.AOC.CHKL.004

2.1 GENERAL

2.1.1 CCAA shall [accept / approve] the operator's maintenance control manual (MCM) as required in "Arrêté N°00606/MINT, Chapter 8". The MCM sets out the applicant's intentions and procedures with regard to maintaining the airworthiness its aircraft during its operational life. This applies whether or not the applicant for an AOC also intends to apply for approval as an AMO or intends to contract out maintenance to an AMO.

2.1.2 The MCM, which may be issued in separate parts, shall be provided for use and guidance for maintenance and operational personnel as applicable. The operator is accountable for the manual and is required to ensure that it is amended and revised as necessary. This is achieved by means of establishing a revision control system and ensuring that copies of any changes made be distributed to all holders of the manual. The design of the manual shall observe human factor principles including the proper use of written language, size of fonts and proper layout, use of diagrams, tables and charts where applicable. The manual shall contain the information described in 2.3 below.

2.2 REFERENCES

The following references apply to this procedure:

- a) regulations (specific)
- b) Other corresponding State Regulations / standards / requirements



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA.AOC.MAN.001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED REV	02 DU 01/04/2015 00 DU 01/04/2015

2.3 CONTENTS OF THE MAINTENANCE CONTROL MANUAL

2.3.1 “Instruction N° 000291/CCAA/DG/DSA/SDNV du 06 juillet 2009 relative au manuel des procédures d’organismes de maintenance” requires that the operator’s maintenance control manual contain, at a minimum, the following information:

- a) a description of the procedures including, when applicable:
 - i. a description of the administrative arrangements, including a contract, between the operator and the approved maintenance organization;
 - ii. a description of the maintenance procedures and the procedures for completing and signing a maintenance release when maintenance is based on a system other than that of an approved maintenance organization.;
- b) names and duties of the person or persons required that will ensure that all maintenance is carried out in accordance with the maintenance control manual;
- c) a reference to the maintenance programme approved by CCAA;
- d) a description of the methods used for the completion and retention of the operator’s maintenance records. The operator shall ensure that the following records are kept for the periods mentioned:
 - i. the total time in service (hours, calendar time and cycles, as appropriate) of the aeroplane and all life-limited components;
 - ii. the current status of compliance with all mandatory continuing airworthiness information;
 - iii. appropriate details of modifications and repairs;
 - iv. the time in service (hours, calendar time and cycles, as appropriate) since the last overhaul of the aircraft or its components subject to a mandatory overhaul life;



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY

MANUAL	REF	DSA.AOC.MAN.001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

- v. the current status of the aircraft's compliance with the maintenance programme; and
- vi. the detailed maintenance records to show that all requirements for the signing of a maintenance release have been met.

The records in i) to v) shall be kept for a minimum period of 90 days after the unit to which they refer has been permanently withdrawn from service, and the records in vi) for a minimum period of one year after the signing of the maintenance release.;

- e) a description of the procedures for monitoring, assessing and reporting to the organization responsible for the type design maintenance and operational experience information on faults, malfunctions, defects and other occurrences that cause or might cause adverse effects on the continuing airworthiness of the aircraft*
- f) a description of the procedures for service information reporting to [State CAA]*;
- g) a description of procedures for assessing continuing airworthiness information received from the organization responsible for the type design maintenance and implementing any resulting actions*;
- h) a description of the procedures for implementing action resulting from mandatory continuing airworthiness information;
- i) a description of establishing and maintaining a system of analysis and continued monitoring of the performance and efficiency of the maintenance programme, in order to correct any deficiency in that programme;
- j) a description of aircraft types and models to which the manual applies; and
- k) a description of procedures for ensuring that unservice abilities affecting airworthiness are recorded and rectified.

* For aircraft over 5 700kgs maximum certificated take-off mass



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA.AOC.MAN.001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

2.4 ADMINISTRATIVE PROCEDURES

2.4.1 The assigned airworthiness inspector (AWI) shall complete the job aid in Attachment 1 for the evaluation and approval of the MCM

2.4.2 The assigned AWI shall inform the applicant, in writing, of all discrepancies that will require follow-up. Discrepancies should be noted and forwarded to the applicant together with a cover letter.

2.4.3 All discrepancies must be addressed or actioned by the applicant to the satisfaction of the assigned AWI.

2.4.4 The MCM shall only be approved with the completion of the job aid and any discrepancy reports that were raised. The assigned AWI will inform the applicant in writing when the MCM is approved.

2.4.5 The completed job aid, all completed discrepancy reports, any correspondence with the applicant and any relevant documents in submitted conjunction with the application should be appropriately filed.

2.4.6 A copy of the approved MCM shall be retained by CCAA.