



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 3 MAINTENANCE PROGRAMME



DSA.AMO.CHL.323

3.1 GENERAL

3.1.1 CCAA shall approve the operator’s maintenance programme for each aircraft type operated on its fleet as required by “Arrêté N°00606/MINT, Chapter 8”. The maintenance programme should be based on information made available by the State of Design or by the organization responsible for the type design, and any additional applicable experience. The maintenance programme establishes the maintenance tasks and intervals for the aircraft, engines, propellers and parts. A reliability programme, if applicable, can be approved as part of the maintenance programme or as a separate document.

Note: Chapter 4 of this Volume details the evaluation and approval of a reliability programme if required.

3.1.2 The maintenance programme shall be provided for use and guidance for maintenance and operational personnel as applicable. The operator is accountable for the programme 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 all amendments to the maintenance programme be furnished promptly to all organizations (Operator(s) and AMO) or persons to whom the maintenance programme has been issued. The design and application of the operator’s maintenance programme shall observe human factor principals including the proper use of written language, size of fonts and proper layout, use of diagrams, tables and charts where applicable, and the manual shall contain the information described in 3.3 below.

3.2 REFERENCES

The following references apply to this procedure:



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

3.3 CONTENTS OF A MAINTENANCE PROGRAMME

3.3.1 “Instruction N°000293/CCAA/DG/DSA du 06 juillet 2009 relative au programme de maintenance” requires that the operator’s maintenance programme contain, at a minimum, the following information:

- a) maintenance tasks and the intervals at which these are to be performed;
- b) a continuing structural integrity programme* (SIP) which at least includes:
 - i. supplemental inspections;
 - ii. corrosion prevention and control; structural modification and associated inspections;
 - iii. repair assessment methodology; and
 - iv. widespread fatigue damage review;

* applicable for aeroplanes over 5 700 kg maximum certificated take-off mass

- c) procedures for changing or deviating from a) and b) above for tasks that do not have mandatory designations from the State of Design; and
- d) when applicable, condition monitoring and reliability programme descriptions for aircraft systems, components and engines.

3.4 ADMINISTRATIVE PROCEDURES

3.4.1 The assigned airworthiness inspector (AWI) shall complete the checklist **DSA.AMO.CHL.323** for the evaluation and approval of the maintenance programme.

3.4.2 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.




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

3.4.4 The maintenance programme shall only be approved with the completion of the checklist and any discrepancy reports that were raised. The assigned AWI will inform the applicant in writing (see attachment 11) when the maintenance programme is approved.

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

3.4.6 A copy of the approved maintenance programme shall be retained by CCAA.

VERIFICATION DU MANUEL DU PROGRAMME DE MAINTENANCE (M.P.M) DSA.AMO.CHKL.323		 CCAA	
EXPLOITANT:	MANUEL :	N° et date d'édition :	
		N° et date de révision :	
VERIFIE PAR :	DATE DE VERIFICATION:	SIGNATURE :	

CHAPITRE 0 : PRELIMINAIRE				
Chap*	DÉSIGNATION DU CHAPITRE OU SOUS CHAPITRE	REFERENCE MANUEL EXPLOITANT	EVALUATION CCAA	OBSERVATIONS
0.1	Le manuel de programme de maintenance rassemble-t-il tout ce que l'entreprise doit faire au titre ? : - du maintien de l'aptitude au vol ; - du maintien de l'état des installations de radiocommunication et de radionavigation de bord ; - du maintien de l'état de l'aéronef au regard des règles relatives à la limitation de nuisance - du maintien de l'état des matériels exigés par la réglementation relative au mode d'exploitation.		<input type="checkbox"/> Satisfaisant <input type="checkbox"/> Non satisfaisant <input type="checkbox"/> sans objet	
0.2	Le programme de maintenance est-il établi sur la base du programme du constructeur ? - Inclut-t-il le programme MRB et qui constitue l'exigence minimale ?		<input type="checkbox"/> Satisfaisant <input type="checkbox"/> Non satisfaisant <input type="checkbox"/> sans objet	
0.3	Le manuel de programme de maintenance comprend-il six sections ? - Section 1 : Instructions générales ; - Section 2 : Périodicité des visites de maintenance ; - Section 3 : Mode de maintenance - Limites d'utilisation et de stockage ; - Section 4 : Inspections spéciales ;		<input type="checkbox"/> Satisfaisant <input type="checkbox"/> Non satisfaisant <input type="checkbox"/> sans objet	



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CHAPTER 4 RELIABILITY PROGRAMME

4.1 GENERAL

4.1.1 CCAA shall approve the operator's reliability programme for each aircraft type operated on its fleet as required in regulations. The purpose of a reliability programme is to ensure that the aircraft maintenance programme tasks are effective and their recurrence at regular intervals are adequate. A reliability programme allows the operator to recognize, assess and act upon symptoms of deterioration before malfunction or failure occurs.

4.1.2 A reliability programme is approved as part of the maintenance programme or as a separate document (reliability manual).

4.2 CONTENTS OF A RELIABILITY PROGRAMME

The reliability programme should contain the following elements:

- a) an organizational structure;
- b) a data collection system;
- c) a method of data analysis and display;
- d) procedures for establishing performance standards or levels;
- e) procedures for programme revision;
- f) procedures for time control; and
- g) a paragraph containing definitions of terms used in the programme.



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4.3 ADMINISTRATIVE PROCEDURES

4.3.1 The assigned airworthiness inspector (AWI) shall complete a checklist for the evaluation of the reliability programme.

4.3.2 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.

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

4.3.4 The reliability programme shall only be approved with the completion of the checklist and any discrepancy reports that were raised. The assigned AWI will inform the applicant in writing when the reliability programme is approved.

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

4.3.6 A copy of the approved reliability programme shall be retained by CCAA.



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CHAPTER 5 MAINTENANCE ARRANGEMENTS

5.1 GENERAL

5.1.1 “Arrêté N°00606/MINT, Chapter 8” requires that each aircraft operated is maintained in an airworthy condition. All maintenance must be performed by an approved maintenance organization (AMO) or under an equivalent system acceptable to CCAA. The operator may perform maintenance on its own aircraft or contract the maintenance of its aircraft to an appropriately rated AMO. Where the AMO is part of the operator’s own organization, it should be subjected to the same approval procedure as for independent organizations.

5.1.2 The applicant is required to demonstrate that an organization, with the necessary qualified staff, equipment and facilities, is set-up and responsible for ensuring that the aircraft remain in an airworthy condition for the duration of their operational life.

5.3 MAINTENANCE OF AIRCRAFT

5.3.1 The operator’s maintenance control manual (MCM) shall be approved by CCAA.

The MCM details the processes and procedures with regard to maintaining the airworthiness its aircraft during its operational life.

Note: Chapter 2 of this Volume details the evaluation and approval of the MCM.

5.3.2 “Arrêté N°00606/MINT, Chapter 8” requires an operator employs a person, or group of persons, to ensure that all maintenance is carried out in accordance with the MCM. This requirement should be clearly demonstrated during the inspection. It should be determined that the structure of the applicant’s maintenance control organization, as detailed in the MCM, including the duties and responsibilities for all key personnel including, but not limited to the manager(s) for engineering, quality and maintenance.



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5.4 MAINTENANCE ARRANGEMENTS

5.4.1 If maintenance is contracted to another AMO, a written contract shall be agreed between the operator and the maintenance organization detailing the responsibilities of both parties. The technical aspects of the maintenance contract shall be acceptable to CCAA.

5.4.2 In accepting an operator's contracted maintenance arrangement, the following minimum requirements should be satisfied:

- a) the operator, subject to contractual maintenance arrangements, will ensure each aircraft it operates is maintained in an airworthy condition;
- b) when an air operator contracts with an appropriately rated AMO, the operator should have available the names of these organizations and the scope of the work contracted;
- c) the AMO contracted to perform the maintenance should have access to the operator's currently approved maintenance programme that includes the make and model of the aircraft subject to the contract and the operator's MCM;
- d) the AMO performing maintenance should be appropriately rated and capable of performing the work contracted for, and that work should be performed in accordance with the air operator's approved MCM;
- e) the AMO should have the facilities and equipment to perform the work for which it has been contracted;
- f) The arrangements should clearly describe the operator's and AMO's responsibilities regarding the control, planning and scheduling of the maintenance tasks to be performed.

5.5 ADMINISTRATIVE PROCEDURES

5.5.1 The assigned airworthiness inspector (AWI) shall complete the job aid in Attachment 4 the evaluation and acceptance of a maintenance contract



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5.5.2 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.

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

5.5.4 The maintenance contract shall only be accepted with the completion of the job aid and any discrepancy reports that were raised. The assigned AWI will inform the applicant in writing (see Attachment 10) when the maintenance contract is accepted.

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

5.5.6 A copy of the accepted maintenance contract shall be retained by CCAA.