



MAINTENANCE CONTRACT AGREEMENT

INSPECTION RECORD
Name of Maintenance Organisation:
Physical Address (Location):
Date of Evaluation :
Rating of Maintenance:
Aviation Safety Inspector(s):
Assessment Code: YES =Satisfactory NO = Not Satisfactory N/C = Not Checked N/A = Not Applicable

Item	Assessment			
	YES	NO	N/C	N/A
1. Review the air operator's MCM to determine -				
(a) Does the air operator's MCM show the need for the air operator to have a maintenance contractor?				
(b) Do the air operator's procedures adequately address all aspects of contracted maintenance?				
2. 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?				
3. Is the information necessary to ensure compliance with the programme made available to the maintenance provider?				
4. Does the air operator have a system to ensure that the maintenance provider follows the information provided?				
5. Is the air operator able to show that the maintenance provider has competent personnel and adequate equipment and facilities to perform the work?				
6. Are the following specific areas included or referenced in the air operator's programme-				
Adequate Organization				
7. Does the air operator ensure that -				
(a) The person with whom he arranges to perform maintenance has an organization capable of handling the work?				
(b) If required inspection items (RII) will be maintained or altered by the maintenance provider, are the inspection functions separated within the organization?				
(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?				
Manual Requirements				



8. Does the air operator's manual covering the administration of his maintenance programme include specific methods for complying with the applicable sections of GCARS				
9. If a maintenance provider must know these requirements, does the air operator ensure that the information is provided?				
10. Has the air operator listed in his manual the persons with whom he contracts for maintenance?				
11. Does the manual include a description of the contracted work?				
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?				
13. Does the operator ensure that the maintenance provider's personnel are trained in accordance with his manual and the operator's procedures?				
14. Does the air operator maintain, or determines 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?				
15. Are the persons identified by name, occupational title, and the inspection that they are authorized to perform?				
16. 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?				
17. Does the air operator provide this list for inspection when requested by the GCAA				
Continuing Analysis				
18. 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 GCARS				
19. Does the operator ensure that corrective action is taken on any deficiencies or inadequacies found in his maintenance programme (by performing audits of the maintenance providers)?				
Training Programmes				
20. 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)?				
Duty Time				
21. 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 assurances, then the contractor must provide those assurances.)				



Certificate Requirements				
22. Does the air operator ensure that only certified persons are directly in charge of maintenance and/or perform required inspections?				
Authority to perform				
23. 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?				
Records				
24. 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 required to be maintained, the length of time the records should be maintained, and the form and manner of maintaining such records?				
Other Areas of Consideration.				
25. 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?				
26. 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 9 NCARs				
27. Does the air operator update the list of authorized signatories?				
Evaluate the Written Contract				
28. Is it confirmed that no contractual clauses contradict the air operator's manual policy and procedures and current regulations?				
29. If 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?				
Qualification to Perform Substantial Maintenance				
30. Has the air operator conducted an on-site audit of the maintenance provider to assess that the maintenance provider has the required -				
(a) Capability?				
(b) Organization Structure?				
(c) Competent and trained personnel?				
(d) Relevant and current technical and administrative material from the air operator manual for the work to be performed?				
(e) Adequate facilities and equipment to do the work arranged for in accordance with the air operator's programme?				
(f) The ability to transfer and receive data and information necessary to support the continuing analysis and surveillance programme, reliability programme, or other programmes required by the air operator's manual?				



31. 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?				
32. Does the air operator have a system in place that tracks and evaluates, on a continuing basis, the standards of performance (quality) of the substantial maintenance work accomplished by the individual maintenance provider?				
33. Does the system also include provisions for timely corrective action if the quality of work becomes unsatisfactory and deficiencies are noted?				
34. Where an air operator elects to obtain the services of a substantial maintenance provider on an unscheduled and/or short notice basis does his manual include specific procedures for doing so?				

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 _____



Manager Airworthiness - Remarks and Recommendation
I hereby Approval / do not Approve the Maintenance Contract Agreement
Signature Manager Airworthiness