REPUBLICA DE MOÇAMBIQUE

Civil Aviation Authority

A1-02
APPLICATION FORM/CHECKLIST – MAINTENANCE CONTROL MANUAL (MCM)
PREPARATION AND REVISION

Activity Code:	SRS ID:

Name of Air Operator :	AOC Nº:
Name of Representative:	
Function:	
Initial Submission ☐ Revision ☐	Revision Nr. _____ Effective Date ____/____/____

I hereby declare that all the following items are included in the form of procedures acceptable to the Authority in the MCM mentioned in MOZCAR/CATS Parts 121, 127 and 135 (as applicable to the operations) on pages listed below:

Signature _____ Date ____/____/____

Instructions:

1. Column 1 is to be completed by the operator. Detailed references about the location of the required policy or procedure should be given. *(Ex: OM Part A, Ch 1, 1.21, Pag. 47).*
2. Columns 2 to 5 are completed by the IACM. (*A – Acceptable; U – Unacceptable; N/A – Not Applicable)*
3. Enter a sequential note number in column 5 when column 3 is checked (*item is unacceptable)*. Describe the finding in Section 3.

Regulat. Refer.	**ITEM**	**1**	**2**	**3**	**4**	**5**
		OM Refer.	**IACM**			
			A	**U**	**N/A**	**Note Nr**
	The MCM may vary in detail according to the complexity of operation and the type and number of aircraft operated.					
	The MCM or Parts thereof, may be submitted in any format, including electronic. In any case, the accessibility, usability and reliability must be ensured.					
MOZCAT 121.09.4	Is the MCM structured as follows:					
	(a) Part 0, General Organization, including a description of the operator's organization and the duties and responsibilities of management personnel;					
	(b) Part 1, Maintenance Control Procedures, including continuing airworthiness management procedures;					
	(c) Part 2, Quality system procedures for the monitoring of continuing airworthiness activities and the contracted maintenance functions.					
	(d) Part 3, Contracted maintenance, including contractor selection procedures and aircraft audit procedures.					
	(e) Part 4, Appendixes, containing samples and copies of documents and listings.					
MOZCAR 21.09.4 (7)	All Parts of the MCM are consistent and compatible in form and content?					
MOZCAR 121.09.4 (6) MOZCAT 121.10.7	The content of the MCM should be presented in such a way that it can be consulted without difficulty and observe the principles of human factors?					
MOZCAR 121.09.4 (3)	The MCM can be readily amended?					
MOZCAR 121.09.4 (4)	The content of the MCM and its revision status indicate that it is a controlled document?					
	Does the manual contain:					
MOZCAT 121.04.13	(a) a table of contents;					

MOZCAT 121.04.13 (1.2) (e)	(b) a list of effective pages and their effective dates;					
MOZCAT 121.04.13 (1.2) (e)	(c) a record of amendments and revisions with insertion dates and effective dates;					
MOZCAT 121.04.13 (1.2) (g)	(d) a system for recording temporary/ immediate revisions required in the interest of safety;					
MOZCAT 121.04.13 (1.2) (h)	(e) a distribution list:					
MOZCAT 21.04.13 (2.3)	(i) the operator's management personnel and other personnel as necessary;					
MOZCAT 21.04.13 (2.2)	ii) the approved maintenance organization(s);					
	iii) the Authority.					
	(f) Explanations and definitions of terms and words used in the manual.					
MOZCAR 121.09.4 MOZCAT 21.04.13 (2.2)	**PART 0 – GENERAL/Organization**					
	0.1 Corporate commitment by the accountable Manager.					
MOZCAT 21.04.13 (2.1)	A statement signed by the accountable manager, with the exact or similar wording in MOZCATS 121.04.9, 127.09.4 and 135.04.9. *Note: when a similar wording is provided the intent shall not be changed*					
	0.2 General information:					
MOZCAT 21.04.13 (2.2)	**a) Brief description of the organization**, how it is Organized under the management of the accountable manager, including a reference to the organization chart in 0.4.					
MOZCAT 121.04.13 (2.2) (b)	**b) Relationship with other organizations:** i) in case of a group the specific relationships with other members of the group.					
MOZCAT 121.04.13 (2.2)	ii) if the organization belongs to a consortium this should be indicated, specifying the other members, as well as the scope of organization (e.g. operations, maintenance, etc);					
MOZCAT 121.04.13 (2.2) (c) / MOZCAR 121.09.4 (2.2)	**c) Aircraft managed –** fleet composition (aircraft types and number of aircraft of each type).					
MOZCAT 121.04.13 (2.2) (c)	**d) Type of operation** (e.g. commercial, scheduled/charter, long haul/regional, regions/countries/continents flown)					
	e) Scope of work. A description of the scope of work of the organization. Maintenance control functions contracted out shall be referred.					
MOZCAT 121.04.13 (2.2)	**f) Facilities.** A general description and location of the Facilites.					
MOZCAR 121.09.4 (7) (a)	**0.3 Management personnel.**					
MOZCAT 121.04.13 (2.3) (a)	a) Accountable manager. Duties and responsibilities to demonstrate that he/she has corporate authority for ensuring that all maintenance activities can be financed and carried out to the required standard.					
MOZCAT 121.04.13 (2.3) (b)	b) Nominated post holder for maintenance control. Responsibility to ensure that all maintenance is carried out on time and to an approved standard.					
MOZCAT 121.04.13 (2.3) (c)	c) Duties and responsibilities of: i) the nominated postholder;					
	ii) other management personnel responsible for maintenance control;					
	iii) The quality manager, as regards the quality monitoring of the maintenance system.					
MOZCAT 121.04.13	e) Manpower resources and training policy:					

(2.3) (e)	i) Broad figures to show that the number of people dedicated to the performance of the continuing airworthiness activities is adequate.					
MOZCAT 121.04.13 (2.3) (f)	ii) Training policy. A statement showing that the training and qualification standards for the personnel quoted above are consistent with the size and complexity of the organization. A statement explaining how the need for recurrent training is assessed and how the training recording and follow-up is performed.					
MOZCAT 121.04.13 (2.3) (e)	**0.4 Management organization chart**					
MOZCAR 121.09.4 (8) (2.3) MOZCAT 121.04.13 (2.3) (e)	0.4.1 General organisation organogram;					
	0.4.2 Maintenance department organogram;					
MOZCAR 121.09.4 (8) (1.2) (i) MOZCAT 121.04.13 (2.4)	**0.5 Notification procedure to the Authority regarding changes to the organization's activities, approval, location or personnel.**					
	An explanation of when the company should inform the Authority prior to incorporating proposed changes.					
MOZCAR 121.09.4 (8) (1.2) MOZCAT 121.04.13 (1.2)	**0.6 Manual amendment procedures.**					
MOZCAR 121.09.4 (8) (1.2) (a)	a) An indication of who is responsible for the amendment of the manual and submission to the Authority for approval.					
MOZCAR 121.09.4 (8) (1.2) (b)	b) A statement of the conditions that require amendment to the manual, that it will include any material required by the Authority and will be kept up to date.					
MOZCAR 121.09.4 (8) (1.2) (c)	c) a statement that handwritten amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety;					
MOZCAR 121.09.4 (8) (1.2) (i)	d) A statement that amendments and revisions are subject to prior approval by the Authority at must be submitted at least 30 days before the date of their intended use.					
MOZCAR 121.09.4 (8) (1.2) (g)	e) a description of the distribution system for the manuals, amendments and revisions;					
MOZCAT 121.04.13 (1.2) (d)	f) a description of the system for the annotation of pages or paragraphs and their effective dates;					
MOZCAT 121.04.13 (1.2) (f)	g) a means of indicating changes in the text pages and, as far as practicable, on charts and diagrams;					
	PART 1.0: MAINTENANCE CONTROL PROCEDURES					
MOZCAT 121.09.4 (3.0)	**1.1 Aircraft technical logbook utilization and MEL application.**					
	a) Aircraft technical log:					
	(1) General. The purpose of the aircraft technical log system.					
	(2) Instructions for use. Instructions for using the aircraft technical log. Responsibilities of the maintenance personnel and operating crew. Samples of the technical log system should be included in Part 4 "Appendices" in order to provide enough detailed instructions.					
	(3) Aircraft technical log approval. Responsibility for submitting the aircraft technical log any subsequent amendment to the Authority for approval and the procedure to be followed.					
MOZCAR121.09.4 (3) MOZCAT 121.09.4 (3.1)	b) M.E.L. application:					
MOZCAT 121.04.14 (4) MOZCAT 91.07.31	(1) General. Broadly explanation of what a MEL document is.					
	(2) MEL categories.					
	(3) Application. How the maintenance personnel identify a MEL limitation to the crew with a reference to the technical log procedures.					

	(4) Acceptance by the crew. How the crew notifies his acceptance or non-acceptance of the MEL deferment in the technical log.					
	(5) Management of the MEL time limits. System to ensure that the defect will actually be corrected before the limit specified in the MEL (e.g. technical log or a specific follow up system such as data processed planning system).					
	(6) MEL Time Limitation Overrun. A description of the specific duties and responsibilities for controlling MEL extensions when the Authority grants the operator to overrun MEL time limitation under specified conditions.					
MOZCAR 121.09.4 (7) (b) (ii)	**1.2 Release to service.**					
	A description of the operator's Procedures for completing and signing the maintenance release.					
MOZCAR 121.09.4 (3.2) MOZCAT 121.09.4 (3.2)	**1.3 Aircraft maintenance programmes – Development, amendment and approval.**					
	(a) General. Purpose of a maintenance programme to provide maintenance planning instructions necessary for the safe operation of the aircraft.					
	(b) Content. An explanation of the format(s) of the company's aircraft maintenance programme					
MOZCAR 121.09.4 (7) (c)	(c) Development. (1) Sources. Explain what are the sources (e.g. MRB, MPD, Maintenance Manual, etc...) used for the development of an aircraft maintenance programme.					
	(2) Responsibilities. Who is responsible for the development of an aircraft maintenance programme?					
	(3) Manual amendments. A description of the system established for ensuring the continuing validity of the aircraft maintenance programme, including how any relevant information is used to update the aircraft maintenance programme (e.g. MRB amendments, SBs, modifications, in service experience and reliability reports)					
	(4) Acceptance by the Authority. Responsibility for the submission of the maintenance programme to the Authority and the related procedure and in particular the issue of the Authority approval for variation to maintenance periods. If agreed by the Authority for the organization to approve internally certain changes, specify what types of changes are concerned and what the approval procedures are.					
MOZCAR /MOZCAT 121.09.4 (3.3)	**1.4 Time and continuing airworthiness records, responsibilities, retention, access.**					
	a) Hours and cycles recording. An explanation of how the organisation has access to the current flight hours and cycle information and how it is processed through the organisation.					
	b) Records. The type of company documents that are required to be recorded and what are the recording period requirements for each of them. This can be provided by a table or series of tables that would include the following: - Family of document (if necessary), - Name of document, - Retention period, - Responsible person for retention, - Place of retention					
MOZCAR 121.09.4 (7) (d)	c) Preservation of records. A description of the means provided to protect the records from fire, floods, etc... As well as the specific procedures in place to guarantee that the records will not been altered during the retention period (especially for the computer record).					
	d) Transfer of continuing airworthiness records. A procedure for the transfer of records, in case of purchase/lease-in, sale/lease-out and transfer to another organization of an aircraft. Specify which records have to be transferred and who is responsible for the					
	Coordination (if necessary) of the transfer.					

MOZCAR 121.09.4 (3.4)	**1.5 Accomplishment and control of airworthiness Directives (ADs).**					
	A description demonstrating theestablishment of a comprehensive system for the management of ADs:					
	a) Airworthiness directive information. The AD information sources are and who receives them in the company.					
	b) Airworthiness directive decision. Explain how and by whom the AD information is analyzed and what kind of information is provided to the contracted maintenance organizations in order to plan and to perform the airworthiness directive. This should as necessary include a specific procedure for emergency airworthiness directive management.					
	c) Airworthiness directive control. A description of how the organization manages to ensure that all the applicable ADs are performed and that they are performed on time. This should include a close loop system that allows verifying that for each new or revised AD and for each aircraft: - the AD is not applicable or, - if the AD is applicable: - the AD is not yet performed but the time limit is not overdue, - The AD is performed, and any repetitive inspection are identified and performed. This may be a continuous process or may be based on scheduled reviews.					
MOZCAR 121.09.4 (3.5)	**1.6 Analysis of the effectiveness of the maintenance programme(s).**					
	A description of the tools used in order to analyse the efficiency of the maintenance programme (e.g. PIREPS, air turn-backs, spare consumption, repetitive technical occurrence and defect, technical delays analysis [through statistics if relevant], technical incidents analysis (through statistics if relevant], etc...). The indication by whom and how these data are analysed, what is the decision process to take action and what kind of action could be taken (e.g. amendment of the maintenance programme, amendment of maintenance or operational procedures, etc...)					
MOZCAR 121.09.4 (3.6)	**1.7 Non mandatory modification embodiment policy.**					
	A description of how the non-mandatory modification information are processed through the organization, who is responsible for their assessment against the operator's own need and operational experience, what are the main criteria for decision and who takes the decision of implementing [or not] a non-mandatory modification).					
MOZCAR121.09.8 / 121.09.4 (3.7)	**1.8 Major repair/modification standards.**					
	A procedure for the assessment of the approval status of any major modification before embodiment. This will include the assessment of the need of an Authority or design organization approval. It should also identify the type of approval required, and the procedure to follow to have a modification approved by the Authority or design organization.					
MOZCAR 121.09.4 (3.8)	**1.9 Defect reports**					
	a) Analysis. A description of how the defect reports provided by the contracted maintenance organizations are processed by the organization.					
	b) Liaison with:					
	(i) regulatory authorities.					
	(ii) the organization responsible for the type design of that aircraft,					
	(iii) the organization of Design or Manufacturer of the aircraft, and					
	(iv) the organization responsible for the design of the modification, where a continuing airworthiness safety issue is associated with a modification.					

	c) Procedure to establish liaison with the organizations listed in (b) above, where a defect report shows that such Defect is likely to occur to other aircraft.					
	d) Deferred defect policy Procedure to ensure that the deferment of any defect will not lead to any safety concern, including appropriate liaison with the manufacturer.					
	e) Mandatory occurrence reports. Procedure for notifying the Authority of significant in-service occurrences.					
	1.10 Engineering activity.					
MOZCAR 121.09.4 (3.9)	A description of the scope of the organization's engineering activity in terms of approval of modification and repairs. Procedure for developing and submitting a modification/repair design for approval to the Authority and include reference to the supporting documentation and forms used. It should identify the person in charge of accepting the design before submission to the Authority.					
MOZCAR 121.09.4 (3.10)	**1.11 Reliability programmes.**					
	1.11.1 Explain appropriately the management of a reliability programme, address, at least, the following:					
	a) extent and scope of the operator's reliability programmes;					
	b) specific organisational structure, duties and responsibilities;					
	c) establishment of reliability data;					
	d) analysis of the reliability data;					
	e) corrective action system (maintenance programme amendment);					
	f) scheduled reviews (reliability meetings, the participation of the Authority)					
	1.11.2 The programme may be, where necessary, subdivided as follows: a) Airframe b) Propulsion c) Component					
	1.12 Pre-flight inspections.					
	A description of how the scope and definition of pre-flight inspection, that are usually performed by the operating crew, is kept consistent with the scope of the maintenance performed by the contracted maintenance organizations. A description of how the evolution of the pre-flight inspection content and the maintenance programme are concurrent, each time necessary					
MOZCAR 121.09.4 (3.11)	a) Preparation of aircraft for flight					
	b) Subcontracted ground handling functions					
	c) Emergency equipment					
	d) The acceptance of the pilot					
	e) Security of cargo and baggage loading					
	f) Control of refueling, quantity/quality					
	g) Control of snow, ice, dust and sand contamination to an approved standard.					
	1.13 Aircraft weighing.					
MOZCAR 121.09.4 (3.12)	State in which occasion an aircraft has to be weighed (e.g. after a major modification because of weight and balance operational requirements, etc.) who performs it, according to which procedure, who calculates the new weight and balance and how the result is processed into the organisation.					
	1.14 Check flight procedures.					
MOZCAR 121.09.4 (3.13)	Explain how the check flight procedure is established in order to meet its intended purpose (for instance after a heavy maintenance check, after engine or flight control removal installation, etc...), and the release procedures to authorise such a check flight (a description of the criteria for performing a check flight are normally included in the aircraft maintenance programme.)					
MOZCAR 121.09.4	**1.15 Leasing of aircraft.**					

(3.0)	A description of the aircraft Leasing arrangements in place and related maintenance responsibilities.					
	1.16 Special authorizations maintenance procedures.					
	A description of the maintenance procedures related to any special authorization granted to the operator, in accordance with the operations specifications. a) RVSM;					
	b) PBN;					
	c) EDTO;					
	d) Low visibility operations;					
	e) Dangerous Goods;					
	f) Electronic Flight Bag;					
	g) Others					
MOZCAR 121.09.9 MOZCAT 121.04.2 (2.1.4) (7)	**PART 2 QUALITY SYSTEM**					
	2.1 Quality policy, quality system organization					
	a) Continuing airworthiness quality policy. A formal Quality Policy statement that is a commitment on what the Quality System is intended to achieve, including, at the minimum, monitoring compliance with this Part and any additional standards specified by the organization.					
MOZCAT 121.04.2 (2.1.4) (6)	b) Quality System Organization, Duties and Responsibilities: (1) Organogram; (2) Duties and responsibilities: (i) Accountable manager; (ii) Quality manager; (iii) Management personnel; (iv) Quality auditors.					
	c) Quality audit personnel training. A description of the required training and qualification standards of auditors. Where persons act as a part time auditor, it should be emphasized that this person must not be directly involved in the activity he/she audits.					
MOZCAT 121.04.2 (2.1.4) (8)	**2.2 Quality plan and audit procedures.**					
	a) Quality plan. A description of how the quality plan is established. The quality plan will consist of a quality audit and sampling schedule covering all the areas specific to this Part in a definite period of time. The scheduling process should also be dynamic and allow for special evaluations when trends or concerns are identified. In case of sub-contracting, it should also address the planning of the auditing of subcontractors at the same frequency as the rest of the organization.					
	b) Quality audit procedure. A procedure, sufficiently detailed, addressing all the steps of an audit, from the preparation to the conclusion, show the audit report format (e.g. by ref. to paragraph 4.1 “sample of document”), and explaining the rules for the distribution of audits reports in the organization (e.g.: Involvement of the Quality Manager, Accountable Manager, Nominated Post holder, etc). A reference to the audit checklists used to monitor compliance should be included.					
	c) Quality audit remedial action procedure. A description of the system put in place in order to ensure that the corrective actions are implemented on time and that the result of the corrective action meets the intended purpose. (For instance, where this system consists in periodical corrective actions review, instructions should be given how such reviews should be conducted and what should be evaluated.)					

MOZCAT 121.04.2 (2.1.4) (8) (h)	e) Management review. A description of the system for the review by the management of the effectiveness of the quality system in achieving stated objectives. Management review should consider the results of quality inspections, audits and any other indicators and identify and correct					
	negative trends. Management review should provide a written report with conclusions and recommendations for action.					
MOZCAT 121.04.2 (2.1.4) (8) (i)	f) Quality system records. A description of the system for retaining the records documenting the results of the quality assurance programme for the required periods (audit schedules, quality inspections and audit reports; corrective action reports; follow-up and closure reports; management review reports)					
MOZCAT 121.04.2 (2.3) (8) (f)	**2.3 Quality Monitoring Procedures.**					
	A description of procedures for the monitoring of all operator's continuing airworthiness activities as provided in the manual, including:					
	2.3.1 Monitoring of continuing airworthiness Management activities.					
	A procedure to periodically Review the activities of the maintenance management personnel and how they fulfil their responsibilities, as defined in Part 0.)					
	2.3.2 Monitoring of the effectiveness of the maintenance programme(s).					
	A procedure to periodically review that the effectiveness of the maintenance programme is actually analysed as defined in Part 1.					
	2.3.3 Monitoring that all maintenance is carried out by an appropriate maintenance organization.					
	A procedure to periodically review that the approval of the contracted maintenance organizations are relevant for the maintenance being performed on the operator's fleet. This may include feedback information from any contracted organization on any actual or contemplated amendment, in order to ensure that the maintenance system remains valid and to anticipate any necessary change in the maintenance agreements.					
	If necessary, the procedure may be subdivided as follows: a) Aircraft maintenance; b) Engines; c) Components					
	2.3.4 Monitoring that all contracted maintenance is carried out in accordance with the contract, including sub-contractors used by the maintenance contractor.					
	A procedure to periodically review that the continuing airworthiness management personnel are satisfied that all contracted maintenance is carried out in accordance with the contract. This may include a procedure to ensure that the system allows all the personnel involved in the contract (including the contractors and his subcontractors) to be acquainted with its terms and that, for any contract					
	Amendment, relevant information is dispatched in the organisation and at the contractor.					
	PART 3 CONTRACTED MAINTENANCE					
	3.1 Maintenance contractor selection procedure.					
	a) An explanation of how a maintenance contractor is selected by the organization. (Selection should not be limited to the verification that the contractor is appropriately approved for the type of aircraft, but also that the contractor has the industrial capacity to undertake the required maintenance).					

	b) The selection procedure should include a contract review process in order to ensure that: - the contract is comprehensive and that no gap or unclear area remains, - Everyone involved in the contract (both at the operator and at the maintenance contractor) agrees with the terms of the contract and fully understand his responsibility. - That functional responsibilities of all parties are clearly identified.					
	c) Procedure for advising the Authority of changes to the maintenance contract.					
	d) A description of maintenance contracts in place.					
	e) A description of relevant technical procedures identified in the maintenance contracts.					
	3.2 Quality audit of aircraft.					
	The procedure when performing a quality audit of an aircraft. This procedure shall cover:					
	- compliance with approved procedures;					
	- contracted maintenance is carried out in accordance with the contract;					
	- continued compliance with the applicable MOZCAR Part.					
	PART 4 APPENDICES					
	4.1 Sample documents.					
	4.1 Sample documents.					
	4.2 List of personnel responsible for maintenance					
	4.3 List of subcontractors. A statement that the list should be periodically reviewed.					
	4.4 List of approved maintenance organizations contracted. A statement that the list should be periodically reviewed.					
	4.5 Copy of contracts for subcontracted work.					
	4.6 Copy of contracts with approved maintenance Organisations					
	4.7 Countinous Airwortheness Managements responsable					
	4.7 Completed Statement of Compliance with the applicable MOZCAR Part.					

5. (*To be completed by an authorised person)*

5.1 ☐ APPROVED ☐ DISAPPROVED

5.2 Authorised person's signature	5.3 Title	5.4 Date

Comments/Summary:

Items completed by: _____ Date: _____