



Islamic Republic of Afghanistan  
Civil Aviation Authority

# ACCEPTANCE OF A MAINTENANCE CONTROL MANUAL

Afghanistan Civil Aviation Directive  
(CAD)

**CAD-AIR-006.1**

**Airworthiness**

**31 MAY 2016**

**Revision 1**

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Director General  
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Approved:





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## 0 Administration and Control

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The following list contains key abbreviations used in this document, as well as others likely to be in common use in the respective area.

### 0.1 Abbreviations

ACAR.....	Afghan Civil Aviation Regulation
AMO.....	Approved Maintenance Organization
AOC.....	Air Operator Certificate
AWI.....	Airworthiness Inspector
CL.....	Checklist
MCM .....	Maintenance Control Manual





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## 1 Purpose

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This Directive is issued to provide guidance and information to be used by Airworthiness Inspectors when evaluating an operator's Maintenance Control Manual (MCM) for approval.



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## 2 References

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Regulation 9.3.1.4 and IS 9.4.1.4 of Part 9 of the Afghanistan Civil Aviation Regulations.  
Checklist: CACL-AIR-006.



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## 3 Guidance and Procedures

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### 3.1 General Information

- 3.1.1 The air operator must prepare the MCM to be used whether maintenance is carried out in the operator's approved maintenance organization or it is contracted out to another Approved Maintenance Organization. It lists the air operator's maintenance responsibility and the procedures by which this responsibility is met.
- 3.1.2 The MCM is normally presented with all other required manuals during the Formal Application phase of an AOC certification. It must satisfy the regulatory requirements of IS 9.4.1.4 of Part 9 of the Afghanistan Civil Aviation Regulations and cover in detail all items listed in the Fifth Schedule.
- 3.1.3 It is required to evaluate the MCM to ensure that it satisfies the regulatory requirements of Regulation 9.4.1.4 of Part 9 of the Afghanistan Civil Aviation Regulations and that all items listed in the applicable regulations are well covered. It is therefore important to establish that:
- a) The document has a Statement of Compliance that has addressed all the regulatory requirements;
  - b) The Maintenance Control Manual references given in the Statement of Compliance have been adequately addressed in the manual. Information in the manual should adequately describe the means of compliance with the particular regulatory requirement;
  - c) The MCM is reviewed to ensure that:
    - (i) It is in a format that is easy to revise;
    - (ii) There is a manual distribution list.
    - (iii) It has a document number, issue number and a date of issue.
    - (iv) It has a List of Effective Pages;
    - (v) Has a Table of Contents and that all pages are numbered and reflect the date of issue
    - (vi) Contains all items required by Regulation IS 4.1.4 of Part 9 of the Afghanistan Civil Aviation Regulations.
    - (vii) All systems outlined in the MCM are in place and operational;
    - (viii) Each section contains a reference to the applicable regulation and Schedule.
    - (ix) All proposed systems, charts and procedures are in accordance with applicable Regulations;
    - (x) Any referenced manual is available and adequate for proposed use.
    - (xi) There is a procedure to establish maintenance contract agreements for all contracted maintenance as required by Part 9 of the Afghanistan Civil Aviation Regulations.



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(xii) There is a requirement for contracted AMOs to notify the AOC holder of all maintenance it shall sub-contract.

- 3.1.4 The manual should be checked for completeness and correctness of contents and that it adequately describes all of the procedures necessary for airworthiness and maintenance control of the aircraft involved.
- 3.1.5 Note: The certification process cannot proceed until an AWI is satisfied that all the necessary material has been included.
- 3.1.6 It is important to ensure that any material copied from the aircraft manufacturers or regulations documents to the Maintenance Control Manual is in agreement with the information in the current relevant parent document.
- 3.1.7 Note: The applicant will also need to demonstrate a system that ensures that the Maintenance Control Manual will be amended in line with all amendments incorporated in the parent documents.

### **3.2 Results**

- 3.2.1 If discrepancies are found:
- a) The operator is notified in writing listing the specific discrepancies found;
  - b) Re-submissions are evaluated to determine if they comply with regulatory guidance before final approval;
- 3.2.2 When satisfied that the MCM meets all requirements, the document shall be issued with an Approval Note, and the List of Effective Pages shall be stamped by the Authority. One copy will be returned to the operator and the other will be retained at the Authority.

### **3.3 Amendments to the Approved MCM**

- 3.3.1 Amendments to the approved MCM are subjected to the same approval procedures.
- 3.3.2 The amendment approval evaluation however includes the impact of the amendment to the overall operator's manual system.





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## Appendix I NIL (No Item listed)

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No appendices in this document.



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