



MALAWI
DEPARTMENT OF CIVIL AVIATION

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DCA (REGURATORY) NOTICE

NATIONAL SURVEILLANCE & INSPECTION PROGRAMME GUIDELINES

1.1 GENERAL

1.1.1 PURPOSE

This DCA notice B45 outlines the minimum numbers and types of inspections that will be planned and conducted for calendar year 2013 to ensure a credible evaluation of the certification basis for organizations and key personnel.

1.1.2 STATUS OF THIS NOTICE

This is original issuance of this notice encompassing the required inspection work programme for 2013.

1.1.2.1 EXPIRATION

The guidance in this bulletin will expire 31st December 2013, unless amended before that date.

1.1.3 BACKGROUND

- A. Continuing validation of the original basis of certification is required by ICAO Standards for organizations and individuals to ensure that the required standards of operation are maintained. This notice provides the foundation for the minimum events by which the DCA (MW) will continuously monitor the operations conducted by the AOC holders.
- B. The issuance of a licence, certificate or other approval is not the end of the 5 phase certification process. This process is occurring on a continuous basis. The DCA Regulatory division implements a continuing annual plan of inspections and observations to ensure that the aviation community continues to meet the basis for issuance of the approvals given during the original certification.
- C. If the DCA (MW) determines that there are safety issues, the holder of the licence, certificate or other approval will be requested to take the necessary action to achieve a mutual resolution.
- D. Correction of some of these issues may require “document evaluation” “satisfactory demonstration”, and “acceptance or approval”. It should be noted that, even when there are no requests for certification actions, the annual programme of surveillance and inspection is, in effect, “re-validating” the aviation organizations on an annual basis.



- THIS NOTICE PROVIDES A METHOD FOR PUBLISHING AND AMENDING THE GENERAL SURVEILLANCE AND INSPECTION GUIDELINES WHICH WILL BE USED BY REGULATORY DIVISION OF THE DCA(MW)
- THIS NOTICE WILL BE RE-ISSUED IN NOVEMBER OF EACH YEAR TO ESTABLISH THE MINIMUM REQUIRED ANNUAL INSPECTION PLAN FOR THE FOLLOWING YEAR.

1.1.4 APPLICABILITY

This Notice is for use by the DCA (MW) Regulatory Division to compile a formal annual surveillance programme to verify that all AOC holders & foreign operators, AMOs, ATOs and Personnel comply on a continuing basis with Malawi Civil Aviation Regulations, International Standards, AOCs and corresponding operations specifications.

1.1.5 DEFINITIONS & ACRONYMS

A. The following acronyms are used in this advisory circular-

- 1) **AWO** – All Weather Operations
- 2) **DCA**- Director Of Civil Aviation
- 3) **DDCA (R)**- Deputy Director of civil aviation (Regulatory)
- 4) **DCA(MW)** – Department of Civil Aviation (Malawi)
- 5) **DCA(MW)-RD**-Department of Civil Aviation (Malawi) Regulatory Division
- 6) **HOS** – Head of Section
- 7) **MRAI** – Minimum Required Annual Inspection

1.2 INSPECTION POLICY

1.2.1 ANNUAL PLAN

- A. The DCA (MW) will programme a minimum number of inspections annually to ensure that an adequate validation of civil aviation operations are conducted in a continuing manner for the –
- 1) Approved (certificated) aviation organizations;
 - 2) Licensed aviation personnel; and
 - 3) Designated (authorized) persons
- B. The DCA (MW)-RD will designate in November of each year the types and number of inspections that will be necessary to ensure validation of the original certification basis of the AOC holders.
- C. Those inspections will be scheduled quarterly so that the minimum types and numbers of inspections will occur evenly throughout the year allowing the Inspectorate to implement a “continuous” validation process.
- D. These minimum inspections and their timing will be depicted on the annual surveillance programme.



1.2.2 NO-NOTICE INSPECTIONS

- A. DCA (MW) will also conduct unscheduled inspections on an ad-hoc basis to ensure that the presence of their inspectors may be expected at any place and any time that civil aviation operations are taking place.
- B. Inspectors will also conduct and assist other inspectors in the accomplishment of unplanned, no notice inspections.
- C. All qualified inspectors will be expected to participate in inspections during the conduct of other inspector tasks associated with the certificated organizations.
- D. The assigned inspector will ensure that such inspections are being conducted on a regular basis.

1.2.3 PLANNED AND UNPLANNED INSPECTIONS

- A. Inspectors are not to limit their inspection activities to MRAI inspections. They are expected to take planned and unplanned opportunities to conduct inspections through the normal course of day-to-day activities with the AOC holder and their personnel.
- B. Examples of unplanned opportunities include-
 - When travelling to other airports to conduct DCA (MW) business, inspectors will conduct en-route inspections of Malawi AOC holders;
 - While on location at other airports, inspectors will conduct station inspections of Malawi AOC holders;
 - While observing proficiency checks in simulators, inspectors will evaluate the simulator readiness and capability; or
 - When conducting an en-route inspection, the inspector may also be able to conduct a ramp inspection of the cabin and emergency equipment readiness.

1.2.4 RISK ASSESSMENT OF UNFAVOURABLE TRENDS

- A. DCA (MW) will carefully examine any conditions that may indicate a significant deterioration in the operator's financial conditions. The existence of any of the following conditions may necessitate the need for special inspections-
 - 1) A pattern of safety issues identified by DCA (MW) inspectors or other civil aviation authorities
 - 2) Repetitive re-occurrence of the same safety issues
 - 3) Significant lay-offs or turnovers of personnel
 - 4) Delays in meeting payroll



- 5) Reduction of safe operating standards or evidence of cutting corners
- 6) Decreasing standards of training
- 7) Demands for “cash on delivery” by suppliers who formerly granted the operator credit
- 8) Inadequate maintenance of aircraft
- 9) Shortage of supplies and spare parts
- 10) Curtailment or reduced frequency of revenue flight; and
- 11) Sale or repossession of aircraft or other major equipment

1.2.5 QUALIFIED INSPECTORS

DCA (MW) will maintain qualified inspectors in each technical discipline to conduct the surveillance and inspection tasks outlined in this Notice.

1.3 RESPONSIBILITIES

1.3.1 DEPUTY DIRECTOR OF CIVIL AVIATION (REGULATORY)

- A. The DDCA(R) is responsible for the establishment of the requirements and the satisfactory implementation of the national surveillance and inspection programme.
- B. He/she will ensure that the Heads of Sections in the regulatory division are tracking the accomplishment of these inspections on a weekly basis.
- C. He/she may authorize special inspection projects when risk assessments identify potential hazards that need detailed attention.
- D. He/she is the only person who can authorize the cancellation of specific MRAI inspections after the plan has been approved for implementation.

1.3.2 HEADS OF SECTIONS (AIRWORTHINESS, OPERATIONS & LICENSING)

- A. The Heads of Sections that is Heads of Airworthiness, Operations and Licensing) are responsible for the proper planning of MRAI programme for their respective technical specialities.
- B. The Heads of Sections (HOS) are responsible for determining the status of their MRAI programme on a weekly basis.
- C. The HOS shall ensure that all of their inspectors are aware of priorities and have a plan for the completion of the remaining unfinished inspections during the relevant quarter of the year.
- D. The HOS may recommend the cancellation of specific MRAI inspections to the DDCA(R).



- E. The HOS shall also ensure the accomplishment of no-notice inspections designed to sample compliance during periods when MRAs are not planned for the organization or individuals.
- F. The HOS shall ensure that risk assessment is being conducted on an on-going basis and recommendations for special inspection projects are provided to the DDCA (R).

1.3.3 DCA (MW) INSPECTORS

- A. Inspectors will use the guidelines contained in this notice to plan MRAI inspections for their assigned organization, aircraft and individuals.
- B. The MRAI inspections are assigned to specific inspectors. These inspectors are responsible for ensuring completion of these inspections on a quarterly basis.
- C. All inspectors are expected to maintain an awareness of the DCA (MW)-RD unfinished MRAI inspections and work with the assigned inspector/s to complete these inspections in a timely manner.
- D. An inspector may recommend the cancellation of an MRAI when the organization, aircraft or individual is no longer subjected to oversight by the DCA (MW)
- E. All inspectors are expected to maintain an awareness of identified hazards, perform risk assessment and recommend the need for special surveillance or inspection projects.

1.4 SURVEILLANCE ON AIR OPERATORS (COMMERCIAL AIR TRANSPORT)

1.4.1 GUIDELINES – MINIMUM ANNUAL AIRWORTHINESS INSPECTIONS

The following inspections will be accomplished by assigned airworthiness inspectors on each AOC holder –

Aircraft En-route Inspection

- Two (2) per quarter for each AOC holder operating aircraft configured for more than 19 passengers or more than 2500kgs payload.
- One (1) per year for each AOC holder operating aircraft with capacity of 10 -19 passengers.

Inspect Maintenance Manual

- One (1) inspection for each AOC holder.

Inspect Maintenance Programme

- One (1) inspection for each organization performing maintenance

THE PRIMARY DOCUMENT FOR THIS INSPECTION WILL BE THE MAINTENANCE CONTROL MANUAL



Inspect AOC Holder Main Base

- One (1) inspection for each AOC holder.

Line Station Inspection

- Two (2) inspections per year per AOC holder in scheduled operations with passenger aircraft configured for more than 19 passengers or more than 2500kgs payload.

Inspect Training Records

- One (1) inspection for each organization performing maintenance.

Inspect Aircraft Records

- One (1) inspection for each aircraft annually.

Inspect Structures Inspection Records

- One (1) inspection for each aircraft configured for more than 19 passengers or more than 2500kgs payload.

Inspect Flight Data Recorder Records

- One (1) inspection for each make/model/series operated by the AOC holder that is required to have a flight data recorder.

Inspect Cockpit Voice Recorder Records

- One (1) for each make/model/series operated by the AOC holder that is required to have a flight data recorder.

Inspect Aircraft on Ramp

- For aircraft with capacity of 9 passengers or less. Two (2) for each AOC holder per year. Each inspection will be scheduled in different quarters of the year.
- For all other aircraft: One inspection for each specific aircraft annually. One (1) inspection per quarter of each specific type of aircraft.

Inspect Maintenance-In-Progress

- One (1) inspection for each specific turbojet or turboprop aircraft operated in passenger carrying service
- One (1) inspection for all other operators conducting their own maintenance.



1.4.2 MINIMUM ANNUAL AOC INSPECTIONS

Aircraft En-route Inspection

- One (1) inspection per quarter for each type of aircraft configured for more than 19 passenger or more than 2500kgs payload operated by the AOC holder.
- One (1) inspection per quarter for each type of aircraft with capacity for 10 – 19 passengers operated by the AOC holder

Aircraft Ramp Inspection

- One (1) inspection per quarter per aircraft type configured for more than 19 passengers or more than 2500kgs payload.
- Two (2) inspections per year for AOC holders operating aircraft with capacity for up to 9 passengers.

Inspections of Proficiency Checks

- Two (2) inspections per year per aircraft type operated by AOC holder.

Inspection of Facilities and Equipment

- One (1) inspection per quarter per aircraft type configured for more than 19 passengers or more than 2500kgs payload.
- Two (2) inspections per year for each AOC holder operating aircraft with capacity for 10 – 19 passengers.
- One (1) inspection per year for each AOC holder (other than single pilot operators) operating aircraft configured for up to 9 passengers.

Inspection of Flight preparation Records

- One (1) inspection per quarter for each AOC holder operating aircraft configured for more than 19 passengers or more than 2500kgs payload.
- Two (2) inspections per year for each AOC holder operating aircraft with capacity up to 19 passengers.

Inspection of Personnel Records

- One (1) inspection per quarter for each operating aircraft with capacity for more than 9 passengers
- Two (2) inspections per year for each AOC holder operating aircraft with capacity for up to 9 passengers.



- One (1) inspection per quarter for each AOC holder operating aircraft with capacity for more than 20 passengers.

Inspection of Personnel

- One (1) inspection per year for each check airman (TRE) appointed by DCA (MW) for aircraft configured for more than 19 passengers or more than 2500kgs.
- One (1) inspection per year for each check airman (TRE) appointed by DCA (MW) for aircraft with capacity for more than 9 passengers once per year.

Inspection of Pilot Proficiency

- One (1) inspection per year for each VFR-only pilot for an AOC holder not authorized to be checked by a check airman.
- Two (2) inspections per year for IFR pilot for an AOC holder not authorized to be checked by a check airman.

Inspection of Training-in-Progress

- Two (2) inspections per year for AOC holders of aircraft with capacity for more than 9 passengers operating in scheduled service.

Inspection of Simulator

- One (1) inspection per year for each simulator used by one or more AOC holders

Inspection of Operations Manual

- Two (2) inspections per year for each AOC holder operating aircraft with capacity for more than 19 passengers or more than 2500kgs payload in scheduled service.

Inspection of Station Processes & Records

- One (1) inspection per quarter for each AOC holder operating aircraft in passenger capacity for more than 19 passengers or more than 2500kgs payload.
- One (1) inspection per year for each AOC holder operating aircraft configured for 19 or less passengers.

1.5 SURVEILLANCE OF AOC SPECIAL OPERATIONS

Where possible, the airworthiness and operations inspectors will schedule their inspections to take place during the same period

1.5.1 MINIMUM RSVM INSPECTIONS

Inspection of RVSM Programme Conformance

- One (1) comprehensive inspection for each AOC holder each 12 consecutive months



Inspection of RVSM Procedures In-flight

- One (1) inspection each 6 consecutive months for each type of aircraft that is RVSM approved for each AOC holder.

1.5.2 MINIMUM PBN-SPECIFIC INSPECTIONS

Inspection of PBN (RNP) Programme Conformance

- One (1) comprehensive inspection each 12 consecutive months, including all specific RNP authorizations approved for AOC holder.

Inspection of RNP Procedures In-flight

- One (1) inspection each 6 consecutive months for each type of aircraft RNP-10 approved for each AOC holder.

1.5.3 MINIMUM ALL – WEATHER OPERATIONS

Inspection of All-Weather Operations Programme Conformance

- One (1) comprehensive inspection each 12 consecutive months, including AWO authorizations approved for the AOC holder.

Inspection of All Weather Operations Procedures In-flight

- One (1) inspection each 6 consecutive months for each type of aircraft category III approved for the AOC holder.

1.5.4 MINIMUM ETOPS-SPECIFIC OPERATIONS

Inspection of ETOPS Programme Conformance

- One (1) comprehensive inspection each 6 consecutive months for each AOC holder

Inspection of ETOPS Procedures In-flight

- One (1) comprehensive inspection each 6 consecutive months for each type of ETOPS approved aircraft for the AOC holder.

1.6 SURVEILLANCE OF APPROVED MAINTENANCE ORGANIZATIONS

Inspection of Approved Maintenance Organization

- One (1) inspection for each AMO specifically approved by the DCA (MW) to conduct maintenance and inspection of aircraft for AOC holders.

Inspection of AMO facilities

- One (1) inspection for each AMO specifically authorized by the DCA (MW) to conduct maintenance and inspection of aircraft for AOC holders.



Inspection of Maintenance-in-Progress

- One (1) during each inspection of the AMO facilities.

1.7 SURVEILLANCE OF APPROVED TRAINING ORGANIZATIONS

1.7.1 MINIMUM MAINTENANCE INSPECTIONS

Inspection of Maintenance Training-in-Progress

- One (1) inspection for each maintenance curriculum each 18 consecutive months for each ATO specifically authorized by the DCA (MW) to conduct training of maintenance personnel for work on AOC holders' aircraft.

Inspection of Maintenance Training Facility

- One (1) inspection for each training facility for each 12 consecutive months for each ATO specifically authorized by DCA (MW) to conduct training of maintenance personnel.

Inspection of Maintenance Training Records

- One (1) inspection each 12 consecutive months for each ATO conducting maintenance training.

1.7.2 MINIMUM AVIONICS INSPECTIONS

Inspection of Avionics Training-in-Progress

- One (1) inspection for each avionics curriculum for each 18 consecutive months for each ATO specifically authorized by DCA (MW) to conduct training of avionics personnel for work on AOC holders aircraft.

Inspection of Avionics Training Facility

- One (1) inspection for each training facility for each 12 consecutive months for each ATO specifically authorized to conduct training for avionics personnel.

Inspection of Avionics Training Records

- One (1) inspection for each 12 consecutive months for each ATO conducting avionics training.

1.7.3 MINIMUM OPERATIONS INSPECTIONS

Inspection of Operations Training-in-Progress

- One (1) inspection for each curriculum for each 18 consecutive months for each ATO specifically authorized by the DCA (MW) to conduct training and checking crew members for AOC holders.



Inspection of Simulator for ATO

- One (1) inspection for each 12 consecutive months for each approved simulator.

Inspection of Training Device

- One (1) inspection each 18 consecutive months for each approved training device.

1.8 SURVEILLANCE OF DESIGNATED PERSONNEL

1.8.1 FLIGHT OPERATIONS DESIGNEES

Inspection of Designated Check Airmen (Monitoring of Work)

- One (1) inspection for each Designated Check Airman for each 12 calendar months.

Inspection of Designated Check Airman Submitted Document

- One (1) inspection for each Designated Check airman for each 12 calendar months.

1.8.2 AIRWORTHINESS DESIGNEES [RESERVED]

1.9 DANGEROUS GOODS

1.9.1 AOC HOLDERS OF DANGEROUS GOODS AUTHORIZATION

- Two (2) comprehensive dangerous goods inspections will be performed annually.

1.9.2 SHIPPERS OF DANGEROUS GOODS

- Two (2) comprehensive dangerous goods inspections will be performed annually.

1.9.3 FREIGHT AGENTS OF DANGEROUS GOODS

- Two (2) Dangerous Goods facilities inspections will be performed annually
- Two (2) inspections of Dangerous Goods shipping records will be performed annually.
- Two (2) inspections of Dangerous Goods training records annually.

1.9.4 AMO HOLDERS USING DANGEROUS GOODS

- Two (2) Dangerous Goods facilities inspections will be performed annually
- Two (2) inspections of Dangerous Goods shipping records annually.
- Two (2) inspections of Dangerous Goods training records annually.



1.9.5 AERODROME OPERATORS USING DANGEROUS GOODS

- Two (2) Dangerous Goods facilities inspections annually.
- Two (2) inspections of Dangerous Goods shipping records annually.
- Two (2) inspections of Dangerous Goods training records annually.

1.9.5 ATO HOLDERS OF DG TRAINING CURRICULA

- Two (2) Dangerous Goods facilities inspections annually.
- Two (2) inspections of Dangerous Goods shipping records annually.
- Two (2) inspections of Dangerous Goods training records annually.

1.10 SURVEILLANCE OF FOREIGN OPERATORS

Inspection of Foreign Operators on Ramp (SAFA)

- One (1) inspection per year per aircraft type-specific for foreign AOC holders operating aircraft configured for more than 19 passengers or more than 2500kgs payload.

1.11 MRAI-SPECIFIC GUIDELINES

1.11.1 GUIDANCE FOR SCHEDULING THE MRAI INSPECTIONS

- A. Those inspections that are planned **once annually** should be scheduled for the same quarter each year, unless other surveillance or information indicates a need for an earlier or special inspection.
- B. Those inspections that are **four times annually** should be scheduled one per quarter, unless there is a base month requirement associated with the inspection.
- C. Where two types of aircraft are involved the scheduling should be spaced evenly by quarters through the year.
- D. Check airmen proficiency checks and route checks should be scheduled in the first 3 quarters of the year.
- E. Inspection of training-in-progress or airman proficiency checks should be scheduled in the first 3 quarters of the year.
- F. Inspection of maintenance-in-progress should be scheduled in the first 3 quarters of the year.

THOSE INSPECTIONS THAT ARE PLANNED TWICE ANNUALLY SHOULD BE SCHEDULED WITH A ONE QUARTER SEPARATION BETWEEN THE TWO QUARTERS.



1.11.2 USING THE MRAI PLANNING FORM

- A. The inspectors assigned to an AOC holder should use table similar to the one below to plan their annual minimum required inspections.

(1) Type of Inspection	(2) Minimum Required Frequency	(3) Inspector	(4) Planned Date	(5) Planned Date of Completion	(6) Organization	(7) Location	(8) A/C MakeModel Series

NB: Other columns may be added as necessary to plan the programme.

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Alfred C. Mtilatila
Director of Civil Aviation

End of Notice