



**NATIONAL  
MAINTENANCE  
ORGANISATION  
MANUAL**

## Part A

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ii. List of effective pages

Page	Issue	Revision	Date		Page	Issue	Revision	Date
1	8	1	23.05.18		23	8	1	23.05.18
2	8	1	23.05.18		24	8	1	23.05.18
3	8	1	23.05.18		25	8	1	23.05.18
4	8	1	23.05.18		26	8	1	23.05.18
5	8	1	23.05.18		27	8	1	23.05.18
6	8	1	23.05.18		28	8	1	23.05.18
7	8	1	23.05.18		29	8	1	23.05.18
8	8	1	23.05.18		30	8	1	23.05.18
9	8	1	23.05.18		31	8	1	23.05.18
10	8	1	23.05.18		Appendix 1	8	1	23.05.18
11	8	1	23.05.18		Appendix 2	8	1	23.05.18
12	8	1	23.05.18		Appendix 3	8	1	23.05.18
13	8	1	23.05.18		Appendix 4	8	1	23.05.18
14	8	1	23.05.18					
15	8	1	23.05.18					
16	8	1	23.05.18					
17	8	1	23.05.18					
18	8	1	23.05.18					
19	8	1	23.05.18					
20	8	1	23.05.18					
21	8	1	23.05.18					
22	8	1	23.05.18					

### iii. Record of Amendments

Issue	Rev	Revision Date	IAA Approval Reference	Edited by	Date
1	0	11 <sup>th</sup> April 1996	IAA/1150/96	M. Ffrench	10/11/1997
2	0	10 <sup>th</sup> November 1997	APM/NMAI/02	M. Ffrench	10/11/1997
2	1	7 <sup>th</sup> July 1998	APM/NMAI/03	M. Ffrench	7/7/1998
2	2	3 <sup>rd</sup> June 1999	APM/NMAI/04	M. Ffrench	3/6/1999
2	3	Jun-00	APM/NMAI/05	M. Ffrench	30/06/00
2	4	21 <sup>st</sup> August 2002	APM/NMAI/06	M. Ffrench	21/08/02
2	5	4 <sup>th</sup> March 2003	APM/NMAI/07	H. Elliott	4/3/2003
2	6	9 <sup>th</sup> August 2004	APM/NMAI/08	H. Elliott	9/8/2004
2	7	14 <sup>th</sup> February 2005	APM/NMAI/09	H. Elliott	14/02/05
2	8	19th July 2005	APM/NMAI/10	H. Elliott	19/07/05
2	9	23rd Sept. 2005	APM/NMAI/11	H. Elliott	23/09/05
2	10	16th March. 2006	APM/NMAI/12	H. Elliott	16/03/06
2	11	19 <sup>th</sup> June 2008	APM/NMAI/13	H. Elliott	19/06/08
2	12	28 <sup>th</sup> October 2008	APM/NMAI/14	D Baker	28/10/08
3	0	4-Jan-09	APM/NMAI/15	D Baker	4/1/2009
3	1	2-Apr-01	APM/NMAI/16	D Baker	2/4/2009
3	2	24-Apr-09	APM/NMAI/17	D Baker	
3	3	7-Jul-09	APM/NMAI/18	D Baker	17/07/09
4	1	05 <sup>th</sup> /May/2012	APM/NMAI/19	M. Carter	01/05/2012
5	0	14 <sup>th</sup> Oct 2013	APM/NMAI/20	K. Lannery	14/10/2013
6	0	1 <sup>st</sup> Nov 2014	APM/NMAI/21	K. Lannery	16/02/2015
7	0	22 <sup>nd</sup> May 2015	APM/NMAI/22	K. Lannery	22/05/2015
7	1	22 <sup>nd</sup> February 2016	APM/NMAI/23	M. Dwyer	22/02/2016
7	2	2 <sup>nd</sup> February 2017	APM/NMAI/24	M. Dwyer	02/02/2017
8	0	18 <sup>th</sup> January 2018	APM/NMAI/26	M. Dwyer	18/01/2018
8	1	23rd May 2018	APM/NMAI/27	M. Dwyer	23/05/2018

#### iv. Amendment Procedure

This National Maintenance Organisation Manual (NMOM) defines the organisation and procedures upon which the IAA approval is based for the NMAI to;

- certify and issue, and to designate persons to certify and issue on its behalf, Certificates of Release to Service<sup>1</sup> in respect of the maintenance (including inspections) and repair of Irish registered aircraft and,
- to make recommendations to the Irish Aviation Authority regarding the issue of Flight Permits for Irish registered aircraft types listed in the organisation's scope of work and,
- to extend the validity of Validity Certificates for aircraft types included in the Organisation's scope of work.

This manual contains all the means established by the organisation to ensure compliance with the applicable statutory requirements and the privileges granted to the organisation.

The Chief Technical Officer (CTO) is responsible for the control and management of this manual. Any changes to the NMOM must be agreed by the Technical Committee and be approved by the IAA. Amendments may be submitted electronically.

Once a new revision to the manual and forms is approved by the IAA, the NMAI must implement the revised procedures/forms as soon as practicable but at least within 3 months of the date of approval. The CTO is responsible for updating all controlled copies of the NMOM and ensuring it is on the website.

The NMOM must be reviewed and amended, as a result of changes to:

- Persons named in the NMOM,
- Scope of work,
- Details of designation(s), or
- Procedures of the organisation.

The Chief Technical Officer may amend details in the Appendices 1, 2A, 3 & 4 without submitting the NMOM to the IAA for approval. Changes may be affected to the list of Inspectors and list of approved aircraft once those aircraft types are registered in Ireland. Forms may be amended with the approval of the CTO with the exception the following, which require IAA agreement:

NMAI/AW/001  
NMAI/AW/002  
NMAI/AW/007  
NMAI/AW/022

The term "he" is used throughout this manual and is deemed to mean he or she. The term inspector includes senior inspector, unless specifically noted.

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<sup>1</sup> A Certificate of Release to Service (CRS) is a maintenance entry in a logbook or equivalent, certifying that the maintenance has been performed in accordance with the relevant Statutory Instruments.

#### a. First of type – What to submit to the IAA

The NMAI have no approval from the IAA regarding acceptance of first of types. They provide assistance to members in getting their aircraft accepted. Once the aircraft is registered, the NMAI may certify maintenance or issue a Flight Permit recommendation for it.

Here are some guidelines to be followed if applying for first of type approvals.

The CTO will send the following to the IAA (Initial Airworthiness) for acceptance, where applicable:

1. Cover letter to the IAA with the following documents recommending the type for approval and stating any other countries the aircraft may be certified in,
2. Copies of certification from any other country,
3. Copy of build manual,
4. Copy of flight manual,
5. Cert of compliance,
6. Cert of conformity,
7. Any other information the CTO may think will help the IAA with the approval process of the aircraft.

#### v. Distribution List

Holder	Copies
Irish Aviation Authority	1
NMAI Chairperson	Elec
Chief Technical Officer	Elec
NMAI Inspectors (downloadable from our website)	Elec
NMAI Members (downloadable from our website)	Elec

Note: Elec = This manual shall be distributed electronically.

## vi. Chairperson's statement

This National Maintenance Organisation Manual (NMOM) details the procedures the National Microlight Association of Ireland (NMAI) use while exercising the privileges of their Special Approval. I confirm that the organisation will continuously work in accordance with this manual at all times.

NMAI is approved to certify and issue, and to designate persons to certify and issue on its behalf, Certificates of Release to Service (CRS) in respect of the maintenance (including inspections), alterations and repair of certain Irish registered aircraft types as defined in this manual. It is also approved to make recommendations to the Irish Aviation Authority regarding the issue of Flight Permits and to extend Validity Certificates on the subject aircraft. The aircraft types for which the NMAI may issue CRSs and make recommendations for Flight Permits and extend Validity Certificates are listed in this manual or appendices thereto.

These procedures are approved by the Irish Aviation Authority and must be adhered to. When required, amendments to this NMOM shall be drafted by the NMAI and submitted to the IAA for approval.

The procedures are accepted by the undersigned and shall be complied with by all personnel who are named or referred to in this manual. The undersigned is committed to providing suitable resources to ensure compliance with these procedures.

The registered owner is responsible for the safe operation and airworthiness of the aircraft. The inspection items contained in NMAI/AW/001 and NMAI/AW/002 identify the minimum maintenance requirements necessary for the NMAI to issue a recommendation for Flight Permit issue to the IAA or to extend a Validity Certificate. It is the responsibility of the registered owner to call up any additional maintenance required to ensure the safe operation and airworthiness of the aircraft.



Mark Dwyer  
Chairperson



# Part B - Description

## 1. ORGANISATION'S SCOPE OF WORK

The NMAI is approved to certify and issue, and to designate persons to certify and issue on its behalf, Certificates of Release to Service (CRS) in respect of the maintenance (including inspections), alteration and repair of certain Irish registered aircraft, to make recommendations to the Irish Aviation Authority regarding the issue of Flight Permits and to extend Validity Certificates, on the aircraft which meet the requirements of Annex II (c) and (e) to Commission Regulation (EC) 216/2008.

(c) aircraft of which at least 51 % is built by an amateur, or a non-profit making association of amateurs, for their own purposes and without any commercial objective;

(e) aeroplanes, helicopters and powered parachutes having no more than two seats, a maximum take-off mass (MTOM), as recorded by the Member States, of no more than:

(i) 300 kg for a land plane/helicopter, single-seater; or

(ii) 450 kg for a land plane/helicopter, two-seater; or

(iii) 330 kg for an amphibian or floatplane/helicopter single-seater; or

(iv) 495 kg for an amphibian or floatplane/helicopter two-seater, provided that, where operating both as a floatplane/helicopter and as a land plane/helicopter, it falls below both MTOM limits, as appropriate;

(v) 472.5 kg for a land plane, two-seater equipped with an airframe mounted total recovery parachute system;

(vi) 315 kg for a land plane single-seater equipped with an airframe mounted total recovery parachute system;

and, for aeroplanes, having the stall speed or the minimum steady flight speed in landing configuration not exceeding 35 knots calibrated air speed (CAS);

A list of all the aircraft types maintained by the NMAI is retained in Appendix 2 to this NMOM. The CTO may make changes to Appendix 2A when appropriate to include any aircraft meeting the criteria above, registered in Ireland. The CTO may make changes to Appendix 2B following consultation with the IAA. A copy of any revised Appendix along with a revised List of Effective pages must be submitted to the IAA for their files.

This approval is not limited to any specific location or facility.

## 2. NATIONAL MICROLIGHT ASSOCIATION OF IRELAND

The National Microlight Association of Ireland Company Limited by Guarantee (hereafter called the NMAI) is a non-profit making CLG formed with the following objectives:

1. To promote the sport of Microlight Flying.
2. To encourage the formation of clubs.
3. To represent Microlight Aviation in Ireland in dealing with National and International bodies or authorities.
4. To co-ordinate Microlight activities and ensure the communication of information to members on all aspects of flight safety, training and airworthiness matters.
5. To execute an airworthiness scheme (approved by the Irish Aviation Authority) for the certification of maintenance of aircraft by designated persons, hereafter called (Senior) Inspector/Pilot-Member. The Term Inspector shall include Senior Inspectors unless specifically omitted.
6. To make recommendations for the purpose of issuing/renewal of Flight Permit for said aircraft to the Irish Aviation Authority on behalf of the owner for the issue/renewal of Flight Permit for the said aircraft.
7. Definition of a microlight as per EC 216/2008, as amended, annex II paragraph (e):

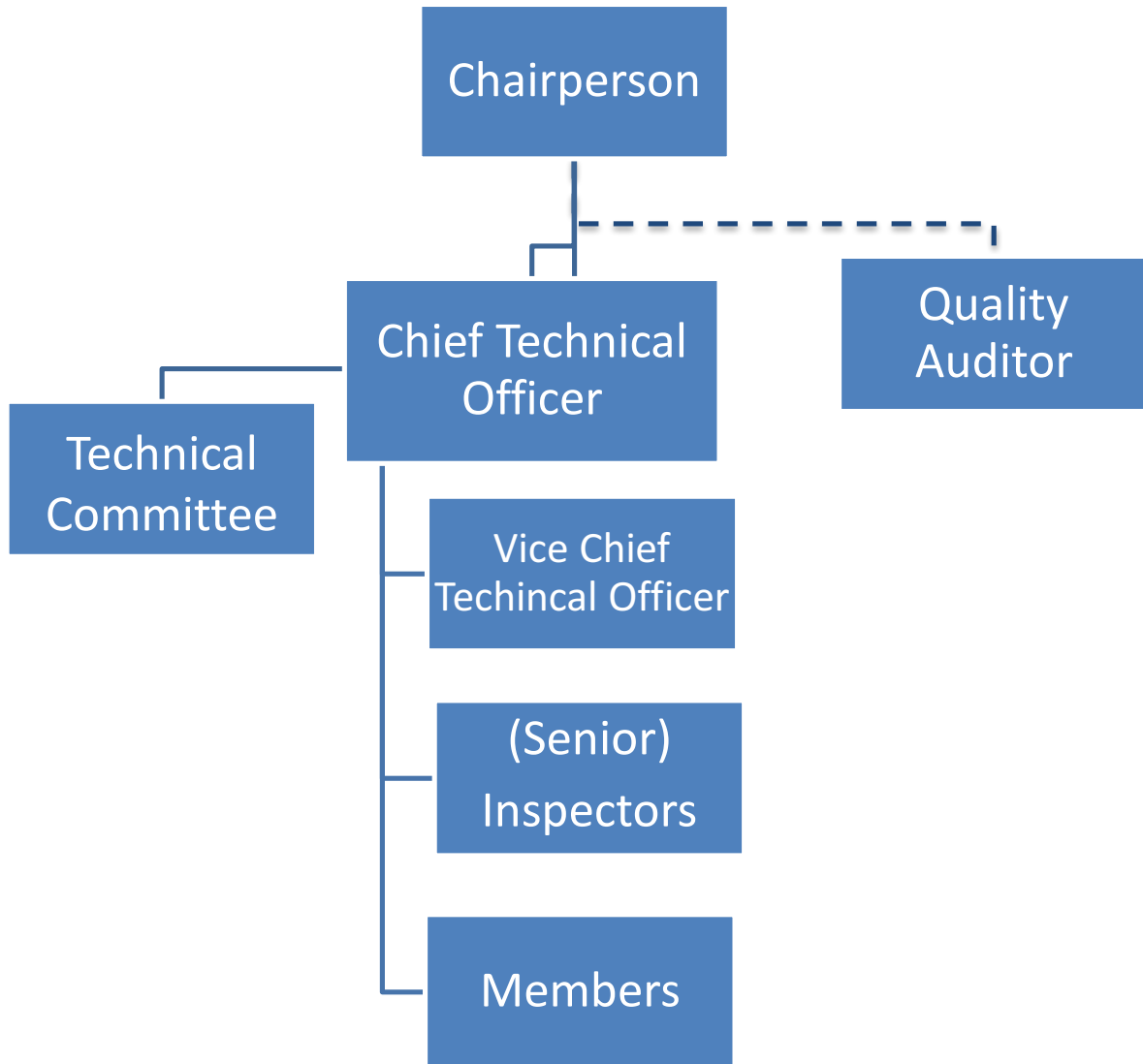
aeroplanes, helicopters and powered parachutes having no more than 2 seats, and a maximum take-off mass(MTOM), as recorded by the member states of no more than:

- (i) 300kg for a land plane /helicopter, single-seater or
- (ii) 450kg for a land plane/helicopter, two seater or
- (iii) 330 kg for an amphibian or float plane/helicopter single seater or
- (iv) 495kg for an amphibian or floatplane/helicopter two seater, provided that where operating both as floatplane/helicopter and land plane/helicopter it falls below both MTOM limits, as appropriate;
- (v) 472.5kg for a landplane two seater equipped with an airframe mounted total recovery parachute system;
- (vi) 315kg for a landplane single seater equipped with an airframe mounted total recovery parachute system;

and for aeroplanes having the stall speed or minimum steady flight speed in landing configuration not exceeding 35 knots calibrated air speed (CAS);

8. The NMAI has a committee, elected by the members.

b. Organisation Chart



### 3. NAME AND TITLE OF MANAGEMENT PERSONNEL

The Chairperson has overall responsibility for management and oversight of the maintenance organisation including the nomination of personnel for the positions detailed below.

#### a. Chairperson

The Chairperson is elected by the members of the NMAI and has authority for ensuring that all maintenance required by the owner can be carried out to the standard required. The chairperson is responsible for:

- The organisational review
- Occurrence reporting
- Closure of findings raised by the Irish Aviation Authority

#### b. Chief Technical Officer

Responsible for ensuring that;

- aircraft are maintained to an acceptable level,
- establishing the standards to be met by maintenance personnel,
- the designation of maintenance personnel,
- the Flight Permit recommendation for each aircraft is correctly completed and submitted to the IAA,
- control and management of this National Maintenance Organisation Manual (NMOM),
- maintaining copies of Flight Permit inspections,
- Extending Validity Certificates,
- Assessing the competency of Inspectors and recommending them for designation as Inspectors to the Technical Committee,
- Monitoring the ongoing competency of the Inspectors through the Quality System,
- Assisting with the evaluation of any technical data e.g. Service Bulletins or Mandatory Permit Directives, when requested by Inspectors or owners. The aircraft owner, however, is responsible for ensuring he evaluates all recommendations applicable to his aircraft.
- Controlling items of specialised tools and test equipment, where controlled by the NMAI.
- Monitoring the operation of the Flight Permit system on a continuous basis.
- Administering the Flight Permit system and liaising with the IAA.

- Reviewing all applications for inclusion on the NMAI Airworthiness scheme, and making suitable recommendation to the Association Committee as to the suitability of new aircraft for the inclusion in the NMAI system.
- Controlling Appendix 2 to this NMOM and submitting the latest version to the IAA.

#### **c. Vice Chief Technical Officer**

The Vice Chief Technical Officer (V-CTO) may deputise for the Chief Technical Officer (CTO) in performing the following duties:

- Ensuring that the Flight Permit recommendation for each aircraft is correctly completed and submitted to the IAA,
- Submitting amendments of this National Maintenance Organisation Manual (NMOM) to the IAA for approval,
- Amending controlled copies of this NMOM, once approved by the IAA,
- maintaining copies of Flight Permit inspections,
- Extending Validity Certificates,
- Assisting with the evaluation of any technical data e.g. Service Bulletins or Mandatory Permit Directives, when requested by Inspectors or owners. The aircraft owner, however, is responsible for ensuring he evaluates all recommendations applicable to his aircraft.
- Controlling items of specialised tools and test equipment, where controlled by the NMAI. (ref. Appendix 3 attached)

For the functions above, where you read CTO, please consider it as meaning either CTO or Vice CTO.

#### **d. Quality Auditor**

Independent person nominated by the Chairperson to conduct an organisational review of the NMAI every 12 months. When the Quality Auditor (stated in the NMOM) is not available the CTO or Chairman will contact the IAA assigned inspector to confirm that the nominated auditor is acceptable. This person shall;

- Be familiar with microlighting or sport aviation,
- Have auditing experience,
- Be nominated by the Chairperson.

#### e. NMAI Postholders

Title	Name
Chairperson	Mark Dwyer
Chief Technical Officer	Mark Brereton
Vice Chief Technical Officer	John Deegan
Quality Auditor	Enda McNeill

## 4. DESIGNATED PERSONNEL

The NMAI designate the personnel to certify and issue a CRS for maintenance and/or issue a recommendation for the issue of a Flight Permit to the IAA and/or extend Validity Certificates. These persons are called Pilot-Members, Inspectors or the (Vice) Chief Technical Officer and are designated in accordance with this section of the NMOM.

Additional persons or organisations acceptable to the NMAI CTO, may also certify maintenance. Examples of such persons may be engine specialists, fabric specialists or other experts designated under the NMAI system. In this case, the CTO must designate that entity and assign them an NMAI approval, including inspector number.

Note: Maintenance personnel and organisations approved under EASA regulations may certify maintenance under IAA Aeronautical Notice A.15.

#### a. Designation of NMAI Pilot Members

Members of the NMAI holding valid a Pilot Licence and listed on the list of members of the NMAI are designated to certify and issue a CRS for maintenance on Irish registered aircraft types listed in Appendix 2. There is no further competency assessment or paperwork held for these individuals. They are NOT permitted to certify a Flight Permit inspection. A list of such members is held by the NMAI.

The Pilot is always responsible for any maintenance that he performs. Before carrying out any maintenance, the pilot must satisfy himself that he is competent to do the task. It is the responsibility of the owners to familiarise themselves with the standard maintenance practices for the aircraft and with any manufacturer's maintenance recommendations.

If the pilot is not competent for the task to be carried out, the task cannot be released by the Pilot. In this event, the task may be carried out by another person designated by the NMAI e.g. Pilot, an NMAI Aircraft Inspector or a person or organisation approved by the IAA per Aeronautical Notice A15.

However, Flight Permit inspections may only be carried out by an NMAI Inspector.

## **b. Designation of Inspectors**

The following criteria shall be met by Inspectors designated by the NMAI:

- i. Be an NMAI member in good standing
- ii. Have been given consent by the CTO to start the procedure,
- iii. Have sent a copy of his CV and a letter stating his intent to become an Inspector before starting the procedure
- iv. Be suitably trained by an existing Senior Inspector,
- v. Has been assessed for competency by a Senior Inspector,
- vi. Have the Inspector application form filled in and signed by the Senior Inspector,
- vii. Have attended an Inspectors Day
- viii. Is listed in Appendix 1 to this NMOM.

Note: Individuals with certain expertise may become an Inspector, limited to that expertise, with the approval of the CTO. They are exempt from item (iv). Examples would be an engine expert, a fabric repair expert or similar.

If approved the CTO / V-CTO will give the inspector a Personal Authorisation Certificate (NMAI/AW/009), stamp and issue him with an Inspector number. The CTO / V-CTO will also ensure that the new Inspector is issued with an up to date copy of the NMAI NMOM.

The CTO will submit the revised Appendix 1 to the IAA for their files.

### **Senior Inspector**

The term Senior Inspector is used to acknowledge the experience, expertise and, dedication to microlighting, of an Inspector. While it conveys extra privileges, exercising those privileges is not necessary to retain the title. When referring to Inspectors, Senior Inspectors are deemed to be included, unless specifically excluded.

Senior Inspectors are those which were active NMAI Inspectors prior to October 2008, or other Inspectors deemed to be suitable for senior grade by the NMAI tech committee or an Inspector who has met the upgrade requirements below to become a senior Inspector.

An Inspector may apply in writing to the Chief Technical Officer, V-CTO or Chairman to upgrade his status to senior Inspector providing he has:

1. Performed 10 inspections or more annually each year for the previous 2 years
2. Applied in writing to the CTO, V-CTO or Chairman
3. Supplied a list of aircraft registrations and the date he inspected them in the previous 2 year period

Once the CTO / V-CTO receives this documentation he will have the matter discussed at the next Technical Committee meeting, if the Technical Committee are satisfied the CTO will send the senior Inspector form NMAI/AW/009 confirming their status as a Senior Inspector.

Upgrade to Senior Inspector is non-expiring once the Inspector meets the minimum requirements to be an Inspector.

### **c. Terms of Reference**

Inspectors may;

- i. Certify and issue Certificates of Release to Service in respect of the maintenance (including inspections), alterations and repair of Irish registered aircraft types listed in Appendix 2 to this NMOM, and
- ii. issue a Certificate of Fitness for flight to allow an aircraft be flown without a valid Flight Permit, and
- iii. Make recommendations to the Irish Aviation Authority regarding the issue of Flight Permits for aircraft types listed in Appendix 2 to this NMOM, and
- iv. Make recommendation to the NMAI for the extension of a validity certificate.

### **d. Limitations applying to Inspectors**

1. Inspectors, excluding Senior Inspectors, may not perform permit inspections on aircraft owned by them or in which they have a commercial interest.
2. Inspectors may not inspect and certify work they have carried out themselves for permit issue on an aircraft, except routine maintenance.
3. Inspectors may only perform stage inspections on an aircraft type they have knowledge and experience of.
4. The number of Inspectors in total, may not exceed 22 except with the agreement of the IAA.

### **e. Competency Assessment**

Each Inspector must undergo an assessment of competency every 2 years. This is achieved by:

- a. attending an Inspectors Day
- b. completing 6 Inspections in the preceding 24 months
- c. complete an Oral interview with the CTO or V-CTO. This interview will consist of
  - i. a review of paperwork submitted to the Tech Office by the Inspector
  - ii. a review of this NMOM
  - iii. a review of aircraft types overseen by the Inspector
  - iv. any technical areas deemed relevant by the CTO / V-CTO

On satisfactory completion of the above, the Inspector will be issued with a Personal Authorisation Certificate - PAC (NMAI/AW/009) which will be valid for 24 months from the date of the Oral Interview.



If an Inspector does not complete 6 inspections in a 24-month period but wants to keep his Inspector qualification, he must:

- a. attend an Inspectors Day
- b. complete Inspector Application Form (NMAI/AW/012) and have it signed by a current Inspector.
- c. complete one Permit Inspection under the supervision of a current Senior Inspector
- d. complete an Oral interview with the CTO or V-CTO. This interview will consist of
  - i. a review of paperwork submitted to the Tech Office by the Inspector
  - ii. a review of this NMOM
  - iii. a review of aircraft types overseen by the Inspector
  - iv. any technical areas deemed relevant by the CTO / V-CTO

## 5. GENERAL DESCRIPTION OF THE MAINTENANCE FACILITIES

The NMAI do not have a dedicated hangar or workshops.

Each Inspector is responsible for ensuring that facilities appropriate for the level of maintenance being performed are used.

The NMAI's Technical Office is in Limetree Airfield, Portarlinton, Co. Laois.

## 6. TOOLS, EQUIPMENT AND MATERIAL

An Engineer's toolbox may be used by inspectors and members in the performance of maintenance. Any tooling warranting calibration shall have a valid certificate of calibration. The person certifying the maintenance is responsible for ensuring such tooling has a valid certificate of calibration.

### a. Tools owned by NMAI

The tools listed on form AW025 are kept by the NMAI for the use of its members / Inspectors.

### b. Tools Calibration Procedure

The tools belonging to the NMAI are to be calibrated annually and the calibration details filled in the tool calibration book kept in the NMAI tech office, the calibration sheet should be kept in the calibration certs folder.

### c. Tools Required by Inspectors and Aircraft Builders

The following are a list of tools which all Inspectors and aircraft builders must have access to. Some of these tools require calibration which is dealt with in section 6B. Some of these tools are available on Loan from the NMAI tech office.

1. Torque wrench (requires calibration)
2. Metric and imperial socket sets
3. Metric and imperial spanner set
4. Multimeter
5. Propeller pitch setting tool
6. Oil filter wrench
7. Oil filter splitter
8. Carburettor balancer
9. Airspeed indicator calibration tool (requires calibration)
10. Altimeter calibration tool (requires calibration)
11. Weighing scales (requires calibration)
12. Bettsometer

### d. Tool Calibration Requirement

1. NMAI tools requiring calibration will be calibrated in accordance with manufacturers' recommendations. The duration between calibration may be extended where the NMAI can show that the tool has not been used regularly and has been found well within limits at the last number of tests.

2. All Inspectors must have calibration certs for their torque wrenches, these can be checked and issued by the NMAI tech office
3. NMAI tools may be used to check/calibrate Inspectors/aircraft builder's tools.
4. All scales used by Inspectors must be calibrated/checked against a known weight for accuracy and documentation of the above supplied to the tech office along with any weight and balance report done using these scales
5. If an aircraft builder has his own torque wrench, this must be calibrated (again the tech office can do this). A copy of the cert must be kept with the aircraft documentation and a copy sent to the tech office along with the application to start building a new aircraft. The Inspector looking after the build may not sign off the build if the builder has no calibration cert for the torque wrench used throughout the aircraft build.

## 7. MAINTENANCE DATA

Maintenance data published by the aircraft/engine manufacturer may be used by the NMAI. FAA AC 43-13- 1B/2B may also be used. Manuals applicable to the aircraft, at latest revision, may be used – even if the manufacturer no longer revises the document.

### a. Alterations

Aircraft operating on a Flight Permit do not meet the criteria of a Certificate of Airworthiness. As such, their aircraft/engine/propeller combination is not type certified/approved and they are not maintained in accordance with any Type Certificate requirements, if any still exist.

The ultimate responsibility for the alteration's data/accomplishment instructions remains with the aircraft owner. Such data would normally be data approved by a Manufacturer, acceptable Design Organisation Approval holder or organisation approved by a National Aviation Authority e.g. BMAA. Alterations which have not been approved for the specific type of aircraft, should be reviewed by the manufacturer, where available.

The NMAI shall record the implementation of any alteration in the relevant aircraft logbooks. The CTO will maintain a list of all alterations embodied on NMAI aircraft.

Alterations which result in a change of engine or propeller type, maximum take-off mass, or any other information registered with the IAA, are required to be notified to the IAA by the aircraft owner.

### b. Repairs

Repairs may be carried out in accordance with manufacturer's data or FAA AC 43-13B. The accomplishment of repairs must be recorded in the relevant logbook(s).

### c. Maintenance Programme

NMAI/AW/001 and NMAI/AW/002 outline the minimum maintenance requirements (generic) necessary for the NMAI to issue a recommendation for Flight Permit issue or extend a validity Certificate.

It is the responsibility of the registered owner to ensure any additional maintenance required to ensure the safe operation and airworthiness of the aircraft is performed. The owner is responsible for reviewing any manufacturer's recommendations applicable to their aircraft and deciding whether to comply with the recommendations or not. A logbook entry must be made regarding any recommendation which is not adhered to.

The aircraft owner is responsible for presenting the aircraft for Flight Permit inspection at the intervals contained therein.

The NMAI will review the content of the NMAI/AW/001 and NMAI/AW/002 annually, to ensure that it meets the latest requirements. Any changes to these forms must be approved by the IAA.

# Part C – General Procedures

## 8. ORGANISATIONAL REVIEW

The Chairperson is responsible for ensuring that an Organisational Review is carried out, at least once every 12 months. This review will ensure that the maintenance organisation continues to meet the procedures set out in this NMOM. The primary objective of the review is to ensure that the NMAI can deliver a safe product.

The review will involve a complete audit against this NMOM, including a sample of some aircraft files, inspector files and sample of aircraft as specified on form NMAI/AW/011.

### a. Planning and performance of the review

The review shall occur every 12 months, ideally in advance of the IAA audit. The Quality Auditor, as nominated by the Chairperson shall carry out the review in accordance with NMAI/AW/011 Audit Check for Airworthiness System. When the Quality Auditor (stated in the NMOM) is not available the CTO or Chairman will contact the IAA assigned inspector to confirm that the nominated auditor is acceptable.

### b. Audit of Inspectors

A competency assessment of each inspector is carried out every 24 months. Inspectors assessed as Satisfactory are issued with a PAC which is valid for 24 months. A copy of the PAC for each Inspector is held on file in the Tech Office. The audit should ensure that the following items are held on file:

- A copy of the PAC for each Inspector
- A copy of the training received during the Inspectors Day (e.g. Powerpoint Presentation)
- A copy of the sign-in sheet from each Inspectors Day

### c. Audit of Aircraft

A spot inspection shall be carried out by the Quality Auditor on an aircraft every 12 months using NMAI/AW/016. The aircraft shall be inspected for compliance with standards as required by this NMOM.

### d. Classification of Findings

Findings raised on an organisational review and/or IAA audit shall be classified as follows;

A **Level 1** finding is any non-compliance with the applicable requirements, which lowers the safety standard and hazards flight safety;

A **Level 2** finding is any non-compliance with the applicable requirements, which may lower the safety standard and may hazard flight safety;

A **Level 3** finding is any non-compliance with the applicable requirements, which is not classified as level 1 or 2.

Organisational review findings raised must be rectified within the time agreed with the Quality Auditor, but usually within 3 months. Findings raised by the IAA must be rectified within the timeframe agreed with the IAA. The Chairperson is responsible for ensuring all findings have been closed on time, to the satisfaction of the Quality Auditor or IAA, as applicable.

#### **e. Retention of Records**

Records of the organisational review shall be held on file for three years after any findings raised have been closed.

#### **f. Organisational Review Findings**

Any findings documented in the Organisational Review will be submitted to the Chairperson. The Chairperson is responsible for ensuring that the root cause is identified, corrective action is taken and preventative action is initiated. Findings must be closed within 3 months, unless otherwise documented by the Chairperson, with agreement of the IAA.

The Chairperson may delegate the closure of findings to the Chief Technical Officer.

#### **g. IAA Audits and Findings**

The NMAI will allow full and free access to the IAA, to the organisation's technical records at any time for audit purposes. The NMAI will also arrange access to any aircraft maintained by the NMAI that the IAA chooses to survey. It is acknowledged that the IAA may survey any of the aircraft at any time. The Chief Technical Officer will liaise with the IAA and aircraft owner(s) to ensure access is granted.

When findings are noted by the IAA, either on an aircraft survey or during an audit, the corrective action, root cause and preventative action taken shall be notified to the IAA within 3 months for level 2 and 3 findings, unless otherwise agreed with the IAA. Any significant non-compliance or level 1 finding which lowers the safety standard and hazards seriously the flight safety, identified, will result in the grounding of the affected aircraft.

The IAA will audit the NMAI once every 12 months. The Chairperson is responsible for ensuring that findings are closed within the agreed timeframe.

## 9. TRAINING

Inspectors shall be trained and assessed for competency before being designated by the NMAI. The requirement for training will be determined by the Chief Technical Officer and shall be reviewed when new aircraft types are added to the NMAI's scope.

Training courses for these aircraft/engine types are not usually available. The NMAI may use 'experts', as accepted by the Chief Technical Officer, if required.

Documented evidence of training received, including the syllabus of that training, will be retained for each inspector by the NMAI, for at least 3 years.

### a. Personnel Records

The NMAI will retain details, for at least three years after the designation was issued, of all persons designated including;

- Qualifications held
- Training received
- Competency assessment
- Designation given

## 10. SUBCONTRACTING/CONTRACTING OF SPECIALISED SERVICES

Subcontracting is not permitted under this approval.

# Part D – Working Procedures

## 11. WORK ORDER ACCEPTANCE

### a. Preparation and issue of the work pack

NMAI/AW/001 and NMAI/AW/002 are available for download on the NMAI's website. These outline the minimum maintenance requirements for both Flex Wing and Three axis aircraft. The registered owner of the aircraft is responsible for compliance with these.

The owner must ensure that such an inspection is carried out before the expiration of the validity of the Flight Permit. If such an inspection is not carried out before that date, no flight may take place until that inspection has been satisfactorily carried out.

Prior to the Flight Permit inspection, the inspector should;

- a. Agree a fee with the owner and make them aware of any other costs.
- b. Inform the owner of the requirement to have their aircraft prepared for the inspection and to have any faults they know of, rectified prior to the inspection.
- c. Inform the owner of the requirement to have all their documents present and in order at the time of the inspection.
- d. Inform the owner that if their documents are not in order, the inspection will not proceed and he will be charged for the Inspector's travelling time and expenses but not for the inspection itself.

Prior to the Flight Permit inspection, the Inspector must review the following:

- i. The aircraft manufacturer's recommendations (maintenance manual or equivalent), if available. Note: Mandatory Inspections (MPDs) or life limitations mandated by the IAA must be observed.
- ii. The aircraft flight manual, operating manual or equivalent.
- iii. TADS, HADS etc. applicable to the aircraft.
- iv. Mandatory Permit Directives (available at [www.caa.co.uk](http://www.caa.co.uk)).
- v. Applicable service bulletins.

*Note: The Inspector must ensure that the publications above are to the correct revision. This can be done by checking the NMAI website or contacting the NMAI Technical office.*

Following the review of the above documents, the aircraft logbook must be examined to ensure that all of the requirements are complied with or, where not complied with, that the owner has noted that the recommendation was reviewed and he decided not to adhere to the recommendation.



**NOTE: Inspectors may not perform permit inspections on aircraft owned by them or in which they have a commercial interest. This restriction does not apply to Senior Inspectors.**

#### **b. Work Sheets**

NMAI/AW/001 or NMAI/AW/002 can be used to document the Flight Permit Inspection.

Where significant works or modifications are required to prepare the aircraft for a Flight Permit inspection, the Inspector will send an Aircraft Worksheet Form NMAI/AW/017 of the works to be carried out to the Chief Technical Officer and to the Owner. The owner is responsible for the aircraft's proper maintenance.

#### **c. Criteria for choosing suppliers / Acceptance of components**

Components installed on aircraft operating on a Flight Permit do not meet internationally recognised airworthiness standards. Therefore, components deemed acceptable by the Registered Owner may be installed on such aircraft. Before installation, the installer must inspect any component/material for condition and suitability.

#### **d. Certificate of Release to Service**

Only persons designated to issue a CRS may certify maintenance carried out.

The CRS shall be issued in the Aircraft Logbooks. An NMAI template is available from the Chief Technical Officer. The CRS must conform to IAA Aeronautical Notice A.8.

The details of the release to service should contain at least the following:

- a. Summary details of the maintenance carried out; and
- b. The date such maintenance was completed; and
- c. The hours or cycles accrued on the aircraft/engine; and
- d. The identity of the person issuing the release to service, including:
  - the identity and NMAI Membership Number or NMAI Inspector Number of the person issuing such a certificate;
- e. The limitations to airworthiness or operations, if any.

#### **e. Check Flights**

Check flights may be carried out for the purpose of testing the aircraft (including, in particular, its power-units) and its equipment, if required by the IAA. An aircraft which has not been registered e.g. a Certificate of Registration not physically received, may not be flown or attempt to fly.

The flight may only be operated in accordance with the conditions listed on NMAI/AW/007 Fitness for Flight or Flight Permit, whichever is in effect.

An NMAI/AW/007 Fitness for Flight certified by an inspector must be issued before any check flight may take place, if a Flight Permit is not in effect. This Fitness for Flight is valid for one flight only (unless specified on form NMAI/AW/007) and, if a second check flight is required, a second certificate must be issued.

The Check Flight Schedule (Aircraft Check Flight Report) NMAI/AW/023 must be completed for any Check Flight.

All defects noted by the aircraft owner or any suitably qualified pilot appointed by the aircraft owner will be reported to the Inspector, in writing on NMAI/AW/001 or 002, who will decide what actions are required to rectify these defects.

It is NMAI policy that each aircraft undergoes a Check Flight prior to initial Flight Permit issue and at 3 year intervals thereafter. The purpose of the Check Flight is to assess the performance of the aircraft and identify any deterioration from Check Flight to Check Flight.

Upon completion of a satisfactory check flight, the aircraft owner or any suitably qualified pilot appointed by the aircraft owner will complete the (Aircraft Check Flight Report) NMAI/AW/023 and forward the complete form to the Chief Technical Officer.

In exceptional circumstances, the Chief Technical Officer and/or the Technical Committee may permit an aircraft not to undergo a Check Flight. This would only be considered if the aircraft was regularly being flown, had not undergone an engine or propeller change in the previous 12 months, and the owner could attest to its satisfactory performance.

### **Failing a Flight Permit Inspection**

If an aircraft fails an inspection or check flight, at any time, it may not be flown again until a new certificate of fitness for flight (NMAI/AW/007) has been issued by an Inspector

#### **f. Inspection of build for a kit built aircraft**

Any aircraft being built under the airworthiness scheme of the NMAI must conform to the requirements of this NMOM.

All applications for the registration and issue of a first permit of a homebuilt aircraft will be handled using the following procedures.

### **Stage inspections of new kit build aircraft**

1. The aircraft type must be listed in Appendix 2 to this NMOM.
2. All aircraft operating on the NMAI Flight Permit scheme will be owned, operated and maintained by members in good standing, and will comply with all procedures laid down in this manual, and with all requirements of the Irish Aviation Authority.
3. The owner/builder should speak to the Inspector he wishes to use throughout his build, agree a fee with the Inspector and discuss timescale, tools and experience required. At this point he shall get the Inspector to inspect his materials, kits plans tools and facilities etc. to

make sure they are suitable. The Inspector should also check the calibration of the owners/builders tools and fill in form NMAI /AW/020 Home build tools checklist.

4. The Inspector and owner should both be satisfied that the Inspector has certain knowledge of the type of aircraft that is being built. It is recommended that Inspectors with experience of a similar type be used for new aircraft stage inspections and if not a senior Inspector should be used.
5. Owner /builder should notify the NMAI CTO in writing in order for their project to be discussed by the technical committee using first page of the NMAI/AW/022, stage inspection form, along with the correct fee.
6. If approved the owner /builder will be notified in writing of this, he will be issued with a kit build number at which time the CTO will send a notification to the IAA informing them the build has been authorised along with a copy of the first page of the stage inspection form and informing them of the build authorisation number allocated to this project.
7. All stage inspections to be co-signed by Inspector and owner builder on Section 5 of NMAI stage inspection form (NMAI/AW/022) or manufacturers stage inspection form before being sent to NMAI Tech Office.
8. After stage 3a and 3b have been completed (all fuselage wing and tail plane completed and engine finished) the owner may apply to register the aircraft by submitting a copy of the stage inspection sheets and the IAA aircraft registration form AWSO to the CTO with the fee who will check it and forward it to the IAA.
9. The IAA will make arrangements for any inspections they deem fit throughout the project.
10. Any alterations to the aircraft or build process should be notified to the tech office for approval.
11. Any change to the Inspector during the build to be notified to CTO in writing for approval before getting the new Inspector to do anything.
12. Once the aircraft is complete and has been registered the Inspector will do a final inspection and sign off the build along with the builder /owner.
13. He will also perform a weight and balance for 3 axis **or** the weight only element of the report for Flexwing type aircraft.
14. He will check the control surface deflections are recorded and all placards fitted.
15. At this time he will also fill in a first permit application form NMAI/AW/001 or NMAI/AW/002 and conduct an inspection for the issue of a first permit. He will also fill in a cert of fitness to fly form NMAI/AW/007 declaring that the aircraft is fit to conduct a check flight.

16. He will then liaise with the aircraft owner and arrange for a check flight to be carried out.  
The check flight maybe carried out by the aircraft owner or any suitably qualified pilot appointed by the aircraft owner

## 12. RECORDS

Aircraft, Engine and Propeller Log Books shall be updated by the aircraft owners, reflecting the hours used on each.

The aircraft and engine log books must be filled in to reflect maintenance performed. It is best practice to refer to the maintenance manual or equivalent e.g. 25hr /50 hr/100 hr checks as detailed in maintenance manual performed. All maintenance entries must include the NMAI number or Inspector number of the person who carried out the maintenance.

The Chief Technical Officer will retain a copy of each NMAI/AW/001 and NMAI/AW/002 submitted to the NMAI Tech Office and each Validity Certificate extended by the NMAI. The NMAI will keep copies of these documents for at least 3 years after the Flight Permit inspection was carried out. These records may be stored electronically if an independent back-up is also available.

The owner of the aircraft must have available a copy of the aircraft maintenance manual, or equivalent, at the latest revision. Ideally the owner should keep a maintenance folder into which a report on all maintenance is kept. Maintenance Records should not be kept in the aircraft during flight.

## 13. OCCURRENCE REPORTING

The NMAI shall report any maintenance occurrences to the AAIU and the IAA. This only applies to an Occurrence which happened during Maintenance (Flight Permit Inspection) and is not meant to include operational related occurrences, the reporting of which is the responsibility of the pilot/owner. This would include anything that would seriously hazard flight safety as referenced in Statutory Instrument S.I. 460 of 2009. NMAI/AW/008 may be used for this purpose.

An aircraft involved in an accident/serious incident resulting in damage to the aircraft, may not be flown until an inspection has been carried out by an Inspector.

### a. Timeframe for reporting

Reports shall be made as soon as practicable, but at least within 72 hours. The Chairperson is responsible for reporting to the IAA and AAIU. Reports to the IAA should be made using the Voluntary Reporting method on the IAA Website.

### b. Information to be reported

Details of the aircraft, location, date and time, along with a description of the incident/accident shall be submitted to the IAA/AAIU.

### c. Means of Reporting

The CTO is contactable on [techoffice@nmai.ie](mailto:techoffice@nmai.ie)

The AAIU are contactable on 01 604 1293 or 01 241 1777 (24hr Emergency).

The IAA has a Voluntary Reporting system on [www.iaa.ie](http://www.iaa.ie) or the CTO may forward NMAI/AW/008 to the IAA, on the owner's behalf.

## Part E

### 14. FLIGHT PERMIT RECOMMENDATIONS

The NMAI has the privilege of making recommendations to the Irish Aviation Authority regarding the issue of Flight Permits and extending the Validity Certificates on the aircraft types listed in Appendix 2. The designated persons authorised to make such a recommendation are identified as Inspectors detailed in Appendix 1.

All applications for the initial issue of a Flight Permit will adhere to the following procedures:

1. All aircraft operating on an NMAI Flight Permit will be owned, operated and maintained by members in good standing, and will comply with all procedures laid down in this Manual, and with all the requirements of the Irish Aviation Authority.
2. For aircraft entering the NMAI system, the owner(s) must apply to the Chief Technical Officer to have their application discussed at the next Technical Committee meeting. The application must be approved by a Technical Committee meeting and recorded in the minutes.
3. The Chief Technical Officer will open a file for the new aircraft and owners, and shall discuss with an Inspector to review the technical content of the application. If appropriate, the Chief Technical Officer will assign a Senior Inspector to the project.

#### a. Flight Permit Inspection

Upon request from the owner, the NMAI Inspector shall carry out an inspection on the aircraft in accordance with NMAI/AW/001 or NMAI/AW/002, as applicable. If the inspection is satisfactory, a recommendation may be signed and forwarded to the NMAI Tech Office.

Flight Permit inspections may be performed up to 90 days before the expiration of the Flight Permit without loss of validity on the Flight Permit/Validity Certificate.

If the Validity Certificate remains valid at the time of the inspection and the owner wishes to fly while the paperwork is being processed by the NMAI, the Inspector will sign and stamp a declaration form NMAI/AW/027 stating the current expiry date of the existing Validity Certificate. This declaration must be carried in the aircraft at all times until the owner gets the updated Validity Certificate from the NMAI Tech Office.

#### b. Weight & Balance Report (Initial Flight Permit only)

For an initial Flight Permit, the application must be accompanied by a weight and balance report for a 3 Axis type or the weight only element of the report for Flexwing type aircraft.

1. The mass and the centre of gravity (CG) of a Microlight shall be established by actual weighing prior to initial entry into service.
2. Where the accumulated effects of modifications and repairs, on the mass and balance are not known, the aircraft shall be reweighed.
3. The mass and CG schedule of the Microlight shall be revised whenever the cumulative to the dry operating mass exceed  $\pm 0.5\%$  of the max landing mass or for where the cumulative changes in CG position exceeds 0.5% of the Mean Aerodynamic Chord (MAC). This may only be done by reweighing. Weighing may be carried out by the owner under the supervision of an NMAI Inspector using scales which have been calibrated against a known weight.

This procedure is deemed as compliant with IAA Aeronautical Notice A.107 paragraph 9, as amended.

#### **c. Additional IAA requirements**

Inspectors should be aware of IAA requirements regarding;

- Aeronautical Notice A.43B on piston engine overhaul periods
- Placards required for Ballistic Recovery Systems

#### **d. Documents to be sent to the Chief Technical Officer**

- APPLICATION FOR FLIGHT PERMIT NMAI/AW/001 (Flexwing) or NMAI/AW/002 (3 Axis)
- Aircraft Check Flight Report (NMAI/AW/023)
- Certificate of Fitness for Flight (NMAI/AW/007).
- WEIGHT AND BALANCE REPORT (3axis) or just the WEIGHT elements of the report for (flexwing) aircraft (Initial Flight Permit Only).
- Permit Fee.
- Aircraft stage inspection form (for initial FP on a kit built aircraft) signed by Inspector and owner.

#### **e. Administration of Flight Permit Recommendations to the IAA**

The Chief Technical Officer will verify that the form has been correctly completed and submit the recommendation to the IAA for an Initial Flight Permit or 3 Year Flight Permit renewal.

The Chief Technical Officer will liaise with the IAA and ensure they have access to the aircraft and aircraft records, if they require it.

The IAA will send the Flight Permit, once issued, to the Chief Technical Officer. He will copy the Flight Permit for NMAI records and forward the original to the registered owner. In certain circumstances (e.g. an Aircraft Inspection), the Flight Permit may be given directly to the owner however a copy must be sent to the CTO for NMAI Records. A Flight Permit will be issued, accompanied by a Validity Certificate.

#### **Documents to be sent to the IAA**

- APPLICATION FOR FLIGHT PERMIT NMAI/AW/001 (Flexwing) or NMAI/AW/002 (3 Axis).
- Aircraft Check Flight Report (NMAI/AW/023), when appropriate.
- Certificate of Fitness for Flight (NMAI/AW/007).
- WEIGHT AND BALANCE REPORT (3axis) or just the WEIGHT elements of the report for (flexwing) aircraft (Initial Flight Permit Only).
- Permit Fee.
- Aircraft stage inspection form (for initial FP on a kit built aircraft) signed by Inspector and owner.

#### **f. Administration of Validity Certificate extensions**

If the inspection occurs before the expiration of the Validity Certificate, or within 3 months of expiration of the Validity Certificate, the Validity Certificate may be extended by the NMAI. Otherwise, the Flight Permit recommendation must be sent to the IAA.

Upon receipt of the recommendation on NMAI/AW/001 or NMAI/AW/002 the NMAI must review the form for completeness.

The NMAI Tech Office may then extend the validity of the certificate for another year, for years 2 and 3. Once the Validity Certificate is “full”, the next Flight Permit recommendation must be forwarded to the IAA by the NMAI CTO.

NOTE: Under no circumstances may the validity of the certificate be extended beyond 3 years from initial date of issue.

#### **Documents to be sent to the IAA**

A copy of the Validity Certificate extended by the NMAI.