



# NIGERIAN CIVIL AVIATION AUTHORITY

AVIATION HOUSE

P.M.B. 21029, 21038, IKEJA-LAGOS.

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## ALL OPERATORS LETTER (FSG 031)

**Circular Ref:** NCAA/FSG/AOL/09/031

**Date:** 30<sup>th</sup> July, 2009

**To:** All Aircraft Operators, Maintenance Org., Training Org., Aviation Personnel and Allied Organisations

**From:** Director General

**SUBJECT:** **CORRESPONDENCE WITH THE NCAA ON TECHNICAL MATTERS**

All Aircraft Operators, Maintenance Organizations, Training Organizations, Aviation Personnel and Allied Organization are hereby advised that, with effect from **1<sup>st</sup> of August, 2009** all correspondences with the Authority on technical and related matters should be addressed to **THE CHAIRMAN, FLIGHT STANDARDS GROUP** and submitted at the **Document Tracking System Office** located at the NCAA Headquarters Annex, Murtala Muhammed International Airport, Ikeja, Lagos.

The letter may be addressed as follows; e.g.

THE CHAIRMAN  
FLIGHT STANDARDS GROUP  
NIGERIAN CIVIL AVIATION AUTHORITY  
AVIATION HOUSE, P.M.B. 21029, 21038,  
IKEJA, LAGOS.

*Attention: (Directorate)*

Please find in the table below the services provided by each directorate for your guidance.

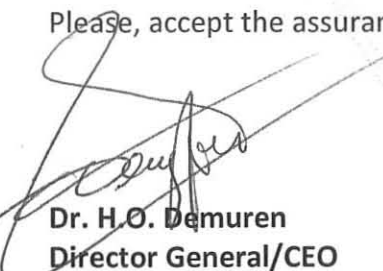
Service	Directorate Responsible
Air Operator Certification/ Variation/Renewal	Directorate of Operations and Training (DOT)
Aircraft Maintenance Organisation Certification / Variation / Renewal	Directorate of Airworthiness Standards (DAWS)
Aviation Training Organisation Certification / Variation / Renewal	Directorate of Licensing (DOL)
Licensing of Aviation Personnel, Issue/Renewal of Medical Certificate.	Directorate of Licensing (DOL)
Aircraft Type Certification Acceptance, Registration of Aircraft and matters pertaining to it.	Directorate of Airworthiness Standards (DAWS)

*The content of this letter is meant for the addressee only. If you receive this letter by error of circulation, please do not hesitate to return it to the NCAA.*

Issue and Renewal of Standard Certificate of Airworthiness (C of A), Special C of A, Export C of A etc. MCC	Directorate of Airworthiness Standards (DAWS)
Approval of Aircraft Modification, Repairs etc.	Directorate of Airworthiness Standards (DAWS)
Approval/Acceptance of Minimum Equipment List (MEL), Mass and Balance Control Programme, Training Programme, Aircraft Operating Manual (AOM), Cabin Crew Manuals, Operations Manuals, Dangerous Goods Manual etc.	Directorate of Operations and Training (DOT)
Approval of Aircraft Maintenance Programme, Reliability Programme, Maintenance Control Manual (MCM), Maintenance Procedures Manuals (MPM) etc	Directorate of Airworthiness Standards (DAWS)
Approval of RVSM, ETOPS, CAT II & CAT III, MNPS and RNP Operations and FOCC	Directorate of Operations and Training (DOT)
Approval of Flight Simulator/Training Device	Directorate of Operations and Training (DOT)
Pre-impotation Inspection of Aircraft.	Directorate of Airworthiness Standards (DAWS)
Submission of Mandatory Occurrence and Service Difficulty Reports. MORs, Aircraft Monthly Status Report.	Directorate of Airworthiness Standards (DAWS)

Please note that where the type of services an applicant wishes to request for is not listed, the letter should be addressed to the Director General, NCAA.

Please, accept the assurances of our best regards.

  
**Dr. H.O. Demuren**  
**Director General/CEO**