



# ***ANYBODY'S\** MAINTENANCE**

## **ORGANISATION MANUAL**

*\*Insert Name of Approved Organisation*

Part M Subpart F Approval: UK.MF. **XXXX**

Part M Subpart G Approval: UK.MG. **XXXX**

Address: ***This should be the Organisation's registered office and principle place of business***

Telephone Number:

Facsimile Number:

Email Address:

Document Ref Number: ***(Reference number to assist in correspondence)***

<b>Reference :</b> <b>Issue:      Revision 1</b> <b>Date:        September 2008</b>	<b>Copy Number :</b> <b>Holder :</b>
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# TABLE OF CONTENTS

INTRODUCTION	Page
Frontispiece.....	
Contents List .....	1
List of Effective Pages.....	6
Record of Amendments .....	7
Maintenance Organisation Manual Amendment Procedures.....	7
Distribution List.....	8
List of Abbreviations Used.....	8
<b>PART 0      GENERAL ORGANISATION</b>	<b>Page</b>
0.1    Corporate Commitment by the Accountable Manager .....	9
0.2    General Information .....	9
0.2.1    Description of the Organisation .....	10
0.2.2    Relationship with other Organisations/Owners.....	10
0.2.3    Organisations Scope of Work .....	10
0.2.4    Aircraft Managed .....	11
0.3    Management Personnel .....	11
0.3.1    Accountable Manager .....	11
0.3.2    Nominated Post Holder for Chief Engineer .....	11
0.3.3    Nominated Post Holder/Holders for Continuing Airworthiness management activities.....	11
0.3.4    Quality Monitor .....	12
0.3.5    Airworthiness Review Staff.....	12
0.3.6    Duties and Responsibilities .....	12
0.3.6.1    Accountable Manager .....	12
0.3.6.2    Chief Engineer.....	13
0.3.6.3    Nominated Post Holder/Holders for Continuing Airworthiness management activities.....	14
0.3.6.4    Quality Monitor .....	15
0.3.7    Manpower Resources and Training Policy .....	15
0.3.7.1    Manpower Resources .....	15
0.3.7.2    Training Policy.....	17
0.4    Management Organisation Chart .....	17
0.4.1    General Organisation Chart .....	17
0.5    Notification Procedure to the Civil Aviation Authority.....	18
0.5.1    Changes.....	18
0.6    Facilities.....	18

<b>PART 1</b>	<b>DESCRIPTION</b>	<b>Page</b>
1.1	General Presentation of the organisation	19
1.2	List of Certifying Staff	19
1.3	Personnel	19
1.4	Tools Equipment and Materials	20
1.5	Maintenance Data	20
1.6	Interface Procedures with the Aircraft Owners	21
 <b>PART 2 GENERAL PROCEDURES</b>		<b>Page</b>
2.1	Organisational Review	21
2.2	Contracting	22
2.3	One time authorisations	22
2.4	Authorisation System: Licenced Engineer, Pilot & Mechanic	22
 <b>PART 3 WORKING PROCEDURES</b>		<b>Page</b>
3.1	Work order acceptance	23
3.2	Preparation and issue of work package	23
3.3	Storage of Parts	24
3.4	Execution (Implementation Procedures)	25
3.5	Release to Service – Certifying Staff	25
3.6	Release to Service – Supervision	25
3.7	Release to Service - Certificate of Release to Service	26
3.8	Records	26
3.9	Special Procedures	26
3.10	Occurrence Reporting	27
3.11	Management of Indirect Approval of MOM Amendments	27
3.12	Independent Inspections	27
 <b>PART 4 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES</b>		<b>Page</b>

4.0	Continuing Airworthiness Management Procedures.....	28
4.1	Aircraft Continuing Airworthiness Record System Utilisation .....	28
4.2	Documentation.....	28
4.3	Aircraft Maintenance Programme - General .....	28
4.3.1	The Programme – Contents - Sources .....	29
4.4	Maintenance Programme Review, Development and Amendment.....	29
4.4.1	Development and Amendment.....	29
4.4.2	Maintenance Programme Amendments .....	29
4.4.3	Maintenance Programme “One-off” Variations .....	30
4.5	Time and Continuing Airworthiness Records: Responsibilities, Retention & Access..	30
4.5.1	Monitoring of Maintenance Between Scheduled Maintenance.....	30
4.5.2	Access to Continuing Airworthiness Records .....	30
4.5.3	Transfer of Continuing Airworthiness Records in the Event of a Sale or other Disposal of the Aircraft .....	30
4.5.4	Access to Continuing Airworthiness Records in the Event of an Accident/ Incident.....	31
4.6	Accomplishment and control of Mandatory Requirements for Airworthiness .....	31 (including Airworthiness Directives & Generic Requirements)
4.6.1	Access to Airworthiness Directives & Generic Requirements .....	31
4.6.2	AD & GR Decision and Implementation.....	31
4.6.3	AD/GR Control – Compliance Monitoring .....	31
4.6.4	AD/GR Control – Recording of AD/GR Compliance .....	31
4.7	Analysis of the Effectiveness of the Maintenance Programme.....	32
4.7.1	Meetings.....	32
4.8	Non-Mandatory Changes (Modification) Embodiment Policy.....	32
4.8.1	Changes (Modifications) General .....	32
4.8.2	Service Bulletins .....	33
4.8.3	Other Changes (Modifications).....	33
4.8.4	Minor Changes (Modifications).....	33
4.8.5	Recording of Changes (Modifications).....	33
4.9	Major Change (Modification) Standards .....	33
4.10	Defect Reports .....	33
4.11	Analysis .....	33
4.12	Liaison with Manufacturers and Regulatory Authorities .....	33
4.13	Deferred Defect Policy .....	34
4.14	Repetitive Defects.....	34

---

4.15	Mandatory Occurrence Reporting	34
4.16	The Pre-Flight Inspection .....	34
4.17	Certificate of Airworthiness and Airworthiness Review Certificate Validity.....	34
4.18	Aircraft Weighing .....	34
4.19	Check Flight and Flight Release Procedures .....	35
4.20	Sample of Documents, Tags and Forms Used.....	35
4.21	Other Non-mandatory Airworthiness Information.....	35
	Part Four Appendices.....	35

<b>PART5</b>	<b>AIRWORTHINESS REVIEW PROCEDURES</b>	<b>Page</b>
5.1	Airworthiness review staff.....	36
5.2	Airworthiness Review General Procedures .....	36
5.3	Review of aircraft records.....	37
5.4	Physical survey.....	37
5.5	Additional procedures for recommendations to competent authorities for the import of aircraft .....	37
5.6	Recommendations to the competent authorities for the issue of an Airworthiness Review Certificates (EASA Form 15a) .....	43
5.7	Issuance of Airworthiness Review Certificates (EASA Form 15b).....	43
5.8	Airworthiness review records, responsibilities, retention and access .....	43

<b>PART 6</b>	<b>APPENDICES</b>	<b>Page</b>
6.1	Sample documents .....	44
6.2	List of airworthiness review staff.....	44
6.3	List of sub-contractors as per AMC M.A.201(h)1 and M.A.711(a)3 .....	44
6.4	List of approved maintenance organisations contracted.....	44
6.5	Copy of contracts for sub-contracted work (appendix II to AMC M.A.201 (h) 1) .....	44
6.6	Copy of contracts approved maintenance organisations .....	44
6.7	Airworthiness Review Report .....	44

---

6.8	Airworthiness Review Certificate (Form 15b) Annual Part M.A.901(c) Extension Verification Form .....	44
6.9	Completed Compliance Check List .....	44
6.10	List of Maintenance Locations.....	44
6.11	Details of Aircraft Managed by Organisation.....	44
	Part Six Appendices .....	45



**RECORD OF AMENDMENTS**

AMENDMENT NO:	DATE	AMENDMENT DETAILS	AMENDED BY	DATE OF INCLUSION

**MAINTENANCE ORGANISATION MANUAL AMENDMENT PROCEDURES**

The *chief engineer / accountable manager* is responsible for reviewing the MOM and for preparing any amendments. All amendments will be submitted to the CAA for approval prior to their incorporation in the MOM.



**DISTRIBUTION LIST**

COPY NUMBER	HOLDER

**ABBREVIATIONS USED**

- AD ..... Airworthiness Directive
- ADD..... Acceptable Deferred Defect
- AOC ..... Air Operators Certificate
- AOG ..... Aircraft on Ground
- ARC..... Airworthiness Review Certificate
- BSI ..... British Standards Institute
- CAA..... Civil Aviation Authority
- CAME ..... Continuing Airworthiness Management Exposition
- C of A ..... Certificate of Airworthiness
- CDL ..... Configuration Deviation List
- CRS..... Certificate of Release to Service
- ECI.....Emergency Conformity Information
- ETOPS ..... Extended Range Twin Operations
- EASA..... European Aviation Safety Agency
- MEL ..... Minimum Equipment List
- MNPS ..... Minimum Navigation Performance Service
- MO ..... Maintenance Organisation
- MOE ..... Maintenance Organisation Exposition
- MPD ..... Maintenance Planning Document
- MP..... Maintenance Programme
- SB ..... Service Bulletin
- SIL..... Service Instruction Leaflet
- SMI..... Scheduled Maintenance Inspection
- SRP ..... Sector Record Page

## PART 0 GENERAL ORGANISATION

### 0.1 CORPORATE COMMITMENT BY THE ACCOUNTABLE MANAGER

#### ACCOUNTABLE MANAGER'S STATEMENT

##### Part M Subpart F & Subpart G MAINTENANCE ORGANISATION MANUAL

This Manual and any associated referenced manuals defines the organisation and procedures upon which the EASA Part M Subpart F approval of *(enter organisation name)* is based as required by M.A.604. Also upon which the M.A. Subpart G approval under Part M is based.

These procedures are approved by the undersigned and must be complied with, as applicable, when any maintenance is being carried out under the terms of the Part M Subpart F approval. Also in order to ensure that all the continuing airworthiness activities including maintenance for aircraft managed, is carried out on time and to an approved standard.

The manual will be reviewed and amended when the need arises, but no later than once per year

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that the CAA will approve this organisation, whilst the CAA is satisfied that the procedures are being followed and work standards maintained. It is further understood that the CAA reserves the right to suspend, limit or revoke the Part M Subpart F and G approval of the organisation if CAA has evidence that procedures are not followed or standards not upheld

Signed.....

Dated.....

Accountable Manager and ..... *(quote position)* .....

For and on behalf of..... *(quote organisation's name)* .....

### 0.2 General Information

#### 0.2.1 Description of the Organisation

*Organisation's name* is structured under the management of *name accountable manager*. For the complete management structure refer to the organisations management chart in paragraph 0.4

*A brief description of the organisation to be included in this section.*

**0.2.2 Relationship with other Organisations/Owners**

Each Owner is required to provide all of the necessary information (e.g. hours/cycles) in order for the organisation to meet the requirements of M.A.708. Such that the organisation can comply with its obligation as detailed in Part M Appendix I , Continuing Airworthiness Arrangement.

**0.2.3 Organisation's Scope of Work M.A.603**

**NOTES:-** *(not for inclusion in the Manual)*

1. *This paragraph must show the range of work carried out at each approved site within the scope of each approval rating shown in the "Schedule of Approval"*
2. *The degree of definition required is set somewhere between the very broad definition given in the Schedule of Approval and the fine detail, which one would expect to see in a "Capability List".*

*For example:-*

*Schedule of Approval -- Rating "C5" -- Electrical Power.  
 Scope of Work -- Engine Driven Generators -- not exceeding. 9kw dc.  
 Capability List -- Lucas Aerospace -- Part No. ....*

*Schedule of Approval -- A2 Cessna piston engine Singles  
 Scope of Work -- Up to and including 150 hour checks and limited structural repairs*

*Schedule of Approval -- B2 Lycoming engines  
 Scope of Work -- IO.200 series overhaul*

<i>Schedule of Approval</i>	<i>Scope of Work</i>	<i>Capability List</i>
<i>"C5" -- Electrical Power</i>	<i>Engine Driven Generators -- not exceeding. 9kw dc</i>	<i>Lucas Aerospace -- Part No. ....</i>
<i>A2 Cessna piston engine Singles</i>	<i>Up to and including 150 hour checks and limited structural repairs</i>	
<i>B2 Lycoming engines</i>	<i>IO.200 series overhaul</i>	

***Suggested subject headings***

- Aircraft Maintenance/Aircraft types/Helicopter Types/Engines fitted
- Type of check, e.g.: 100 hour or annual
- Complex Tasks Appendix VII
- Embodiment of modifications / changes
- Engine Maintenance/Types
- Component Maintenance
- Specialised Services, such as NDT
- Issue of Flight Release Certificates.
- Additional Significant Activities
- Fabrication of parts iaw AMC M.A.603 (c)

- Off site maintenance

### 0.2.4 Aircraft Managed

The continuing airworthiness of the following aircraft types is managed by the Organisation:

As of: DD Month YYYY

Aeroplane or Helicopter Type (as detailed on Type Certificate):	Engine Type(s):	Number:

In cases where aircraft owners contract on an ad hoc basis (yearly ARC renewal/recommenadion- uncontrolled environment) the organisation will ensure that it has the capability to carry out the airworthiness review and the approval for the aircraft type. This work will be covered by a written contract with the owner.

### 0.3 Management Personnel

The following table identifies the organisation and individuals within the organisation that hold responsibilities under the terms of this manual. Throughout this manual the title, has been used where required, this table identifies the individual who fills the position and therefore has the responsibility for the functions defined for that position.

Title	Name
The organisation	
The accountable manager	
Chief Engineer	
Quality Monitor	
The nominated post holder for continuing airworthiness	
The responsible manager	
ARC signatory	

#### 0.3.1 Accountable Manager

The duties and responsibilities associated with this post are held by *enter name and title of holder*.

#### 0.3.2 Nominated Post Holder for Chief Engineer

The duties and responsibilities associated with the post of Chief Engineer are currently assumed by *enter name of other post holder/individual*, in support of the Accountable Manager.

#### 0.3.3 Nominated Post Holder for Continuing Airworthiness management activities

The duties and responsibilities associated with the post of Continuing Airworthiness Manager are currently assumed by *enter name of other post holder/individual*, in support of the Accountable Manager.

Or (delete as necessary)

The duties and responsibilities associated with the group of persons nominated for ensuring *the organisation's* compliance with subpart G are currently held by the following personnel, in support of the Accountable Manager:

*(Examples only)*

*Planning Manager - enter name of post holder/individual*

*Technical Support Manager - enter name of post holder/individual*

*Airworthiness Manager – enter name of post holder/individual*

### 0.3.4 Quality Monitor

*enter name of individual* in the role of Quality Monitor will provide an independent means of verifying compliance with Part M.

### 0.3.5 Airworthiness Review Staff (delete if not applicable)

The designated Airworthiness Review Staff are listed in table below. ARC signatories are listed in paragraph '0.3 Management Personnel' above

Name	Authorisation Reference	Position in Organisation

### 0.3.6 Duties and Responsibilities

#### 0.3.6.1 Accountable Manager

The Accountable Manager has the overall responsibility for meeting the requirements of Part M.

*He/she* is responsible for ensuring that the necessary finance, manpower resources and facilities are available to enable the company to perform the maintenance to which it is committed for contracted operators, and any additional work which may be undertaken, and continuing airworthiness activities can be financed and are carried out to the standard required by the CAA.

In particular, *he/she* is responsible for ensuring that adequate contractual arrangements exist. This includes, amongst others, provision of: facilities, material and tools, sufficient competent and qualified personnel in relation to the work to be undertaken. All of this with a view to ensuring that all due continuing airworthiness activities including maintenance is performed on time and in accordance with the applicable requirements, regulations and approved standards and that the aircraft has a valid Certificate of Airworthiness for all flights undertaken.

*He/she* is responsible for nominating the person for monitoring of the organisation procedures, unless this is carried out by internal organisational review. M.A.616.

He/she is responsible for ensuring the competence of all personnel is established & appropriate to their responsibilities. M.A. 606 / 607

### 0.3.6.2 CHIEF ENGINEER

1. The Chief Engineer is responsible for ensuring that the organisation has:-
  - facilities appropriate to the planned work M.A.605
  - office accommodation appropriate to the management of the planned work
  - a working environment appropriate to the tasks being undertaken
  - storage facilities for parts, tools, equipment and materials M.A.605
  - sufficient competent personnel to plan, perform, supervise, inspect and certify the work being performed M.A.606
  - tools, equipment and materials to perform the planned tasks
  - all necessary maintenance data as required by M.A.609
  - for notifying the Accountable Manager whenever deficiencies emerge which require his attention in respect of finance, resources or the acceptability of maintenance standards
  - has responsibility for submitting M.O.Rs (Mandatory Occurrence Reports) required by M.A.202
  
2. The Chief Engineer ensures that maintenance procedures are established and published within the organisation, to achieve good maintenance practices and compliance with EASA/CAA requirements, and for establishing a system for the organisation to ensure that work is accomplished to the highest standards of airworthiness and workmanship.
  
3. The Chief Engineer is responsible for ensuring that all maintenance is correctly certified and that records of maintenance carried out are retained safely and securely for the statutory period. Unless previously reported by the Owner/Operator, the Chief Engineer is responsible for reporting to the manufacturer and to the EASA/CAA any condition of the aircraft (or a component), which could hazard safety.M.A.202
  
4. The Chief Engineer is responsible for liaising and negotiating with EASA/CAA
  
5. The Chief Engineer will ensure the competence of all personnel engaged in maintenance by establishing a programme of training and continuation training using:-
  - internal and external sources.
  - on-the-job instruction and evaluation.
  - Competence evaluation as necessary In accordance with M.A.606 & M.A.607

- keeping a record of all training and experience of maintenance-related personnel.
- ensuring that all work orders are correctly detailed and that the requirements of the contract / order are fulfilled in respect of release requirements.
- responding to non-compliance with requirements in the area of activity for which he/she is responsible, which arise from independent organisational reviews

### **0.3.6.3 Nominated Post Holder for Continuing Airworthiness management activities**

The nominated post holder for continuing airworthiness will ensure that all maintenance is carried out by suitably approved maintenance organisation(s), in accordance with the relevant approved maintenance programme, on time and to an approved standard. *He/She* will act to ensure that the organisation's responsibilities in the following areas can be met (if contracted to do so by the owner operator):

- a) Establishment and development of maintenance programmes for the aircraft managed by the organisation required by Part MA.302.
- b) Presentation of maintenance programmes to the competent authority for approval and provision of a copy to the owner operator.
- c) Manage the approval of modifications and repairs.
- d) Ensuring modifications and repairs (changes) are carried out to an approved standard.
- e) Ensuring all maintenance is carried out in accordance with the approved maintenance programme and released in accordance with M.A. subpart H.
- f) Ensuring all applicable airworthiness directives and operational directives with a continued airworthiness impact, are applied.
- g) Ensuring all known defects are rectified.
- h) Coordination of scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts and component inspections to ensure work is carried out properly.
- i) Manage and declare all continuing airworthiness records
- j) Ensuring the mass and balance statement reflects the current status of the aircraft
- k) Non mandatory modification embodiment policy, where appropriate.
- l) That Part 66 licensed engineers are competent to issue Certificates of Release to Service in accordance with M.A.801.
- m) That the Certificate of Airworthiness for each aeroplane managed by the company remains valid in respect of;
  - (i) the airworthiness of the aeroplane,
  - (ii) the expiry date specified on the Airworthiness Review Certificate, and
  - (iii) any other condition specified in the Certificate;
- n) Reporting any occurrences of a maintenance nature to the CAA and the aircraft manufacturers. This includes both Mandatory Occurrences and occurrences related to maintenance findings, which fall outside the Mandatory scheme.

- o) Review and implementation, as appropriate, of any additional national requirements.
- p) Application and review of the continuing airworthiness management arrangement(s) with the aircraft owner (as applicable)

#### **0.3.6.4 Quality Monitor**

The task of auditing compliance with subpart F and G will be carried out by an independent quality monitor.

The quality monitor is employed by the organisation to provide an independent audit of the following functions:

- a) Compliance with Part M
- b) Monitoring all subcontract activities

### **0.3.7 Manpower Resources and Training Policy**

#### **0.3.7.1 Manpower Resources**

The organisation has an adequate number of people dedicated to the performance of the approved continuing airworthiness activity

As of DD/MM/YYYY, the number of available resource (in man hours) involved in continuing airworthiness management and airworthiness review activities are shown in the following table:



**List staff numbers and related activity:**

Formula Example:

1 man year = H hours	Full Time Staff (Number)	Part Time Staff (Total hours per year)	Part Time Staff as Equivalent Full Time staff (Number)	Total Staff	Total Hours
<i>Quality Monitoring</i>	<b>AA</b>	<b>aa</b>	<b>aa / H hours = AA'</b>	<b>AA + AA'</b>	<b>AA*H + aa</b>
<i>Continued Airworthiness Management</i>	<b>BB</b>	<b>bb</b>	<b>bb / H hours = BB'</b>	<b>BB + BB'</b>	<b>BB*H + bb</b>
<i>(detailed information about the management group of persons)</i>	<b>BB1</b>	<b>bb1</b>	<b>bb1 / H hours = BB1'</b>	<b>BB1 + BB1'</b>	<b>BB1*H + bb1</b>
<i>Other...</i>	<b>CC</b>	<b>cc</b>	<b>cc / H hours = CC'</b>	<b>CC + CC'</b>	<b>CC*H + cc</b>
<i>Airworthiness Review Staff</i>	<b>DD</b>	<b>dd</b>	<b>dd / H hours = DD'</b>	<b>DD + DD'</b>	<b>DD*H + dd</b>
<b>Total</b>	<b>TT</b>	<b>tt</b>	<b>tt / H hours = TT'</b>	<b>TT + TT'</b>	<b>TT*H + tt</b>
<b>Total Man Hours</b>	<b>TT x H</b>		<b>TT' x H</b>		

Worked Example with dummy data:

1 man year = 1500 hours	Full Time Staff (Number)	Part Time Staff (Total hours per year)	Part Time Staff as Equivalent Full Time staff (Number)	Total Staff	Total Hours
<i>Quality Monitoring</i>	<b>5</b>	<b>300</b>	<b>0.2</b>	<b>5.2</b>	<b>7800</b>
<i>(detailed information about the management group of persons)</i>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4500</b>
<i>Other...</i>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>3000</b>
<i>Airworthiness Review Staff</i>	<b>4</b>	<b>1200</b>	<b>0.8</b>	<b>4.8</b>	<b>7200</b>
<b>Total</b>	<b>14</b>	<b>1500</b>	<b>1</b>	<b>15</b>	<b>22500</b>
<b>Total Man Hours</b>	<b>21000</b>		<b>1500</b>		

**0.3.7.2 Training Policy**

Training will be provided to ensure that each member of staff is adequately trained to carry out the functions of, and satisfy the responsibilities associated with Part M.

Where changes occur to the organisation, its procedures, types maintained and/or managed etc. Then suitable continuation training will be provided, where necessary.

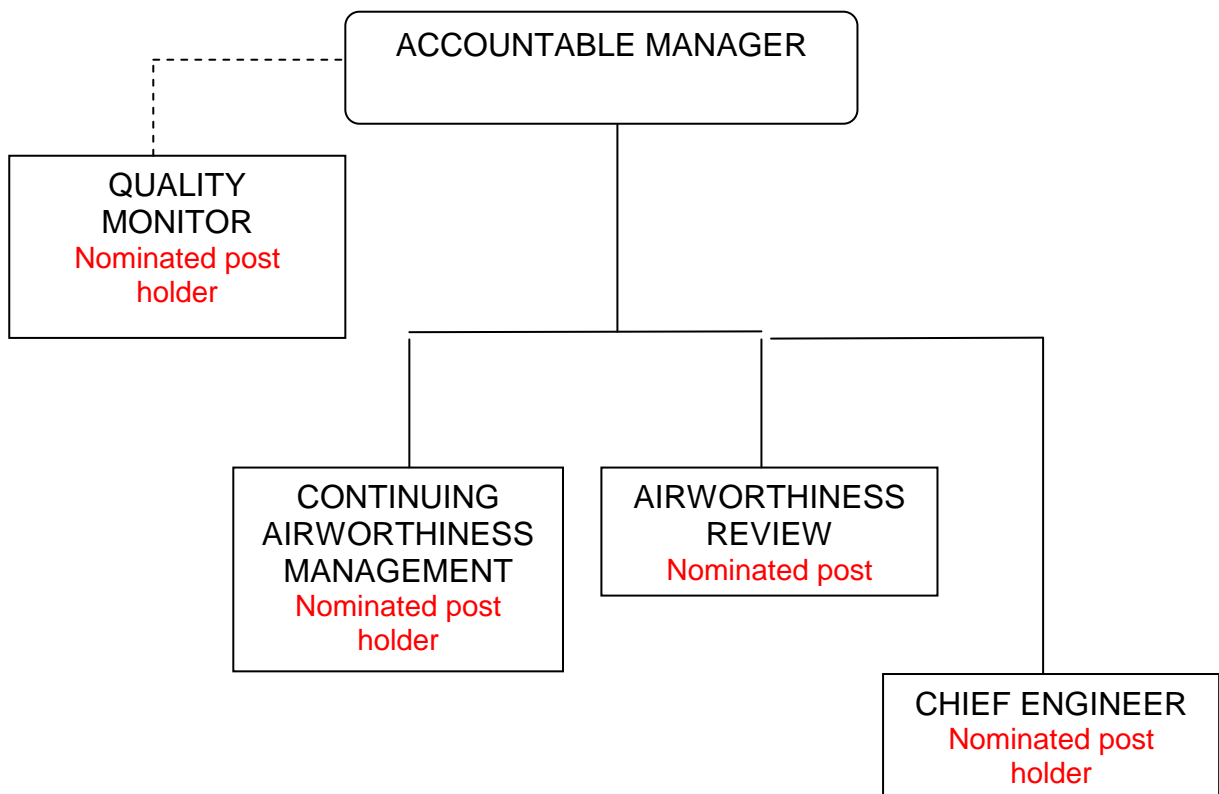
The organisation will review training needs at intervals not exceeding two years or at more frequent intervals if, and when, significant changes occur to the organisation, procedures and aircraft types maintained and/or managed.

**0.4 Management Organisation Chart**

**0.4.1 General Organisation Chart**

The chart below shows the company's management structure and the relationship between the various functions. *Show the independence between the quality system and airworthiness review process.*

Example



## 0.5 Notification Procedure to the Civil Aviation Authority

The Accountable Manager will undertake to advise the CAA of any changes with respect to:

- a) The Organisation's name
- b) The location of the organisation
- c) Additional locations of the organisation
- d) The Accountable Manager
- e) All nominated position holders
- f) The facilities, procedures, work scope and staff that could affect the approval

### 0.5.1 Changes

Any changes will be notified to the CAA as soon as practicable, by the Accountable Manager to enable the CAA to determine continued compliance with Part M, to approve the change prior to incorporation and to make any necessary amendments to the EASA Form 14 (approval certificate) that may be appropriate.

## 0.6 Facilities

- **Maintenance facilities** -- **Hangar accommodation**  
**Specialised workshops**  
**Environmental provisions**  
**Office accommodation for:-**
  - **Planning / Library technical reference area,**  
**etc.**
  - **Storage.**
- **Maintenance facilities as appropriate see above.**
- **Component maintenance facilities**
- **Hangar Plan**

In the event of an aircraft being unserviceable away from the main base, then manpower resources may be sent together with the necessary tooling, manuals and equipment to the aircraft location and carry out any necessary repairs in order to allow the aircraft to return. In the event of this not being practical or possible then the procedures of paragraph 2.3 will be followed.

Appropriate accommodation is available at *state location* for the purposes of continuing airworthiness management, planning, technical records or quality staff, such that they can carry out their designated tasks in a manner that contributes to good standards. An adequate technical library and room for document consultation is also available.

## PART 1 DESCRIPTION

### 1.1 General Presentation of the Organisation

#### *Suggested Subject Headings*

- Structure of company
  - Legal name / entity
  - Brief description of company activities
  - If company is 'trading as' A.N other company.
- Under the Part M Subpart F approval the company is approved to:
    - Maintain any aircraft and/or component for which it is approved at the locations specified in the approval certificate and this manual
    - Maintain any aircraft and/or component for which it is approved at any other location subject to such maintenance being only necessary to rectify arising difficulties.
    - Arrange for specialised services to be carried out by an appropriately qualified organisation and under the control of this organisation in accordance with procedures described in its Maintenance Organisation Manual.
    - Issue Certificates of Release to Service on completion of maintenance.

### 1.2 List of Certifying Staff

- Aircraft Certifying Staff
  - Cat B1 Technicians  
i.e. A JONES Part 66 Licence No, Types and Scope  
UK.M.F.0001/2 (plus specimen signature)
  - Cat B2 Technicians  
i.e. J BLOGGS Part 66 Licence No, Type and Scope  
UK.M.F.0001/3 (plus specimen signature)
  - Component Certifying Staff (EASA Form 1)  
i.e. A N Other (plus specimen signature)
  - Specialised tasks i.e. sheet metal / structural repairs  
i.e. O Other (plus specimen signature)

### 1.3 Personnel

- Aircraft Maintenance / Component Maintenance
- Engineering
- Administration
- Numbers, qualifications and experience

#### Contracted Services

- Full-time
- On-demand
- Specialised Activities, such as weighing or NDT
- Avionics, if applicable

## 1.4 Tools Equipment and Materials

### General

All tools used are provided and securely kept in a dedicated tool store. All specialist tools required by the company capability are provided and either stored in the tool stores or in dedicated areas of the hangar. All personal and specialist tools are sourced from the appropriate source. Personal tools and equipment **are/are not** used.

All tools specified in the maintenance data as necessary for the day to day maintenance of the aircraft are held and used. Any equivalent tools used will be verified as acceptable and listed below.

All necessary maintenance equipment is held and stored in the hangar.

### Inspection and Calibration

A file is kept by the Chief Engineer of all tools and equipment that require periodic calibration. A record of the calibration date, due date of next calibration and the associated certification is held on the file. The periodicity of inspection and calibration is that recommended by the manufacturer.

### List of Equivalent Tools Used

None at present

## 1.5 Maintenance Data

### General

All necessary current and applicable data for the aircraft types on the capability list are held. All documentation and data is held in the library and is controlled by the Chief Engineer. The library is large enough to allow access to and use of the documents. Customer supplied maintenance documents and data is used where necessary for individual aircraft.

- Subscriptions, where necessary, are maintained with the relevant manufacturers to keep current the technical data held. A copy of subscriptions is held on file.
  - All technical information received by post is reviewed initially by the Chief Engineer and where required any necessary actions are carried out.
  - Manual amendments are carried out by the Chief Engineer immediately on receipt.
  - The CAA/EASA/FAA websites are regularly accessed to review the latest airworthiness information relevant to the aircraft types on the capability list.
- **Maintenance documentation - (preparation from approved sources - amendment control) Interface with a subpart G approved organisation.**
  - **Control of customer supplied maintenance data**
  - **Instructions for continued airworthiness issued by STC holders, or any organisation publishing data IAW part 21.**

### Web Based Airworthiness Information

IT equipment is available at the facility with access to the internet. The relevant sites on the internet are accessed on a regular basis to review the published airworthiness data relevant to the aircraft detailed in the organisations scope of work.

## 1.6 Interface Procedures with the Aircraft Owners

### *Suggested subject headings*

- Details of any agreements between the maintenance organisation, and the owner.
- Workpack specification / work order
- Provision of technical / maintenance data
- Acceptance / release of aircraft, and details of any incomplete maintenance

## PART 2 GENERAL PROCEDURES

### 2.1 Organisational Review

Organisational Review Policy, Plan and Audit Procedures

This Part defines the organisational review policy, planning and procedures to meet the requirements of Part M.

#### 2.1.1. Continuing Airworthiness Organisational Review Policy

The organisational review System and associated organisational review Assurance Programme enables monitoring of the organisation's compliance with Part M, the Maintenance Organisation Manual and any other standards specified by the organisation or the CAA/EASA, to ensure airworthy aircraft.

#### 2.1.2 Organisational Review Programme

The organisational review Programme will be developed by the Quality monitor in liaison with the Accountable manager. The Quality monitor will implement an organisational review programme which during a twelve-month period will address all activities and all of the aspects of Part M which have a bearing on the airworthiness arrangements of the organisation.

The Organisational Review Programme will also incorporate Sample Surveys of the aircraft managed by the organisation.

#### 2.1.3 Organisational Review Audit Remedial Action Procedure

The Quality monitor, in liaison with the Accountable Manager, will conduct an annual review of the corrective actions recommendations issued as a result of reviews carried out during the preceding twelve months to ensure they have been appropriately implemented. If an item has not been cleared then immediate clearance action will be undertaken with the agreement of the Accountable Manager.

Any findings will be classified (i.e. level 1 or level 2) and actioned as per the requirements of M.A.905

#### **2.1.4 Monitoring that all Contracted Maintenance is Carried Out in Accordance with the Contract, including Sub-contractors used.**

The Organisational Review Programme will include a review of all maintenance provided to the organisation by contracted organisations, including sub-contractors. This review will assess if all of the contracted maintenance is carried out in accordance with the Maintenance Contract as appropriate.

#### **2.1.5 Organisational Review Evaluation Personnel**

The Quality monitor shall be suitably qualified, trained and experienced to meet the requirements of the audit tasks.

The Quality monitor shall have direct access to the Accountable manager and all parts of the organisations and subcontractors organisations.

### **2.2 Contracting**

#### ***Suggested subject headings***

- **Contract Personnel Requirements**
- **Accountability of the contracted staff**
- **Competence assessment**
- **Contractual arrangements**
- **Review of workloads**
- **Specialised task personnel**
- **List of contractors**

### **2.3 One Time Authorisations**

If an aircraft is grounded at a location other than the main base then in accordance with paragraph 0.6 (facilities), resources may be sent to repair the aircraft. If this is not possible and where no appropriately certified staff is available, a one-off certification authorisation may be issued.

- The issue and control of one time authorisations will be the responsibility of the Chief Engineer.
- To an employee holding type qualification on an aircraft of similar technology, construction and systems.
- To a person with not less than five years maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification providing there is no organisation approved under Part F at that location. Evidence of experience and the licence of the person is obtained and held on file.
- All one time authorisations given will be reported to the CAA within seven days.
- Any maintenance that could affect flight safety is re-checked.

### **2.4 Authorisation System: L.A.E, Pilot, & Mechanic. *(AIRCRAFT and COMPONENTS)***

**Suggested subject headings**

- Basis and scope of authorisation: Engineers Licence
- Nomination in Maintenance Organisation Manual Ref MOM 2.5
- Demonstrate competence and recency – M.A.606 & M.A.607
- Validity and Scope of authorisation to align with licence
- Pilot / Owner maintenance authorisation - assessment of qualifications and competence AMC M.A.803
- Pilot authorisation scope of work part M App Appendix VII
- Organisation shall ensure that all certifying staff are involved in at least six months of actual relevant aircraft or component maintenance in any consecutive two year period
- Component release staff to demonstrate and record competence

**PART 3 WORKING PROCEDURES****3.1 Work Order Acceptance**

- A contract will be with the owner/operator and will define the work required to be carried out associated with continuing airworthiness and maintenance of their aircraft and to raise all work orders necessary for the aircraft to remain airworthy.
- The supply and use of maintenance data will be defined in the contract.
- Before any maintenance is carried out a work pack will be prepared in accordance with paragraph 3.2 below.

**3.2 Preparation and Issue of Work Package****3.2.1 Worksheets for Non Routine Tasks**

- Defects entered into the journey log by the Pilot/Owner will be transcribed onto a defect rectification sheet.
- Non-routine defects arising from Scheduled Maintenance Inspections (SMI's) will be entered onto a defect rectification sheet.
- All defect rectification sheets arising between SMI's and those raised during the SMI will be included in the work package for that particular SMI.

**3.2.2 Preparation of the Work Pack**

The raising of the work pack is defined in this paragraph, the depth of preparation will be defined in the contract with the pilot/owner and may not require all of the detailed elements.

- Review of the aircraft records and aircraft status to determine the appropriate Scheduled Maintenance Inspections (SMI's) to be carried out.
- Raise the necessary SMI inspection sheets from the maintenance programme.
- Examine the airworthiness data for the aircraft and determine the airworthiness directive status of the aircraft, identifying any airworthiness directive's that are required to be carried out.



- Review the Lifer Component records, and determine any components that require replacement on this SMI. Any component changed will be recorded in the Lifer Component records.
- Review manufacturers data for any Service Bulletin that is required to be carried out.
- Review any deferred defects and raise, where required, a defect rectification sheet.
- Review the aircraft status with regard to: compass swing, weight and balance, engine runs, and raise the necessary works cards.
- Review the necessity for any Independent Inspections and make the necessary arrangements.
- Review for the necessity for any specialist work requirements that are outside of the scope of the organisation and make the necessary arrangements with a sub-contract organisation.
- Raise the necessary control documentation for the work pack to be carried out.

### **3.2.3 Worksheet Work Pack Completion. Maintenance Sign Off.**

- Worksheets entries will be individually signed for by the engineer or mechanic who completes the work and subsequently by the person who inspects the work though this may be the same person.
- On completion of an SMI the work pack and associated worksheets will be reviewed to ensure that the work pack control sheet reflects the content of the SMI and that all sheets have been correctly signed and certified.
- Following a satisfactory review of the work pack the maintenance release will be signed.
- On completion of all the work listed the work sheet will be reviewed and if satisfactory the Certificate of Release to Service will be signed.

### **3.2.4 Record Keeping**

- A copy of all maintenance records and any associated maintenance data will be retained for three years from the date the aircraft or aircraft component was released.

## **3.3 Storage of Parts**

### **3.3.1 Purchase of Parts**

- Only rotatable spares and items listed in the illustrated parts manual that have a part number either from the TC holder, original equipment manufacturer or an appropriately approved supplier or repair station are purchased. Such suppliers will supply an EASA Form 1, FAA 8130 or similar recognised approval document.
- Consumable spares are purchased from recognised suppliers to the aviation industry depending on availability and delivery times. Spares will be accepted on the basis of a certificate of conformity.
- Spares are ordered by purchase order, and the required release is specified.

### **3.3.2 Acceptance of Parts**

- All arriving parts are inspected by an approved person against the purchase order and for condition and damage.
- Following inspection all items are recorded to provide traceability.
- Parts not immediately required are placed in a secure store.
- Parts removed serviceable from aircraft are inspected and labelled (giving full details of the source) and placed in stores.
- Arriving parts which fail inspection will be placed in a quarantine store until their status can be confirmed.

### 3.3.3 Storage

- The ordering policy is such that items are purchased on an as required basis, and therefore are not held in long term storage. Where items have a shelf life the manufacturers recommendations will be used, e.g. rubber parts such as O rings, and rotatable avionic equipment.

### 3.3.4 Procedure for Returning Unserviceable Parts

- Items which are identified as unserviceable will be placed in an unserviceable store pending a decision on their disposal.
- Unsalvageable components will be destroyed before disposal.

## 3.4 Execution (Implementation Procedures)

### *Suggested subject headings*

- Persons/functions involved and respective role
- Documentation Used (Workpackage and Workcards)
- Copy of Forms and Procedures for their use and distribution
- Use of Workcards or manufacturers documentation
- Procedures for accepting components from stores inc eligibility check
- Procedures for returning unserviceable components to stores

## 3.5 Release to Service – Certifying Staff

A maintenance statement and scheduled maintenance inspection Certificate of Release to Service will be issued before flight at the completion of any maintenance. It will list any out of phase inspections and component changes due before the next SMI. A copy will be placed in the aircraft work pack and a copy given to the owner.

The Certificate of Release to Service will be issued by an appropriately authorised engineer and Pilot/Owner when appropriate.

The Certificate of Release to Service will be entered into the aircraft, engine and propeller log books following an SMI.

## 3.6 Release to Service - Supervision

*Detailed description of the system used to ensure that all maintenance tasks, applicable to the work requested of the approved maintenance organisation, have been completed as required.*

- Supervision content
- Copy of forms and procedure for their use and distribution

- Control of the work package

### 3.7 Release to Service – Certificate of Release to Service

#### 3.7.1 General

- The wording of the Certificate of Release to Service shall be:  
Certifies that the work specified except as otherwise specified was carried out in accordance with Part-M and in respect to that work the aircraft is considered ready for release to service.
- The Certificate of Release to Service shall only be signed by a person authorised in accordance with the procedures in this manual.
- The Certificate of Release to Service shall be retained and will form part of the aircraft's records.
- The Certificate of Release to Service shall contain basic details of the maintenance carried out, the date it was carried out, the identity of the certifying staff and the company approval reference.

#### 3.7.2 Check Flight Authorisation

- When a check flight is required and the Certificate of Airworthiness is invalid a flight release certificate must be issued by an authorised person. Application will be made to the CAA for a Permit to Fly and an authorised person will issue a Flight Release Certificate in accordance with Airworthiness Notice 9 before the flight is allowed to take place.

- Completion of EASA Form 1
- Incomplete maintenance
- Copy of CRS and EASA form 1

### 3.8 Records

#### *Suggested subject headings:*

- System for control, storage, security and retrieval of records (paper or computer based)
- Control of access to records - (paper and / or computer based records)
- Record-keeping systems - (essential records)
- Provision of records (CRS) to or from subpart G organisation
- Retention of records (periods - methods and security) M.A.614 (c)/Three years
- Recording of details of work carried out M.A 614(a)
- 

### 3.9 Special Procedures

#### *Suggested subject headings – complete as required*

- Aircraft weighing
- Painting
- Control of subcontractors (if applicable)
- Re-certification of parts not having an EASA form 1
- Fabrication of parts
- Control of special processes, such as welding engine module replacements  
airframe repairs
- NDT

#### **Disposal of Unsalvageable Components**

Unserviceable components will be stored in a secure location. Custody of these components may be transferred to the aircraft owner. At time of transfer an entry will be made in the relevant logbook (aircraft, engine or component) detailing the transfer and status of the component.

Any unsalvageable components will be destroyed before disposal.

### **SUBCONTRACTING OF TASKS**

Acceptance of specialist maintenance services, such as (but not limited to) NDT, surface treatment, heat treatment, welding, fabrication of specified parts for minor repairs and modifications without the need for Subpart F approval for those tasks.

The organisation providing such services is deemed acceptable by being included in this manual, and has been investigated prior to inclusion as to its capability to perform the tasks. The organisation(s) will be listed below, and details of its qualifications and the control procedures applied will be attached as an appendix to this manual. The certificate of release will be issued in accordance with para 3.7, and may be issued at either the sub-contractor or at this organisations facilities.

#### **3.10 Occurance Reporting**

All incidents and occurrences that fall within the reporting criteria defined in Part M.A.202 and the UK Air Navigation Order will be reported to the CAA within 72 hours as required using CAA Form 1673 using CAP 382 for guidance.

Reports will be made as soon as is practicable but within 72 hours of the condition being identified.

Reports will be submitted by the Chief Engineer.

#### **3.11 Management of Indirect Approval of MOM Amendments**

Minor changes to this MOM may be made without submission for approval to the CAA. These changes will have no impact on the organisations approval and may include typographical errors and format changes, and changes to procedures that do not alter the intent of the procedure.

#### **3.12 Independent Inspections**

The Chief Engineer will anticipate the requirement for any independent inspections during the preparation of the work pack and will plan at what stage during the SMI the independent inspections will be carried out. The signatory for independent inspections will be an engineer holding the appropriate Part 66 licence and holding a company authorisation.

## **PART 4 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES**

### **4.0 Continuing Airworthiness Management Procedures**

This Part Four defines the continuing airworthiness management procedures which the organisation uses to ensure compliance with the continuing airworthiness aspects of Part M. Where some aspects of these functions are sub-contracted then this will be clearly defined in the text.

### **4.1 Aircraft Continuing Airworthiness Record System Utilisation**

In order for the organisation to perform continuing airworthiness management activities satisfactorily the following systems are in place to ensure that the relevant airframe, engine and component hours/cycles and maintenance data are available to allow for continuing airworthiness planning and maintenance coordination to take place:

*This section should describe the typical system used by the organisation to record times, dates and cycles, etc and the arrangements in place to ensure that this information is received from the owner operators.*

The systems include the following:

- Airframe, engine, propeller flying hours and cycles
- Components hours and cycles
- Completion of out of phase maintenance tasks
- Details of aircraft defects (rectified and deferred)
- Copies of maintenance certification

*If technical logs are in use then the associated procedures relating to the use of the log should be detailed including MEL procedures if applicable.*

### **4.2 Documentation**

The organisation holds the necessary applicable maintenance data as required by M.A.401. This data is provided by the owner/operator by contract agreement. Or, where necessary the organisation has obtained and holds current and applicable data as required to carry out the continuing airworthiness tasks on the aircraft on its approval.

### **4.3 Aircraft Maintenance Programme - General**

This section relates to maintenance programmes that the organisation is responsible for controlling, developing and amending, under contract from the owner operator.

The purpose of the maintenance programme is to provide maintenance planning instructions necessary for the safe operation of the aircraft.

#### 4.3.1 The Programme – Contents –Sources

This section details how the organisation addresses the guidance given in Appendix 1 to AMC M.A.302 when contracted to develop and manage a maintenance programme.

#### 4.4 Maintenance Programme Review, Development and Amendment

##### 4.4.1 Development and Amendment

Development and amendment of the Maintenance Programme is the product of the Organisation's actions in monitoring the effectiveness of the Programme together with continued airworthiness information published by the manufacturers of aircraft, engines, propellers and equipment in the form of Service Bulletins (SB), Service Information Letters (SIL), and All-Organisation-Experience letters (AOL). Aircraft manufacturers recommendations for the maintenance and overhaul of equipment contained in the specified Aircraft Maintenance Manual will be considered and where appropriate incorporated as part of the aircraft Maintenance Schedule/Programme approved by the CAA. This will include any mandatory life limitations as stipulated by the aircraft manufacturer. Recommendations received from the owner operator and the contracted maintenance organisations(s) may also be used to form the basis for developing the programme.

Proposed amendments of the maintenance programme will be supported with full justification for the change, this will include historical findings, operator and maintenance organisation experience. Where the justification does not support a proposed amendment the change will not be implemented. All data, plus a record of the decision taken (accepted or not) will be kept as part of the aircraft records.

The maintenance programme will be subject to a review every 12 months. The review will ensure that all instructions and operating experience (as detailed in the above paragraph) has been considered and all necessary amendments have been made in accordance with paragraph 4.4.2.

Where an owner has opted to use a maintenance programme as provided by the competent authority. The organisation will ensure that the programme correctly reflects the aircraft type and all necessary amendments have been made to include any specific instructions (as per the above paragraph) for the maintenance programme to be approved. Where a CAA provided programme (i.e. LAMP) is used, once it has been amended to reflect the particular aircraft it is deemed approved and CAA involvement is not required.

##### 4.4.2 Maintenance Programme Amendments

*(\*delete as applicable)*

\*Where changes are identified as being necessary these will be submitted by the responsible manager to the CAA as an amendment.

\*Under its indirect approval the organisation will manage and amend the maintenance programmes for UK registered aircraft.

- Amendments will be fully supported and recorded as detailed in para 4.4.1 above.

- The responsible manager will be independent of the decision making process for an amendment. The responsible manager will approve all amendments to a maintenance programme.

#### 4.4.3 Maintenance Programme “One-Off” Variations

All one-off variations to the Maintenance Programme will be agreed between the responsible manager, and the owner operator of the aircraft. These variations will be within the rules defined in the approved maintenance programme. They will only be requested when exceptional circumstances arise which could not reasonably have been anticipated.

#### 4.5 Time and Continuing Airworthiness Records: Responsibilities, Retention and Access

*This section should detail who is responsible for controlling the airworthiness records in accordance with M.A.714.*

These records include:

- a) The aircraft Log Books for Airframe, Engine(s) and Propeller(s) (where applicable)
- b) Modification records.
- c) Inspection records (Work-packs).
- d) Component life records.
- e) Sector record pages (if applicable).
- f) Overhaul records
- g) Repair records.
- h) Airworthiness Directive, Emergency Conformity Information, Generic Requirements and airworthiness Notice compliance records.

*Enter other records/data controlled/held.*

The maintenance records will be updated using information provided by the owner operator/contracted maintenance organisation. This information will take the form of logbook entries, copies of the Technical Log Sector Record Pages, if applicable.  
*(include any other method).*

*(Note; It may be necessary to add details of any computer based records systems in this section, if the organisation uses such systems)*

##### 4.5.1 Monitoring of Maintenance Between Scheduled Maintenance

The organisation will form a short-term forecast of maintenance items, which will fall due during the intervening period between base maintenance inspections i.e. an Out of Phase, forecast.

*(Enter specific details of how this is achieved, e.g. logbooks, tech-log pages, etc)*

##### 4.5.2 Access to Continuing Airworthiness Records

All of the records may be accessed by the owner operator at any reasonable time and remain the property of owner operator at all times. Access to the records by duly authorised members of the CAA will be provided whenever this is requested.

##### 4.5.3 Transfer of Continuing Airworthiness Records

In the event that the continuing airworthiness management of an aircraft is transferred to another continuing airworthiness management organisation or person, all records held for the aircraft will be transferred to the new organisation or person, in a format that is usable to the new organisation.

#### **4.5.4 Access to Continuing Airworthiness Records in the Event of an Accident/Incident**

In the event of an accident or serious incident the Accountable Manager will hold the records secure until requested by the Air Accident Inspection Branch.

### **4.6 Accomplishment and Control of Mandatory Requirements for Airworthiness (including Airworthiness Directives, Emergency Conformity Information & Generic Requirements)**

#### **4.6.1 Access to Airworthiness Directives & Generic Requirements**

The organisation is responsible for the accomplishment of all applicable airworthiness directive's (Part M.A.708) and CAA CAP 747 generic requirements.

The following mandatory requirements for airworthiness (Airworthiness Directives (AD) & Generic Requirements (GR)) publications as applicable to the aircraft operated are subscribed to:

- a) CAP 455 - Airworthiness Notices.
- b) CAP 747- Mandatory Requirements for Airworthiness.
- c) State of Design Airworthiness Directives
- d) EASA published Airworthiness Directives
- e) EASA published Emergency Conformity Information

#### **4.6.2 AD, ECI & GR Decision and Implementation**

The owner operator/contracted maintenance organisation will be advised by the organisation of any AD's , ECI or GR, or revisions thereto, which affect the owner operators aircraft, engines, propellers or equipment at the earliest possible opportunity with a view to establishing compliance. The necessary actions will be agreed between the responsible manager, the owner operator and the maintenance organisation to schedule the compliance with the AD/GR at the first reasonable maintenance inspection within the AD/GR's required compliance time. In the case where an ECI has been issued the responsible manager shall take all reasonable steps to contact the aircraft owner/operator immediately and ensure affected aircraft do not fly until the task(s) detailed in the ECI has been accomplished. Where necessary, and required by the AD/GR, Repetitive Inspections will be introduced until full compliance is achieved. The maintenance organisation will be notified of any emergency airworthiness directives or ECI's on receipt.

#### **4.6.3 AD/ ECI /GR Control - Compliance Monitoring**

Airworthiness Directive, Emergency Conformity Information and Generic Requirement compliance monitoring is the responsibility of the responsible manager. Compliance with AD/GRs will be verified as part of the organisation's quality review programme.

#### **4.6.4 AD /ECI /GR Control - Recording of AD/GR Compliance**



The method of compliance and when such compliance was achieved will be recorded in the aircraft airworthiness records. The organisation will ensure that all records are accurate and up to date. For AD /GRs with a repetitive inspection content then each and every inspection will be recorded on completion in the aircraft airworthiness records. A CRS will be issued every time compliance with an AD/ ECI /GR is established.

#### 4.7 Analysis of the Effectiveness of the Maintenance Programme

The organisation is responsible for the Analysis of the Effectiveness of the Maintenance Programme, and therefore in compliance with M.A.708(b) 1.

The organisation utilises data from the following to substantiate any amendment to the programme.

- Spares usage
- Reports from flight crew/pilot (as applicable)
- Technical incidents
- Repetitive defects
- Product sampling (by quality/organisational review)

##### 4.7.1 Meetings *(delete if not applicable)*

Meeting are held on an annual basis between the organisation, and the owner operator to discuss the effectiveness of the maintenance programme. The meeting can include the following:

- a) The Maintenance Programme content.
- b) The effect on the Maintenance Programme of any ADs, modifications or repairs.
- c) Changes to the operation, which may affect the Maintenance Programme.
- d) Maintenance findings.
- e) Other defect reports i.e. spares reliability, technical incidents, repetitive defects and pilot reports.
- f) Quality monitoring product samples (aircraft surveys).
- g) Changes to the manufacturer's maintenance guidance material, Service Bulletins Service Letters etc. and how these affect the Maintenance Programme.
- h) Other Quality System findings

Where appropriate or necessary, amendments to the Maintenance Programme will be promulgated by the responsible manager for submission to the CAA as an amendment.

#### 4.8 Non-Mandatory Changes (Modification) Embodiment Policy

##### 4.8.1 Changes (Modifications) General

Non-mandatory changes (modifications) will normally take the form of manufacturer's Service Bulletins, or will be a modification approved in accordance with Part 21. Any other changes (i.e. those not already covered by a manufacturer's Bulletin or EASA approved modification) will be initiated in

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consultation with the owner operator, and embodied when approved in accordance with Part 21.

#### **4.8.2 Service Bulletins**

All manufacturer's Service Bulletins applicable to the managed aircraft will be reviewed in the first instance by the responsible manager for applicability. Where compliance with the Service Bulletins' may be seen as beneficial, the owner operator will be advised and if agreed the SB will be embodied by the contracted maintenance organisation.

#### **4.8.3 Other Changes (Modifications)**

For all changes (modifications) other than those introduced by manufacturer's SBs' these will be subject to the current EASA change procedures.

#### **4.8.4 Minor Changes (Modifications)**

All minor changes will be agreed by the responsible manager and the owner operator before submission either to a suitably approved Design Organisation or to EASA. Where application is made to EASA the responsible manager will be responsible for raising and submitting the Minor change approval application Form 32

#### **4.8.6 Recording of Changes (Modifications)**

Incorporation of all non-mandatory changes, whether introduced through Service Bulletins or by EASA Approved Minor/Major change, are to be recorded in the aircraft's airworthiness records.

#### **4.9 Major Change (Modification) Standards**

All Major Changes will be raised through a suitably approved Design Organisation and submitted to EASA by that organisation. The approval of the change will be by EASA and will need to be recorded and held in the aircraft's airworthiness records.

#### **4.10 Defect Reports**

All defects occurring on aircraft managed by the organisation will be subject to review and analysis for their effect upon airworthiness and the continuing safe operation of the aircraft.

#### **4.11 Analysis**

The aircraft continuing airworthiness records are examined at regular intervals by the organisation to provide information concerning defects occurring, Pilot's reports, maintenance actions and defects of a repetitive nature.

Maintenance input records (work-packs) will also be reviewed for significant findings by the organisation which may have airworthiness or operational implications.

The responsible manager will assess the findings as necessary and any action required will be agreed with the owner operator before implementation. Implementation may take the form of a Maintenance Programme amendment or modification action.

#### **4.12 Liaison with Manufacturers and Regulatory Authorities**

The responsible manager is responsible for liaising with the manufacturer(s) and the CAA on all matters concerning the airworthiness of the aircraft managed.

#### **4.13 Deferred Defect Policy *(delete if not applicable)***

The organisation will seek to ensure that the minimum number of open Deferred Defects exist. All open Deferred Defects will be monitored by the responsible manager in consultation with the owner operator and the contracted maintenance organisation to ensure earliest rectification and subsequent closure.

When a Deferred Defect is raised the responsible manager will consult with the contracted maintenance organisation with a view to arranging the earliest possible rectification action to be taken. This will involve the pre-allocation of down time, spares, personnel, tooling etc. as appropriate. A Certificate of Release to Service will be issued upon clearance of any Deferred Defects.

#### **4.14 Repetitive Defects**

The aircraft continuing airworthiness records are monitored by the responsible manager to identify repetitive defects as and when they become apparent. Remedial action will be arranged with an appropriately approved maintenance organisation in consultation with the owner operator.

#### **4.15 Mandatory Occurrence Reporting**

All incidents and occurrences that fall within the reporting criteria defined in Part M.A.202 and the UK Air Navigation Order will be reported to the CAA, the State of Registry and the Type Certificate Holder within 72 hours of discovery.

**4.15.1** All occurrences will be analysed by the responsible manager in consultation with the maintenance organisation and the owner operator as appropriate. Any MORs raised by the contracted maintenance organisation on aircraft managed by the organisation will also be advised to the responsible manager. Both organisations and the owner operator will hold copies of any MORs that have been raised that affect maintenance.

#### **4.16 The Pre-Flight Inspection**

The pre flight inspection is referenced in the approved maintenance programme (e.g.Light Aircraft Maintenance Programme)

NOTE: The pre-flight inspection does not require a Certificate of Release to Service and may be carried out by the Pilot.

#### **4.17 Certificate of Airworthiness and Airworthiness Review Certificate Validity**

The responsible manager will monitor the continued validity of the Certificate of Airworthiness and Airworthiness Review Certificate. Arrangements will be made by the organisation in order that the Airworthiness Review Certificate can be issued, extended or a recommendation to reissue made to the CAA at the prescribed periods.

#### **4.18 Aircraft Weighing**

Aircraft weighing will be performed by a suitably approved maintenance organisation. The responsible manager will review the reports produced by that organisation. The responsible manager will maintain a record of each aircraft managed. Re-weighing will be carried out when required by the competent authority or due to major changes, such as major modifications, painting, etc.

**4.19 Check Flight and Flight Release Procedures**

Check flights are only required as specified by the aircraft manufacturer and normally included in the maintenance programme for instance after a particularly extensive maintenance check or major modification affecting the aircraft performance that cannot be checked on the ground.

If the Certificate of Airworthiness is invalid due to unrepaired damage (Ref Part 21.445), modification or maintenance action, application will be made to the CAA for a Permit to Fly and an authorised person will issue a Flight Release Certificate in accordance with Airworthiness Notice 9 before the flight is allowed to take place.

**4.20 Sample of Documents, Tags and Forms Used**

The examples of documents and forms used by the organisation are given as Appendices to Part Five of this MOM.

**4.21 Other Non-mandatory Airworthiness Information**

The organisation will review non mandatory airworthiness information as appropriate (for example EASA Safety Information Notices [SIN]). Where it believes that implementation is necessary it will make such a proposal to the aircraft owner/operator recommending that the necessary action is taken.

**PART FOUR APPENDICES**

**Standard Forms and Documents in use by *the organisation*.**

***List the forms/documents commonly used or referred to in the text***

Appendix	Description	Issue/Date

## **PART 5 AIRWORTHINESS REVIEW PROCEDURES (M.A.710)**

### **5.1 Airworthiness review staff**

The organisation will ensure that the airworthiness review staff meet acceptable criteria. Essentially this breaks down in to two aspects: (i) the individual's competence and (ii) the position held within the organisation.

Taking these two points in order:

- (i) The airworthiness review as defined in M.A.710 outlines all of the tasks the nominated person will be able to demonstrate his/her individual competence in.
- (ii) The individual holds a position within the organisation with appropriate responsibilities. The ARC signatory is independent of the airworthiness management process. This is interpreted as follows:
  - 1. the individual is independent of the continuing airworthiness management tasks for the aircraft under review, or
  - 2. the individual has the overall management responsibility for the department that undertakes the continuing airworthiness management tasks

Airworthiness review staff will be qualified in accordance with M.A.707 (a) 1 for aircraft above 2730 kg MTOM, except balloons, and with M.A.707 (a) 2 for aircraft below 2730 kg MTOM and balloons.

If the airworthiness review personnel do not hold a Part 66 license they will have an aeronautical degree or equivalent.

Airworthiness review staff will have completed an EASA Form 4 Application to CAA. They will have conducted a full airworthiness review under supervision prior to their nomination on the EASA Form 4.

Where an airworthiness review person does not hold the appropriate type rated Part 66 license for the aircraft being physically surveyed, a suitably type rated Part 66 licensed engineer will be utilised to assist with this part of the review.

All records relating to individual airworthiness staff (as required by M.A.707(e)) will be kept for a period of 2 years after the person has left the employment of the organisation.

### **5.2 Airworthiness Review General Procedures**

Where the outcome of an airworthiness review is inconclusive the organisation will immediately inform the Authority.

Copies of issued or extended ARC's, the recommendation and supporting documents will be retained by the organisation.

The organisation shall not sub-contract any of the airworthiness review tasks.

### 5.3 Review of aircraft records

The review of aircraft records shall confirm that the aircraft in its current configuration complies with the following:

- airframe, engine and propeller flying hours and flight cycles have been properly recorded, and;
- all known defects have been corrected or, when applicable, carried forward in a controlled manner, and;
- airworthiness directives up to the latest published issue, and;
- Type certificate data sheet (by number and issue), and;
- Maintenance programme, and;
- Component service life limitations, and;
- The valid weight and centre of gravity schedule reflecting the current configuration of the aircraft, and;
- Part 21 for all modifications and repairs, and;
- The current flight manual (to the latest revision status) including supplements, and;
- All maintenance has been released in accordance with Part M, and;
- Operational requirements.

The format and content of an Airworthiness Review Report is included as appendix 7.7 and will form part of the continuing airworthiness records.

### 5.4 Physical Survey

The physical survey will be carried out by the airworthiness review staff (supported by an appropriately type rated Part 66 Licensed Engineer when required Ref para 5.1 above). Issues identified during the aircraft records review will be added to the survey requirements for investigation or confirmation.

NOTE: The Physical Survey, as a minimum, should provide details to establish the following:

- All required markings and placards are installed
- Aircraft complies with its approved Flight Manual
- Aircraft Configuration complies with the approved documents (including radio/navigation equipment capable of transmission)
- No evident defects currently exist on the aircraft and not addressed in accordance with M.A.403
- No inconsistencies exist between the aircraft and the aircraft records
- Applicable aspects of AMC M.A.710 & AMC M.A.901
- A list of the areas of the aircraft that were selected for survey by the responsible Airworthiness Review Staff and the resultant finding

### 5.5 Additional procedures for recommendation to competent authorities for the import of aircraft

The organisation will support the import of an aircraft onto the registry and regarding the recommendation for the issuance of an airworthiness review certificate as defined by a contract between the organisation and the owner/operator.

The organisations involvement can include:

- communication with the competent authority of registry,
- additional items to be reviewed during the airworthiness review of the aircraft

- 
- additional (state of registry) national requirements,
  - specification of (bridging) maintenance required to be carried out
  -

Where the aircraft is a used aircraft imported from a State outside the EU the organisation will carry out a full records review to ensure compliance with EASA and National requirements.

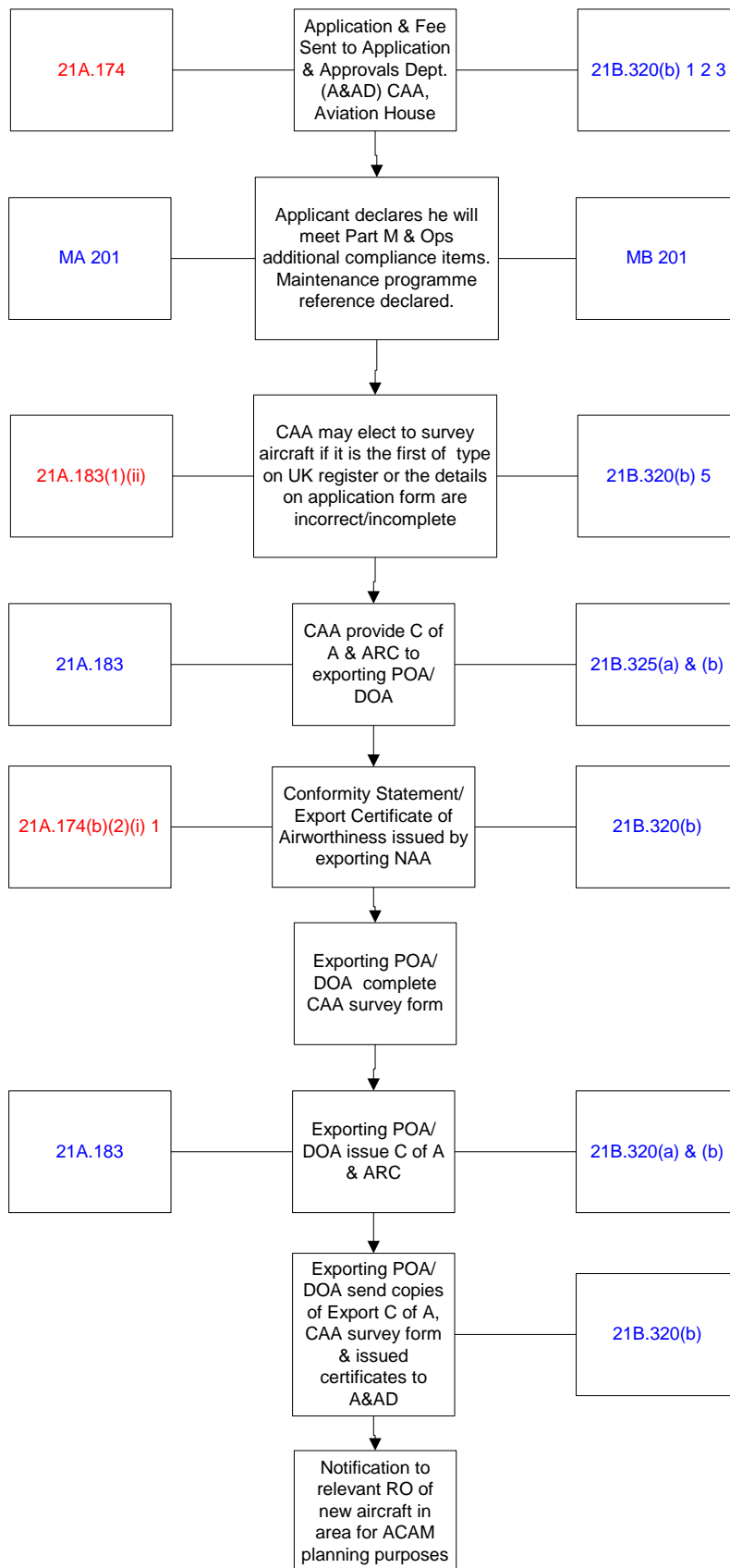
There are four basic scenarios for importing an aircraft on to the U.K. register:

- 1a. New Aircraft from a non-EU Manufacturer (where EASA has published a decision on the mutual acceptance of certification and production standards with the state of design)
- 1b. New Aircraft from a non-EU Manufacturer (where EASA has not published a decision on the mutual acceptance of certification and production standards with the state of design)
- 2 Used Aircraft from an EU member state
- 3 Used Aircraft from a non-EU member state

and are defined in the following flow charts.

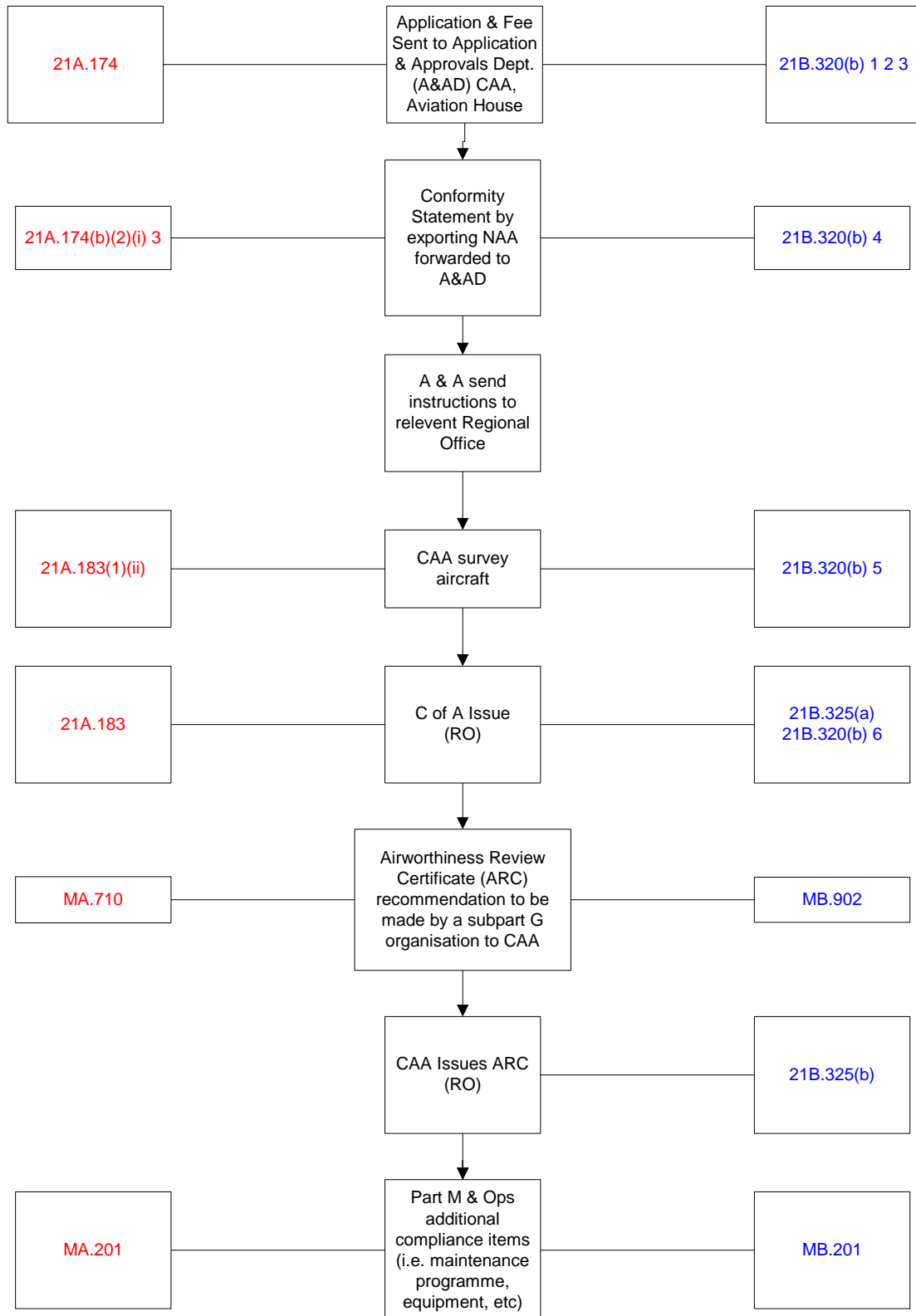
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Scenario 1a – New aircraft from outside EU where EASA has published a decision on the mutual acceptance of certification & production standards.

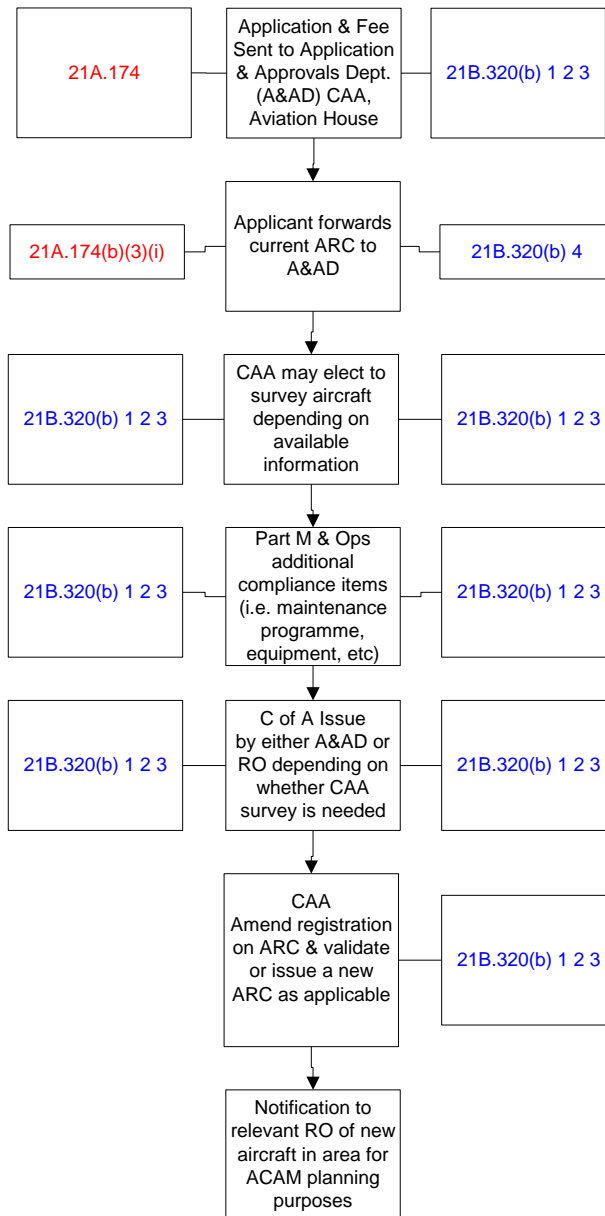




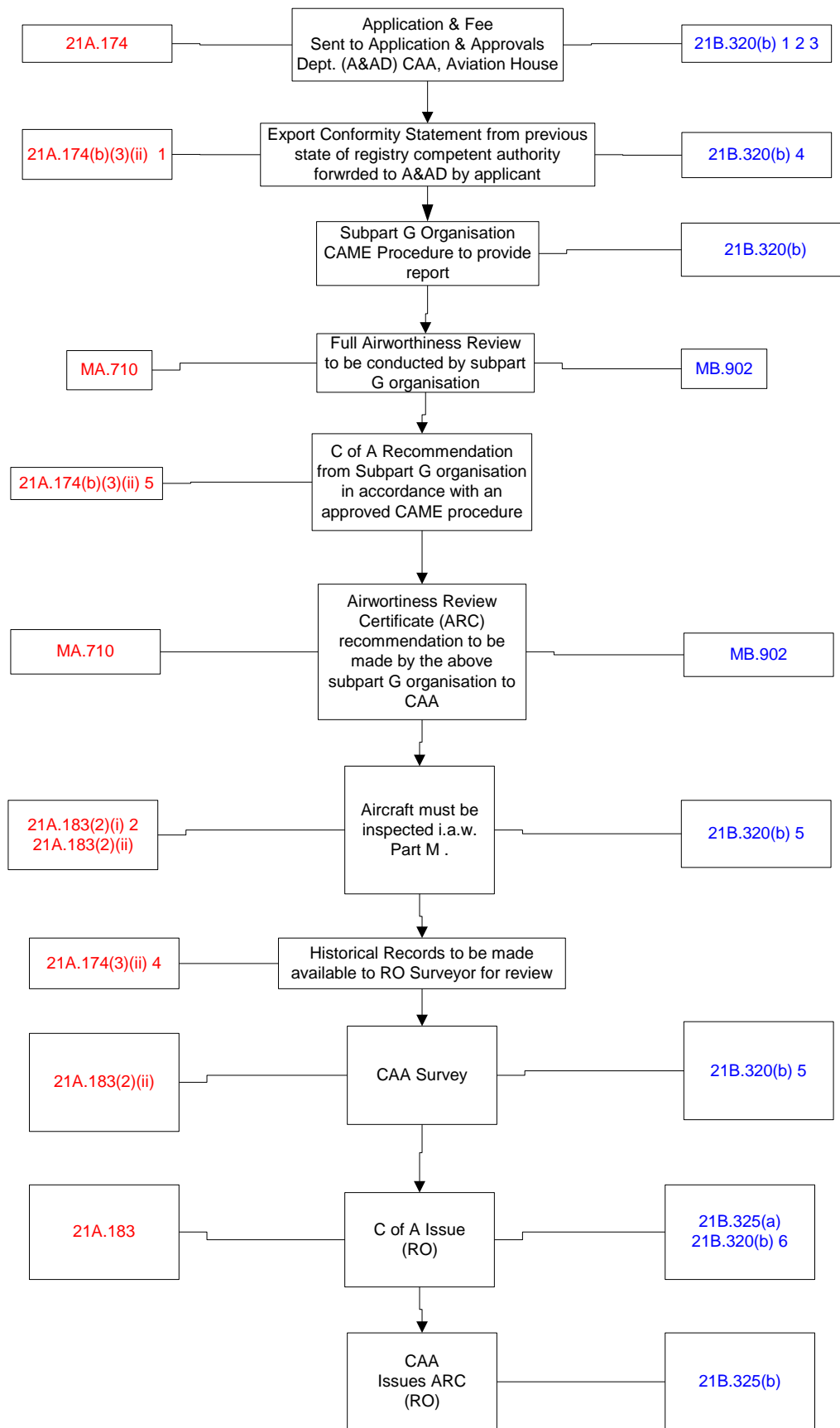
Scenario 1b – New aircraft from outside EU where EASA has not published a decision on the mutual acceptance of certification & production standards.



Scenario 2 – Used aircraft from an EU state



Scenario 3 – Used aircraft from a Non-EU member state



## 5.6 Recommendation to competent authorities for the issue of airworthiness review certificates (EASA Form 15a)

An application to the competent authorities for the issue of an airworthiness review certificate (EASA Form 15a) will be made in accordance with the processes and procedures of the competent authority of the State of registry. The organisation will carry out an airworthiness review and submit a completed and signed recommendation in support of the application.

The airworthiness review report (ref Appendix 6.7) with the supporting documentation will be made available to the authority if required.

Recommendations to the competent authority will be made where the organisation is unable to issue an EASA Form 15b. That is where an aircraft has not been in a controlled environment (managed and maintained by the organisation for 12 months) and is over 2730 kg MTOW.

## 5.7 Issuance of airworthiness review certificates (EASA Form 15b)

An ARC will only be issued on a satisfactory completion of an airworthiness review and a signed recommendation, or extended on completion of a verification review. A copy of the issued or extended ARC will be sent to the Authority within 10 days.

The organisation can extend an ARC that has been issued by the competent Authority or by another approved continuing airworthiness management organisation. To extend the ARC it will be demonstrated that the aircraft has been in the organisations controlled environment during the preceding 12 months, and that it is being maintained by an organisation approved in accordance with Subpart F or Part 145, and includes permitted pilot/owner maintenance tasks.

An airworthiness review can be anticipated by a maximum of 90 days (i.e. all aspects of the review can be carried out within the 90 days prior to expiry of the current ARC) without loss of continuity of the airworthiness review pattern. In this instance the issue date will be prior to the expiry date of the current ARC.

Where an ARC has expired prior to the airworthiness review, the validity period will start from the review recommendation date. The issue date may be after the recommendation date therefore appearing to reduce the validity period to less than a year

## 5.8 Airworthiness review records, responsibilities, retention and access

**(This paragraph should describe how records are kept, the periods of record keeping, location where the records are being stored, access to the records and responsibilities.)**

Copies of issued or extended ARC's, the recommendation and supporting documents will be retained by the organisation and will form part of the aircraft's records.

## PART 6 APPENDICES

### 6.1 Sample documents

(A self explanatory paragraph)

### 6.2 List of airworthiness review staff

(A self explanatory paragraph)

### 6.3 List of sub-contractors as per AMC M.A.201(h)1 and M.A.711(a)3

(A self explanatory paragraph, in addition it should set out that the list should be periodically reviewed)

### 6.4 List of approved maintenance organisations contracted

(A self explanatory paragraph, in addition it should set out that the list should be periodically reviewed)

### 6.5 Copy of contracts for sub-contracted work (appendix II to AMC M.A.201(h)1)

(A self explanatory paragraph)

### 6.6 Copy of contracts with approved maintenance organisations

(A self explanatory paragraph)

### 6.7 Airworthiness Review Report

Example can be found in Appendix 6.7

### 6.8 Airworthiness Review Certificate (Form 15b) Annual Part M.A.901(c) Extension Verification Form

Example can be found in Appendix 6.8.

### 6.9 Completed Compliance Check List

### 6.10 List of maintenance locations

(A self explanatory paragraph)

### 6.11 Details of Aircraft Managed (by the Organisation)

Aircraft Type	Registration	Approved Maintenance Programme reference	Contract reference number	Aircraft owner

**Appendix 6.7**

**AIRWORTHINESS REVIEW REPORT**

**NOTE:**

A COPY OF THIS REPORT TO BE RETAINED IN THE AIRCRAFT RECORDS.

ORGANISATION NAME	APPROVAL REFERENCE NUMBER

1. AIRCRAFT DETAILS	
Registration	.....
Type, Designation and Series	...../...../.....
Serial No.	...../.....
Current Flight Hours/Cycles	...../.....
Hours/Cycles at 31 December	...../.....
Engine Type	(1).....(2).....(3).....(4).....
Serial No	(1).....(2).....(3).....(4).....
Hours/Cycles	(1).....(2).....(3).....(4).....
Propeller	(1).....(2).....(3).....(4).....
Serial No	(1).....(2).....(3).....(4).....
Hours/Cycles	(1).....(2).....(3).....(4).....
Hub Pt/No	(1).....(2).....(3).....(4).....
Blade Pt/No	(1).....(2).....(3).....(4).....
AIRWORTHINESS REVIEW PERIOD	
From (Last Review) Date, Aircraft Hours/Cycles	...../.....
To Date, Aircraft Hours/Cycles	...../.....

**2. PART M.A.710 AIRWORTHINESS REVIEW DETAILS**

2.1. Flight Manual/Pilots Handbook Issue and Revision:	.....
<b>Is this the correct document for the current aircraft configuration</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
2.2. Maintenance Programme Approval Reference	.....
<b>All scheduled maintenance required by the referenced programme has been carried out</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>2.3. All known defects have been corrected or deferred in accordance with an approved procedure:</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>2.4. All applicable airworthiness directives have been incorporated</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Quote documents assessed: -</b>	
• <b>CAA CAP 747 Issue No / Amendment No</b>	...../.....
• <b>Aircraft State of Design Airworthiness Directives</b>	
• <b>Bi-weekly/AD No./Issue no./Date</b>	...../...../...../.....
• <b>Engine State of Design Airworthiness Directives</b>	
• <b>Bi-weekly/AD No./Issue no./Date</b>	...../...../...../.....
• <b>Propeller State of Design Airworthiness Directives</b>	
• <b>Bi-weekly/AD No./Issue no./Date</b>	...../...../...../.....
• <b>Equipment State of Design Airworthiness Directives</b>	
• <b>Bi-weekly/AD No./Issue no./Date</b>	...../...../...../.....
• <b>Published EASA Airworthiness Directives</b>	
• <b>Bi-weekly/AD No./Issue no./Date</b>	...../...../...../.....
2.5. Confirm all modifications and repairs have been approved in accordance with Part 21	YES <input type="checkbox"/> NO <input type="checkbox"/>
2.6. <i>All installed life limited components have been recorded and have not exceeded their approved service life</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
2.7. <b>All maintenance accomplished within this airworthiness review period has been released to service iaw M.A.801</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>

<b>2.8. The Mass and Balance Statement is correct for the current aircraft configuration</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Provide reference/issue/revision/date of statement ...../...../.....	...../...../.....
Date aircraft was last weighed	.....

<b>2.9. The aircraft, in its current configuration, complies with the type design approved by EASA</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Provide reference/issue/revision/date of the latest EASA approved or accepted Type Certificate Data Sheet ...../...../.....	...../...../.....

<b>2.10. Aircraft Documentation reviewed:</b>	<b>All documents reviewed are available, current and complete</b>
• Registration	YES <input type="checkbox"/> NO <input type="checkbox"/>
• Certificate of Airworthiness	YES <input type="checkbox"/> NO <input type="checkbox"/>
• Radio License	YES <input type="checkbox"/> NO <input type="checkbox"/>
• Technical/Journey Log (as applicable)	YES <input type="checkbox"/> NO <input type="checkbox"/>
• Airframe Logbook	YES <input type="checkbox"/> NO <input type="checkbox"/>
• Engine Logbook(s)	YES <input type="checkbox"/> NO <input type="checkbox"/>
• Propeller Logbook(s)	YES <input type="checkbox"/> NO <input type="checkbox"/>
• Modification Logbook	YES <input type="checkbox"/> NO <input type="checkbox"/>

*Note:*  
 An unsatisfactory answer to any of the questions 2.1 to 2.10 will mean a recommendation may not be made. Details of any **NO** answers should be listed in Section 4 with details of the corrective actions taken.

**3. PHYSICAL SURVEY OF AIRCRAFT**

<b>3.1. Survey Report Reference No (Copy of survey report to be attached to this airworthiness review report)</b>	.....
---	-------

<b>3.2. Date and location where survey undertaken</b>	.....
---	-------

<b>3.3. All known defects and problems found during the survey have been appropriately addressed</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
--	--

*Note:*  
 Answering **NO** will mean a recommendation may **not** be made until the identified problems and defects have been appropriately addressed.



**4. DEFECTS AS REPORTED IN SECTION 2**

All defects must be rectified before a recommendation can be made.

REF	DEFECT	RECTIFICATION/ACTIONS

**5. RECOMMENDATION FOR THE ISSUE OF AN AIRWORTHINESS REVIEW CERTIFICATE**

5.1. This is to certify that all of the above records have been reviewed for the period *DDMMYYYY-DDMMYYYY* plus a physical survey of the aircraft undertaken *DDMMYYYY* and the aircraft *G-XXXX* was/was not\* found to be fully in compliance with all of the applicable requirements of Part M. On this basis it is/is not\* recommended that an Airworthiness Review Certificate be issued in accordance with M.A.901.  
 \* *Delete as applicable*

**Note:**  
 If the result of the full airworthiness review is unsatisfactory or inconclusive then this form, along with all necessary supporting data should be sent to the CAA in order to satisfy the requirements of M.A.710(h)

Signed	.....
Authorisation No	.....
Company Approval No	.....
Date	.....

**A copy of this report shall be provided to the aircraft owner and a copy to be retained in the aircraft records.**

**AIRWORTHINESS REVIEW**

**PHYSICAL SURVEY REPORT**

<b>Survey Report Number</b>	.....
<b>Aircraft Registration</b>	.....
<b>Date of Survey</b>	.....
<b>Place of Survey</b>	.....

<b>Areas of the Aircraft that were surveyed and resultant findings</b>		
<b>Area</b>	<b>Finding/Defect</b>	<b>Rectification/Action</b>

DETAILS OF PHYSICAL SURVEY	
• All required markings and placards are installed	<input type="checkbox"/>
• Aircraft complies with its approved Flight Manual	<input type="checkbox"/>
• Aircraft Configuration complies with the approved documents. (Including radio/navigation equipment capable of transmission)	<input type="checkbox"/>
• No evident defects currently exist on the aircraft and not addressed in accordance with M.A.403	<input type="checkbox"/>
• No inconsistencies exist between the aircraft and the aircraft records as per the review details	<input type="checkbox"/>

<b>Airworthiness Review Staff Name</b>	
<b>Part 66 Licence Number</b>	
<b>Signature</b>	

If required: Licensed Engineer who assisted with the survey

<b>Name</b>	
<b>Part 66 Licence Number</b>	
<b>Signature</b>	

**Copy of Survey Report is to be attached to the recommendation made to the CAA**

**Appendix 6.8**

**AIRWORTHINESS REVIEW CERTIFICATE**

**EXTENSION VERIFICATION FORM**

Registration	.....
Type, Designation and Series	...../...../.....
Serial No.	...../.....
Current Flight Hours/Cycles	...../.....
Verification Period	.....
From date, aircraft hours/cycles	...../...../.....
To date, aircraft hours/cycles	...../...../.....

**1. PART M.A.901(b) VERIFICATION DETAILS**

The aircraft has been continuously managed for the previous 12 months by this unique continuing airworthiness management organisation.

YES  NO

And, has been maintained for the previous 12 months by maintenance organisations in accordance with Part M Subpart F\* or Part 145\* (\*this includes Pilot-owner maintenance)

\*Delete as applicable. Pilot/owner maintenance only applicable to aircraft below 2730kg

YES  NO

**Note:**

An unsatisfactory answer to either of the above question will mean that the aircraft is not in a controlled environment and is not eligible for extension of the ARC validity, ref: M.A.901(b).

**RECOMMENDATION**

1<sup>st</sup> Extension/2<sup>nd</sup> Extension\*: The aircraft has remained in a controlled environment with this organisation in accordance with point M.A.901 of Annex I to Commission Regulation (EC) No 2042/2003 for the last year. On this basis the Airworthiness Review Certificate can be extended for a further twelve months in accordance with M.A.901(c) or (e).

\*Delete as applicable

Signed	.....
Authorisation No	.....
Company Approval No	.....
Date	.....