



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

## **ORGANISATION MANUAL**

*\*Insert Name of Approved Organisation*

Part M Subpart F Approval: UK.MF. **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>Copy Number :</b>
<b>Issue:      Revision 1</b>	<b>Holder :</b>
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1.2 LIST OF EFFECTIVE PAGES

Page No:	Revision	Date

Page No:	Revision	Date

### 1.3 RECORD OF AMENDMENTS

AMENDMENT NO:	DATE	AMENDMENT DETAILS	AMENDED BY	DATE OF INCLUSION

### 1.4 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.

**1.5 DISTRIBUTION LIST**

COPY NUMBER	HOLDER

**1.6 ACCOUNTABLE MANAGERS STATEMENT**

**ACCOUNTABLE MANAGER'S STATEMENT**

Part M Subpart F 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

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.

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 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)* .....

**PART 2 DESCRIPTION**

**2.1 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

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

**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

**2.2 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 this 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, and;
    - Maintain any aircraft and/or component for which it is approved at any other location subject to such maintenance being only necessary to rectify a defect, and;
    - 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.

**2.3 MANAGEMENT PERSONNEL**

- Accountable Manager .....(Nominated Position) .....
- Chief Engineer .....(Nominated Position) .....
- Quality Monitor.....

**2.3.1 DUTIES AND RESPONSIBILITIES OF MANAGEMENT PERSONNEL**

**2.3.1.1. ACCOUNTABLE MANAGER**

- The Accountable Manager is responsible for ensuring that maintenance carried out by the approved organisation meets the standards required by 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.
- He/she is responsible for ensuring that any charges are paid, as prescribed by EASA or CAA in respect of Part M Subpart F approval.
- 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.

**2.3.1.2 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

### 2.3.1.3 QUALITY MONITOR

The task of auditing compliance with subpart F 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

## 2.4 ORGANISATION CHART(S) M.A.604 (a) (4)

**Organisation Chart to be included here**

**2.5 LIST OF CERTIFYING STAFF M.A 604 (a) (5)**

- 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)

**2.6 PERSONNEL M.A.606**

- 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

**2.7 FACILITIES M.A.605**

- 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 3.4 will be followed.

## 2.8 TOOLS EQUIPMENT AND MATERIALS M.A.608

### 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

## 2.9 MAINTENANCE DATA M.A.609 & M.A.401

### 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.

### 2.10 INTERFACE PROCEDURES WITH A CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION M.A.610

#### *Suggested subject headings*

- Procedures with a continuing airworthiness management organisation, (CAMO) where Airworthiness Review is Contracted-out.
- Workpack generation.
- Details of any agreements between the maintenance organisation, and the CAMO.
- Exchange of continued airworthiness data between organisations
- Review of workpack after completion of maintenance – time periods
- Feedback to CAMO post completion

### 2.11 INTERFACE PROCEDURES WITH THE AIRCRAFT OWNERS M.A.201 (e) M.A.610

#### *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 3 GENERAL PROCEDURES

### 3.1 ORGANISATIONAL REVIEW M.A.616

Organisational Review Policy, Plan and Audit Procedures

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

#### **3.1.1. 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.

#### **3.1.2 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.

### **3.1.3 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

### **3.1.4 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.

### **3.1.5 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.

## **3.2 TRAINING AMC M.A.606(e)**

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

- Experience, training and competence requirements
- Examination, test and assessment procedures
- Recurrent training programme and procedures refer to part 66.
- List of qualifications and record for each staff member
- Post-holders knowledge and understanding of Part M. (M.A. 606)

## **3.3 CONTRACTING M.A.606**

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

- Contract Personnel Requirements
- Accountability of the contracted staff
- Competence assessment
- Contractual arrangements
- Review of workloads

- Specialised task personnel
- List of contractors

### 3.4 ONE TIME AUTHORISATIONS M.A.607(b)

If an aircraft is grounded at a location other than the main base then in accordance with paragraph 2.7 (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.

### 3.5 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 4 WORKING PROCEDURES

### 4.1 WORK ORDER ACCEPTANCE M.A.610

- 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 4.2 below.

## 4.2 PREPARATION AND ISSUE OF WORK PACKAGE M.A.610

### 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.

### 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.

### 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.

## 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.

## 4.3 STORAGE OF PARTS

### 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.

### 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.

### 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.

### 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.

## 4.4 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

#### 4.5 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.

#### 4.6 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

#### 4.7 RELEASE TO SERVICE - CERTIFICATE OF RELEASE TO SERVICE M.A. 801/802

##### 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.

##### 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

#### 4.8 RECORDS M.A.614

##### *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)
- 

#### 4.9 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 4.7, and may be issued at either the sub-contractor or at this organisations facilities.

#### 4.10 OCCURRENCE REPORTING M.A.202

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.

#### **4.11 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.

#### **4.12 INDEPENDENT INSPECTIONS Part M.A.402(a)**

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 5 APPENDICES**

- 5.1** Sample of document forms used
- 5.2** List of Subcontractors
- 5.3** List of maintenance locations
- 5.4** List of Part 145 or M.A.Subpart F organisations