Course Syllabus (Exam Ref. E.2042-M.004)

Revision 05.02.2009

Continuing Airworthiness Requirements

Part-M Maintenance

Commission Regulation (EC) No. 2042/2003 and its amendments

- Commission Regulation (EC) No 1056/2008 of 27 October 2008
- Commission Regulation (EC) No 376/2007 of 30 March 2007
- Commission Regulation (EC) No 707/2006 of 8 May 2006

and

Decision 2003/19/RM amended by

- Decision 2008/013/R
- Decision 2007/001/R
- Decision 2006/014/R
- Decision 2006/011/R

Contents:

A. The EU legal framework - Principles

B. Structure of the EU regulatory system

C. Regulation (EC) No. 216/2008

D. ICAO reference material

E. Commission Regulation (EC) No. 2042/2003 + 707/2006 + 1056/2008

F. General overview of Part-M

G. Cross-reference between Part-M requirements and syllabus' contents

H. Detailed contents and level of detail expected (Full contents / Specific paragraphs / Overview)

A. THE EU LEGAL FRAMEWORK - PRINCIPLES

The Community being a supranational organisation, Member States may no more:

- Deviate from common rules.
- impose additional requirements or
- Conclude arrangements with third countries.

Legislative powers

The Legislator, through the Basic Regulation:

- Defines the scope of powers transferred to the Community (the products, organizations and personnel that will be regulated by the Community to protect public interest)
- Adopts the essential requirements specifying the objectives to be met (the obligations and means to reach the desired level of protection)
- Distributes the executive tasks among the executive agents
- Establishes the means of judicial control when executive powers are given to Community bodies

Executive powers

Certification is carried out:

- By the Agency (when centralized action is more efficient);
- By the National Aviation Authorities (Commission oversight through the Agency) – This is the case for Continuing Airworthiness Management Organisations.

Judicial powers

Oversight and enforcement are carried out by the national systems, under the supervision of national Courts
The interpretation of Community law is made by the Court of Justice of the European Community.

THE AGENCY:

- Drafts common rules (EASA Regulation and implementing rules)
- Adopts material for the implementation of common rules (airworthiness codes, interpretation and guidance material)
- Issues type certificates (TC, STC,…), approves organisations (DOA and, outside the European territory, POA, MOA…), ensures their continued oversight
- Oversees the application of rules by the Member States and recommends the necessary enforcement actions to the Commission
- Acts as a focal point for third countries and international organizations for the harmonisation of rules and the recognition / validation of certificates

THE MEMBER STATES (NAAS):

- Provide expertise as appropriate for rulemaking tasks
- Develop national administrative rules for the implementation and enforcement of common rules (administrative procedures)
- May take action on a case by case basis if so required to ensure safety or appropriate operational flexibility (safeguards)
- Approve organisations in their territory (except DOs)
- Issue certificates for individual products on their registry
- Issue personnel licences for aircraft maintenance certifying staff (Part-66)

B. STRUCTURE OF THE EU REGULATORY SYSTEM

a) TREATY ESTABLISHING THE EUROPEAN COMMUNITY

Article 80

2. The Council may, acting by a qualified majority, decide whether, to what extent and by what procedure appropriate provisions may be laid down for sea and air transport. **The procedural provisions of Article 71 shall apply.**

Article 71

1. For the purpose of implementing Article 70, and taking into account the distinctive features of transport, the Council shall, acting i.a.w. the procedure referred to in Article 251 and after consulting the Economic and Social Committee and the Committee of the Regions, lay down:

(a) common rules applicable to international transport to or from the territory of a Member State or passing across the territory of one or more Member States;

(b) the conditions under which non-resident carriers may operate transport services within a Member State;

(c) measures to improve transport safety;

(d) Any other appropriate provisions.

b) BASIC REGULATION

- The Parliament and the Council define the Scope of Powers transferred from the Member States to the Community
- They adopt the Essential Requirements specifying the objectives to be met
- The Basic Regulation was adopted by the European Parliament and the Council, according to the co-decision procedure
- It defines the scope of Community competence
- It establishes the objectives and principles of Community action
- It establishes the division of regulatory and executive powers between the Agency, the European Institutions and the Member States

c) IMPLEMENTING RULES

The Commission adopts standards for implementing the essential requirements
The Implementing Rules were adopted by the Commission, according to the commitology procedure
They e**stablish common standards in the fields of airworthiness, continuing airworthiness and environmental protection that:**

- Fulfil the objectives and principles established in the Essential Requirements
- Are in compliance with ICAO SARPs

They define the Competent Authority for the executive functions and establish rules and procedures for its implementation

d) ACCEPTABLE MEANS OF COMPLIANCE

M.B.103 Acceptable means of compliance

The Agency shall develop acceptable means of compliance that the Member States may use to establish compliance with this Part. When the acceptable means of compliance are complied with, the related requirements of this Part shall be considered as met.

C. REGULATION (EC) NO 216/2008			
Chapter I Principles			
Article 1	**Scope**	(j) **Applicability of the Basic Regulation** to **products, parts and appliances** This Regulation shall apply to: (a) the design, production, maintenance and operation of aeronautical products, parts and appliances, as well as personnel and organisations involved in the design, production and maintenance of such products, parts and appliances (b) Personnel and organisations involved in the operation of aircraft.	
Chapter II Substantive requirements			
Article 4	**Basic principles and applicability**	2. Aircraft, including any installed product, part and appliance, which are: (a) designed or manufactured by an organisation for which the Agency or a Member State ensures safety oversight; or (b) registered in a Member State, unless their regulatory safety oversight has been delegated to a third country and they are not used by a Community operator; or (c) registered in a third country and used by an operator for which any Member State ensures oversight of operations, or used into, within or out of the Community by an operator established or residing in the Community; or (d) registered in a third country, or registered in a Member State which has delegated their regulatory safety oversight to a third country, and used by a third country operator into, within or out of the Community shall comply with this Regulation. (j) Paragraph 1 shall not apply to aircraft referred to in Annex II.	

Article 5	**Airworthiness**	1. Aircraft referred to in Article 4(1) (a), (b) and (c) shall comply with the essential requirements for airworthiness laid down in Annex I. 2. Compliance of aircraft referred to in Article 4(1)(b), and of products, parts and appliances mounted thereon shall be established in accordance with the following. (d) Organisations responsible for the maintenance of products, parts and appliances shall demonstrate their capability and means to discharge the responsibilities associated with their privileges. Unless otherwise accepted these capabilities and means shall be recognised through the issuance of an organisation approval. The privileges granted to the approved organisation and the scope of the approval shall be specified in the terms of approval. 5. The measures designed to amend non-essential elements of this Article, by supplementing it, shall be adopted in accordance with the regulatory procedure with scrutiny referred to in Article 65(4). Those measures shall specify in particular: (f) conditions to issue, maintain, amend, suspend or revoke organisation approvals i.a.w. § 2(d), (e) and (g) and conditions under which such approvals need not be requested; **Responsibilities of the holders of certificates.**	
Article 11	**Recognition of certificates**	1. Member States shall, without further technical requirements or evaluation, recognise the certificates issued in accordance with this Regulation. When the original recognition is for a particular purpose, or purposes, any subsequent recognition shall cover only the same purpose or purpose(s). *Note: such an "automatic mutual recognition" is possible, provided that the State issuing the certificates is fully compliant with the provisions of the Basic Regulation. If that is not the case (i.e. new Member States accessing the European Union), then this article shall not apply (Refer to Regulation 1962/2006 for a practical example).*	

		2. The Commission, on its own initiative or at the request of a Member State or of the Agency, may initiate the procedure referred to in Article 65(7) to decide whether a certificate issued in accordance with this Regulation effectively complies with this Regulation and its implementing rules. In case of non-compliance or ineffective compliance, the Commission shall require the issuer of a certificate to take appropriate corrective action and safeguard measures, such as limitation or suspension of the certificate. Moreover, the provisions of paragraph 1 shall cease to apply to the certificate from the date of the notification of the Commission's decision to the Member States. 3. When the Commission has sufficient evidence that appropriate corrective action has been taken by the issuer referred to in paragraph 2 to address the case of non-compliance or ineffective compliance and that the safeguard measures are no longer necessary, it shall decide that the provisions of paragraph 1 apply again to this certificate. These provisions shall apply as from the date of the notification of this decision to the Member States.	
Article 14	**Flexibility provisions**	(k) Member States may grant exemptions in the event of unforeseen urgent operational circumstances or operational needs of a limited duration, provided the level of safety is not adversely affected thereby. Appropriate notification.	
Article 18	**Agency measures**	**The Agency shall, where appropriate:** (a) issue opinions addressed to the Commission; (b) issue recommendations addressed to the Commission for the application of Art. 14; (c) issue certification specifications, including airworthiness codes and acceptable means of compliance, as well as any guidance material for the application of this Regulation and its implementing rules.	

ANNEX I			
Essential requirements For airworthiness referred to in Article 5	**3. Organisations**	3.a. Organisation approvals must be issued when the following conditions are met: 3.a.1. the organisation must have all the means necessary for the scope of work. These means comprise, but are not limited to, the following: facilities, personnel, equipment, tools and material, documentation of tasks, responsibilities and procedures, access to relevant data and record-keeping; 3.a.2. the organisation must implement and maintain a management system to ensure compliance with these essential requirements for airworthiness, and aim for continuous improvement of this system; 3.a.3. the organisation must establish arrangements with other relevant organisations, as necessary, to ensure continuing compliance with these essential requirements for airworthiness; 3.a.4. the organisation must establish an occurrence reporting and/or handling system, which must be used by the management system under point 3.a.2 and the arrangements under point 3.a.3, in order to contribute to the aim of continuous improvement of the safety of products.	
ANNEX II	**Aircraft referred to in Article 4(4)**	Art. 4(1), (2) & (3) do not apply to aircraft falling in one or more of the categories below. (a) historic aircraft meeting the criteria below: (i) non complex aircraft whose: – initial design was established before 1.1.1955 and (l) production has been stopped before 1.1.1975 or (m) aircraft having a clear historical relevance, related to: (n) a participation in a noteworthy historical event; or – a major step in the development of aviation; or – a major role played into the armed forces of a Member State. (o) aircraft specifically designed or modified for research,	

		experimental or scientific purposes, and likely to be produced in very limited numbers. I aircraft of which at least 51% is built by an amateur, or a non profit making association of amateurs, for their own purposes and without any commercial objective. (d) Aircraft that have been in the service of military forces, unless the aircraft is of a type for which a design standard has been adopted by the Agency. (e) aeroplanes, helicopters and powered parachutes having no more than two seats, a maximum take-off mass, as recorded by the Member States, of no more than: (i) 300 kg for a land plane/helicopter, single seater; or (ii) 450 kg for a land plane/helicopter, two seater; or (iii) 330 kg for an amphibian or floatplane/helicopter single seater; or (iv) 495 kg for an amphibian or floatplane/helicopter two seater, provided that, where operating both as a floatplane/helicopter and as a land plane/helicopter, it falls below both MTOM limits, as appropriate; (v) 472,5 kg for a land plane, two seater equipped with an airframe mounted total recovery parachute system; (vi) 315 kg for a land plane single-seater equipped with an airframe mounted total recovery parachute system; and, for aeroplanes, having the stall speed or the minimum steady flight speed in landing configuration not exceeding 35 knots calibrated air speed (CAS). (f) Single and two-seater gyroplanes with a maximum take off mass ≤ 560 kg. (g) Gliders with a maximum empty mass, of no more than 80 kg when single seater or 100 kg when two seater, including those which are foot launched. (h) Replicas of aircraft meeting the criteria of (a) or (d) above, for which the structural design is similar to the original aircraft. (i) Unmanned aircraft with an operating mass of no more than 150 kg.	

		(j) Any other aircraft which has a maximum empty mass, including fuel, ≤ 70 kg.	
D. ICAO REFERENCE MATERIAL			
ICAO Doc 7300 Convention on International Civil Aviation			
Chapter 6	**International Standards and Recommended Practices**	**Article 37: Adoption of international standards and practices** To this end ICAO shall adopt and amend from time to time, as may be necessary, international standards and recommended practices and procedures	
ICAO Annex 6			
Chapter 8	**Aeroplane Maintenance**	**8.7: Approved maintenance organization**	

DEFINITIONS OF COMMERCIAL AIR TRANSPORT and of LICENSED AIR CARRIERS

1) COUNCIL REGULATION (EEC) NO 2407/1992

Article 1

1. This Regulation concerns requirements for the granting and maintenance of operating licences by Member States in relation to air carriers established in the Community.
2. The carriage by air of passengers, mail and/or cargo, performed by non-power driven aircraft and/or ultra-light power driven aircraft, as well as local flights not involving carriage between different airports, are not subject to this Regulation. In respect of these operations, national law concerning operating licences, if any, and Community and national law concerning the air operator's certificate (AOC) shall apply.

Article 2

For the purposes of this Regulation:

(a) 'undertaking' means any natural person, any legal person, whether profit-making or not, or any official body whether having its own legal personality or not;

(b) 'air carrier' means an air transport undertaking with a valid operating licence;

(c) 'operating licence' means an authorization granted by the Member State responsible to an undertaking, permitting it to carry out carriage by air of passengers, mail and/or cargo, as stated in the operating licence, for remuneration and/or hire;

(d) 'air operator's certificate (AOC)' means a document issued to an undertaking or a group of undertakings by the competent authorities of the Member States which affirms that the operator in question has the professional ability and organization to secure the safe operation of aircraft for the aviation activities specified in the certificate;

2) JOINT AVIATION REQUIREMENTS

JAR–1 Definitions and Abbreviations

'Commercial Air Transportation' means the transportation by air of passengers, cargo or mail for remuneration or hire. (See IEM 1.1, Commercial Air Transportation.)

IEM 1.1 Commercial Air Transportation

Commercial Air Transportation is not intended to cover Aerial Work or Corporate Aviation. 'Aerial Work' means an aircraft operation in which an aircraft is used for specialised services such as agriculture, construction, photography, surveying, observation and patrol, search and rescue, aerial advertisement, etc.

JAR-OPS 1 SUBPART A - GENERAL

JAR-OPS 1.001 Applicability

(a) JAR-OPS Part 1 prescribes requirements applicable to the operation of any civil aeroplane for the purpose of commercial air transportation by any operator whose principal place of business and, [if any, its registered office] is in a JAA Member State.

JAR-OPS 1 does not apply:
(1) to aeroplanes when used in military, customs and police services

nor

(2) to parachute dropping and fire-fighting flights, and to associated positioning and return flights in which the persons carried are those who would normally be carried on parachute dropping or fire-fighting

nor

(3) to flights immediately before, during, or immediately after an aerial work activity provided these flights are connected with that aerial work activity and in which, excluding crew members, no more than 6 persons indispensable to the aerial work activity are carried.

JAR-OPS 1 SUBPART C – OPERATOR CERTIFICATION AND SUPERVISION

JAR–OPS 1.175 General rules for Air Operator Certification

(a) An operator shall not operate an aeroplane for the purpose of commercial air transportation otherwise than under, and i.a.w. , the terms and conditions of an Air Operator Certificate (AOC).

3) ICAO DEFINITIONS

Operator - A person, organization or enterprise engaged in or offering to engage in an aircraft operation

Commercial Air Transport Operation - An aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire

Air operator certificate (AOC) - **A certificate authorizing an operator to carry out specified commercial air transport operations**

General aviation operation - An aircraft operation other than a commercial air transport operation or an aerial work operation

Aerial work - **An aircraft operation in which an aircraft is used for specialized services such as agriculture, construction, photography, surveying, observation and patrol, search and rescue, aerial advertisement, etc.**

DEFINITIONS (ICAO)

Master minimum equipment list (MMEL) - A list established for a particular aircraft type by the organization responsible for the type design with the approval of the State of Design containing items, one or more of which is permitted to be unserviceable at the commencement of a flight. The MMEL may be associated with special operating conditions, limitations or procedures

Minimum equipment list (MEL) - A list which provides for the operation of aircraft, subject to specified conditions, with particular equipment inoperative, prepared by an operator in conformity with, or more restrictive than, the MMEL established for the aircraft type

Configuration deviation list (CDL) - A list established by the organization responsible for the type design with the approval of the State of Design which identifies any external parts of an aircraft type which may be missing at the commencement of a flight, and which contains, where necessary, any information on associated operating limitations and performance correction

Maintenance programme - A document which describes the specific scheduled maintenance tasks and their frequency of completion and related procedures, such as a reliability programme, necessary for the safe operation of those aircraft to which it applies

Maintenance release - A document which contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner, either i.a.w. the approved data and the procedures described in the maintenance organization's procedures manual or under an equivalent system

COMMISSION REGULATION (EC) No. 2042/2003			
Article 1 (1) and (3)	**Objective and scope**	1. This Regulation establishes common technical requirements and administrative procedures for ensuring the continuing airworthiness of aircraft, including any component for installation thereto, which are: (a) registered in a Member State **or** (b) Registered in a third country and used by an operator for which a Member State ensures oversight of operations. 3. The provisions of this Regulation related to commercial air transport are applicable to licensed air carriers as defined by Community law.	*Full contents*
Article 2	**Definitions**	Within the scope of the basic Regulation, the following definitions shall apply: (a) "**Aircraft**" means any machine that can derive support in the atmosphere from the reactions of the air other than reactions of the air against the earth's surface. (b) "**Certifying staff**" means personnel responsible for the release of an aircraft or a component after maintenance. (c) "**Component**" means any engine, propeller, part or appliance. (d) "**Continuing airworthiness**" means all of the processes ensuring that, at any time in its operating life; the aircraft complies with the airworthiness requirements in force and is in a condition for safe operation. (e) "**JAA**" means "Joint Aviation Authorities". (f) "**JAR**" means "Joint Aviation Requirements". (g) "**Large aircraft**" means an aircraft, classified as an aeroplane with a maximum take-off mass of more than 5700 kg, or a multi-engined helicopter.	*Full contents*

		(h) "**Maintenance**" means any one or combination of overhaul, repair, inspection, replacement, modification or defect rectification of an aircraft or component, with the exception of pre-flight inspection. (i) "**Organisation**" means a natural person, a legal person or part of a legal person. Such an organisation may be established at more than one location whether or not within the territory of the Member States. (j) "**Pre-flight inspection**" means the inspection carried out before flight to ensure that the aircraft is fit for the intended flight. (k) "**ELA1 aircraft**" means the following European Light Aircraft: (i) An aeroplane, sailplane or powered sailplane with a Maximum Take-off Mass (MTOM) less than 1 000 kg that is not classified as complex motor powered aircraft. (ii) a balloon with a maximum design lifting gas or hot air volume of not more than 3 400 m3 for hot air balloons, 1 050 m3 for gas balloons, 300 m3 for tethered gas balloons. (iii) an airship designed for not more than two occupants and a maximum design lifting gas or hot air volume of not more than 2 500 m3 for hot air airships and 1 000 m3 for gas airships. (l) "**LSA aircraft**" means a light sport aeroplane which has all of the following characteristics: (i) A Maximum Take-off Mass (MTOM) of not more than 600 kg. (ii) a maximum stalling speed in the landing configuration (VS0) of not more than 45 knots Calibrated Airspeed (CAS) at the aircraft's maximum certificated take-off mass and most critical centre of gravity. (iii) A maximum seating capacity of no more than two persons, including the pilot. (iv) A single, non-turbine engine fitted with a propeller.	

		(v) A non-pressurised cabin.	
Article 3	**Continuing airworthiness requirements**	1. The **continuing airworthiness of aircraft and components** shall be ensured i.a.w. the provisions of **Annex I.** 2. **Organisations and personnel involved in the continuing airworthiness** of aircraft and components, **including maintenance**, shall comply with the **provisions of Annex I** and where appropriate those specified in **Articles 4 and 5**. [Article 4 = Maintenance organisation approvals (Part-145); Article 5 = Certifying staff (Part-66)] 3. By derogation from paragraph 1, the **continuing airworthiness of aircraft holding a permit to fly** shall, without prejudice to Community law, be ensured on the basis of the **national regulations of the State of registry.** 4. For aircraft not used in commercial air transport, any airworthiness review certificate or equivalent document issued in accordance with the Member State requirements and valid on 28 September 2008 shall be valid until its expiration date or until 28 September 2009, whichever comes first. After the expiration of its validity, the competent authority may further re-issue or extend one time the airworthiness review certificate or equivalent document for one year, if allowed by the Member State requirements. Upon further expiration, the competent authority may further re-issue or extend one more time the airworthiness review certificate or equivalent document for one year, if allowed by the Member State requirements. No further re-issuance or extension is allowed. If the provisions of this point have been used, when transferring the registration of the aircraft within the EU, a new airworthiness review.	*Full contents*
Article 4 (3) and (4)	**Maintenance organisation approvals**	3. Personnel qualified to carry out and/or control a continued airworthiness non-destructive test of aircraft structures and/or components, on the basis of any standard recognised by a Member State prior to the entry into force of this Regulation as providing an equivalent level of qualification, may	*Full contents*

		continue to carry out and/or control such tests. 4. Certificates of release to service and authorised release certificates issued before the date of entry into force of this Regulation by a maintenance organisation approved under the Member State requirements shall be deemed equivalent to those required under points M.A.801 and M.A.802 of Annex I (Part-M) respectively.	
Article 5	**Certifying staff**	1. Certifying staff shall be qualified in accordance with the provisions of Annex III, except as provided for in points M.A.606(h), M.A.607(b), M.A.801(d) and M.A.803 of Annex I and in point 145.A.30(j) of Annex II (Part 145) and Appendix IV to Annex II (Part 145).' 2. Any aircraft maintenance licence and if any, the technical limitations associated with that licence, issued or recognised by a Member State in accordance with the JAA requirements and procedures and valid at the time of entry into force of this Regulation, shall be deemed to have been issued in accordance with this Regulation.	*Full contents*
Article 7	**Entry into force (1),(2),(3)**	1. This Regulation shall enter into force on the day following that of its publication in the Official Journal of the European Union. 2. By way of derogation from paragraph 1 the provisions of Annex I, except for M.A.201(h)(2) and M.A.708(c) shall apply as **from 28 September 2005**. 3. By way of derogation from paragraph 1 and 2, **Member States may elect not to apply:** (a) the provisions of Annex I to aircraft not involved in commercial air transport, until **28 September 2008**; (b) the provisions of Annex I(I) to aircraft involved in commercial air transport, until **28 September 2008**. (e) the provisions of Annex III, as applicable to aircraft with a maximum take-off mass above 5 700 kg until 28 September 2005; (f) the provisions of Annex III, as applicable to aircraft with a maximum take-off mass of 5 700 kg or below until 28 September 2006.	*Full contents*

		(g) For aircraft not involved in commercial air transport other than large aircraft, the need to comply with Annex III (Part 66) in the following provisions, until 28 September 2010: • M.A.606(g) and M.A.801(b)2 of Annex I(Part-M), • 145.A.30(g) and (h) of Annex II (Part-145). 5. When a Member State makes use of the provisions of paragraphs 3 or 4 it shall notify the Commission and the Agency.	

F. GENERAL OVERVIEW OF PART-M

- **Main principles of Part-M**
- **Basis of Part-M contents**
- **Legal basis of Part-M**
- **Reference codes and related material**
- **General contents of Part-M for Commercial Air Operations**
- **Brief description of Part-M Sections and Subparts**

1. Main principles of Part-M

Part-M addresses the issue of the continuing airworthiness of all aircraft (large and non-large, used in commercial or non-commercial air operations) by:

- Defining responsibilities
- Describing what is necessary to manage the continuing airworthiness of aircraft
- Regulating aircraft maintenance
- Mandating a release to service after maintenance
- Setting forth a control process through an airworthiness review resulting in the issue of a certificate validating the airworthiness certificate

2. Basis of Part-M contents

Text has been drafted on the basis of:

- JAR-M Draft 3 and 4
- Existing national regulations from the Member States
- Subpart-M of JAR-OPS (OPS 1 and 3)

Concerning in service continuing airworthiness

3. Legal Basis of Part-M

Text is based upon Regulation (EC) 1592/2002 and in particular, the following articles thereof:

A) Article 5.2(c) – Certificate of airworthiness
B) Article 5.4(f) – Condition of issue, maintain, etc., organisation approvals
C) Article 5.4(g) – Condition of issue, maintain, etc., personnel certificates
D) Article 5.4(h) – Responsibilities of the holders of certificates
E) Article 5.2(c) – Free movements of persons, recognition of licenses
F) Article 10 – Flexibility provisions

4. Reference codes and related material

JARs: JAR-OPS Subpart-M and related TGLs (Temporary Guidance Leaflets) - Comment: These requirements applied only to aircraft used for commercial air transport and did not address the issue of airworthiness certificates as required by Regulation 1592/02

JAR M project - Comment: Continuing airworthiness criteria of all aircraft and their airworthiness certificates

National regulations (for non-commercial air transport) - Comment: Continuing airworthiness criteria of all aircraft and their airworthiness certificates and furthermore the issue of approved organisations commonly existing in Europe for the maintenance or the continuing airworthiness management of aircraft not used for commercial air transport

5. General contents of Part-M for Commercial Air Operations

For all aircraft used in commercial air operations it is specified:

- Responsibilities
- Continuing Airworthiness Management

- Maintenance
- Release to service
- Airworthiness Review Certificate - ARC

Responsibilities (commercial air transport)

- The operator of an aircraft is responsible for the airworthiness of the aircraft
- It must also be approved for the management of the continuing airworthiness of the aircraft
- The requirements to be met to obtain such a continuing airworthiness management approval are described in Part-M Subpart G
- The aircraft must be maintained by a Part 145 approved maintenance organisation

Continuing airworthiness management (commercial air transport)

- The management must be carried out through the operator's continuing airworthiness management approval following adequate procedures

Maintenance (commercial air transport)

- All maintenance must be carried out by a Part 145 approved organisation

Release to service (commercial air transport)

- After maintenance, the operator must ensure that a certificate of release to service is issued for the maintenance requested by a person authorised by a Part 145 maintenance organisation approved for the work accomplished

Airworthiness Review Certificate (commercial air transport)

- Every year, or every 3 years for aircraft in a "controlled environment" the operator must organise for the aircraft's airworthiness to be controlled through a full review of the aircraft records and a survey of the aircraft carried out by an organisation approved for this activity
- If no problems are found, an Airworthiness Review Certificate is issued by the authority based on a recommendation sent by an organisation approved for the management of continuing airworthiness
- When the aircraft is in a "controlled environment", this airworthiness review certificate is issued directly by the organisation approved for the management of continuing airworthiness managing the aircraft

6. Brief description of Part-M Sections and Subparts

Section A (Technical Requirements)

Subpart A: General
Subpart B: Accountability
Subpart C: Continuing airworthiness
Subpart D: Maintenance standards
Subpart E: Components
Subpart F: Maintenance organisation
Subpart G: Continuing airworthiness management organisation
Subpart H: Certificate of release to service
Subpart I: Continuing validity of airworthiness certificates

Subpart A: General

This Subpart describes the scope of Part-M as the continuing airworthiness of aircraft and components, including maintenance

Subpart B: Accountability

This Subpart enumerates the different responsibilities of persons and organisations involved in continuing airworthiness; it is based on the prescriptions of

- ICAO Annex 6 and
- JAR-OPS 1/3 for commercial air transport.

It also makes it compulsory for large aircraft and for aircraft operating commercially and given the equivalent of an AOC by a Member State (aerial work…) to carry out all the continuing airworthiness tasks including maintenance in approved organisations.
It also regulates occurrence reporting

Subpart C: Continuing airworthiness

This Subpart defines the tasks that constitute maintaining airworthiness; it mandates

- A Maintenance Programme
- Airworthiness Directives and
- The approvals of all Modifications and Repairs according to Part 21
- A Recording System and the transfer of this data with the aircraft

Subpart D: Maintenance standards

This Subpart defines what is understood as maintenance It lists:
- what data
- what qualifications
- what tools and
- what facilities are necessary to carry out maintenance.

Treatment of aircraft **defects** is regulated.

Subpart E: Components

This Subpart applies to:
- The installation of components
- Their continuing airworthiness including maintenance and
- Their control when unserviceable

Subpart F: Maintenance organisation

This Subpart applies to organisations approved for the maintenance of small aircraft, not used for commercial air transport.
It is a simplified Part 145 approval. Two main differences with Part 145: the quality system and line maintenance (both do not exist in this Subpart).

Subpart G: Continuing airworthiness management organisation

This Subpart defines organisations approved for the management of the Continuing Airworthiness of aircraft.
- This Subpart requires facilities, data and competent staff.
- It also describes the tasks for which these organisations are approved for.
- It gives the general rules for record keeping.

For commercial air transport:
- This Subpart introduces the requirements of JAR-OPS Subpart-M - the approval is part of the operator's air operator certificate.
- Aircraft maintenance shall be performed by Part-145 approved organisations.

For aircraft not used in commercial air transport, this Subpart introduces the main requirements of JAR-OPS Subpart-M.

Any organisation approved to this Subpart may also have the privilege to carry out **airworthiness reviews**. These periodic reviews are carried out to ensure the aircraft's continuing airworthiness has been properly carried out and that the aircraft can be considered as airworthy at the time of the inspection. The content of these reviews is incorporated in this Subpart.

Subpart H: Certificate of release to service

This Subpart determines:

- Those who may release an aircraft to service
- When and how it shall be done.

It authorises, dependant on the aircraft involved:

- Part 145 approved maintenance organisations
- Subpart F approved maintenance organisations, and
- Licensed engineers holding a Part 66 license

The pilot-owner may also releaser an aircraft, after very limited maintenance.

Subpart I: Continuing validity of airworthiness certificates

This Subpart mandates periodical inspections known as Airworthiness Reviews.
This leads to the issuing of an Airworthiness Review Certificate - ARC either:

- By the Competent Authority (state of registry) or
- By the approved continuing airworthiness management organisation - CAMO managing the aircraft

This Subpart defines

- When a Certificate of Airworthiness - CoA is valid and
- What technical problems forbid an aircraft from flying

Finally, this Subpart deals with the airworthiness review of used aircraft imported into the EU

Section B (Procedures for Competent Authorities)

Subpart A: General
Subpart B: Accountability
Subpart C: Continuing airworthiness
Subpart F: Maintenance organisation
Subpart G: Continuing airworthiness management organisation
Subpart I: Continuing validity of airworthiness certificates

Subpart A: General
This subpart describes the scope of this section of Part-M. It places requirements on the competent authorities:
- On their organisation and
- On their record-keeping

The Agency is tasked with publishing acceptable means of compliance to facilitate uniform application of the requirements included in this Part.

Furthermore, the Member States are also required to exchange information.

Subpart B: Accountability

This subpart enumerates the principle of responsibility of competent authorities for the oversight of the different Subparts of Part-M

Subpart C: Continuing airworthiness

This Subpart describes the approval procedure for Maintenance Programmes and deals with the management of exemptions granted by a competent authority.

It also requires competent authorities to develop a survey programme to monitor the airworthiness of aircraft. This programme is described.

Subpart F: Maintenance organisation

This Subpart describes the approval procedure for maintenance organisations (for maintaining non-large/small aircraft used in non-commercial air operations).
It closely resembles the requirements laid out in Part 145.

Subpart G: Continuing airworthiness management organisation

This Subpart describes the approval procedure for continuing airworthiness management organisations - CAMO.
For commercial air transport, this Subpart introduces the requirements of the approval of the maintenance management system as previously prescribed in JAR-OPS Subpart-M; for other aircraft, this Subpart introduces the main requirements of JAR-OPS Subpart-M.

Subpart I: Continuing validity of airworthiness certificates

This Subpart describes how competent authorities shall:
- Assess recommendations issued by Continuing Airworthiness Management Organisations after an Airworthiness Review
- Carry out Airworthiness Reviews directly.

G. CROSS-REFERENCE BETWEEN PART-M REQUIREMENTS AND SYLLABUS' CONTENTS		
COMMISSION REGULATION (EC) No. 2042/2003		
ANNEX I – Part-M		
Paragraph	**Subject**	**F = Full contents O = Overview X = Not Relevant**
M.1	**Competent Authority**	**§ 1, 2, 4**
SECTION A TECHNICAL REQUIREMENTS		
SUBPART A GENERAL		
M.A.101	**Scope**	**F**
SUBPART B ACCOUNTABILITY		
M.A.201 (a)	**Responsibilities**	**F**
M.A.201 (b)	**Responsibilities**	**F**
M.A.201 (c)	**Responsibilities**	**F**
M.A.201 (d)	**Responsibilities**	**F**
Appendix I to Part M	Continuing Airworthiness Arrangement	X
AMC M.A.201 (h)	*Responsibilities*	*X*
AMC M.A.201 (h) 1	*Responsibilities*	*X*
Appendix II to AMC M.A.201 (h) 1	Sub-contracting of C.A. Management Tasks	X
AMC M.A.201 (h) 2	*Responsibilities*	*X*
M.A.202	**Occurrence reporting**	**F**
AMC M.A.202 (a)	**Occurrence reporting**	**F**
AMC M.A.202 (b)	**Occurrence reporting**	**F**

SUBPART C CONTINUING AIRWORTHINESS		
M.A.301	**Continuing airworthiness tasks**	**F**
AMC M.A.301 -1-	*Continuing airworthiness tasks*	*X*
AMC M.A.301 -2-	*Continuing airworthiness tasks*	*X*
AMC M.A.301 -3-	*Continuing airworthiness tasks*	*X*
AMC M.A.301 -4-	*Continuing airworthiness tasks*	*X*
AMC M.A.301 -5-	*Continuing Airworthiness Tasks*	*X*
AMC M.A.301 -7-	*Continuing airworthiness tasks*	*X*
M.A.302 (a)	**Aircraft Maintenance programme**	**F**
M.A.302 (b)	**Aircraft Maintenance programme**	**F**
Appendix I to AMC M.A.302 & AMC M.B.301 (b)	*Content of the maintenance programme*	*X*
AMC M.A.302	*Maintenance programme compliance*	*X*
AMC M.A.302 (a)	*Maintenance programme compliance*	*X*
AMC M.A.302 (c)	*Maintenance programme compliance*	*X*
AMC M.A.302 (d)	*Maintenance programme - reliability programmes*	*X*
M.A.303	**Airworthiness directives**	**F**
M.A.304	**Data for modifications and repairs**	**F**
AMC M.A.304	**Data for modifications and repairs**	**F**
M.A.305 (a)	**Aircraft continuing airworthiness record system**	**F**
M.A.305 (b)	**Aircraft continuing airworthiness record system**	**F**
M.A.305 (c)	**Aircraft continuing airworthiness record system**	**F**
M.A.305 (d)	**Aircraft continuing airworthiness record system**	**F**
M.A.305 (e)	**Aircraft continuing airworthiness record system**	**F**
M.A.305 (f)	**Aircraft continuing airworthiness record system**	**F**
M.A.305 (g)	**Aircraft continuing airworthiness record system**	**F**
AMC M.A.305 (d)	**Aircraft continuing airworthiness record system**	**F**
AMC M.A.305 (h)	*Aircraft continuing airworthiness record system*	*X*

AMC M.A.305 (h) 6	**Aircraft continuing airworthiness record system**	**F**
M.A.306	**Operator's technical log system**	**F**
AMC M.A.306 (a)	*Operators technical log system*	*X*
AMC M.A.306 (b)	*Operators technical log system*	*X*
M.A.307	**Transfer of aircraft continuing airworthiness records**	**F**
AMC M.A.307 (a)	*Transfer of aircraft continuing airworthiness records*	*X*
SUBPART D MAINTENANCE STANDARDS		
M.A.401 (a)	**Maintenance data**	**F**
M.A.401 (b)	**Maintenance data**	**F**
M.A.401 (c)	**Maintenance data**	**F**
AMC M.A.401 (b)	**Maintenance data**	**F**
AMC M.A.401 (c)	**Maintenance data**	**F**
M.A.402	**Performance of maintenance**	**F**
AMC M.A.402 (a)	**Performance of maintenance**	**F**
AMC M.A.402 (b)	**Performance of maintenance**	**F**
AMC M.A.402 (d)	**Performance of maintenance**	**F**
AMC M.A.402 (e)	**Performance of maintenance**	**F**
M.A.403	**Aircraft defects**	**F**
AMC M.A.403 (b)	**Aircraft defects**	**F**
AMC M.A.403 (d)	**Aircraft defects**	**F**
SUBPART E COMPONENTS		
M.A.501	**Installation**	**F**
AMC M.A.501 (a)	**Installation**	**F**

AMC M.A.501 (b)	**Installation**	**F**
AMC M.A.501 (c)	**Installation**	**F**
AMC M.A.501 (d)	**Installation**	**F**
M.A.502 (a)	**Component maintenance**	**F**
M.A.502 (b)	**Component maintenance**	**F**
M.A.503	**Service life limited components**	**F**
M.A.504	**Control of unserviceable components**	**F**
AMC M.A.504 (a)	**Control of unserviceable components**	**F**
AMC M.A.504 (b)	**Control of unserviceable components**	**F**
AMC M.A.504 (c)	**Control of unserviceable components – unsalvageable components**	**F**
AMC M.A.504 (d) 2	**Control of unserviceable components**	**F**
AMC M.A.504 (e)	**Control of unserviceable components**	**F**
SUBPART F MAINTENANCE ORGANISATION		
M.A.601	**Scope**	**F**
AMC M.A.601	**Scope**	**F**
M.A.602	**Application**	**F**
AMC M.A.602	**Application**	**F**
Appendix IX to AMC M.A.602	**EASA Form 2**	**F**
Appendix VI to AMC M.A.602 (f)	**EASA Form 6F**	**F**
M.A.603	**Extent of approval**	**F**
Appendix V to Part M	*Approval Certificate Part-M Section A Subpart F AMO*	*X*
AMC M.A.603 (a)	**Extent of Approval**	**F**
AMC M.A.603 (b)	**Extent of approval**	**F**

M.A.604	**Maintenance organisation manual**	**F**
AMC M.A.604	**Maintenance organisation manual**	**F**
Appendix IV to AMC M.A.604	*Maintenance Organisation Manual*	*X*
M.A.605	**Facilities**	**F**
AMC M.A.605 (a)	**Facilities**	**F**
AMC M.A.605 (b)	**Facilities**	**F**
AMC M.A.605 (c)	**Facilities**	**F**
M.A.606	**Personnel requirements**	**F**
AMC M.A.606 (a)	**Personnel requirements**	**F**
AMC M.A.606 (b)	**Personnel requirements**	**F**
AMC M.A.606 (c)	**Personnel requirements**	**F**
AMC M.A.606 (d)	**Personnel requirements**	**F**
AMC M.A.606 (e)	**Personnel requirements**	**F**
AMC M.A.606 (f)	**Personnel requirements**	**F**
AMC M.A.606 (h) 2	**Personnel requirements**	**F**
Appendix X to AMC	**EASA Form 4**	**F**
M.A.607	**Certifying staff**	**F**
AMC M.A.607	**Certifying staff**	**F**
AMC M.A.607 (c)	**Certifying staff**	**F**
M.A.608	**Components, equipment and tools**	**F**
AMC M.A.608 (a)	**Components, equipment and tools**	**F**
AMC M.A.608 (b)	**Components, equipment and tools**	**F**
M.A.609	**Maintenance data**	**F**
AMC M.A.609	**Maintenance Data**	**F**

M.A.610	**Maintenance work orders**	**F**
AMC M.A.610	**Maintenance work orders**	**F**
M.A.611	**Maintenance standards**	**F**
M.A.612	**Aircraft certificate of release to service**	**F**
M.A.613	**Component certificate of release to service**	**F**
AMC M.A.613 (a)	**Component certificate of release to service**	**F**
M.A.614	**Maintenance records**	**F**
Appendix II to Part M	**EASA Form 1**	**F**
AMC M.A.614 (a)	**Maintenance records**	**F**
AMC M.A.614 (c)	**Maintenance records**	**F**
M.A.615	**Privileges of the organisation**	**F**
AMC M.A.615 (b)	**Privileges of the organisation**	**F**
M.A.616	**Organisational review**	**F**
AMC M.A.616	**Organisational review**	**F**
Appendix VIII to AMC M.A.616	**Organisational Review**	**F**
M.A.617	**Changes to the approved maintenance organisation**	**F**
AMC M.A.617	**Changes to the approved maintenance organisation**	**F**
M.A.618	**Continued validity of approval**	**F**
M.A.619	**Findings**	**F**
Appendix IV to Part M	**Approval Ratings**	**F**

Appendix V	**Approval Certificate**	**F**
SUBPART G Continuing Airworthiness Management Organisation		
SUBPART H CERTIFICATE OF RELEASE TO SERVICE — CRS		
M.A.801	**Aircraft certificate of release to service**	**F**
Appendix VII to Part M	**Complex Maintenance Tasks**	**F**
AMC to Appendix VII to Part M	**Complex Maintenance Tasks**	**F**
AMC M.A.801 (b)	**Aircraft certificate of release to service**	**F**
AMC M.A.801 (d)	**Aircraft certificate of release to service**	**F**
AMC M.A.801 (f)	**Aircraft certificate of release to service**	**F**
AMC M.A.801 (g)	**Aircraft certificate of release to service**	**F**
M.A.802	**Component certificate of release to service**	**F**
AMC M.A.802	**Component certificate of release to service**	**F**
M.A.803	**Pilot-owner authorisation**	**F**
AMC M.A.803	**Pilot-owner authorisation**	**F**
Appendix VIII to Part M	**Limited Pilot Owner Maintenance**	**F**
AMC to Appendix VIII to Part M	**Limited Pilot Owner Maintenance**	**F**
SUBPART I AIRWORTHINESS REVIEW CERTIFICATE		
M.A.901 (a)	**Aircraft airworthiness review**	**F**
M.A.901 (b)	**Aircraft airworthiness review**	**F**
M.A.901 (g)	**Aircraft airworthiness review**	**F**
Appendix III to Part M	*Airworthiness Review Certificate*	*X*

AMC M.A.901	**Aircraft airworthiness review**	**F**
AMC M.A.901 (a)	*Aircraft airworthiness review*	*X*
AMC M.A.901 (b)	*Aircraft airworthiness review*	*X*
AMC M.A.901 (c) 2	*Aircraft airworthiness review*	*X*
AMC M.A.901 (d)	*Aircraft airworthiness review*	*X*
AMC M.A.901 (e)	*Aircraft airworthiness review*	*X*
M.A.902	**Validity of the airworthiness review certificate**	**F**
M.A.903	*Transfer of aircraft registration within the EU*	*X*
AMC M.A.903 (a)	*Transfer of aircraft registration within the EU*	*X*
AMC M.A.903 (b)	*Transfer of aircraft registration within the EU*	*X*
M.A.904	*Airworthiness review of aircraft imported into the EU*	*X*
AMC M.A.904 (a) -1	*Airworthiness review of aircraft imported into the EU*	*X*
AMC M.A.904 (a) -2	*Airworthiness review of aircraft imported into the EU*	*X*
AMC M.A.904 (b)	*Airworthiness review of aircraft imported into the EU*	*X*
M.A.905	*Findings*	*X*
SECTION B PROCEDURE FOR COMPETENT AUTHORITIES		
SUBPART A GENERAL		
M.B.101	**Scope**	***O***
M.B.102	*Competent authority*	*X*
AMC M.B.102 (a)	*Competent authority - General*	*X*
AMC M.B.102 (c)	*Competent authority – Qualification and training*	*X*
AMC M.B.102 (d)	*Competent authority organisation - Procedures*	*X*
M.B.103	*Acceptable means of compliance*	*X*
M.B.104 (a)	*Record-keeping*	*X*

M.B.104 (b)	*Record-keeping*	*X*
M.B.104 (c)	*Record-keeping*	*X*
M.B.104 (d)	*Record-keeping*	*X*
M.B.104 (e)	*Record-keeping*	*X*
M.B.104 (f)	*Record-keeping*	*X*
AMC M.B.104 (a)	*Record-keeping*	*X*
AMC M.B.104 (f)	*Record-keeping*	*X*
M.B.105 (a)	Mutual exchange of information	*X*
M.B.105 (b)	Mutual exchange of information	*X*
AMC M.B.105 (a)	*Mutual exchange of information*	*X*
SUBPART B ACCOUNTABILITY		
M.B.201	Responsibilities	*X*
SUBPART C CONTINUING AIRWORTHINESS		
M.B.301	*Maintenance programme*	*X*
AMC M.B.301 (a)	*Maintenance programme*	*X*
AMC M.B.301 (b)	*Maintenance programme*	*X*
AMC M.B.301 (c)	*Maintenance Programme*	*X*
AMC M.B.301 (d)	*Maintenance programme*	*X*
M.B.302	*Exemptions*	*X*
M.B.303 (a)	*Aircraft continuing airworthiness monitoring*	*X*
M.B.303 (b)	*Aircraft continuing airworthiness monitoring*	*X*
M.B.303 (c)	*Aircraft continuing airworthiness monitoring*	*X*
M.B.303 (d)	*Aircraft continuing airworthiness monitoring*	*X*
M.B.303 (e)	*Aircraft continuing airworthiness monitoring*	*X*
M.B.303 (f)	*Aircraft continuing airworthiness monitoring*	*X*
M.B.303 (g)	*Aircraft continuing airworthiness monitoring*	*X*
M.B.303 (h)	*Aircraft continuing airworthiness monitoring*	*X*

AMC M.B.303 (b)	*Aircraft continuing airworthiness monitoring*	*X*
AMC M.B.303 (c)	*Aircraft continuing airworthiness monitoring*	*X*
AMC M.B.303 (d)	*Aircraft continuing airworthiness monitoring*	*X*
Appendix III to AMC M.B.303 (d)	*Aircraft Continued Airworthiness Monitoring*	*X*
M.B.304	**Revocation, suspension and limitation**	**F**
SUBPART D MAINTENANCE STANDARDS		
SUBPART E COMPONENTS		
SUBPART F MAINTENANCE ORGANISATION		
M.B.601	**Application**	**O**
Appendix IX EASA Form 2	**EASA Form 2**	**F**
M.B.602	**Initial Approval**	**O**
AMC M.B.602 (a)	**Initial approval**	**O**
AMC M.B.602 (b)	**Initial approval**	**O**
AMC M.B.602 (c)	**Initial approval**	**O**
AMC M.B.602 (e)	**Initial approval**	**O**
AMC M.B.602 (f)	**Initial approval**	**O**
AMC M.B.602 (g)	**Initial approval**	**O**
M.B.603	**Issue of approval**	**O**
AMC M.B.603 (a)	**Issue of approval**	**O**
AMC M.B.603 (c)	**Issue of approval**	**O**
M.B.604	**Continuing oversight**	**O**
AMC M.B.604 (b)	*Continuing oversight*	*X*
M.B.605	**Findings**	**O**
AMC M.B.605 (b) 1	**Findings**	**O**

M.B.606	**Changes**	**O**
AMC M.B.606	*Changes*	*X*
M.B.607	**Revocation, suspension and limitation of an approval**	**O**
SUBPART G Continuing Airworthiness Management Organisation		
SUBPART H CERTIFICATE OF RELEASE TO SERVICE — CRS		
SUBPART I AIRWORTHINESS REVIEW CERTIFICATE		
M.B.901	**Assessment of recommendations**	**O**
AMC M.B.901	**Assessment of recommendations**	**O**
M.B.902 (d)	**Airworthiness review by the competent authority**	**O**
AMC M.B.902 (b)	*Airworthiness review by the competent authority*	*X*
AMC M.B.902 (c)	*Airworthiness review by the competent authority*	*X*
M.B.903	**Findings**	**F**

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ANNEX I – Part-M
H. DETAILED CONTENTS AND LEVEL OF DETAIL EXPECTED (Full contents / Specific Paragraphs / Overview)

M.1 **(1), (2), (4)**	**Competent Authority**	For the purpose of this Part, the competent authority shall be: 1. for the oversight of the continuing airworthiness of individual aircraft and the ssue of airworthiness review certificates the authority designated by the Member State of registry, 2. for the oversight of a maintenance organisation as specified in M.A. Subpart F, (i) The authority designated by the Member State where that organisation's principle place of business is located. (ii) The Agency if the organisation is located in a third country. 4. for the approval of maintenance programmes, (i) The authority designated by the Member State of registry. (iii) By derogation from paragraph 4(i), when the continuing airworthiness of an aircraft not used in commercial air transport is managed by a continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Annex (Part M) not subject to the oversight of the Member State of registry, and only if agreed with the Member State of registry prior to the approval of the maintenance programme: (a) the authority designated by the Member State responsible for the oversight of the continuing airworthiness management organisation, or (b) The Agency if the continuing airworthiness management organisation is located in a third country.	*Full contents*

GENERAL			
M.A.101	**Scope**	**Definition of the scope of Part-M, Subpart A**	*Full contents*
ACCOUNTABILITY			
M.A.201	**Responsibilities**	(a) The owner is responsible for the continuing airworthiness of an aircraft and shall ensure that no flight takes place unless: 1. The aircraft is maintained in an airworthy condition. **and** 2. Any operational and emergency equipment fitted is correctly installed and serviceable or clearly identified as unserviceable. **and** 3. The airworthiness certificate remains valid. **and** 4. The maintenance of the aircraft is performed in accordance with the approved maintenance programme as specified in M.A.302. (b) When the aircraft is leased, the responsibilities of the owner are transferred to the lessee if: 1. The lessee is stipulated on the registration document. **or** 2. Detailed in the leasing contract. When reference is made in this Part to the 'owner', the term owner covers the owner or the lessee, as applicable. (c) Any person or organisation performing maintenance shall be responsible for the tasks performed.	*Overview*

		(d) The pilot-in-command shall be responsible for the satisfactory accomplishment of the pre-flight inspection. This inspection must be carried out by the pilot or another qualified person but need not be carried out by an approved maintenance organisation or by Part-66 certifying staff. (g) Maintenance of large aircraft, aircraft used for commercial air transport and components thereof shall be carried out by a Part-145 approved maintenance organisation. (h) In the case of commercial air transport the operator is responsible for the continuing airworthiness of the aircraft it operates and shall: 1. Be approved, as part of the air operator certificate issued by the competent authority, pursuant to M.A. Subpart G for the aircraft it operates. **and** 2. Be approved in accordance with Part-145 or contract such an organisation. **and** 3. Ensure that paragraph (a) is satisfied. (j) The owner/operator is responsible for granting the competent authority access to the organisation/aircraft to determine continued compliance with this Part.	
M.A.202	**Occurrence Reporting**	(a) Any person or organisation responsible under M.A.201 shall report to the State of registry, the organisation responsible for the type design or supplemental type design and, if applicable, the Member State of operator, any identified condition of an aircraft or component that hazards seriously the flight safety. (b) Reports shall be made in a manner established by the Agency and contain all pertinent information about the condition known to the person or organisation.	*Full contents*

		(c) Where the person or organisation maintaining the aircraft is contracted by an owner or an operator to carry out maintenance, the person or the organisation maintaining the aircraft shall also report to the owner, the operator or the continuing airworthiness management organisation any such condition affecting the owner's or the operator's aircraft or component. (d) Reports shall be made as soon as practicable, but in any case within 72 hours of the person or organisation identifying the condition to which the report relates.	
M.A.301	**Continuing airworthiness tasks**	The aircraft continuing airworthiness and the serviceability of both operational and emergency equipment shall be ensured by: 1. The accomplishment of pre-flight inspections. 2. the rectification to an officially recognised standard of any defect and damage affecting safe operation taking into account, for all large aircraft or aircraft used for commercial air transport, the minimum equipment list and configuration deviation list if applicable to the aircraft type. 3. The accomplishment of all maintenance, in accordance with the M.A.302 approved aircraft maintenance programme. 4. For all large aircraft or aircraft used for commercial air transport the analysis of the effectiveness of the M.A.302 approved maintenance programme. 5. the accomplishment of any applicable: (i) airworthiness directive, (ii) operational directive with a continuing airworthiness impact, (iii) continued airworthiness requirement established by the Agency, (iv) Measures mandated by the competent authority in immediate reaction to a safety problem.	*Full contents*

		6. The accomplishment of modifications and repairs in accordance with M.A.304. 7. For non-mandatory modifications and/or inspections, for all large aircraft or aircraft used for commercial air transport the establishment of an embodiment policy. 8. Maintenance check flights when necessary.	
M.A.302	**Maintenance programme**	(a) Every aircraft shall be maintained in accordance with a maintenance programme approved by the competent authority, which shall be periodically reviewed and amended accordingly. (b) The maintenance programme and any subsequent amendments shall be approved by the competent authority.	*Full contents*
M.A.303	**Airworthiness directives**	Obligation to carry out any applicable AD within the requirements of that AD, unless otherwise specified by the Agency.	*Full contents*
M.A.304	**Data for modifications and repairs**	Obligation to assess damages and to carry out modifications and repairs using data **approved** by the Agency or by an approved Part-21 design organisation, as appropriate.	*Full contents*
AMC M.A.304	**Data for modifications and repairs**	A person or organisation repairing an aircraft or component should assess the damage against published approved repair data and the action to be taken if the damage is beyond the limits or outside the scope of such data. This could involve any one or more of the following options; repair by replacement of damaged parts, requesting technical support from the type certificate holder or from an organisation approved in accordance with Part-21 and finally agency approval of the particular repair data.	*Full contents*

M.A.305 **(a)** **(b)** **(c)** **(d)** **(e)** **(f)** **(g)**	**Aircraft continuing airworthiness record system**	**(a)** At the completion of any maintenance, the associated M.A.801 certificate of release to service shall be entered in the aircraft continuing airworthiness records. Each entry shall be made as soon as practicable but in no event more than 30 days after the day of maintenance action. (b) The aircraft continuing airworthiness records shall consist of: 1. An aircraft logbook, engine logbook(s) or engine module log cards, propeller logbook(s) and log cards for any service life limited component as appropriate. **and** 2. When required in point M.A.306 for commercial air transport or by the Member State for commercial operations other than commercial air transport, the operator's technical log. (c) The aircraft type and registration mark, the date, together with total flight time and/or flight cycles and/or landings, as appropriate, shall be entered in the aircraft logbooks. (d) The aircraft continuing airworthiness records shall contain the current: 1. Status of airworthiness directives and measures mandated by the competent authority in immediate reaction to a safety problem. 2. Status of modifications and repairs. 3. Status of compliance with maintenance programme. 4. Status of service life limited components. 5. Mass and balance report. 6. List of deferred maintenance.	*Full contents*

		(e) In addition to the authorised release document, EASA Form 1 or equivalent, the following information relevant to any component installed shall be entered in the appropriate engine or propeller logbook, engine module or service life limited component log card: 1. Identification of the component. **and** 2. The type, serial number and registration of the aircraft to which the particular component has been fitted, along with the reference to the installation and removal of the component. **and** 3. The particular component accumulated total flight time and/or flight cycles and/or landings and/or calendar time, as appropriate. **and** 4. The current paragraph (d) information applicable to the component. (f) The person responsible for the management of continuing airworthiness tasks pursuant to M.A. Subpart B, shall control the records as detailed in this paragraph and present the records to the competent authority upon request. (g) All entries made in the aircraft continuing airworthiness records shall be clear and accurate. When it is necessary to correct an entry, the correction shall be made in a manner that clearly shows the original entry.	
AMC M.A.305 (d)	**Aircraft continuing airworthiness record system**	Information on times, dates, cycles etc. should give an overall picture on the state of maintenance of the aircraft and its components.	*Full contents*

		The current status of all service life-limited aircraft components should indicate the component life limitation, total number of hours, accumulated cycles or calendar time and the number of hours/cycles/time remaining before the required retirement time of the component is reached. The current status of AD should identify the applicable AD including revision or amendment numbers. Where an AD is generally applicable to the aircraft or component type but is not applicable to the particular aircraft or component, then this should be identified. The AD status includes the date when the AD was accomplished, and where the AD is controlled by flight hours or flight cycles it should include the aircraft or engine or component total flight hours or cycles, as appropriate. For repetitive ADs, only the last application should be recorded in the AD status. The status should also specify which part of a multi-part directive has been accomplished and the method, where a choice is available in the AD. The status of current modification and repairs means a list of embodied modification and repairs together with the substantiating data supporting compliance with the airworthiness requirements. This can be in the form of a Supplemental Type Certificate (STC), SB, Structural Repair Manual (SRM) or similar approved document. The substantiating data may include: (a) Compliance programme. **and** (b) Master drawing or drawing list, production drawings, and installation instructions. **and** (c) Engineering reports (static strength, fatigue, damage tolerance, fault analysis, etc.).	

		and (d) Ground and flight test programme and results. **and** (e) Mass and balance change data. **And** (f) Maintenance and repair manual supplements. **and** (g) Maintenance programme changes and instructions for continuing airworthiness. **and** (h) Aircraft flight manual supplement. Some gas turbine engines are assembled from modules and a true total time in service for a total engine is not kept. When owners and operators wish to take advantage of the modular design, then total time in service and maintenance records for each module is to be maintained. The continuing airworthiness records as specified are to be kept with the module and should show compliance with any mandatory requirements pertaining to that module.	
AMC M.A.305 (h) 6-	**Aircraft continuing airworthiness record system**	For the purpose of this paragraph, a "component vital to flight safety" means a component that includes certified life limited parts or is subject to airworthiness limitations or a major component such as, undercarriage or flight controls.	*Full contents*

Subpart D Maintenance standards			
M.A.401	**Maintenance data**	(a) The person or organisation maintaining an aircraft shall have access to and use only applicable current maintenance data in the performance of maintenance including modifications and repairs. (b) For the purposes of this Part, applicable maintenance data is: 1. any applicable requirement, procedure, standard or information issued by the competent authority, 2. any applicable airworthiness directive, 3. applicable instructions for continuing airworthiness, issued by type certificate holders, supplementary type certificate holders and any other organisation that publishes such data in accordance with Part 21. 4. Any applicable data issued in accordance with 145.A.45(d). (c) The person or organisation maintaining an aircraft shall ensure that all applicable maintenance data is current and readily available for use when required. The person or organisation shall establish a work card or worksheet system to be used and shall either transcribe accurately the maintenance data onto such work cards or worksheets or make precise reference to the particular maintenance task or tasks contained in such maintenance data.	*Full contents*
AMC M.A.401 (b)	**Maintenance data**	1. Except as specified in sub-paragraph 2, each person or organisation performing aircraft maintenance should have access to and use: (a) All maintenance related Parts and associated AMC's, together with the maintenance related guidance material. (b) All applicable maintenance requirements and notices such as competent authority standards and specifications that have not been superseded by a requirement,	*Full contents*

		procedure or directive. (c) All applicable airworthiness directives. (d) The appropriate sections of the aircraft maintenance programme, aircraft maintenance manual, repair manual, supplementary structural inspection document, corrosion control document, service bulletins, service sheets modification leaflets, non destructive inspection manual, parts catalogue, type certificate data sheets as required for the work undertaken and any other specific document issued by the type certificate or supplementary type certificate holder's maintenance data, except that in the case of operator or customer provided maintenance data it is not necessary to hold such provided data when the work order is completed. 2. In addition to sub-paragraph 1, for components each organisation performing aircraft maintenance should hold and use the appropriate sections of the vendor maintenance and repair manual, service bulletins and service letters plus any document issued by the type certificate holder as maintenance data on whose product the component may be fitted when applicable, except that in the case of operator or customer provided maintenance data it is not necessary to hold such provided data when the work order is completed.	
AMC M.A.401(c)	**Maintenance data**	1. Data being made available to personnel maintaining aircraft means that the data should be available in close proximity to the aircraft or component being maintained, for mechanics and certifying staff to perform maintenance. 2. Where computer systems are used, the number of computer terminals should be sufficient in relation to the size of the work programme to enable easy access, unless the computer system can produce paper copies. Where microfilm or microfiche readers/printers are used, a similar requirement is applicable.	*Full contents*

		3. Maintenance tasks should be transcribed onto the work cards or worksheets and subdivided into clear stages to ensure a record of the accomplishment of the maintenance task. Of particular importance is the need to differentiate and specify, when relevant, disassembly, accomplishment of task, reassembly and testing. In the case of a lengthy maintenance task involving a succession of personnel to complete such task, it may be necessary to use supplementary work cards or worksheets to indicate what was actually accomplished by each individual person. A worksheet or work card system should refer to particular maintenance tasks. 4. The workcard/worksheet system may take the form of, but is not limited to, the following: • a format where the mechanic writes the defect and the maintenance action taken together with information of the maintenance data used, including its revision status. • an aircraft log book that contains the reports of defects and the actions taken by authorised personnel together with information of the maintenance data used, including its revision status. • For maintenance checks, the checklist issued by the manufacturer (i.e., 100H checklist, Revision 5, Items 1 through 95). 5. Maintenance data should be kept up to date by : - subscribing to the applicable amendment scheme, - checking that all amendments are being received, - monitoring the amendment status of all data.	
M.A.402	**Performance of maintenance**	(a) All maintenance shall be performed by qualified personnel, following the methods, techniques, standards and instructions specified in the M.A.401 maintenance data. Furthermore, an independent inspection shall be carried out after any flight safety sensitive maintenance task unless otherwise specified by Part-145 or agreed by the competent authority.	*Full contents*

		(b) All maintenance shall be performed using the tools, equipment and material specified in the M.A.401 maintenance data unless otherwise specified by Part-145. Where necessary, tools and equipment shall be controlled and calibrated to an officially recognised standard. (c) The area in which maintenance is carried out shall be well organised and clean in respect of dirt and contamination. (d) All maintenance shall be performed within any environmental limitations specified in the M.A.401 maintenance data. (e) In case of inclement weather or lengthy maintenance, proper facilities shall be used. (f) After completion of all maintenance a general verification must be carried out to ensure the aircraft or component is clear of all tools, equipment and any other extraneous parts and material, and that all access panels removed have been refitted.	
AMC M.A.402 (a)	**Performance of maintenance**	1. When working outside the scope of an approved maintenance organisation personnel not authorised to issue a CRS should work under the supervision of certifying personnel. They may only perform maintenance that their supervisor is authorised to release, if the supervisor personally observes the work being carried out to the extent necessary to ensure that it is being done properly and if the supervisor is readily available, in person, for consultation. In this case licensed engineers should ensure that each person maintaining an aircraft or component has had appropriate training or relevant previous experience and is capable of performing the task required, and that personnel who carry out specialised tasks such as welding are qualified in accordance with an officially recognised standard. 2. In the case of limited Pilot-owner maintenance as specified in M.A.803, any person maintaining an aircraft which they own or jointly own, provided they hold a valid pilot licence with the appropriate type or class rating, may perform the limited	*Full contents*

		Pilot-owner maintenance tasks in accordance with Appendix VIII of Annex I (Part- M) of Regulation (EC) No 2042/2003. 3. The general maintenance and inspection standards applied to individual maintenance tasks should meet the recommended standards and practises of the organisation responsible for the type design which are normally published in the maintenance manuals. In the absence of maintenance and inspection standards published by organisation responsible for the type design maintenance personnel should refer to the relevant aircraft airworthiness standards and procedures published or used as guidance by the Agency or the competent authority. The maintenance standards used should contain methods, techniques and practises acceptable to the Agency or competent authority for the maintenance of aircraft and its components. 4. Independent inspections. 4.1 The manufactures instructions for continued airworthiness should be followed when determining the need for an independent inspection. 4.2 In the absence of maintenance and inspection standards published by organisation responsible for the type design, maintenance tasks that involve the assembly or any disturbance of a control system that, if errors occurred, could result in a failure, malfunction, or defect endangering the safe operation of the aircraft should be considered as flight safety sensitive maintenance tasks needing an independent inspection. A control system is an aircraft system by which the flight path, attitude, or propulsive force of the aircraft is changed, including the flight, engine and propeller controls, the related system controls and the associated operating mechanisms. 4.3 Independent inspections should be carried out by at least two persons, to ensure correct assembly, locking and sense of operation. A technical record of the inspections should contain the signatures of both persons before the relevant CRS is issued.	

		4.3.1 An independent inspection is an inspection first made by an authorised person signing the maintenance release who assumes full responsibility for the satisfactory completion of the work, before being subsequently inspected by a second independent competent person who attests to the satisfactory completion of the work recorded and that no deficiencies have been found. 4.3.2 The second independent competent person is not issuing a maintenance release therefore is not required to hold certification privileges. However they should be suitably qualified to carry out the inspection. 4.4 When work is being done under the control of an approved maintenance organisation the organisation should have procedures to demonstrate that the signatories have been trained and have gained experience on the specific control systems being inspected. 4.5 When work is being undertaken by an independent M.A.801 (b) 2 certifying staff, the qualifications and experience of the second independent competent person should be directly assessed by the person certifying for the maintenance, taking into account the individual's training and experience. It should not be acceptable for the certifying staff signing the release to show the person performing the independent inspection how to perform the inspection at the time the work is completed. 4.6 In summary the following maintenance tasks should primarily be considered when inspecting aircraft control systems that have been disturbed: · Installation, rigging and adjustment of flight controls. · Installation of aircraft engines, propellers and rotors. · overhaul, calibration or rigging of components such as engines, propellers, transmissions and gearboxes. Consideration should also be given to: · Previous experience of maintenance errors, depending on the consequences of the failure. · information arising from an 'occurrence reporting system'	

		4.7 When checking control systems that have undergone maintenance the person signing the maintenance release and the person performing the independent check should consider the following points independently: · All those parts of the system that have actually been disconnected or disturbed should be inspected for correct assembly and locking. · The system as a whole should be inspected for full and free movement over the complete range. · Cables should be tensioned correctly with adequate clearance at secondary stops. · The operation of the control system as a whole should be observed to ensure that the controls are operating in the correct sense. · If the control system is duplicated to provide redundancy, each system should be checked separately. If different control systems are interconnected so that they affect each other, all the interactions should be checked through the full range of the applicable controls.	
AMC M.A.402 (b)	**Performance of maintenance**	When performing maintenance, personnel are required to use the tools, equipment and test apparatus necessary to ensure completion of work in accordance with accepted maintenance and inspection standards. Inspection, service or calibration on a regular basis should be in accordance with the equipment manufacturers' instructions. All tools requiring calibration should be traceable to an acceptable standard. In this context officially recognised standard means those standards established or published by an official body whether having legal personality or not, which are widely recognised by the air transport sector as constituting good practice. If the organisation responsible for the type design involved recommends special equipment or test apparatus, personnel should use the recommended equipment or apparatus or	*Full contents*

		equivalent equipment accepted by the competent authority. All work should be performed using materials of such quality and in a manner, that the condition of the aircraft or its components after maintenance will be at least equal to its original or modified condition (with regard to aerodynamic function, structural strength, resistance to vibration, deterioration and any other qualities affecting airworthiness).	
AMC M.A.402 (d)	**Performance of maintenance**	The working environment should be appropriate for the maintenance task being performed such that the effectiveness of personnel is not impaired. (a) Temperature should be maintained such that personnel can perform the required tasks without undue discomfort. (b) Airborne contamination (e.g. dust, precipitation, paint particles, filings) should be kept to a minimum to ensure aircraft/components surfaces are not contaminated, if this is not possible all susceptible systems should be sealed until acceptable conditions are reestablished. (c) Lighting should be adequate to ensure each inspection and maintenance task can be performed effectively. (d) Noise levels should not be allowed to rise to the level of distraction for inspection staff or if this is not possible inspection staff should be provided with personnel equipment to reduce excessive noise.	*Full contents*
AMC M.A.402 (e)	**Performance of maintenance**	Facilities should be provided appropriate for all planned maintenance. This may require aircraft hangars that are both available and large enough for the planned maintenance. Aircraft component workshops should be large enough to accommodate the components that are planned to be maintained. Protection from inclement weather means the hangar or component workshop structures should be to a standard that	*Full contents*

		prevents the ingress of rain, hail, ice, snow, wind and dust etc.	
M.A.403	**Aircraft defects**	(a) Any aircraft defect that hazards seriously the flight safety shall be rectified before further flight. (b) Only the authorised certifying staff, according to points M.A.801(b)1, M.A.801(b)2, M.A.801(c), M.A.801(d) or Annex II (Part-145) can decide, using M.A.401 maintenance data, whether an aircraft defect hazards seriously the flight safety and therefore decide when and which rectification action shall be taken before further flight and which defect rectification can be deferred. However, this does not apply when: 1. the approved minimum equipment list as mandated by the competent authority is used by the pilot **or** 2. Aircraft defects are defined as being acceptable by the competent authority. (c) Any aircraft defect that would not hazard seriously the flight safety shall be rectified as soon as practicable, after the date the aircraft defect was first identified and within any limits specified in the maintenance data. (d) Any defect not rectified before flight shall be recorded in the M.A.305 aircraft maintenance record system or M.A.306 operator's technical log system as applicable.	*Full contents*
AMC M.A.403 (b)	**Aircraft defects**	An assessment of both the cause and any potentially hazardous effect of any defect or combination of defects that could affect flight safety should be made in order to initiate any necessary further investigation and analysis necessary to identify the root cause of the defect.	*Full contents*

AMC M.A.403 (d)	**Aircraft defects**	All deferred defects should be made known to the pilot/flight crew, whenever possible, prior to their arrival at the aircraft. Deferred defects should be transferred on to worksheets at the next appropriate maintenance check, and any deferred defect which is not rectified during the maintenance check, should be re-entered on to a new deferred defect record sheet. The original date of the defect should be retained. The necessary components or parts needed for the rectification of defects should be made available or ordered on a priority basis, and fitted at the earliest opportunity.	*Full contents*
Suppart E Components			
M.A.501	**Installation**	(a) No component may be fitted unless it is in a satisfactory condition, has been appropriately released to service on an EASA Form 1 or equivalent and is marked in accordance with Part 21 Subpart Q, unless otherwise specified in Annex (Part-21) to Regulation (EC) No 1702/2003, Annex II (Part-145) or Subpart F, Section A of Annex I to this Regulation. (b) Prior to installation of a component on an aircraft the person or approved maintenance organisation shall ensure that the particular component is eligible to be fitted when different modification and/or airworthiness directive configurations may be applicable. (c) Standard parts shall only be fitted to an aircraft or a component when the maintenance data specifies the particular standard part. Standard parts shall only be fitted when accompanied by evidence of conformity traceable to the applicable standard. (d) Material being either raw material or consumable material shall only be used on an aircraft or a component when the aircraft or component manufacturer states so in relevant maintenance data or as specified in Part-145. Such material shall only be used when the material meets the required specification and has	*Full contents*

		appropriate traceability. All material must be accompanied by documentation clearly relating to the particular material and containing conformity to specification statement plus both the manufacturing and supplier source.	
AMC M.A.501 (a)	**Installation**	1. To ensure a component is in a satisfactory condition, the person referred to under M.A.801 or the approved maintenance organisation should perform checks and verifications. 2. Performance of above checks and verifications should take place before the component is installed on the aircraft. 3. The following list, though not exhaustive, contains typical checks to be performed. (a) Verify the general condition of components and their packaging in relation to damages that could affect the integrity of the components. (b) Verify that the shelf life of the component has not expired. (c) Verify that items are received in the appropriate package in respect of the type of component: e.g. correct ATA 300 or electrostatic sensitive devices packaging, when necessary. (d) Verify that component has all plugs and caps appropriately installed to prevent damage or internal contamination. Tape should not be used to cover electrical connections or fluid fittings/openings because adhesive residues can insulate electrical connections and contaminate hydraulic or fuel units. 4. The purpose of the EASA Form 1 (see also Part-M Appendix II) is to release components after manufacture and to release maintenance work carried out on such components under the approval of a competent authority and to allow components removed from one aircraft/component to be fitted to another	*Full contents*

		aircraft/ component. 5. For the purpose of Part-M, a document equivalent to an EASA Form 1 may be: (a) A release document issued by an organisation under the terms of a bilateral agreement signed by the European Community. (b) A release document issued by an organisation approved under the terms of a JAA maintenance bilateral agreement until superseded by the corresponding agreement signed by the European Community. (c) A JAA Form One issued prior to 28 November 2004 by a JAR 145 organisation approved by a JAA Full Member State; (d) in the case of new aircraft components that were released from manufacturing prior to the Part--21 compliance date the component should be accompanied by a JAA Form One issued by a JAR 21 organisation approved by a JAA Full Member Authority and within the JAA mutual recognition system. (e) A JAA Form One issued prior to 28 September 2005 by a production organisation approved by a competent authority in accordance with its national regulations. (f) A JAA Form One issued prior to 28 September 2008 by a maintenance organisation approved by a competent authority in accordance with its national regulations. (g) A release document acceptable to a competent authority according to the provisions of a bilateral agreement between the competent authority and a third country until ED Decision No 2003/19/RM 28/11/2003 superseded by the corresponding agreement signed by the European Community. This provision is valid provided the above agreements between the competent authority and a third country are notified to the Commission and to the	

		other competent authorities in accordance with Article 9 of Regulation (EC) No 1592/2002. (h) a release document issued under the conditions described in Article 4, point 4 of Regulation (EC) No 2042/2003. (i) Paragraphs (f) and (g) do not apply to the Part-145 maintenance environment. 6. Any item in storage without an EASA Form 1 or equivalent cannot be installed on aircraft registered in a Member State unless an EASA Form 1 is issued for such item by an appropriately approved maintenance organisation in accordance with AMC M.A.613 (a)	
AMC M.A.501 (b)	**Installation**	1. The EASA Form 1 identifies the airworthiness and eligibility status of an aircraft component. Block 13 "Remarks" on the EASA Form 1 in some cases contains vital airworthiness related information (see also Part-M Appendix II) which may need appropriate and necessary actions. 2. The fitment of a replacement components/material should only take place when the person referred to under M.A.801 or the M.A. Subpart F maintenance organisation is satisfied that such components/material meet required standards in respect of manufacture or maintenance, as appropriate. 3. The person referred to under M.A.801 or the M.A. Subpart F approved maintenance organisation should be satisfied that the component in question meets the approved data/standard, such as the required design and modification standards. This may be accomplished by reference to the TC holder or manufacturer's parts catalogue or other approved data (i.e. Service Bulletin). Care should also be exercised in ensuring compliance with applicable ADs and the status of any service life limited parts fitted to the aircraft component as well as compliance with Critical Design Configuration Control Limitations.	*Full contents*

AMC M.A.501(c)	**Installation**	1. Standard parts are: a. Parts manufactured in complete compliance with an established industry, Agency, competent authority or other Government specification which includes design, manufacturing, test and acceptance criteria, and uniform identification requirements. The specification should include all information necessary to produce and verify conformity of the part. It should be published so that any party may manufacture the part. Examples of specifications are National Aerospace Standards (NAS), Army-Navy Aeronautical Standard (AN), Society of Automotive Engineers (SAE), SAE Sematec, Joint Electron Device Engineering Council, Joint Electron Tube Engineering Council, and American National Standards Institute (ANSI), EN Specifications etc… b. For sailplanes and powered sailplanes, non-required instruments and/or equipment certified under the provision of CS 22.1301(b), if those instruments or equipment, when installed, functioning, functioning improperly or not functioning at all, do not in itself, or by its effect upon the sailplane and its operation, constitute a safety hazard. "Required" in the term "non-required" as used above means required by the applicable airworthiness code (CS 22.1303, 22.1305 and 22.1307) or required by the relevant operating regulations and the applicable Rules of the Air or as required by Air Traffic Management (e.g. a transponder in certain controlled airspace). Examples of equipment which can be considered standard parts are electrical variometers, bank/slip indicators ball type, total energy probes, capacity bottles (for variometers), final glide calculators, navigation computers, data logger / barograph /turnpoint camera, bug-wipers and anti-collision systems. Equipment which must be approved in accordance to the airworthiness code shall comply with the applicable ETSO or equivalent and is not considered a standard part (e.g. oxygen equipment). 2. To designate a part as a standard part the TC holder may issue a standard parts manual accepted by the competent authority of	*Full contents*

		original TC holder or may make reference in the parts catalogue to a national/international specification (such as a standard diode/capacitor etc) not being an aviation only specification for the particular part. 3. Documentation accompanying standard parts should clearly relate to the particular parts and contain a conformity statement plus both the manufacturing and supplier source. Some material is subject to special conditions such as storage condition or life limitation etc. and this should be included on the documentation and / or material packaging. 4. An EASA Form 1 or equivalent is not normally issued and therefore none should be expected.	
AMC M.A.501 (d)	**Installation**	1. Consumable material is any material which is only used once, such as lubricants, cements, compounds, paints, chemicals dyes and sealants etc. 2. Raw material is any material that requires further work to make it into a component part of the aircraft such as metals, plastics, wood, fabric etc. 3. Material both raw and consumable should only be accepted when satisfied that it is to the required specification. To be satisfied, the material and or its packaging should be marked with the specification and where appropriate the batch number. 4. Documentation accompanying all material should clearly relate to the particular material and contain a conformity statement plus both the manufacturing and supplier source. Some material is subject to special conditions such as storage condition or life limitation etc. and this should be included on the documentation and / or material packaging. 5. EASA form 1 or equivalent is not normally issued for such material and therefore none should be expected. The material specification is normally identified in the TC holder's data except in the case where the Agency or the competent authority has	*Full contents*

		agreed otherwise. 6. Items purchased in batches (fasteners etc.) should be supplied intact in the original equipment manufacturer (OEM) package. Packaging should state the P/N, batch number and the quantity specified in the package. The documentation accompanying the material should contain P/N, lot number and the supplied quantity, and the manufacturing sources. If the material is acquired from different lots, acceptance documentation for each lot should be supplied. 7. When using raw or consumable material on an aircraft or component near, or adjacent to, or that directly impacts an identified Critical Design Configuration Control Limitation item, it should be ensured that the CDCCL has not been compromised.	
M.A.502	**Component maintenance**	(a) The maintenance of components shall be performed by maintenance organisations appropriately approved in accordance with Section A, Subpart F of this Annex (Part M) or with Annex II (Part-145). (b) By derogation from paragraph (a), maintenance of a component in accordance with aircraft maintenance data or, if agreed by the competent authority, in accordance with component maintenance data, may be performed by an A rated organisation approved in accordance with Section A, Subpart F of this Annex (Part M) or with Annex II (Part-145) as well as by certifying staff referred to in point M.A.801(b)2 only whilst such components are fitted to the aircraft. Nevertheless, such organisation or certifying staff may temporarily remove this component for maintenance, in order to improve access to the component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph. Component maintenance performed in accordance with this paragraph is not eligible for the issuance of an EASA Form 1 and shall be subject to the aircraft release requirements provided for in point M.A.801.	*Full contents*

		(c) By derogation from paragraph (a), maintenance of an engine/Auxiliary Power Unit (APU) component in accordance with engine/APU maintenance data or, if agreed by the competent authority, in accordance with component maintenance data, may be performed by a B rated organisation approved in accordance with Section A, Subpart F of this Annex (Part M) or with Annex II (Part-145) only whilst such components are fitted to the engine/APU. Nevertheless, such B rated organisation may temporarily remove this component for maintenance, in order to improve access to the component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph. (d) By derogation from paragraph (a) and point M.A.801(b)2, maintenance of a component while installed or temporarily removed from an ELA1 aircraft not used in commercial air transport and performed in accordance with component maintenance data, may be performed by certifying staff referred to in point M.A.801(b)2, except for: 1. Overhaul of components other than engines and propellers. **and** 2. Overhaul of engines and propellers for aircraft other than CS-VLA, CS-22 and LSA. Component maintenance performed in accordance with paragraph (d) is not eligible for the issuance of an EASA Form 1 and shall be subject to the aircraft release requirements provided for in point M.A.801.	
AMC M.A.502	**Component maintenance**	Component removal from and installation on an aircraft is considered to be aircraft maintenance and not component maintenance. As a consequence, M.A.502 requirements do not apply to this case.	*Full contents*

AMC M.A.502 (b) and (c)	**Component maintenance**	M.A.502(b) and (c) allow the performance of certain component maintenance, in accordance with component maintenance data, to maintenance organisations not holding the corresponding B/C rating and to independent certifying staff, subject to the agreement of: • The authority responsible for the oversight of the maintenance organisation (refer to M.1, paragraph 2 for M.A. Subpart F maintenance organisations, or to 145.1 for Part-145 maintenance organisations). **or** • The authority of the Member State of registry in the case of maintenance performed by independent certifying staff. This should only be permitted by the competent authority in the case of simplecomponent maintenance, where the competent authority is satisfied that the certifying staff are appropriately qualified and the proper tooling and facilities are available. It is important to note that for more complex component maintenance, special qualifications may be required and it is not enough with holding a Part-66 aircraft maintenance licence.	*Full contents*
M.A.503	**Service life limited components**	Installed service life limited components shall not exceed the approved service life limit as specified in the approved maintenance programme and airworthiness directives, except as provided for in point M.A.504(c).	*Full contents*
M.A.504	**Control of unserviceable components**	(a) A component shall be considered unserviceable in any one of the following circumstances: 1. Expiry of the service life limit as defined in the maintenance program. 2. Non-compliance with the applicable airworthiness directives and other continued airworthiness requirement mandated by the Agency.	*Full contents*

		3. Absence of the necessary information to determine the airworthiness status or eligibility for installation. 4. Evidence of defects or malfunctions. 5. Involvement in an incident or accident likely to affect its serviceability. (b) Unserviceable components shall be identified and stored in a secure location under the control of an approved maintenance organisation until a decision is made on the future status of such component. Nevertheless, for aircraft not used in commercial air transport other than large aircraft, the person or organisation that declared the component unserviceable may transfer its custody, after identifying it as unserviceable, to the aircraft owner provided. (c) Components which have reached their certified life limit or contain a non-repairable defect shall be classified as unsalvageable and shall not be permitted to re-enter the component supply system, unless certified life limits have been extended or a repair solution has been approved according to M.A.304. (d) Any person or organisation accountable under Part-M shall, in the case of a paragraph (c) unsalvageable components: 1. Retain such component in the paragraph (b) location **or** 2. Arrange for the component to be mutilated in a manner that ensures that it is beyond economic salvage or repair before relinquishing responsibility for such component. (e) Notwithstanding paragraph (d) a person or organisation accountable under Part-M may transfer responsibility of	

		components classified as unsalvageable to an organisation for training or research without mutilation.	
AMC M.A.504 (a)	**Control of unserviceable components**	A component continues to be unserviceable until a decision is taken pursuant to AMC M.A.605 (c) 6	*Full contents*
AMC M.A.504 (b)	**Control of unserviceable components**	1. M.A.801(b)(2) certifying staff or the Section A Subpart F approved maintenance organisation performing maintenance should ensure proper identification of any unserviceable components. 2. The unserviceable status of the component should be clearly declared on a tag together with the component identification data and any information useful to define actions necessary to be taken. Such information should state, as applicable, in service times, maintenance status, preservation status, failures, defects or malfunctions reported or detected exposure to adverse environmental conditions, if the component has been involved in or affected by an accident/incident. Means should be provided to prevent unwanted separation of this tag from the component. 3. M.A.801(b)(2) certifying staff performing aircraft maintenance should send, with the agreement of the aircraft owner/lessee, any unserviceable component to a maintenance organisation approved under Section A Subpart F or Part-145 for controlled storage.	*Full contents*
AMC M.A.504 (c)	**Control of unserviceable components – unsalvageable components**	1. The following types of components should typically be classified as unsalvageable: (a) Components with non-repairable defects, whether visible or not to the naked eye. (b) Components that do not meet design specifications, and cannot be brought into conformity with such specifications.	*Full contents*

		(c) Components subjected to unacceptable modification or rework that is irreversible. (d) Certified life-limited parts that have reached or exceeded their certified life limits, or have missing or incomplete records. (e) Components that cannot be returned to airworthy condition due to exposure to extreme forces, heat or adverse environment. (f) Components for which conformity with an applicable airworthiness directive cannot be accomplished. (g) Components for which continuing airworthiness records and/or traceability to the manufacturer can not be retrieved. 2. It is common practice for possessors of aircraft components to dispose of unsalvageable components by selling, discarding, or transferring such items. In some instances, these items have reappeared for sale and in the active parts inventories of the aviation community. Misrepresentation of the status of components and the practice of making such items appear serviceable has resulted in the use of unsalvageable nonconforming components. Therefore organisations disposing of unsalvageable aircraft components should consider the possibility of such components later being misrepresented and sold as serviceable components. Caution should be exercised to ensure that unsalvageable components are disposed of in a manner that does not allow them to be returned to service.	
AMC M.A.504 (d) 2	**Control of unserviceable components**	1. Mutilation should be accomplished in such a manner that the components become permanently unusable for their original intended use. Mutilated components should not be able to be reworked or camouflaged to provide the appearance of being serviceable, such as by re-plating, shortening and re-threading long bolts, welding, straightening, machining, cleaning, polishing, or repainting.	*Full contents*

		2. Mutilation may be accomplished by one or a combination of the following procedures: (a) grinding, (b) burning, (c) removal of a major lug or other integral feature, (d) permanent distortion of parts, (e) cutting a hole with cutting torch or saw, (f) melting, (g) sawing into many small pieces, (h) Any other method accepted by the competent authority or the Agency on a case by case basis. 3. The following procedures are examples of mutilation that are often less successful because they may not be consistently effective: (a) stamping or vibro-etching, (b) spraying with paint, (c) small distortions, incisions or hammer marks, (d) identification by tag or markings, (e) drilling small holes, (f) Sawing in two pieces only. 4. Since manufacturers producing approved aircraft components should maintain records of serial numbers for "retired" certified life-limited or other critical components, the organisation that mutilates a component should provide the original manufacturer with the data plate and/or serial number and final disposition of the component.	

AMC M.A.504 (e)	**Control of unserviceable components**	A maintenance organisation may choose, in agreement with the component's owner, to release an unsalvageable component for legitimate non-flight uses, such as for training and education, research and development. In such instances, mutilation may not be appropriate. The following methods should be used to prevent the component re-entering the aviation supply system: (a) Permanently marking or stamping the component, as "**NOT SERVICEABLE**." (Ink stamping is not an acceptable method). (b) Removing original part number identification. (c) Removing data plate identification. (d) Maintaining a tracking or accountability system, by serial number or other individualised data, to record transferred unsalvageable aircraft component. (e) Including written procedures concerning disposal of such components in any agreement or contract transferring such components. NOTE: Unsalvageable components should not be released to any person or organisation that is known to return unsalvageable components back into the aviation supply system, due to the potential safety threat.	*Full contents*
Subpart F Maintenance organisation			
M.A.601	**Scope**	This Subpart establishes the requirements to be met by an organisation to qualify for the issue or continuation of an approval for the maintenance of aircraft and components not listed in point M.A.201(g).	*Full contents*
AMC M.A.601	**Scope**	An approved maintenance organisation may be approved to maintain aircraft/aircraft components not type certificated by the Agency.	*Full contents*

M.A.602	**Application**	An application for issue or variation of a maintenance organisation approval shall be made on a form and in a manner established by the competent authority.	*Full contents*
AMC M.A.602	**Application**	An application should be made on an EASA Form 2 (Appendix IX) or equivalent acceptable to the competent authority.	*Full contents*
Appendix IX EASA	**Form 2**		*Full contents*
	Application for **Competent authority** **Part-M** **Subpart F Approval*** **initial grant*** **Subpart G Approval*** **Change***		

1. **Registered name of applicant:**

2. **Trading name (if different):**

3. **Addresses requiring approval:**

4. **Tel.** ..... **Fax** ..... **E-mail** .....

5. **Scope of approval relevant to this application: see page 2 for possibilities in the case of a Subpart F approval:**

6. **Position and name of the (proposed*)**

Accountable Manager: .....

7. **Signature of the (proposed*)**

Accountable Manager: .....

8. **Place:** .....

9. **Date:** .....

Note (1) : A note giving the address(es) to which the Form(s) should be sent.

Note (2) : An optional note to give information on any fees payable.

* delete as applicable

EASA Form 2 Page 1 of 2

SCOPE OF SUBPART–F APPROVAL AVAILABLE

CLASS	RATING	LIMITATION
AIRCRAFT	A2 Aeroplanes/airships 5700 Kg and below	Quote aeroplane/airship manufacturer or group or type
	A3 Helicopters	Quote helicopter manufacturer or group or type
	A 4 Aircraft other than A1, A2 or A3	Quote aircraft type or group

ENGINES	B1 Turbine	Quote engine type	
	B2 Piston	Quote engine manufacturer or group or type	
	B3 APU	Quote engine manufacturer or type	
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press	Quote aircraft type or aircraft manufacturer or component manufacturer or the particular component and or cross refer to a capability list in the exposition.	
	C2 Auto Flight		
	C3 Comms and Nav		
	C4 Doors – Hatches		
	C5 Electrical Power		
	C6 Equipment		
	C7 Engine – APU		
	C8 Flight Controls		
	C9 Fuel – Airframe		
	C10 Helicopter – Rotors		
	C11 Helicopter – Trans		
	C12 Hydraulic		
	C13 Instruments		
	C14 Landing Gear		
	C15 Oxygen		
	C16 Propellors		
	C17 Pneumatic		
	C18 Protection ice/rain/fire		
	C19 Windows		
	C20 Structures		
SPECIALISED SERVICES	D1 Non destructive insp.	Quote particular NDT method	

	With reference to the above scope of approval and item 5 on page 1, please complete in the following example style, but relevant to your organization. A2 Piper PA34 A2 Cessna Piston Twins A3 Bell 47 B1 Turbomeca Artoust B2 Lycoming Piston B3 Garrett GTCP85 C2 SFENA C4 Socata TB 20 D1 Eddy Current EASA Form 2 Page 2 of 2	
Appendix VI to AMC M.A.602 (f)	**EASA Form 6F**	*Full contents*
	M.A. SUBPART F APPROVAL RECOMMENDATION REPORT EASA FORM 6F	

	Part 1: General Name of organisation: Approval reference: Requested approval rating/ Form 3 dated*: Other approvals held (If app.) Address of facility audited: Audit period: from to : Date(s) of audit(s): Audit reference(s): Persons interviewed:	

	Competent authority surveyor: Signature(s): Competent authority office: Date of Form 6F part 1 completion: *delete where applicable	
	M.A. SUBPART F APPROVAL RECOMMENDATION REPORT EASA FORM 6F **Part 2: M.A. Subpart F Compliance Audit Review** The five columns may be labelled & used as necessary to record the approval product line or facility, including subcontractor's, reviewed. Against each column used of the following M.A. Subpart F sub-paragraphs please either tick (√) the box if satisfied with compliance or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.	

Para	Subject					
M.A.603	Extent of approval					
M.A.604	See Part 3					
M.A.605	Facilities					
M.A.606	Personnel requirements					
M.A.607	Certifying staff					
M.A.608	Equipment and tools					
M.A.609	Maintenance data					
M.A.610	Maintenance work orders					
M.A.611	Maintenance standards					
M.A.612	Aircraft CRS					
M.A.613	Component CRS					

M.A.614	Continuing airworthiness records	☐	☐	☐	☐	☐
M.A.615	Privileges of the organisation	☐	☐	☐	☐	☐
M.A.616	Organisational review	☐	☐	☐	☐	☐
M.A.617	Changes	☐	☐	☐	☐	☐

Competent authority surveyor (s): Signature(s):

Competent authority office: Date of Form 6F part 2 completion:

	M.A. SUBPART F APPROVAL RECOMMENDATION REPORT **EASA** **FORM 6F**	
	PART 3: Compliance with M.A. Subpart F maintenance organisation manual (MOM) *Please either tick (✓) the box if satisfied with compliance, or if not satisfied with compliance and specify the reference of the Part 4 finding, or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.*	

	Part A General 1.1 Table of content. 1.2 List of effective pages. 1.3 Record of amendments. 1.4 Amendment procedure. 1.5 Distribution. 1.6 Accountable manager's statement. Part B Description 2.1 Organisation's scope of work. 2.2 General presentation of the organisation. 2.3 Name and title of management personnel. 2.4 Organisation chart. 2.5 Certifying staff. 2.6 Personnel. 2.7 General description of the facility. 2.8 Tools, equipment and materiel. 2.9 Maintenance data. Part C General procedures 3.1 Organisational review. 3.2 Training. 3.3 Contracting. 3.4 One time authorisations.	

M.A. SUBPART F APPROVAL RECOMMENDATION REPORT **EASA**
FORM 6F

PART 3: Compliance with M.A. Subpart F maintenance organisation manual (MOM)

Part D		Working Procedures
4.1		Work order acceptance.
4.2		Preparation and issue of work package.
4.3		Logistics.
4.4		Execution.
4.5		Release to service – Certifying staff.
4.6		Release to service – Supervision.
4.7		Release to service – Certificate of release to service.
4.8		Records.
4.9		Special procedures.
4.10		Occurrence reporting.
4.11		Management of indirect approval of the manual.
Part E		Appendices
5.1		Sample of all documents used.
5.2		List of sub-contractors.
5.3		List of maintenance locations.
5.4		List of Part 145 or M.A. Subpart F organisations.

Date of Form 6F part 3 completion:

MOM reference: MOM amendment:

Competent authority audit staff: Signature(s):

Competent authority office: Date of Form 6F part 3 completion:

M.A. SUBPART F APPROVAL RECOMMENDATION REPORT EASA
FORM 6F

Part 4: Findings regarding M.A. Subpart F compliance status
Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for the necessary corrective action.

Part 2 or 3 ref.	Audit reference(s): Findings	Level	Corrective action		
			Date Due	Date Closed	Reference

M.A. SUBPART F APPROVAL RECOMMENDATION REPORT **EASA**
FORM 6F

Part 5: M.A. Subpart F approval or continued approval or change recommendation

Name of organisation:

Approval reference:

Audit reference(s):

The following M.A. Subpart F scope of approval is recommended for this organisation:

Or, it is recommended that the M.A. Subpart F scope of approval specified in EASA Form 3 referenced ..... be continued.

Name of recommending competent authority surveyor:

Signature of recommending competent authority surveyor:

Competent authority office:

Date of recommendation:

Form 6F review (quality check) : Date:

M.A.603	**Extent of approval**	(a) The grant of approval is indicated by the issue of a certificate (included in Appendix 5) by the competent authority. The M.A.604 approved maintenance organisation's manual must specify the scope of work deemed to constitute approval. The Appendix 4 to this Part defines all classes and ratings possible under M.A. Subpart F. (b) An approved maintenance organisation may fabricate, in conformity with maintenance data, a restricted range of parts for the use in the course of undergoing work within its own facilities, as identified in the maintenance organisation manual.	*Full contents*
AMC M.A.603 (a)	**Extent of Approval**	The following table identifies the ATA specification 100 chapter for the category C component rating.	*Full contents*

CLASS	RATING	ATA CHAPTERS
COMPONENTS OTHER	C1 Air Cond & Press	21
THAN COMPLETE	C2 Auto Flight	22
ENGINES OR APUs	C3 Comms and Nav	23 - 34
	C4 Doors - Hatches	52
	C5 Electrical Power	24 - 33
	C6 Equipment	25 - 38 - 45
	C7 Engine – APU	49 - 71 - 72 - 73 - 74 - 75 - 76 - 77 - 78 - 79 - 80 - 81 - 82 - 83
	C8 Flight Controls	27 - 55 - 57.40 - 57.50 -57.60 - 57.70
	C9 Fuel - Airframe	28
	C10 Helicopters - Rotors	62 - 64 - 66 - 67
	C11 Helicopter - Trans	63 - 65
	C12 Hydraulic	29
	C13 Instruments	31
	C14 Landing Gear	32
	C15 Oxygen	35
	C16 Propellers	61
	C17 Pneumatic	36 - 37
	C18 Protection ice/rain/fire	26 - 30
	C19 Windows	56
	C20 Structural	53 - 54 - 57.10 - 57.20 - 57.30

AMC M.A.603 (b)	**Extent of approval**	1. The agreement by the competent authority for the fabrication of parts by the approved maintenance organisation should be formalised through the approval of a detailed procedure in the maintenance organisation manual. This AMC contains principles and conditions to be taken into account for the preparation of an acceptable procedure. 2. Fabrication, inspection, assembly and test should be clearly within the technical and procedural capability of the approved maintenance organisation. 3. The approved data necessary to fabricate the part are those approved either by the competent authority, the TC holder, Part-21 design organisation approval holder, or STC holder. 4. Items fabricated by an approved maintenance organisation may only be used by that organisation in the course of overhaul, maintenance, modifications, or repair of aircraft or components undergoing work within its own facility. The permission to fabricate does not constitute approval for manufacture, or to supply externally and the parts do not qualify for certification on EASA Form 1. This also applies to the bulk transfer or surplus inventory, in that locally fabricated part are physically segregated and excluded from any delivery certification. 5. Fabrication of parts, modification kits etc for onward supply and/or sale may not be conducted under a M.A. Subpart F approval. 6. The data specified in paragraph 3 may include repair procedures involving the fabrication of parts. Where the data on such parts is sufficient to facilitate fabrication, the parts may be fabricated by an approved maintenance organisation. Care must be taken to ensure that the data include details of part numbering, dimensions, materials, processes, and any special manufacturing techniques, special raw material specification or/and incoming inspection requirement and that the approved organisation has the necessary capability. That capability should be defined by way of maintenance organisation manual content.	*Full contents*

		Where special processes or inspection procedures are defined in the approved data which are not available at the approved maintenance organisation, that organisation can not fabricate the part unless the TC/STC-holder gives an approved alternative. 7. Examples of fabrication under the scope of an M.A. Subpart F approval can include but are not limited to the following: (a) Fabrication of bushes, sleeves and shims. (b) Fabrication of secondary structural elements and skin panels. (c) Fabrication of control cables. (d) Fabrication of flexible and rigid pipes. (e) Fabrication of electrical cable looms and assemblies. (f) Formed or machined sheet metal panels for repairs. Note: It is not acceptable to fabricate any item to pattern unless an engineering drawing of the item is produced which includes any necessary fabrication processes and which is accepted to the competent authority. 8. Where a TC-holder or an approved production organisation is prepared to make available complete data which is not referred to in aircraft manuals or service bulletins but provides manufacturing drawings for items specified in parts lists, the fabrication of these items is not considered to be within the scope of an M.A. Subpart F approval unless agreed otherwise by the competent authority in accordance with a procedure specified in the maintenance organisation manual. 9. Inspection and Identification. Any locally fabricated part should be subject to an inspection stage before, separately, and preferably independently from, any inspection of its installation. The inspection should establish full compliance with the relevant	

		manufacturing data, and the part should be unambiguously identified as fit for use by stating conformity to the approved data. Adequate records should be maintained of all such fabrication processes including heat treatment and the final inspections. All parts, excepting those with inadequate space, should carry a part number which clearly relates it to the manufacturing/inspection data. Additional to the part number the approved maintenance organisation's identity should be marked on the part for traceability purposes.	
M.A.604	**Maintenance organisation manual**	(a) The maintenance organisation shall provide a manual containing at least the following information: 1. A statement signed by the accountable manager to confirm that the organisation will continuously work in accordance with Part-M and the manual at all times. **and** 2. The organisation's scope of work. **and** 3. The title(s) and name(s) of person(s) referred to in M.A.606(b). **and** 4. An organisation chart showing associated chains of responsibility between the person(s) referred to in M.A.606(b). **and** 5. A list of certifying staff with their scope of approval. **and** 6. A list of locations where maintenance is carried out, together with a general descriptions of the facilities.	*Full contents*

		and 7. Procedures specifying how the maintenance organisation ensures compliance with this Part. **and** 8. The maintenance organisation manual amendment procedure(s). (b) The maintenance organisation manual and its amendments shall be approved by the competent authority. (c) Notwithstanding paragraph (b) minor amendments to the manual may be approved through a procedure (hereinafter called indirect approval).	
AMC M.A.604	**Maintenance organisation manual**	1. Appendix IV to this AMC provides an outline of the format of an acceptable maintenance organisation manual for a small organisation with less than 10 maintenance staff. 2. The maintenance organisation exposition as specified in Part-145 provides an outline of the format of an acceptable maintenance organisation manual for larger organisations with more than 10 maintenance staff, dependent upon the complexity of the organisation.	*Full contents*
Appendix IV to AMC M.A.604	**Maintenance organisation manual**	**1. Purpose** The maintenance organisation manual is the reference for all the work carried out by the approved maintenance organisation. It should contain all the means established by the organisation to ensure compliance with Part-M according to the extent of approval and the privileges granted to the organisation. The maintenance organisation manual should define precisely the work that the approved maintenance organisation is authorised to carry out and the subcontracted work. It should detail the resources used by the organisation, its structure and its procedures.	*Full contents*

		2. Content A typical Maintenance Organisation Manual for a small organisation (less than 10 maintenance staff) should be designed to be used directly on a day to day basis. The working documents and lists should be directly included into the manual. It should contain the following: **Part A. General** • **Table of content** • **List of effective pages** • **Record of amendments** • **Amendment procedure** o Drafting o Amendments requiring direct approval by the competent authority o Approval • **Distribution** o Name or title of each person holding a copy of the manual • **Accountable manager statement** o Approval of the manual o Statement that the maintenance organisation manual and any incorporated documentidentified therein reflect the organisation's means of compliance with Part-M o Commitment to work according to the manual o Commitment to amend the manual when necessary **Part B. Description** o **Organisation's scope of work** o Description of the work carried out by the organisation (type of product, type of work) and subcontracted work	

		○ Identification of the level of work which can be performed at each facility. ○ **General presentation of the organisation** ○ Legal name and social status ○ **Name and title of management personnel** ○ Accountable manager ○ Senior managers ○ Duties and responsibilities ○ **Organisation chart** ○ **Certifying staff** ○ Minimum qualification and experience ○ List of authorised certifying staff, their scope of qualification and the personal authorisation reference ○ **Personnel** ○ Technical personnel (number, qualifications and experience) ○ Administrative personnel (number) ○ **General description of the facility** ○ Geographical location (map) ○ Plan of hangars ○ Specialised workshops ○ Office accommodation ○ Stores ○ Availability of all leased facilities. ○ **Tools, equipment and material** ○ List of tools, equipment and material used (including access to tools used on occasional basis) ○ Test apparatus ○ Calibration frequencies ○ **Maintenance data** ○ List of maintenance data used in accordance with M.A.402, and appropriate amendment subscription information (including access to data used on occasional basis).	

		Part C. General Procedures o **Organisational review** o Purpose (to insure that the approved maintenance organisation continues to meet the requirements of Part-M) o Responsibility o Organisation, frequency, scope and content (including processing of authority's findings) o Planning and performance of the review o Organisational review checklist and forms o Processing and correction of review findings o Reporting o Review of subcontracted work o **Training** o Description of the methods used to ensure compliance with the personnel qualification and training requirements (certifying staff training, specialised training) o Description of the personnel records to be retained o **Subcontracting of specialised services** o Selection criteria and control o Nature of subcontracted work o List of subcontractors o Nature of arrangements o Assignment of responsibilities for the certification of the work performed o **One time authorisations** o Maintenance checks o Certifying staff **Part D. Working Procedures** o **Work order acceptance** o **Preparation and issue of the work package** o Control of the work order o Preparation of the planned work o Work package content (copy of forms, work cards, procedure for their use, distribution)	

		o Responsibilities and signatures needed for the authorisation of the work o **Logistics** o Persons/functions involved o Criteria for choosing suppliers o Procedures used for incoming inspection and storage of parts, tools and materials o Copy of forms and procedure for their use and distribution o **Execution** o Persons/functions involved and respective role o Documentation (work package and work cards) o Copy of forms and procedure for their use and distribution o Use of work cards or manufacturer's documentation o Procedures for accepting components from stores including eligibility check o Procedures for returning unserviceable components to stores o **Release to Service – Certifying staff** o Authorised certifying staff functions and responsibilities o **Release to Service - Supervision** o 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. o Supervision content o Copy of forms and procedure for their use and distribution o Control of the work package o **Release to Service – Certificate of release to service** o Procedure for signing the CRS (including preliminary actions) o Certificate of release to service wording and standardised form o Completion of the aircraft continuing airworthiness record system o Completion of EASA Form 1 o Incomplete maintenance	

		o Check flight authorisation o Copy of CRS and EASA Form 1 o **Records** o **Special procedures** o Such as specialised tasks, disposal of unsalvageable components, re- certification of parts not having an EASA Form 1, etc. o **Occurrence reporting** o Occurrences to be reported o Timeframe of reports o Information to be reported o Recipients o **Management of indirect approval of the manual** o Amendments content eligible for indirect approval o Responsibility o Traceability o Information to the competent authority o Final validation **Part E – Appendices** o **Sample of all documents used.** o **List of maintenance locations.** o **List of Part 145 or M.A. Subpart F organisations.** o **List of subcontracted specialised services** **4. Approval** The competent authority should approve the manual in writing. This will normally be done by approving a list of effective pages. Minor amendments, or amendments to a large capability list, can be approved indirectly, through a procedure approved by the member state. **5. Continuous compliance with Part-M** When a maintenance organisation manual no longer meets the requirements of this Part-M, whether through a change in Part-M, a change in the organisation or its activities, or through an inadequacy shown to exist by verification inspections conducted under the	

		organisational review, or any other reason that affects the manuals conformity to requirements, the approved maintenance organisation is responsible to prepare and have approved an amendment to its manual. **6. Distribution** The manual describes how the organisation works therefore the manual or relevant parts thereof need to be distributed to all concerned staff in the organisation and contracted organisations.	
M.A.605	**Facilities**	The organisation shall ensure that: (a) Facilities are provided for all planned work, specialised workshops and bays are segregated as appropriate, to ensure protection from contamination and the environment. (b) Office accommodation is provided for the management of all planned work including in particular, the completion of maintenance records. (c) Secure storage facilities are provided for components, equipment, tools and material. Storage conditions shall ensure segregation of unserviceable components and material from all other components, material, equipment and tools. Storage conditions shall be in accordance with the manufacturers' instructions and access shall be restricted to authorised personnel.	*Full contents*
AMC M.A.605 (a)	**Facilities**	1. Where a hangar is not owned by the M.A. Subpart F organisation, it may be necessary to establish proof of tenancy. In addition, sufficiency of hangar space to carry out planned maintenance should be demonstrated by the preparation of a projected aircraft hangar visit plan relative to the aircraft maintenance programme. The aircraft hangar visit plan should be updated on a regular basis. For balloons and airships a hangar may not be required where maintenance of the envelope and bottom end equipment	*Full contents*

		can more appropriately be performed outside, providing all necessary maintenance can be accomplished in accordance with M.A.402. For complex repairs or component maintenance requiring an EASA Form 1, suitable approved workshops should be provided. The facilities and environmental conditions required for inspection and maintenance should be defined in the Maintenance Organisation Manual. 2. Protection from the weather elements relates to the normal prevailing local weather elements that are expected throughout any twelve-month period. Aircraft hangar and aircraft component workshop structures should be to a standard that prevents the ingress of rain, hail, ice, snow, wind and dust etc. Aircraft hangar and aircraft component workshop floors should be sealed to minimise dust generation. 3. Aircraft maintenance staff should be provided with an area where they may study maintenance instructions and complete continuing airworthiness records in a proper manner.	
AMC M.A.605 (b)	**Facilities**	It is acceptable to combine any or all of the office accommodation requirements into one office subject to the staff having sufficient room to carry out assigned tasks.	*Full contents*
AMC M.A.605 (c)	**Facilities**	1. Storage facilities for serviceable aircraft components should be clean, well ventilated and maintained at an even dry temperature to minimise the effects of condensation. Manufacturer's storage recommendations should be followed for those aircraft components identified in such published recommendations. 2. Adequate storage racks should be provided and strong enough to hold aircraft components and provide sufficient support for large aircraft components such that the component is not damaged during storage. 3. All aircraft components, wherever practicable, should remain packaged in their protective material to minimise damage and corrosion during storage. A shelf life control system should be	*Full contents*

		utilised and identity tags used to identify components. 4. Segregation means storing unserviceable components in a separate secured location from serviceable components. 5. Segregation and management of any unserviceable component should be ensured according to the pertinent procedure approved to that organisation. 6. Procedures should be defined by the organisation describing the decision process for the status of unserviceable components. This procedure should identify at least the following: • Role and responsibilities of the persons managing the decision process. • Description of the decision process to chose between maintaining, storing or mutilating a component. • Traceability of decision. 7. Once unserviceable components or materials have been identified as unsalvageable in accordance with M.A.504 (c), the organisation should establish secure areas in which to segregate such items and to prevent unauthorised access. Unsalvageable components should be managed through a procedure to ensure that these components receive the appropriate final disposal according to M.A.504 (d) or (e). The person responsible for the implementation of this procedure should be identified.	
M.A.606	**Personnel requirements**	(a) The organisation shall appoint an accountable manager, who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by this Part. (b) A person or group of persons shall be nominated with the responsibility of ensuring that the organisation is always in compliance with this Subpart. Such person(s) shall be ultimately responsible to the accountable manager. (c) All paragraph (b) persons shall be able to show relevant knowledge, background and appropriate experience related to	*Full contents*

		aircraft and/or component maintenance. (d) The organisation shall have appropriate staff for the normal expected contracted work. The use of temporarily sub-contracted staff is permitted in the case of higher than normally expected contracted work and only for personnel not issuing a certificate of release to service. (e) The qualification of all personnel involved in maintenance shall be demonstrated and recorded. (f) Personnel who carry out specialised tasks such as welding, non-destructive testing/inspection other than colour contrast shall be qualified in accordance with an officially recognised standard. (g) The maintenance organisation shall have sufficient certifying staff to issue M.A.612 and M.A.613 certificates of release to service for aircraft and components. They shall comply with the requirements of Part-66. (h) By derogation from paragraph (g), the organisation may use certifying staff qualified in accordance with the following provisions when providing maintenance support to operators involved in commercial operations, subject to appropriate procedures to be approved as part of the organisation's manual: 1. For a repetitive pre-flight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive, the organisation may issue a limited certifying staff authorisation to the aircraft commander on the basis of the flight crew licence held, provided that the organisation ensures that sufficient practical training has been carried out to ensure that such person can accomplish the airworthiness directive to the required standard; 2. In the case of aircraft operating away from a supported location the organisation may issue a limited certifying staff authorisation to the aircraft commander on the basis of the flight crew licence, provided that the organisation	

		ensures that sufficient practical training has been carried out to ensure that such person can accomplish the task to the required standard.	
AMC M.A.606 (a)	**Personnel requirements**	With regard to the accountable manager, it is normally intended to mean the chief executive officer of the maintenance organisation approved under M.A. Subpart F, who by virtue of position has overall (including in particular financial) responsibility for running the organisation. The accountable manager may be the accountable manager for more than one organisation and is not required to be necessarily knowledgeable on technical matters. When the accountable manager is not the chief executive officer, the competent authority will need to be assured that such an accountable manager has direct access to chief executive officer and has a sufficiency of maintenance funding allocation.	*Full contents*
AMC M.A.606 (b)	**Personnel requirements**	1. Dependent upon the size of the organisation, the functions may be subdivided under individual managers or combined in any number of ways. 2. The maintenance organisation should have, dependent upon the extent of approval, an aircraft maintenance manager, a workshop manager all of whom should report to the accountable manager. In small maintenance organisations any manager may also be the accountable manager, and may also be the aircraft maintenance manager or the workshop manager. 3. The aircraft maintenance manager is responsible for ensuring that all maintenance required to be carried out, plus any defect rectification carried out during aircraft maintenance, is carried out to the design and quality standards specified in this Part. The aircraft maintenance manager is also responsible for any corrective action resulting from the M.A.616 organisational review. 4. The workshop manager is responsible for ensuring that all work on aircraft components is carried out to the standards specified in	*Full contents*

		this Part and also responsible for any corrective action resulting from the M.A.616 organisational review. 5. Notwithstanding the example sub-paragraphs 2 - 4 titles, the organisation may adopt any title for the foregoing managerial positions but should identify to the competent authority the titles and persons chosen to carry out these functions.	
AMC M.A.606(c)	**Personnel requirements**	1. All nominated persons should, in the normal way, be expected to satisfy the competent authority that they possess the appropriate experience and qualifications which are listed in paragraphs 2.1 to 2.5 below. 2. All nominated persons should have: 2.1. Practical experience and expertise in the application of aviation safety standards and safe maintenance practices. 2.2. comprehensive knowledge of: (a) Part-M and any associated requirements and procedures. (b) The maintenance organisation manual. 2.3. five years aviation experience of which at least three years should be practical maintenance experience. 2.4. Knowledge of the relevant type(s) of aircraft or components maintained. This knowledge may be demonstrated by documented evidence or by an assessment performed by the competent authority. This assessment should be recorded. Training courses should be as a minimum at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation, and could be imparted by a Part-147 organisation, by the manufacturer, or by any other organisation accepted by the competent authority. 2.5. Knowledge of maintenance standards.	*Full contents*

AMC M.A.606 (d)	**Personnel requirements**	1. All staff are subjected to compliance with the organisation's procedures specified in the maintenance organisation manual relevant to their duties. 2. To have sufficient staff means that the approved maintenance organisation employs or contracts staff directly, even on a volunteer basis, for the anticipated maintenance workload. 3. Temporarily sub-contracted means the person is employed by another organisation and contracted by that organisation to the approved maintenance organisation.	
AMC M.A.606(e)	**Personnel requirements**	1. Personnel involved in maintenance should be assessed for competence by 'on the job' evaluation and/or by examination relevant to their particular job role within the organisation before unsupervised work is permitted. 2. Adequate initial and recurrent training should be provided and recorded to ensure continued competence.	*Full contents*
AMC M.A.606 (f)	**Personnel requirements**	1. Continued airworthiness non-destructive testing means such testing specified by the type certificate holder of the aircraft, engine or propeller in the M.A.304 (b) maintenance data for in service aircraft/aircraft components for the purpose of determining the continued fitness of the product to operate safely. 2. Appropriately qualified means to level 1, 2 or 3 as defined by European Standard EN 4179 dependant upon the non-destructive testing function to be carried out. 3. Notwithstanding the fact that level 3 personnel may be qualified via EN 4179 to establish and authorise methods, techniques, etc., this does not permit such personnel to deviate from methods and techniques published by the type certificate holder/manufacturer in the form of continued airworthiness data, such as in non-destructive test manuals or service bulletins,	*Full contents*

		unless the manual or service bulletin expressly permits such deviation. 4. Notwithstanding the general references in EN 4179 to a national aerospace NDI board, all examinations should be conducted by personnel or organisations under the general control of such a board. In the absence of a national aerospace NDI board, examinations should be conducted by personnel or organisations under the general control of the NDI board of a Member State designated by the competent authority. 5. Particular non-destructive test means any one or more of the following: dye penetrant, magnetic particle, eddy current, ultrasonic and radiographic methods including X ray and gamma ray. 6. In addition it should be noted that new methods are and will be developed, such as, but not limited to thermography and shearography, which are not specifically addressed by EN 4179. Until such time as an agreed standard is established such methods should be carried out in accordance with the particular equipment manufacturers' recommendations including any training and examination process to ensure competence of the personnel with the process. 7. Any approved maintenance organisation that carries out continued airworthiness non-destructive testing should establish qualification procedures for non-destructive testing. 8. Boroscoping and other techniques such as delamination coin tapping are non-destructive inspections rather than non-destructive testing. Notwithstanding such differentiation, approved maintenance organisation should establish a procedure to ensure that personnel who carry out and interpret such inspections are properly trained and assessed for their competence with the process. Non-destructive inspections, not being considered as non-destructive testing by M.A. Subpart F are not listed in Appendix IV to Part-M under class rating D1. 9. The referenced standards, methods, training and procedures should be specified	

		in the maintenance organisation manual. 10. Any such personnel who intend to carry out and/or control a non-destructive test for which they were not qualified prior to the effective date of Part-M should qualify for such non-destructive test in accordance with EN 4179. 11. In this context officially recognised standard means those standards established or published by an official body whether having legal personality or not, which are widely recognised by the air transport sector as constituting good practice.	
AMC M.A.606(h)2	**Personnel requirements**	1. For the issue of a limited certification authorisation the commander should hold either a valid air transport pilot license (ATPL), or commercial pilots license (CPL), or a national equivalent acceptable to the competent authority on the aircraft type. In addition, the limited certification authorisation is subject to the maintenance organisation manual containing procedures to address the following: a. Completion of adequate maintenance airworthiness regulation training. b. Completion of adequate task training for the specific task on the aircraft. The task training should be of sufficient duration to ensure that the individual has a thorough understanding of the task to be completed and should involve training in the use of associated maintenance data. c. Completion of the procedural training. The above procedures should be specified in the maintenance organisation manual and be accepted by the competent authority. 2. Typical tasks that may be certified and/or carried out by the commander holding an ATPL or CPL are minor maintenance or simple checks included in the following list:	*Full contents*

		a. Replacement of internal lights, filaments and flash tubes. b. Closing of cowlings and refitment of quick access inspection panels. c. Role changes, e.g., stretcher fit, dual controls, FLIR, doors, photographic equipment etc. d. Any check/replacement involving simple techniques consistent with this AMC and as agreed by the competent authority. 3. The authorisation should have a finite life of twelve months subject to satisfactory recurrent training on the applicable aircraft type.	

Appendix X to AMC EASA Form 4	EASA Form 4	*Full contents*
	COMPETENT AUTHORITY	

Details of Management Personnel required to be accepted as specified in Part-.....

1. Name:

2. Position:

3. Qualifications relevant to the item (2) position:

4. Work experience relevant to the item (2) position:

Signature: ..... Date: .....

On completion, please send this form under confidential cover to the competent authority

	Competent authority use only Name and signature of authorised competent authority staff member accepting this person: Signature: ..... Date:		
M.A.607	**Certifying staff**	(a) In addition to M.A.606(g), certifying staff can only exercise their privileges, if the organisation has ensured: 1. That certifying staff can demonstrate that they meet the requirements of point 66.A.20(b) of Annex III (Part 66), except when Annex III (Part 66) refers to Member State regulation, in which case they shall meet the requirement of such regulation. **and** 2. That certifying staff have an adequate understanding of the relevant aircraft and/or aircraft component(s) to be maintained together with the associated organisation procedures. (b) In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff is available, the maintenance organisation contracted to provide maintenance support may issue a one-off certification authorisation: 1. to one of its employees holding type qualifications on aircraft of similar technology, construction and Systems. **or**	*Full contents*

		2. to any person with not less than three years maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification provided there is no organisation appropriately approved under this Part at that location and the contracted organisation obtains and holds on file evidence of the experience and the licence of that person. All such cases must be reported to the competent authority within seven days of the issuance of such certification authorisation. The approved maintenance organisation issuing the one-off certification authorisation shall ensure that any such maintenance that could affect flight safety is re-checked. (c) The approved maintenance organisation shall record all details concerning certifying staff and maintain a current list of all certifying staff together with their scope of approval as part of the organisation's manual pursuant to point M.A.604(a)5.	
AMC M.A.607	**Certifying staff**	1. Adequate understanding of the relevant aircraft and/or aircraft component(s) to be maintained together with the associated organisation procedures means that the person has received training and has relevant maintenance experience on the product type and associated organisation procedures such that the person understands how the product functions, what are the more common defects with associated consequences. 2. All prospective certifying staff are required to be assessed for competence, qualification and capability related to intended certifying duties. Competence and capability can be assessed by having the person work under the supervision of another certifying person for sufficient time to arrive at a conclusion. Sufficient time could be as little as a few weeks if the person is fully exposed to relevant work. The person need not be assessed against the complete spectrum of intended duties. When the person has been recruited from another approved maintenance organisation and was a certifying person in that organisation then it is reasonable to accept a written confirmation from the previous organisation.	*Full contents*

		3. The organisation should hold copies of all documents that attest to qualification, and to recent experience.	
AMC M.A.607 (c)	**Certifying staff**	1. The following minimum information as applicable should be kept on record in respect of each certifying person: (a) name (b) date of birth (c) basic training (d) type training (e) recurrent training (f) specialised training (g) experience (h) qualifications relevant to the approval (i) scope of the authorisation and personal authorisation reference (j) date of first issue of the authorisation (k) if appropriate - expiry date of the authorisation 2. Persons authorised to access the system should be maintained at a minimum to ensure that records cannot be altered in an unauthorised manner or that such confidential records become accessible to unauthorised persons. 3. The competent authority should be granted access to the records upon request.	*Full contents*

M.A.608	**Components, equipment and tools**	(a) The organisation shall: 1. Hold the equipment and tools specified in the maintenance data described in point M.A.609 or verified equivalents as listed in the maintenance organisation manual as necessary for day-to-day maintenance within the scope of the approval. **and** 2. Demonstrate that it has access to all other equipment and tools used only on an occasional basis. (b) Tools and equipment shall be controlled and calibrated to an officially recognised standard. Records of such calibrations and the standard used shall be kept by the organisation. (c) The organisation shall inspect, classify and appropriately segregate all incoming components.	*Full contents*
AMC M.A.608 (a)	**Components, equipment and tools**	1. Once the applicant for M.A. Subpart F approval has determined the intended scope of approval for consideration by the competent authority, it will be necessary to show that all tools and equipment as specified in the maintenance data can be made available when needed. 2. All such tools should be clearly identified and listed in a control register including any personal tools and equipment that the organisation agrees can be used. 3. For tools required on an occasional basis, the organisation should ensure that they are controlled in terms of servicing or calibration as required.	*Full contents*

AMC M.A.608 (b)	**Components, equipment and tools**	1. The control of these tools and equipment requires that the organisation has a procedure to inspect/service and, where appropriate, calibrate such items on a regular basis and indicate to users that the item is within any inspection or service or calibration timelimit. A clear system of labelling all tooling, equipment and test equipment is therefore necessary giving information on when the next inspection or service or calibration is due and if the item is unserviceable for any other reason where it may not be obvious. A register should be maintained for all the organisation's precision tooling and equipment together with a record of calibrations and standards used. 2. Inspection, service or calibration on a regular basis should be in accordance with the equipment manufacturers' instructions except where the M.A. Subpart F organisation can show by results that a different time period is appropriate in a particular case. 3. In this context officially recognised standard means those standards established or published by an official body whether having legal personality or not, which are widely recognised by the air transport sector as constituting good practice.	*Full contents*
M.A.609	**Maintenance data**	The approved maintenance organisation shall hold and use applicable current maintenance data specified in M.A.401 in the performance of maintenance including modifications and repairs. In the case of customer provided maintenance data, it is only necessary to have such data when the work is in progress.	*Full contents*
AMC M.A.609	**Maintenance data**	When an organisation uses customer provided maintenance data, the scope of approval indicated in the maintenance organisation manual should be limited to the individual aircraft covered by the contracts signed with those customers unless the organisation also holds its own complete set of maintenance data for that type of aircraft.	*Full contents*

M.A.610	**Maintenance work orders**	Before the commencement of maintenance a written work order shall be agreed between the organisation and the organisation requesting maintenance to clearly establish the maintenance to be carried out.	*Full contents*
AMC M.A.610	**Maintenance work orders**	"A written work order" may take the form of, but not limited to, the following: • A formal document or form specifying the work to be carried out. This form may be provided by the continuing airworthiness management organisation managing the aircraft, or by the maintenance organisation undertaking the work, or by the owner/operator himself. • An entry in the aircraft log book specifying the defect that needs to be corrected.	*Full contents*
M.A.611	**Maintenance standards**	All maintenance shall be carried out in accordance with the requirements of M.A. Subpart D.	*Full contents*
M.A.612	**Aircraft certificate of release to service**	At the completion of all required aircraft maintenance in accordance with this Subpart an aircraft certificate of release to service shall be issued according to M.A.801.	*Full contents*
M.A.613	**Component certificate of release to service**	(a) At the completion of all required component maintenance in accordance with this Subpart a component certificate of release to service shall be issued in accordance with point M.A.802. EASA Form 1 shall be issued except for those components maintained in accordance with points M.A.502(b) and M.A.502(d) and components fabricated in accordance with point M.A.603(b). (b) The component certificate release to service document, EASA Form 1 may be generated from a computer database.	*Full contents*

AMC M.A.613 (a)	**Component certificate of release to service**	1. An aircraft component which has been maintained off the aircraft requires the issue of a certificate of release to service for such maintenance and another CRS to service in regard to being installed properly on the aircraft when such action occurs. 2. In the case of components in storage prior to Part-145, Part-M and Part-21 and not released on an EASA Form 1 or equivalent in accordance with M.A.501(a) or removed serviceable from active aircraft which have been withdrawn from service, this paragraph provides additional guidance regarding the conditions under which an EASA Form 1 may be issued . 2.1 An EASA Form 1 may be issued for an aircraft component which has been: • Released without an EASA Form 1 or equivalent. • Used on an aircraft and removed in a serviceable condition. Examples include leased and loaned aircraft components. • Removed from aircraft which have been withdrawn from service, or from aircraft which have been involved in abnormal occurrences such as accidents, incidents, heavy landings or lightning strikes. • Components maintained by an unapproved organisation. 2.2. An appropriately rated M.A. Subpart F maintenance organisation may issue an EASA Form 1 as detailed in this AMC sub-paragraph 2.5 to 2.9, as appropriate, in accordance with procedures detailed in the manual as approved by the competent authority. The appropriately rated M.A. Subpart F maintenance organisation is responsible for ensuring that all reasonable measures have been taken to ensure that only approved and serviceable aircraft components are issued an EASA Form 1 under this paragraph.	*Full contents*

		2.3. For the purposes of this paragraph 2 only, appropriately rated means an organisation with an approval class rating for the type of component or for the product in which it may be installed. 2.4. An EASA Form 1 issued in accordance with this paragraph 2 should be issued by signing in block 20 and stating "Inspected" in block 12. In addition, block 13 should specify: 2.4.1. When the last maintenance was carried out and by whom. 2.4.2. If the component is unused, when the component was manufactured and by whom with a cross reference to any original documentation which should be included with the Form. 2.4.3. A list of all airworthiness directives, repairs and modifications known to have been incorporated. If no airworthiness directives or repairs or modifications are known to be incorporated then this should be so stated. 2.4.4. Detail of life used for service life limited parts being any combination of fatigue, overhaul or storage life. 2.4.5. for any aircraft component having its own maintenance history record, reference to the particular maintenance history record as long as the record contains the details that would otherwise be required in block 13. The maintenance history record and acceptance test report or statement, if applicable, should be attached to the EASA Form 1. 2.5. New / unused aircraft components 2.5.1 Any unused aircraft component in storage without an EASA Form 1 up to the effective date(s) for Part-21 that was manufactured by an organisation acceptable to the competent authority at the time may be issued an EASA Form 1 by an appropriately rated maintenance organisation approved under M.A. Subpart F. The EASA Form 1 should be issued in accordance with the following subparagraphs which should be included in a procedure within the maintenance organisation manual.	

		Note 1: It should be understood that the release of a stored but unused aircraft component in accordance with this paragraph represents a maintenance release under M.A. Subpart F and not a production release under Part-21. It is not intended to bypass the production release procedure agreed by the Member State for parts and subassemblies intended for fitment on the manufacturers own production line. (a) An acceptance test report or statement should be available for all used and unused aircraft components that are subjected to acceptance testing after manufacturing or maintenance as appropriate. (b) The aircraft component should be inspected for compliance with the manufacturer's instructions and limitations for storage and condition including any requirement for limited storage life, inhibitors, controlled climate and special storage containers. In addition or in the absence of specific storage instructions the aircraft component should be inspected for damage, corrosion and leakage to ensure good condition. (c) The storage life used of any storage life limited parts should be established. 2.5.2. If it is not possible to establish satisfactory compliance with all applicable conditions specified in subparagraph 2.5.1 (a) to (c) inclusive the aircraft component should be disassembled by an appropriately rated organisation and subjected to a check for incorporated airworthiness directives, repairs and modifications and inspected/tested in accordance with the manufacturers maintenance instructions to establish satisfactory condition and, if relevant, all seals, lubricants and life limited parts replaced. On satisfactory completion after reassembly an EASA Form 1 may be issued stating what was carried out and the reference of the manufacturers maintenance instructions included. 2.6. Used aircraft components removed from a serviceable aircraft.	

		2.6.1. Serviceable aircraft components removed from a Member State registered aircraft may be issued an EASA Form 1 by an appropriately rated organisation subject to compliance with this subparagraph. (a). The organisation should ensure that the component was removed from the aircraft by an appropriately qualified person. (b). The aircraft component may only be deemed serviceable if the last flight operation with the component fitted revealed no faults on that component/related system. (c). The aircraft component should be inspected for satisfactory condition including in particular damage, corrosion or leakage and compliance with any additional manufacturer's maintenance instructions. (d). The aircraft record should be researched for any unusual events that could affect the serviceability of the aircraft component such as involvement in accidents, incidents, heavy landings or lightning strikes. Under no circumstances may an EASA Form 1 be issued in accordance with this paragraph 2.6 if it is suspected that the aircraft component has been subjected to extremes of stress, temperatures or immersion which could effect its operation. (e). A maintenance history record should be available for all used serialised aircraft components. (f). Compliance with known modifications and repairs should be established. (g). The flight hours/cycles/landings as applicable of any service life limited parts including time since overhaul should be established.	

		(h). Compliance with known applicable airworthiness directives should be established. (i). Subject to satisfactory compliance with this subparagraph 2.6.1 an EASA Form 1 may be issued and should contain the information as specified in paragraph 2.4 including the aircraft from which the aircraft component was removed. 2.6.2. Serviceable aircraft components removed from a non Member State registered aircraft may only be issued an EASA Form 1 if the components are leased or loaned from the maintenance organisation approved under M.A. Subpart F who retains control of the airworthiness status of the components. An EASA Form 1 may be issued and should contain the information as specified in paragraph 2.4 including the aircraft from which the aircraft component was removed. 2.7. Used aircraft components removed from an aircraft withdrawn from service. Serviceable aircraft components removed from a Member State registered aircraft withdrawn from service may be issued an EASA Form 1 by a maintenance organisation approved under M.A. Subpart F subject to compliance with this sub paragraph. (a). Aircraft withdrawn from service are sometimes dismantled for spares. This is considered to be a maintenance activity and should be accomplished under the control of an organisation approved under M.A. Subpart F, employing procedures approved by the competent authority. (b). To be eligible for installation components removed from such aircraft may be issued with an EASA Form 1 by an appropriately rated organisation following a satisfactory assessment. (c). As a minimum the assessment will need to satisfy the standards set out in paragraphs 2.5 and 2.6 as appropriate. This should where known, include the possible need for the alignment of scheduled maintenance that may be necessary to comply with	

		the maintenance programme applicable to the aircraft on which the component is to be installed. (d). Irrespective of whether the aircraft holds a certificate of airworthiness or not, the organisation responsible for certifying any removed component should satisfy itself that the manner in which the components were removed and stored are compatible with the standards required by M.A. Subpart F. (e). A structured plan should be formulated to control the aircraft disassembly process. The disassembly is to be carried out by an appropriately rated organisation under the supervision of certifying staff, who will ensure that the aircraft components are removed and documented in a structured manner in accordance with the appropriate maintenance data and disassembly plan. (f). All recorded aircraft defects should be reviewed and the possible effects these may have on both normal and standby functions of removed components are to be considered. (g). Dedicated control documentation is to be used as detailed by the disassembly plan, to facilitate the recording of all maintenance actions and component removals performed during the disassembly process. Components found to be unserviceable are to be identified as such and quarantined pending a decision on the actions to be taken. Records of the maintenance accomplished to establish serviceability are to form part of the component maintenance history. (h). Suitable M.A. Subpart F facilities for the removal and storage of removed components are to be used which include suitable environmental conditions, lighting, access equipment, aircraft tooling and storage facilities for the work to be undertaken. While it may be acceptable for components to be removed, given local environmental conditions, without the benefit of an enclosed facility subsequent disassembly (if required) and storage of the components should be in accordance with manufacturer's recommendations. 2.8. Used aircraft components maintained by organisations not	

		approved in accordance with M.A. Subpart F or Part-145. For used components maintained by a maintenance organisation unapproved under M.A. Subpart F or Part-145, due care should be exercised before acceptance of such components. In such cases an appropriately rated maintenance organisation approved under M.A. Subpart F should establish satisfactory conditions by: (a) Dismantling the component for sufficient inspection in accordance with the appropriate maintenance data. (b) Replacing of all service life limit components when no satisfactory evidence of life used is available and/or the components are in an unsatisfactory condition. (c) Reassembling and testing as necessary the component. (d) Completing all certification requirements as specified in M.A.613. In the case of used components maintained by an FAA Part-145 repair station (USA) or by TCCA CAR573 approved maintenance organisations (Canada) that does not hold an EASA Part-145 or M.A. Subpart F approval, the conditions (a) through (d) described above may be replaced by the following conditions: (a) Availability of an 8130-3 (FAA) or TCCA 24-0078 (TCCA) certificate of release to service. (b) Verification of compliance with all applicable airworthiness directives. **and** (c) Verification that the component does not contain repairs or modifications that have not been approved in accordance with Part-21. d) Inspection for satisfactory condition including in particular damage, corrosion or leakage.	

		(e) Issuance of a Form 1 in compliance with paragraphs 2.2, 2.3 and 2.4. These alleviated requirements are based on the fact that credit can be taken for their technical capabilities and their competent authority oversight, as attested by the following documents: • BASA/MIP-G Maintenance Implementation Procedures Guidance (USA) • AAM-G Administrative Arrangement on Maintenance Guidance (Canada) 2.9. Used aircraft components removed from an aircraft involved in an accident or incident. Such components should only be issued with an EASA Form 1 when processed in accordance with paragraph 2.7 and a specific work order including all additional necessary tests and inspections made necessary by the accident or incident. Such a work order may require input from the TC holder or original manufacturer as appropriate. This work order should be referenced in block 13. 3. A certificate should not be issued for any component when it is known that the component is unserviceable except in the case of an component undergoing a series of maintenance processes at several approved maintenance organisations and the component needs a certificate for the previous maintenance process carried out for the next approved maintenance organisation to accept the component for subsequent maintenance processes. A clear statement of limitation should be endorsed in block 13. 4. The certificate is to be used for export/import purposes, as well as for domestic purposes, and serves as an official certificate for components from the manufacturer/maintenance organisation to users. The certificate is not a delivery or shipping note. It should only be issued by organisations approved by a competent authority or the Agency as applicable within the scope of the approval.	

M.A.614	**Maintenance records**	(a) The approved maintenance organisation shall record all details of work carried out. Records necessary to prove all requirements have been met for issuance of the certificate of release to service including the sub-contractor's release documents shall be retained. (b) The approved maintenance organisation shall provide a copy of each certificate of release to service to the aircraft owner, together with a copy of any specific approved repair/modification data used for repairs/modifications carried out. (c) The approved maintenance organisation shall retain a copy of all maintenance records and any associated maintenance data for three years from the date the aircraft or aircraft component to which the work relates was released from the approved maintenance organisation. 1. The records shall be stored in a manner that ensures protection from damage and theft. 2. All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition. 3. Where an approved maintenance organisation terminates its operation, all retained maintenance records covering the last two years shall be distributed to the last owner or customer of the respective aircraft or component or shall be stored as specified by the competent authority.	*Full contents*
AMC M.A.614 (a)	**Maintenance records**	1. Properly executed and retained records provide owners, operators and maintenance personnel with information essential in controlling unscheduled and scheduled maintenance, and trouble shooting to eliminate the need for re-inspection and rework to establish airworthiness.	*Full contents*

		The prime objective is to have secure and easily retrievable records with comprehensive and legible contents. The aircraft record should contain basic details of all serialised aircraft components and all other significant aircraft components installed, to ensure traceability to such installed aircraft component documentation and associated M.A.304 maintenance data. 2. The maintenance record can be either a paper or computer system or any combination of both. The records should remain legible throughout the required retention period. 3. Paper systems should use robust material which can withstand normal handling and filing. 4. Computer systems may be used to control maintenance and/or record details of maintenance work carried out. Computer systems used for maintenance should have at least one backup system which should be updated at least within 24 hours of any maintenance. Each terminal is required to contain programme safeguards against the ability of unauthorised personnel to alter the database.	
Appendix II	**EASA Form 1**	***Use of the EASA Form 1 for maintenance*** **1. GENERAL** The certificate shall comply with the format attached including block numbers in that each block must be located as per the layout. The size of each block may however be varied to suit the individual application, but not to the extent that would make the certificate unrecognisable. The overall size of the certificate may be significantly increased or decreased so long as the certificate remains recognisable and legible. If in doubt consult your Member State. All printing shall be clear and legible to permit easy reading. The certificate shall either be pre-printed or computer generated but in either case the printing of lines and characters must be	*Full contents*

		clear and legible. Pre-printed wording is permitted in accordance with the attached model but no other certification statements are permitted. English and, where relevant, the language(s) of the Member State concerned are acceptable. Completion of the certificate maybe in English when it is used for export purposes, otherwise it can be completed in the official language(s) of the Member State concerned. The details to be entered on the certificate can be either machine/computer printed or handwriting using block letters and must permit easy reading. Abbreviations must be restricted to a minimum. The space remaining on the reverse side of the certificate may be used by the originator for any additional information but must not include any certification statement. The original certificate must accompany the items and correlation must be established between the certificate and the items. A copy of the certificate must be retained by the organisation that manufactured or maintained the item. Where the certificate format and data is entirely computer generated, subject to acceptance by the Member State, it is permissible to retain the certificate format and data on a secure database. Where a single certificate was used to release a number of items and those items are subsequently separated out from each other, such as through a parts distributor, then a copy of the original certificate must accompany such items and the original certificate must be retained by the organisation that received the batch of items. Failure to retain the original certificate could invalidate the release status of the items. NOTE: There is no restriction in the number of copies of the certificate sent to the customer or retained by the originator. The certificate that accompanies the item may be attached to the item by being placed in an envelope for durability. **2. COMPLETION OF THE RELEASE CERTIFICATE BY THE ORIGINATOR** Except as otherwise stated, there must be an entry in all blocks to make the document a valid certificate. ***Block 1*** The name and country of the Member State under whose approval the certificate was issued. This information may be pre-printed.	

		Block 2 Pre-printed 'Authorised Release certificate/EASA Form 1'. ***Block 3*** A unique number shall be pre-printed in this block for certificate control and traceability purposes except that in the case of a computer generated document, the unique number need not be pre-printed where the computer is programmed to produce the number. ***Block 4*** The full name and address plus mailing address if different of the approved organisation releasing the items covered by this certificate. This block may be pre-printed. Logos, etc., are permitted if the logo can be contained within the block. ***Block 5*** Its purpose is to reference work order/contract/invoice or any other internal organisational process such that a fast traceability system can be established. ***Block 6*** This block is provided for the convenience of the organisation issuing the certificate to permit easy cross-reference to the 'Remarks' Block 13 by the use of item numbers. Completion is not mandatory. Where a number of items are to be released on the certificate, it is permissible to use a separate listing cross-referring certificate and list to each other. ***Block 7*** The name or description of the item shall be given. Preference shall be given to use of the Illustrated Parts Catalogue (IPC) designation. ***Block 8*** State the Part Number. Preference shall be given to use of the IPC number designation. ***Block 9*** Used to indicate the Type-Approved products for which the released items are eligible for installation. Completion of block is optional but if used, the following entries are permitted: (a) The specific or series aircraft, engine, propeller or auxiliary power unit model, or a reference to a readily available catalogue or manual which contains such	

		information, for example: 'Cessna 150'. (b) 'Various', if known to be eligible for installation on more than one model of Type-Approved product, unless the originator wishes to restrict usage to a particular model installation when it shall so state. (c) 'Unknown', if eligibility is unknown, this category being primarily for use by maintenance organisations NOTE: Any information in Block 9 does not constitute authority to fit the item to a particular aircraft, engine, propeller or auxiliary power unit. The User/installer shall confirm via documents such as the Parts Catalogue, Service Bulletins, etc. that the item is eligible for the particular installation. ***Block 10*** State the number of items being released. ***Block 11*** State the item Serial Number and/or Batch Number if applicable, if neither is applicable, state 'N/A'. ***Block 12*** The following words in quotation marks, with their definitions, indicate the status of the item being released. One or a combination of these words shall be stated in this block: **1. OVERHAULED** The restoration of a used item by inspection, test and replacement in conformity with an approved standard(*) to extend the operational life. **2. INSPECTED/TESTED** The examination of an item to establish conformity with an approved standard(*). **3. MODIFIED** The alteration of an item in conformity with an approved standard(*). **4. REPAIRED** The restoration of an item to a serviceable condition in	

		conformity with an approved standard(*). **5. RETREADED** The restoration of a used tyre in conformity with an approved standard(*). **6. REASSEMBLED** The reassembly of an item in conformity with an approved standard(*). Example: A propeller after transportation. NOTE: This provision shall only be used in respect of items which were originally fully assembled by the manufacturer in accordance with manufacturing requirements such as, but not limited to, Part-21. The above statements shall be supported by reference in Block 13 to the approved data/manual/specification used during maintenance. ***Block 13*** It is mandatory to state any information in this block either direct or by reference to supporting documentation that identifies particular data or limitations relating to the items being released that are necessary for the User/installer to make the final airworthiness determination of the item. Information shall be clear, complete, and provided in a form and manner which is adequate for the purpose of making such a determination. Each statement shall be clearly identified as to which item it relates. If there is no statement, state 'None'. Some examples of the information to be quoted are as follows: • The identity and issue of maintenance documentation used as the approved standard. • Airworthiness Directives carried out and/or found carried out, as appropriate. • Repairs carried out and/or found carried out, as appropriate. • Modifications carried out and/or found carried out, as appropriate. • Replacement parts installed and/or parts found installed, as appropriate. • Life limited parts history.	

		• Deviations from the customer work order. • M.A. Subpart F approval reference. • Identity of other regulation if not Part-145 or Part-M Subpart F. • Release statements to satisfy a foreign maintenance requirement. • Release statements to satisfy the conditions of an international maintenance agreement such as, but not limited to, the Canadian Technical Arrangement Maintenance and the USA Bilateral Aviation Safety Agreement — Maintenance Implementation Procedure. ***Blocks 14, 15, 16, 17 & 18***: Must not be used for maintenance tasks by M.A. Subpart F approved maintenance organisations. These blocks are specifically reserved for the release/certification of newly manufactured items in accordance with Part 21 and national aviation regulations in force prior to Part 21 becoming fully effective. ***Block 19*** Contains the required release to service statement for all maintenance by M.A. Subpart F approved maintenance organisations. When non Part-M maintenance is being released block 13 shall specify the particular national regulation. In any case the appropriate box shall be 'ticked' to validate the release. The certification statement 'except as otherwise specified in block 13' is intended to address the following situations; (a) The case where the maintenance could not be completed. (b) The case where the maintenance deviated from the standard required by Part-M. (c) The case where the maintenance was carried out in accordance with a non Part-M requirement. Whichever case or combination of cases shall be specified in block 13.	

		Block 20 For the signature of the certifying staff authorised by the M.A. Subpart F approved maintenance organisation. This signature can be computer printed subject to the Member State being satisfied that only the signatory can direct the computer and that a signature is not possible on a blank computer generated form. ***Block 21*** The M.A. Subpart F approved maintenance organisation reference number given by the Member State. ***Block 22*** The printed name of the Block 20 signatory and personal authorisation reference. ***Block 23*** The date of signing the Block 19 release to service. (d/m/y). The month shall appear in letters e.g. Jan, Feb, Mar etc. The release to service shall be signed at the 'completion of maintenance'. Please note the User Responsibility Statements are on the reverse of this certificate. These statements may be added to the front of the certificate below the bottom line by reducing the depth of the form.	
	1. Approving Competent Authority / Country	2. **AUTHORISED RELEASE CERTIFICATE** EASA FORM 1	3. Form Tracking Number

4. Approved Organisation Name and Address:					5. Work Order/Contract/ Invoice	
6. Item	7. Description	8. Part No	9. Eligibility *	10. Qty.	11. Serial/Batch No	12. Status/Work
13. Remarks						
14. Certifies that the items identified above were manufactured in conformity to: [approved design data and are in condition for safe operation [non-approved design data specified in block 13			19. [Part-145.A.50 Release to Service [Other regulation specified in block 13 Certifies that unless otherwise specified in block 13, the work identified in block 12 and described in block 13, was accomplished in accordance with Part-145 and in respect to that work the items are considered ready for release to service.			

	15. Authorised Signature	16. Approval/ Authorisation Number	20. Authorised Signature	21. Certificate/Approval Ref. No.
	17. Name	18. Date (d/m/y)	22. Name	23. Date (d/m/y)
	EASA Form 1 - Issue 1			* Installer must cross-check eligibility with applicable technical data

Authorised release certificate

EASA Form 1

USER/INSTALLER RESPONSIBILITIES

NOTE:

1. It is important to understand that the existence of the document alone does not automatically constitute authority to install the part/component/assembly.

2. Where the user/installer works in accordance with the national regulations of an airworthiness authority different from the airworthiness authority specified in block 1 it is essential that the user/installer ensures that his/her airworthiness authority accepts parts/ components/ assemblies from the airworthiness authority specified in block 1.

3. Statements 14 and 19 do not constitute installation certification. In all cases the aircraft maintenance record shall contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.

M.A.615	**Privileges of the organisation**	The maintenance organisation approved in accordance with Section A, Subpart F of this Annex (Part M), may: (a) Maintain any aircraft and/or component for which it is approved at the locations specified in the approval certificate and the maintenance organisation manual.	*Full contents*

		(b) Arrange for the performance of specialized services under the control of the maintenance organisation at another organisation appropriately qualified, subject to appropriate procedures being established as part of the Maintenance Organisation Manual approved by the competent authority directly. (c) Maintain any aircraft and/or component for which it is approved at any location subject to the need of such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional maintenance, subject to the conditions specified in the Maintenance Organisation Manual. (d) Issue certificates of release to service on completion of maintenance, in accordance with point M.A.612 or point M.A.613.	
AMC M.A.615 (b)	**Privileges of the organisation**	M.A.615(b) refers to work carried out by another organisation which is not appropriately approved under M.A. Subpart F or Part-145 to carry out such tasks. The intent is to permit the acceptance of specialised maintenance services, such as, but not limited to, non-destructive testing, surface treatment, heat-treatment, welding, fabrication of specified parts for minor repairs and modifications, etc., without the need of Subpart F approval for those tasks. The requirement that the organisation performing the specialised services must be "appropriately qualified" means that it should meet an officially recognised standard or, otherwise, it should be acceptable to the competent authority (through the approval of the Maintenance Organisation Manual). "Under the control of the Subpart F organisation" means that the Subpart F organisation should investigate the capability of the subcontracted organisation (including qualifications, facilities, equipment and materials) and ensure that such organisation: • Receives appropriate maintenance instructions and maintenance data for the task to be performed.	*Full contents*

		• Properly records the maintenance performed in the Subpart F airworthiness records. • Notifies the Subpart F organisation for any deviation or non-conformity, which has arisen during such maintenance. The certificate of release to service may be issued either at the subcontractors or at the organisation facility by authorised certifying staff, and always under the M.A. Subpart F organisation reference. Such staff would normally come from the M.A. Subpart F organisation but may otherwise be a person from the subcontractor who meets the M.A. Subpart F organisation certifying staff standard which itself is approved by the competent authority via the Maintenance Organisation Manual. Subcontracted specialised services organisations should be listed in the Maintenance Organisation Manual of the Subpart F organisation together with their qualifications, and the associated control procedures.	
M.A.616	**Organisational review**	To ensure that the approved maintenance organisation continues to meet the requirements of this Subpart, it shall organise, on a regular basis, organisational reviews.	*Full contents*
AMC M.A.616	**Organisational review**	1. The primary objectives of the organisational review are to enable the approved maintenance organisation to ensure that it can deliver a safe product and that approved maintenance organisation remains in compliance with the requirements. 2. The approved maintenance organisation should identify: 2.1. The person responsible for the organisational review. **and** 2.2. The frequency of the reviews. **and**	*Full contents*

		2.3. The scope and content of the reviews. **and** 2.4. The persons accomplishing the reviews. **and** 2.5. The procedure for planning, performing and processing review findings. 2.6. The procedure for ensuring corrective actions are carried out in the appropriate time frame. 3. The organisation quality system as specified in Part-145 provides an acceptable basic structure for the organisational review system for organisations with more than 10 maintenance staff, dependent upon the complexity of the organisation. 4. Appendix VIII should be used to manage the organisational reviews.	
Appendix VIII to AMC M.A.616	**This is only applicable to organisations with less than 10 maintenance staff members.** **For larger organisations, the principles and practices of an independent quality system should be used.**	Depending on the complexity of the small organisation (number and type of aircraft, number of different fleets, subcontracting of specialised services, etc.), the organisational review system may vary from a system using the principles and practices of a quality system (except for the requirement of independence) to a simplified system adapted to the low complexity of the organisation and the aircraft managed. As a core minimum, the organisational review system should have the following features, which should be described in the Maintenance Organisation Manual (MOM): a. Identification of the person responsible for the organisational review programme. By default, this person should be the accountable manager, unless he delegates this responsibility to (one of) the M.A.606(b)	*Full contents*

		person(s). b. Identification and qualification criteria for the person(s) responsible for performing the organisational reviews. These persons should have a thorough knowledge of the regulations and of the maintenance organisation procedures. They should also have knowledge of audits, acquired through training or through experience (preferably as an auditor, but also possibly because they actively participated in several audits conducted by the competent authority). c. Elaboration of the organisational review programme: • Checklist(s) covering all items necessary to be satisfied that the organisation delivers a safe product and complies with the regulation. All procedures described in the MOM should be addressed. • A schedule for the accomplishment of the checklist items. Each item should be checked at least every 12 months. The organisation may choose to conduct one full review annually or to conduct several partial reviews. d. Performance of organisational reviews Each checklist item should be answered using an appropriate combination of: • Review of records, documentation, etc. • sample check of aircraft under contract or being maintained under a work order. • Interview of personnel involved. • review of discrepancies and difficulty internal reports (e.g. notified difficulties in using current procedures and tools, systematic deviations from procedures, etc.). • Review of complaints filed by customers after delivery. e. Management of findings and occurrence reports. • All findings should be recorded and notified to the affected persons. • All level 1 findings, in the sense of M.A.619(a), should be immediately notified to the competent authority and all necessary actions on aircraft in service should be	

		immediately taken. • All occurrence reports should be reviewed with the aim for continuous improvement of the system by identifying possible corrective and preventive actions. This should be done in order to find prior indicators (e.g., notified difficulties in using current procedures and tools, systematic deviations from procedures, unsafe behaviours, etc.), and dismissed alerts that, had they been recognised and appropriately managed before the event, could have resulted in the undesired event being prevented. • Corrective and preventive actions should be approved by the person responsible for the organisational review programme and implemented within a specified time frame. • Once the person responsible for the organisational review programme is satisfied that the corrective action is effective, closure of the finding should be recorded along with a summary of the corrective action. • The accountable manager should be notified of all significant findings and, on a regular basis, of the global results of the organisational review programme. Following is a typical example of a simplified organisational review checklist, **to be adapted as necessary to cover the MOM procedures:** **1 – Scope of work** Check that: • All aircraft and components under maintenance or under contract are covered in the Form 3. • The scope of work in the MOM does not disagree with the Form 3. • No work has been performed outside the scope of the Form 3 and the MOM. **2 - Maintenance data** • Check that maintenance data to cover the aircraft in the scope of work of the MOM are present and up-to-date. • Check that no change has been made to the	

		maintenance data from the TC holder without being notified. **3 – Equipment and Tools** • Check the equipment and tools against the lists in the MOM and check if still appropriate to the TC holder's instructions. • Check tools for proper calibration (sample check). **4 – Stores** • Do the stores meet the criteria in the procedures of the MOM? • Check by sampling some items in the store for presence of proper documentation any overdue items. **5 – Certification of maintenance** • Has maintenance on products and components been properly certified? • Have implementation of modifications/repairs been carried out with appropriate approval of such modifications/repairs (sample check). **6 – Relations with the owners/operators** • Has maintenance been carried out with suitable work orders? • When a contract has been signed with an owner/operator, has the obligations of the contracts been respected on each side? **7 – Personnel** • Check that the current accountable manager and other nominated persons are correctly identified in the approved MOM. • If the number of personnel has decreased or if the activity has increased, check that the staff are still adequate to ensure a safe product. • Check that the qualification of all new personnel (or personnel with new functions) has been appropriately assessed. • Check that the staff have been trained, as necessary, to	

		cover changes in: o regulations, o competent authority publications, o the MOM and associated procedures, o the products in the scope of work, o maintenance data (significant ADs, SBs, etc.). **8 – Maintenance contracted** • Sample check of maintenance records: o Existence and adequacy of the work order, o Data received from the maintenance organisation: Valid CRS including any deferred maintenance, List of removed and installed equipment and copy of the associated Form 1 or equivalent. • Obtain a copy of the current approval certificate (Form 3) of the maintenance organisations contracted. **9 – Maintenance sub-contracted** • Check that subcontractors for specialised services at are properly controlled by the organisation. **10 – Technical records and record-keeping** • Have the maintenance actions been properly recorded? • Have the certificates (Form 1 and Conformity certificates) been properly collected and recorded? • Perform a sample check of technical records to ensure completeness and storage during the appropriate periods. • Is storage of computerised data properly ensured? **11 – Occurrence reporting procedures** • Check that reporting is properly performed. • Actions taken and recorded.	
M.A.617	**Changes to the approved maintenance organisation**	In order to enable the competent authority to determine continued compliance with this Part, the approved maintenance organisation shall notify it of any proposal to carry out any of the following changes, before such changes take place:	*Full contents*

		1. The name of the organisation. 2. The location of the organisation. 3. Additional locations of the organisation. 4. The accountable manager. 5. Any of the persons specified in paragraph M.A.606(b). 6. The facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the approval. In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.	
AMC M.A.617	**Changes to the approved maintenance organisation**	The competent authority should be given adequate notification of any proposed changes in order to enable the maintenance organisation to remain approved if agreed by the competent authority during negotiations about any of the specified changes. Without this paragraph the approval would automatically be suspended in all cases.	*Full contents*
M.A.618	**Continued validity of approval**	(a) An approval shall be issued for an unlimited duration. It shall remain valid subject to: 1. The organisation remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under M.A.619. **and** 2. The competent authority being granted access to the organisation to determine continued compliance with this Part. **and** 3. The approval not being surrendered or revoked.	*Full contents*

		(b) Upon surrender or revocation, the approval certificate shall be returned to the competent authority.	
M.A.619	**Findings**	(a) A level 1 finding is any significant non-compliance with Part-M requirements which lowers the safety standard and hazards seriously the flight safety. (b) A level 2 finding is any non-compliance with the Part-M requirements which could lower the safety standard and possibly hazard the flight safety. (c) After receipt of notification of findings according to M.B.605, the holder of the maintenance organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the competent authority within a period agreed with this authority.	*Full contents*
Appendix IV	**Approval Ratings**	**ORGANISATION APPROVAL CLASS AND RATING SYSTEM** 1. Except as stated otherwise for the smallest organisation in paragraph 11, Table 1 outlines the full extent of approval possible under M.A. Subpart F in a standardised form. An organisation must be granted an approval ranging from a single class and rating with limitations to all classes and ratings with limitations. 2. In addition to Table 1 the M.A. Subpart F approved maintenance organisation is required by Subpart-F to indicate scope of work in the maintenance organisation exposition. See also paragraph 10. 3. Within the approval class(es) and rating(s) granted by the Member State, the scope of work specified in the maintenance organisation exposition defines the exact limits of approval. It is therefore essential that the approval class (es) and rating(s) and the organisation's scope of work are compatible.	*Overview*

		4. A category A class rating means that the M.A. Subpart F approved maintenance organisation may carry out maintenance on the aircraft and any component (including engines/APUs) only whilst such components are fitted to the aircraft except that such components can be temporarily removed for maintenance when such removal is expressly permitted by the aircraft maintenance manual to improve access for maintenance subject to a control procedure in the maintenance organisation exposition acceptable to the Member State The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. 5. A category B class rating means that the M.A. Subpart F approved maintenance organisation may carry out maintenance on the uninstalled engine/ APU ('Auxiliary Power Unit') and engine/APU components only whilst such components are fitted to the engine/APU except that such components can be temporarily removed for maintenance when such removal is expressly permitted by the engine/APU manual to improve access for maintenance. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A M.A. Subpart F approved maintenance organisation with a category B class rating may also carry out maintenance on an installed engine during 'base' and 'line' maintenance subject to a control procedure in the maintenance organisation exposition. The maintenance organisation exposition scope of work shall reflect such activity where permitted by the Member State. 6. A category C class rating means that the M.A. Subpart F approved maintenance organisation may carry out maintenance on uninstalled components (excluding engines and APUs) intended for fitment to the aircraft or engine/ APU. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A Subpart-F approved maintenance organisation with a category C class rating may also carry out maintenance on an installed component during base and line maintenance or at an engine/ APU maintenance facility subject to a control procedure in the maintenance organisation exposition. The maintenance organisation exposition scope of	

		work shall reflect such activity where permitted by the Member State. 7. A category D class rating is a self contained class rating not necessarily related to a specific aircraft, engine or other component. The D1 — Non- Destructive Testing (NDT) rating is only necessary for a Subpart-F approved maintenance organisation that carries out NDT as a particular task for another organisation. A M.A. Subpart F approved maintenance organisation with a class rating in A or B or C category may carry out NDT on products it is maintaining subject to the maintenance organisation exposition containing NDT procedures, without the need for a D1 class rating. 8. The 'limitation' section is intended to give the Member State maximum flexibility to customise the approval to a particular organisation. Table 1 specifies the types of limitation possible and whilst maintenance is listed last in each class rating it is acceptable to stress the maintenance task rather than the aircraft or engine type or manufacturer, if this is more appropriate to the organisation. An example could be avionic systems installations and maintenance. 9. Table 1 makes reference to series, type and group in the limitation section of class A and B. Series means a specific type series such as Cessna 150 or Cessna 172 or Beech 55 series or continental O-200 series etc. Type means a specific type or model such as Cessna 172RG type. Any number of series or types may be quoted. Group means for example Cessna single piston engined aircraft or Lycoming non-supercharged piston engines etc. 10. When a lengthy capability list is used which could be subject to frequent amendment, then such amendment shall be in accordance with a procedure acceptable to the Member State and included in the maintenance organisation exposition. The procedure shall address the issues of who is responsible for capability list amendment control and the actions that need to be taken for amendment. Such actions include ensuring compliance with Subpart-F for products or services added to the list.	

11. A M.A. Subpart F approved maintenance organisation which employs only one person to both plan and carry out all maintenance can only hold a limited scope of approval rating. The maximum permissible limits are:-

CLASS AIRCRAFT	RATING A2 AEROPLANES	PISTON ENGINED 5700 KG AND BELOW
CLASS AIRCRAFT	RATING A3 SINGLE ENGINED HELICOPTERS	PISTON ENGINED 3175 KG AND BELOW
CLASS AIRCRAFT	RATING A4 AIRCRAFT OTHER THAN A1, A2 AND A3	NO LIMITATION
CLASS ENGINES	RATING B2 PISTON	LESS THAN 450 HP
CLASS COMPONENTS RATING OTHER THAN COMPLETE ENGINES OR APUs	C1 TO C20	AS PER CAPABILITY LIST
CLASS SPECIALISED	D1 NDT	NDT METHOD(S) TO BE SPECIFIED

It should be noted that such an organisation may be further limited by the competent authority in the scope of approval dependent upon the capability of the particular organisation.

Table 1

	AIRCRAFT	A2 Aeroplanes 5 700 kg and below	Will state aeroplane manufacturer or group or series or type and/or the maintenance tasks	
		A3 Single engined Helicopters	Will state helicopter manufacturer or group or series or type and/or the maintenance task(s)	
		A4 Aircraft other than A1, A2 and A3	Will state aircraft series or type and/or the maintenance task(s)	
	ENGINES	B1 Turbine	Will state engine series or type and/or the maintenance task(s)	
		B2 Piston	Will state engine manufacturer or group or series or type and/or the maintenance task(s)	
		B3 APU	Will state engine manufacturer or series or type and/or the maintenance task(s)	
	COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press	Will state aircraft type or aircraft manufacturer or component manufacturer or the particular component and/or cross refer to a capability list in the exposition and/or the maintenance task(s)	
		C2 Auto Flight		
		C3 Comms and Nav		
		C4 Doors — Hatches		
		C5 Electrical Power		
		C6 Equipment		

		C7 Engine — APU		
		C8 Flight Controls		
		C9 Fuel — Airframe		
		C10 Helicopter — Rotors		
		C11 Helicopter — Trans		
		C12 Hydraulic		
		C12 Hydraulic		
		C13 Instruments		
		C14 Landing Gear		
		C15 Oxygen		
		C16 Propellers		
		C17 Pneumatic		
		C18 Protection ice/rain/fire		
		C19 Windows		
		C20 Structural		
	SPECIALISED SERVICES	D1 Non-Destructive Testing	Will state particular NDT method (s)	

MEMBER STATE

a member of the

European Aviation Safety Agency

APPROVAL CERTIFICATE

REFERENCE:

Pursuant to Commission Regulation (EC) No 2042/2003 for the time being in force and subject to the conditions specified below, the Member State hereby certifies

[COMPANY NAME] MAINTENANCE ORGANISATION

as a maintenance organisation as referred to in Part-M Section A Subpart F approved to maintain the products listed in the attached approval schedule and issue related certificates of release to service using the above reference.

CONDITIONS:

1. This approval is limited to that specified in the scope of approval section of the approved maintenance organisation manual, and
2. This approval requires compliance with the procedures specified in the approved maintenance organisation manual, and
3. This approval is valid whilst the approved maintenance organisation remains in compliance with Part-M.
4. Subject to compliance with the foregoing conditions, this approval shall remain valid unless the approval has previously been surrendered, superseded, suspended or revoked.

Date of issue: ..... Signed: .....

Date of attached schedule of Approval: ..... For the competent authority

APPROVAL SCHEDULE

Organisation name: **[COMPANY NAME] MAINTENANCE ORGANISATION**

Reference:

CLASS	RATING	LIMITATION
AIRCRAFT	A2: Aeroplanes /	DHC-6 Twin Otter Series
	A3: Sinlge engined helicopters	Robinson R44
ENGINES	B1: Turbine	PT6A Series
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1: Air Cond. & Press	DHC-6
	C2: Auto Flight	Sperry
	C5: Electrical Power	DHC-6
	C6: Equipment	DHC-6 Emergency
	C7: Engine — APU	PT6A Fuel Control
	C16: Propellers	Fixed pitch and DHC-6
SPECIALISED SERVICES	D1: Non-Destructive Inspection	All Types

	This approval schedule is limited to those products and activities specified in the scope of approval section contained in Part-M Section A Subpart F approved maintenance organisation manual, Reference: ..... Date of issue: ..... Signed: ..... For Member State		
Subpart H Certificate of Release to Service - CRS			
M.A.801	**Aircraft certificate of release to service**	(a) Except for aircraft released to service by a maintenance organisation approved in accordance with Annex II (Part-145), the certificate of release to service shall be issued according to this Subpart. (b) No aircraft can be released to service unless a certificate of release to service is issued at the completion of any maintenance, when satisfied that all maintenance required has been properly carried out, by: 1. Appropriate certifying staff on behalf of the maintenance organisation approved in accordance with Section A,	*Full contents*

		Subpart F of this Annex (Part M). **or** 2. Certifying staff in compliance with the requirements laid down in Annex III (Part-66), except for complex maintenance tasks listed in Appendix VII to this Annex for which point 1 applies. **or** 3. by the Pilot-owner in compliance with point M.A.803. (c) By derogation from point M.A.801(b)2 for ELA1 aircraft not used in commercial air transport, aircraft complex maintenance tasks listed in Appendix VII may be released by certifying staff referred to in point M.A.801(b)2. (d) By derogation from point M.A.801(b), in the case of unforeseen situations, when an aircraft is grounded at a location where no approved maintenance organisation appropriately approved under this Annex or Annex II (Part-145) and no appropriate certifying staff are available, the owner may authorise any person, with not less than three years of appropriate maintenance experience and holding the proper qualifications, to maintain according to the standards set out in Subpart D of this Annex and release the aircraft. The owner shall in that case: 1. Obtain and keep in the aircraft records details of all the work carried out and of the qualifications held by that person issuing the certification. **and** 2. ensure that any such maintenance is rechecked and released by an appropriately authorised person referred to in point M.A.801(b) or an organisation approved in accordance with Section A, Subpart F of this Annex (Part M), or with Annex II (Part-145) at the earliest opportunity but within a period not exceeding seven days.	

		and 3. Notify the organisation responsible for the continuing airworthiness management of the aircraft when contracted in accordance with point M.A.201(e), or the competent authority in the absence of such a contract, within seven days of the issuance of such certification authorisation. (e) In the case of a release to service in accordance with point M.A.801(b)2 or point M.A.801(c), the certifying staff may be assisted in the execution of the maintenance tasks by one or more persons subject to his/her direct and continuous control; (f) A certificate of release to service shall contain as a minimum: 1. Basic details of the maintenance carried out. **and** 2. the date such maintenance was completed. **and** 3. the identity of the organisation and/or person issuing the release to service, including: (i) The approval reference of the maintenance organisation approved in accordance with Section A, Subpart F of this Annex (Part M) and the certifying staff issuing such a certificate. **or** (ii) In the case of point M.A.801(b)2 or M.A.801(c) certificate of release to service, the identity and if applicable licence number of the certifying staff issuing such a certificate. 4. The limitations to airworthiness or operations, if any.	

		(g) By derogation from paragraph (b) and notwithstanding the provisions of paragraph (h), when the maintenance prescribed cannot be completed, a certificate of release to service may be issued within the approved aircraft limitations. Such fact together with any applicable limitations of the airworthiness or the operations shall be entered in the aircraft certificate of release to service before its issue as part of the information required in paragraph (f)4; (h) A certificate of release to service shall not be issued in the case of any known non-compliance which endangers flight safety.	
AMC M.A. 801 (b)	**Aircraft certificate of release to service**	A certificate of release to service is necessary before flight, at the completion of any defect rectification, whilst the aircraft operates a flight between scheduled maintenance checks.	*Full contents*
AMC M.A.801(d)	**Aircraft certificate of release to service**	1. "3 years of appropriate maintenance experience" means 3 years working in an aircraft maintenance environment on at least some of the aircraft type systems corresponding to the aircraft endorsed on the aircraft maintenance license or on the certifying staff authorisation that the person holds. 2. "Holding the proper qualifications" means holding either: a. a valid ICAO Annex 1 compliant maintenance license for the aircraft type requiring certification, or; b. a certifying staff authorisation valid for the work requiring certification, issued by an ICAO Annex 6 approved maintenance organisation. 3. A release in accordance with this paragraph does not affect the controlled environment of the aircraft as long as the M.A.801(d)2 recheck and release has been carried out by an approved maintenance organisation.	*Full contents*

AMC M.A.801 (f)	**Aircraft certificate of release to service**	1. The aircraft certificate of release to service should contain the following statement: (a) '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'. (b) For a Pilot-owner a certificate of release to service should contain the following statement: 'Certifies that the limited pilot-owner maintenance 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'. 2. The certificate of release to service should relate to the task specified in the manufacturer's or operator's instruction or the aircraft maintenance programme which itself may cross-refer to a manufacturer's/operator's instruction in a maintenance manual, service bulletin etc. 3. The date such maintenance was carried out should include when the maintenance took place relative to any life or overhaul limitation in terms of date/flying hours/cycles/landings etc., as appropriate. 4. When extensive maintenance has been carried out, it is acceptable for the certificate of release to service to summarise the maintenance so long as there is a unique cross-reference to the work-pack containing full details of maintenance carried out. Dimensional information should be retained in the work-pack record. 5. The person issuing the certificate of release to service should use his normal signature except in the case where a computer release to service system is used. In this latter case the competent authority will need to be satisfied that only the particular person can electronically issue the release to service. One such method of compliance is the use of a magnetic or optical personal card in conjunction with a personal identity number (PIN) known only to	*Full contents*

		the individual, which is keyed into the computer. A certification stamp is optional. 6. At the completion of all maintenance, owners, certifying staff, operators and maintenance organisations should ensure they have a clear, concise, legible record of the work performed. 7. In the case of an M.A.801 (b) 2 release to service, certifying staff should retain all records necessary to prove that all requirements have been met for the issuance of a certificate of release to service.	
AMC M.A.801 (g)	**Aircraft certificate of release to service**	1. Being unable to establish full compliance with sub-paragraph M.A.801 (b) means that the maintenance required by the aircraft owner or M.A. Subpart G organisation could not be completed due either to running out of available aircraft maintenance downtime for the scheduled check or by virtue of the condition of the aircraft requiring additional maintenance downtime. 2. The aircraft owner or M.A. Subpart G organisation is responsible for ensuring that all required maintenance has been carried out before flight. Therefore an aircraft owner or M.A. Subpart G organisation should be informed and agree to the deferment of full compliance with M.A. 801(b). The certificate of release to service may then be issued subject to details of the deferment, including the aircraft owner or M.A. Subpart G organisation authorisation, being endorsed on the certificate. 3. If a certificate of release to service is issued with incomplete maintenance a record should be kept stating what action the mechanic, supervisor and certifying staff should take to bring the matter to the attention of the relevant aircraft owner or M.A. Subpart G organisation so that the issue may be discussed and resolved with the aircraft owner or M.A. Subpart G organisation.	*Full contents*

AMC M.A.801 (h)	**Aircraft certificate of release to service**	'Endangers flight safety' means any instance where safe operation could not be assured or which could lead to an unsafe condition. It typically includes, but is not limited to, significant cracking, deformation, corrosion or failure of primary structure, any evidence of burning, electrical arcing, significant hydraulic fluid or fuel leakage and any emergency system or total system failure. An airworthiness directive overdue for compliance is also considered a hazard to flight safety.	*Full contents*
Appendix VII	**Complex Maintenance Tasks**	The following constitutes the complex maintenance tasks referred to in M.A.801 (b), 2 1. The modification, repair or replacement by riveting, bonding, laminating, or welding of any of the following airframe parts: (a) A box beam. (b) A wing stringer or chord member. (c) A spar. (d) A spar flange. (e) A member of a truss-type beam. (f) The web of a beam. (g) A keel or chine member of a flying boat hull or a float. (h) A corrugated sheet compression member in a wing or tail surface. (i) A wing main rib. (j) A wing or tail surface brace strut. (k) An engine mount.	*Full contents*

		(l) A fuselage longeron or frame. (m) A member of a side truss, horizontal truss or bulkhead. (n) A seat support brace or bracket. (o) A seat rail replacement. (p) A landing gear strut or brace strut. (q) An axle. (r) A wheel. **and** (s) A ski or ski pedestal, excluding the replacement of a low-friction coating. 2. The modification or repair of any of the following parts: (a) Aircraft skin, or the skin of an aircraft float, if the work requires the use of a support, jig or fixture. (b) Aircraft skin that is subject to pressurization loads, if the damage to the skin measures more than 15 cm (6 inches) in any direction. (c) a load-bearing part of a control system, including a control column, pedal, shaft, quadrant, bell crank, torque tube, control horn and forged or cast bracket, but excluding (i) the swaging of a repair splice or cable fitting **and** (ii) The replacement of a push-pull tube end fitting that is attached by riveting. **and**	

		(d) Any other structure, not listed in (1), that a manufacturer has identified as primary structure in its maintenance manual, structural repair manual or instructions for continuing airworthiness.	
M.A.802	**Component certificate of release to service**	(a) A certificate of release to service shall be issued at the completion of any maintenance carried out on an aircraft component in accordance with point M.A.502. (b) The authorised release certificate identified as EASA Form 1 constitutes the component certificate of release to service, except when such maintenance on aircraft components has been performed in accordance with point M.A.502(b) or point M.A.502(d), in which case the maintenance is subject to aircraft release procedures in accordance with point M.A.801.	*Full contents*
AMC M.A.802	**Component certificate of release to service**	When an approved organisation maintains an aircraft component for use by the organisation an EASA Form 1 may not be necessary depending upon the organisation's internal release procedures, however all the information normally required for the EASA Form 1 should be adequately detailed in the certificate of release to service.	*Full contents*
M.A.803	**Pilot-owner authorisation**	(a) To qualify as a Pilot-owner, the person must: 1. Hold a valid pilot licence (or equivalent) issued or validated by a Member State for the aircraft type or class rating. **and** 2. own the aircraft, either as sole or joint owner; that owner must be: (i) one of the natural persons on the registration form. **or**	*Full contents*

		(ii) a member of a non-profit recreational legal entity, where the legal entity is specified on the registration document as owner or operator, and that member is directly involved in the decision making process of the legal entity and designated by that legal entity to carry out Pilot-owner maintenance. (b) For any privately operated non-complex motor-powered aircraft of 2 730 kg MTOM and below, sailplane, powered sailplane or balloon, the Pilot-owner may issue a certificate of release to service after limited Pilotowner maintenance as specified in Appendix VIII. (c) The scope of the limited Pilot-owner maintenance shall be specified in the aircraft maintenance programme referred to in point M.A.302. (d) The certificate of release to service shall be entered in the logbooks and contain basic details of the maintenance carried out, the maintenance data used, the date on which that maintenance was completed and the identity, the signature and pilot licence number of the Pilot-owner issuing such a certificate.	
AMC M.A.803	**Pilot-owner authorisation**	1. Privately operated means the aircraft is not operated pursuant to M.A.201 (h) and (i). 2. A Pilot-owner may only issue a certificate of release to service for maintenance he/she has performed. 3. In the case of a jointly-owned aircraft, the maintenance programme should list: • The names of all Pilot-owners competent and designated to perform Pilotowner maintenance in accordance with the basic principles described in Appendix VIII of Part-M. An alternative would be the maintenance programme to contain a procedure to ensure how such a list of competent	*Full contents*

		Pilot-owners should be managed separately and kept current. • The limited maintenance tasks they may perform. 4. An equivalent valid Pilot-owner license may be any document attesting a pilot qualification recognised by the Member State. It does not have to be necessarily issued by the competent authority, but it should in any case be issued in accordance with the particular Member State's system, awaiting the European pilot licensing system. In such a case, the equivalent certificate or qualification number should be used instead of the pilot's licence number for the purpose of the M.A.801(b)3 (certificate of release to service).	
Appendix VIII	**Limited Pilot Owner Maintenance**	The following constitutes the limited pilot maintenance referred to in M.A.803 provided it does not involve complex maintenance tasks and is carried out in accordance with M.A.402: 1. Removal, installation of wheels. 2. Replacing elastic shock absorber cords on landing gear. 3. Servicing landing gear shock struts by adding oil, air, or both. 4. Servicing landing gear wheel bearings, such as cleaning and greasing. 5. Replacing defective safety wiring or cotter keys. 6. Lubrication not requiring disassembly other than removal of non-structural items such as cover plates, cowlings, and fairings. 7. Making simple fabric patches not requiring rib stitching or the removal of structural parts or control surfaces. In the case of balloons, the making of small fabric repairs to envelopes (as defined in, and in accordance with, the balloon manufacturers' instructions) not requiring load tape repair or replacement.	*Full contents*

		8. Replenishing hydraulic fluid in the hydraulic reservoir. 9. Refinishing decorative coating of fuselage, balloon baskets, wings tail group surfaces (excluding balanced control surfaces), fairings, cowlings, landing gear, cabin, or cockpit interior when removal or disassembly of any primary structure or operating system is not required. 10. Applying preservative or protective material to components where no disassembly of any primary structure or operating system is involved and where such coating is not prohibited or is not contrary to good practices. 11. Repairing upholstery and decorative furnishings of the cabin, cockpit, or balloon basket interior when the repairing does not require disassembly of any primary structure or operating system or interfere with an operating system or affect the primary structure of the aircraft. 12. Making small simple repairs to fairings, non-structural cover plates, cowlings, and small patches and reinforcements not changing the contour so as to interfere with proper air flow. 13. Replacing side windows where that work does not interfere with the structure or any operating system such as controls, electrical equipment, etc. 14. Replacing safety belts. 15. Replacing seats or seat parts with replacement parts approved for the aircraft, not involving disassembly of any primary structure or operating system. 16. Trouble shooting and repairing broken circuits in landing light wiring circuits. 17. Replacing bulbs, reflectors, and lenses of position and landing lights.	

		18. Replacing wheels and skis where no weight and balance computation is involved. 19. Replacing any cowling not requiring removal of the propeller or disconnection of flight controls. 20. Replacing or cleaning spark plugs and setting of spark plug gap clearance. 21. Replacing any hose connection except hydraulic connections. 22. Replacing prefabricated fuel lines. 23. Cleaning or replacing fuel and oil strainers or filter elements. 24. Replacing and servicing batteries. 25. Cleaning of balloon burner pilot and main nozzles in accordance with the balloon manufacturer's instructions. 26. Replacement or adjustment of non-structural standard fasteners incidental to operations. 27. The interchange of balloon baskets and burners on envelopes when the basket or burner is designated as interchangeable in the balloon type certificate data and the baskets and burners are specifically designed for quick removal and installation. 28. The installations of anti-misfuelling devices to reduce the diameter of fuel tank filler openings provided the specific device has been made a part of the aircraft type certificate data by the aircraft manufacturer, the aircraft manufacturer has provided instructions for installation of the specific device, and installation does not involve the disassembly of the existing tank filler opening. 29. Removing, checking, and replacing magnetic chip detectors. 30. Removing and replacing self-contained, front instrument	

		panel-mounted navigation and communication devices that employ tray-mounted connectors that connect the unit when the unit is installed into the instrument panel, (excluding automatic flight control systems, transponders, and microwave frequency distance measuring equipment (DME)). The approved unit must be designed to be readily and repeatedly removed and replaced, not require specialist test equipment and pertinent instructions must be provided. Prior to the unit's intended use, an operational check must be performed. 31. Updating self-contained, front instrument panel-mounted Air Traffic Control (ATC) navigational software databases (excluding those of automatic flight control systems, transponders, and microwave frequency distance measuring equipment (DME)) provided no disassembly of the unit is required and pertinent instructions are provided. Prior to the unit's intended use, an operational check must be performed. 32. Replacement of wings and tail surfaces and controls, the attachment of which are designed for assembly immediately before each flight and dismantling after each flight. 33. Replacement of main rotor blades that are designed for removal where specialist tools are not required.	
AMC to Appendix VIII	**"Limited Pilot Owner Maintenance"**	1. The lists here below specify items that can be expected to be completed by an owner who holds a current and valid pilot licence for the aircraft type involved and who meets the competence and responsibility requirements of Appendix VIII to Part-M. 2. The list of tasks may not address in a detailed manner the specific needs of the various aircraft categories. In addition, the development of technology and the nature of the operations undertaken by these categories of aircraft cannot be always adequately considered. 3. Therefore, the following lists are considered to be the representative scope of limited Pilot-owner maintenance referred to in M.A.803 and Appendix VIII:	*Full contents*

		• Part A applies to aeroplanes; • Part B applies to rotorcraft; • Part C applies to sailplanes and powered sailplanes; • Part D applies to balloons and airships. 4. Inspection tasks/checks of any periodicity included in an approved maintenance programme can be carried out providing that the specified tasks are included in the generic lists of Parts A to D of this AMC and remains compliant with Part-M Appendix VIII basic principles. The content of periodic inspections/checks as well as their periodicity is not regulated or standardised in an aviation specification. It is the decision of the manufacturer/Type Certificate Holder (TCH) to recommend a schedule for each specific type of inspection/check. For an inspection/check with the same periodicity for different TCHs, the content may differ, and in some cases may be critically safety-related and may need the use of special tools or knowledge and thus would not qualify for Pilot-owner maintenance. Therefore, the maintenance carried out by the Pilot-owner cannot be generalised to specific inspections such as 50 Hrs, 100 Hrs or 6 Month periodicity. The Inspections to be carried out are limited to those areas and tasks listed in this AMC to Appendix VIII; this allows flexibility in the development of the maintenance programme and does not limit the inspection to certain specific periodic inspections. A 50 Hrs/6 Month periodic inspection for a fixed wing aeroplane as well as the one-year inspection on a glider may normally be eligible for Pilot-owner maintenance.	
	TABLES Note: Tasks in Part A or Part B shown with ** exclude IFR operations following Pilot-owner maintenance. For these aircraft to operate under IFR operations, these tasks should be released by an appropriate licensed engineer.		

Part A	PILOT-OWNER MAINTENANCE TASKS for POWERED AIRCRAFT (AEROPLANES)			
	ATA	**Area**	**Task**	**Aeroplanes <=2730 kg**
	09	Towing	Tow release unit and tow cable retraction mechanism – Cleaning, lubrication and tow cable replacement (including weak links).	Yes
			Mirror –Installation and replacement of mirrors.	Yes
	11	Placards	Placards, Markings – Installation and renewal of placards and markings required by AFM and AMM.	Yes
	12	Servicing	Lubrication – Those items not requiring a disassembly other than of non-structural items such as cover plates, cowlings and fairings.	Yes
	20	Standard Practices	Safety Wiring – Replacement of defective safety wiring or cotter keys, excluding those in engine controls, transmission controls and flight control systems.	Yes
			Simple Non-Structural Standard Fasteners – Replacement and adjustment, excluding the replacement of receptacles and anchor nuts requiring riveting.	Yes
	21	Air Conditioning	Replacement of flexible hoses and ducts.	Yes
	23	Communication	Communication devices – Remove and replace self contained, instrument panel mount communication devices with quick disconnect connectors, excluding IFR operations.	Yes**

	24	Electrical power	Batteries – Replacement and servicing, excluding servicing of Ni-Cd batteries and IFR operations.	Yes**
			Wiring – Repairing broken circuits in non critical equipment, excluding ignition system, primary generating system and required communication, navigation system and primary flight instruments.	Yes
			Bonding – Replacement of broken bonding cable.	Yes
			Fuses – Replacement with the correct rating.	Yes
	25	Equipment	Safety Belts – Replacement of safety belts and harnesses excluding belts fitted with airbag systems.	Yes
			Seats – Replacement of seats or seat parts not involving disassembly of any primary structure or control system.	Yes
			Non-essential instruments and/or equipment - Replacement of self contained, instrument panel mount equipment with quick disconnect connectors.	Yes
			Oxygen System – Replacement of portable oxygen bottles and systems in approved mountings, excluding permanently installed bottles and systems.	Yes
			ELT – Removal/Reinstallation.	Yes
	27	Flight controls	Removal or reinstallation of co-pilot control column and rudder pedals where provision for quick disconnect is made by design.	Yes
	28	Fuel System	Fuel Filter elements – Cleaning and/or replacement.	Yes
	30	Ice and Rain Protection	Windscreen Wiper – Replacement of wiper blade.	Yes

	31	Instruments	Instrument Panel – Removal and reinstallation provided this it is a design feature with quick disconnect connectors, excluding IFR operations.	Yes**
			Pitot Static System – Simple sense and leak check, excluding IFR operations.	Yes**
			Drainage – Drainage of water drainage traps or filters within the Pitot Static system excluding IFR operations.	Yes**
			Instruments – Check for legibility of markings and those readings are consistent with ambient conditions.	Yes
	32	Landing Gear	Wheels – Removal, replacement and servicing, including replacement of wheel bearings and lubrication.	Yes
			Servicing – Replenishment of hydraulic fluid.	Yes
			Shock Absorber – Replacement of elastic cords or rubber dampers.	Yes
			Shock Struts – Replenishment of oil or air.	Yes
			Skis – Changing between wheel and ski landing gear.	Yes
			Landing skids – Replacement of landing skids and skid shoes.	Yes
			Wheel fairings (spats) – Removal and reinstallation.	Yes
			Mechanical brakes – Adjustment of simple cable operated systems.	Yes
			Brake – Replacement of worn brake pads.	Yes
	33	Lights	Lights – Replacement of internal and external bulbs, filaments, reflectors and lenses.	Yes

	34	Navigation	Software – Updating self contained, instrument panel mount navigational software databases, excluding automatic flight control systems and transponders.	Yes
			Navigation devices – Removal and replacement of self contained, instrument panel mount navigation devices with quick disconnect connectors, excluding automatic flight control systems, transponders, primary flight control system and IFR operations.	Yes**
			Self contained data logger – Installation, data restoration.	Yes
	51	Structure	Fabric patches – Simple patches extending over not more than one rib and not requiring rib stitching or removal of structural parts or control surfaces.	Yes
			Protective Coating – Applying preservative material or coatings where no disassembly of any primary structure or operating system is involved.	Yes
			Surface finish - Minor restoration where no disassembly of any primary structure or operating system is involved This includes application of signal coatings or thin foils as well as registration markings.	Yes
			Fairings – Simple repairs to non-structural fairings and cover plates which do not change the contour.	Yes
	52	Doors and Hatches	Doors - Removal and reinstallation.	Yes
	53	Fuselage	Upholstery, furnishing – Minor repairs which do not require disassembly of primary structure or operating systems, or interfere with control systems.	Yes
	56	Windows	Side Windows - Replacement if it does not require riveting, bonding or any special process.	Yes

61	Propeller	Spinner – Removal and reinstallation.	Yes	
71	Powerplant installation	Cowling – Removal and reinstallation not requiring removal of propeller or disconnection of flight controls.	Yes	
		Induction System – Inspection and replacement of induction air filter.	Yes	
72	Engine	Chip detectors – Removal, checking and reinstallation provided the chip detector is a self-sealing type and not electrically indicated.	Yes	
73	Engine fuel	Strainer or Filter elements – Cleaning and/or replacement.	Yes	
		Fuel - Mixing of required oil into fuel.	Yes	
74	Ignition	Spark Plugs – Removal, cleaning, adjustment and reinstallation.	Yes	
75	Cooling	Coolant - Replenishment of coolant fluid.	Yes	
77	Engine Indicating	Engine Indicating – Removal and replacement of self contained, instrument panel mount indicators that have quick-release connectors and do not employ direct reading connections.	Yes	
79	Oil System	Strainer or filter elements – Cleaning and/or replacement.	Yes	
		Oil – Changing or replenishment of engine oil and gearbox fluid.	Yes	
Part B	**PILOT-OWNER MAINTENANCE TASKS for ROTORCRAFT**			
	ATA	**Area**	**Task**	**Single Engine Rotorcraft <=2730 kg**

	11	Placards	Placards, Markings – Installation and renewal of placards and markings required by AFM and AMM.	Yes
	12	Servicing	Fuel, oil, hydraulic, de-iced and windshield liquid replenishment.	Yes
			Lubrication – Those items not requiring a disassembly other than of non-structural items such as cover plates, cowlings and fairings.	Yes
	20	Standard Practices	Safety Wiring – Replacement of defective safety wiring or cotter keys, excluding those in engine controls, transmission controls and flight control systems.	Yes
			Simple non-structural standard fasteners – Replacement and adjustment, excluding latches and the replacement of receptacles and anchor nuts requiring riveting.	Yes
	21	Air Conditioning	Replacement of flexible hoses and ducts.	Yes
	23	Communication	Communication devices – Remove and replace self contained, instrument panel mount communication devices with quick disconnect connectors, excluding IFR operations.	Yes**
	24	Electrical power	Batteries – Replacement and servicing, excluding servicing of Ni-Cd batteries and IFR operations.	Yes**
			Wiring – Repairing broken circuits in noncritical equipment, excluding ignition system, primary generating system and required communication, navigation system and primary flight instruments.	Yes
			Bonding – Replacement of broken bonding cable excluding bonding on rotating parts and flying controls.	Yes
			Fuses – Replacement with the correct rating.	Yes

	25	Equipments	Safety Belts - Replacement of safety belts and harnesses excluding belts fitted with airbag systems.	Yes
			Seats – Replacement of seats or seat parts not involving disassembly of any primary structure or control system excluding flight crew seats.	Yes
			Removal/installation of emergency flotation gears with quick disconnect connectors.	Yes
			Non-essential instruments and/or equipment - Replacement of self contained, instrument panel mount equipment with quick disconnect connectors.	Yes
			ELT - Removal/Reinstallation.	Yes
	30	Ice and Rain Protection	Windshield wiper replacement	Yes
	31	Instruments	Instrument Panel– Removal and reinstallation provided this it is a design feature with quick disconnect connectors, excluding IFR operations.	Yes**
			Pitot Static System – Simple sense and leak check, excluding IFR operations.	Yes**
			Drainage – Drainage of water drainage traps or filters within the Pitot Static system excluding IFR operations.	Yes**
			Instruments – Check for legibility of markings and those readings are consistent with ambient conditions.	Yes

	32	Landing Gear	Wheels – Removal, replacement and servicing, including replacement of wheel bearings and lubrication.	Yes
			Replacement of skid wear shoes.	Yes
			Fit and remove snow landing pads.	Yes
			Servicing – Replenishment of hydraulic fluid.	Yes
			Brake – Replacement of worn brake pads.	Yes
	33	Lights	Lights – replacement of internal and external bulbs, filaments, reflectors and lenses.	Yes
	34	Navigation	Software – Updating self contained, instrument panel mount navigational software databases, excluding automatic flight control systems and transponders.	Yes
			Navigation devices – Remove and replace self contained, instrument panel mount navigation devices with quick disconnect connectors, excluding automatic flight control systems, transponders, primary flight control system and IFR operations.	Yes**
			Self contained data logger – Installation, data restoration.	Yes
	51	Structure	Protective Coating – Applying preservative material or coatings where no disassembly of any primary structure or operating system is involved.	Yes
			Surface finish - Minor restoration where no disassembly of any primary structure or operating system is involved, excluding intervention on main and tail rotors. This includes application of signal coatings or thin foils as well as Registration markings.	Yes
			Fairings – Simple repairs to non-structural fairings and cover plates which do not change the contour.	Yes

	52	Doors	Doors - Removal and reinstallation.	Yes
	53	Fuselage	Upholstery, furnishing – Minor repairs which do not require disassembly of primary structure or operating systems, or interfere with control systems.	Yes
	56	Windows	Side Windows - Replacement if it does not require riveting, bonding or any special process.	Yes
	62	Main rotor	Removal/installation of main rotor blades that are designed for removal where special tools are not required (tail rotor blades excluded) limited to installation of the same blades previously removed refitted in the original position.	Yes
	63 65	Transmission	Chip detectors – Remove, check and replace provided the chip detector is a self-sealing type and not electrically indicated.	Yes
	67	Flight control	Removal or reinstallation of co-pilot cyclic and collective controls and yaw pedals where provision for quick disconnect is made by design.	Yes
	71	Powerplant installation	Cowlings - Removal and re-fitment.	Yes
	72	Engine	Chip detectors –removal, checking and reinstallation provided the chip detector is a self sealing type and not electrically indicated.	Yes
	79	Oil System	Filter elements – Replacement, provided that the element is of the "spin on/off" type.	Yes
			Oil - Changing or replenishment of engine oil.	Yes
Part C	**PILOT-OWNER MAINTENANCE TASKS for SAILPLANES AND POWERED SAILPLANES** **Abbreviations applicable to this Part:** **N/A** not applicable for this category **SP** sailplane			

SSPS self-sustained powered sailplane
SLPS/TM self-launching powered sailplane/touring motorglider

ATA	Area	Task	SP	SSPS	SLPS /TM
08	Weighing	Recalculation – Small changes of the Trim plan without needing a reweighing.	Yes	Yes	Yes
09	Towing	Tow release unit and tow cable retraction mechanism – Cleaning, lubrication and tow cable replacement (including weak links).	Yes	Yes	Yes
		Mirror - Installation and replacement of mirrors.	Yes	Yes	Yes
11	Placards	Placards, Markings – Installation and renewal of placards and markings required by AFM and AMM.	Yes	Yes	Yes
12	Servicing	Lubrication – Those items not requiring a disassembly other than of non-structural items such as cover plates, cowlings and fairings.	Yes	Yes	Yes

	20	Standard Practices	Safety Wiring – Replacement of defective safety wiring or cotter keys, excluding those in engine controls, transmission controls and flight control systems.	Yes	Yes	Yes	
			Simple Non-Structural Standard Fasteners – Replacement and adjustment, excluding the replacement of receptacles and anchor nuts requiring riveting.	Yes	Yes	Yes	
			Free play – Measurement of the free play in the control system and the wing to fuselage attachment including minor adjustments by simple means provided by the manufacturer.	Yes	Yes	Yes	
	21	Air Conditioning	Replacement of flexible hoses and ducts.	Yes	Yes	Yes	
	23	Communication	Communication devices – Remove and replace self contained, instrument panel mount communication devices with quick disconnect connectors.	Yes	Yes	Yes	

	24	Electrical power	Batteries and solar panels – Replacement and servicing.	Yes	Yes	Yes	
			Wiring - Installation of simple wiring connections to the existing wiring for additional non-required equipment such as electric variometers, flight computers but excluding required communication, navigation systems and engine wiring.	Yes	Yes	Yes	
			Wiring – Repairing broken circuits in landing light and any other wiring for non-required equipment such as electrical variometers or flight computers, excluding ignition system, primary generating system and required communication, navigation system and primary flight instruments.	Yes	Yes	Yes	
			Bonding – Replacement of broken bonding cable.	Yes	Yes	Yes	
			Switches – This includes soldering and crimping of non- required equipment such as electrical variometers or flight computers, but excluding ignition system, primary generating system and required communication, navigation system and primary flight instruments.	Yes	Yes	Yes	
			Fuses – Replacement with the correct rating.	Yes	Yes	Yes	

	25	Equipments	Safety Belts – Replacement of safety belt and harnesses.	Yes	Yes	Yes	
			Seats – Replacement of seats or seat parts not involving disassembly of any primary structure or control system.	Yes	Yes	Yes	
			Non-essential instruments and/or equipments - Replacement of self contained, instrument panel mount equipment with quick disconnect connectors.	Yes	Yes	Yes	
			Removal and installation of non-required instruments and/or equipment.	Yes	Yes	Yes	
			Wing Wiper, Cleaner – Servicing, removal and reinstallation not involving disassembly or modification of any primary structure, control.	Yes	Yes	Yes	
			Static Probes – Removal or reinstallation of variometer static and total energy compensation probes.	Yes	Yes	Yes	
			Oxygen System – Replacement of portable oxygen bottles and systems in approved mountings, excluding permanently installed bottles and systems.	Yes	Yes	Yes	
			Air Brake Chute – Installation and servicing.	Yes	Yes	Yes	
			ELT – Removal / Reinstallation.	Yes	Yes	Yes	
	26	Fire Protection	Fire Warning – Replacement of sensors and indicators.	N/A	Yes	Yes	

	27	Flight Control	Gap Seals – Installation and servicing if it does not require complete flight control removal.	Yes	Yes	Yes	
			Control System – Measurement of the control system travel without removing the control surfaces.	Yes	Yes	Yes	
			Control Cables – Simple optical Inspection for Condition.	Yes	Yes	Yes	
			Gas Dampener – Replacement of Gas Dampener in the Control or Air Brake System.	Yes	Yes	Yes	
			Co-pilot stick and pedals - Removal or reinstallation where provision for quick disconnect is made by design.	Yes	Yes	Yes	
	28	Fuel System	Fuel lines – Replacement of prefabricated fuel lines fitted with self-sealing couplings.	N/A	Yes	NO	
			Fuel Filter – Cleaning and/or replacement.	N/A	Yes	Yes	
	31	Instruments	Instrument Panel– Removal and reinstallation provided this is a design feature with quick disconnect, excluding IFR operations.	Yes	Yes	Yes	
			Pitot Static System – Simple sense and leak check.	Yes	Yes	Yes	

			Instrument Panel vibration damper/shock absorbers- Replacement.	Yes	Yes	Yes	
			Drainage – Drainage of water drainage traps or filters within the Pitot static system.	Yes	Yes	Yes	
			Flexible tubes - Replacement of damaged tubes.	Yes	Yes	Yes	

	32	Landing Gear	Wheels – Removal, replacement and servicing, including replacement of wheel bearings and lubrication.	Yes	Yes	Yes	
			Servicing – Replenishment of hydraulic fluid.	Yes	Yes	Yes	
			Shock Absorber – Replacement or servicing of elastic cords or rubber dampers.	Yes	Yes	Yes	
			Shock Struts – Replenishment of oil or air.	Yes	Yes	Yes	
			Landing gear doors - Removal or reinstallation and repair including operating straps.	Yes	Yes	Yes	
			Skis – Changing between wheel and ski landing gear.	Yes	Yes	Yes	
			Skids – Removal or reinstallation and servicing of main, wing and tail skids.	Yes	Yes	Yes	
			Wheels fairing (spats) – Removal and reinstallation.	Yes	Yes	Yes	
			Mechanical brakes – Adjustment of simple cable operated systems.	Yes	Yes	Yes	
			Brake – Replacement of worn brake pads.	Yes	Yes	Yes	
			Springs – Replacement of worn or aged springs.	Yes	Yes	Yes	
			Gear Warning –Removal or reinstallation of simple gear warning systems.	Yes	Yes	Yes	
	33	Lights	Lights – Replacement of internal and external bulbs, filaments, reflectors and lenses.	N/A	N/A	Yes	

	34	Navigation	Software – Updating self contained, instrument panel mount navigational software databases, excluding automatic flight control systems and transponders and including update of non-required instruments/equipments.	Yes	Yes	Yes	
			Navigation devices – Removal and replacement of self contained, instrument panel mount navigation devices with quick disconnect connectors, excluding automatic flight control systems, transponders, primary flight control system.	Yes	Yes	Yes	
			Self contained data logger – Installation, data restoration.	Yes	Yes	Yes	

51	Structure	Fabric patches – Simple patches extending over not more than one rib and not requiring rib stitching or removal of structural parts or control surfaces.	Yes	Yes	Yes
		Protective Coating – Applying preservative material or coatings where no disassembly of any primary structure or operating system is involved.	Yes	Yes	Yes
		Surface finish - Minor restoration of paint or coating where the underlying primary structure is not affected. This includes application of signal coatings or thin foils as well as Registration markings.	Yes	Yes	Yes
		Fairings – Simple repairs to non-structural fairings and cover plates which do not change the contour.	Yes	Yes	Yes
52	Doors	Doors - Removal and reinstallation.	Yes	Yes	Yes
53	Fuselage	Upholstery, furnishing – Minor repairs which do not require disassembly of primary structure or operating systems, or interfere with control systems.	Yes	Yes	Yes

56	Windows	Side Windows - Replacement if it does not require riveting, bonding or any special process.	Yes	Yes	Yes	
		Canopies - Removal and re-fitment.	Yes	Yes	Yes	
		Gas dampener – Replacement of Canopy Gas dampener.	Yes	Yes	Yes	
57	Wings	Wing Skids – Removal or reinstallation and service of lower wing skids or wing roller including spring assembly.	Yes	Yes	Yes	
		Water ballast – Removal or reinstallation of flexible tanks.	Yes	Yes	Yes	
		Turbulator and sealing tapes – Removal or reinstallation of approved sealing tapes and turbulator tapes.	Yes	Yes	Yes	
61	Propeller	Spinner – Removal and reinstallation.	N/A	Yes	Yes	
71	Powerplant installation	Removal or installation of Powerplant unit including engine and propeller.	N/A	Yes	NO	
		Cowling - Removal and reinstallation not requiring removal of propeller or disconnection of flight controls.	N/A	Yes	Yes	
		Induction System – Inspection and replacement of induction air filter.	N/A	Yes	Yes	

	72	Engine	Chip detectors – Removal, checking and reinstallation provided the chip detector is a self sealing type and not electrically indicated.	N/A	Yes	Yes	
	73	Engine fuel	Strainer or Filter elements – Cleaning and/or replacement.	N/A	Yes	Yes	
			Fuel - Mixing of required oil into fuel.	N/A	Yes	Yes	
	74	Ignition	Spark Plugs – Removal, cleaning, adjustment and reinstallation.	N/A	Yes	Yes	
	75	Cooling	Coolant – Replenishment of coolant fluid.	N/A	Yes	Yes	
	76	Engine Controls	Controls – Minor adjustments of non-flight or propulsion controls whose operation is not critical for any phase of flight.	N/A	Yes	NO	
	77	Engine Indicating	Engine Indicating – Removal and replacement of self contained instrument panel mount indicators that have quick-release connectors and do not employ direct reading connections.	N/A	Yes	Yes	
	79	Oil System	Strainer or Filter elements – Cleaning and/or replacement.	N/A	Yes	Yes	
			Oil – Changing or replenishment of engine oil and gearbox fluid.	N/A	Yes	Yes	
Part D	**PILOT-OWNER MAINTENANCE TASKS for BALLOONS /AIRSHIPS**						
	Area and Task			**Hot Air Airship**	**Hot Air Balloon**	**Gas Balloon**	
	A) ENVELOPE						

1- Fabric repairs - excluding complete panels (as defined in, and in accordance with, Type Certificate holders' instructions) not requiring load tape repair or replacement.	Yes	Yes	NO
2- Nose line – Replacement.	Yes	N/A	N/A
3- Banners - fitment, replacement or repair (without sewing).	Yes	Yes	Yes
4- Melting link (temperature flag) - replacement.	Yes	Yes	N/A
5-Temperature transmitter and temperature indication cables - removal or reinstallation.	Yes	Yes	N/A
6- Crown line - replacement (where permanently attached to the crown ring).	NO	Yes	N/A
7- Scoop or skirt-replacement or repair of (including fasteners).	Yes	Yes	N/A
B) BURNER			
8- Burner - cleaning and lubrication.	Yes	Yes	N/A
9- Piezo igniters - adjustment.	Yes	Yes	N/A
10- Burner jets - cleaning and replacement.	Yes	Yes	N/A
11- Burner frame corner buffers - replacement or reinstallation.	Yes	Yes	N/A
12- Burner Valves - adjustment of closing valve not requiring special tools or test equipment.	Yes	Yes	N/A
C) BASKET AND GONDOLA			
13- Basket/gondola frame trim - repair or replacement.	Yes	Yes	Yes
14- Basket/gondola runners (including wheels) - repair or replacement.	Yes	Yes	Yes
15- External rope handles - repair.	Yes	Yes	Yes
16- Replacement of seat covers - upholsteries and safety belts.	Yes	Yes	Yes

D) FUEL CYLINDER			
17- Liquid valve - replacement of O-rings in the outlet.	Yes	Yes	NO
E) INSTRUMENTS AND EQUIPMENT			
18- Batteries - replacement of for self contained instruments and communication equipment.	Yes	Yes	Yes
19- Communication, navigation devices, instruments and/or equipment – Remove and replace self contained, instrument panel mounted communication devices with quick disconnect connectors.	Yes	Yes	Yes
F) ENGINES			
20- Cleaning and Lubrication not requiring disassembly other than removal of non-structural items such as cover plates, cowlings and fairings.	Yes	N/A	N/A
21- Cowling-removal and re-fitment not requiring removal of the propeller.	Yes	N/A	N/A
22- Fuel and oil strainers and/or filter elements - Removal, cleaning and/or replacement.	Yes	N/A	N/A
23- Batteries - replacing and servicing (excluding servicing of Ni-Cd batteries).	Yes	N/A	N/A
24- Propeller Spinner – removal and installation for inspection.	Yes	N/A	N/A
25- Powerplant - Removal or installation of powerplant unit including engine and propeller.	Yes	N/A	N/A
26- Engine- Chip detectors – remove, check and replace.	Yes	N/A	N/A
27- Ignition Spark Plug – removal or installation and adjustment including gap clearance.	Yes	N/A	N/A
28- Coolant fluid - replenishment.	Yes	N/A	N/A

	29- Engine Controls - minor adjustments of non-flight or propulsion controls whose operation is not critical for any phase of flight.	Yes	N/A	N/A	
	30- Engine instruments - removal and replacement.	Yes	N/A	N/A	
	31- Lubrication oil – changing or replenishment of engine oil and gearbox fluid.	Yes	N/A	N/A	
	32- Fuel lines - replacement of prefabricated hoses with self-sealing couplings.	Yes	N/A	N/A	
	33- Air filters (if installed) – removal, cleaning and replacement.	Yes	N/A	N/A	
Subpart I Airworthiness review certificate					
M.A.901	**Aircraft airworthiness review** **+** **Appendix III - Overview**	To ensure the validity of the aircraft airworthiness certificate an airworthiness review of the aircraft and its continuing airworthiness records shall be carried out periodically. (a) An airworthiness review certificate is issued in accordance with Appendix III (EASA Form 15a or 15b) on completion of a satisfactory airworthiness review. The airworthiness review certificate is valid one year. (b) An aircraft in a controlled environment is an aircraft (i) continuously managed during the previous 12 months by a unique continuing airworthiness management organisation approved in accordance with Section A, Subpart G, of this Annex (Part M), and (ii) which has been maintained for the previous 12 months by maintenance organisations approved in accordance with Section A, Subpart F of this Annex (Part M), or with Annex II (Part 145). This includes maintenance tasks referred to in point M.A.803(b) carried out and released to service in accordance with point M.A.801(b)2 or point M.A.801(b)3.			*Overview*

		(g) By derogation from points M.A.901(e) and M.A.901(i)2, for ELA1 aircraft not used in commercial air transport and not affected by point M.A.201(i), the airworthiness review certificate may also be issued by the competent authority upon satisfactory assessment, based on a recommendation made by certifying staff formally approved by the competent authority and complying with provisions of Annex III (Part-66) as well as requirements laid down in point M.A.707(a)2(a), sent together with the application from the owner or operator. This recommendation shall be based on an airworthiness review carried out in accordance with point M.A.710 and shall not be issued for more than two consecutive years.	
M.A.902	**Validity of the airworthiness review certificate**	(a) An airworthiness review certificate becomes invalid if: 1. Suspended or revoked. **or** 2. The airworthiness certificate is suspended or revoked. **or** 3. The aircraft is not on the aircraft register of a Member State. **or** 4. The type certificate under which the airworthiness certificate was issued is suspended or revoked. (b) An aircraft must not fly if the airworthiness certificate is invalid **or if** 1. The continuing airworthiness of the aircraft or any component fitted to the aircraft does not meet the requirements of this Part.	*Full contents*

		or 2. The aircraft does not remain in conformity with the type design approved by the Agency. **or** 3. the aircraft has been operated beyond the limitations of the approved flight manual or the airworthiness certificate, without appropriate action being taken **or** 4. The aircraft has been involved in an accident or incident that affects the airworthiness of the aircraft, without subsequent appropriate action to restore airworthiness. **or** 5. A modification or repair has not been approved in accordance with Part- 21. (c) Upon surrender or revocation, the airworthiness review certificate shall be returned to the competent authority	
SECTION B PROCEDURE FOR COMPETENT AUTHORITIES			
Subpart A General			
M.B.101	**Scope**	This Section establishes the administrative requirements to be followed by the competent authorities in charge of the application and the enforcement of Section A of this Part.	*Overview*
M.B.103	**Acceptable means of compliance**	The Agency shall develop acceptable means of compliance that the Member States may use to establish compliance with this Part. When the acceptable means of compliance are complied with, the related requirements of this Part shall be considered as met.	*Full contents*

M.B.303	**Aircraft continuing airworthiness monitoring**	(a) Every competent authority shall develop a survey programme to monitor the airworthiness status of the fleet of aircraft on its register.	*Full contents*
Subpart D Maintenance standards			
Subpart E Components			
Subpart F Maintenance organisation			
M.B.601	**Application**	Where maintenance facilities are located in more than one Member State the investigation and continued oversight of the approval shall be carried out in conjunction with the competent authorities designated by the Member States in whose territory the other maintenance facilities are located.	*Overview*
M.B.602	**Initial Approval**	(a) Provided the requirements of M.A.606(a) and (b) are complied with, the competent authority shall formally indicate its acceptance of the M.A.606 (a) and (b) personnel to the applicant in writing. (b) The competent authority shall establish that the procedures specified in the maintenance organisation manual comply with M.A Subpart F and ensure the accountable manager signs the commitment statement. (c) The competent authority shall verify that the organisation is in compliance with the Part-M.A Subpart F requirements. (d) A meeting with the accountable manager shall be convened at least once during the investigation for approval to ensure that he/she fully understands the significance of the approval and the reason for signing the commitment of the organisation to compliance with the procedures specified in the manual. (e) All findings shall be confirmed in writing to the applicant organisation.	*Overview*

		(f) The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations. (g) For initial approval all findings shall be corrected by the organisation and closed by the competent authority before the approval can be issued. (h)	
AMC M.B.602 (a)	**Initial Approval**	1. 'Formally indicate in writing' means that an EASA Form 4 (appendix X) should be used for this activity. With the exception of the accountable manager, an EASA Form 4 should be completed for each person nominated to hold a position required by M.A.606 (b) 2. In the case of the accountable manager approval of the maintenance organisation manual containing the accountable manager's signed commitment statement constitutes formal acceptance.	*Overview*
AMC M.B.602 (b)	**Initial Approval**	The competent authority should indicate approval of the maintenance organisation manual in writing.	*Overview*
AMC M.B.602 (c)	**Initial Approval**	1. The competent authority should determine by whom, and how the audit shall be conducted. For example, it will be necessary to determine whether one large team audit or a short series of small team audits or a long series of single man audits are most appropriate for the particular situation. 2. The audit may be carried out on a product line type basis. For example, in the case of an organisation with Socata TB20 and Piper PA 28 ratings, the audit is concentrated on one type only for a full compliance check. Dependant upon the result, the second type may only require a sample check that should at least cover the activities identified as weak for the first type. 3. The competent authority auditing surveyor should always ensure that he/she is accompanied throughout the audit by a senior technical member of the organisation. The reason for being	*Overview*

		accompanied is to ensure the organisation is fully aware of any findings during the audit. 4. The auditing surveyor should inform the senior technical member of the organisation at the end of the audit visit on all findings made during the audit.	
AMC M.B.602 (e)	**Initial Approval**	1. Findings should be recorded on an audit report form with a provisional categorisation as a level 1 or 2. Subsequent to the audit visit that identified the particular findings, the competent authority should review the provisional finding levels, adjusting them if necessary and change the categorisation from 'provisional' to 'confirmed'. 2. All findings should be confirmed in writing to the applicant organisation within 2 weeks of the audit visit. 3. There may be occasions when the competent authority finds situations in the applicant's organisation on which it is unsure about compliance. In this case, the organisation should be informed about possible non-compliance at the time and the fact that the situation will be reviewed within the competent authority before a decision is made. If the review concludes that there is no finding then a verbal confirmation to the organisation will suffice.	*Overview*
AMC M.B.602 (f)	**Initial Approval**	1. The audit report should be made on an EASA Form 6F (see appendix VI). 2. A quality review of the EASA Form 6F audit report should be carried out by a competent independent person nominated by the competent authority. The review should take into account the relevant paragraphs of M.A. Subpart F, the categorisation of finding levels and the closure action taken. Satisfactory review of the audit form should be indicated by a signature on the EASA Form 6F.	*Overview*

AMC M.B.602 (g)	**Initial Approval**	The audit reports should include the date each finding was cleared together with reference to the competent authority report or letter that confirmed the clearance.	*Overview*
M.B.603	**Issue of approval**	(a) The competent authority shall issue to the applicant an EASA Form 3 approval certificate (Appendix V) which includes the extent of approval, when the maintenance organisation is in compliance with the applicable paragraphs of this Part. (b) The competent authority shall indicate the conditions attached to the approval on the EASA Form 3 approval certificate. (c) The reference number shall be included on the EASA Form 3 approval certificate in a manner specified by the Agency.	*Overview*
AMC M.B.603 (a)	**Issue of approval**	1. For approvals involving more than one competent authority, the approval should be granted in conjunction with the competent authorities of the Member States in whose territories the other maintenance organisation facilities are located. For practical reasons the initial approval should be granted on the basis of a joint audit visit by the approving competent authority and competent authorities of the Member States in whose territories the other maintenance organisation facilities are located. Audits related to the continuation of the approval should be delegated to the competent authorities of the Member States in whose territories the other maintenance organisation facilities are located. The resulting audit form and recommendation should then be submitted to the approving competent authority. 2. The approval should be based upon the organisational capability relative to M.A. Subpart F compliance and not limited by reference to individual EASA certificated products. For example, if the organisation is capable of maintaining within the limitation of M.A. Subpart F the Cessna 100 series aircraft the approval schedule should state A2 Cessna 100 series and not Cessna 172 RG which is a particular designator for one of many Cessna 100 series.	*Overview*

AMC M.B.603 (c)	**Issue of approval**	The numeric sequence of the approval reference should be unique to the particular approved maintenance organisation.	*Overview*
M.B.604	**Continuing oversight**	(a) The competent authority shall keep and update a program listing for each M.A Subpart F approved maintenance organisations under its supervision, the dates when audit visits are due and when such visits were carried out. (b) Each organisation shall be completely audited at periods not exceeding 24 months. (c) All findings shall be confirmed in writing to the applicant organisation. (d) The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations. (e) A meeting with the accountable manager shall be convened at least once every 24 months to ensure he/she remains informed of significant issues arising during audits.	*Overview*
M.B.605	**Findings**	(a) When during audits or by other means evidence is found showing non-compliance to the Part-M requirement, the competent authority shall take the following actions: 1. For level 1 findings, immediate action shall be taken by the competent authority to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the maintenance organisation approval, until successful corrective action has been taken by the organisation. 2. For level 2 findings, the competent authority shall grant a corrective action period appropriate to the nature of the finding that shall not be more than three months. In certain circumstances, at the end of this first period and subject to the nature of the finding, the competent authority can extend the three month period subject to a satisfactory corrective action plan.	*Overview*

		(b) Action shall be taken by the competent authority to suspend in whole or part the approval in case of failure to comply within the timescale granted by the competent authority.	
AMC M.B.605 (b) 1	**Findings**	For a level 1 finding it may be necessary for the competent authority to ensure that further maintenance and re-certification of all affected products is accomplished, dependent upon the nature of the finding.	*Overview*
M.B.606	**Changes**	(a) In the case of direct approval of amendments of the maintenance organisation manual, the competent authority shall verify that the procedures specified in the manual are in compliance with Part-M before formally notifying the approved organisation of the approval. (b) In the case of indirect approval of amendments of the maintenance organisation manual, the competent authority shall ensure that it has an adequate control over the approval of all manual amendments. (c) The competent authority may prescribe the conditions under which the M.A. Subpart F approved maintenance organisation may operate during such changes unless it determines that the approval should be suspended.	*Overview*
M.B.607	**Revocation, suspension and limitation of an approval**	The competent authority shall: (a) Suspend an approval on reasonable grounds in the case of potential safety threat. **or** (b) Suspend, revoke or limit an approval pursuant to M.B.605.	*Overview*

Subpart G Continuing Airworthiness Management Organisation			
SUBPART H CERTIFICATE OF RELEASE TO SERVICE — CRS			
SUBPART I AIRWORTHINESS REVIEW CERTIFICATE			