



Course Syllabus

Revision 26.01.2009

Continuing Airworthiness Requirements

Part-M

General

Contents:

A. The EU legal framework - Principles

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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 committee procedure

They **establish 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	<p style="text-align: center;">(j) Applicability of the Basic Regulation to products, parts and appliances</p> <p>This Regulation shall apply to:</p> <p>(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</p> <p>(b) Personnel and organisations involved in the operation of aircraft.</p>	
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Chapter II Substantive requirements

Article 4	Basic principles and applicability	<p>2. Aircraft, including any installed product, part and appliance, which are:</p> <p>(a) designed or manufactured by an organisation for which the Agency or a Member State ensures safety oversight; or</p> <p>(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</p> <p>(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</p> <p>(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.</p> <p style="text-align: center;">(j) Paragraph 1 shall not apply to aircraft referred to in Annex II.</p>	
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<p>Article 5</p>	<p>Airworthiness</p>	<p>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.</p> <p>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.</p> <p>(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.</p> <p>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:</p> <p>(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;</p> <p>Responsibilities of the holders of certificates.</p>	
<p>Article 11</p>	<p>Recognition of certificates</p>	<p>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).</p> <p><i>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).</i></p>	



		<p>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.</p> <p>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.</p>	
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	<p>The Agency shall, where appropriate:</p> <p>(a) issue opinions addressed to the Commission;</p> <p>(b) issue recommendations addressed to the Commission for the application of Art. 14;</p> <p>(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.</p>	



ANNEX I			
Essential requirements For airworthiness referred to in Article 5	3. Organisations	<p>3.a. Organisation approvals must be issued when the following conditions are met:</p> <p>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;</p> <p>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;</p> <p>3.a.3. the organisation must establish arrangements with other relevant organisations, as necessary, to ensure continuing compliance with these essential requirements for airworthiness;</p> <p>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.</p>	
ANNEX II	Aircraft referred to in Article 4(4)	<p>Art. 4(1), (2) & (3) do not apply to aircraft falling in one or more of the categories below.</p> <p>(a) historic aircraft meeting the criteria below:</p> <p>(i) non complex aircraft whose:</p> <ul style="list-style-type: none"> - initial design was established before 1.1.1955 and <li style="padding-left: 20px;">(l) production has been stopped before 1.1.1975 <p>or</p> <p>(m) aircraft having a clear historical relevance, related to:</p> <p>(n) a participation in a noteworthy historical event; or</p> <ul style="list-style-type: none"> - a major step in the development of aviation; or - a major role played into the armed forces of a Member State. 	



		<p>(o) aircraft specifically designed or modified for research, experimental or scientific purposes, and likely to be produced in very limited numbers.</p> <p>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.</p> <p>(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.</p> <p>(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).</p> <p>(f) Single and two-seater gyroplanes with a maximum take off mass \leq 560 kg.</p> <p>(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.</p> <p>(h) Replicas of aircraft meeting the criteria of (a) or (d) above, for which the structural design is similar to the original aircraft.</p>	
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		(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, <u>international standards and recommended practices and procedures</u>	
ICAO Annex 6			
Chapter 8	Aeroplane Maintenance	8.7: Approved maintenance organization	
E. COMMISSION REGULATION (EC) No. 2042/2003 + 707/2006			
Article 1	Objective and scope	<p>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:</p> <p>(a) registered in a Member State; or</p> <p>(b) registered in a third country and used by an operator for which a Member State ensures oversight of operations.</p> <p>2. Paragraph 1 shall not apply to aircraft the regulatory safety oversight of which has been transferred to a third country and which are not used by a Community operator, or to aircraft referred to in Annex II to the basic Regulation.</p> <p>3. The provisions of this Regulation related to commercial air transport are applicable to licensed air carriers as defined by Community law – See below</p>	



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.

COMMISSION REGULATION (EC) No. 2042/2003

<p>Article 2</p>	<p>Definitions</p>	<p>(a) 'aircraft'</p> <p>(c) 'component'</p> <p>(d) 'continuing airworthiness'</p> <p>(g) 'large aircraft';</p> <p>(h) 'maintenance'</p> <p>(i) 'organisation';</p> <p>(j) 'pre-flight inspection'</p>	
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[OTHER 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 2	Definitions		
		<p>Within the scope of the basic Regulation, the following definitions shall apply:</p> <ul style="list-style-type: none"> (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. (h) "Maintenance" means any one or combination of overhaul, repair, inspection, replacement, modification or defect rectification of an 	



		<p>aircraft or component, with the exception of pre-flight inspection.</p> <p>(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.</p> <p>(j) "Pre-flight inspection" means the inspection carried out before flight to ensure that the aircraft is fit for the intended flight.</p> <p>(k) "ELA1 aircraft" means the following European Light Aircraft:</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(l) "LSA aircraft" means a light sport aeroplane which has all of the following characteristics:</p> <p>(i) A Maximum Take-off Mass (MTOM) of not more than 600 kg.</p> <p>(ii) a maximum stalling speed in the landing configuration (V_{S0}) of not more than 45 knots Calibrated Airspeed (CAS) at the aircraft's maximum certificated take-off mass and most critical centre of gravity.</p> <p>(iii) A maximum seating capacity of no more than two persons, including the pilot.</p> <p>(iv) A single, non-turbine engine fitted with a propeller.</p> <p>(v) A non-pressurised cabin.</p>	
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<p>Article 3</p>	<p>Continuing airworthiness requirements</p>	<ol style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. 	
<p>Article 4</p>	<p>Maintenance organisation approvals</p>	<ol style="list-style-type: none"> 1. Organisations involved in the maintenance of large aircraft or of aircraft used for commercial air transport, and components intended for fitment thereto, shall be approved in accordance with the provisions of Annex II. 2. Maintenance approvals issued or recognised by a Member State in accordance with the JAA requirements and procedures and valid before the 	



		<p>entry into force of this Regulation shall be deemed to have been issued in accordance with this Regulation. For this purpose, by derogation from the provisions of 145.B.50(2) under Annex II, level 2 findings associated with the differences between JAR 145 and Annex II may be closed within one year. Certificates of release to service and authorised release certificates issued by an organisation approved under JAA requirements during that one-year period shall be deemed to have been issued under this Regulation.</p> <p>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 continue to carry out and/or control such tests.</p> <p>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.</p>	
Article 5	Certifying staff	<p>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).'</p> <p>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.</p>	
Article 7	Entry into force (1),(2),(3)	<p>1. This Regulation shall enter into force on the day following that of its publication in the Official Journal of the European Union.</p> <p>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.</p>	



		<p>3. By way of derogation from paragraph 1 and 2, Member States may elect not to apply:</p> <p>(a) the provisions of Annex I to aircraft not involved in commercial air transport, until 28 September 2008;</p> <p>(b) the provisions of Annex I(I) to aircraft involved in commercial air transport, until 28 September 2008.</p> <p>(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:</p> <ul style="list-style-type: none">• 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).	
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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 release 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, 3, 4
SECTION A TECHNICAL REQUIREMENTS		
SUBPART A GENERAL		
M.A.101	Scope	F
SUBPART B ACCOUNTABILITY		
M.A.201	Responsibilities	O
Appendix I to Part M	Continuing Airworthiness Arrangement	O
<i>AMC M.A.201 (h)</i>	<i>Responsibilities</i>	<i>X</i>
<i>AMC M.A.201 (h) 1</i>	<i>Responsibilities</i>	<i>X</i>
Appendix II to AMC M.A.201 (h) 1	Sub-contracting of C.A. Management Tasks	O
<i>AMC M.A.201 (h) 2</i>	<i>Responsibilities</i>	<i>X</i>



M.A.202	Occurrence reporting	O
<i>AMC M.A.202 (a)</i>	<i>Occurrence reporting</i>	<i>X</i>
<i>AMC M.A.202 (b)</i>	<i>Occurrence reporting</i>	<i>X</i>
SUBPART C CONTINUING AIRWORTHINESS		
M.A.301	Continuing airworthiness tasks	O
<i>AMC M.A.301 -1-</i>	<i>Continuing airworthiness tasks</i>	<i>X</i>
<i>AMC M.A.301 -2-</i>	<i>Continuing airworthiness tasks</i>	<i>X</i>
<i>AMC M.A.301 -3-</i>	<i>Continuing airworthiness tasks</i>	<i>X</i>
<i>AMC M.A.301 -4-</i>	<i>Continuing airworthiness tasks</i>	<i>X</i>
<i>AMC M.A.301 -5-</i>	<i>Continuing Airworthiness Tasks</i>	<i>X</i>
<i>AMC M.A.301 -7-</i>	<i>Continuing airworthiness tasks</i>	<i>X</i>
M.A.302	Maintenance programme	O
<i>AMC M.A.302</i>	<i>Maintenance programme</i>	<i>X</i>
Appendix I to AMC M.A.302 & AMC M.B.301 (b)	Content of the maintenance programme	O
<i>AMC M.A.302 (c)</i>	<i>Maintenance programme compliance</i>	<i>X</i>
<i>AMC M.A.302 (d)</i>	<i>Maintenance programme - reliability programmes</i>	<i>X</i>
M.A.303	Airworthiness directives	O
M.A.304	Data for modifications and repairs	O
<i>AMC M.A.304</i>	<i>Data for modifications and repairs</i>	<i>X</i>
M.A.305	Aircraft continuing airworthiness record system	O
<i>AMC M.A.305 (d)</i>	<i>Aircraft continuing airworthiness record system</i>	<i>X</i>
<i>AMC M.A.305 (h)</i>	<i>Aircraft continuing airworthiness record system</i>	<i>X</i>
<i>AMC M.A.305 (h) 6</i>	<i>Aircraft continuing airworthiness record system</i>	<i>X</i>



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



<i>AMC M.A.501 (d)</i>	<i>Installation</i>	<i>X</i>
M.A.502 (a)	Component maintenance	O
M.A.502 (b)	Component maintenance	O
M.A.503	Service life limited components	O
M.A.504	Control of unserviceable components	O
<i>AMC M.A.504 (a)</i>	<i>Control of unserviceable components</i>	<i>X</i>
<i>AMC M.A.504 (b)</i>	<i>Control of unserviceable components</i>	<i>X</i>
<i>AMC M.A.504 (c)</i>	<i>Control of unserviceable components – unsalvageable components</i>	<i>X</i>
<i>AMC M.A.504 (d) 2</i>	<i>Control of unserviceable components</i>	<i>X</i>
<i>AMC M.A.504 (e)</i>	<i>Control of unserviceable components</i>	<i>X</i>
SUBPART F MAINTENANCE ORGANISATION		
M.A.601	Scope	O
<i>AMC M.A.601</i>	<i>Scope</i>	<i>X</i>
M.A.602	Application	O
<i>AMC M.A.602</i>	<i>Application</i>	<i>X</i>
<i>Appendix IX to AMC M.A.602</i>	<i>EASA Form 2</i>	<i>X</i>
M.A.603	Extent of approval	O
<i>Appendix V to Part M</i>	<i>Approval Certificate Part-M Section A Subpart F AMO</i>	<i>X</i>
AMC M.A.603 (a)	Extent of Approval	O
<i>AMC M.A.603 (b)</i>	<i>Extent of approval</i>	<i>X</i>
M.A.604	Maintenance organisation manual	O
<i>AMC M.A.604</i>	<i>Maintenance organisation manual</i>	<i>X</i>



<i>Appendix IV to AMC M.A.604</i>	<i>Maintenance Organisation Manual</i>	<i>X</i>
M.A.605	Facilities	O
<i>AMC M.A.605 (a)</i>	<i>Facilities</i>	<i>X</i>
<i>AMC M.A.605 (b)</i>	<i>Facilities</i>	<i>X</i>
<i>AMC M.A.605 (c)</i>	<i>Facilities</i>	<i>X</i>
M.A.606	Personnel requirements	O
<i>AMC M.A.606 (a)</i>	<i>Personnel requirements</i>	<i>X</i>
<i>AMC M.A.606 (b)</i>	<i>Personnel requirements</i>	<i>X</i>
<i>AMC M.A.606 (c)</i>	<i>Personnel requirements</i>	<i>X</i>
<i>AMC M.A.606 (d)</i>	<i>Personnel requirements</i>	<i>X</i>
<i>AMC M.A.606 (e)</i>	<i>Personnel requirements</i>	<i>X</i>
<i>AMC M.A.606 (f)</i>	<i>Personnel requirements</i>	<i>X</i>
Appendix X to AMC	EASA Form 4	O
M.A.607	Certifying staff	O
<i>AMC M.A.607</i>	<i>Certifying staff</i>	<i>X</i>
<i>AMC M.A.607 (c)</i>	<i>Certifying staff</i>	<i>X</i>
M.A.608	Components, equipment and tools	O
<i>AMC M.A.608 (a)</i>	<i>Components, equipment and tools</i>	<i>X</i>
<i>AMC M.A.608 (b)</i>	<i>Components, equipment and tools</i>	<i>X</i>
M.A.609	Maintenance data	O
<i>AMC M.A.609</i>	<i>Maintenance Data</i>	<i>X</i>
M.A.610	Maintenance work orders	O
M.A.611	Maintenance standards	O
M.A.612	Aircraft certificate of release to service	O
M.A.613	Component certificate of release to service	O



<i>AMC M.A.613 (a)</i>	<i>Component certificate of release to service</i>	<i>X</i>
M.A.614	Maintenance records	O
Appendix II to Part M	EASA Form 1	O
<i>AMC M.A.614 (a)</i>	<i>Maintenance records</i>	<i>X</i>
<i>AMC M.A.614 (c)</i>	<i>Maintenance records</i>	<i>X</i>
M.A.615	Privileges of the organisation	O
M.A.616	Organisational review	O
<i>AMC M.A.616</i>	<i>Organisational review</i>	<i>X</i>
<i>Appendix VIII to AMC M.A.616</i>	<i>Organisational Review</i>	<i>X</i>
M.A.617	Changes to the approved maintenance organisation	O
<i>AMC M.A.617</i>	<i>Changes to the approved maintenance organisation</i>	<i>X</i>
M.A.618	Continued validity of approval	O
M.A.619	Findings	O
Appendix IV to Part M	Approval Ratings	O
SUBPART G Continuing Airworthiness Management Organisation		
M.A.701	Scope	O
M.A.702	Application	O
M.A.703	Extent of approval	O
Appendix VI to Part M	Approval Certificate Part-M Section A Subpart G CAMO	O



M.A.704	Continuing airworthiness management exposition	O
<i>AMC M.A.704</i>	<i>Continuing airworthiness management exposition</i>	<i>X</i>
Appendix V to AMC M.A.704	CAMO Exposition	O
M.A.705	Facilities	O
<i>AMC M.A.705</i>	<i>Facilities</i>	<i>X</i>
M.A.706	Personnel requirements	O
<i>AMC M.A.706</i>	<i>Personnel requirements</i>	<i>X</i>
<i>AMC M.A.706 (e)</i>	<i>Personnel requirements</i>	<i>X</i>
Appendix X to AMC	EASA Form 4	O
M.A.707	Airworthiness review staff	F
<i>AMC M.A.707 (a)</i>	<i>Airworthiness review staff</i>	<i>X</i>
M.A.708	Continuing airworthiness management	O
<i>AMC M.A.708 (c)</i>	<i>Continuing airworthiness management</i>	<i>X</i>
<i>AMC M.A.708 (c) (1)</i>	<i>Continuing airworthiness management – Unscheduled maintenance</i>	<i>X</i>
Appendix XI to AMC M.A.708 (c)	Contracted Maintenance	O
M.A.709	Documentation	O
M.A.710	Airworthiness review	O
<i>AMC M.A.710 (a)</i>	<i>Airworthiness review</i>	<i>X</i>
<i>AMC M.A.710 (b) and (c)</i>	<i>Airworthiness review</i>	<i>X</i>
<i>AMC M.A.710 (e)</i>	<i>Airworthiness review</i>	<i>X</i>
M.A.711	Privileges of the organisation	O
<i>AMC M.A.711 (b)</i>	<i>Privileges of the organisation</i>	<i>X</i>



M.A.712	Quality system	0
<i>AMC M.A.712 (a)</i>	<i>Quality system</i>	<i>X</i>
<i>AMC M.A.712 (b)</i>	<i>Quality System</i>	<i>X</i>
<i>AMC M.A.712 (f)</i>	<i>Quality system</i>	<i>X</i>
M.A.713	Changes to the approved continuing airworthiness organisation	0
<i>AMC M.A.713</i>	<i>Changes to the approved continuing airworthiness organisation</i>	<i>X</i>
M.A.714	Record-keeping	0
<i>AMC M.A.714</i>	<i>Record-keeping</i>	<i>X</i>
M.A.715	Continued validity of approval	0
M.A.716	Findings	0
SUBPART H CERTIFICATE OF RELEASE TO SERVICE – CRS		
M.A.801	Aircraft certificate of release to service	0
Appendix VII to Part M	Complex Maintenance Tasks	0
<i>AMC M.A.801 (b)</i>	<i>Aircraft certificate of release to service</i>	<i>X</i>
<i>AMC M.A.801 (d)</i>	<i>Aircraft certificate of release to service</i>	<i>X</i>
<i>AMC M.A.801 (e)</i>	<i>Aircraft certificate of release to service</i>	<i>X</i>
<i>AMC M.A.801 (f)</i>	<i>Aircraft certificate of release to service</i>	<i>X</i>
M.A.802	Component certificate of release to service	0
<i>AMC M.A.802</i>	<i>Component certificate of release to service</i>	<i>X</i>
M.A.803	Pilot-owner authorisation	0
Appendix VIII to Part M	Limited Pilot Owner Maintenance	0



<i>AMC M.A.803</i>	<i>Pilot-owner authorisation</i>	X
SUBPART I AIRWORTHINESS REVIEW CERTIFICATE		
M.A.901 (a)	Aircraft airworthiness review	O
M.A.901 (b)	Aircraft airworthiness review	O
M.A.901 (c)	Aircraft airworthiness review	O
M.A.901 (d)	Aircraft airworthiness review	O
M.A.901 (e)	Aircraft airworthiness review	O
Appendix III to Part M	Airworthiness Review Certificate	O
<i>AMC M.A.901 (a)</i>	<i>Aircraft airworthiness review</i>	X
<i>AMC M.A.901 (b)</i>	<i>Aircraft airworthiness review</i>	X
<i>AMC M.A.901 (c) 2</i>	<i>Aircraft airworthiness review</i>	X
<i>AMC M.A.901 (d)</i>	<i>Aircraft airworthiness review</i>	X
<i>AMC M.A.901 (e)</i>	<i>Aircraft airworthiness review</i>	X
M.A.902	Validity of the airworthiness review certificate	O
M.A.903	Transfer of aircraft registration within the EU	O
<i>AMC M.A.903 (a)</i>	<i>Transfer of aircraft registration within the EU</i>	X
<i>AMC M.A.903 (b)</i>	<i>Transfer of aircraft registration within the EU</i>	X
M.A.904	Airworthiness review of aircraft imported into the EU	O
<i>AMC M.A.904 (a) -1</i>	<i>Airworthiness review of aircraft imported into the EU</i>	X
<i>AMC M.A.904 (a) -2</i>	<i>Airworthiness review of aircraft imported into the EU</i>	X
<i>AMC M.A.904 (b)</i>	<i>Airworthiness review of aircraft imported into the EU</i>	X
M.A.905	Findings	O
SECTION B PROCEDURE FOR COMPETENT AUTHORITIES		
SUBPART A GENERAL		



M.B.101	Scope	O
M.B.102	Competent authority	O
<i>AMC M.B.102 (a)</i>	<i>Competent authority - General</i>	<i>X</i>
<i>AMC M.B.102 (c)</i>	<i>Competent authority - Qualification and training</i>	<i>X</i>
<i>AMC M.B.102 (d)</i>	<i>Competent authority organisation - Procedures</i>	<i>X</i>
M.B.103	Acceptable means of compliance	O
M.B.104 (a)	Record-keeping	O
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
<i>AMC M.B.104 (a)</i>	<i>Record-keeping</i>	<i>X</i>
<i>AMC M.B.104 (f)</i>	<i>Record-keeping</i>	<i>X</i>
M.B.105 (a)	Mutual exchange of information	X
M.B.105 (b)	Mutual exchange of information	X
<i>AMC M.B.105 (a)</i>	<i>Mutual exchange of information</i>	<i>X</i>
SUBPART B ACCOUNTABILITY		
M.B.201	Responsibilities	X
SUBPART C CONTINUING AIRWORTHINESS		
M.B.301	Maintenance programme	O
<i>AMC M.B.301 (a)</i>	<i>Maintenance programme</i>	<i>X</i>
<i>AMC M.B.301 (b)</i>	<i>Maintenance programme</i>	<i>X</i>
<i>AMC M.B.301 (c)</i>	<i>Maintenance Programme</i>	<i>X</i>
<i>AMC M.B.301 (d)</i>	<i>Maintenance programme</i>	<i>X</i>



<i>M.B.302</i>	<i>Exemptions</i>	<i>X</i>
M.B.303 (a)	Aircraft continuing airworthiness monitoring	O
<i>M.B.303 (b)</i>	<i>Aircraft continuing airworthiness monitoring</i>	<i>X</i>
<i>M.B.303 (c)</i>	<i>Aircraft continuing airworthiness monitoring</i>	<i>X</i>
<i>M.B.303 (d)</i>	<i>Aircraft continuing airworthiness monitoring</i>	<i>X</i>
<i>M.B.303 (e)</i>	<i>Aircraft continuing airworthiness monitoring</i>	<i>X</i>
<i>M.B.303 (f)</i>	<i>Aircraft continuing airworthiness monitoring</i>	<i>X</i>
<i>M.B.303 (g)</i>	<i>Aircraft continuing airworthiness monitoring</i>	<i>X</i>
<i>M.B.303 (h)</i>	<i>Aircraft continuing airworthiness monitoring</i>	<i>X</i>
<i>AMC M.B.303 (b)</i>	<i>Aircraft continuing airworthiness monitoring</i>	<i>X</i>
<i>AMC M.B.303 (c)</i>	<i>Aircraft continuing airworthiness monitoring</i>	<i>X</i>
<i>AMC M.B.303 (d)</i>	<i>Aircraft continuing airworthiness monitoring</i>	<i>X</i>
<i>Appendix III to AMC M.B.303 (d)</i>	<i>Aircraft Continued Airworthiness Monitoring</i>	<i>X</i>
<i>M.B.304 (a)</i>	<i>Revocation, suspension and limitation</i>	<i>X</i>
<i>M.B.304 (b)</i>	<i>Revocation, suspension and limitation</i>	<i>X</i>
SUBPART D	MAINTENANCE STANDARDS	
SUBPART E	COMPONENTS	
SUBPART F	MAINTENANCE ORGANISATION	
<i>M.B.601</i>	<i>Application</i>	<i>X</i>
<i>M.B.602</i>	<i>Initial Approval</i>	<i>X</i>
<i>AMC M.B.602</i>	<i>Initial approval</i>	<i>X</i>
<i>M.B.603</i>	<i>Issue of approval</i>	<i>X</i>
<i>AMC M.B.603 (a)</i>	<i>Issue of approval</i>	<i>X</i>
<i>AMC M.B.603 (c)</i>	<i>Issue of approval</i>	<i>X</i>
<i>M.B.604</i>	<i>Continuing oversight</i>	<i>X</i>



<i>AMC M.B.604 (b)</i>	<i>Continuing oversight</i>	<i>X</i>
<i>M.B.605</i>	<i>Findings</i>	<i>X</i>
<i>AMC M.B.605 (b) 1</i>	<i>Findings</i>	<i>X</i>
<i>M.B.606</i>	<i>Changes</i>	<i>X</i>
<i>AMC M.B.606</i>	<i>Changes</i>	<i>X</i>
<i>M.B.607</i>	<i>Revocation, suspension and limitation of an approval</i>	<i>X</i>
SUBPART G Continuing Airworthiness Management Organisation		
<i>M.B.701</i>	<i>Application</i>	<i>X</i>
<i>AMC M.B.701 (a)</i>	<i>Application</i>	<i>X</i>
<i>M.B.702</i>	<i>Initial approval</i>	<i>X</i>
<i>AMC M.B.702</i>	<i>Initial approval</i>	<i>X</i>
Appendix VII to AMC M.B.702 (f)	EASA Form 13	O
M.B.703	Issue of approval	O
<i>AMC M.B.703 (a)</i>	<i>Issue of approval</i>	<i>X</i>
<i>AMC M.B.703 (c)</i>	<i>Issue of approval</i>	<i>X</i>
<i>AMC M.B.703 (d)</i>	<i>Issue of Approval</i>	<i>X</i>
M.B.704	Continuing oversight	O
<i>AMC M.B.704 (b)</i>	<i>Continuing oversight</i>	<i>X</i>
M.B.705	Findings	O
<i>AMC M.B.705 (b) 1</i>	<i>Findings</i>	<i>X</i>
M.B.706	Changes	O



AMC M.B.706	Changes	X
M.B.707	Revocation, suspension and limitation of an approval	O
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



COMMISSION REGULATION (EC) No. 2042/2003			
ANNEX I – Part-M			
H. DETAILED CONTENTS AND LEVEL OF DETAIL EXPECTED (Full contents / Specific Paragraphs / Overview)			
M.1	Competent Authority § 1, 3, 4	The Competent Authority: <ul style="list-style-type: none"> • For the oversight of a CAMO • For the approval of maintenance programmes. 	<i>Overview</i>
GENERAL			
M.A.101	Scope	Definition of the scope of Part-M, Subpart A	<i>Full contents</i>
ACCOUNTABILITY			
M.A.201	Responsibilities	<p>(a) The owner is responsible for the continuing airworthiness of an aircraft and shall ensure that no flight takes place unless:</p> <ol style="list-style-type: none"> 1. The aircraft is maintained in an airworthy condition. <p style="text-align: center;">and</p> <ol style="list-style-type: none"> 2. Any operational and emergency equipment fitted is correctly installed and serviceable or clearly identified as unserviceable. <p style="text-align: center;">and</p> <ol style="list-style-type: none"> 3. The airworthiness certificate remains valid. <p style="text-align: center;">and</p> <ol style="list-style-type: none"> 4. The maintenance of the aircraft is performed in accordance with the approved maintenance programme as specified in M.A.302. 	<i>Overview</i>



		<p>(b) When the aircraft is leased, the responsibilities of the owner are transferred to the lessee if:</p> <ol style="list-style-type: none">1. The lessee is stipulated on the registration document. <p style="text-align: center;">or</p> <ol style="list-style-type: none">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. <p>(c) Any person or organisation performing maintenance shall be responsible for the tasks performed.</p> <p>(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.</p> <p>(e) In order to satisfy the responsibilities of paragraph (a),</p> <ol style="list-style-type: none">(i) The owner of an aircraft may contract the tasks associated with continuing airworthiness to a continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Annex (Part M). In this case, the continuing airworthiness management organisation assumes responsibility for the proper accomplishment of these tasks.(ii) An owner who decides to manage the continuing airworthiness of the aircraft under its own responsibility, without a contract in accordance with Appendix I, may nevertheless make a limited contract with a continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Annex (Part M), for the development of the maintenance programme and its approval in accordance with point M.A.302. In that case, the limited contract transfers the responsibility for the	
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		<p>development and approval of the maintenance programme to the contracted continuing airworthiness management organisation.</p> <p>f) In the case of large aircraft, in order to satisfy the responsibilities of paragraph (a) the owner of an aircraft shall ensure that the tasks associated with continuing airworthiness are performed by an approved continuing airworthiness management organisation. A written contract shall be made in accordance with Appendix I. In this case, the continuing airworthiness management organisation assumes responsibility for the proper accomplishment of these tasks.</p> <p>(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.</p> <p>(h) In the case of commercial air transport the operator is responsible for the continuing airworthiness of the aircraft it operates and shall:</p> <ol style="list-style-type: none">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. <p style="text-align: center;">and</p> <ol style="list-style-type: none">2. Be approved in accordance with Part-145 or contract such an organisation. <p style="text-align: center;">and</p> <ol style="list-style-type: none">3. Ensure that paragraph (a) is satisfied. <p>(i) When an operator is requested by a Member State to hold a certificate for commercial operations, other than for commercial air transport, it shall:</p> <ol style="list-style-type: none">1. Be appropriately approved, pursuant to M.A. Subpart G, for the management of the continuing airworthiness of the aircraft it operates or contract such an organisation.	
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		<p style="text-align: center;">and</p> <p>2. Be appropriately approved in accordance with M.A. Subpart F or Part-145, or contract such organisations.</p> <p style="text-align: center;">and</p> <p>3. Ensure that paragraph (a) is satisfied.</p> <p>(j) The owner/operator is responsible for granting the competent authority access to the organisation/aircraft to determine continued compliance with this Part.</p>	
<p>Appendix I</p>	<p>Continuing Airworthiness Arrangement</p>	<p>1. When an owner contracts an M.A. Subpart G approved continuing airworthiness organisation in accordance with M.A.201 to carry out continuing airworthiness management tasks, upon request by the competent authority a copy of the arrangement shall be sent by the owner to the competent authority of the Member State of registry once it has been signed by both parties.</p> <p>2. The arrangement shall be developed taking into account the requirements of Part M and shall define the obligations of the signatories in relation to continuing airworthiness of the aircraft.</p> <p>3. It shall contain as a minimum the:</p> <ul style="list-style-type: none"> • aircraft registration, • aircraft type, • aircraft serial number, • aircraft owner or registered lessee's name or company details including the address, <p>M.A. Subpart G approved continuing airworthiness organisation details including the address.</p> <p>4. It shall state the following: 'The owner entrusts to the approved organisation the management of the continuing airworthiness of the aircraft, the development of a maintenance programme that shall be approved by the</p>	



		<p>airworthiness authorities of the Member State where the aircraft is registered, and the organisation of the maintenance of the aircraft according to said maintenance programme in an approved organisation.</p> <p>According to the present arrangement, both signatories undertake to follow the respective obligations of this arrangement.</p> <p>The owner certifies, to the best of their belief that all the information given to the approved organisation concerning the continuing airworthiness of the aircraft is and will be accurate and that the aircraft will not be altered without prior approval of the approved organisation.</p> <p>In case of any non-conformity with this arrangement, by either of the signatories, it will become null. In such a case, the owner will retain full responsibility for every task linked to the continuing airworthiness of the aircraft and the owner will undertake to inform the competent authorities of the Member State of registry within two full weeks.'</p> <p>5. When an owner contracts an M.A. Subpart G approved continuing airworthiness organisation in accordance with M.A.201 the obligations of each party shall be shared as follows:</p> <p>5.1. Obligations of the approved organisation:</p> <ol style="list-style-type: none">1. have the aircraft's type in the scope of its approval;2. respect the conditions to maintain the continuing airworthiness of the aircraft listed below:<ul style="list-style-type: none">• Develop a maintenance programme for the aircraft, including any reliability programme developed.• Organise the approval of the aircraft's maintenance programme.• Once it has been approved, give a copy of the aircraft's maintenance programme to the owner.• Organise a bridging inspection with the aircraft's	
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		<p>prior maintenance programme.</p> <ul style="list-style-type: none">• Organise for all maintenance to be carried out by an approved maintenance organisation.• Organise for all applicable airworthiness directives to be applied. <ul style="list-style-type: none">• Organise for all defects discovered during scheduled maintenance or reported by the owner to be corrected by an approved maintenance organisation.• Coordinate scheduled maintenance, the application of airworthiness directives, the replacement of life limited parts, and component inspection requirements.• Inform the owner each time the aircraft shall be brought to an approved maintenance organisation.• Manage all technical records.• Archive all technical records. <p>3. Organise the approval of all and any modification to the aircraft according to Part-21 before it is embodied.</p> <p>4. Organise the approval of all and any repair to the aircraft according to Part-21 before it is carried out.</p> <p>5. Inform the airworthiness Member State of registry whenever the aircraft is not presented to the approved maintenance organisation by the owner as requested by the approved organisation.</p> <p>6. Inform the airworthiness authorities of the Member State of registry whenever the present arrangement has not been respected.</p> <p>7. Carry out the airworthiness review of the aircraft when necessary and fill the airworthiness review certificate or the recommendation to the Member State of registry.</p>	
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		<p>8. Carry out all occurrence reporting mandated by applicable regulations.</p> <p>9. Inform the authorities of the Member State of registry whenever the present arrangement is denounced by either party.</p> <p>5.2. Obligations of the owner:</p> <ol style="list-style-type: none">1. Have a general understanding of the approved maintenance programme.2. Have a general understanding of Part-M.3. Present the aircraft to the approved maintenance organisation agreed with the approved organisation at the due time designated by the approved organisation's request.4. Not modify the aircraft without first consulting the approved organisation.5. Inform the approved organisation of all maintenance exceptionally carried out without the knowledge and control of the approved organisation.6. Report to the approved organisation through the logbook all defects found during operations.7. Inform the authorities of the Member State of registry whenever the present arrangement is denounced by either party.8. Inform the authorities of the Member State of registry and the approved organisation whenever the aircraft is sold. <p>9. Carry out all occurrence reporting mandated by applicable regulations.</p>	
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Appendix II to M.A. 201 (h) 1	Sub-contracting of continuing airworthiness management tasks	1. SUB-CONTRACTED OPERATOR'S CONTINUING AIRWORTHINESS MANAGEMENT TASKS 1.1 To actively control the standards of the sub-contracted organisation the operator should employ a person or group of persons who are trained and competent in the disciplines associated with M.A Subpart G. As such they are responsible for determining what maintenance is required, when it has to be performed and by whom and to what standard, in order to ensure the continued airworthiness of the aircraft being operated. 1.2 The operator should conduct a pre-contract audit to establish that the subcontracted organisation can achieve the standards required by M.A Subpart G in connection with those activities to be sub-contracted. 1.3 The operator should ensure that the sub-contracted organisation has sufficient qualified personnel who are trained and competent in the functions to be subcontracted. In assessing the adequacy of personnel resources the operator should consider the particular needs of those activities that are to be sub-contracted, while taking into account the subcontracted organisations existing commitments. 1.4 To be appropriately approved to contract out continuing airworthiness management tasks the operator should have procedures for the management control of these arrangements. The operator's continuing airworthiness management exposition should contain relevant procedures to reflect his control of those arrangements made with the subcontracted organisation. 1.5 Sub-contracted continuing airworthiness management tasks	<i>Overview</i>



		<p>should be addressed in a contract between the operator and the sub-contracted organisation. The contract should also specify that the sub-contracted organisation is responsible for informing the operator who is in turn responsible for notifying the respective competent authority, of any subsequent changes that affect their ability to support the contract.</p> <p>1.6 Organisations providing continuing airworthiness management tasks to support commercial air transport operators should use procedures which set out the manner by which the organisation fulfils its responsibility to those sub-contracted activities. Such procedures may be developed by either the sub-contracted organisation or the operator.</p> <p>1.7 Where the sub-contracted organisation develops its own procedures these should be compatible with the operator's continuing airworthiness management exposition and the terms of the contract. These should be accepted by the competent authority as extended procedures of the operator and as such should be crossreferenced from the continuing airworthiness management exposition. One current copy of the sub-contracted organisation's relevant procedures should be kept by the operator and should be accessible to the competent authority where needed.</p> <p>Note: Should any conflict arise between the sub-contracted organisation's procedures and those of the operator then the policy and procedures of the continuing airworthiness management exposition will prevail.</p> <p>1.8 The contract should also specify that the sub-contracted organisation's procedures may only be amended with the agreement of the operator. The operator should ensure that these amendments are compatible with their continuing airworthiness management exposition and in compliance with M.A Subpart G. The operator should nominate who will be responsible for continued monitoring and acceptance of the sub-contracted organisation procedures and their amendments. The controls used to fulfil this function should be clearly set out in the amendment section of the continuing airworthiness management exposition detailing the level of operator involvement.</p>	
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		<p>1.9 Whenever any elements of continuing airworthiness management tasks are subcontracted the operator's continuing airworthiness management personnel should have access to all relevant data in order to fulfil their responsibilities. Note: The operator retains authority to override where necessary for the continuing airworthiness of their aircraft, any recommendation of the subcontracted organisation.</p> <p>1.10 The operator should ensure that the sub-contracted organisation continues to have qualified technical expertise and sufficient resources to perform the subcontracted tasks while in compliance with the relevant procedures. Failure to do so may invalidate the approval of the operators continuing airworthiness management system.</p> <p>1.11 The contract should provide for competent authority monitoring.</p> <p>1.12 The contract should address the respective responsibilities to ensure that any findings arising from the competent authority monitoring will be closed to the satisfaction of the competent authority.</p> <p>2. ACCOMPLISHMENT This paragraph describes topics, which may be applicable in such a sub-contract arrangements.</p> <p>2.1 Scope of work The type of aircraft and their registrations, engine types and/or component subject to the continuing airworthiness management tasks contract should be specified.</p> <p>2.2 Maintenance programme development and amendment The operator may sub-contract the preparation of the draft maintenance programme and any subsequent amendments. However, the operator remains responsible for assessing that the draft proposals meet his needs and obtaining competent authority approval; the relevant procedures should specify these responsibilities. The contract should also stipulate that any data</p>	
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		<p>necessary to substantiate the approval of the initial programme or an amendment to this programme should be provided for operator agreement and/or competent authority upon request.</p> <p>2.3 Maintenance programme effectiveness and reliability The operator should have in place a system to monitor and assess the effectiveness of the maintenance programme based on maintenance and operational experience. The collection of data and initial assessment may be made by the sub-contracted organisation; the required actions are to be endorsed by the operator. Where reliability monitoring is used to establish maintenance programme effectiveness, this may be provided by the sub-contracted organisation and should be specified in the relevant procedures. Reference should be made to the operators approved maintenance programme and reliability programme. Participation of the operator's personnel in reliability meetings with the sub-contracted organisation should also be specified. In providing reliability data the sub-contracted organisation is limited to working with primary data/documents provided by the operator or data provided by the operators contracted maintenance organisation(s) from which the reports are derived. The pooling of reliability data is permitted if accepted by the competent authority.</p> <p>2.4 Permitted variations to maintenance programme. The reasons and justification for any proposed variation to scheduled maintenance may be prepared by the sub-contracted organisation. Acceptance of the proposed variation should be granted by the operator. The means by which the operator acceptance is given should be specified in the relevant procedures. When outside the limits set out in the maintenance programme, the operator is required to obtain approval by the competent authority.</p> <p>2.5 Scheduled maintenance Where the sub-contracted organisation plans and defines</p>	
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		<p>maintenance checks or inspections in accordance with the approved maintenance programme, the required liaison with the operator, including feedback should be defined. The planning control and documentation should be specified in the appropriate supporting procedures. These procedures should typically set out the operator's level of involvement in each type of check. This will normally involve the operator assessing and agreeing to a work specification on a case by case for base maintenance checks. For routine line maintenance checks this may be controlled on a day-to-day basis by the sub-contracted organisation subject to appropriate liaison and operator controls to ensure timely compliance. This typically may include, but is not necessarily limited to:</p> <ul style="list-style-type: none">• Applicable work package, including job cards,• Scheduled component removal list,• ADs to be incorporated,• Modifications to be incorporated <p>The associated procedures should ensure that the operator is advised in a timely manner on the accomplishment of such tasks.</p> <p>2.6 Quality monitoring The operator's quality system should monitor the adequacy of the sub-contracted continuing airworthiness management task performance for compliance with the contract and M.A Subpart G. The terms of the contract should therefore include a provision allowing the operator to perform a quality surveillance (including audits) upon the subcontracted organisation. The aim of the surveillance is primarily to investigate and judge the effectiveness of those sub-contracted activities and thereby to ensure compliance with M.A Subpart G and the contract. Audit reports may be subject to review when requested by the competent authority.</p> <p>2.7 Access by the competent authority The contract should specify that the sub-contracted organisation should always grant access to the competent authority.</p> <p>2.8 Maintenance data The maintenance data used for the purpose of the contract should be specified, together with those responsible for providing such</p>	
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		<p>documentation and the competent authority responsible for the acceptance/approval of such data when applicable. The operator should ensure such data including revisions is readily available to the operator's continuing airworthiness management personnel and those in the sub-contracted organisation who may be required to assess such data.</p> <p>The operator should establish a 'fast track' means of ensuring that urgent data is transmitted to the sub-contractor in a timely manner.</p> <p>Maintenance data may include, but is not necessarily limited to:</p> <ul style="list-style-type: none">• Maintenance programme,• ADs,• Service Bulletins,• Major repairs/modification data,• Aircraft Maintenance Manual,• Engine overhaul manual,• Aircraft IPC,• Wiring diagrams,• Trouble shooting manual, <p>2.9 Airworthiness directives</p> <p>While the various aspects of AD assessment, planning and follow-up may be accomplished by the sub-contracted organisation, embodiment is performed by a Part-145 maintenance organisation. The operator is responsible for ensuring timely embodiment of applicable ADs and is to be provided with notification of compliance. It therefore follows that the operator should have clear policies and procedures on AD embodiment supported by defined procedures which will ensure that the operator agrees to the proposed means of compliance.</p> <p>The relevant procedures should specify:</p> <ul style="list-style-type: none">• What information (e.g. AD publications, continuing airworthiness records, flight hours/cycles, etc.) the sub-contracted organisation needs from the operator.• What information (e.g. AD planning listing, detailed engineering order, etc) the operator needs from the sub-contracted organisation in order to ensure timely	
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		<p>compliance with ADs.</p> <p>To fulfil their above responsibility, operators should ensure that they are in receipt of current mandatory continued airworthiness information for the aircraft and equipment that they operate.</p> <p>2.10 Service bulletin/modifications The sub-contracted organisation may be required to review and make recommendations on embodiment of an SB and other associated non-mandatory material based on a clear operator policy. This should be specified in the contract.</p> <p>2.11 Service life limit controls & component control/removal forecast. Where the sub-contracted organisation performs planning activities, it should be specified that the organisation should be in receipt of the current flight cycles; flight hours; landings and/or calendar controlled details as applicable, at a frequency to be specified in the contract. The frequency should be such that it allows the organisation to properly perform the sub-contracted planning functions. It therefore follows that there will need to be adequate liaison between the operator, his Part-145 maintenance organisation(s) and the sub-contracted organisation. Additionally the contract should specify how the operator will be in possession of all current flight cycles, flight hours, etc. in order that the operator may assure the timely accomplishment of the required maintenance.</p> <p>2.12 Engine health monitoring If the operator sub-contracts the on wing engine health monitoring, the subcontracted organisation should be in receipt of all the relevant information to perform this task, including any parameter reading deemed necessary to be supplied by the operator for this control. The contract should also specify what kind of feedback information (such as engine limitation, appropriate technical advice, etc.) the organisation should provide to the operator.</p>	
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		<p>2.13 Defect control</p> <p>Where the operator has sub-contracted the day-to-day control of technical log deferred defects this should be specified in the contract and should be adequately described in the appropriate procedures. The operator's MEL/CDL provides the basis for establishing which defects may be deferred and associated limits.</p> <p>The procedures should also define the responsibilities and actions to be taken for defects such as AOG situations, repetitive defects, and damage beyond type certificate holder's limits.</p> <p>For all other defects identified during maintenance, the information should be brought to the attention of the operator who dependant upon the procedural authority granted by the competent authority may determine that some defects can be deferred. Therefore, adequate liaison between the operator, his sub-contracted organisation and contracted Part-145 maintenance organisation should be ensured.</p> <p>The sub-contracted organisation should make a positive assessment of potential deferred defects and consider potential hazards arising from the cumulative effect of any combination of defects. The sub-contracted organisations should liaise with the operator to gain his agreement following this assessment. Deferment of MEL/CDL allowable defects can be accomplished by a contracted Part-145 organisation in compliance with the relevant technical log procedures, subject to the acceptance by the aircraft commander.</p> <p>2.14 Mandatory occurrence reporting</p> <p>All incidents and occurrences that fall within the reporting criteria defined in Part-M and Part-145 should be reported as required by the respective requirements. The operator should ensure adequate liaison exists with the sub-contracted organisation and the Part-145 organisation.</p> <p>2.15 Continuing airworthiness records</p> <p>These may be maintained and kept by the sub-contracted organisation on behalf of the operator who remains the owner of these documents. However, the operator should be provided with</p>	
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		<p>the current status of AD compliance and service life limited components in accordance with agreed procedures. The operator should also be provided with unrestricted and timely access to original records as and when needed. On-line access to the appropriate information systems is acceptable. The record keeping requirements of Part-M should be satisfied.</p> <p>Access to the records by duly authorised members of the competent authority should be arranged upon request.</p> <p>2.16 Check flight procedures Check Flights are carried out under the control of the operator. Check flight requirements from the sub-contracted organisation or contracted Part-145 maintenance organisations should be agreed by the operator.</p> <p>2.17 Communication between the operator and sub-contracted organisation</p> <p>2.17.1 To exercise airworthiness responsibility the operator needs to be in receipt of all relevant reports and relevant maintenance data. The contract should specify what information should be provided and when.</p> <p>2.17.2 Meetings provide one important corner stone whereby the operator can exercise part of its responsibility for ensuring the airworthiness of the operated aircraft. They should be used to establish good communications between the operator, the sub-contracted organisation and, where different to the foregoing, the contracted Part-145 organisation. The terms of contract should include whenever appropriate the provision for a certain number of meetings to be held between involved parties. Details of the types of liaison meetings and associated terms of reference of each meeting should be documented. The meetings may include but are not limited to all or a combination of:</p> <p>a - Contract review Before the contract is applicable, it is very important that the technical personnel of both parties that are</p>	
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		<p>involved in the application of the contract meet in order to be sure that every point leads to a common understanding of the duties of both parties.</p> <p>b - Work scope planning meeting Work scope planning meetings may be organised so that the tasks to be performed may be commonly agreed.</p> <p>c - Technical meeting Scheduled meetings should be organised in order to review on a regular basis and agree actions on technical matters such as ADs, SBs, future modifications, major defects found during shop visit, reliability, etc...</p> <p>d - Quality meeting Quality meetings should be organised in order to examine matters raised by the operator's quality surveillance and the competent authority's monitoring activity and to agree upon necessary corrective actions.</p> <p>e - Reliability meeting When a reliability programme exists, the contract should specify the operator's and Part-145 approved organisation's respective involvement in that programme, including the participation to reliability meetings. Provision to enable the competent authority participation in the periodical reliability meetings should also be provided.</p>	
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	ACAM AIRCRAFT CONTINUED AIRWORTHINESS MONITORING					PLANNING & RECORDING DOCUMENT										Sheet of							
	OWNER/OPERATOR'S NAME					SUBPART G1 REFERENCE					MAINTENANCE PROVIDER REF.												
	MAINTENANCE PROVIDER					PRIMARY SURVEYOR					PLANNING PERIOD					from.....to.....							
	AIRCRAFT TYPE					FLEET SIZE																	
	SECONDARY OFFICE																						
	Notes					Aircraft Assessment	Aircraft Assessment Directives	Maintenance Programme	Type Design	Reliability Programme	Mass & Balance	Flight Manual	Minimum Equipment Lis	Operational Equipment	Structural Repair Manur	Ultimate Service Life	Configuration Control	Records	Markings & Placards	Airworthiness limitations	Periodic Review, Signature & Comments		
																							Registration
	1					✓																	
	2					✓																	
	3					✓																	
	4					✓																	
	5					✓																	
Occurrence reporting	+ ED DECISION 2003/12/RM (AMC-20) – AMC 20-8 Occurrence Reporting + DIRECTIVE 2003/42/EC On occurrence reporting in civil aviation					Reporting to appropriate parties of identified condition of an aircraft or component that hazards seriously the flight safety. Reports in a form and manner established by the Agency. Completeness. Reference to AMC 20-8. Reporting responsibility of maintenance organisations to the Operator's CAMO. Deadlines for reporting. Reference to Directive 2003/42/EC and its national implementation.																<i>Overview</i> + <i>Overview</i>	



<p>M.A.202</p>	<p>Occurrence Reporting</p>	<p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p>	<p><i>Overview</i></p>
<p>M.A.301</p>	<p>Continuing airworthiness tasks</p>	<p>Description of all tasks that shall be performed in order to ensure the continuing airworthiness and serviceability of operational and emergency equipment, i.a.w. M.A.301 items 1 ÷ 8:</p> <ul style="list-style-type: none"> • pre-flight inspections; • rectification of any defect and damage affecting safe operation; • accomplishment of all maintenance, i.a.w. an approved aircraft maintenance programme; • analysis of the effectiveness of the approved maintenance programme; 	<p><i>Overview</i></p>



		<ul style="list-style-type: none"> • accomplishment of any applicable AD, OD with an impact on continuing airworthiness, c.a. requirements established by the Agency, measures mandated by the competent authority in reaction to a safety problem; • accomplishment of modifications and repairs i.a.w. M.A.304; • embodiment policy for non-mandatory modifications and/or inspections; • maintenance check flights. 	
<p>M.A.302</p>	<p>Maintenance programme</p>	<p>(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.</p> <p>(b) The maintenance programme and any subsequent amendments shall be approved by the competent authority.</p> <p>(c) The maintenance programme must establish compliance with:</p> <ol style="list-style-type: none"> 1. Instructions for continuing airworthiness issued by type certificate and supplementary type certificate holders and any other organisation that publishes such data in accordance with Part-21. <p style="text-align: center;">or</p> <ol style="list-style-type: none"> 2. Instructions issued by the competent authority, if they differ from subparagraph 1 or in the absence of specific recommendations. <p style="text-align: center;">or</p> <ol style="list-style-type: none"> 3. Instructions defined by the owner or the operator and approved by the competent authority if they differ from subparagraphs 1 and 2. <p>(d) The maintenance programme shall contain details, including frequency, of all maintenance to be carried out, including any specific tasks linked to specific operations. The programme must</p>	<p><i>Overview</i></p>



		<p>include a reliability programme when the maintenance programme is based:</p> <ol style="list-style-type: none"> 1. on Maintenance Steering Group logic. <p style="text-align: center;">or</p> <ol style="list-style-type: none"> 2. Mainly on condition monitoring. <p>(e) When the aircraft continuing airworthiness is managed by an M.A. Subpart G organisation the maintenance programme and its amendments may be approved through a maintenance programme procedure established by such organisation (hereinafter called indirect approval).</p> <p>(f) The maintenance programme must be subject to periodic reviews and amended when necessary. The reviews will ensure that the programme continues to be valid in light of operating experience whilst taking into account new and/or modified maintenance instructions promulgated by the Type Certificate holder.</p> <p>(g) The maintenance programme must reflect applicable mandatory regulatory requirements addressed in documents issued by the Type Certificate holder to comply with Part 21A.61.</p>	
<p>Appendix I to AMC M.A.302 and AMC M.B.301 (b)</p>	<p>Content of the maintenance programme</p>	<p>1 General requirements</p> <p>1.1 The maintenance programme should contain the following basic information.</p> <p>1.1.1 The type/model and registration number of the aircraft, engines and, where applicable, auxiliary power units and propellers</p> <p>1.1.2 The name and address of the owner, operator or M.A Subpart G approved organisation managing the aircraft airworthiness.</p>	<p><i>Overview</i></p>



		<p>1.1.3 The reference, the date of issue and issue number of the approved maintenance programme.</p> <p>1.1.4 A statement signed by the owner, operator or M.A Subpart G approved organisation managing the aircraft airworthiness to the effect that the specified aircraft will be maintained to the programme and that the programme will be reviewed and updated as required.</p> <p>1.1.5 Contents/list of effective pages and their revision status of the document.</p> <p>1.1.6 Check periods, which reflect the anticipated utilisation of the aircraft. Such utilisation should be stated and include a tolerance of not more than 25%. Where utilisation cannot be anticipated, calendar time limits should also be included.</p> <p>1.1.7 Procedures for the escalation of established check periods, where applicable and acceptable to the competent authority of registry.</p> <p>1.1.8 Provision to record the date and reference of approved amendments incorporated in the maintenance programme.</p> <p>1.1.9 Details of pre-flight maintenance tasks that are accomplished by maintenance staff.</p> <p>1.1.10 The tasks and the periods (intervals/frequencies) at which each part of the aircraft, engines, APU's, propellers, components, accessories, equipment, instruments, electrical and radio apparatus, together with the associated systems and installations should be inspected. This should include the type and degree of inspection required.</p> <p>1.1.11 The periods at which components should be checked, cleaned, lubricated, replenished, adjusted and tested.</p> <p>1.1.12 If applicable details of ageing aircraft system requirements together with any specified sampling programmes.</p>	
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		<p>1.1.13 If applicable details of specific structural maintenance programmes where issued by the type certificate holder including but not limited to:</p> <ul style="list-style-type: none">a. Maintenance of structural Integrity by damage Tolerance and Supplemental Structural Inspection Programmes (SSID).b. Structural maintenance programmes resulting from the SB review performed by the TC holder.c. Corrosion prevention and control.d. Repair Assessment.e. Widespread Fatigue Damage <p>1.1.14. If applicable, details of Critical Design Configuration Control Limitations together with appropriate procedures.</p> <p>1.1.15 If applicable a statement of the limit of validity in terms of total flight cycles/calendar date/flight hours for the structural programme in 1.1.13.</p> <p>1.1.16 The periods at which overhauls and/or replacements by new or overhauled components should be made.</p> <p>1.1.17 A cross-reference to other documents approved by the Agency which contain the details of maintenance tasks related to mandatory life limitations, Certification Maintenance Requirements (CMR's) and ADs. Note: To prevent inadvertent variations to such tasks or intervals these items should not be included in the main portion of the maintenance programme document, or any planning control system, without specific identification of their mandatory status.</p> <p>1.1.18 Details of, or cross-reference to, any required reliability programme or statistical methods of continuous Surveillance.</p> <p>1.1.19 A statement that practices and procedures to satisfy the</p>	
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		<p>programme should be to the standards specified in the TC holder's Maintenance Instructions. In the case of approved practices and procedures that differ, the statement should refer to them.</p> <p>1.1.20 Each maintenance task quoted should be defined in a definition section of the programme.</p> <p>2 Programme basis</p> <p>2.1 An owner or an M.A Subpart G approved organisation's aircraft maintenance programme should normally be based upon the MRB report, where applicable, and the TC holder's maintenance planning document or Chapter 5 of the maintenance manual, (i.e. the manufacturer's recommended maintenance programme). The structure and format of these maintenance recommendations may be re-written by the owner or the M.A Subpart G approved organisation to better suit the operation and control of the particular maintenance programme.</p> <p>2.2 For a newly type-certificated aircraft where no previously approved maintenance programme exists, it will be necessary for the owner or the M.A Subpart G approved organisation to comprehensively appraise the manufacturer's recommendations (and the MRB report where applicable), together with other airworthiness information, in order to produce a realistic programme for approval.</p> <p>2.3 For existing aircraft types it is permissible for the operator to make comparisons with maintenance programmes previously approved. It should not be assumed that a programme approved for one owner or the M.A Subpart G approved organisation would automatically be approved for another.</p> <p>2.4 Critical Design Configuration Control Limitations (CDCCL) If CDCCL have been identified for the aircraft type by the TC/STC holder, maintenance instructions should be developed. CDCCL's are characterised by features in an aircraft installation or component that should be retained during modification, change, repair, or scheduled maintenance for the operational life of the aircraft or applicable component or part. Evaluation should be</p>	
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		<p>made of the aircraft/fleet utilisation, landing rate, equipment fit and, in particular, the experience of the owner or the M.A Subpart G approved organisation when assessing an existing programme. Where the competent authority is not satisfied that the proposed maintenance programme can be used as is, the competent authority should request appropriate changes such as additional maintenance tasks or de-escalation of check frequencies as necessary.</p> <p>3 Amendments Amendments (revisions) to the approved maintenance programme should be made by the owner or the M.A Subpart G approved organisation, to reflect changes in the TC holder's recommendations, modifications, service experience, or as required by the competent authority.</p> <p>4 Permitted variations to maintenance periods The owner or the M.A Subpart G approved organisation may only vary the periods prescribed by the programme with the approval of the competent authority or through a procedure developed in the maintenance programme and approved by the competent authority.</p> <p>5 Periodic review of maintenance programme contents</p> <p>5.1 The owner or the M.A Subpart G approved organisation's approved maintenance programmes should be subject to periodic review to ensure that they reflect current TC holder's recommendations, revisions to the MRB report if applicable, mandatory requirements and the maintenance needs of the aircraft.</p> <p>5.2 The owner or the M.A Subpart G approved organisation should review the detailed requirements at least annually for continued validity in the light of operating experience.</p>	
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		<p>6. Reliability Programmes</p> <p>6.1 Applicability</p> <p>6.1.1 A reliability programme should be developed in the following cases:</p> <ul style="list-style-type: none">(a) The aircraft maintenance programme is based upon MSG-3 logic.(b) The aircraft maintenance programme includes condition monitored components.(c) The aircraft maintenance programme does not contain overhaul time periods for all significant system components.(d) When specified by the Manufacturer's maintenance planning document or MRB. <p>6.1.2 A reliability Programme need not be developed in the following cases:</p> <ul style="list-style-type: none">(a) The maintenance programme is based upon the MSG-1 or 2 logic but only contains hard time or on condition items.(b) The aircraft is not a large aircraft according to Part-M.(c) The aircraft maintenance programme provides overhaul time periods for all significant system components. <p>Note: for the purpose of this paragraph, a significant system is a system the failure of which could hazard the aircraft safety.</p> <p>6.1.3 Notwithstanding paragraphs 6.1.1 and 6.1.2 above, an M.A.Subpart G organisation may however, develop its own reliability monitoring programme when it may be deemed beneficial from a maintenance planning point of view.</p>	
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		<p>6.2 Applicability for M.A.Subpart G organisation/operator of small fleets of aircraft.</p> <p>6.2.1 For the purpose of this paragraph, a small fleet of aircraft is a fleet of less than 6 aircraft of the same type.</p> <p>6.2.2 The requirement for a reliability programme is irrespective of the M.A.Subpart G organisation's fleet size.</p> <p>6.2.3 Complex reliability programmes could be inappropriate for a small fleet. It is recommended that such M.A.Subpart G organisations tailor their reliability programmes to suit the size and complexity of operation.</p> <p>6.2.4 One difficulty with a small fleet of aircraft consists in the amount of available data which can be processed: when this amount is too low, the calculation of alert level is very coarse. Therefore "alert levels" should be used carefully.</p> <p>6.2.5 An M.A.Subpart G organisation of a small fleet of aircraft, when establishing a reliability programme, should consider the following:</p> <p>(a) The programme should focus on areas where a sufficient amount of data is likely to be processed.</p> <p>(b) When the amount of available data is very limited, the M.A.Subpart G organisation's engineering judgement is then a vital element. In the following examples, careful engineering analysis should be exercised before taking decisions:</p> <ul style="list-style-type: none">• A "0" rate in the statistical calculation may possibly simply reveal that enough statistical data is missing, rather than there is no potential problem.• When alert levels are used, a single event may have the figures reach the alert level. Engineering judgement is necessary so as to discriminate an artefact from an actual need for a corrective action.	
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		<ul style="list-style-type: none">• In making his engineering judgement, an M.A.Subpart G organisation is encouraged to establish contact and make comparisons with other M.A.Subpart G organisations of the same aircraft, where possible and relevant. Making comparison with data provided by the manufacturer may also be possible. <p>6.2.6 In order to obtain accurate reliability data, it should be recommended to pool data and analysis with one or more other M.A.Subpart G organisation(s). Paragraph 6.6 of this paragraph specifies under which conditions it is acceptable that M.A.Subpart G organisations share reliability data.</p> <p>6.2.7 Notwithstanding the above there are cases where the M.A.Subpart G organisation will be unable to pool data with other M.A.Subpart G organisation, e.g. at the introduction to service of a new type. In that case the competent authority should impose additional restrictions on the MRB/MPD tasks intervals (e.g. no variations or only minor evolution are possible, and with the competent authority approval).</p> <p>6.3 Engineering judgement</p> <p>6.3.1 Engineering judgement is itself inherent to reliability programmes as no interpretation of data is possible without judgement. In approving the M.A.Subpart G organisation's maintenance and reliability programmes, the competent authority is expected to ensure that the organisation which runs the programme (it may be the M.A.Subpart G organisation, or an Part-145 organisation under contract) hires sufficiently qualified personnel with appropriate engineering experience and understanding of reliability concept (see AMC M.A.706)</p> <p>6.3.2 It follows that failure to provide appropriately qualified personnel for the reliability programme may lead the competent authority to reject the approval of the reliability programme and therefore the aircraft maintenance programme.</p>	
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		<p>6.4 Contracted maintenance</p> <p>6.4.1 Whereas M.A.302 specifies that, the aircraft maintenance programme – which includes the associated reliability programme – should be managed and presented by the M.A.Subpart G organisation to the competent authority, it is understood that the M.A.Subpart G organisation may delegate certain functions to the Part-145 organisation under contract, provided this organisation proves to have the appropriate expertise.</p> <p>6.4.2 These functions are:</p> <ul style="list-style-type: none">(a) Developing the aircraft maintenance and reliability programmes,(b) Performing the collection and analysis of the reliability data,(c) Providing reliability reports, and(d) Proposing corrective actions to the M.A.Subpart G organisation. <p>6.4.3 Notwithstanding the above decision to implement a corrective action (or the decision to request from the competent authority the approval to implement a corrective action) remains the M.A.Subpart G organisation's prerogative and responsibility. In relation to paragraph 6.4.2(d) above, a decision not to implement a corrective action should be justified and documented.</p> <p>6.4.4 The arrangement between the M.A.Subpart G organisation and the Part-145 organisation should be specified in the maintenance contract (see appendix 11) and the relevant CAME, and MOE procedures.</p> <p>6.5 Reliability programme In preparing the programme details, account should be taken of this paragraph. All associated procedures should be clearly defined.</p>	
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		<p>6.5.1 Objectives</p> <p>6.5.1.1 A statement should be included summarising as precisely as possible the prime objectives of the programme. To the minimum it should include the following:</p> <ul style="list-style-type: none">(a) to recognise the need for corrective action,(b) to establish what corrective action is needed and,(c) to determine the effectiveness of that action <p>6.5.1.2 The extent of the objectives should be directly related to the scope of the programme. Its scope could vary from a component defect monitoring system for a small M.A.Subpart G organisation, to an integrated maintenance management programme for a big M.A.Subpart G organisation. The manufacturer's maintenance planning documents may give guidance on the objectives and should be consulted in every case.</p> <p>6.5.1.3 In case of a MSG-3 based maintenance programme, the reliability programme should provide a monitor that all MSG-3 related tasks from the maintenance programme are effective and their periodicity is adequate.</p> <p>6.5.2 Identification of items. The items controlled by the programme should be stated, e.g. by ATA Chapters. Where some items (e.g. aircraft structure, engines, APU) are controlled by separate programmes, the associated procedures (e.g. individual sampling or life development programmes, constructor's structure sampling programmes) should be cross referenced in the programme.</p> <p>6.5.3 Terms and definitions. The significant terms and definitions applicable to the Programme should be clearly identified. Terms are already defined in MSG-3, Part-145 and Part-M.</p> <p>6.5.4 Information sources and collection.</p>	
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		<p>6.5.4.3 In addition to the normal prime sources of information, due account should be taken of continuing airworthiness and safety information promulgated under Part-21</p> <p>6.5.5 Display of information. Collected information may be displayed graphically or in a tabular format or a combination of both. The rules governing any separation or discarding of information prior to incorporation into these formats should be stated. The format should be such that the identification of trends, specific highlights and related events would be readily apparent.</p> <p>6.5.5.1 The above display of information should include provisions for "nil returns" to aid the examination of the total information.</p> <p>6.5.5.2 Where "standards" or "alert levels" are included in the programme, the display of information should be oriented accordingly.</p> <p>6.5.6 Examination, analysis and interpretation of the information. The method employed for examining, analysing and interpreting the programme information should be explained.</p> <p>6.5.6.1 Examination. Methods of examination of information may be varied according to the content and quantity of information of individual programmes. These can range from examination of the initial indication of performance variations to formalised detailed procedures at specific periods, and the methods should be fully described in the programme documentation.</p> <p>6.5.6.2 Analysis and Interpretation. The procedures for analysis and interpretation of information should be such as to enable the performance of the items controlled by the programme to be measured; they should also facilitate recognition, diagnosis and recording of significant problems. The whole process should be such as to enable a critical assessment to be made of the effectiveness of the programme as a total activity. Such a process may involve:</p>	
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		<ul style="list-style-type: none">(a) Comparisons of operational reliability with established or allocated standards (in the initial period these could be obtained from in-service experience of similar equipment of aircraft types).(b) Analysis and interpretation of trends.(c) The evaluation of repetitive defects.(d) Confidence testing of expected and achieved results.(e) Studies of life-bands and survival characteristics.(f) Reliability predictions.(g) Other methods of assessment. <p>6.5.6.3 The range and depth of engineering analysis and interpretation should be related to the particular programme and to the facilities available. The following, at least, should be taken into account:</p> <ul style="list-style-type: none">(a) Flight defects and reductions in operational reliability.(b) Defects occurring on-line and at main base.(c) Deterioration observed during routine maintenance.(d) Workshop and overhaul facility findings.(e) Modification evaluations.(f) Sampling programmes.(g) The adequacy of maintenance equipment and publications.(h) The effectiveness of maintenance procedures.	
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		<p>(i) Staff training.</p> <p>(j) Service bulletins, technical instructions, etc.</p> <p>6.5.6.4 Where the M.A.Subpart G organisation relies upon contracted maintenance and/or overhaul facilities as an information input to the programme, the arrangements for availability and continuity of such information should be established and details should be included.</p> <p>6.5.7 Corrective Actions.</p> <p>6.5.7.1 The procedures and time scales both for implementing corrective actions and for monitoring the effects of corrective actions should be fully described. Corrective actions shall correct any reduction in reliability revealed by the programme and could take the form of:</p> <p>(a) Changes to maintenance, operational procedures or techniques.</p> <p>(b) Maintenance changes involving inspection frequency and content, function checks, overhaul requirements and time limits, which will require amendment of the scheduled maintenance periods or tasks in the approved maintenance programme. This may include escalation or de-escalation of tasks, addition, modification or deletion of tasks.</p> <p>(c) Amendments to approved manuals (e.g. maintenance manual, crew manual).</p> <p>(d) Initiation of modifications.</p> <p>(e) Special inspections of fleet campaigns.</p> <p>(f) Spares provisioning.</p> <p>(g) Staff training.</p>	
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		<p>(h) Manpower and equipment planning.</p> <p>Note: Some of the above corrective actions may need the competent authority's approval before implementation.</p> <p>6.5.7.2 The procedures for effecting changes to the maintenance programme should be described, and the associated documentation should include a planned completion date for each corrective action, where applicable.</p> <p>6.5.8 Organisational Responsibilities. The organisational structure and the department responsible for the administration of the programme should be stated. The chains of responsibility for individuals and departments (Engineering, Production, Quality, Operations etc.) in respect of the programme, together with the information and functions of any programme control committees (reliability group), should be defined. Participation of the competent authority should be stated. This information should be contained in the CAME or MOE as appropriate.</p> <p>6.5.9 Presentation of information to the competent authority. The following information should be submitted to the competent authority for approval as part of the reliability programme:</p> <ul style="list-style-type: none">(a) The format and content of routine reports.(b) The time scales for the production of reports together with their distribution.(c) The format and content of reports supporting request for increases in periods between maintenance (escalation) and for amendments to the approved maintenance programme. These reports should contain sufficient detailed information to enable the competent authority to make its own evaluation where necessary. <p>6.5.10 Evaluation and review. Each programme should describe the procedures and individual</p>	
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		<p>responsibilities in respect of continuous monitoring of the effectiveness of the programme as a whole. The time periods and the procedures for both routine and non-routine reviews of maintenance control should be detailed (progressive, monthly, quarterly, or annual reviews, procedures following reliability "standards" or "alert levels" being exceeded, etc.).</p> <p>6.5.10.1 Each Programme should contain procedures for monitoring and, as necessary, revising the reliability "standards" or "alert levels". The organisational responsibilities for monitoring and revising the "standards" should be specified together with associated time scales.</p> <p>6.5.10.2 Although not exclusive, the following list gives guidance on the criteria to be taken into account during the review.</p> <ul style="list-style-type: none">(a) Utilisation (high/low/seasonal).(b) Fleet commonality.(c) Alert Level adjustment criteria.(d) Adequacy of data.(e) Reliability procedure audit.(f) Staff training.(g) Operational and maintenance procedures. <p>6.5.11 Approval of maintenance programme amendment The competent authority may authorise the M.A.Subpart G organisation to implement in the maintenance programme changes arising from the reliability programme results prior to their formal approval by the authority when satisfied that ;</p> <ul style="list-style-type: none">(a) the Reliability Programme monitors the content of the Maintenance Programme in a comprehensive manner.	
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		<p style="text-align: center;">and</p> <p>(b) the procedures associated with the functioning of the "Reliability Group" provide the assurance that appropriate control is exercised by the Owner/operator over the internal validation of such changes.</p> <p>6.6 Pooling Arrangements.</p> <p>6.6.1 In some cases, in order that sufficient data may be analysed it may be desirable to "pool" data: i.e. collate data from a number of M.A.Subpart G organisations of the same type of aircraft. For the analysis to be valid, the aircraft concerned, mode of operation, and maintenance procedures applied must be substantially the same: variations in utilisation between two M.A.Subpart G organisations may more than anything, fundamentally corrupt the analysis. Although not exhaustive the following list gives guidance on the primary factors which need to be taken into account.</p> <p>(a) Certification factors, such as: aircraft TCDS compliance (variant) / modification status, including SB compliance.</p> <p>(b) Operational Factors, such as: operational environment / utilisation, e.g. low/high/seasonal etc / respective fleet size operating rules applicable (e.g. ETOPS/RVSM/All Weather etc.) / operating procedures / MEL and MEL utilisation</p> <p>(c) Maintenance factors, such as: aircraft age maintenance procedures; maintenance standards applicable; lubrication procedures and programme; MPD revision or escalation applied or maintenance programme applicable.</p> <p>6.6.2 Although it may not be necessary for all of the foregoing to be completely common, it is necessary for a substantial amount of commonality to prevail. Decision should be taken by the competent authority on a case by case basis.</p> <p>6.6.3 In case of a short term lease agreement (less than 6 month) more flexibility against the para 6.6.1 criteria may be granted by the competent authority, so as to allow the owner/operator to</p>	
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		<p>operate the aircraft under the same programme during the lease agreement effectivity.</p> <p>6.6.4 Changes by any one of the M.A.Subpart G organisation to the above, requires assessment in order that the pooling benefits can be maintained. Where an M.A.Subpart G organisation wishes to pool data in this way, the approval of the competent authority should be sought prior to any formal agreement being signed between M.A.Subpart G organisations.</p> <p>6.6.5 Whereas this paragraph 6.6 is intended to address the pooling of data directly between M.A.Subpart G organisations, it is acceptable that the M.A.Subpart G organisation participates in a reliability programme managed by the aircraft manufacturer, when the competent authority is satisfied that the manufacturer manages a reliability programme which complies with the intent of this paragraph.</p>	
M.A.303	Airworthiness directives	Obligation to carry out any applicable AD within the requirements of that AD, unless otherwise specified by the Agency.	<i>Overview</i>
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.	<i>Overview</i>
M.A.305	Aircraft continuing airworthiness record system	<p>(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.</p> <p>(b) The aircraft continuing airworthiness records shall consist of:</p> <ol style="list-style-type: none"> 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. 	<i>Overview</i>



		<p style="text-align: center;">and</p> <p>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.</p> <p>(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.</p> <p>(d) The aircraft continuing airworthiness records shall contain the current:</p> <ol style="list-style-type: none">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. <p>(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:</p> <ol style="list-style-type: none">1. Identification of the component. <p style="text-align: center;">and</p> <ol style="list-style-type: none">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	
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		<p>component.</p> <p style="text-align: center;">and</p> <p>3. The particular component accumulated total flight time and/or flight cycles and/or landings and/or calendar time, as appropriate.</p> <p style="text-align: center;">and</p> <p>4. The current paragraph (d) information applicable to the component.</p> <p>(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.</p> <p>(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.</p> <p>(h) An owner or operator shall ensure that a system has been established to keep the following records for the periods specified:</p> <p style="padding-left: 40px;">1. All detailed maintenance records in respect of the aircraft and any lifelimited component fitted thereto, at least 24 months after the aircraft or component was permanently withdrawn from service.</p> <p style="text-align: center;">and</p> <p style="padding-left: 40px;">2. The total time and flight cycles as appropriate, of the aircraft and all lifelimited components, at least 12 months after the aircraft or component has been permanently withdrawn from service.</p> <p style="text-align: center;">and</p> <p style="padding-left: 40px;">3. The time and flight cycles as appropriate, since last scheduled maintenance of the component subjected to a service life limit, at least until the component scheduled maintenance has been superseded by another scheduled</p>	
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		<p>maintenance of equivalent work scope and detail.</p> <p style="text-align: center;">and</p> <p>4. The current status of compliance with maintenance programme such that compliance with the approved aircraft maintenance programme can be established, at least until the aircraft or component scheduled maintenance has been superseded by other scheduled maintenance of equivalent work scope and detail.</p> <p style="text-align: center;">and</p> <p>5. The current status of airworthiness directives applicable to the aircraft and components, at least 12 months after the aircraft or component has been permanently withdrawn from service.</p> <p style="text-align: center;">and</p> <p>6. Details of current modifications and repairs to the aircraft, engine(s), propeller(s) and any other component vital to flight safety, at least 12 months after they have been permanently withdrawn from service.</p>	
<p>M.A.306</p>	<p>Operator's technical log system</p>	<p>(a) In the case of commercial air transport, in addition to the requirements of M. A.305, an operator shall use an aircraft technical log system containing the following information for each aircraft:</p> <ol style="list-style-type: none"> 1. Information about each flight, necessary to ensure continued flight safety. <p style="text-align: center;">and</p> <ol style="list-style-type: none"> 2. The current aircraft certificate of release to service. <p style="text-align: center;">and</p> <ol style="list-style-type: none"> 3. The current maintenance statement giving the aircraft maintenance status of what scheduled and out of phase maintenance is next due except that the competent 	<p><i>Overview</i></p>



		<p>authority may agree to the maintenance statement being kept elsewhere.</p> <p style="text-align: center;">and</p> <p>4. All outstanding deferred defects rectifications that affect the operation of the aircraft.</p> <p style="text-align: center;">and</p> <p>5. Any necessary guidance instructions on maintenance support arrangements.</p> <p>(b) The aircraft technical log system and any subsequent amendment shall be approved by the competent authority.</p> <p>(c) An operator shall ensure that the aircraft technical log is retained for 36 months after the date of the last entry.</p>	
M.A.307	Transfer of aircraft continuing airworthiness records	<p>(a) The owner or operator shall ensure when an aircraft is permanently transferred from one owner or operator to another that the M.A.305 continuing airworthiness records and, if applicable, M.A.306 operator's technical log are also transferred.</p> <p>(b) The owner shall ensure, when he contracts the continuing airworthiness management tasks to a continuing airworthiness management organisation, that the M.A.305 continuing airworthiness records are transferred to the organisation.</p> <p>(c) The time periods prescribed for the retention of records shall continue to apply to the new owner, operator or continuing airworthiness management organisation.</p>	<i>Overview</i>
Subpart D Maintenance standards			
M.A.401	Maintenance data	<p>(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.</p>	<i>Overview</i>



		<p>(b) For the purposes of this Part, applicable maintenance data is:</p> <ol style="list-style-type: none"> 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). <p>(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.</p>	
<p>M.A.402</p>	<p>Performance of maintenance</p>	<p>(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.</p> <p>(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.</p> <p>(c) The area in which maintenance is carried out shall be well organised and clean in respect of dirt and contamination.</p>	<p><i>Overview</i></p>



		<p>(d) All maintenance shall be performed within any environmental limitations specified in the M.A.401 maintenance data.</p> <p>(e) In case of inclement weather or lengthy maintenance, proper facilities shall be used.</p> <p>(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.</p>	
<p>M.A.403</p>	<p>Aircraft defects</p>	<p>(a) Any aircraft defect that hazards seriously the flight safety shall be rectified before further flight.</p> <p>(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:</p> <ol style="list-style-type: none"> 1. the approved minimum equipment list as mandated by the competent authority is used by the pilot <p style="text-align: center;">or</p> <ol style="list-style-type: none"> 2. Aircraft defects are defined as being acceptable by the competent authority. <p>(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.</p> <p>(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.</p>	<p><i>Overview</i></p>



Support E Components			
M.A.501	Installation	<p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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 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.</p>	<i>Overview</i>
M.A.502	Component maintenance	<p>(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).</p>	<i>Overview</i>



		<p>(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.</p> <p>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.</p>	
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).	<i>Overview</i>
M.A.504	Control of unserviceable components	<p>(a) A component shall be considered unserviceable in any one of the following circumstances:</p> <ol style="list-style-type: none">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.3. Absence of the necessary information to determine the airworthiness status or eligibility for installation.	<i>Overview</i>



		<p>4. Evidence of defects or malfunctions.</p> <p>5. Involvement in an incident or accident likely to affect its serviceability.</p> <p>(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.</p> <p>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.</p> <p>(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.</p> <p>(d) Any person or organisation accountable under Part-M shall, in the case of a paragraph (c) unsalvageable components:</p> <ol style="list-style-type: none">1. Retain such component in the paragraph (b) location <p style="text-align: center;">or</p> <ol style="list-style-type: none">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. <p>(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.</p>	
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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).	<i>Overview</i>																		
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.	<i>Overview</i>																		
M.A.603	Extent of approval	<p>(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.</p> <p>(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.</p>	<i>Overview</i>																		
AMC M.A.603 (a)	Extent of Approval	The following table identifies the ATA specification 100 chapter for the category C component rating.	<i>Overview</i>																		
	<table border="1"> <thead> <tr> <th>CLASS</th> <th>RATING</th> <th>ATA CHAPTERS</th> </tr> </thead> <tbody> <tr> <td>COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs</td> <td>C1 Air Cond & Press</td> <td>21</td> </tr> <tr> <td></td> <td>C2 Auto Flight</td> <td>22</td> </tr> <tr> <td></td> <td>C3 Comms and Nav</td> <td>23 - 34</td> </tr> <tr> <td></td> <td>C4 Doors - Hatches</td> <td>52</td> </tr> <tr> <td></td> <td>C5 Electrical Power</td> <td>24 - 33</td> </tr> </tbody> </table>	CLASS	RATING	ATA CHAPTERS	COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press	21		C2 Auto Flight	22		C3 Comms and Nav	23 - 34		C4 Doors - Hatches	52		C5 Electrical Power	24 - 33		
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		C6 Equipment	25 - 38 - 45	
		C7 Engine - APU	49 - 71 - 72 - 73 - 74 - 75 - 76 - 77 - 78 - 79 - 80 - 81 - 82 - 83	
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		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	
M.A.604	Maintenance organisation manual	<p>(a) The maintenance organisation shall provide a manual containing at least the following information:</p> <ol style="list-style-type: none"> 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. <p style="text-align: center;">and</p> 2. The organisation's scope of work. <p style="text-align: center;">and</p> 3. The title(s) and name(s) of person(s) referred to in M.A.606(b). <p style="text-align: center;">and</p> 4. An organisation chart showing associated chains of responsibility between the person(s) referred to in M.A.606(b). <p style="text-align: center;">and</p> 5. A list of certifying staff with their scope of approval. 		<i>Overview</i>



		<p style="text-align: center;">and</p> <p>6. A list of locations where maintenance is carried out, together with a general descriptions of the facilities.</p> <p style="text-align: center;">and</p> <p>7. Procedures specifying how the maintenance organisation ensures compliance with this Part.</p> <p style="text-align: center;">and</p> <p>8. The maintenance organisation manual amendment procedure(s).</p> <p>(b) The maintenance organisation manual and its amendments shall be approved by the competent authority.</p> <p>(c) Notwithstanding paragraph (b) minor amendments to the manual may be approved through a procedure (hereinafter called indirect approval).</p>	
<p>M.A.605</p>	<p>Facilities</p>	<p>The organisation shall ensure that:</p> <p>(a) Facilities are provided for all planned work, specialised workshops and bays are segregated as appropriate, to ensure protection from contamination and the environment.</p> <p>(b) Office accommodation is provided for the management of all planned work including in particular, the completion of maintenance records.</p> <p>(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.</p>	<p><i>Overview</i></p>



M.A.606	Personnel requirements	<p>(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.</p> <p>(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.</p> <p>(c) All paragraph (b) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft and/or component maintenance.</p> <p>(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.</p> <p>(e) The qualification of all personnel involved in maintenance shall be demonstrated and recorded.</p> <p>(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.</p> <p>(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.</p> <p>(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:</p>	<i>Overview</i>
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		<p>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;</p> <p>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.</p>	
<p>M.A.607</p>	<p>Certifying staff</p>	<p>(a) In addition to M.A.606(g), certifying staff can only exercise their privileges, if the organisation has ensured:</p> <p>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.</p> <p style="text-align: center;">and</p> <p>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.</p> <p>(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</p>	<p><i>Overview</i></p>



		<p>organisation contracted to provide maintenance support may issue a one-off certification authorisation:</p> <ol style="list-style-type: none"> 1. to one of its employees holding type qualifications on aircraft of similar technology, construction and Systems. <p style="text-align: center;">or</p> <ol style="list-style-type: none"> 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. <p>(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.</p>	
<p>AMC M.A.607</p>	<p>Certifying staff</p>	<ol style="list-style-type: none"> 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 	<p><i>Overview</i></p>



		<p>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.</p> <p>3. The organisation should hold copies of all documents that attest to qualification, and to recent experience.</p> <p>4. Relevant maintenance experience should be understood to mean that the person has worked in an aircraft or component maintenance environment and has either exercised the privileges of the certification authorisation and/or has actually carried out maintenance on at least some of the aircraft type systems specified in the particular certification authorisation.</p>	
<p>M.A.608</p>	<p>Components, equipment and tools</p>	<p>(a) The organisation shall:</p> <ol style="list-style-type: none"> 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. <p style="text-align: center;">and</p> <ol style="list-style-type: none"> 2. Demonstrate that it has access to all other equipment and tools used only on an occasional basis. <p>(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.</p> <p>(c) The organisation shall inspect, classify and appropriately segregate all incoming components.</p>	<p><i>Overview</i></p>



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.	<i>Overview</i>
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.	<i>Overview</i>
M.A.611	Maintenance standards	All maintenance shall be carried out in accordance with the requirements of M.A. Subpart D.	<i>Overview</i>
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.	<i>Overview</i>
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.	<i>Overview</i>
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.	<i>Overview</i>



		<p>(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.</p> <p>(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.</p> <ol style="list-style-type: none"> 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. 	
<p>Appendix II</p>	<p>EASA Form 1</p>	<p><i>Use of the EASA Form 1 for maintenance</i></p> <p>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.</p> <p>All printing shall be clear and legible to permit easy reading.</p>	<p><i>Overview</i></p>



		<p>The certificate shall either be pre-printed or computer generated but in either case the printing of lines and characters must be 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.</p> <p>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.</p> <p>2. COMPLETION OF THE RELEASE CERTIFICATE BY THE ORIGINATOR</p> <p>Except as otherwise stated, there must be an entry in all blocks to make the document a valid certificate.</p> <p>Block 1 The name and country of the Member State under whose</p>	
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		<p>approval the certificate was issued. This information may be pre-printed.</p> <p>Block 2 Pre-printed 'Authorised Release certificate/EASA Form 1'.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Block 8 State the Part Number. Preference shall be given to use of the IPC number designation.</p> <p>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:</p> <p>(a) The specific or series aircraft, engine, propeller or</p>	
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		<p>auxiliary power unit model, or a reference to a readily available catalogue or manual which contains such information, for example: 'Cessna 150'.</p> <p>(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.</p> <p>(c) 'Unknown', if eligibility is unknown, this category being primarily for use by maintenance organisations</p> <p>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.</p> <p>Block 10 State the number of items being released.</p> <p>Block 11 State the item Serial Number and/or Batch Number if applicable, if neither is applicable, state 'N/A'.</p> <p>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:</p> <p>1. OVERHAULED The restoration of a used item by inspection, test and replacement in conformity with an approved standard(*) to extend the operational life.</p> <p>2. INSPECTED/TESTED The examination of an item to establish conformity with an approved standard(*).</p> <p>3. MODIFIED The alteration of an item in conformity with an approved standard(*).</p>	
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		<p>4. REPAIRED The restoration of an item to a serviceable condition in conformity with an approved standard(*).</p> <p>5. RETREADED The restoration of a used tyre in conformity with an approved standard(*).</p> <p>6. REASSEMBLED The reassembly of an item in conformity with an approved standard(*).</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none">• 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,	
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		<p>as appropriate.</p> <ul style="list-style-type: none">• 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. <p>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.</p> <p>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;</p> <p>(a) The case where the maintenance could not be completed.</p> <p>(b) The case where the maintenance deviated from the standard required by Part-M.</p> <p>(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.</p>	
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		<p>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.</p> <p>Block 21 The M.A. Subpart F approved maintenance organisation reference number given by the Member State.</p> <p>Block 22 The printed name of the Block 20 signatory and personal authorisation reference.</p> <p>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.</p>	
	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:				19. I <input type="checkbox"/> Part-145.A.50 Release to Service <input type="checkbox"/> Other regulation specified in block 13		
<input type="checkbox"/> approved design data and are in condition for safe operation <input type="checkbox"/> non-approved design data 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			
<p><i>Authorised release certificate</i></p> <p>EASA Form 1</p> <p>USER/INSTALLER RESPONSIBILITIES</p> <p>NOTE:</p> <ol style="list-style-type: none"> 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.			<i>Overview</i>



		<p>(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.</p> <p>(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.</p> <p>(d) Issue certificates of release to service on completion of maintenance, in accordance with point M.A.612 or point M.A.613.</p>	
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.	<i>Overview</i>
M.A.617	Changes to the approved maintenance organisation	<p>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:</p> <ol style="list-style-type: none"> 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. <p>In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.</p>	<i>Overview</i>



<p>M.A.618</p>	<p>Continued validity of approval</p>	<p>(a) An approval shall be issued for an unlimited duration. It shall remain valid subject to:</p> <ol style="list-style-type: none"> 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. <p style="text-align: center;">and</p> <ol style="list-style-type: none"> 2. The competent authority being granted access to the organisation to determine continued compliance with this Part. <p style="text-align: center;">and</p> <ol style="list-style-type: none"> 3. The approval not being surrendered or revoked. <p>(b) Upon surrender or revocation, the approval certificate shall be returned to the competent authority.</p>	<p><i>Overview</i></p>
<p>M.A.619</p>	<p>Findings</p>	<p>(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.</p> <p>(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.</p> <p>(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.</p>	<p><i>Overview</i></p>
<p>Appendix IV</p>	<p>Approval Ratings</p>	<p>ORGANISATION APPROVAL CLASS AND RATING SYSTEM</p> <ol style="list-style-type: none"> 1. Except as stated otherwise for the smallest organisation in paragraph 11, Table 1 outlines the full extent of approval possible 	<p><i>Overview</i></p>



		<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>	
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		<p>organisation exposition scope of work shall reflect such activity where permitted by the Member State.</p> <p>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.</p> <p>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.</p> <p>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 avionics systems installations and maintenance.</p> <p>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</p>	
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		<p>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.</p> <p>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.</p> <p>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:-</p>	
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	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)



Subpart G Continuing Airworthiness Management Organisation			
M.A.701	Scope	Definition of the scope of Part-M, Subpart G	<i>Overview</i>
M.A.702	Application	Application for issue or variation of a CAMO approval to be made on a form and in a manner established by the competent authority.	<i>Overview</i>
M.A.703	Extent of approval + Appendix VI to Part M	<p>(a) The approval is indicated on a certificate included in Appendix VI issued by the competent authority.</p> <p>(c) The scope of work deemed to constitute the approval shall be specified in the continuing airworthiness management exposition in accordance with point M.A.704.</p>	<i>Overview</i>
Appendix VI	Approval Certificate PART-M Section A Subpart G Continuing Airworthiness Management Organisation		<i>Overview</i>
	<p>Approval Certificate PART-M Section A Subpart G Continuing Airworthiness Management Organisation</p> <p>MEMBER STATE</p> <p>member of the</p> <p>European Aviation Safety Agency</p> <p>APPROVAL CERTIFICATE</p> <p>REFERENCE:</p>		



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] CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION

as a continuing airworthiness management organisation as referred to in Part-M Section A Subpart G approved to manage the continuing airworthiness of the following aircraft and to issue recommendations or Airworthiness Review Certificates after an Airworthiness Review as specified in M.A.710 when stipulated:

Aircraft type	Approved maintenance programme reference	Airworthiness review authorised	Organisation(s) working under the quality system
	, as revised	Yes	
	, as revised	Yes	
	, as revised	Yes	
	, as revised	Yes	
	, as revised	No	
	, as revised	No	
	, as revised	No	
	, as revised	No	
	, as revised	Yes	
	, as revised	No	

EASA Form 14

CONDITIONS:

1. This approval is limited to that specified in the scope of approval section of the approved continuing airworthiness management exposition as referred to in Part-M Section A Subpart G, and
2. This approval requires compliance with the procedures specified in the approved continuing airworthiness management organisation exposition, and
3. This approval is valid whilst the approved continuing airworthiness management 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.

If this form is also used for AOC holders, the AOC number shall be used as the reference and the following extra conditions shall be added:



	<p>5. This approval does not constitute an authorisation to operate the types of aircraft listed above. The authorisation to operate the aircraft is the Air Operator Certificate (AOC).</p> <p>6. This approval is limited to the aircraft registrations specified in the AOC.</p> <p>7. This approval is valid whilst the Operator remains in compliance with Part-M Section A Subpart G and that the applicable aircraft maintenance programme, M.E.L. and aircraft log-books remain approved.</p> <p>8. Subject to compliance with the foregoing conditions, this approval shall remain valid unless the approval has previously been suspended or revoked.</p> <p>9. Where the technical services organisation is different to the Operator, this approval remains valid subject to such organisation(s) fulfilling applicable contractual obligations.</p> <p>10. Termination, suspension or revocation of the AOC automatically invalidates the present approval.</p> <p>Date of issue: Signed</p> <p>Date of revision:.....For the competent authority</p> <p style="text-align: center;">_____</p>		
<p>M.A.704</p>	<p>CAME</p>	<p>Purpose of the CAME.</p> <p>What a CAME should comprise (Part 0 ÷ Part 4). Possibility to combine CAME with other exposition or manual required by another Part; example for a combined Part-145 and CAMO (Part 0 ÷ Part 9).</p> <p>Personnel to be familiar with those parts of the CAME that are relevant to their tasks. CAME to specify responsibilities for its amendment. Unless otherwise agreed by the competent authority, the quality manager should be responsible for monitoring and amending the CAME, associated procedures manuals, and the submission of proposed amendments to the competent authority.</p> <p>Possibility of an "indirect approval" procedure defining</p>	<p><i>Overview</i></p>



		<p>amendments which can be incorporated without the prior consent of the competent authority.</p> <p>Use electronic data processing (EDP) for publication of the CAME; compatibility of EDP systems with the necessary internal and external dissemination of the CAME. Need to made the CAME available to the competent authority in a form acceptable.</p> <p>The corporate commitment signed by the accountable manager. Sample corporate commitment.</p> <p>Need to ensure signature of such statement at the earliest opportunity whenever the accountable manager is changed; failure invalidates the CAMO approval and therefore the air operators certificate.</p> <p>Appendix V to M.A.704 contains an example of an exposition lay-out.</p>	
<p>Appendix V to AMC M.A.704</p>	<p>Continuing airworthiness management organisation exposition</p>	<p>CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION</p> <p>TABLE OF CONTENT</p> <p>Part 0 General organisation</p> <p>0.1 Corporate commitment by the accountable manager.</p> <p>0.2 General information.</p> <p>0.3 Management personnel.</p> <p>0.4 Management organisation chart.</p> <p>0.5 Notification procedure to the competent authority regarding changes to the organisation's activities / approval / location / personnel.</p>	<p><i>Overview</i></p>



		<p>0.6 Exposition amendment procedures.</p> <p>Part 1 Continuing airworthiness management procedures</p> <p>1.1 Aircraft technical log utilisation and MEL application (commercial air transport). Aircraft continuing airworthiness record system utilisation (non commercial air transport).</p> <p>1.2 Aircraft maintenance programmes – development amendment and approval.</p> <p>1.3 Time and continuing airworthiness records, responsibilities, retention, access.</p> <p>1.4 Accomplishment and control of airworthiness directives.</p> <p>1.5 Analysis of the effectiveness of the maintenance programme(s).</p> <p>1.6 Non mandatory modification embodiment policy.</p> <p>.7 Major modification standards.</p> <p>1.8 Defect reports.</p> <p>1.9 Engineering activity.</p> <p>1.10 Reliability programmes.</p> <p>1.11 Pre-flight inspections.</p> <p>1.12 Aircraft weighing.</p> <p>1.13 Check flight procedures.</p> <p>Part 2 Quality system</p> <p>2.1 Continuing airworthiness quality policy, plan and audits</p>	
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		<p>procedure.</p> <p>2.2 Monitoring of continuing airworthiness management activities.</p> <p>2.3 Monitoring of the effectiveness of the maintenance programme(s).</p> <p>2.4 Monitoring that all maintenance is carried out by an appropriate maintenance organisation</p> <p>2.5 Monitoring that all contracted maintenance is carried out in accordance with the contract, including sub-contractors used by the maintenance contractor.</p> <p>2.6 Quality audit personnel.</p> <p>Part 3 Contracted Maintenance</p> <p>3.1 Maintenance contractor selection procedure.</p> <p>3.2 Quality audit of aircraft.</p> <p>Part 4 Airworthiness review procedures</p> <p>4.1 Airworthiness review staff.</p> <p>4.2 Review of aircraft records.</p> <p>4.3 Physical survey.</p> <p>4.4 Additional procedures for recommendations to competent authorities for the import of aircraft.</p> <p>4.5 Recommendations to competent authorities for the issue of ARC.</p> <p>4.6 Issuance of ARC.</p>	
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		<p>4.7 Airworthiness review records, responsibilities, retention and access.</p> <p>Part 5 Appendices</p> <p>5.1 Sample documents.</p> <p>5.2 List of airworthiness review staff.</p> <p>5.3 List of sub-contractors as per AMC M.A.201 (h) 2 and M.A.711 (a) 3.</p> <p>5.4 List of approved maintenance organisations contracted.</p> <p>5.5 Copy of contracts for sub-contracted work (appendix 2 to AMC M.A.201 (h) 2).</p> <p>5.6 Copy of contracts with approved maintenance organisations.</p> <p>LIST OF EFFECTIVE PAGES</p>																				
	<table border="1"> <thead> <tr> <th>Page</th> <th>Revision</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Original</td> </tr> <tr> <td>2</td> <td>Original</td> </tr> </tbody> </table>	Page	Revision	1	Original	2	Original	<table border="1"> <thead> <tr> <th>Page</th> <th>Revision</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>Original</td> </tr> <tr> <td>4</td> <td>Original</td> </tr> </tbody> </table>	Page	Revision	3	Original	4	Original	<table border="1"> <thead> <tr> <th>Page</th> <th>Revision</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>Original</td> </tr> <tr> <td>....</td> <td>....</td> </tr> </tbody> </table>	Page	Revision	5	Original	
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		<p>DISTRIBUTION LIST</p> <p>(The document should include a distribution list to ensure proper distribution of the manual and to demonstrate to the competent authority that all personnel involved in continuing airworthiness has access to the relevant information. This does not mean that all personnel have to be in receipt of a manual but that a</p>																				



		<p>reasonable amount of manuals are distributed within the organisation(s) so that the concerned personnel may have quick and easy access to this manual. Accordingly, the continuing airworthiness management exposition should be distributed to:</p> <p style="text-align: center;">The operator's or the organisation's management personnel and any person at a lower level as necessary.</p> <p style="text-align: center;">and</p> <p style="text-align: center;">the Part-145 or M.A. Subpart F contracted maintenance organisation(s)</p> <p style="text-align: center;">and</p> <p>The competent authority.)</p> <p>PART 0 GENERAL ORGANISATION</p> <p>0.1 Corporate commitment by the accountable manager (The accountable manager's exposition statement should embrace the intent of the following paragraph and in fact this statement may be used without amendment. Any modification to the statement should not alter the intent.) This exposition defines the organisation and procedures upon which the M.A. Subpart G approval of Joe Bloggs under Part-M is based.</p> <p>These procedures are approved by the undersigned and must be complied with, as applicable; in order to ensure that all the continuing airworthiness activities including maintenance for aircraft managed by Joe Bloggs is carried out on time to an approved standard.</p> <p>It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by the Agency or the competent authority from time to time where</p>	
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		<p>these new or amended regulations are in conflict with these procedures. The competent authority will approve this organisation whilst the competent authority is satisfied that the procedures are being followed. It is understood that the competent authority reserves the right to suspend, vary or revoke the M.A. Subpart G continuing airworthiness management approval of the organisation, as applicable, if the competent authority has evidence that the procedures are not followed and the standards not upheld. In the case of commercial air transport, suspension or revocation of the approval of the Part M Subpart G continuing airworthiness management approval would invalidate the AOC.</p> <p>0.2 General Information</p> <p>a) Brief description of the organisation (This paragraph should describe broadly how the whole organisation [i.e. including the whole operator in the case of commercial air transport or the whole organisation when other approvals are held] is organised under the management of the accountable manager, and should refer to the organisation charts of paragraph 0.4.)</p> <p>b) Relationship with other organisations (This paragraph may not be applicable to every organisation.)</p> <p>(1) Subsidiaries / mother company (For clarity purpose, where the organisation belongs to a group, this paragraph should explain the specific relationship the organisation may have with other members of that group - e.g. links between Joe Bloggs Airlines, Joe Bloggs Finance, Joe Bloggs Leasing, Joe Bloggs Maintenance, etc...)</p> <p>(2) Consortiums (Where the organisation belongs to a consortium, it should be indicated here. The other members of the consortium should be specified, as well as the scope of organisation of the consortium [e.g. operations, maintenance, design (modifications and repairs), production etc...]. The reason for specifying this is that consortium maintenance may be controlled through specific</p>	
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contracts and through consortium's policy and/or procedures manuals that might unintentionally override the maintenance contracts. In addition, in respect of international consortiums, the respective competent authorities should be consulted and their agreement to the arrangement clearly stated. This paragraph should then make reference to any consortium's continuing airworthiness related manual or procedure and to any competent authority agreement that would apply.)

c) Aircraft managed – Fleet composition

(This paragraph should quote the aircraft types and the number of aircraft of each type. The following is given as an example :)

Joe Bloggs PLC manages, as of 28 November 2003, the following:

3 B737-300

3 B737-400

1 A 320-200

14 F27 (MK500), etc...

For commercial air transport, the fleet composition reference with the aircraft registrations is given by Joe Bloggs Airlines' current AOC (or else where e.g. in the Operation Manual, by agreement of the competent authority)

(Depending on the number of aircraft, this paragraph may be updated as follows:

- 1) the paragraph is revised each time an aircraft is removed from or added in the list.
- 2) the paragraph is revised each time a type of aircraft or a significant number of aircraft is removed from or added to the list. In that case the paragraph should explain where the current

list of aircraft managed is available for consultation.)

d) Type of operation

(This paragraph should give broad information on the type of operations such as: commercial, aerial work, non commercial, long haul/short haul/regional, scheduled/charter, regions/countries/continents flown, etc)



		<p>0.3 Management personnel</p> <p>a) Accountable manager (This paragraph should address the duties and responsibilities of the accountable manager as far as Part M.A. subpart G is concerned and demonstrate that he has corporate authority for ensuring that all continuing airworthiness activities can be financed and carried out to the required standard.)</p> <p>b) Nominated post holder for continuing airworthiness (for commercial air transport) (This paragraph should:</p> <ul style="list-style-type: none">- Emphasise that the nominated post holder for continuing airworthiness is responsible to ensure that all maintenance is carried out on time to an approved standard.- Describe the extent of his authority as regards his Part M responsibility for continuing airworthiness. <p>This paragraph is not necessary for organisations not holding an AOC)</p> <p>c) Continuing airworthiness coordination (This paragraph should list the job functions that constitute the "group of persons" as required by M.A.706(c) in enough detail so as to show that all the continuing airworthiness responsibilities as described in Part M are covered by the persons that constitute that group. In the case of small operators, where the "Nominated Post holder for continuing airworthiness constitutes himself the "group of persons", this paragraph may be merged with the previous one.)</p> <p>d) Duties and responsibilities (This paragraph should further develop the duties and responsibilities of:</p> <ul style="list-style-type: none">• the personnel listed in paragraphs c): "Continuing airworthiness coordination ",• the quality manager, as regards the quality monitoring of the maintenance system [which includes the approved	
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		<p style="text-align: center;">maintenance organisation(s)]</p> <p>e) Manpower resources and training policy</p> <p>(1) Manpower resources (This paragraph should give broad figures to show that the number of people dedicated to the performance of the approved continuing airworthiness activity is adequate. It is not necessary to give the detailed number of employees of the whole company but only the number of those involved in continuing airworthiness. This could be presented as follows:) As of 28 November 2003, the number of employees dedicated to the performance of the continuing airworthiness management system is the following:</p>	
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	Full Time	Part Time in equivalent full time
Quality monitoring	AA	aa = AA'
Continuing airworthiness management	BB	bb = BB'
<i>(Detailed information about the</i>	BB1	bb1 = BB1'
<i>management group of persons)</i>	BB2	bb2 = BB2'
Other....	CC	cc = CC'
Total	TT	tt = TT'
Total Man hours	TT + TT'	

(Note: According to the size and complexity of the organisation, this table may be further developed or simplified)

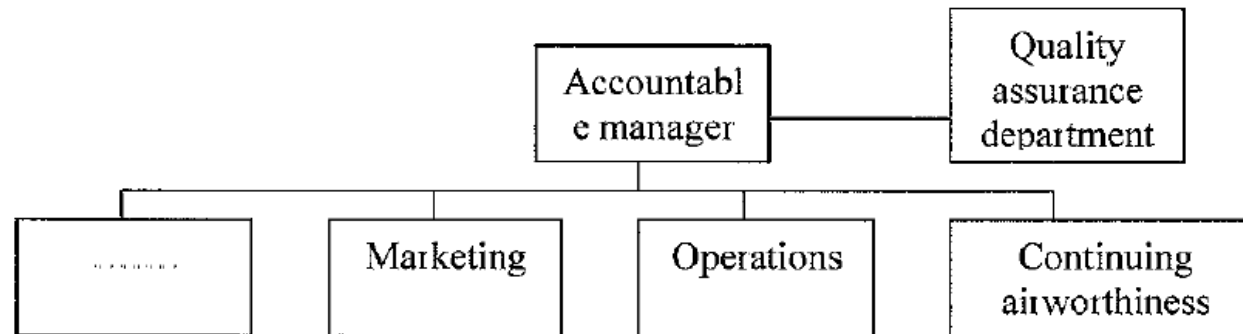
(2) Training policy

(This paragraph should show that the training and qualification standards for the personnel quote above are consistent with the size and complexity of the organisation. It should also explain how the need for recurrent training is assessed and how the training recording and follow-up is performed)



0.4 Management organisation charts
a) General organisation chart

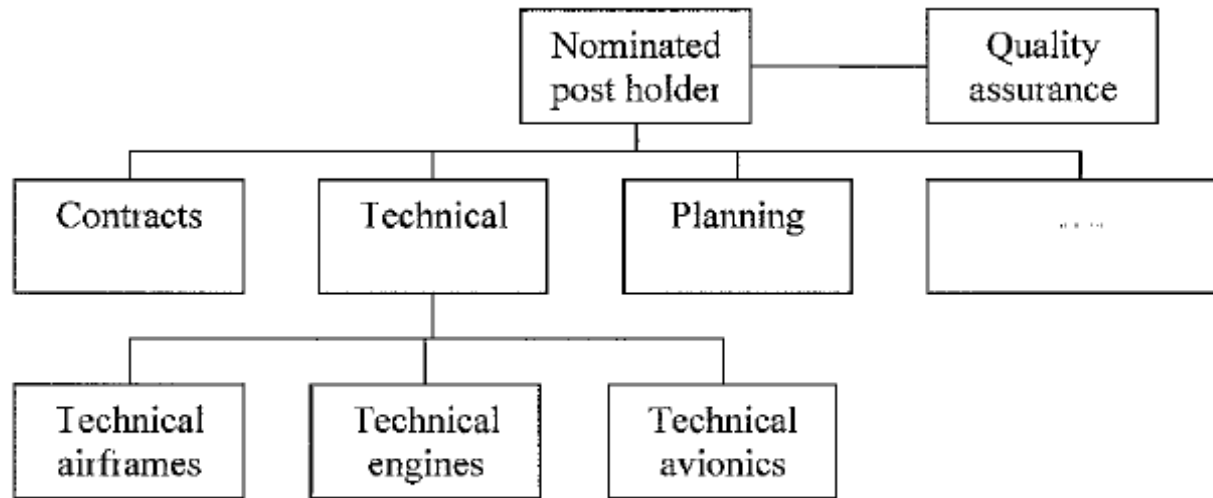
This flow chart should provide a comprehensive understanding of the whole company's organisation. For example in the case of an AOC holder



b) Continuing airworthiness management organisation chart



This flow chart should give further details on the continuing airworthiness Management system, and should clearly show the independence of the quality monitoring system, including the links between the quality assurance department and the other departments (see example below) This flow chart may be combined with the one above or subdivided as necessary, depending on the size and the complexity of the organisation For example in the case of an AOC holder



0.5 Notification procedure to the competent authority regarding changes to the organisation's activities / approval / location / personnel

(This paragraph should explain in which occasion the company should inform the competent authority prior to incorporating proposed changes; for instance:

The accountable manager (or any delegated person such as the engineering director or the quality manager) will notify to the



		<p>competent authority any change concerning:</p> <p>(1) the company's name and location(s)</p> <p>(2) the group of person as specified in paragraph 0.3.c)</p> <p>(3) operations, procedures and technical arrangements, as far as they may affect the approval.</p> <p>Joe Bloggs will not incorporate such change until the change have been assessed and approved by the competent authority.)</p> <p>0.6 Exposition amendment procedure (This paragraph should explain who is responsible for the amendment of the exposition and submission to the competent authority for approval. This may include, if agreed by the competent authority the possibility for the approved organisation to approve internally minor changes that have no impact on the approval held. The paragraph should then specify what types of changes are considered as minor and major and what the approval procedures for both cases are.)</p> <p>PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES</p> <p>1.1 Aircraft technical log utilisation and MEL application</p> <p style="text-align: center;">or</p> <p>1.1 Aircraft continuing airworthiness record system utilisation</p> <p>a) Aircraft technical log and/or continuing airworthiness record system</p> <p>(1) General (It may be useful to remind, in this introduction paragraph, the purpose of the aircraft technical losystem and/or continuing airworthiness record system, with special care to the options of M.A.305</p>	
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		<p>and M.A.306 For that purpose, paragraphs of M.A.305 and M.A.306 may be quoted or further explained.)</p> <p>(2) Instructions for use (This paragraph should provide instructions for using the aircraft technical log and/or continuing airworthiness record system. It should insist on the respective responsibilities of the maintenance personnel and operating crew. Samples of the technical log and/or continuing airworthiness record system should be included in Part 5 "Appendices" in order to provide enough detailed instructions.)</p> <p>(3) Aircraft technical log approval (For commercial air transport) (This paragraph should explain who is responsible for submitting the aircraft technical log any subsequent amendment to the competent authority for approval and what is the procedure to be followed)</p> <p>b) M.E.L. application (Although the MEL is a document that is normally not controlled by the continuing airworthiness management system, and that the decision of whether accepting or not a MEL tolerance normally remains the responsibility of the operating crew, this paragraph should explain in sufficient detail the MEL application procedure, because the MEL is a tool that the personnel involved in maintenance have to be familiar with in order to ensure proper and efficient communication with the crew in case of a defect rectification to be deferred.) (This paragraph does not apply to those types of aircraft that do not have an MEL or are not used for commercial air transport and that are not required to have one.)</p> <p>(1) General (This paragraph should explain broadly what a MEL document is. The information could be extracted from the aircraft flight manual.)</p> <p>(2) MEL categories</p>	
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		<p>(Where an owner/operator uses a classification system placing a time constraint on the rectification of such defect, it should be explained here what are the general principles of such a system. It is essential for the personnel involved in maintenance to be familiar with it for the management of MEL's deferred defect rectification.)</p> <p>(3) Application (This paragraph should explain how the maintenance personnel identify a MEL limitation to the crew. This should refer to the technical log procedures)</p> <p>(4) Acceptance by the crew (For commercial air transport) (This paragraph should explain how the crew notifies his acceptance or non acceptance of the MEL deferment in the technical log)</p> <p>(5) Management of the MEL time limits (After a technical limitation is accepted by the crew, the defect must be rectified within the time limit specified in the MEL. There should be a system to ensure that the defect will actually be corrected before that limit. This system could be the aircraft technical log for those [small] operators that use it as a planning document, or a specific follow-up system, in other cases, where control of the maintenance time limit is ensured by another means such as data processed planning systems.)</p> <p>(6) MEL Time Limitation Overrun (The competent authority may grant the owner/operator to overrun MEL time limitation under specified conditions. Where applicable this paragraph should describe the specific duties and responsibilities for controlling these extensions.)</p>	
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		<p>1.2 Aircraft maintenance programmes - development and amendment</p> <p>a) General (This introductory paragraph should remind that the purpose of a maintenance programme is to provide maintenance planning instructions necessary for the safe operation of the aircraft.)</p> <p>b) Content (This paragraph should explain what is [are] the format[s] of the company's aircraft maintenance programme[s]. Appendix I to AMC M.A.302 (a) and M.B.301 (d) should be used as a guideline to develop this paragraph.)</p> <p>c) Development</p> <p>(1) Sources (This paragraph should explain what are the sources [MRB, MPD, Maintenance Manual, etc..] used for the development of an aircraft maintenance programme.)</p> <p>(2) Responsibilities (This paragraph should explain who is responsible for the development of an aircraft maintenance programme)</p> <p>(3) Manual amendments (This paragraph should demonstrate that there is a system for ensuring the continuing validity of the aircraft maintenance programme. Particularly, it should show how any relevant information is used to update the aircraft maintenance programme. This should include, as applicable, MRB report revisions, consequences of modifications, manufacturers and competent authority recommendations, in service experience, and reliability reports.)</p> <p>(4) Acceptance by the authority (This paragraph should explain who is responsible for the submission of the maintenance programme to the competent authority and what the procedure to follow is. This should in</p>	
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		<p>particular address the issue of the competent authority approval for variation to maintenance periods. This may include, if agreed by the competent authority the possibility for the approved organisation to approve internally certain changes. The paragraph should then specify what types of changes are concerned and what the approval procedures are.)</p> <p>1.3 Time and continuing airworthiness records, responsibilities, retention, access</p> <p>a) Hours and cycles recording (The recording of flight hours and cycles is essential for the planning of maintenance tasks. This paragraph should explain how the continuing airworthiness management organisation has access to the current flight hours and cycle information and how it is processed through the organisation.)</p> <p>b) Records (This paragraph should give in detail the type of company documents that are required to be recorded and what are the recording period requirements for each of them. This can be provided by a table or series of tables that would include the following:</p> <ul style="list-style-type: none">• Family of document [if necessary],• Name of document,• Retention period,• Responsible person for retention,• Place of retention,) <p>c) Preservation of records (This paragraph should set out the means provided to protect the records from fire, floods, etc.. as well as the specific procedures in place to guarantee that the records will not been altered during the retention period [especially for the computer record].)</p> <p>d) Transfer of continuing airworthiness records (This paragraph should set out the procedure for the transfer of records, in case of purchase/leasein, sale/lease-out and transfer to another organisation of an aircraft. In particular, it should specify</p>	
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		<p>which records have to be transferred and who is responsible for the coordination [if necessary] of the transfer.)</p> <p>1.4 Accomplishment and control of Airworthiness Directives (This paragraph should demonstrate that there is a comprehensive system for the management of airworthiness directives. This paragraph may for instance include the following Sub-paragraphs:)</p> <p>a) Airworthiness directive information (This paragraph should explain what the AD information sources are and who receives them in the company. Where available, redundant sources [e.g. agency+ competent authority + manufacturer or association] may be useful.)</p> <p>b) Airworthiness directive decision (This paragraph should explain how and by whom the AD information is analysed and what kind of information is provided to the contracted maintenance organisations in order to plan and to perform the airworthiness directive. This should as necessary include a specific procedure for emergency airworthiness directive management)</p> <p>c) Airworthiness directive control (This paragraph should specify how the organisation manages to ensure that all the applicable airworthiness directives are performed and that they are performed on time. This should include a close loop system that allows verifying that for each new or revised airworthiness directive and for each aircraft:</p> <ul style="list-style-type: none">-• the AD is not applicable or,• if the AD is applicable:• the Airworthiness Directive is not yet performed but the time limit is not overdue,• the Airworthiness Directive is performed, and any repetitive inspection are identified and performed. <p>This may be a continuous process or may be based on scheduled reviews.)</p>	
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		<p>1.5 Analysis of the effectiveness of the maintenance programme (this paragraph should show what tools are used in order to analyse the efficiency of the maintenance programme, such as:</p> <ul style="list-style-type: none">• PIREPS,• air turn-backs• spare consumption,• repetitive technical occurrence and defect,• technical delays analysis [through statistics if relevant],• technical incidents analysis [through statistics if relevant],• etc... <p>The paragraph should also indicate by whom and how these data are analysed, what is the decision process to take action and what kind of action could be taken. This may include:</p> <ul style="list-style-type: none">• amendment of the maintenance programme,• amendment of maintenance or operational procedures,• etc...) <p>1.6 Non-mandatory modification embodiment policy (This paragraph should specify how the non-mandatory modification information are processed through the organisation, who is responsible for their assessment against the operator's/owner's own need and operational experience, what are the main criteria for decision and who takes the decision of implementing [or not] a non-mandatory modification)</p> <p>1.7 Major repair modification standards (This paragraph should set out a procedure for the assessment of the approval status of any major modification before embodiment. This will include the assessment of the need of an Agency or design organisation approval. It should also identify the type of approval required, and the procedure to follow to have a modification approved by the Agency or design.)</p>	
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		<p>1.8 Defect reports</p> <p>a) Analysis (This paragraph should explain how the defect reports provided by the contracted maintenance organisations are processed by the continuing airworthiness management organisation. Analysis should be conducted in order to give elements to activities such as maintenance programme evolution and non mandatory modification policy.)</p> <p>b) Liaison with manufacturers and regulatory authorities (Where a defect report shows that such defect is likely to occur to other aircraft, a liaison should be established with the manufacturer and the certification competent authority, so that they may take all the necessary action.)</p> <p>c) Deferred defect policy (Defects such as cracks and structural defect are not addressed in the MEL and CDL. However, it may be necessary in certain cases to defer the rectification of a defect. This paragraph should establish the procedure to be followed in order to be sure that the deferment of any defect will not lead to any safety concern. This will include appropriate liaison with the manufacturer.)</p> <p>1.9 Engineering activity (Where applicable, this paragraph should expose the scope of the organisation's engineering activity in terms of approval of modification and repairs. It should set out a procedure for developing and submitting a modification/repair design for approval to the Agency and include reference to the supporting documentation and forms used. It should identify the person in charge of accepting the design before submission to the Agency or the competent authority. Where the organisation has a DOA capability under Part 21, it should be indicated here and the related manuals should be referred to.)</p> <p>1.10 Reliability programmes (This paragraph should explain appropriately the management of a reliability programme. It should at least address the following:</p>	
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		<ul style="list-style-type: none">• extent and scope of the operator's reliability programmes,• specific organisational structure, duties and responsibilities,• establishment of reliability data,• analysis of the reliability data,• corrective action system (maintenance programme amendment),• scheduled reviews (reliability meetings, the participation of the competent authority.) <p>(This paragraph may be, where necessary, subdivided as follows:)</p> <ul style="list-style-type: none">a) Airframeb) Propulsionc) Component <p>1.11 Pre-flight inspections (This paragraph should show how the scope and definition of pre-flight inspection, that are usually performed by the operating crew, is kept consistent with the scope of the maintenance performed by the contracted maintenance organisations. It should show how the evolution of the pre-flight inspection content and the maintenance programme are concurrent, each time necessary.)</p> <p>(The following paragraphs are self explanatory. Although these activities are normally not performed by continuing airworthiness personnel, these paragraphs have been placed here in order to ensure that the related procedures are consistent with the continuing airworthiness activity procedures.)</p> <ul style="list-style-type: none">a) Preparation of aircraft for flightb) Sub-contracted ground handling functionc) Security of Cargo and Baggage loadingd) Control of refueling, Quantity/Qualitye) Control of snow, ice dust and sand contamination to an approved standard <p>1.12 Aircraft weighing (This paragraph should state in which occasion an aircraft has to be weighed [for instance after a major modification because of</p>	
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		<p>weight and balance operational requirements, etc.] who performs it, according to which procedure, who calculates the new weight and balance and how the result is processed into the organisation.)</p> <p>1.13 Check flight procedures (The criteria for performing a check flight are normally included in the aircraft maintenance programme. This paragraph should explain how the check flight procedure is established in order to meet its intended purpose [for instance after a heavy maintenance check, after engine or flight control removal installation, etc..], and the release procedures to authorise such a check flight.)</p> <p>PART 2 QUALITY SYSTEM 2.1 Continuing airworthiness quality policy, plan and audits procedure</p> <p>a) Continuing airworthiness quality policy (This paragraph should include a formal Quality Policy statement; that is a commitment on what the Quality System is intended to achieve. It should include at the minimum monitoring compliance with Part M and any additional standards specified by the organisation.)</p> <p>b) Quality plan (This paragraph should show how the quality plan is established. The quality plan will consist of a quality audit and sampling schedule that should cover all the areas specific to Part M in a definite period of time. However, the scheduling process should also be dynamic and allow for special evaluations when trends or concerns are identified. In case of sub-contracting, this paragraph should also address the planning of the auditing of subcontractors at the same frequency as the rest of the organisation.)</p> <p>c) Quality audit procedure (The quality audit is a key element of the quality system. Therefore, the quality audit procedure should be sufficiently detailed to address all the steps of an audit, from the preparation to the conclusion, show the audit report format [e.g. by ref. to</p>	
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		<p>paragraph 5.1 "sample of document"], and explain the rules for the distribution of audits reports in the organisation [e.g.: involvement of the Quality Manager, Accountable Manager, Nominated Postholder, etc...].)</p> <p>d) Quality audit remedial action procedure (This paragraph should explain what system is put in place in order to ensure that the corrective actions are implemented on time and that the result of the corrective action meets the intended purpose. For instance, where this system consists in periodical corrective actions review, instructions should be given how such reviews should be conducted and what should be evaluated.)</p> <p>2.2 Monitoring of continuing airworthiness management activities (This paragraph should set out a procedure to periodically review the activities of the maintenance management personnel and how they fulfil their responsibilities, as defined in Part 0.)</p> <p>2.3 Monitoring of the effectiveness of the maintenance programme(s) (This paragraph should set out a procedure to periodically review that the effectiveness of the maintenance programme is actually analysed as defined in Part 1.)</p> <p>2.4 Monitoring that all maintenance is carried out by an appropriate maintenance organisation (This paragraph should set out a procedure to periodically review that the approval of the contracted maintenance organisations are relevant for the maintenance being performed on the operator's fleet. This may include feed back information from any contracted organisation on any actual or contemplated amendment, in order to ensure that the maintenance system remains valid and to anticipate any necessary change in the maintenance agreements. If necessary, the procedure may be subdivided as follows:</p> <ul style="list-style-type: none">a) Aircraft maintenanceb) Enginesc) Components)	
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		<p>2.5 Monitoring that all contracted maintenance is carried out in accordance with the contract, including sub-contractors used by the maintenance contractor (This paragraph should set out a procedure to periodically review that the continuing airworthiness management personnel are satisfied that all contracted maintenance is carried out in accordance with the contract. This may include a procedure to ensure that the system allows all the personnel involved in the contract [including the contractors and his subcontractors] to be acquainted with its terms and that, for any contract amendment, relevant information is dispatched in the organisation and at the contractor.)</p> <p>2.6 Quality audit personnel (This paragraph should establish the required training and qualification standards of auditors. Where persons act as a part time auditor, it should be emphasized that this person must not be directly involved in the activity he/she audits.)</p> <p>PART 3 CONTRACTED MAINTENANCE</p> <p>3.1 Maintenance contractor selection procedure (This paragraph should explain how a maintenance contractor is selected by the continuing airworthiness management organisation. Selection should not be limited to the verification that the contractor is appropriately approved for the type of aircraft, but also that the contractor has the industrial capacity to undertake the required maintenance. This selection procedure should preferably include a contract review process in order to insure that:</p> <ul style="list-style-type: none">• the contract is comprehensive and that no gap or unclear area remains,• every one involved in the contract [both at the continuing airworthiness management organisation and at the maintenance contractor] agrees with the terms of the	
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		<p>contract and fully understand his responsibility.</p> <ul style="list-style-type: none">• that functional responsibilities of all parties are clearly identified.• is signed by the owner/lessee of the aircraft in the case of non-commercial air transport. <p>In the case of non commercial air transport, this activity should be carried in agreement with the owner.)</p> <p>3.2 Quality audit of aircraft (This paragraph should set out the procedure when performing a quality audit of an aircraft. It should set out the differences between an airworthiness review and quality audit. This procedure may include:</p> <ul style="list-style-type: none">• Compliance with approved procedures.• Contracted maintenance is carried out in accordance with the contract.• Continued compliance with Part M.) <p>PART 4 AIRWORTHINESS REVIEW PROCEDURES</p> <p>4.1 Airworthiness review staff (This paragraph should establish the working procedures for the assessment of the airworthiness review staff. The assessment addresses experience, qualification, training etc. A description shall be given regarding the issuance of authorisations for the airworthiness review staff and how records are kept and maintained.)</p> <p>4.2 Review of aircraft records (This paragraph should describe in detail the aircraft records that are required to be reviewed during the airworthiness review. The level of detail that needs to be reviewed shall be described and the number of records that need to be reviewed during a sample check.)</p>	
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		<p>4.3 Physical survey (This paragraph should describe how the physical survey needs to be performed. It should list the topics that need to be reviewed, the physical areas of the aircraft to be inspected, which documents onboard the aircraft that need to be reviewed etc.)</p> <p>4.4 Additional procedures for recommendations to competent authorities for the import of aircraft (This paragraph should describe the additional tasks regarding the recommendation for the issuance of an airworthiness review certificate in the case of an import of an aircraft. This shall include: communication with the competent authority of registry, additional items to be reviewed during the airworthiness review of the aircraft, specification of maintenance required to be carried out etc.)</p> <p>4.5 Recommendations to competent authorities for the issue of airworthiness review certificates (This paragraph should stipulate the communication procedures with the competent authorities in case of a recommendation for the issuance of an airworthiness review certificate. In addition the content of the recommendation should be described.)</p> <p>4.6 Issuance of airworthiness review certificates (This paragraph should set out the procedures for the issuance of the ARC. It should address record keeping, distribution of the ARC copies etc. This procedure should ensure that only after an airworthiness review that has been properly carried out, an ARC will be issued.)</p> <p>4.7 Airworthiness review records, responsibilities, retention and access (This paragraph should describe how records are kept, the periods of record keeping, location where the records are being stored, access to the records and responsibilities.)</p>	
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		<p>PART 5 APPENDICES</p> <p>5.1 Sample documents (A self explanatory paragraph)</p> <p>5.2 List of airworthiness review staff (A self explanatory paragraph)</p> <p>5.3 List of sub-contractors as per AMC M.A.201 (h) 1 and M.A.711 (a) 3. (A self explanatory paragraph, in addition it should set out that the list should be periodically reviewed)</p> <p>5.4 List of approved maintenance organisations contracted (A self explanatory paragraph, in addition it should set out that the list should be periodically reviewed)</p> <p>5.5 Copy of contracts for sub-contracted work (appendix II to AMC M.A.201 (h) 1) (A self explanatory paragraph)</p> <p>5.6 Copy of contracts with approved maintenance organisations (A self explanatory paragraph)</p>	
M.A.705	Facilities	<p>Obligation to provide suitable office accommodation at appropriate locations.</p> <p>Reference to AMC M.A.705.</p>	<i>Overview</i>
M.A.706	Personnel requirements + Appendix X to AMC - EASA Form 4	<p>(a) The organisation shall appoint an accountable manager, who has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with this Part.</p> <p>(b) For commercial air transport the paragraph (a) accountable manager shall be the person who also has corporate authority for</p>	<i>Overview</i>



		<p>ensuring that all the operations of the operator can be financed and carried out to the standard required for the issue of an air operator's certificate.</p> <p>(c) 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.</p> <p>(d) For commercial air transport, the accountable manager shall designate a nominated post holder. This person shall be responsible for the management and supervision of continuing airworthiness activities, pursuant to paragraph (c).</p> <p>(e) The nominated post holder referred to in paragraph (d) shall not be employed by a Part-145 approved organisation under contract to the operator, unless specifically agreed by the competent authority.</p> <p>(f) The organisation shall have sufficient appropriately qualified staff for the expected work.</p> <p>(g) All paragraph (c) and (d) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft continuing airworthiness.</p> <p>(h) The qualification of all personnel involved in continuing airworthiness management shall be recorded.</p>	
Appendix X to AMC EASA Form 4	EASA Form 4		
	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



	<p>Competent authority use only</p> <p>Name and signature of authorised competent authority staff member accepting this person:</p> <p>Signature: _____ Date: _____</p>		
<p>M.A.707</p>	<p>Airworthiness review staff</p>	<p>(a) To be approved to carry out airworthiness reviews, an approved continuing airworthiness management organisation shall have appropriate airworthiness review staff to issue airworthiness review certificates or recommendations referred to in Subpart I, Section A.</p> <p>1. For all aircraft used in commercial air transport, and aircraft above 2 730 kg MTOM, except balloons, these staff shall have acquired:</p> <p style="padding-left: 40px;">(a) At least five years experience in continuing airworthiness.</p> <p style="text-align: center;">and</p> <p style="padding-left: 40px;">(b) an appropriate licence in compliance with Annex III (Part-66) or a nationally recognized maintenance personnel qualification appropriate to the aircraft category (when Annex III (Part-66) refers to national rules) or an aeronautical degree or equivalent.</p> <p style="text-align: center;">and</p> <p style="padding-left: 40px;">(c) Formal aeronautical maintenance training.</p> <p style="text-align: center;">and</p> <p style="padding-left: 40px;">(d) A position within the approved organisation with appropriate responsibilities.</p>	<p><i>Overview</i></p>



		<p>(e) Notwithstanding points "a" to "d", the requirement laid down in point M.A.707(a)1b may be replaced by five years of experience in continuing airworthiness additional to those already required by point M.A.707(a)1a.</p> <p>2. For aircraft not used in commercial air transport of 2 730 kg MTOM and below, and balloons, these staff shall have acquired:</p> <p>(a) At least three years experience in continuing airworthiness.</p> <p style="text-align: center;">and</p> <p>(b) an appropriate licence in compliance with Annex III (Part-66) or a nationally recognized maintenance personnel qualification appropriate to the aircraft category (when Annex III (Part-66) refers to national rules) or an aeronautical degree or equivalent.</p> <p style="text-align: center;">and</p> <p>(c) Appropriate aeronautical maintenance training.</p> <p style="text-align: center;">and</p> <p>(d) a position within the approved organisation with appropriate responsibilities;</p> <p>(e) Notwithstanding points "a" to "d", the requirement laid down in point M.A.707(a)2b may be replaced by four years of experience in continuing airworthiness additional to those already required by point M.A.707(a)2a.</p> <p>(b) Airworthiness review staff nominated by the approved continuing airworthiness organisation can only be issued an authorisation by the approved continuing airworthiness</p>	
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		<p>organisation when formally accepted by the competent authority after satisfactory completion of an airworthiness review under supervision.</p> <p>(c) The organisation shall ensure that aircraft airworthiness review staff can demonstrate appropriate recent continuing airworthiness management experience.</p> <p>(d) Airworthiness review staff shall be identified by listing each person in the continuing airworthiness management exposition together with their airworthiness review authorisation reference.</p> <p>(e) The organisation shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training and a copy of the authorisation. This record shall be retained until two years after the airworthiness review staff have left the organisation.</p>	
M.A.708	Continuing airworthiness management	<p>(a) All continuing airworthiness management shall be carried out according to the prescriptions of M.A Subpart C.</p> <p>(b) For every aircraft managed, the approved continuing airworthiness management organisation shall:</p> <ol style="list-style-type: none"> 1. develop and control a maintenance programme for the aircraft managed including any applicable reliability programme, 2. Present the aircraft maintenance programme and its amendments to the competent authority for approval, unless covered by an indirect approval procedure in accordance with point M.A.302(c), and provide a copy of the programme to the owner of aircraft not involved in commercial air transport. 3. Manage the approval of modification and repairs. 4. Ensure that all maintenance is carried out in accordance 	<i>Overview</i>



		<p>with the approved maintenance programme and released in accordance with M.A. Subpart H.</p> <p>5. Ensure that all applicable airworthiness directives and operational directives with a continuing airworthiness impact are applied.</p> <p>6. Ensure that all defects discovered during scheduled maintenance or reported are corrected by an appropriately approved maintenance organisation.</p> <p>7. Ensure that the aircraft is taken to an appropriately approved maintenance organisation whenever necessary.</p> <p>8. Coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts, and component inspection to ensure the work is carried out properly.</p> <p>9. Manage and archive all continuing airworthiness records and/or operator's technical log.</p> <p>10. Ensure that the mass and balance statement reflects the current status of the aircraft.</p> <p>(c) In the case of commercial air transport, when the operator is not appropriately approved to Part-145, the operator shall establish a written maintenance contract between the operator and a Part-145 approved organisation or another operator, detailing the functions specified under M.A.301-2, M.A.301-3, M.A.301-5 and M.A.301-6, ensuring that all maintenance is ultimately carried out by a Part-145 approved maintenance organisation and defining the support of the quality functions of M.A.712(b). The aircraft base, scheduled line maintenance and engine maintenance contracts, together with all amendments, shall be approved by the competent authority. However, in the case of:</p> <p>1. An aircraft requiring unscheduled line maintenance, the contract may be in the form of individual work orders</p>	
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		<p>addressed to the Part-145 maintenance organisation.</p> <p>2. Component maintenance, including engine maintenance, the contract as referred to in paragraph (c) may be in the form of individual work orders addressed to the Part-145 maintenance organisation.</p>	
<p>Appendix XI to AMC M.A.708(c)</p>	<p>CONTRACTED MAINTENANCE</p>	<p>Overview of the main technical points that should be addressed, when applicable, in a maintenance contract between an Operator and a Part-145 approved organisation.</p> <p>When maintenance is contracted to more than one Part-145 approved organisation, attention should be paid to the consistency of the different maintenance contracts.</p> <p>Need to establish organisational responsibility, procedures and routines in the Operator's M.A.Subpart G & Part-145 organisations to ensure that any person involved is informed about his responsibility and the procedures which apply. These procedures and routines can be included/appended to the operator's CAME and maintenance organisation's MOE or consist in separate procedures.</p> <p>Procedures and routines should reflect the conditions of the contract.</p> <p>Structure of a maintenance contract including base/line maintenance:</p> <ul style="list-style-type: none"> 2. Aircraft maintenance <ul style="list-style-type: none"> 2.1. Scope of work 2.2. Locations identified for the performance of maintenance/Certificates held 2.3. Subcontracting 2.4. Maintenance programme 2.5. Quality monitoring 2.6. Competent authority involvement 2.7. Airworthiness data 2.8. Incoming Conditions 	<p><i>Overview</i></p>



		<p>2.9. Airworthiness Directives and Service Bulletin/Modifications</p> <p>2.10. Hours & Cycles control.</p> <p>2.11. Life limited parts</p> <p>2.12. Supply of parts.</p> <p>2.13. Pooled parts at line stations.</p> <p>2.14. Scheduled maintenance</p> <p>2.15. Unscheduled maintenance/Defect rectification.</p> <p>2.16. Deferred tasks.</p> <p>2.17. Deviation from the maintenance schedule.</p> <p>2.18. Test flight.</p> <p>2.19. Release to service documentation.</p> <p>2.20. Maintenance recording.</p> <p>2.21. Exchange of information.</p> <p>2.22. Meetings.</p> <p>2.22.1. Contract review.</p> <p>2.22.2. Workscope planning meeting.</p> <p>2.22.3. Technical meeting.</p> <p>2.22.4. Quality meeting.</p> <p>2.22.5. Reliability meeting.</p> <p>Structure of an engine shop maintenance contract:</p> <p>3. Engine maintenance.</p> <p>3.1. Scope of work.</p> <p>3.2. Location identified for the performance of maintenance/Certificates held.</p> <p>3.3. Subcontracting.</p> <p>3.4. Maintenance Programme.</p> <p>3.5. Quality monitoring.</p> <p>3.6. Competent authority involvement</p> <p>3.7. Airworthiness data.</p> <p>3.8. Incoming Conditions.</p> <p>3.9. Airworthiness Directives and Service Bulletin/Modifications</p> <p>3.10. Hours & Cycles control.</p> <p>3.11. Life Limited Parts.</p> <p>3.12. Supply of parts.</p>	
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		<p>3.13. Scheduled maintenance. 3.14. Unscheduled maintenance/Defect rectification.</p> <p>3.15. Deferred tasks. 3.16. Deviation from the Maintenance Schedule. 3.17. Test bench. 3.18. Release to service documentation. 3.19. Maintenance recording. 3.20 Exchange of information. 3.21. Meetings. 3.21.1. Contract review. 3.21.2. Workscope planning meeting. 3.21.3. Technical meeting 3.21.4. Quality meeting 3.21.5. Reliability meeting.</p> <p>Structure of a maintenance contract including only line maintenance:</p> <p>4. Aircraft line maintenance. 4.1. Scope of work. 4.2. Location identified for the performance of maintenance/Certificates held. 4.3. Subcontracting. 4.4. Quality monitoring. 4.5. Airworthiness data. 4.6. Supply of parts. 4.7. Pooled parts. 4.8. Unscheduled maintenance/Defect rectification. 4.9. Deferred tasks. 4.10. Release to service. 4.11. Exchange of information. 4.12. Meetings.</p>	
<p>Appendix II to AMC M.A.201 (h) 1</p>	<p>Sub-contracting of continuing airworthiness management tasks</p>	<p>Obligation to ensure active control of sub-contracted continuing airworthiness management tasks. Means to ensure active control of the standards of the sub-contracted organisation.</p> <p>Need to employ a person or group of persons, trained and</p>	<p><i>Overview</i></p>



		<p>competent, to be responsible for determining what maintenance is required, when it has to be performed and by whom and to what standard, in order to ensure the continued airworthiness of the aircraft being operated.</p> <p>The pre-contract audit and its purpose. Verifications that the operator should perform with regard to the sub-contracted organisation. Procedures to ensure management control of sub-contracted continuing airworthiness management tasks, to be included in the CAME.</p> <p>The contract between the operator and the sub-contracted organisation.</p> <p>Contents of the contract, including responsibilities of both parties. Procedures of the sub-contracted organisation and compatibility with the operator's CAME; access and acceptance by the competent authority.</p> <p>Responsible person for continued monitoring and acceptance of the sub-contracted organisation procedures and their amendments. Controls used to fulfil this function. Access to all relevant data by the operator's continuing airworthiness management personnel in order to fulfil their responsibilities.</p> <p>Authority to override where necessary any recommendation of the sub-contracted organisation.</p> <p>Need to ensure that the sub-contracted organisation continues to have qualified technical expertise and sufficient resources to perform the subcontracted tasks while in compliance with the relevant procedures.</p> <p>Competent authority monitoring to be specified in the contract. Responsibilities to ensure that any findings arising from the competent authority monitoring will be closed satisfactorily. Detailed description of topics which may be applicable in a sub-</p>	
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		<p>contract arrangement and of related requirements / responsibilities:</p> <ul style="list-style-type: none"> ○ Scope of work ○ Maintenance programme development and amendment ○ Maintenance programme effectiveness and reliability monitoring ○ Permitted variations to maintenance programme ○ Scheduled maintenance ○ Quality monitoring ○ Access by the competent authority ○ Maintenance data ○ Airworthiness directives ○ Service bulletin/modifications ○ Service life limit controls & component control/removal forecast. ○ Engine health monitoring ○ Defect control ○ Mandatory occurrence reporting ○ Continuing airworthiness records ○ Check flight procedures ○ Communication between the operator and sub-contracted organisation 	
M.A.709	Documentation	Obligation to hold and use applicable current M.A.401 maintenance data in the performance of M.A.708 continuing airworthiness tasks.	<i>Overview</i>
M.A.712	Quality system	<p>(a) To ensure that the approved continuing airworthiness management organisation continues to meet the requirements of this Subpart, it shall establish a quality system and designate a quality manager to monitor compliance with, and the adequacy of, procedures required to ensure airworthy aircraft. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary.</p> <p>(b) The quality system shall monitor M.A. Subpart G activities. It</p>	<i>Overview</i>



		<p>shall at least include the following functions:</p> <ol style="list-style-type: none"> 1. Monitoring that all M.A. Subpart G activities are being performed in accordance with the approved procedures. <p style="text-align: center;">and</p> <ol style="list-style-type: none"> 2. monitoring that all contracted maintenance is carried out in accordance with the contract <p style="text-align: center;">and</p> <ol style="list-style-type: none"> 3. Monitoring the continued compliance with the requirements of this Part. <p>(c) The records of these activities shall be stored for at least two years.</p> <p>(d) Where the approved continuing airworthiness management organisation is approved in accordance with another Part, the quality system may be combined with that required by the other Part.</p> <p>(e) In case of commercial air transport the M.A. Subpart G quality system shall be an integrated part of the operator's quality system.</p> <p>(f) In the case of a small organisation not managing the continuing airworthiness of aircraft used in commercial air transport, the quality system may be replaced by regular organisational reviews subject to the approval of the competent authority, except when the organisation issues airworthiness review certificates for aircraft above 2 730 kg MTOM other than balloons. In the case where there is no quality system, the organisation shall not contract continuing airworthiness management tasks to other parties.'</p>	
M.A.714	Record-keeping	(a) The continuing airworthiness management organisation shall record all details of work carried out. The records required by	<i>Overview</i>



		<p>M.A.305 and if applicable M.A.306 shall be retained.</p> <p>(b) If the continuing airworthiness management organisation has the privilege referred to in point M.A.711(b), it shall retain a copy of each airworthiness review certificate and recommendation issued or, as applicable, extended, together with all supporting documents. In addition, the organisation shall retain a copy of any airworthiness review certificate that it has extended under the privilege referred to in point M.A.711(a)4.</p> <p>(c) The continuing airworthiness management organisation shall retain a copy of all records listed in paragraph (b) until two years after the aircraft has been permanently withdrawn from service.</p> <p>(d) The records shall be stored in a manner that ensures protection from damage, alteration and theft.</p> <p>(e) 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.</p> <p>(f) Where continuing airworthiness management of an aircraft is transferred to another organisation or person, all retained records shall be transferred to the said organisation or person. The time periods prescribed for the retention of records shall continue to apply to the said organisation or person.</p> <p>(g) Where a continuing airworthiness management organisation terminates its operation, all retained records shall be transferred to the owner of the aircraft.</p>	
Appendix V to AMC M.A.704	CAMO Exposition	Overview of the example provided (generic CAME lay-out): Part 0 ÷ Part 5.	<i>Overview</i>
M.A.716	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.	<i>Overview</i>



		<p>(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.</p> <p>(c) After receipt of notification of findings according to M.B.705, the holder of the continuing airworthiness management 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.</p>	
Revocation, suspension and limitation of an CAMO approval			
M.B.707	Revocation, suspension and limitation of an approval	<p>The competent authority shall:</p> <ul style="list-style-type: none"> • suspend an approval on reasonable grounds in the case of potential safety threat, or; • Suspend, revoke or limit an approval pursuant to M.B.705 (findings). 	<i>Overview</i>
Extent of CAMO approval			
Initial CAMO approval			
M.B.702	Initial approval	<p>Competent authority shall formally indicate its acceptance of the M.A.706(a), (c), (d) and M.A.707 personnel in writing, provided the relevant requirements of M.A.706(a), (c), (d) and M.A.707 are complied with.</p> <p>Competent authority shall establish that the procedures specified in the CAME comply with M.A. Subpart G and ensure the accountable manager signs the commitment statement. The competent authority shall verify the organisation's compliance with M.A. Subpart G requirements.</p> <p>The meeting with the accountable manager (at least once during investigation) and its purpose. All findings to be confirmed in writing to the applicant</p>	<i>Overview</i>



		<p>organisation.</p> <p>Obligation to record all findings, closure actions and recommendations. For initial approval all findings shall be corrected by the organisation and closed by the competent authority before the approval can be issued.</p>	
Issue of CAMO approval			
M.B.703	Issue of approval	<p>Issuance of an EASA Form 14 approval certificate (Appendix VI) including the extent of approval.</p> <p>Validity to be indicated on the EASA Form 14 approval certificate. The reference number.</p> <p>Information to be included on the air operator's certificate.</p>	<i>Overview</i>
CAMO PRIVILEGES			
M.A.711	Privileges of the organisation	<p>(a) An approved continuing airworthiness management organisation, may:</p> <ol style="list-style-type: none"> 1. manage the continuing airworthiness of non-commercial air transport aircraft as listed on the approval certificate. 2. manage the continuing airworthiness of commercial air transport aircraft when listed on its air operator certificate. 3. arrange to carry out any task of continuing airworthiness within the limitation of its approval with another organisation that is working under its quality system. <p>(b) An approved continuing airworthiness management organisation, may additionally be approved to:</p> <ol style="list-style-type: none"> 1. Issue an airworthiness review certificate. 	<i>Overview</i>



		<p style="text-align: center;">or</p> <p>2. Make a recommendation for the airworthiness review to a Member State of Registry.</p> <p>(c) An organisation shall be registered in one of the Member States to be granted the privilege pursuant to paragraph (b).</p>	
M.A.715	Continued validity of approval	<p>(a) An approval shall be issued for an unlimited duration. It shall remain valid subject to:</p> <ol style="list-style-type: none"> 1. the organisation remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under M.B.705. <p style="text-align: center;">and</p> <ol style="list-style-type: none"> 2. the competent authority being granted access to the organisation to determine continued compliance with this Part. <p style="text-align: center;">and</p> <ol style="list-style-type: none"> 3. the approval not being surrendered or revoked. <p>(b) Upon surrender or revocation, the approval certificate shall be returned to the competent authority.</p>	<i>Overview</i>
CHANGES of CAMO			
M.A.713	Changes to the approved continuing airworthiness organisation	<p>CAMO shall notify to the competent authority any proposal to carry out any of the following changes, before such changes take place:</p> <ul style="list-style-type: none"> • Name of the organisation. • Location of the organisation. • Additional locations of the organisation. • The accountable manager. • Any of the persons specified in M.A.706(c). • Facilities, procedures, work scope and staff that could affect 	<i>Overview</i>



		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.	
M.B.706	Changes	Management of amendments to the CAME in the case of: <ul style="list-style-type: none"> • Direct approval • Indirect approval The competent authority shall prescribe the conditions under which the CAMO may operate during such changes.	<i>Overview</i>
SUBPART G CAMO AIRWORTHINESS REVIEW			
M.A.710	Airworthiness review	(a) To satisfy the requirement for an M.A.902 airworthiness review of an aircraft, a full documented review of the aircraft records shall be carried out by the approved continuing airworthiness management organisation in order to be satisfied that: <ol style="list-style-type: none"> 1. Airframe, engine and propeller flying hours and associated flight cycles have been properly recorded. <p style="text-align: center;">and</p> <ol style="list-style-type: none"> 2. The flight manual is applicable to the aircraft configuration and reflects the latest revision status. <p style="text-align: center;">and</p> <ol style="list-style-type: none"> 3. All the maintenance due on the aircraft according to the approved maintenance programme has been carried out. <p style="text-align: center;">and</p> <ol style="list-style-type: none"> 4. All known defects have been corrected or, when applicable, carried forward in a controlled manner. 	<i>Overview</i>



		<p style="text-align: center;">and</p> <p>5. All applicable airworthiness directives have been applied and properly registered.</p> <p style="text-align: center;">and</p> <p>6. All modifications and repairs applied to the aircraft have been registered and are approved according to Part-21.</p> <p style="text-align: center;">and</p> <p>7. All service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit.</p> <p style="text-align: center;">and</p> <p>8. All maintenance has been released in accordance with this Part.</p> <p style="text-align: center;">and</p> <p>9. The current mass and balance statement reflects the configuration of the aircraft and is valid.</p> <p style="text-align: center;">and</p> <p>10. The aircraft complies with the latest revision of its type design approved by the Agency.</p> <p>(b) The approved continuing airworthiness management organisation's airworthiness review staff shall carry out a physical survey of the aircraft. For this survey, airworthiness review staff not appropriately qualified to Part- 66 shall be assisted by such qualified personnel.</p> <p>(c) Through the physical survey of the aircraft, the airworthiness review staff shall ensure that:</p>	
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1. All required markings and placards are properly installed.

and

2. The aircraft complies with its approved flight manual.

and

3. The aircraft configuration complies with the approved documentation.

and

4. No evident defect can be found that has not been addressed according to M.A.404.

and

5. No inconsistencies can be found between the aircraft and the paragraph (a) documented review of records.

(d) By derogation to M.A.902(a) the airworthiness review can be anticipated by a maximum period of 90 days without loss of continuity of the airworthiness review pattern, to allow the physical review to take place during a maintenance check.

(e) An M.A.902 airworthiness review certificate (EASA Form 15b) or a recommendation is issued by appropriately authorised M.A.707 airworthiness review staff on behalf of the approved continuing airworthiness management organisation when satisfied that the airworthiness review has been properly carried out.

(f) A copy of any airworthiness review certificate issued or extended for an aircraft shall be sent to the Member State of Registry of that aircraft within 10 days.

(g) Airworthiness review tasks shall not be sub-contracted.



		(h) Should the outcome of the airworthiness review be inconclusive, the competent authority shall be informed.	
Subpart H Certificate of Release to Service - CRS			
M.A.801	Aircraft certificate of release to service	<p>(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.</p> <p>(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:</p> <ol style="list-style-type: none"> 1. Appropriate certifying staff on behalf of the maintenance organisation approved in accordance with Section A, Subpart F of this Annex (Part M). <p style="text-align: center;">or</p> <ol style="list-style-type: none"> 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. <p style="text-align: center;">or</p> <ol style="list-style-type: none"> 3. by the Pilot-owner in compliance with point M.A.803. <p>(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.</p> <p>(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</p>	<i>Overview</i>



		<p>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:</p> <ol style="list-style-type: none">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. <p style="text-align: center;">and</p> <ol style="list-style-type: none">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. <p style="text-align: center;">and</p> <ol style="list-style-type: none">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. <p>(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;</p> <p>(f) A certificate of release to service shall contain as a minimum:</p> <ol style="list-style-type: none">1. Basic details of the maintenance carried out. <p style="text-align: center;">and</p> <ol style="list-style-type: none">2. the date such maintenance was completed.	
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		<p style="text-align: center;">and</p> <p>3. the identity of the organisation and/or person issuing the release to service, including:</p> <p style="padding-left: 40px;">(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.</p> <p style="text-align: center;">or</p> <p style="padding-left: 40px;">(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.</p> <p>4. The limitations to airworthiness or operations, if any.</p> <p>(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;</p> <p>(h) A certificate of release to service shall not be issued in the case of any known non-compliance which endangers flight safety.</p>	
<p>Appendix VII</p>	<p>Complex Maintenance Tasks</p>	<p>The following constitutes the complex maintenance tasks referred to in M.A.801 (b), 2</p> <p>1. The modification, repair or replacement by riveting, bonding, laminating, or welding of any of the following airframe parts:</p> <p style="padding-left: 40px;">(a) A box beam.</p>	



		<p>(b) A wing stringer or chord member.</p> <p>(c) A spar.</p> <p>(d) A spar flange.</p> <p>(e) A member of a truss-type beam.</p> <p>(f) The web of a beam.</p> <p>(g) A keel or chine member of a flying boat hull or a float.</p> <p>(h) A corrugated sheet compression member in a wing or tail surface.</p> <p>(i) A wing main rib.</p> <p>(j) A wing or tail surface brace strut.</p> <p>(k) An engine mount.</p> <p>(l) A fuselage longeron or frame.</p> <p>(m) A member of a side truss, horizontal truss or bulkhead.</p> <p>(n) A seat support brace or bracket.</p> <p>(o) A seat rail replacement.</p> <p>(p) A landing gear strut or brace strut.</p> <p>(q) An axle.</p> <p>(r) A wheel.</p> <p style="text-align: center;">and</p> <p>(s) A ski or ski pedestal, excluding the replacement of a low-friction coating.</p>	
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		<p>2. The modification or repair of any of the following parts:</p> <p>(a) Aircraft skin, or the skin of an aircraft float, if the work requires the use of a support, jig or fixture.</p> <p>(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.</p> <p>(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</p> <p style="padding-left: 40px;">(i) the swaging of a repair splice or cable fitting</p> <p style="text-align: center;">and</p> <p style="padding-left: 40px;">(ii) The replacement of a push-pull tube end fitting that is attached by riveting.</p> <p style="text-align: center;">and</p> <p>(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.</p>	
<p>M.A.802</p>	<p>Component certificate of release to service</p>	<p>(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.</p> <p>(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</p>	<p><i>Overview</i></p>



		release procedures in accordance with point M.A.801.	
M.A.803	Pilot-owner authorisation	<p>(a) To qualify as a Pilot-owner, the person must:</p> <ol style="list-style-type: none"> 1. Hold a valid pilot licence (or equivalent) issued or validated by a Member State for the aircraft type or class rating. <p style="text-align: center;">and</p> <ol style="list-style-type: none"> 2. own the aircraft, either as sole or joint owner; that owner must be: <ol style="list-style-type: none"> (i) one of the natural persons on the registration form. <p style="text-align: center;">or</p> <ol style="list-style-type: none"> (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. <p>(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.</p> <p>(c) The scope of the limited Pilot-owner maintenance shall be specified in the aircraft maintenance programme referred to in point M.A.302.</p> <p>(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</p>	<i>Overview</i>



		number of the Pilot-owner issuing such a certificate.	
Appendix VIII	Limited Pilot Owner Maintenance	<p>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:</p> <ol style="list-style-type: none">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.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.	



		<p>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.</p> <p>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.</p> <p>13. Replacing side windows where that work does not interfere with the structure or any operating system such as controls, electrical equipment, etc.</p> <p>14. Replacing safety belts.</p> <p>15. Replacing seats or seat parts with replacement parts approved for the aircraft, not involving disassembly of any primary structure or operating system.</p> <p>16. Trouble shooting and repairing broken circuits in landing light wiring circuits.</p> <p>17. Replacing bulbs, reflectors, and lenses of position and landing lights.</p> <p>18. Replacing wheels and skis where no weight and balance computation is involved.</p> <p>19. Replacing any cowling not requiring removal of the propeller or disconnection of flight controls.</p> <p>20. Replacing or cleaning spark plugs and setting of spark plug gap clearance.</p> <p>21. Replacing any hose connection except hydraulic connections.</p> <p>22. Replacing prefabricated fuel lines.</p>	
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		<p>23. Cleaning or replacing fuel and oil strainers or filter elements.</p> <p>24. Replacing and servicing batteries.</p> <p>25. Cleaning of balloon burner pilot and main nozzles in accordance with the balloon manufacturer's instructions.</p> <p>26. Replacement or adjustment of non-structural standard fasteners incidental to operations.</p> <p>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.</p> <p>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.</p> <p>29. Removing, checking, and replacing magnetic chip detectors.</p> <p>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.</p> <p>31. Updating self-contained, front instrument panel-mounted Air Traffic Control (ATC) navigational software databases (excluding those of automatic flight control systems, transponders, and</p>	
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		<p>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.</p> <p>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.</p> <p>33. Replacement of main rotor blades that are designed for removal where specialist tools are not required.</p>	
Subpart I Airworthiness review certificate			
M.A.901	<p>Aircraft airworthiness review</p> <p>+</p> <p>Appendix III - Overview</p>	<p>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.</p> <p>(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.</p> <p>(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.</p> <p>(c) For all aircraft used in commercial air transport, and aircraft above 2 730 kg MTOM, except balloons, that are in a controlled environment, the organisation referred to in (b) managing the continuing airworthiness of the aircraft may, if appropriately approved, and subject to compliance</p>	<i>Overview</i>



		<p>with paragraph (k):</p> <ol style="list-style-type: none">1. Issue an airworthiness review certificate in accordance with point M.A.710. <p>and</p> <ol style="list-style-type: none">2. for the airworthiness review certificates it has issued, when the aircraft has remained within a controlled environment, extend twice the validity of the airworthiness review certificate for a period of one year each time. <p>(d) For all aircraft used in commercial air transport and aircraft above 2 730 kg MTOM, except balloons, that (i) are not in a controlled environment, or (ii) which continuing airworthiness is managed by a continuing airworthiness management organisation that does not hold the privilege to carry out airworthiness reviews, the airworthiness review certificate shall be issued by the competent authority upon satisfactory assessment based on a recommendation made by a continuing airworthiness management organisation appropriately approved in accordance with Section A, Subpart G of this Annex (Part M) 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.</p> <p>(e) For aircraft not used in commercial air transport of 2 730 kg MTOM and below, and balloons, any continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Annex (Part M) and appointed by the owner or operator may, if appropriately approved and subject to paragraph (k):</p> <ol style="list-style-type: none">1. Issue the airworthiness review certificate in accordance with point M.A.710. <p style="text-align: center;">and</p> <ol style="list-style-type: none">2. For airworthiness review certificates it has issued, when the	
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		aircraft has remained within a controlled environment under its management, extend twice the validity of the airworthiness review certificate for a period of one year each time.	
Appendix III	Airworthiness Review certificate		
	Approving Member State A member of the European Aviation Safety Agency	AIRWORTHINESS REVIEW CERTIFICATE	ARC REFERENCE: AA-G1-000



Pursuant to Regulation (EC) No 1592/2002 of the European Parliament and of the Council for the time being in force,

[COMPANY NAME] PART M SECTION A SUBPART G ORGANISATION

REFERENCE: MS-G1-000

has performed an airworthiness review according to M.A.710 on the following aircraft:

Aircraft manufacturer:

Manufacturer's designation:

Aircraft registration:

Aircraft serial Number:

The aircraft is considered to be airworthy at the time of the review.



	Date of issue: Date of expiry:
	Signed: Authorisation No:
1 st Extension: The aircraft has remained in a controlled environment according to M.A.901 for the last year. The aircraft is considered to be airworthy at the time of the issue.	
Date of issue: Date of expiry:	
Signed: Authorisation No:	



	<p>2nd Extension: The aircraft has remained in a controlled environment according to M.A.901 for the last year. The aircraft is considered to be airworthy at the time of the issue.</p> <p>Date of issue: Date of expiry:</p> <p>Signed: Authorisation No:</p> <p>EASA Form 15b</p>	
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MEMBER STATE
a member of the
European Aviation Safety Agency

AIRWORTHINESS REVIEW CERTIFICATE

ARC REFERENCE:

Pursuant to Regulation (EC) No 1592/2002 of the European Parliament and of the Council for the time being in force, the Member State hereby certifies that the following aircraft:

Aircraft manufacturer:

Manufacturer's designation:

Aircraft registration:

Aircraft serial Number:



is considered to be airworthy at the time of the issue.

Date of issue: Date of expiry:

Signed: Authorisation No:

EASA Form 15a



M.A.902	Validity of the airworthiness review certificate	<p>(a) An airworthiness review certificate becomes invalid if:</p> <ol style="list-style-type: none">1. Suspended or revoked. <p style="text-align: center;">or</p> <ol style="list-style-type: none">2. The airworthiness certificate is suspended or revoked. <p style="text-align: center;">or</p> <ol style="list-style-type: none">3. The aircraft is not on the aircraft register of a Member State. <p style="text-align: center;">or</p> <ol style="list-style-type: none">4. The type certificate under which the airworthiness certificate was issued is suspended or revoked. <p>(b) An aircraft must not fly if the airworthiness certificate is invalid</p> <p style="text-align: center;">or if</p> <ol style="list-style-type: none">1. The continuing airworthiness of the aircraft or any component fitted to the aircraft does not meet the requirements of this Part. <p style="text-align: center;">or</p> <ol style="list-style-type: none">2. The aircraft does not remain in conformity with the type design approved by the Agency. <p style="text-align: center;">or</p> <ol style="list-style-type: none">3. the aircraft has been operated beyond the limitations of the approved flight manual or the airworthiness certificate, without appropriate action being taken <p style="text-align: center;">or</p> <ol style="list-style-type: none">4. The aircraft has been involved in an accident or incident that affects the airworthiness of the aircraft, without	<i>Overview</i>
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		<p>subsequent appropriate action to restore airworthiness.</p> <p style="text-align: center;">or</p> <p>5. A modification or repair has not been approved in accordance with Part- 21.</p> <p>(c) Upon surrender or revocation, the airworthiness review certificate shall be returned to the competent authority</p>	
M.A.903	Transfer of aircraft registration within the EU	<p>(a) When transferring an aircraft registration within the EU, the applicant shall:</p> <ol style="list-style-type: none"> 1. Inform the former Member State in which Member State it will be registered. <p style="text-align: center;">then</p> <ol style="list-style-type: none"> 2. Apply to the new Member State for the issuance of a new airworthiness certificate in accordance with Part 21. <p>(b) Notwithstanding M.A.902(a)(3), the former airworthiness review certificate shall remain valid until its expiry date.</p>	<i>Overview</i>
M.A.904	Airworthiness review of aircraft imported into the EU	<p>(a) When importing an aircraft onto a Member State register from a third country, the applicant shall:</p> <ol style="list-style-type: none"> 1. apply to the Member State of registry for the issuance of a new airworthiness certificate in accordance with Part-21. <p style="text-align: center;">and</p> <ol style="list-style-type: none"> 2. have an airworthiness review carried out by an appropriately approved continuing airworthiness management organisation. <p style="text-align: center;">and</p> <ol style="list-style-type: none"> 3. Have all maintenance as requested by the continuing 	<i>Overview</i>



		<p>airworthiness management organisation carried out.</p> <p>(b) When satisfied that the aircraft is in compliance with the relevant requirements, the continuing airworthiness management organisation shall send a documented recommendation for the issuance of an airworthiness review certificate to the Member State of registry.</p> <p>(c) The owner shall allow access to the aircraft for inspection by the Member State of registry.</p> <p>(d) A new airworthiness certificate will be issued by the Member State of registry when it is satisfied the aircraft complies with the prescriptions of Part-21.</p> <p>(e) The Member State shall also issue the airworthiness review certificate valid normally for one year unless the Member State has safety reason to limit the validity.</p>	
<p>M.A.905</p>	<p>Findings</p>	<p>(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.</p> <p>(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.</p> <p>(c) After receipt of notification of findings according to M.B.303, the person or organisation accountable according to M.A.201 shall define a corrective action plan and demonstrate corrective action to the satisfaction of the competent authority within a period agreed with this authority including appropriate corrective action to prevent reoccurrence of the finding and its root cause.</p>	<p><i>Overview</i></p>



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.	<i>Overview</i>
M.B.102	Competent authority	<p>(a) General A Member State shall designate a competent authority with allocated responsibilities for the issuance, continuation, change, suspension or revocation of certificates and for the oversight of continuing airworthiness. This competent authority shall establish documented procedures and an organisational structure.</p> <p>(b) Resources The number of staff shall be appropriate to carry out the requirements as detailed in this Section B.</p> <p>(c) Qualification and training All staff involved in Part-M activities shall be appropriately qualified and have appropriate knowledge, experience, initial training and continuation training to perform their allocated tasks.</p> <p>(d) Procedures The competent authority shall establish procedures detailing how compliance with this Part is accomplished.</p> <p>The procedures shall be reviewed and amended to ensure continued compliance.</p>	<i>Overview</i>
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.	<i>Overview</i>



M.B.104	Record-keeping	(a) The competent authorities shall establish a system of record-keeping that allows adequate traceability of the process to issue, continue, change, suspend or revoke each certificate.	<i>Overview</i>
M.B.301	Maintenance programme	<p>(a) The competent authority shall verify that the maintenance programme is in compliance with M.A.302.</p> <p>(b) Except where stated otherwise in M.A.302(e) the maintenance programme and its amendments shall be approved directly by the competent authority.</p> <p>(c) In the case of indirect approval, the maintenance programme procedure shall be approved by the competent authority through the continuing airworthiness management exposition.</p> <p>(d) In order to approve a maintenance programme according to paragraph (b), the competent authority shall have access to all the data required in M.A.302 (c) and (d).</p>	<i>Overview</i>
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.	<i>Overview</i>
Subpart D Maintenance standards			
Subpart E Components			
Subpart F Maintenance organisation			
Subpart G Continuing Airworthiness Management Organisation			
M.B.703	Issue of approval	(a) The competent authority shall issue to the applicant an EASA Form 14 approval certificate (Appendix VI) which includes the extent of approval, when the continuing airworthiness	<i>Overview</i>



		<p>management organisation is in compliance with M.A. Subpart G.</p> <p>(b) The competent authority shall indicate the validity of the approval on the EASA Form 14 approval certificate.</p> <p>(c) The reference number shall be included on the Form 14 approval certificate in a manner specified by the Agency.</p> <p>(d) In the case of commercial air transport, the information contained on an EASA Form 14 will be included on the air operator's certificate.</p>	
M.B.704	Continuing oversight	<p>(a) The competent authority shall keep and update a program listing for each M.A. Subpart G approved continuing airworthiness organisations under its supervision, the dates when audit visits are due and when such visits were carried out.</p> <p>(b) Each organisation shall be completely audited at periods not exceeding 24 months.</p> <p>(c) A relevant sample of the aircraft managed by the M.B. Subpart G approved organisation shall be surveyed in every 24 month period. The size of the sample will be decided by the competent authority based on the result of prior audits and earlier product surveys.</p> <p>(d) All findings shall be confirmed in writing to the applicant organisation.</p> <p>(e) The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations.</p> <p>(f) 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.</p>	<i>Overview</i>



M.B.705	Findings	<p>(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:</p> <ol style="list-style-type: none">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 continuing airworthiness management 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. <p>(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.</p>	<i>Overview</i>
M.B.706	Changes	<p>(a) In the case of direct approval of the amendments of continuing airworthiness management exposition, the competent authority shall verify that the procedures specified in the exposition are in compliance with Part-M before formally notifying the approved organisation of the approval.</p> <p>(b) In the case of indirect approval of amendments of the continuing airworthiness management exposition, the competent authority shall ensure that it has an adequate control over the approval of all exposition amendments.</p> <p>(c) The competent authority shall prescribe the conditions under which M.A. Subpart G approved continuing airworthiness management organisation may operate during such changes.</p>	<i>Overview</i>



SUBPART H CERTIFICATE OF RELEASE TO SERVICE — CRS			
SUBPART I AIRWORTHINESS REVIEW CERTIFICATE			
M.B.901	Assessment of recommendations Overview	<p>Upon receipt of an application and associated ARC recommendation i.a.w. M.A.902(d), competent authority shall verify that the compliance statement contained in the recommendation demonstrates that a complete M.A.710 airworthiness review has been carried out.</p> <p>The competent authority shall investigate and may request further information to support the assessment of the recommendation.</p>	<i>Overview</i>
M.B.902 (d)	Airworthiness review by the competent authority	The competent authority shall have access to the applicable data as specified in M.A.305, M.A.306 and M.A.401 in the performance of the airworthiness review.	<i>Overview</i>
M.B.903	Findings	Description of actions to be taken by the competent authority if during aircraft surveys or by other means evidence is found showing non-compliance to a Part-M requirement, in accordance to the level of findings.	<i>Overview</i>