Հավելված N 1

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ենթակառուցվածքների նախարարի

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Հրամանի

Annex N 1 of the order N 10-N of the Minister of Territorial Administration and Infrastructure of the Republic of Armenia

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**ԵՎՐՈՊԱԿԱՆ ՄԻՈՒԹՅԱՆ ԹՌԻՉՔՆԵՐԻ ԱՆՎՏԱՆԳՈՒԹՅԱՆ**

**ԳՈՐԾԱԿԱԼՈՒԹՅԱՆ «ԹՌԻՉՔԱՅԻՆ ՊԻՏԱՆԻՈՒԹՅԱՆ ՊԱՀՊԱՆՈՒՄ»**

**ԿԱՆՈՆԱԿԱՐԳ**

**ՓԱՐՏ-Մ (PART-M)**



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# Note from the editor

The content of this document is arranged as follows: the cover regulation (recitals and articles) of the implementing rule (IR) appear first, then the IR annex points, followed by the related acceptable means of compliance (AMC) and guidance material (GM).

All elements (i.e. articles, IRs, AMC, and GM) are colour-coded and can be identified according to the illustration below.

|  |
| --- |
| **Implementing rule** **Acceptable means of compliance** **Guidance material** |

This document will be updated regularly to incorporate further amendments. Any comments should be sent to [gdca@gdca.am](mailto:gdca@gdca.am).

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# Annex I (Part-M)

## GENERAL

*[Regulatory source]*

**M.1**

For the purpose of this Part, the competent authority shall be the Civil Aviation Committee of Republic of Armenia.

**AMC M.1**

Reserved.

**GM1 M.1(3)(ii)**

*[Regulatory source]*

**TRANSFER OF RESPONSIBILITY FOR THE APPROVAL OF THE AIRCRAFT MAINTENANCE PROGRAMME**

Reserved.

## SECTION A — TECHNICAL REQUIREMENTS

### SUBPART A — GENERAL

### M.A.101 Scope

*[Regulatory source]*

This Section establishes the measures to be taken to ensure that the airworthiness of aircraft is maintained, including its maintenance. It also specifies the conditions to be met by the persons or organisations involved in such activities.

### SUBPART B — ACCOUNTABILITY

### M.A.201 Responsibilities

*[Regulatory source]*

1. The owner of the aircraft shall be responsible for the continuing airworthiness of aircraft and shall ensure that no flight takes place unless all of the following requirements are met:
   1. the aircraft is maintained in an airworthy condition;
   2. any operational and emergency equipment fitted is correctly installed and serviceable or clearly identified as unserviceable;
   3. the airworthiness certificate is valid;
   4. the maintenance of the aircraft is performed in accordance with the AMP specified in point [M.A.302.](#_bookmark40)
2. When the aircraft is leased, the responsibilities of the owner are transferred to the lessee if:
3. the lessee is stipulated on the registration document; or
4. 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.

1. Any person or organisation performing maintenance shall be responsible for the tasks performed.

*[Regulatory source]*

1. The pilot-in-command or, in the case of aircraft used by air carriers licensed in accordance with Decision about approval of Aircraft Operator's Certificate, the operator, shall be responsible for the satisfactory accomplishment of the pre-flight inspection. That inspection shall be carried out by the pilot or another qualified person and shall not need to be carried out by an approved maintenance organisation or by certifying staff.

*[Regulatory source]*

1. In the case of aircraft used by air carriers licensed in accordance with Decision about approval of Aircraft Operator's Certificate, the operator shall be responsible for the continuing airworthiness of the aircraft it operates and shall:
   1. ensure that no flight takes place unless the conditions set out in point (a) are met;
   2. take the necessary steps to ensure its approval as a continuing airworthiness management organisation (‘CAMO’) pursuant to Annex Vc (Part-CAMO) as part of air operator certificate for the aircraft it operates;
   3. take the necessary steps to ensure its approval in accordance with Annex II (Part-145) or conclude a written contract in accordance with point CAMO.A.315(c) of Annex Vc (Part- CAMO) with an organisation which has been approved in accordance with Annex II (Part- 145).

*[Regulatory source]*

(ea) By derogation to point (e)(2), at least two operators forming part of a single air carrier business grouping may use the same CAMO to assume the responsibility for the continuing airworthiness management of all the aircraft they operate, provided that all of the following requirements are met:

1. the CAMO is approved in accordance with Annex Vc (Part-CAMO) for the aircraft to be managed;
2. the CAMO forms part of the same air carrier business grouping as the operators concerned;
3. a contract is established in accordance with Appendix I to this Annex between the CAMO and the AOC holder not itself approved as a CAMO;
4. the CAMO has its principal place of business in the territory to which the Treaties apply;
5. the individual management systems of the organisations concluding a contract are harmonised with each other.

*[Regulatory source]*

(eb) By derogation to point [(e)(2),](#_bookmark15) when the termination or revocation of an air operator certificate results in a situation where an air carrier licensed in accordance with Decision about approval of Aircraft Operator's Certificate and forming part of an air carrier business grouping is no longer in compliance with point [M.A.201(ea)](#_bookmark16), that licensed air carrier shall define and implement an action plan to the satisfaction of the competent authority to comply with point [M.A.201(e)(2)](#_bookmark15) as soon as practicable.

*[Regulatory source]*

1. For complex motor-powered aircraft used for commercial specialised operations, for CAT operations other than those performed by air carriers licensed in accordance with CAC Chair Order 2-N 2022 about approval of Aircraft Operator's Certificate or by commercial Approved Training Organisations (‘ATO’) and Declared Training Organisations (‘DTO’), the operator shall ensure that:
   1. no flight takes place unless the conditions set out in point (a) are met;
   2. the tasks associated with continuing airworthiness are performed by a CAMO approved in accordance with Annex Vc (Part-CAMO); when the operator is not a CAMO approved in accordance with Annex Vc (Part-CAMO), it shall conclude a written contract as regards the performance of those tasks in accordance with Appendix I to this Annex with an organisation approved in accordance with Annex Vc (Part-CAMO) of this Annex (Part-M);
   3. the CAMO referred to in point (2) is approved in accordance with Annex II (Part-145) as an organisation to qualify for the issue of an approval for the maintenance of aircraft and of components for installation thereon, or that CAMO has concluded a written contract in accordance with point CAMO.A.315(c) of Annex Vc (Part-CAMO) with organisations approved in accordance with Annex II (Part-145).

*[Regulatory source]*

1. For complex motor-powered aircraft not included in points (e) and (f), the owner shall ensure that:
   1. no flight takes place unless the conditions set out in point (a) are met;
   2. the tasks associated with continuing airworthiness are performed by a CAMO approved in accordance with Annex Vc (Part-CAMO) of this Annex (Part-M); when the owner is not a CAMO approved in accordance with Annex Vc (Part-CAMO) of this Annex (Part-M), it shall conclude a written contract as regards the performance of those tasks in accordance with Appendix I to this Annex with an organisation approved in accordance with Annex Vc (Part-CAMO) of this Annex (Part-M);
   3. the CAMO referred to in point (2) is approved in accordance with Annex II (Part-145) as an organisation to qualify for the issue of an approval for the maintenance of aircraft and of components for installation thereon, or that CAMO has concluded a written contract in accordance with point CAMO.A.315(c) of Annex Vc (Part-CAMO) with organisations approved in accordance with Annex II (Part-145).

*[Regulatory source]*

1. For aircraft other than complex motor-powered aircraft used for commercial specialised operations or for CAT operations other than those performed by air carriers licensed in accordance with Decision about approval of Aircraft Operator's Certificate, or by commercial ATOs and commercial DTOs, the operator shall ensure that:
   1. no flight takes place unless the conditions set out in point (a) are met;
   2. the tasks associated with continuing airworthiness are performed by a CAMO approved in accordance with Annex Vc (Part-CAMO) of this Annex (Part-M), or a combined airworthiness organisation (‘CAO’) approved in accordance with Annex Vd (Part-CAO); when the operator is not a CAMO approved in accordance with Annex Vc (Part-CAMO) of this Annex (Part-M), or a CAO approved in accordance with Annex Vd (Part-CAO), it shall conclude a written contract in accordance with Appendix I to this Annex with a CAMO approved in accordance with Annex Vc (Part-CAMO) of this Annex (Part-M), or a CAO approved in accordance with Annex Vd (Part-CAO);
   3. the CAMO or CAO referred to in point (2) is approved in accordance with Annex II (Part- 145) or in accordance with Subpart F of this Annex (Part-M) or as a CAO with maintenance privileges, or that CAMO or CAO has concluded a written contract with organisations approved in accordance with Annex II (Part-145) or in accordance with Subpart F of this Annex (Part-M) or Annex Vd (Part-CAO) with maintenance privileges.

*[Regulatory source]*

1. For aircraft other than complex motor-powered aircraft not included in points (e) and (h), or used for limited operations, the owner shall ensure that flight takes place only if the conditions set out in point (a) are met. To that end, the owner shall:
   1. attribute the continuing airworthiness tasks referred to in point [M.A.301](#_bookmark33) to a CAMO or CAO through a written contract concluded in accordance with Appendix I; or
   2. carry out those tasks himself; or
   3. carry out those tasks himself except the tasks of the development of and the processing of the approval of the AMP, only if those tasks are performed by a CAMO or CAO through a limited contract concluded in accordance with point [M.A.302.](#_bookmark40)
2. The owner/operator shall ensure that any person authorised by the competent authority is granted access to any of its facilities, aircraft or documents related to its activities, including any subcontracted activities, to determine compliance with this Part.
3. Where an aircraft included in an air operator certificate is used for non-commercial operations or specialised operations under point ORO.GEN.310 of Annex III or point NCO.GEN.104 of Annex VII to Regulation on Air Operations, the operator shall ensure that the tasks associated with continuing airworthiness are performed by the CAMO approved in accordance with Annex Vc (Part-CAMO) or Subpart G of this Annex (Part-M) or the combined airworthiness organisation (“CAO”) approved in accordance with Annex Vd (Part-CAO), whichever applicable, of the air operator certificate holder.

### GM M.A.201 Responsibilities

**QUICK SUMMARY TABLE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Select your type of operation and your category of aircraft | | | Complex  motor-powered aircraft | | Other-than-complex motor-powered aircraft (aircraft subject to Part ML are excluded here) | |
| **Is a CAMO or CAO required for the management of continuing**  **airworthiness?** | **Is maintenance by a maintenance organisation required?** | **Is a CAMO or CAO required for the management of continuing**  **airworthiness?** | **Is maintenance by a maintenance organisation required?** |
| Commercial operations | **CAT** | Air carriers licensed in accordance with Decision about approval of Aircraft Operator's  Certificate | Yes, a CAMO is required.  It shall be part of the AOC [(M.A.201(e)](#_bookmark15))  unless point [M.A.201(ea)](#_bookmark16)  applies. | Yes, maintenance by a Part-145 organisation is required (M.A.201(e)) | Yes, a CAMO is required.  It shall be part of the AOC ([M.A.201(e))](#_bookmark15)  unless point [M.A.201(ea)](#_bookmark16)  applies. | Yes, maintenance by a Part-145 organisation is required [(M.A.201(e)](#_bookmark15)) |
| CAT other than air carriers licensed in accordance with Decision about approval of Aircraft Operator's  Certificate | Yes, a CAMO is required (M.A.201(f)) | Yes, maintenance by a Part-145 organisation is required (M.A.201(f)) | Yes, a CAMO or CAO is required (M.A.201(h)) | Yes, maintenance by a Subpart F, by a Part-CAO or by a Part-145 organisation is required (M.A.201(h)) |
| Commercial operations other than CAT | Commercial specialised operations | Yes, a CAMO is required (M.A.201(f)) | Yes, maintenance by a Part-145 organisation is required (M.A.201(f)) | Yes, a CAMO or CAO is required (M.A.201(h)) | Yes, maintenance by a Subpart F, by a Part-CAO or by a Part-145 organisation is required  (M.A.201(h)) |
| Commercial training organisations (ATOs) | Yes, a CAMO is required (M.A.201(f)) | Yes, maintenance by a Part-145 organisation is  required | Yes, a CAMO or CAO is required (M.A.201(h)) | Yes, maintenance by a Subpart F, by a Part-CAO or by a Part-145 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | (M.A.201(f)) |  | organisation is required (M.A.201(h)) |
| Other than commercial | Yes, a CAMO is | Yes, | No, a CAMO or | No, maintenance |
| operations including limited | required | maintenance by | CAO is not | by a Subpart F, by |
| operations as defined below | (M.A.201(g)) | a Part-145 | required | a Part-CAO or |
|  |  | organisation is | ([M.A.201(i))](#_bookmark17) | Part-145 |
|  |  | required |  | organisation is not |
|  |  | (M.A.201(g)) |  | always required |
|  |  |  |  | [(M.A.201(i))](#_bookmark17) |

‘Limited operations’ means the operations of other-than-complex motor-powered aircraft for:

1. cost-shared flights by private individuals, on the condition that the direct cost is shared by all the occupants of the aircraft, pilot included and the number of persons sharing the direct costs is limited to six;
2. competition flights or flying displays, on the condition that the remuneration or any valuable consideration given for such flights is limited to recovery of direct costs and a proportionate contribution to annual costs, as well as prizes of no more than a value specified by the competent authority;
3. introductory flights, parachute dropping, sailplane towing or aerobatic flights performed either by a training organisation having its principal place of business in Republic of Armenia and approved in accordance with Regulation on Air Crew, or by an organisation created with the aim of promoting aerial sport or leisure aviation, on the condition that the aircraft is operated by the organisation on the basis of ownership or dry lease, that the flight does not generate profits distributed outside of the organisation, and that whenever non-members of the organisation are involved, such flights represent only a marginal activity of the organisation;

For the purpose of this Regulation, 'limited operations' are not considered as CAT operations or commercial specialised operations;

### GM M.A.201(e) Responsibilities

The performance of ground de-icing and anti-icing activities does not require a Part-145 maintenance organisation approval. Nevertheless, inspections required to detect and, when necessary, remove de- icing and/or anti-icing fluid residues are considered maintenance. Such inspections may only be carried out by suitably authorised personnel.

### AMC M.A.201(e)(2) Responsibilities

*ED Decision 2016/011/R*

1. An air carrier licensed in accordance with Decision about approval of Aircraft Operator's Certificate only needs to hold a CAMO approval as part of its air operator certificate (AOC) for the management of the continuing airworthiness of the aircraft listed on its AOC. The approval to carry out airworthiness reviews is optional.
2. [Part-M](#_bookmark7) does not provide for CAMOs to be independently approved to perform continuing airworthiness management tasks on behalf of air carriers licensed in accordance with Decision

about approval of Aircraft Operator's Certificate. The approval of such activity is vested in the (AOC).

1. The operator is ultimately responsible and, therefore, accountable for the airworthiness of its aircraft.

### AMC1 M.A.201(ea) Responsibilities

**HARMONISATION OF THE MANAGEMENT SYSTEMS**

1. The harmonised management systems of the organisations that conclude a contract should encompass safety by including the following elements:
   1. A forum to share the results and conclusions of the safety review boards (SRBs) of each organisation, which should be attended by the accountable managers, safety managers, and any other relevant nominated person(s). That forum may for example take the form of regular joint meetings of the organisations’ SRBs.
   2. Regular exchange between the organisations of the results and conclusions of the compliance monitoring function as well as of the results of the oversight of each organisation by the CA(s). The exchange of information on compliance monitoring and oversight provides for awareness, analysis, and hazard identification.
   3. A common or consistent safety policy and its related safety objectives.

Note: establishing common or consistent safety objectives does not prevent the organisation(s) from defining additional and/or specific safety objectives to adapt to the local environment/specificities/operations and/or to the organisation safety performance, as applicable.

* 1. Common or consistent safety management key processes (see AMC1 CAMO.A.200(a)(3) ‘Management system’) that are established by the CAMO and its contracting operators unless those processes relate to activities or procedures that are specific to one of those organisations (e.g. fatigue risk management system (FRMS)).
  2. A cooperation mechanism to ensure prompt reaction when one of the organisations shares some serious concerns with another organisation.
  3. A cooperation mechanism to ensure proper actions are coordinated at group level if there are findings at one organisation, which affect the harmonisation of the management systems.
  4. A cooperation mechanism with the operator(s) to manage the changes in the harmonised elements of the management systems in such a way that those changes produce their effect at the same time.

1. The CAMO/operator(s)’ procedures should describe how the interface and harmonisation between the management systems are achieved, and specify the records to be retained in respect of the harmonisation of the management systems.

### AMC2 M.A.201(ea) Responsibilities

To ensure that all parties involved can fulfil their responsibilities, all manuals, procedures, and communication between them should be, at least, in one common language, e.g. English, when the CAMO manages the continuing airworthiness of aircraft registered in (a) different State(s) than its principal place of business. Parties involved include the competent authority(ies) with which that common language should be agreed upon.

### GM1 M.A.201(ea) Responsibilities

*[Regulatory source]*

**HARMONISATION OF THE MANAGEMENT SYSTEMS — GROUP STANDARDS AND CHANGES THERETO**

1. Depending on the size of the single air carrier business grouping and on the nature and complexity of its activities, an efficient way of harmonising the management systems of the organisations is by collectively developing group standards that are endorsed by a group management board or similar group governance body. Such group standards may include provisions for the monitoring of the obligations of the parties that have signed the contract established in accordance with [Appendix I to Annex I (Part-M)](#_bookmark258) to Regulation on Continuing Airworthiness.
2. The group management board or similar group governance body is composed of the accountable managers of the organisations and a coordinating member. The names of the board members are included directly, or by reference to a common document, in the contract, and are updated in the respective document in case of change in personnel.
3. The coordinating member may be one of the accountable managers or another person. As a consequence of applying point [M.A.201(ea)](#_bookmark16) is that several operators will use the same CAMO, the group management board may consider having as coordinating member one employee of that CAMO. The role of the coordinating member includes, but is not limited to the following:
   * ensuring that all perspectives are considered;
   * defining the by-laws of the board and ensuring they are complied with;
   * coordinating decision-making;
   * ensuring that the documentation is updated;
   * ensuring the review of the group standards;
   * ensuring the regular exchange of communication and that meetings take place; and
   * coordinating the integration of an organisation into, or, if applicable, its departure from, the business grouping.
4. The group standards can be documented either:
   * in a common document that is cross-referenced in the continuing airworthiness management contract that is required by point [M.A.201(ea)](#_bookmark16); or
   * in the exposition/manual of each organisation, in which case the continuing airworthiness management contract that is required by point [M.A.201(ea)](#_bookmark16) should cross- reference the relevant part of the organisations’ expositions/manuals; or
   * in the continuing airworthiness management contract that is required by point [M.A.201(ea).](#_bookmark16)
5. In particular, the group standards include:
   * methods and procedures to address the safety management key processes;
   * identification of the different operators and the CAMO;
   * identification and contact details of the members of the group management board or of the similar group governance body; and
   * management of the changes that affect the group standards, e.g. consultation process.

### GM2 M.A.201(ea) Responsibilities

*[Regulatory source]*

**AIR CARRIER BUSINESS GROUPING**

1. In the framework of Regulation on Continuing Airworthiness, ‘a single air carrier business grouping’ means a controlling undertaking and its controlled undertakings. All those undertakings are located in the territory to which the Treaties apply.

The controlling undertaking exercises directly or indirectly a dominant influence over the controlled undertaking by virtue of ownership, financial participation, right to appoint management or a supervisory body, the rules that govern it, or other.

The controlled and controlling undertakings include air carriers licensed in accordance with Decision about approval of Aircraft Operator's Certificate as well as one or more organisations that are approved in accordance with Annex Vc (Part-CAMO) to Regulation on Continuing Airworthiness.

1. Each approved organisation is responsible for its management system, even if they follow common group standards, policies, or procedures. The accountability of each approved organisation, as defined by the relevant Armenian regulation, is not affected by being part of a single air carrier business grouping. The air carrier remains ultimately responsible for the continuing airworthiness of the aircraft it operates even if the operator decides to contract the continuing airworthiness management to a CAMO. In that case, the operator is no longer responsible for performing the continuing airworthiness tasks, as that responsibility is transferred to the contracted CAMO. The operator keeps the responsibility to fulfil the requirements in the Armenian regulations, e.g. to assess the CAMO to ensure that it has the capability and capacity to comply with the contract (see Part-M, [Appendix I](#_bookmark258), point 7).

### GM3 M.A.201(ea) Responsibilities

*[Regulatory source]*

**CONFIGURATIONS**

1. Each AOC holder of a single air carrier business grouping may choose either to remain an approved CAMO itself (in accordance with point [M.A.201(e)(2)](#_bookmark15)) or to contract a CAMO (in accordance with point [M.A.201(ea)](#_bookmark16)).
2. The following schemes illustrate possible examples of configurations:

|  |  |
| --- | --- |
|  | Each AOC holder has a contract with the CAMO in accordance with point [M.A.201(ea)](#_bookmark16). |
|  | AOC 1, AOC 2, and AOC 3 holders have a contract with CAMO 4 each (in accordance with point [M.A.201(ea)](#_bookmark16)); CAMO 4 is integrated into AOC 4 (in accordance with point [M.A.201(e)(2)](#_bookmark15)). |
|  | AOC 1, AOC 2, and AOC 3 have a contract with a CAMO each (in accordance with point [M.A.201(ea)](#_bookmark16)); CAMO 4 is integrated into AOC 4 (in accordance with point [M.A.201(e)(2)](#_bookmark15)). |
|  | AOC 1 has a contract with CAMO 2 (in accordance with point [M.A.201(ea)](#_bookmark16)), AOC 3 has a contract with CAMO 4 (in accordance with point [M.A.201(ea)](#_bookmark16)), while CAMO 2 and CAMO 4 remain respectively integrated into AOC 2 and AOC 4 (in accordance with point [M.A.201(e)(2)](#_bookmark15)). |

|  |  |
| --- | --- |
|  | AOC 1 and AOC 2 have a contract with CAMO 1 each (in accordance with point [M.A.201(ea)](#_bookmark16)); AOC3 and AOC4 have a contract with CAMO 2 each (in accordance with point [M.A.201(ea)](#_bookmark16)). |
|  | AOC 1 has a contract with CAMO 2 (in accordance with point [M.A.201(ea)](#_bookmark16)); CAMO 2 remains integrated into AOC 2 (in accordance with point [M.A.201(e)(2)](#_bookmark15)). |

1. The following schemes illustrate examples of configurations that are not compliant with point [M.A.201(ea)](#_bookmark16) (non exhaustive list):

|  |  |
| --- | --- |
|  | This configuration is not compliant with point [M.A.201(ea)](#_bookmark16) because only one AOC (i.e. AOC 1) uses the contracted CAMO. |
|  | This configuration is not compliant with point [M.A.201(ea)](#_bookmark16) because only one AOC (i.e. AOC 3) uses the contracted CAMO (i.e. CAMO 2). |
|  | This configuration is not compliant with point [M.A.201(ea)](#_bookmark16) because CAMO 1 is not contracted by the AOC holders (i.e. AOC 1 and AOC 2) for all the aircraft they operate. |

|  |  |
| --- | --- |
|  | This configuration is not compliant with point [M.A.201(ea)](#_bookmark16) because CAMO 1 is not contracted by AOC 3 for all the aircraft it operates. |

**GM M.A.201(i) Aircraft maintenance programme**

If an owner decides not to make a contract in accordance with M.A.201(i), the owner is fully responsible for the proper accomplishment of the corresponding tasks. As a consequence, it is recommended that the owner properly self-assesses his/her own competence to accomplish them or otherwise seeks the proper expertise.

**AMC M.A.201(i)(3) Responsibilities**

*[Regulatory source]*

**LIMITED CONTRACT FOR THE DEVELOPMENT OF THE AMP**

The limited contract for the development and, when applicable, processing of the approval of the aircraft maintenance programme should cover the responsibilities related to [M.A.302(d)](#_bookmark40), [M.A.302(f)](#_bookmark40) and [M.A.302(h)](#_bookmark40).

**GM1 M.A.201(k) Responsibilities**

*[Regulatory source]*

**USE OF AIRCRAFT INCLUDED IN AN AOC FOR NCO OR SPO**

As point (k) is not a derogation from the previous points of [M.A.201,](#_bookmark14) points M.A.201(f), (g), (h) and (i) are still applicable.

**M.A.202 Occurrence reporting**

*[Regulatory source]*

1. Without prejudice to the reporting requirements set out in Annex II (Part-145) and Annex Vc (Part-CAMO), any person or organisation responsible in accordance with point [M.A.201](#_bookmark14) shall report any identified condition of an aircraft or component which endangers flight safety to:
   1. the competent authority of registry of the aircraft, and, when different, to the competent authority designated by the State of the operator;
   2. to the organisation responsible for the type design or supplemental type design.
2. The reports referred to in point (a) shall be made in a manner determined by the competent authority referred to in point (a) and shall contain all pertinent information about the condition known to the person or organisation making the report.
3. Where the maintenance or the airworthiness review of the aircraft is carried out on the basis of a written contract, the person or the organisation responsible for those activities shall also report any condition referred to in point (a) to the owner and the operator of the aircraft and, when different, to the CAMO or CAO concerned.
4. The person or organisation shall submit the reports referred to in points (a) and (c) as soon as possible, but no later than 72 hours from the moment when the person or organisation identified the condition to which the report relates, unless exceptional circumstances prevent this.
5. The person or organisation shall submit a follow-up report, providing details of actions which that person or organisation intends to take to prevent similar occurrences in the future, as soon as those actions have been identified. The follow-up report shall be submitted in a form and manner established by the competent authority.

### AMC M.A.202(a) Occurrence reporting

*[Regulatory source]*

Accountable persons or organisations should ensure that the type certificate (TC) holder or the declarant of a declaration of design compliance receives adequate reports of occurrences for that aircraft type, to enable it to issue appropriate service instructions and recommendations to all owners or operators.

Liaison with the TC holder or the declarant of a declaration of design compliance is recommended to establish whether published or proposed service information will resolve a problem or to obtain a solution to a particular problem.

An approved continuing airworthiness management or maintenance organisation should assign responsibility for co-ordinating action on airworthiness occurrences and for initiating any necessary further investigation and follow-up activity to a suitably qualified person with clearly defined authority and status.

In respect of maintenance, reporting a condition which endangers flight safety is normally limited to:

* serious cracks, permanent deformation, burning or serious corrosion of structure found during scheduled maintenance of the aircraft or component.
* failure of any emergency system during scheduled testing.

### AMC M.A.202(b) Occurrence reporting

The reports may be transmitted by any method, i.e. electronically, by post or by facsimile. Each report should contain at least the following information:

* reporter or organisation’s name and approval reference if applicable,
* information necessary to identify the subject aircraft and/or component,
* date and time relative to any life or overhaul limitation in terms of flying hours/cycles/landings etc., as appropriate,
* details of the occurrence.

AMC 20-8 (EASA) General Acceptable Means of Compliance for Airworthiness of Products, Parts and Appliances provides further guidance on occurrence reporting.

### SUBPART C — CONTINUING AIRWORTHINESS

### Continuing airworthiness tasks

*[Regulatory source]*

The aircraft continuing airworthiness and the serviceability of operational and emergency equipment shall be ensured by:

1. the accomplishment of pre-flight inspections;
2. the rectification of any defect and damage affecting safe operation in accordance with data specified in points [M.A.304](#_bookmark46) and [M.A.401,](#_bookmark72) as applicable, while taking into account the minimum equipment list (‘MEL’) and configuration deviation list, when they exist;
3. the accomplishment of all maintenance in accordance with the AMP referred to in point [M.A.302](#_bookmark40);
4. the release of all maintenance in accordance with Subpart H;
5. for all complex motor-powered aircraft or aircraft used by air carriers licensed in accordance with Decision about approval of Aircraft Operator's Certificate, the analysis of the effectiveness of the approved AMP referred to in point [M.A.302](#_bookmark40);
6. the accomplishment of any applicable:
   1. airworthiness directive (AD);
   2. operational directive with a continuing airworthiness impact;
   3. continuing airworthiness requirement established by the CAC Armenia and EASA;
   4. measures required by the competent authority in immediate reaction to a safety problem;
7. the accomplishment of modifications and repairs in accordance with point [M.A.304](#_bookmark46);
8. delivering to the pilot-in-command, or to the operator in the case of air carriers licensed in accordance with Decision about approval of Aircraft Operator's Certificate, the mass and balance statement reflecting the current configuration of the aircraft;
9. maintenance check flights, when necessary.

### AMC M.A.301(a) Continuing airworthiness tasks

*[Regulatory source]*

**PRE-FLIGHT INSPECTIONS**

1. With regard to the pre-flight inspection, it is intended to mean all of the actions necessary to ensure that the aircraft is fit to make the intended flight. These should typically include but are not necessarily limited to:
   1. a walk-around type inspection of the aircraft and its emergency equipment for condition including, in particular, any obvious signs of wear, damage or leakage. In addition, the presence of all required equipment including emergency equipment should be established.
   2. an inspection of the aircraft continuing airworthiness record system or the aircraft technical log system, as applicable, to ensure that the intended flight is not adversely

affected by any outstanding deferred defects and that no required maintenance action shown in the maintenance statement is overdue or will become due during the flight.

* 1. a control that consumable fluids, gases etc. uplifted prior to flight are of the correct specification, free from contamination, and correctly recorded.
  2. a control that all doors are securely fastened.
  3. a control that control surface and landing gear locks, pitot/static covers, restraint devices and engine/aperture blanks have been removed.
  4. a control that all the aircraft’s external surfaces and engines are free from ice, snow, sand, dust etc. and an assessment to confirm that, as the result of meteorological conditions and de-icing/anti-icing fluids having been previously applied on it, there are no fluid residues that could endanger flight safety. Alternatively to this pre-flight assessment, when the type of aircraft and nature of operations allow for it, the build-up of residues may be controlled through scheduled maintenance inspections/cleanings identified in the approved maintenance programme.

1. Tasks such as oil and hydraulic fluid uplift and tyre inflation may be considered as part of the pre-flight inspection. The related pre-flight inspection instructions should address the procedures to determine where the necessary uplift or inflation results from an abnormal consumption and possibly requires additional maintenance action by the approved maintenance organisation or certifying staff as appropriate.
2. In the case of air carriers licensed in accordance with Decision about approval of Aircraft Operator's Certificate, the CAMO should publish guidance to maintenance and flight personnel and any other personnel performing pre-flight inspection tasks, as appropriate, defining responsibilities for these actions and, where tasks are contracted to other organisations, how their accomplishment is subject to the management system required by CAMO.A.200. It should be demonstrated to the competent authority that pre-flight inspection personnel have received appropriate training for the relevant pre-flight inspection tasks. The training standard for personnel performing the pre-flight inspection should be described in the continuing airworthiness management exposition.

### AMC M.A.301(b) Continuing airworthiness tasks

1. The operator should have a system to ensure that all defects affecting the safe operation of the aircraft are rectified within the limits prescribed by the approved minimum equipment list (MEL), configuration deviation list (CDL) or maintenance data, as appropriate. Also that such defect rectification cannot be postponed unless agreed by the operator and in accordance with a procedure approved by the competent authority.
2. When deferring or carrying forward a defect rectification, the cumulative effect of a number of deferred or carried forward defects on a given aircraft and any restrictions contained in the MEL should be considered. Whenever possible, deferred defect rectification should be made known to the pilot/flight crew prior to their arrival at the aircraft.
3. In the case of aircraft used by air carriers licensed in accordance with Decision about approval of Aircraft Operator's Certificate and of complex motor-powered aircraft, a system of assessment should be in operation to support the continuing airworthiness of an aircraft and to provide a continuous analysis of the effectiveness of the CAMO defect control system in use.

The system should provide for:

* 1. significant incidents and defects: monitor incidents and defects that have occurred in flight and defects found during maintenance and overhaul, highlighting any that appear significant in their own right.
  2. repetitive incidents and defects: monitor on a continuous basis defects occurring in flight and defects found during maintenance and overhaul, highlighting any that are repetitive.
  3. deferred and carried forward defects: Monitor on a continuous basis deferred and carried forward defects. Deferred defects are defined as those defects reported in operational service which are deferred for later rectification. Carried forward defects are defined as those defects arising during maintenance which are carried forward for rectification at a later maintenance input.
  4. unscheduled removals and system performance: analyse unscheduled component removals and the performance of aircraft systems for use as part of the maintenance programme efficiency.

**AMC M.A.301(c) Continuing airworthiness tasks**

**MAINTENANCE IN ACCORDANCE WITH THE AMP**

The owner, CAO or CAMO, as applicable, should have a system to ensure that all aircraft maintenance checks are performed within the limits prescribed by the approved aircraft maintenance programme and that, whenever a maintenance check cannot be performed within the required time limit, its postponement is allowed in accordance with a procedure agreed by the appropriate competent authority.

**AMC M.A.301(e) Continuing airworthiness tasks**

The CAMO managing the continuing airworthiness of the aircraft should have a system to analyse the effectiveness of the maintenance programme, with regard to spares, established defects, malfunctions and damage, and to amend the maintenance programme accordingly.

**AMC M.A.301(f) Continuing airworthiness tasks**

*[Regulatory source]*

**OPERATIONAL DIRECTIVES**

Operational directives with a continuing airworthiness impact include operating rules such as extended twin-engine operations (ETOPS) / long range operations (LROPS), reduced vertical separation minima (RVSM), MNPS, all-weather operations (AWOPS), RNAV, etc.

Any other continuing airworthiness requirement established by the CAC includes TC-related requirements such as: certification maintenance requirements (CMR), life-limited parts, airworthiness limitations contained in CS-25 Book 1, Appendix H, paragraph H25.4, fuel tank system airworthiness limitations including Critical Design Configuration Control Limitations (CDCCL), etc.

The operator is responsible for the incorporation of operational directives (ODs) and in cases where there is an impact on the continuing airworthiness, the CAMO has to assess this and take appropriate

actions to ensure the continuing airworthiness. The process to incorporate the ODs should be detailed in an arrangement or common procedure.

### GM M.A.301(i) Continuing airworthiness tasks

*[Regulatory source]*

**MAINTENANCE CHECK FLIGHTS (MCFs)**

1. The definition of and operational requirements for MCFs are laid down in the Air Operations Regulation and are carried out under the control and responsibility of the aircraft operator. During the flight preparation, the flight and the post-flight activities as well as for the aircraft handover, the processes requiring the involvement of the maintenance organisations or their personnel should be agreed in advance with the operator. The operator should consult as necessary with the CAMO in charge of the airworthiness of the aircraft.
2. Depending on the aircraft defect and the status of the maintenance activity performed before the flight, different scenarios are possible and are described below:
   1. The aircraft maintenance manual (AMM), or any other maintenance data issued by the design approval holder or the declarant of a declaration of design compliance, requires that an MCF be performed before completion of the maintenance ordered. In this scenario, a certificate after incomplete maintenance, when in compliance with [M.A.801(f)](#_bookmark158) or 145.A.50(e), should be issued by the maintenance organisation and the aircraft can be flown for this purpose under its airworthiness certificate. Due to incomplete maintenance, for aircraft used in commercial air transport, it is advisable to open a new entry on the aircraft technical log system to identify the need for an MCF. This new entry should contain or refer to, as necessary, data relevant to perform the MCF, such as aircraft limitations and any potential effect on operational and emergency equipment due to incomplete maintenance, maintenance data reference and maintenance actions to be performed after the flight. After a successful MCF, the maintenance records should be completed, the remaining maintenance actions finalised and the aircraft released to service in accordance with the maintenance organisation’s approved procedures.
   2. Based on its own experience and for reliability considerations and/or quality assurance, an operator or CAMO may wish to perform an MCF after the aircraft has undergone certain maintenance while maintenance data does not call for such a flight. Therefore, after the maintenance has been properly carried out, a certificate of release to service is issued and the aircraft airworthiness certificate remains valid for this flight.
   3. After troubleshooting of a system on the ground, an MCF is proposed by the maintenance organisation as confirmation that the solution applied has restored the normal system operation. During the maintenance performed, the maintenance instructions are followed for the complete restoration of the system and therefore a certificate of release to service is issued before the flight. The airworthiness certificate is valid for the flight. An open entry requesting this flight may be recorded in the aircraft technical log.
   4. An aircraft system has been found to fail, the dispatch of the aircraft is not possible in accordance with the maintenance data, and the satisfactory diagnosis of the cause of the fault can only be made in flight. The process for this troubleshooting is not described in the maintenance data and therefore scenario (1) does not apply. Since the aircraft cannot fly under its airworthiness certificate because it has not been released to service after maintenance, a permit to fly issued in accordance with Regulation on Initial Airworthiness

is required. After the flight and the corresponding maintenance work, the aircraft can be released to service and continue to operate under its original certificate of airworthiness.

1. For certain MCFs the data obtained or verified in flight will be necessary for assessment or consideration after the flight by the maintenance organisation prior to issuing the maintenance release. For this purpose, when the personnel of the maintenance organisation cannot perform these functions in flight, the maintenance organisation may rely on the crew performing the flight to complete this data or to make statements about in-flight verifications. In this case, the maintenance organisation should appoint the crew personnel to play such a role on their behalf and, before the flight, brief appointed crew personnel on the scope, functions and the detailed process to be followed, including required reporting information after the flight and reporting means, in support of the final release to service to be issued by the certifying staff.

### Aircraft maintenance programme

*[Regulatory source]*

1. Maintenance of each aircraft shall be organised in accordance with an AMP.
2. The AMP and any subsequent amendments thereto shall be approved by the competent authority.
3. When the continuing airworthiness of aircraft is managed by a CAMO or CAO, or when there is a limited contract between the owner and a CAMO or CAO concluded in accordance with point M.A.201(i)(3), the AMP and its amendments may be approved through an indirect approval procedure.

In that case, the indirect approval procedure shall be established by the CAMO or CAO concerned as part of the continuing airworthiness management exposition (‘CAME’) referred to in point CAMO.A.300 of Annex Vc, or as part of the combined airworthiness exposition (‘CAE’) referred to in point CAO.A.025 of Annex Vd and shall be approved by the competent authority responsible for that CAMO or CAO.

The indirect approval procedure shall only be used when the CAMO or CAO concerned is under the oversight of the State of registry of aircraft.

1. The AMP shall demonstrate compliance with:
   1. the instructions issued by the competent authority;
   2. the instructions for continuing airworthiness:
      1. issued by the holders of the type certificate, restricted type certificate, supplemental type certificate, major repair design approval, ETSO authorisation or the declarant of a declaration of design compliance or the holder of any other relevant approval issued under Annex I (Part 21) or, as applicable, Annex Ib (Part 21 Light), to Regulation on Initial Airworthiness;
      2. included in the certification specifications referred to in points 21.A.90B or 21.A.431B of Annex I (Part 21) to Regulation on Initial Airworthiness, if applicable;
      3. included in the certification specifications referred to in points 21L.A.62, 21L.A.102, 21L.A.202 or 21L.A.222 of Annex Ib (Part 21 Light) to Regulation on Initial Airworthiness, if applicable;
   3. the applicable provisions of Annex I (Part-26) to Regulation Additional airworthiness specifications for operators;
2. By derogation to point (d), the owner or the organisation managing the continuing airworthiness of the aircraft may deviate from the instruction referred to in point (d)(2) and propose escalated intervals in the AMP, based on data obtained from sufficient reviews carried out in accordance with point (h). Indirect approval is not permitted for the escalation of safety- related tasks. The owner or the organisation managing the continuing airworthiness of the aircraft may also propose additional instructions in the AMP.
3. The AMP shall contain details of all maintenance to be carried out, including frequency and any specific tasks linked to the type and specificity of operations.
4. For complex motor-powered aircraft, when the AMP is based on maintenance steering group logic or on condition monitoring, the AMP shall include a reliability programme.
5. The AMP shall be subject to periodic reviews and be amended accordingly when necessary. Those reviews shall ensure that the AMP continues to be up to date and valid in light of the operating experience and instructions from the competent authority, while taking into account new or modified maintenance instructions issued by the type-certificate and supplemental type-certificate holders, declarant of a declaration of design compliance and any other organisation that publishes such data in accordance with Annex I (Part 21) or, as applicable, Annex Ib (Part 21 Light) to Regulation on Initial Airwowrthiness.

### AMC M.A.302 Aircraft maintenance programme

*[Regulatory source]*

**BASIC PRINCIPLES**

1. The term ‘maintenance programme’ is intended to include scheduled maintenance tasks the associated procedures and standard maintenance practises. The term ‘maintenance schedule’ is intended to embrace the scheduled maintenance tasks alone.
2. The aircraft should only be maintained to one approved maintenance programme at a given point in time. Where an owner or operator wishes to change from one approved programme to other, a transfer check or inspection may need to be performed in order to implement the change.
3. The details of the maintenance programme should be reviewed at least annually. As a minimum, revisions of documents affecting the programme basis need to be considered by the owner or operator for inclusion in the maintenance programme during the annual review. Applicable mandatory requirements for compliance with Part 21 or Part 21 Light should be incorporated into the aircraft maintenance programme as soon as possible.
4. The aircraft maintenance programme should contain a preface which will define the maintenance programme contents, the inspection standards to be applied, permitted variations to task frequencies and, where applicable, any procedure to manage the evolution of established check or inspection intervals.
5. Repetitive maintenance tasks derived from modifications and repairs should be incorporated into the approved maintenance programme.
6. [Appendix I to AMC M.A.302 and AMC M.B.301(b)](#_bookmark281) provide detailed information on the contents of an approved aircraft maintenance programme.

### GM M.A.302(a) Aircraft Maintenance Programme

A maintenance programme may indicate that it applies to several aircraft registrations as long as the maintenance programme clearly identifies the effectivity of the tasks and procedures that are not applicable to all of the listed registrations.

### AMC M.A.302(d) Aircraft maintenance programme

*[Regulatory source]*

**AMP BASIS AND ASSOCIATED PROGRAMMES**

1. An aircraft maintenance programme should normally be based upon the maintenance review board (MRB) report where applicable, the maintenance planning document (MPD), the relevant chapters of the maintenance manual or any other maintenance data containing information on scheduling. Furthermore, an aircraft maintenance programme should also take into account any maintenance data containing information on scheduling for components.
2. Instructions issued by the competent authority can encompass all types of instructions from a specific task for a particular aircraft to complete recommended maintenance schedules for certain aircraft types that can be used by the owner/operator directly. These instructions may be issued by the competent authority in the following cases:
   * in the absence of specific recommendations of the Type Certificate Holder or the declarant of a declaration of design compliance.
   * to provide alternate instructions to those described in the subparagraph 1 above, with the objective of providing flexibility to the operator.
3. Where an aircraft type has been subjected to the MRB report process, an operator should normally develop the initial aircraft maintenance programme based upon the MRB report.
4. Where an aircraft is maintained in accordance with an aircraft maintenance programme based upon the MRB report process, any associated programme for the continuous surveillance of the reliability, or health monitoring of the aircraft should be considered as part of the aircraft maintenance programme.
5. Aircraft maintenance programmes for aircraft types subjected to the MRB report process should contain identification cross reference to the MRB report tasks such that it is always possible to relate such tasks to the current approved aircraft maintenance programme. This does not prevent the approved aircraft maintenance programme from being developed in the light of service experience to beyond the MRB report recommendations but will show the relationship to such recommendations.
6. Some approved aircraft maintenance programmes, not developed from the MRB process, utilise reliability programmes. Such reliability programmes should be considered as a part of the approved maintenance programme.
7. Alternate and/or additional instructions to those defined in points [M.A.302(d)(1)](#_bookmark40) and (2), proposed by the owner or the operator, may include but are not limited to the following:
   * Escalation of the interval for certain tasks based on reliability data or other supporting information. [Appendix I to AMC M.A.302 and AMC M.B.301(b)](#_bookmark281) recommends that the maintenance programme contains the corresponding escalation procedures. The escalation of these tasks is directly approved by the competent authority, except in the case of ALIs (Airworthiness Limitations), which are approved by the State of Design.
   * More restrictive intervals than those proposed by the TC holder or the declarant of a declaration of design compliance as a result of the reliability data or because of a more stringent operational environment.
   * Additional tasks at the discretion of the operator.

**AMC M.A.302(g) Aircraft maintenance programme**

**RELIABILITY PROGRAMMES**

1. Reliability programmes should be developed for aircraft maintenance programmes based upon maintenance steering group (MSG) logic or those that include condition monitored components or that do not contain overhaul time periods for all significant system components.
2. Reliability programmes need not be developed for aircraft not considered complex motor- powered aircraft or that contain overhaul time periods for all significant aircraft system components.
3. The purpose of a reliability programme is to ensure that the aircraft maintenance programme tasks are effective and their periodicity is adequate.
4. The reliability programme may result in the escalation or deletion of a maintenance task, as well as the de-escalation or addition of a maintenance task
5. A reliability programme provides an appropriate means of monitoring the effectiveness of the maintenance programme.
6. [Appendix I to AMC M.A.302 and M.B.301(d)](#_bookmark281) gives further guidance.

**M.A.303 Airworthiness directives**

Any applicable airworthiness directive must be carried out within the requirements of that airworthiness directive, unless otherwise specified by the CAC.

**M.A.304 Data for modifications and repairs**

*[Regulatory source]*

A person or organisation repairing an aircraft or a component, shall assess any damage. Modifications and repairs shall be carried out using, as appropriate, the following data:

* 1. approved by the CAC;
  2. approved by a design organisation complying with Annex I (Part 21) to Regulation on Initial Airworthiness;
  3. contained in the requirements referred to in point 21.A.90B or 21.A.431B of Annex I (Part 21) to Regulation on Initial Airworthiness;
  4. contained in the requirements referred to in point 21L.A.62, 21L.A.102, 21L.A.202 or 21L.A.222 of Annex Ib (Part 21 Light) to Regulation on Initial Airworthiness;
  5. declared by a declarant of a declaration of design compliance complying with Annex Ib (Part 21 Light) to Regulation on Initial Airworthiness.

### AMC M.A.304 Data for modifications and repairs

A person or organisation repairing an aircraft or component should assess the damage against published approved or declared repair data and the action to be taken if the damage is beyond the limits or outside the scope of such data. This could involve any one or more of the following options: repair by replacement of damaged parts, requesting technical support from the type certificate holder, the declarant of a declaration of design compliance or from an organisation approved in accordance with Part 21 and finally CAC approval of the particular repair data.

### M.A.305 Aircraft continuing airworthiness record system

*[Regulatory source]*

1. At the completion of any maintenance, aircraft certificate of release to service (‘CRS’) required by point [M.A.801](#_bookmark158) or point 145.A.50, as applicable, shall be entered in the aircraft continuing airworthiness record system, as soon as practicable and no later than 30 days after the completion of any maintenance.
2. The aircraft continuing airworthiness record system shall contain the following:
   1. the date of the entry, the total in-service life accumulated in the applicable parameter for aircraft, engine(s) and/or propeller(s);
   2. the aircraft continuing airworthiness records described in points (c) and (d) below together with the supporting detailed maintenance records described in point (e) below;
   3. if required by point [M.A.306,](#_bookmark65) the aircraft technical log.
3. The aircraft continuing airworthiness records shall include the current mass and balance report and the current status of:
   1. ADs and measures mandated by the competent authority in immediate reaction to a safety problem;
   2. modifications and repairs;
   3. compliance with the AMP;
   4. deferred maintenance tasks and deferred defects rectification.
4. The aircraft continuing airworthiness records shall include the current status specific to components of:
   1. life-limited parts, including the life accumulated by each affected part in relation to the applicable airworthiness limitation parameter; and
   2. time-controlled components, including the life accumulated by the affected components in the applicable parameter, since the last accomplishment of scheduled maintenance, as specified in the AMP.
5. The owner or operator shall establish a system to keep the following documents and data in a form acceptable to the competent authority and for the periods specified below:
   1. aircraft technical log system: the technical log or other data equivalent in scope and detail, covering the 36 months period prior to the last entry,
   2. the CRS and detailed maintenance records:
      1. demonstrating compliance with ADs and measures mandated by the competent authority in immediate reaction to a safety problem applicable to the aircraft, engine(s), propeller(s) and components fitted thereto, as appropriate, until such time as the information contained therein is superseded by new information equivalent in scope and detail but covering a period not shorter than 36 months;
      2. demonstrating compliance with the applicable data in accordance with point
      3. for current modifications and repairs to the aircraft, engine(s), propeller(s) and any component subject to airworthiness limitations; and
      4. of all scheduled maintenance or other maintenance required for continuing airworthiness of aircraft, engine(s), propeller(s), as appropriate, until such time as the information contained therein is superseded by new information equivalent in scope and detail but covering a period not shorter than 36 months.
   3. data specific to certain components:
      1. an in-service history record for each life-limited part based on which the current status of compliance with airworthiness limitations is determined;
      2. the CRS and detailed maintenance records for the last accomplishment of any scheduled maintenance and any subsequent unscheduled maintenance of all life- limited parts and time-controlled components until the scheduled maintenance has been superseded by another scheduled maintenance of equivalent scope and detail but covering a period not shorter than 36 months;
      3. the CRS and owner’s acceptance statement for any component that is fitted to an ELA2 aircraft without an CAC Form 1 in accordance with point 21.A.307(b)(2) of Annex I (Part 21) to Regulation on Initial Airworthiness but covering a period not shorter than 36 months;
      4. the CRS and owner’s acceptance statement for any component that is fitted to an aircraft without an CAC Form 1 in accordance with point 21L.A.193(b)(2) of Annex Ib (Part 21 Light) to Regulation on Initial Airworthiness but covering a period not shorter than 36 months.
   4. Record-keeping periods when the aircraft is permanently withdrawn from service:
      1. the data required by point (b)(1) of point [M.A.305](#_bookmark48) in respect of aircraft, engine(s), and propeller(s) which shall be retained for at least 12 months;
      2. the last effective status and reports as identified under points (c) and (d) of point
      3. which shall be retained for at least 12 months; and
      4. the most recent CRS(s) and detailed maintenance records as identified under points (e)(2)(ii) and (e)(3)(i) of point [M.A.305](#_bookmark48) which shall be retained for at least 12 months.
6. The person or organisation responsible for the management of continuing airworthiness tasks pursuant to point [M.A.201](#_bookmark14) shall comply with the requirements regarding the aircraft continuing airworthiness record system and present the records to the competent authority upon request.
7. All entries made in the aircraft continuing airworthiness record system 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.

### GM M.A.305 Aircraft continuing airworthiness record system

*[Regulatory source]*

1. The aircraft continuing airworthiness records are the means to assess the airworthiness status of a product and its components. An aircraft continuing airworthiness record system includes the processes to keep and manage those records and should be proportionate to the subject aircraft. Aircraft continuing airworthiness records should provide the owner/CAO/CAMO of an aircraft with the information needed:
   1. to demonstrate that the aircraft is in compliance with the applicable airworthiness requirements; and
   2. to schedule all future maintenance as required by the aircraft maintenance programme based, if any, on the last accomplishment of the specific maintenance as recorded in the aircraft continuing airworthiness records.
2. ‘Applicable airworthiness limitation parameter’ and ‘applicable parameter’ refer to ‘flight hours’ and/or ‘flight cycles’ and/or ‘landings’ and/or ‘calendar time’, and/or any other applicable utilisation measurement unit, as appropriate.
3. A ‘life-limited part’ is a part for which the maintenance schedule of the aircraft maintenance programme requires the permanent removal from service when, or before, the specified mandatory life limitation in accordance with Regulation on Initial Airworthiness if any of the applicable parameters is reached.
4. The ‘current status’ when referring to components of life-limited parts should indicate, for each affected part, the life limitation, the total life accumulated in any applicable parameter (as appropriate) and the remaining life in any applicable parameter before the life limitation is reached.
5. The term ‘time-controlled components’ embraces any component for which the maintenance schedule of the aircraft maintenance programme requires periodically the removal for maintenance to be performed in an appropriate approved organisation for maintenance in components (workshop) to return the component to a specified standard, the replacement of sub-components of the assembly by new ones, or the inspection or test of component’s performance, after a service period controlled at component level in accordance with the specified airworthiness limitation defined in accordance with Regulation on Initial Airworthiness, in any of the applicable parameters.
6. The ‘current status’ when referring to time controlled components refers to the current status of compliance with the required periodic maintenance task(s) from the maintenance schedule of the aircraft maintenance programme specific to the time-controlled components. It should include the life accumulated by the affected components in the applicable parameter, as appropriate, since the last accomplishment of scheduled maintenance specified in the maintenance schedule of the aircraft maintenance programme. Any action that alters the periodicity of the maintenance task(s) or changes the parameter of this periodicity should be recorded.
7. ‘Detailed maintenance records’ in this part refers to those records required to be kept by the person or organisation responsible for the aircraft continuing airworthiness in accordance with

[M.A.201](#_bookmark14) in order that they may be able to fulfil their obligations under Part M.

These are only a part of the detailed maintenance records required to be kept by a maintenance organisation under point [M.A.614,](#_bookmark144) CAO.A.090(a) or 145.A.55(a). Maintenance organisations are

required to retain all detailed records to demonstrate that they worked in compliance with their respective requirements and quality procedures.

Not all records need to be transferred from the maintenance organisation to the person or organisation responsible for the aircraft continuing airworthiness in accordance with [M.A.201](#_bookmark14) unless they specifically contain information relevant to aircraft configuration and future maintenance. Thus, incoming certificates of conformity, batch number references and individual task card sign-offs verified by and/or generated by the maintenance organisation are not required to be retained by the person or organisation responsible in accordance with

[M.A.201.](#_bookmark14) However, dimensional information contained in the task card sign-off or work pack may be requested by the owner/CAO/CAMO in order to verify and demonstrate the effectiveness of the aircraft maintenance programme.

Information relevant to future maintenance may be contained in specific documents related to:

* modifications;
* airworthiness directives;
* repaired and non-repaired damage;
* components referred in [M.A.305(d)](#_bookmark48); and
* measurements relating to defects.

1. An airworthiness limitation is a boundary beyond which an aircraft or a component thereof must not be operated, unless the instruction(s) associated with this airworthiness limitation is (are) complied with.
2. ‘Other maintenance required for continuing airworthiness’ refers to unscheduled or out-of- phase maintenance due to abnormal or particular conditions or events with an impact on the continuing airworthiness of the aircraft at the time of its return to service. It is not intended to request every single condition described in the maintenance data, e.g. Aircraft Maintenance Manual Chapter 5, but just those that cannot be captured by other means; for example, when they are not included in the records for repairs. Some abnormal or particular conditions or events that could be kept under this requirement could be lightning strikes, hard landings, long- term storage, propeller or rotor over-speed, over-torque, impact on a main rotor blade, etc.
3. The term ‘in-service history record’ embraces records from which the current status of life- limited parts can be determined. The ‘in-service history record’ template could be adjusted to the relevant characteristics of the life-limited part, e.g. an engine disk being different from a fire extinguisher squib or landing gear sliding tube.

Such records document each time a life-limited part is placed in service or removed from service. They should clearly:

* 1. identify the part by its part number and serial number,
  2. show the date of installation and removal (i.e. date on/date off),
  3. show the details of the installation and removal (i.e. type, serial number, weight variant, thrust rating, as appropriate, of the aircraft, engine, engine module, or propeller) at installation and removal of the part when this is necessary to appropriately control the life limitation.
  4. Show the total in-service life accumulated in any applicable parameter, as appropriate, corresponding to the dates of installation and removal of the part.

Any other events that would affect the life limitation, such as an embodied modification (in accordance with airworthiness directives, service bulletins or any product improvements) that affects the life limitation or changes the limitation parameter, should also be included in the in-service history record. Not all modifications would necessarily be pertinent to the life limitation of the component. Additionally, if a parameter is not relevant to the life of the part, then that parameter does not need to be recorded.

1. The term ‘permanently withdrawn from service’ refers to moving the aircraft or component to a location that is not used for storage and/or future return to service.
2. The term ‘current status’ refers to the data which accurately establishes the level of compliance of an aircraft, engine, propeller or component thereof, with a requirement. Each status should:
   1. identify the aircraft, the engine, the propeller or the component it applies to;
   2. be dated; and
   3. include the relevant total in-service life accumulated in the applicable parameter on the date of the status.

### AMC M.A.305(a) Aircraft continuing airworthiness record system

*[Regulatory source]*

**CERTIFICATE OF RELEASE TO SERVICE**

1. The inclusion of the certificate of release to service in the aircraft continuing airworthiness record system means that the date and/or any applicable parameter at which the maintenance was performed, including a unique reference to the certificate of release to service, should be processed in the record system.
2. For components with airworthiness limitations, this information should be found on the authorised release certificate (CAC Form 1 or equivalent). For life-limited parts, some relevant information required by [M.A.305](#_bookmark48) may need to be introduced in the in-service history records.

### AMC M.A.305(b)1 Aircraft continuing airworthiness record system

*[Regulatory source]*

**IN-SERVICE LIFE FOR ENGINES, PROPELLERS AND APU’S**

1. Some gas turbine engines and propellers are assembled from modules and the total life accumulated in service for the complete engine or propeller may not be kept. When owners and operators wish to take advantage of the modular design, then the total life accumulated in service for each module, as well as in-service history if applicable, and detailed maintenance records for each module, should be maintained. The continuing airworthiness records as specified should be kept with the module and should show compliance with any mandatory requirements pertaining to that module.
2. The recording of in-service life accumulation may be necessary also in other measurement units to ensure the continuing airworthiness of the aircraft. For example, a mandatory life limitation measured in cycles of auxiliary power unit (APU) usage may apply to some rotating parts. In such a case, APU cycles need to be recorded.

### AMC M.A.305(c)1 Aircraft continuing airworthiness record system

*[Regulatory source]*

**AIRWORTHINESS DIRECTIVES**

1. The current status of ADs, and measures mandated by the competent authority in immediate reaction to a safety problem, should identify the product/component, the applicable ADs including revision or amendment numbers and the date on which the status was updated. For the purpose of assessing the AD status, there is no need to list those ADs which are superseded or cancelled.
2. If the AD is generally applicable to the aircraft or component type but is not applicable to the particular aircraft, engine, propeller or component, then this should be identified with the reason why it is not applicable.
3. The current status of ADs should include the release to service date on which the AD or measure was accomplished (the date the certificate of release to service was issued), and where the AD or measure is controlled by flight hours and/or flight cycles and/or landings and/or any other applicable parameter, as appropriate, it should include the corresponding total life on that parameter accumulated in service on the date when the AD or measure was accomplished and/or the due limit in the appropriate parameter. For repetitive ADs or measures, only the last and next applications with the reference to the applicable parameter should be recorded in the current status.
4. The status should also specify the method of compliance and which part of a multi-part AD or measure has been accomplished, where a choice is available in the AD or measure.
5. The current status of AD should be sufficiently detailed to identify any loadable software aircraft part which is used for operating or controlling the aircraft.
6. When the AD is multi-part or requests assessments of certain inspections, this information should be shown as well.

### AMC M.A.305(c)2 Aircraft continuing airworthiness record system

*[Regulatory source]*

**MODIFICATIONS AND REPAIRS**

1. Status of current modifications and repairs means a list compiled at aircraft level of modifications and repairs currently embodied. It should include the identification of the aircraft, engine(s) or propeller(s), as appropriate, and the date of the certificate of release to service when the modification or repair was accomplished. Where a modification or repair creates the need for the accomplishment of scheduled maintenance tasks, the reference to the applicable tasks should be added to the aircraft maintenance programme. The status should include the reference to the data in accordance with [M.A.304](#_bookmark46) that provides the accomplishment procedure for the modification or repair. It should also specify which part of a multi-part modification or repair has been accomplished and the method of compliance, where a choice is available in the data.
2. In addition to the previous applicable information, in respect to structure, the status of the current repairs should contain the description of the repair (e.g. doubler, blend, crack, dent, etc.), its location (e.g. reference to stringers, frames, etc.) and the dimensions. In the case of blend-out repairs, the remaining material should be recorded too.
3. The status of modifications should be sufficiently detailed to identify any installed loadable software aircraft part used for operating or controlling the aircraft, the part number of which evolves independently of its associated aircraft hardware component, as identified in the maintenance data of the relevant design approval holder or the declarant of a declaration of design compliance.

Other loadable software parts, such as navigational data bases or entertainment systems, are not considered under this recording requirement.

1. For the purpose of this point, a component replaced by a fully interchangeable alternate component is not considered a modification if this condition is published by the design approval holder or the declarant of a declaration of design compliance.
2. The status of modifications and repairs should include engine(s), propeller(s) and components subject to mandatory instructions and associated airworthiness limitations, and it is not intended that it should be retained for other components.

### GM M.A.305(c)(2) Aircraft continuing airworthiness record system

*[Regulatory source]*

**IMPACT OF MODIFICATIONS AND REPAIRS**

1. The status of modifications and repairs may include the impact of a specific modification or repair in:
   1. embodiment instructions;
   2. mass and balance change data;
   3. maintenance and repair manual supplements;
   4. maintenance programme changes and instructions for continuing airworthiness; and/or
   5. aircraft flight manual supplements.
2. When aircraft require a specific loadable software aircraft part configuration in order to operate correctly, a specific listing with this information may be necessary too.

### AMC M.A.305(c)3 Aircraft continuing airworthiness record system

*[Regulatory source]*

**AIRCRAFT MAINTENANCE PROGRAMME**

1. The current status of compliance with the aircraft maintenance programme means the last and next accomplishment data (referring to the applicable parameter) for the tasks specified in the maintenance schedule of the aircraft maintenance programme. It should include:
   1. an identifier specific enough to allow an easy and accurate identification of the task to be carried out, such as a task reference combined with a task title or short description of the work to be performed;
   2. the engine, propeller or component identification when the task is controlled at engine, propeller, or component level; and
   3. the date when the task was accomplished (i.e. the date the certificate of release to service was issued) and for repetitive tasks when it is next due time, as well as when the terminating action is performed.
2. Where the task is controlled by flight hours and/or flight cycles and/or landings and/or calendar time and/or any other applicable parameter, the total in-service life accumulated by the aircraft, engine, propeller or component (as appropriate) in the suitable parameter(s) should also be included.

### GM M.A.305(d) Aircraft continuing airworthiness record system

*[Regulatory source]*

**LIFE-LIMITED PARTS AND TIME-CONTROLLED COMPONENTS**

1. A part is to be considered a life-limited part and a time-controlled component when it complies with both definitions given in paragraphs (c) and (e) of [GM M.A.305](#_bookmark49). For example, the maintenance schedule of the aircraft maintenance programme may include both a mandatory permanent removal for a landing gear sliding tube and a periodic removal for overhaul of the landing gear (including the sliding tube).
2. The following table provides a summary of the records’ requirements related to life-limited parts and time-controlled components:

|  |  |  |  |
| --- | --- | --- | --- |
| **Maintenance task from the maintenance schedule of the AMP** | | **Type of component** | **Continuing airworthiness records** |
| Mandatory instructions (and associated airworthiness limitations) in accordance with Part 21 or Part 21 Light affecting a component | Permanent removal (replacement) | Life-limited part e.g.: engine HPT disc, landing gear sliding tube | * Current status (M.A.305(d)(1)); * In-service history record (M.A.305(e)(3)(i)); * CAC Form 1 or equivalent and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance (M.A.305(e)(3)(ii)); * CAC Form 1 or equivalent and detailed maintenance records for modifications and repairs   (M.A.305(e)(2)(ii)) |
| Periodic removal for maintenance in an appropriate approved workshop, e.g.:   * Overhaul of horizontal stabiliser actuator or of a landing gear * Replacement of a U-joint (of a gearbox) | Time-controlled component e.g.: horizontal stabiliser actuator, landing gear gearbox | * Current status (M.A.305(d)(2)); * CAC Form 1 or equivalent and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance (M.A.305(e)(3)(ii)); and * CAC Form 1 or equivalent and detailed maintenance records for modifications and repairs   (M.A.305(e)(2)(ii)). |

### GM M.A.305(d)(2) Aircraft continuing airworthiness record system

*[Regulatory source]*

**TASKS CONTROLLED AT COMPONENT LEVEL**

1. The maintenance schedule of the aircraft maintenance programme may include tasks controlled at component level coming from a mandatory requirement in accordance with Part 21 or Part 21 Light and to be performed in a workshop, such as:
   1. the removal of a component for periodic restoration to return the component to a specified standard (e.g. removal of the landing gear for overhaul);
   2. the periodic removal of a component for replacement of a sub-component by a new one when it is not possible to restore the item to a specific standard of failure resistance (e.g. discarding of universal joints of a gearbox, batteries of the escape slide/raft, discharge cartridges of fire extinguishers, etc.); and
   3. a periodic inspection or test to confirm that a component meets specified performance standards (e.g. functional check of the portable emergency locator transmitter, etc.). The component is left in service (no further maintenance action taken) on the condition that it continues to fulfil its intended purpose within specified performance limits until the next scheduled inspection.

The above tasks apply to ‘time-controlled components’ as defined in paragraph (e) of [GM M.A.305.](#_bookmark49) If a component affected by a task in accordance with (2) and (3) above is controlled at aircraft level by the aircraft maintenance programme and it has not been removed since the task was last accomplished, then its status of compliance with [M.A.305(d)2](#_bookmark48) is already demonstrated by the aircraft records.

Note: The maintenance in accordance:

* + - with (1) and (2) above assumes a predictable deterioration of the component: the overall reliability invariably decreases with age; and
    - with (3) assumes a gradual deterioration of the component: failure resistance can reduce and drop below a defined level.

1. When a component is affected by a maintenance task contained in the aircraft maintenance programme (AMP) that is recommended by the design approval holder (DAH) or the declarant of a declaration of design compliance and controlled at component level, although such component does not qualify as a time-controlled component, the status of the component may be needed to show that all the maintenance due on the aircraft according to the aircraft maintenance programme has been carried out. There is no specific requirement to keep the CAC Form 1 or equivalent or any other detailed maintenance records.
2. For aircraft maintenance programmes developed under a primary maintenance process- oriented methodology (e.g. Maintenance Steering Group), the term ‘time-controlled component’ pertains to ‘Hard Time’ and ‘On-Condition’. The primary maintenance processes are:
   1. Hard Time

This is a preventive process in which known deterioration of a component is limited to an acceptable level by the maintenance actions which are carried out at periods related to time in service (e.g. calendar time, number of cycles, number of landings). The prescribed actions restore the component utility margin to the applicable time limitation.

* 1. On-Condition

It is a preventive process in which the component is inspected or tested, at specified periods, to an appropriate standard in order to determine whether it can continue in service. The purpose is to remove the component before its failure in service.

* 1. Condition Monitoring

This is a process in which a parameter of a condition in a component (vibration, temperature, oil consumption, etc.) is monitored to identify the development of a fault. The purpose is to remove the component before its failure in service (e.g. due to related repair costs), but they are permitted to remain in service without preventive maintenance until a functional failure occurs.

Note: For components that are not subject to any of these primary maintenance processes, corrective maintenance is carried out after failure detection and is aimed at restoring components to a condition in which they can perform their intended function (‘fly-to failure’).

1. The following table provides a summary of the records’ requirements related to components subjected to primary maintenance process, including components without an CAC Form 1 or equivalent in accordance with point 21.A.307 (c) of Part 21 or point 21L.A.193(c) of Part 21 Light:

|  |  |  |
| --- | --- | --- |
|  | **Primary maintenance**  **process** | **Continuing airworthiness records** |
| **Life-limited part** |  | * Current status (M.A.305(d)(1)); * In-service history record (M.A.305(e)(3)(i)); * CAC Form 1 or equivalent and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance (M.A.305(e)(3)(ii)), including modifications and repairs (M.A.305(e)(2)(ii)). |
| **Time- controlled component** | **Hard time** | * Current status (M.A.305(d)(2)); * CAC Form 1 or equivalent and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance (M.A.305(e)(3)(ii)), including modifications and   repairs (M.A.305(e)(2)(ii)). |
| **On condition** | * Current status (M.A.305(d)(2)); and * CAC Form 1 or equivalent and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance (M.A.305(e)(3)(ii))   If the task is controlled at aircraft level, the above information could be already contained in the records related to the aircraft maintenance programme (M.A.305(c)(3) and M.A.305(e)(2)(iii)). If the maintenance was performed off wing, the CAC Form 1 or  equivalent needs to be kept. |
| **Condition monitoring** | | The CAC Form 1 or equivalent does not need to be kept unless this is the means to fulfil another requirement; for example, an AD  compliance. |
| **ELA 2 aircraft : any component that is fitted without an** CAC **Form 1** or equivalent **in accordance with 21.A.307 (c) or**  **21L.A.193(c)** | | The certificate of release to service and owner’s acceptance statement (M.A.305(e)(3)(iii)). |

### AMC M.A.305(e) Aircraft continuing airworthiness record system

*[Regulatory source]*

**INFORMATION TECHNOLOGY (IT) SYSTEMS AND FORM OF RECORDS**

1. The information that constitutes the aircraft continuing airworthiness records may be entered in an information technology (IT) system and/or documents equivalent in scope and detail.

IT systems acceptable for supporting the aircraft continuing airworthiness records should:

* 1. include functions so that search of data and production of status is possible;
  2. allow a transfer of the aircraft continuing airworthiness records data from one system to another using an industry-wide/worldwide data format or allow printing information;
  3. contain safeguards which prevent unauthorised personnel from altering data; and
  4. ensure the integrity of the data, including traceability of amendments.

1. ‘Data equivalent in scope and detail’ are included in the airworthiness record system and could be an aircraft logbook, engine logbook(s) or engine module log cards, propeller logbook(s) and log cards for life-limited parts.

Any logbook/log card should contain:

* 1. identification of the product or component it refers to;
  2. type, part number, serial number and registration, as appropriate, of the aircraft, engine, propeller, engine module, or component to which the component has been fitted in, along with the reference to the installation and removal;
  3. the date and the corresponding total in-service life accumulated in any applicable parameter unit, as appropriate; and
  4. any AD, modification, repair, maintenance or deferred maintenance tasks applicable.

When fulfilling the applicable requirements, a logbook/log card as described above could be a means to comply with the current status and the in-service history record for each life-limited part.

1. Form of records

Producing and/or keeping continuing airworthiness records in a form acceptable to the competent authority normally means in either material/physical or electronic state, or a combination of both.

Retention of records should be done in one of the following formats:

* 1. original paper document or electronic data (via an approved electronically signed form);
  2. a paper reproduction of a paper document (original or copy); or
  3. an electronic reproduction of electronic data (original or copy); or
  4. a printed reproduction of electronic data (original or copy); or
  5. an electronically digitised reproduction of a paper document (original or copy); or
  6. a microfilm or scanned reproduction copy of a paper document (original or copy).

Where IT systems are used to retain documents and data, it should be possible to print a paper version of the documents and data kept.

1. Physical (non-digitised) records

All physical records should remain legible throughout the required retention period. Physical records on either paper or microfilm systems should use robust material, which can withstand normal handling, filing and ageing. They should be stored in a safe way with regard to damage, alteration and theft.

1. Digitised records

Digitised records may be created from a paper document (original or copy) or from electronic data.

When created from a paper document:

* 1. the creation date of the digitised record should be stored with the digitised record;
  2. it is advisable to create an individual digitised record for each document;
  3. if an organisation creates a large number of digitised records, the use of database technology should ease the future retrieval of the record; and
  4. digitised records should be legible, including details such as, but not limited to, the date of signature, names, stamps, notes, or drawings.

1. Digitised record retention

Digitised records when created from an original paper record, or as a digital electronic original, should be stored on a system which is secured and kept in an environment protected from damage (e.g. fire, flooding, excessive temperature or accidental erasing). IT systems should have at least one backup system, which should be updated at least within 24 hours of any entry in the primary system. Access to both primary and backup systems is required to be protected against the ability of unauthorised personnel to alter the database and they should preferably be located remotely from the main system.

The system used for retention of digitised records should:

* 1. ensure the integrity, accuracy and completeness of the record;
  2. ensure that access to the digitised record has safeguards against alteration of the data;
  3. ensure the authenticity of the record including assurance that the date has not been modified after creation;
  4. be capable of retrieving individual records within a reasonable time period; and
  5. be maintained against technological obsolescence which would prevent printing, displaying or retrieval of the digitised records.

Computer backup discs, tapes etc. should be stored in a different location from that containing the current working discs, tapes, etc. and in a safe environment.

Where the competent authority has accepted a system for digitised record-keeping satisfying the above, the paper document may be permanently disposed of.

1. Lost or destroyed records

Reconstruction of lost or destroyed records can be done by reference to other records which reflect the time in service, research of records maintained by maintenance organisations and reference to records maintained by individual mechanics, etc. When reconstruction has been done and the record is still incomplete, the owner/operator may make a statement in the new

record describing the loss and establishing the time in service based on the research and the best estimate of time in service. The reconstructed records should be submitted to the competent authority for acceptance. The competent authority may require the performance of additional maintenance if not satisfied with the reconstructed records.

### AMC M.A.305(e)(1) Aircraft continuing airworthiness record system

*[Regulatory source]*

This retention period of 36 months could be extended in the case of an entry in the technical log system requiring an additional period of retention as defined in Part-M.

### AMC M.A.305(e)(2) Aircraft continuing airworthiness record system

*[Regulatory source]*

1. CAC Form 1 or equivalent and the Certificate of Conformity of the components used to perform a modification/repair are not part of the substantiation data for a modification/repair. These certificates are retained by the maintenance organisation.
2. In the case of an AD with several steps or with intermediate assessments during its application, these intermediate steps should be part of the detailed maintenance records.

### GM M.A.305(e)(2) Aircraft continuing airworthiness record system

*[Regulatory source]*

‘Until such time as the information contained therein is superseded by new information equivalent in scope and detail but not shorter than 36 months’ means that during a maximum of 36 months the information and the one superseding it will be kept but, after these 36 months, only the new information must be kept.

For example, for a maintenance task with an interval shorter than 36 months, more than one set of information equivalent in scope and detail should be retained. If the maintenance task interval is longer than 36 months, the last set of information equivalent in scope and detail is retained.

### AMC M.A.305(e)(3) Aircraft continuing airworthiness record system

*[Regulatory source]*

1. A CAC Form 1 or equivalent and detailed maintenance records are not required to be kept to support every installation/removal shown in the in-service history records.
2. Conservative methods to manage missing historical periods are acceptable to establish the current status of the life-limited part. In the case of use of a conservative method, the supporting documents should be endorsed. Recommendations from the design approval holder or the declarant of a declaration of design compliance on the procedures to record or reconstruct the in-service history should be considered.

### GM M.A.305(e)(3) Aircraft continuing airworthiness record system

*[Regulatory source]*

1. CAC Form 1 or equivalent is not required to be kept for the ‘condition monitoring’ process of components unless this is the means to fulfil another requirement quoted in [M.A.305](#_bookmark48) (e.g. demonstration of AD compliance).
2. For components that are not subject to any of the primary maintenance processes described in the [GM M.A.305(d)(2)](#_bookmark49) (i.e. Hard Time, On-Condition, Condition Monitoring), the CAC Form 1 or equivalent is not required to be kept.

**AMC M.A.305(f) Aircraft continuing airworthiness record system**

*[Regulatory source]*

When the owner or organisation responsible for the aircraft continuing airworthiness arranges for the relevant maintenance organisation to retain copies of the continuing airworthiness records on their behalf, the owner or organisation responsible for the aircraft continuing airworthiness will continue to be responsible for the retention of records. If they cease to be the owner or organisation responsible for the aircraft continuing airworthiness of the aircraft, they also remain responsible for transferring the records to the new owner or organisation.

**M.A.306 Aircraft technical log system**

1. In addition to the requirements of point [M.A.305](#_bookmark48), for CAT, commercial specialised operations and commercial ATO or commercial DTO operations, the operator shall use a technical log system containing the following information for each aircraft:
   1. information about each flight, necessary to ensure continued flight safety, and;
   2. the current aircraft certificate of release to service, and;
   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 authority may agree to the maintenance statement being kept elsewhere, and;
   4. all outstanding deferred defects rectifications that affect the operation of the aircraft, and;
   5. any necessary guidance instructions on maintenance support arrangements.
2. The initial issue of aircraft technical log system shall be approved by the competent authority specified in point CAMO.A.105 of Annex Vc (Part-CAMO), or point [M.1](#_bookmark7) of this Annex (Part-M) or point CAO.1(1) of Annex Vd (Part-CAO), as applicable. Any subsequent amendment to that system shall be managed in accordance with point CAMO.A.300(c) or point CAO.A.025(c).

**AMC M.A.306(a) Aircraft technical log system**

*[Regulatory source]*

**CONTENT OF INFORMATION ON THE ATL SYSTEM**

For CAT operations, commercial specialised operations and commercial ATO or commercial DTO operations, the aircraft technical log is a system for recording defects and malfunctions during the aircraft operation and for recording details of all maintenance carried out on an aircraft between scheduled base maintenance visits. In addition, it is used for recording flight safety and maintenance information the operating crew need to know.

Cabin or galley defects and malfunctions that affect the safe operation of the aircraft or the safety of its occupants are regarded as forming part of the aircraft log book where recorded by another means.

The aircraft technical log system may range from a simple single section document to a complex system containing many sections but in all cases it should include the information specified for the example used here which happens to use a 5 section document / computer system:

**Section 1** should contain details of the registered name and address of the operator the aircraft type and the complete international registration marks of the aircraft.

**Section 2** should contain details of when the next scheduled maintenance is due, including, if relevant any out of phase component changes due before the next maintenance check. In addition this section should contain the current certificate of release to service (CRS), for the complete aircraft, issued normally at the end of the last maintenance check.

NOTE: The flight crew do not need to receive such details if the next scheduled maintenance is controlled by other means acceptable to the competent authority.

**Section 3** should contain details of all information considered necessary to ensure continued flight safety. Such information includes:

1. the aircraft type and registration mark,
2. the date and place of take-off and landing,
3. the times at which the aircraft took off and landed,
4. the running total of flying hours, such that the hours to the next schedule maintenance can be determined. The flight crew does not need to receive such details if the next scheduled maintenance is controlled by other means acceptable to the competent authority.
5. details of any failure, defect or malfunction to the aircraft affecting airworthiness or safe operation of the aircraft including emergency systems, and any failure, defect or malfunctions in the cabin or galleys that affect the safe operation of the aircraft or the safety of its occupants that are known to the commander. Provision should be made for the commander to date and sign such entries including, where appropriate, the nil defect state for continuity of the record. Provision should be made for a CRS following rectification of a defect or any deferred defect or maintenance check carried out. Such a certificate appearing on each page of this section should readily identify the defect(s) to which it relates or the particular maintenance check as appropriate.

In the case of maintenance performed by a Part-145 maintenance organisation, it is acceptable to use an alternate abbreviated certificate of release to service consisting of the statement ‘Part-145 release to service’ instead of the full certification statement specified in AMC 145.A.50(b) paragraph 1. When the alternate abbreviated certificate of release to service is used, the introductory section of the technical log should include an example of the full certification statement from AMC 145.A.50(b) paragraph 1.

1. the quantity of fuel and oil uplifted and the quantity of fuel available in each tank, or combination of tanks, at the beginning and end of each flight; provision to show, in the same units of quantity, both the amount of fuel planned to be uplifted and the amount of fuel actually uplifted; provision for the time when ground de-icing and/or anti-icing was started and the type of fluid applied, including mixture ratio fluid/water and any other information required by the operator's procedures in order to allow the assessment on whether inspections for and/or elimination of de-icing/anti-icing fluid residues that could endanger flight safety are required.
2. the pre-flight inspection signature.

In addition to the above, it may be necessary to record the following supplementary information:

* + the time spent in particular engine power ranges where use of such engine power affects the life of the engine or engine module;
  + the number of landings where landings affect the life of an aircraft or aircraft component;
  + flight cycles or flight pressure cycles where such cycles affect the life of an aircraft or aircraft component.

NOTE 1: Where Section 3 is of the multi-sector ‘part removable’ type, then such ‘part removable’ sections should contain all of the foregoing information where appropriate.

NOTE 2: Section 3 should be designed so that one copy of each page may remain on the aircraft and one copy may be retained on the ground until completion of the flight to which it relates.

NOTE 3: Section 3 layout should be divided to show clearly what is required to be completed after flight and what is required to be completed in preparation for the next flight.

**Section 4** should contain details of all deferred defects that affect or may affect the safe operation of the aircraft and should therefore be known to the aircraft commander. Each page of this section should be pre-printed with the operator’s name and page serial number and make provision for recording the following:

1. a cross reference for each deferred defect such that the original defect can be identified in the particular section 3 sector record page.
2. the original date of occurrence of the defect deferred.
3. brief details of the defect.
4. details of the eventual rectification carried out and its CRS or a clear cross-reference back to the document that contains details of the eventual rectification.

**Section 5** should contain any necessary maintenance support information that the aircraft commander needs to know. Such information would include data on how to contact maintenance if problems arise whilst operating the routes etc.

### AMC M.A.306(b) Aircraft technical log system

The aircraft technical log system can be either a paper or computer system or any combination of both methods acceptable to the competent authority.

In case of a computer system, it should contain programme safeguards against the ability of unauthorised personnel to alter the database.

### GM1 M.A.306(b) Aircraft technical log system

*[Regulatory source]*

**INTEROPERABLE AIRCRAFT TECHNICAL LOG SYSTEM**

If a CAMO is contracted (in accordance with point [M.A.201(ea)](#_bookmark16)) by operators that form part of a single air carrier business grouping and intend to regularly transfer aircraft from one AOC holder to another within the group, the CAMO is expected to ensure that:

* there is an interoperable aircraft technical log system for all associated operators; and
* common data formats and data exchange are defined.

### M.A.307 Transfer of aircraft continuing airworthiness records

*[Regulatory source]*

1. When an aircraft is permanently transferred from one owner or operator to another, the transferring owner or operator shall ensure that the continuing airworthiness records referred to in point [M.A.305](#_bookmark48) and, if applicable the technical log system referred to in point [M.A.306,](#_bookmark65) are also transferred.
2. When the owner contracts the continuing airworthiness management tasks to a CAMO or CAO, the owner shall ensure that the continuing airworthiness records referred to in point [M.A.305](#_bookmark48) are transferred to that contracted organisation.
3. The time periods for the retention of records set out in point (e) of point [M.A.305](#_bookmark48) shall continue to apply to the new owner, operator, CAMO or CAO.

**AMC M.A.307(a) Transfer of aircraft continuing airworthiness records**

Where an owner/operator terminates his operation, all retained continuing airworthiness records should be passed on to the new owner/operator or stored.

A ‘permanent transfer’ does not generally include the dry lease-out of an aircraft when the duration of the lease agreement is less than 6 months. However the competent authority should be satisfied that all continuing airworthiness records necessary for the duration of the lease agreement are transferred to the lessee or made accessible to them.

### SUBPART D — MAINTENANCE STANDARDS

### M.A.401 Maintenance data

*[Regulatory source]*

1. 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.
2. For the purposes of this Annex, applicable maintenance data is any of the following:
   1. any applicable requirement, procedure, standard or information issued by the competent authority;
   2. any applicable airworthiness directive;
   3. the applicable instructions for continuing airworthiness and other maintenance instructions, issued by the type-certificate holder, supplemental type-certificate holder, a declarant of a declaration of design compliance and any other organisation that publishes such data in accordance with Annex I (Part 21) or, as applicable, Annex Ib (Part 21 Light) to Regulation on Initial Airworthiness;
   4. for components approved for installation by the design approval holder or declarant of a declaration of design compliance, the applicable maintenance instructions published by the component manufacturers and acceptable to the design approval holder or declarant of a declaration of design compliance;
   5. any applicable data issued in accordance with point 145.A.45(d).
3. 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.

### GM1 M.A.401(b)(3) and (b)(4) Maintenance data

1. The maintenance data referred to in [M.A.401(b)(3) and (4)](#_bookmark72) may have been prepared by various organisations, but in any case it needs to be issued by, referenced by, or acceptable to the organisation responsible for the design in accordance with Part 21 or Part 21 Light (e.g. type certificate holder (TCH), supplemental type certificate holder (STCH), ETSO holder, repair design approval holder or declarant of a declaration of design compliance).
2. Depending on the product or component subject to maintenance and depending on how this maintenance is released, different maintenance data may be needed during the performance of maintenance.
3. With respect to aircraft maintenance, applicable maintenance data issued by the aircraft TCH or the design approval holder (DAH) typically includes the following documents: manufacturer recommended maintenance programme (e.g. MPD, MRBR), aircraft maintenance manual including the airworthiness limitations section, repair manual, supplemental structural inspection document, corrosion prevention and/or control document, service bulletins, wiring diagram manuals, troubleshooting manual, service letter/instructions, illustrated parts

catalogue, and any other specific maintenance instruction issued by the aircraft TCH or by the DAH.

1. With respect to engine maintenance, applicable maintenance data typically includes the engine maintenance and/or overhaul manual including the airworthiness limitations section, wiring diagrams, parts catalogue, troubleshooting manual issued by the engine TCH (or aircraft TCH if the engine is certified as part of the aircraft), the DAH or by the declarant of a declaration of design compliance.

With respect to APU maintenance, applicable maintenance data typically includes APU maintenance and/or overhaul manual, wiring diagrams, parts catalogue, troubleshooting manual issued by the aircraft TCH, or issued by the APU manufacturer and acceptable to the TCH of the aircraft on which it is installed or to the DAH.

When in compliance with [M.A.502(b)](#_bookmark101), it is possible to conduct maintenance on the engine or APU while installed on the aircraft or temporarily removed to gain access. In such case, the applicable maintenance data may also include aircraft maintenance data.

1. With respect to maintenance of components other than engine/APU, applicable maintenance data typically includes the component maintenance (and/or repair) manual, troubleshooting manual and other maintenance instructions produced by the component manufacturer, when they are acceptable to the TCH of the product in which the component is to be installed, to the DAH or to the declarant of a declaration of design compliance, or when they form part of (or are referenced together with) the product’s ICA. In the case of propellers, maintenance data includes its ICA.

When in compliance with [M.A.502(b)](#_bookmark101) or [M.A.502(c),](#_bookmark101) it is possible to conduct maintenance on the component while installed on the aircraft or engine or APU, or temporarily removed to gain access. In such case, the applicable maintenance data may also include, as applicable, aircraft maintenance data or engine/APU maintenance data.

1. With respect to maintenance considered to be specialised services (such as non-destructive testing (NDT)), applicable maintenance data typically includes non-destructive testing or inspection manual, and all applicable specialised service(s) process instructions issued or specified by the DAH or the declarant of a declaration of design compliance.

### GM1 M.A.401(b)(4) Maintenance data

*[Regulatory source]*

**COMPONENT MANUFACTURER MAINTENANCE INSTRUCTIONS**

The maintenance instructions published by the component manufacturers may be considered acceptable to the DAH or to the declarant of a declaration of design compliance – and hence may be used as maintenance data for maintenance on components approved for installation by the DAH or the declarant of a declaration of design compliance – when they are referenced as additional or optional maintenance information together with the ICA, or when documented by a list by that DAH (GM3 21.A.7(a)) or GM3 21L.A.9(a)) or that declarant of a declaration of design compliance (GM3 21L.A.9(a)).

### AMC M.A.401(c) Maintenance data

1. Data being made available to personnel maintaining aircraft means that the data should be available in close proximity to the aircraft or component being maintained, for mechanics and certifying staff to perform maintenance.
2. Where computer systems are used, the number of computer terminals should be sufficient in relation to the size of the work programme to enable easy access, unless the computer system can produce paper copies. Where microfilm or microfiche readers/printers are used, a similar requirement is applicable.
3. Maintenance tasks should be transcribed onto the work cards or worksheets and subdivided into clear stages to ensure a record of the accomplishment of the maintenance task. Of particular importance is the need to differentiate and specify, when relevant, disassembly, accomplishment of task, reassembly and testing. In the case of a lengthy maintenance task involving a succession of personnel to complete such task, it may be necessary to use supplementary work cards or worksheets to indicate what was actually accomplished by each individual person. A worksheet or work card system should refer to particular maintenance tasks.
4. The workcard/worksheet system may take the form of, but is not limited to, the following:
   * a format where the mechanic writes the defect and the maintenance action taken together with information of the maintenance data used, including its revision status,
   * an aircraft log book that contains the reports of defects and the actions taken by authorised personnel together with information of the maintenance data used, including its revision status,
   * for maintenance checks, the checklist issued by the manufacturer (i.e., 100H checklist, Revision 5, Items 1 through 95)
5. Maintenance data should be kept up to date by:
   * subscribing to the applicable amendment scheme,
   * checking that all amendments are being received,
   * monitoring the amendment status of all data.

### M.A.402 Performance of maintenance

Except for maintenance performed by a maintenance organisation approved in accordance with Annex II (Part-145), any person or organisation performing maintenance shall:

1. be qualified for the tasks performed, as required by this part;
2. ensure that the area in which maintenance is carried out is well organised and clean in respect of dirt and contamination;
3. use the methods, techniques, standards and instructions specified in the [M.A.401](#_bookmark72) maintenance data;
4. use the tools, equipment and material specified in the [M.A.401](#_bookmark72) maintenance data. If necessary, tools and equipment shall be controlled and calibrated to an officially recognised standard;
5. ensure that maintenance is performed within any environmental limitations specified in the

[M.A.401](#_bookmark72) maintenance data;

1. ensure that proper facilities are used in case of inclement weather or lengthy maintenance;
2. ensure that the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimised;
3. ensure that an error capturing method is implemented after the performance of any critical maintenance task; and
4. carry out a general verification after completion of maintenance to ensure the aircraft or component is clear of all tools, equipment and any extraneous parts or material, and that all access panels removed have been refitted.

**AMC M.A.402(a) Performance of maintenance**

* 1. Maintenance should be performed by persons authorised to issue a certificate of release to service or under the supervision of persons authorised to issue a certificate of release to service. Supervision should be to the extent necessary to ensure that the work is performed properly and the supervisor should be readily available for consultation.
  2. The person authorised to issue a certificate of release to service should ensure that:
     1. each person working under his/her supervision has received appropriate training or has relevant previous experience and is capable of performing the required task; and
     2. each person who performs specialised tasks, such as welding, is qualified in accordance to an officially recognised standard.

**GM M.A.402(a) Performance of maintenance**

In the case of limited Pilot-owner maintenance, as specified in [M.A.803](#_bookmark167), any person maintaining an aircraft which they own individually or jointly, provided they hold a valid pilot licence with the appropriate type or class rating, may perform the limited Pilot-owner maintenance tasks in accordance with [Appendix VIII to Annex I (Part-M)](#_bookmark274) to Regulation on Continuing Airworthiness.

**AMC M.A.402(c) Performance of maintenance**

The general maintenance and inspection standards applied to individual maintenance tasks should meet the recommended standards and practices of the organisation responsible for the type design, which are normally published in maintenance manuals. In the absence of maintenance and inspection standards published by the organisation responsible for the type design, maintenance personnel should refer to the relevant aircraft airworthiness standards and procedures published or used as guidance by the competent authority. The maintenance standards used should contain methods, techniques and practices acceptable to the competent authority for the maintenance of aircraft and its components.

**AMC M.A.402(d) Performance of maintenance**

When performing maintenance, personnel are required to use the tools, equipment and test apparatuses necessary to ensure completion of work in accordance with accepted maintenance and inspection standards. Inspection, service or calibration that is performed on a regular basis should be performed in accordance with the equipment manufacturers’ instructions. All tools requiring calibration should be traceable to an acceptable standard.

In this context, ‘officially recognised standards’ means those standards established or published by an official body, being either a natural or legal person, and which are widely recognised by the air transport sector as constituting good practice.

If the organisation responsible for the type design involved recommends special equipment or test apparatuses, personnel should use the recommended equipment or apparatuses or equivalent equipment accepted by the competent authority.

All work should be performed using materials of such quality and in such a manner that the condition of the aircraft or its components after maintenance is at least equal to its or their original or modified condition (with regard to aerodynamic function, structural strength, resistance to vibration, deterioration and any other qualities affecting airworthiness).

**AMC M.A.402(e) Performance of maintenance**

The working environment should be appropriate for the maintenance task being performed such that the effectiveness of personnel is not impaired.

1. Temperature should be maintained such that personnel can perform the required tasks without undue discomfort.
2. Airborne contamination (e.g. dust, precipitation, paint particles, filings) should be kept to a minimum to ensure aircraft/components surfaces are not contaminated, if this is not possible all susceptible systems should be sealed until acceptable conditions are re-established.
3. Lighting should be adequate to ensure each inspection and maintenance task can be performed effectively.
4. Noise levels should not be allowed to rise to the level of distraction for inspection staff or if this is not possible inspection staff should be provided with personnel equipment to reduce excessive noise.

**AMC M.A.402(f) Performance of maintenance**

Facilities should be provided appropriate for all planned maintenance. This may require aircraft hangars that are both available and large enough for the planned maintenance.

Aircraft component workshops should be large enough to accommodate the components that are planned to be maintained.

Protection from inclement weather means the hangar or component workshop structures should be to a standard that prevents the ingress of rain, hail, ice, snow, wind and dust etc.

**AMC M.A.402(g) Performance of maintenance**

1. To minimise the risk of multiple errors and to prevent omissions, the person or organisation performing maintenance should ensure that:
   1. every maintenance task is signed off only after completion;
   2. the grouping of tasks for the purpose of sign-off allows critical steps to be clearly identified; and
   3. any work performed by personnel under supervision (i.e. temporary staff, trainees) is checked and signed off by an authorised person.
2. To minimise the possibility of an error being repeated in identical tasks that involve removal/installation or assembly/disassembly of several components of the same type fitted to more than one system, whose failure could have an impact on safety, the person or organisation performing maintenance should plan different persons to perform identical tasks in different systems. However, when only one person is available, then this person should perform reinspection of the tasks as described in [AMC2 M.A.402(h)](#_bookmark85).

**AMC1 M.A.402(h) Performance of maintenance**

**CRITICAL MAINTENANCE TASKS**

The following maintenance tasks should primarily be reviewed to assess their impact on safety:

1. tasks that may affect the control of the aircraft, flight path and attitude, such as installation, rigging and adjustments of flight controls;
2. aircraft stability control systems (autopilot, fuel transfer);
3. tasks that may affect the propulsive force of the aircraft, including installation of aircraft engines, propellers and rotors; and
4. overhaul, calibration or rigging of engines, propellers, transmissions and gearboxes.

**AMC2 M.A.402(h) Performance of maintenance**

**INDEPENDENT INSPECTION**

1. What is an independent inspection

Independent inspection is one possible error-capturing method. It consists of an inspection performed by an ‘independent qualified person’ of a task carried out by an ‘authorised person’, taking into account that:

* 1. the ‘authorised person’ is the person who performs the task or supervises the task and assumes the full responsibility for the completion of the task in accordance with the applicable maintenance data;
  2. the ‘independent qualified person’ is the person who performs the independent inspection and attests the satisfactory completion of the task and that no deficiencies have been found. The ‘independent qualified person’ does not issue a certificate of release to service, therefore he/she is not required to hold certification privileges;
  3. the certificate of release to service is issued by the ‘authorised person’ after the independent inspection has been carried out satisfactorily;
  4. the work card system should record the identification of each person, the date and the details of the independent inspection, as necessary, before the certificate of release to service is issued.

1. Qualifications of personnel performing independent inspections
   1. When the work is performed by a [Part-M Subpart F](#_bookmark110) organisation, then the organisation should have procedures to demonstrate that the ‘independent qualified person’ has been trained and has gained experience in the specific control systems to be inspected. This training and experience could be demonstrated, for example, by:
      1. holding a Part-66 licence in the same subcategory as the licence subcategory or equivalent necessary to release or sign off the critical maintenance task;
      2. holding a Part-66 licence in the same category and specific training in the task to be inspected; or
      3. having received appropriate training and having gained relevant experience in the specific task to be inspected.
   2. When the work is performed outside a [Part-M Subpart F](#_bookmark110) organisation:
      1. the ‘independent qualified person’ should hold:
         1. a Part-66 licence in any category or an equivalent national qualification when national regulations apply; or
         2. a valid pilot licence for the aircraft type issued in accordance with Republic of Armenia regulations or an equivalent national qualification when national regulations apply;
      2. additionally, the ‘authorised person’ should assess the qualifications and experience of the ‘independent qualified person’ taking into account that the ‘independent qualified person’ should have received training and have experience in the particular task. It should not be acceptable that the ‘authorised person’ shows to the ‘independent qualified person’ how to perform the inspection once work has been already finalised.
2. How should independent inspection be performed

Independent inspection should ensure for example correct assembly, locking and sense of operation. When inspecting control systems that have undergone maintenance, the ‘independent qualified person’ should consider the following points independently:

* 1. all those parts of the system that have actually been disconnected or disturbed should be inspected for correct assembly and locking;
  2. the system as a whole should be inspected for full and free movement over the complete range;
  3. cables should be tensioned correctly with adequate clearance at secondary stops;
  4. the operation of the control system as a whole should be observed to ensure that the controls are operating in the correct sense;
  5. if different control systems are interconnected so that they affect each other, all the interactions should be checked through the full range of the applicable controls; and
  6. software that is part of the critical maintenance task should be checked, for example version and compatibility with the aircraft configuration.

1. What to do in unforeseen cases when only one person is available REINSPECTION:
   1. Reinspection is subject to the same conditions as the independent inspection is, except that the ‘authorised person’ performing the maintenance task is also acting as ‘independent qualified person’ and performs the inspection.
   2. For critical maintenance tasks, reinspection should only be used in unforeseen circumstances when only one person is available to carry out the task and perform the independent inspection. The circumstances cannot be considered unforeseen if the person or organisation has not assigned a suitable ‘independent qualified person’ to that particular task.
   3. The certificate of release to service is issued by the ‘authorised person’ after the reinspection has been performed satisfactorily.
   4. The work card system should record the identification of the ‘authorised person’ and the date and the details of the reinspection, as necessary, before the certificate of release to service is issued.

### GM M.A.402(h) Performance of maintenance

Several data sources may be used for the identification of critical maintenance tasks, such as:

* information from the design approval holder or the declarant of a declaration of design compliance;
* accident reports;
* investigation and follow-up of incidents;
* occurrence reporting;
* flight data analysis;
* results of audits;
* normal operations monitoring schemes;
* feedback from training; and
* information exchange systems.

### M.A.403 Aircraft defects

*[Regulatory source]*

1. Any aircraft defect that hazards seriously the flight safety shall be rectified before further flight.
2. Only the certifying staff referred to in point [M.A.801(b)(1)](#_bookmark158) or in [Subpart F](#_bookmark110) of this Annex or in Annex II (Part-145) or in Annex Vd (Part-CAO), or the person authorised in accordance with point

[M.A.801(c)](#_bookmark158) of this Annex can decide, using maintenance data referred to in point [M.A.401](#_bookmark72) of this Annex, 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 the MEL is used by the pilot or by the certifying staff.

1. 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 or the MEL.
2. Any defect not rectified before flight shall be recorded in the aircraft continuing airworthiness record system referred to in point [M.A.305](#_bookmark48) or, if applicable in the aircraft technical log system referred to in point [M.A.306.](#_bookmark65)

### AMC M.A.403(b) Aircraft defects

An assessment of both the cause and any potentially hazardous effect of any defect or combination of defects that could affect flight safety should be made in order to initiate any necessary further investigation and analysis necessary to identify the root cause of the defect.

### AMC M.A.403(d) Aircraft defects

All deferred defects should be made known to the pilot/flight crew, whenever possible, prior to their arrival at the aircraft.

Deferred defects should be transferred on to worksheets at the next appropriate maintenance check, and any deferred defect which is not rectified during the maintenance check, should be re-entered on to a new deferred defect record sheet. The original date of the defect should be retained.

The necessary components or parts needed for the rectification of defects should be made available or ordered on a priority basis, and fitted at the earliest opportunity.

### SUBPART E — COMPONENTS

### M.A.501 Classification and installation

*[Regulatory source]*

1. All components shall be classified into the following categories:
   1. Components which are in a satisfactory condition, released on an CAC Form 1 or equivalent and marked in accordance with Subpart Q of Annex I (Part 21) or, as applicable, Annex Ib (Part 21 Light) to Regulation on Initial Airworthiness, unless otherwise specified in point 21.A.307 of Annex I (Part 21) or point 21L.A.193 of Annex Ib (Part 21 Light) to Regulation on Initial Airworthiness or in this Annex (Part-M) or in Annex Vd (Part-CAO).
   2. Unserviceable components which shall be maintained in accordance with this Regulation.
   3. Components categorised as unsalvageable because they have reached their mandatory life limitation or contain a non-repairable defect.
   4. Standard parts used on an aircraft, engine, propeller or other aircraft component when specified in the maintenance data and accompanied by evidence of conformity traceable to the applicable standard.
   5. Material both raw and consumable used in the course of maintenance when the organisation is satisfied that the material meets the required specification and has appropriate traceability. All materials must be accompanied by documentation clearly relating to the particular material and containing a conformity to specification statement plus both the manufacturing and supplier source.
2. Components, standard parts and material shall only be installed on an aircraft or a component when they are in a satisfactory condition, belong to one of the categories listed in point (a) and the applicable maintenance data specifies the particular component, standard part or material.

### AMC1 M.A.501(a)(1) Classification and installation

*[Regulatory source]*

**CAC FORM 1 OR EQUIVALENT**

1. A document equivalent to an [CAC Form 1](#_bookmark261) may be:
   1. a release document issued by an organisation under the terms of a bilateral agreement signed by the European Union;
   2. a release document issued by an organisation approved under the terms of a JAA bilateral agreement until superseded by the corresponding agreement signed by the European Union;
   3. a JAA Form One issued prior to 28 November 2004 by a JAR 145 organisation approved by a JAA Full Member State;
   4. in the case of new aircraft components that were released from manufacturing prior to the Part 21 compliance date, the component should be accompanied by a JAA Form One issued by a JAR 21 organisation and approved by a JAA Full Member State within the JAA mutual recognition system;
   5. a JAA Form One issued prior to 28 September 2005 by a production organisation approved by a competent authority in accordance with its national regulations;
   6. a JAA Form One issued prior to 28 September 2008 by a maintenance organisation approved by a competent authority in accordance with its national regulations;
   7. a release document acceptable to a competent authority according to the provisions of a bilateral agreement between the competent authority and a third country until superseded by the corresponding agreement signed by the European Union. This provision is valid provided the above agreements between the competent authority and a third country are notified to the European Commission and to the other competent authorities;
   8. Reserved;
   9. a ‘declaration of maintenance accomplished’ issued by the person or organisation that performed the maintenance, as specified in point [M.A.502(e)](#_bookmark101).
   10. a EASA Form 1
2. Any item in storage without an [CAC Form 1](#_bookmark261) or equivalent cannot be installed on aircraft registered in Armenia unless an CAC Form 1 or equivalent is issued for such item by an appropriately approved maintenance organisation in accordance with [AMC M.A.613(a)](#_bookmark143) or AMC1 CAO.A.070(a) or AMC2 145.A.50(d).

### GM1 M.A.501(a)(1) Classification and installation

Point 21.A.307(b) of Annex I (Part 21) and point 21L.A.193(b) of Annex Ib (Part 21 Light) to Regulation on Initial Airworthiness specify new components that do not need a CAC Form 1 or equivalent to be eligible for installation. Point 21.A.307(c) of Annex I (Part 21) and point 21L.A.193(c) of Annex Ib (Part 21 Light) to Regulation on Initial Airworthiness specify the conditions for the document accompanying the component.

### GM1 M.A.501(a)(2) Classification and installation

**UNSERVICEABLE COMPONENTS**

1. The person or organisation that performs maintenance should ensure the proper identification of any unserviceable components. The unserviceable status of the component should be clearly declared on a tag together with the component identification data and any information that is useful to define actions that are necessary to be taken. Such information should state, as applicable, in-service times, maintenance status, preservation status, failures, defects or malfunctions reported or detected, exposure to adverse environmental conditions, and whether the component is installed on an aircraft that was involved in an accident or incident. Means should be provided to prevent unintentional separation of this tag from the component.
2. Unserviceable components should typically undergo maintenance due to:
   1. expiry of the service life limit as defined in the aircraft maintenance programme;
   2. non-compliance with the applicable airworthiness directives and other continuing airworthiness requirements mandated by the CAC;
   3. absence of the necessary information to determine the airworthiness status or eligibility for installation;
   4. evidence of defects or malfunctions;
   5. being installed on an aircraft that was involved in an incident or accident likely to affect the component’s serviceability.

### AMC1 M.A.501(a)(3) Classification and installation

*[Regulatory source]*

**UNSALVAGEABLE COMPONENTS**

The following types of components should typically be classified as unsalvageable:

1. components with non-repairable defects, whether visible or not to the naked eye;
2. components that do not meet design specifications, and cannot be brought into conformity with such specifications;
3. components subjected to unacceptable modification or rework that is irreversible;
4. life-limited parts that have reached or exceeded their mandatory life limitation, or have missing or incomplete records;
5. components whose airworthy condition cannot be restored due to exposure to extreme forces, heat or adverse environmental conditions;
6. components for which conformity with an applicable airworthiness directive cannot be accomplished;
7. components for which maintenance records and/or traceability to the manufacturer cannot be retrieved.

### AMC1 M.A.501(a)(4) Classification and installation

*[Regulatory source]*

**STANDARD PARTS**

1. Standard parts are parts that are manufactured in complete compliance with an established industry, competent authority or other government specification which include design, manufacturing, test and acceptance criteria, and uniform identification requirements. The specification should include all the information that is necessary to produce and verify conformity of the part. It should be published so that any party may manufacture the part. Examples of such specifications are National Aerospace Standards (NAS), Army-Navy Aeronautical Standard (AN), Society of Automotive Engineers (SAE), SAE Sematec, Joint Electron Device Engineering Council, Joint Electron Tube Engineering Council, and American National Standards Institute (ANSI), EN Specifications, etc.
2. To designate a part as a standard part, the TC holder or the declarant of a declaration of design compliance may issue a standard parts manual accepted by the competent authority of the original TC holder or the declarant of a declaration of design compliance or may make reference in the parts catalogue to the specification to be met by the standard part. Documentation that accompanies standard parts should clearly relate to the particular parts and contain a conformity statement plus both the manufacturing and supplier source. Some materials are

subject to special conditions, such as storage conditions or life limitation, etc., and this should be included in the documentation and/or the material’s packaging.

1. A [CAC Form 1](#_bookmark261) or equivalent is not normally issued and, therefore, none should be expected.

### AMC2 M.A.501(a)(4) Classification and installation

*[Regulatory source]*

**STANDARD PARTS**

For sailplanes and powered sailplanes, non-required instruments and/or equipment that are certified or declared (in accordance with Part 21 Light Subpart C) under the provision of CS 22.1301(b), if those instruments or equipment, when installed, functioning, functioning improperly or not functioning at all, do not in themselves, or by their effect upon the sailplane and its operation, constitute a safety hazard.

‘Required’ in the term ‘non-required’, as used above, means required by the applicable airworthiness code (CS 22.1303, 22.1305 and 22.1307) or required by the relevant regulations for air operations and the applicable Rules of the Air or as required by air traffic management (e.g. a transponder in certain controlled airspace). Examples of non-required equipment which can be considered to be standard parts may be electrical variometers, bank/slip indicators ball-type, total energy probes, capacity bottles (for variometers), final glide calculators, navigation computers, data logger/barograph/turnpoint camera, bug-wipers and anti-collision systems. Equipment which must be approved in accordance with the airworthiness code shall comply with the applicable ETSO or equivalent and it is not considered to be a standard part (e.g. oxygen equipment).

### AMC M.A.501(a)(5) Classification and installation

*[Regulatory source]*

**MATERIAL**

1. Consumable material is any material which is only used once, such as lubricants, cements, compounds, paints, chemical dyes and sealants, etc.
2. Raw material is any material that requires further work to make it into a component part of the aircraft, such as metals, plastics, wood, fabric, etc.
3. Material both raw and consumable should only be accepted when satisfied that it is to the required specification. To be satisfied, the material and/or its packaging should be marked with the applicable specification and, where appropriate, the batch number.
4. Documentation that accompanies all materials should clearly relate to the particular material and contain a conformity statement plus both the manufacturing and supplier source. Some materials are subject to special conditions, such as storage conditions or life limitation, etc., and this should be included in the documentation and/or the material’s packaging.
5. A [CAC Form 1](#_bookmark261) or equivalent should not be issued for such materials and, therefore, none should be expected. The material specification is normally identified in the data issued by the (S)TC holder’s or the declarant of a declaration of design compliance except in the case where the competent authority has agreed otherwise.

### GM1 M.A.501(b) Classification and installation

*[Regulatory source]*

1. To ensure that components, standard parts and materials are in satisfactory condition, the persons referred to under [M.A.801(b)(1),](#_bookmark158) [M.A.801(b)(2)](#_bookmark158) or [M.A.801(c)](#_bookmark158) or the approved maintenance organisation should perform an incoming physical inspection.
2. The incoming physical inspection should be performed before the component is installed on the aircraft.
3. The following list, although not exhaustive, contains typical checks to be performed:
   1. verify the general condition of the components and their packaging in relation to damages that could affect their integrity;
   2. verify that the shelf life of the component has not expired;
   3. verify that items are received in the appropriate package in respect of the type of the component: e.g. correct ATA 300 or electrostatic sensitive devices packaging, when necessary;
   4. verify that the component has all plugs and caps appropriately installed to prevent damage or internal contamination. Care should be taken when tape is used to cover electrical connections or fluid fittings/openings because adhesive residues can insulate electrical connections and contaminate hydraulic or fuel units.
   5. verify that the release certificate accompanying each new component satisfies the release requirements established in point 21.A.307 of Annex I (Part 21) and point 21L.A.193 of Annex Ib (Part 21 Light) to Regulation on Initial Airworthiness as applicable in relation to the particular product on which the component is being installed.
4. Items (e.g. fasteners) purchased in batches should be supplied in a package. The packaging should state the applicable specification/standard, P/N, batch number, and the quantity of the items. The documentation that accompanies the material should contain the applicable specification/standard, P/N, batch number, supplied quantity, and the manufacturing sources. If the material is acquired from different batches, acceptance documentation for each batch should be provided.

### GM2 M.A.501(b) Classification and installation

*[Regulatory source]*

**INSTALLATION OF COMPONENTS**

Components, standard parts and materials should only be installed when they are specified in the applicable maintenance data as specified in [M.A.401(b).](#_bookmark72) So, a component, standard part and material can only be installed after having checked the applicable maintenance data.

This check should ensure that the part number, modification status, limitations, etc. of the component, standard part or material are the ones specified in the applicable maintenance data of the particular aircraft or component where the component, standard part or material is going to be installed. When the installation is performed outside a maintenance organisation, that is by the persons referred to in [M.A.801(b)(1)](#_bookmark158), [M.A.801(b)(2)](#_bookmark158), or [M.A.801(c),](#_bookmark158) then these persons are responsible to perform this check before installation. When the installation is performed by a [Part-M](#_bookmark110) [Subpart F](#_bookmark110) organisation or an organisation approved in accordance with Part CAO, then the organisation has to establish procedures to ensure that this check is performed before installation.

### M.A.502 Component maintenance

*[Regulatory source]*

1. The maintenance of components other than the components referred to in points (b)(2) to (b)(6) of point 21.A.307 of Annex I (Part 21) to Regulation on Initial Airworthiness or, as applicable, points (b)(2) to (b)(6) of point 21L.A.193 of Annex Ib (Part 21 Light) to Regulation on Initial Airworthiness shall be performed by maintenance organisations approved in accordance with Subpart F of this Annex or with Annex II (Part-145) or Annex Vd (Part-CAO) to this Regulation, as applicable.
2. By way of derogation from point (a), where a component is fitted to the aircraft, the maintenance of such a component may be performed by an aircraft maintenance organisation approved in accordance with Subpart F of this Annex or with Annex II (Part-145) or with Annex Vd (Part-CAO) or by the certifying staff referred to in point (b)(1) of point [M.A.801](#_bookmark158) of this Annex. Such maintenance shall be performed in accordance with the aircraft maintenance data or in accordance with the component maintenance data if agreed by the competent authority. Such aircraft maintenance organisation or the certifying staff may temporarily remove the component for maintenance where it becomes necessary to improve access to the component, except where additional maintenance is required due to the removal. Component maintenance performed in accordance with this point shall not be eligible for the issuance of an CAC Form 1 and shall be subject to the aircraft release requirements provided for in point [M.A.801](#_bookmark158) of this Annex.
3. By way of derogation from point (a), where a component is fitted to the engine or the auxiliary power unit (APU), the maintenance of such component may be performed by an engine maintenance organisation approved in accordance with Subpart F of this Annex, or with Annex II (Part-145) or Annex Vd (Part-CAO). Such maintenance shall be performed in accordance with the engine or the APU maintenance data or in accordance with the component maintenance data if agreed by the competent authority. Such engine maintenance organisation may temporarily remove the component for maintenance if this is necessary to improve access to the component, except where additional maintenance is required due to the removal.
4. The maintenance of components referred to in point (b)(2) of point 21.A.307 of Annex I (Part 21) to Regulation on Initial Airworthiness or in point (b)(2) of point 21L.A.193 of Annex Ib (Part 21 Light) on Initial Airworthiness, where the component is fitted to the aircraft or is temporarily removed to improve access, shall be performed by an aircraft maintenance organisation approved in accordance with Subpart F of this Annex or with Annex II (Part-145) or Annex Vd (Part-CAO) to this Regulation, as applicable, by the certifying staff referred to in point (b)(1) of point [M.A.801](#_bookmark158) of this Annex or by the pilot-owner referred to in point (b)(2) of point [M.A.801](#_bookmark158) of this Annex. Component maintenance performed in accordance with this point shall not be eligible for the issuance of a CAC Form 1 and shall be subject to the aircraft release requirements provided for in point M.A.801 of this Annex.
5. The maintenance of components referred to in points (b)(3) to (b)(6) of point 21.A.307 of Annex I (Part 21) to Regulation on Initial Airworthiness or in points (b)(3) to (b)(6) of point 21L.A.193 of Annex Ib (Part 21 Light) to Regulation on Initial Airworthiness shall be performed either by the organisations referred to in point (a), or performed by any person or organisation and released with a “declaration of maintenance accomplished” issued by the person or organisation performing the maintenance. The “declaration of maintenance accomplished” shall contain at least basic details of the maintenance carried out, the date on which the maintenance was completed, and the identification of the organisation or person issuing it. It

shall be considered a maintenance record and equivalent to a CAC Form 1 in respect of the component undergoing maintenance.

**AMC M.A.502 Component maintenance**

Component removal from and installation on an aircraft is considered to be aircraft maintenance and not component maintenance. As a consequence, [M.A.502](#_bookmark101) requirements do not apply to this case.

**AMC M.A.502(b) and (c) Component maintenance**

*[Regulatory source]*

[M.A.502(b) and (c)](#_bookmark101) allow the performance of certain component maintenance, in accordance with component maintenance data, to maintenance organisations not holding the corresponding B/C rating and to independent certifying staff, subject to the agreement of:

* The authority responsible for the oversight of the maintenance organisation (refer to [M.1](#_bookmark7), paragraph 2 for [M.A. Subpart F](#_bookmark110) maintenance organisations, or to 145.1 for Part-145 maintenance organisations, or to CAO.1 for Part-CAO maintenance organisations) or,
* The authority of the State of registry in the case of maintenance performed by independent certifying staff.

This should only be permitted by the competent authority in the case of simple component maintenance, where the competent authority is satisfied that the certifying staff are appropriately qualified and the proper tooling and facilities are available. It is important to note that for more complex component maintenance, special qualifications may be required and it is not enough with holding a Part-66 aircraft maintenance licence.

**GM1 M.A.502(e) Component maintenance**

*[Regulatory source]*

A ‘declaration of maintenance accomplished’ is a certificate prepared in any shape/form by the person or organisation that performed any maintenance on the component covered by the certificate and subject to the conditions in [M.A.502(e).](#_bookmark101) This person or organisation does not need an approval to perform maintenance in accordance with Regulation on Continuing Airworthiness. In order for the component to be eligible for installation with a ‘declaration of maintenance accomplished’, this declaration, together with other records, should allow the determination that the component was first installed as ‘new’, as a component referred to in [M.A.502(e)](#_bookmark101). Such a component should not be installed in an aircraft if there is information on the certificate which is not readable or not understandable or states that the component is not in a satisfactory condition for operation.

**M.A.503 Life-limited parts and time-controlled components**

1. Installed life-limited parts and time-controlled components shall not exceed the approved limitation as specified in the AMP and ADs, except as provided for in point [M.A.504(b)](#_bookmark106).
2. When the approved limitation expires, the component shall be removed from the aircraft for maintenance, or for disposal in the case of life-limited parts.

**M.A.504 Segregation of components**

1. Unserviceable and unsalvageable components shall be segregated from serviceable components, standards parts and materials.
2. Unsalvageable components shall not be permitted to re-enter the component supply system unless the mandatory life limitation has been extended or a repair solution has been approved in accordance with Regulation on Initial Airworthiness.

**AMC1 M.A.504 Segregation of components**

1. Unserviceable components should be identified and stored in a separate secure location that is managed by the maintenance organisation until a decision is made on the future status of such components. Certifying staff outside maintenance organisations ([M.A.801(b)(1),](#_bookmark158) or [M.A.801(c)](#_bookmark158)) that release aircraft maintenance should send, with the agreement of the aircraft owner/lessee, any unserviceable component to a maintenance organisation for controlled storage. Nevertheless, the person or organisation that declared the component unserviceable may transfer its custody, after identifying it as unserviceable, to the aircraft owner/lessee provided that such transfer is reflected in the aircraft logbook, or engine logbook, or component logbook.
2. ‘Secure location under the control of an approved maintenance organisation’ refers to a location that is managed by the approved maintenance organisation that prevents the component from being reused or tampered with. This may include facilities that are established by the organisation at locations different from the main maintenance facilities. These locations should be identified in the relevant procedures of the organisation.
3. In the case of unsalvageable components, the person or organisation should:
   1. retain such components in the secure location referred to in paragraph (b);
   2. arrange for the component to be mutilated in a manner that ensures that it is cannot be restored for use, before disposing it; or
   3. mark the component indicating that it is unsalvageable, when, in agreement with the component owner, the component is disposed of for legitimate non-flight uses (such as training and education aids, research and development), or for non-aviation applications, mutilation is often not appropriate. Alternatively to marking, the original part number or data plate information can be removed, or a record kept of the disposal of the component for legitimate non-flight uses.

**GM1 M.A.504 Segregation of components**

*[Regulatory source]*

**MUTILATION OF COMPONENTS**

1. Mutilation should be accomplished in such a manner that the components become permanently unusable for their originally intended use. Mutilated components should not be able to be reworked or camouflaged to provide the appearance of being serviceable, such as by replating, shortening and rethreading long bolts, welding, straightening, machining, cleaning, polishing, or repainting.
2. Mutilation may be accomplished by one or a combination of the following procedures:
   1. grinding;
   2. burning;
   3. removal of a major lug or other integral feature;
   4. permanent distortion of parts;
   5. cutting a hole with cutting torch or saw;
   6. melting;
   7. sawing into many small pieces; and
   8. any other method accepted by the competent authority.
3. The following procedures are examples of mutilation that are often less successful because they may not be consistently effective:
   1. stamping or vibro-etching;
   2. spraying with paint;
   3. small distortions, incisions, or hammer marks;
   4. identification by tags or markings;
   5. drilling small holes; and
   6. sawing in two pieces only.

### 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 other than complex motor powered aircraft and components to be installed therein not used by licenced air carriers in accordance with Decision about approval of Aircraft Operator's Certificate.

**M.A.602 Application**

An application for issue or change of a maintenance organisation approval shall be made on a form and in a manner established by the competent authority.

**AMC M.A.602 Application**

An application should be made on a CAC Form 2 ([Appendix IX to AMC M.A.602](#_bookmark289)) or equivalent acceptable to the competent authority.

The [CAC Form 2](#_bookmark289) is valid for the application for [M.A. Subpart F,](#_bookmark110) Part-145, Part-CAMO and Part-CAO organisations. Organisations applying for several approvals may do so by using a single [CAC Form 2](#_bookmark289).

**M.A.603 Extent of approval**

*[Regulatory source]*

1. An organisation involved in activities subject to this Subpart shall not exercise its activities unless approved by the competent authority. To that aim, the competent authority shall use the template set out in Appendix V.
2. The scope of work subject to approval shall be specified in the maintenance organisation manual in accordance with point [M.A.604.](#_bookmark116) Classes and ratings to be used for the approval of maintenance organisations are set out in Appendix IV of this Part.
3. 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.

**AMC M.A.603(a) Extent of Approval**

The following table identifies the ATA Specification 2200 chapter for the category C component rating. If the maintenance manual (or equivalent document) does not follow the ATA Chapters, the corresponding subjects still apply to the applicable C rating.

|  |  |  |
| --- | --- | --- |
| **CLASS** | **RATING** | **ATA CHAPTERS** |
|  | C1 Air Cond & Press | 21 |
| C2 Auto Flight | 22 |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs** | C3 Comms and Nav | 23 - 34 |
| C4 Doors - Hatches | 52 |
| C5 Electrical Power & Lights | 24 – 33 – 85 |
| C6 Equipment | 25 - 38 - 44 - 45 - 50 |
| C7 Engine – APU | 49 - 71 - 72 - 73 - 74 - 75 - 76 - 77 - 78 -  79 - 80 - 81 - 82 - 83 |
| C8 Flight Controls | 27 - 55 - 57.40 - 57.50 - 57.60 - 57.70 |
| C9 Fuel | 28 - 47 |
| C10 Helicopters - Rotors | 62 - 64 - 66 - 67 |
| C11 Helicopter - Trans | 63 - 65 |
| C12 Hydraulic Power | 29 |
| C13 Indicating/Recording Systems | 31 - 42 - 46 |
| C14 Landing Gear | 32 |
| C15 Oxygen | 35 |
| C16 Propellers | 61 |
| C17 Pneumatic & Vacuum | 36 - 37 |
| C18 Protection ice/rain/fire | 26 - 30 |
| C19 Windows | 56 |
| C20 Structural | 53 - 54 - 57.10 - 57.20 - 57.30 |
| C21 Water Ballast | 41 |
| C22 Propulsion Augmentation | 84 |

### AMC M.A.603(c) Extent of approval

1. The agreement by the competent authority for the fabrication of parts by the approved maintenance organisation should be formalised through the approval of a detailed procedure in the maintenance organisation manual. This AMC contains principles and conditions to be taken into account for the preparation of an acceptable procedure.
2. Fabrication, inspection, assembly and test should be clearly within the technical and procedural capability of the approved maintenance organisation.
3. The approved data necessary to fabricate the part are those approved either by the competence authority, the TC holder, Part-21 design organisation approval holder, or STC holder.
4. Items fabricated by an approved maintenance organisation may only be used by that organisation in the course of overhaul, maintenance, modifications, or repair of aircraft or components undergoing work within its own facility. The permission to fabricate does not constitute approval for manufacture, or to supply externally and the parts do not qualify for certification on [CAC Form 1.](#_bookmark261) This also applies to the bulk transfer or surplus inventory, in that locally fabricated parts are physically segregated and excluded from any delivery certification.
5. Fabrication of parts, modification kits etc. for onward supply and/or sale may not be conducted under a [M.A. Subpart F](#_bookmark110) approval.
6. The data specified in paragraph 3 may include repair procedures involving the fabrication of parts. Where the data on such parts is sufficient to facilitate fabrication, the parts may be fabricated by an approved maintenance organisation. Care should be taken to ensure that the data include details of part numbering, dimensions, materials, processes, and any special

manufacturing techniques, special raw material specification or/and incoming inspection requirement and that the approved organisation has the necessary capability. That capability should be defined by way of maintenance organisation manual content. Where special processes or inspection procedures are defined in the approved data which are not available at the approved maintenance organisation, that organisation cannot fabricate the part unless the TC/STC holder gives an approved alternative.

1. Examples of fabrication under the scope of an [M.A. Subpart F](#_bookmark110) approval can include but are not limited to the following:
   1. fabrication of bushes, sleeves and shims,
   2. fabrication of secondary structural elements and skin panels,
   3. fabrication of control cables,
   4. fabrication of flexible and rigid pipes,
   5. fabrication of electrical cable looms and assemblies,
   6. formed or machined sheet metal panels for repairs.

Note: It is not acceptable to fabricate any item to pattern unless an engineering drawing of the item is produced which includes any necessary fabrication processes and which is accepted to the competent authority.

1. Where a TC holder or an approved production organisation is prepared to make available complete data which is not referred to in aircraft manuals or service bulletins but provides manufacturing drawings for items specified in parts lists, the fabrication of these items is not considered to be within the scope of an [M.A. Subpart F](#_bookmark110) approval unless agreed otherwise by the competent authority in accordance with a procedure specified in the maintenance organisation manual.
2. Inspection and Identification.

Any locally fabricated part should be subject to an inspection stage before, separately, and preferably independently from, any inspection of its installation. The inspection should establish full compliance with the relevant manufacturing data, and the part should be unambiguously identified as fit for use by stating conformity to the approved data. Adequate records should be maintained of all such fabrication processes including heat treatment and the final inspections. All parts, excepting those with inadequate space, should carry a part number which clearly relates it to the manufacturing/inspection data. Additional to the part number the approved maintenance organisation’s identity should be marked on the part for traceability purposes.

### M.A.604 Maintenance organisation manual

*[Regulatory source]*

1. The maintenance organisation shall provide a manual containing at least the following information:
   1. a statement signed by the accountable manager appointed in accordance with point [M.A.606,](#_bookmark122) point (a) which confirms that the organisation will at all times carry out its activities in accordance with the requirements of this Annex (Part-M) or Annex Vb (Part- ML), as applicable, and with the manual;
   2. the organisation's scope of work, and;
   3. the title(s) and name(s) of person(s) referred to in point M.A.606(b), and;
   4. an organisation chart showing associated chains of responsibility between the person(s) referred to in point M.A.606(b), and;
   5. a list of certifying staff and, if applicable, airworthiness review staff, with their scope of approval, and;
   6. a list of locations where maintenance is carried out, together with a general description of the facilities, and;
   7. procedures specifying how the maintenance organisation ensures compliance with this Part, and;
   8. the maintenance organisation manual amendment procedure(s).
2. The maintenance organisation manual and its amendments shall be approved by the competent authority.
3. Notwithstanding point (b) minor amendments to the manual may be approved through a procedure (hereinafter called indirect approval).

**AMC M.A.604 Maintenance organisation manual**

* 1. [Appendix IV](#_bookmark284) to this AMC provides an outline of the format of an acceptable maintenance organisation manual for a small organisation with less than 10 maintenance staff.
  2. The maintenance organisation exposition as specified in Part-145 provides an outline of the format of an acceptable maintenance organisation manual for larger organisations with more than 10 maintenance staff, dependent upon the complexity of the organisation.

**M.A.605 Facilities**

The organisation shall ensure that:

* + 1. Facilities are provided for all planned work, specialised workshops and bays are segregated as appropriate, to ensure protection from contamination and the environment.
    2. Office accommodation is provided for the management of all planned work including in particular, the completion of maintenance records.
    3. 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.

**AMC M.A.605(a) Facilities**

*[Regulatory source]*

1. Where a hangar is not owned by the [M.A. Subpart F](#_bookmark110) organisation, it may be necessary to establish proof of tenancy. In addition, sufficiency of hangar space to carry out planned maintenance should be demonstrated by the preparation of a projected aircraft hangar visit

plan relative to the aircraft maintenance programme. The aircraft hangar visit plan should be updated on a regular basis.

For balloons and airships, a hangar may not be required where maintenance of the envelope and bottom end equipment can more appropriately be performed outside, providing all necessary maintenance can be accomplished in accordance with [M.A.402](#_bookmark76) or ML.A.402. For complex repairs or component maintenance requiring an [CAC Form 1,](#_bookmark261) suitable approved workshops should be provided. The facilities and environmental conditions required for inspection and maintenance should be defined in the Maintenance Organisation Manual.

Depending on the scope of work of the maintenance organisation, it may not be necessary to have a hangar available. For example, an organisation maintaining ELA2 aircraft (when not performing major repairs) may perform the work in alternative suitable facilities (and possibly at remote locations) as agreed by the competent authority.

1. Protection from the weather elements relates to the normal prevailing local weather elements that are expected throughout any twelve-month period. Aircraft hangar and aircraft component workshop structures should be to a standard that prevents the ingress of rain, hail, ice, snow, wind and dust etc. Aircraft hangar and aircraft component workshop floors should be sealed to minimise dust generation.
2. Aircraft maintenance staff should be provided with an area where they may study maintenance instructions and complete continuing airworthiness records in a proper manner.

#### Special case for ELA2 aircraft

For ELA2 aircraft, it is acceptable not to have access to a hangar or dedicated workshops. Depending on the scope of work, other facilities are acceptable as long as protection is ensured from inclement weather and contamination. This may include, for example, working in the field or in non-aviation premises (closed or not).

These facilities do not need to be individually approved by the competent authority as long as the maintenance organisation manual describes for each type of facility the scope of work, the tooling and equipment available, and the permitted environmental conditions (weather, contamination).

The organisation should include, as part of the periodic internal organisational review, a sampling of the compliance with these conditions during certain maintenance events.

### AMC M.A.605(b) Facilities

It is acceptable to combine any or all of the office accommodation requirements into one office subject to the staff having sufficient room to carry out assigned tasks.

### AMC M.A.605(c) Facilities

*[Regulatory source]*

1. Storage facilities for serviceable aircraft components should be clean, well-ventilated and maintained at an even dry temperature to minimise the effects of condensation. Manufacturer’s storage recommendations should be followed for those aircraft components identified in such published recommendations.
2. Adequate storage racks should be provided and strong enough to hold aircraft components and provide sufficient support for large aircraft components such that the component is not damaged during storage.
3. All aircraft components, wherever practicable, should remain packaged in their protective material to minimise damage and corrosion during storage. A shelf life control system should be utilised and identity tags used to identify components.
4. Segregation means storing unserviceable components in a separate secured location from serviceable components.
5. Segregation and management of any unserviceable component should be ensured according to the pertinent procedure approved to that organisation.
6. Procedures should be defined by the organisation describing the decision process for the status of unserviceable components. This procedure should identify at least the following:
   * role and responsibilities of the persons managing the decision process;
   * description of the decision process to choose between maintaining, storing or mutilating a component;
   * traceability of decision.
7. Once unserviceable components or materials have been identified as unsalvageable in accordance with [M.A.501(a)(3)](#_bookmark91) or ML.A.504(c), the organisation should establish secure areas in which to segregate such items and to prevent unauthorised access. Unsalvageable components should be managed through a procedure to ensure that these components receive the appropriate final disposal according to [M.A.504(b)](#_bookmark106) or ML.A.504(d) or (e). The person responsible for the implementation of this procedure should be identified.

### M.A.606 Personnel requirements

1. 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.
2. 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.
3. All point (b) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft and/or component maintenance.
4. 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.
5. The qualification of all personnel involved in maintenance and airworthiness reviews shall be demonstrated and recorded.
6. 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.
7. The maintenance organisation shall have sufficient certifying staff to issue certificates of release to service for aircraft and components provided for in points [M.A.612](#_bookmark141) and [M.A.613.](#_bookmark142) The staff shall comply with the following requirements:
   1. Annex III (Part-66) in the case of aircraft and components;
   2. Reserved.
8. By derogation from point (g), the organisation may use certifying staff qualified in accordance with the following provisions when providing maintenance support to operators involved in commercial operations, subject to appropriate procedures to be approved as part of the organisation's manual:
   1. For a repetitive pre-flight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive, the organisation may issue a limited certifying staff authorisation to the aircraft commander on the basis of the flight crew licence held, provided that the organisation ensures that sufficient practical training has been carried out to ensure that such person can accomplish the airworthiness directive to the required standard;
   2. In the case of aircraft operating away from a supported location the organisation may issue a limited certifying staff authorisation to the aircraft commander on the basis of the flight crew licence, provided that the organisation ensures that sufficient practical training has been carried out to ensure that such person can accomplish the task to the required standard.
9. If the organisation performs airworthiness reviews and issues the corresponding airworthiness review certificate for ELA1 aircraft not involved in commercial operations in accordance with point ML.A.903 of Annex Vb (Part-ML), it shall have airworthiness review staff qualified and authorised meeting all of the following requirements:
   1. shall hold a certifying staff authorisation for the corresponding aircraft;
   2. shall have at least three years of experience as certifying staff;
   3. shall be independent from the continuing airworthiness management process of the aircraft being reviewed or shall have overall authority on the continuing airworthiness management process of the complete aircraft being reviewed;
   4. shall have acquired knowledge of Subpart C of this Annex (Part-M) or Subpart C of Annex Vb (Part-ML);
   5. shall have acquired proven knowledge of the procedures of the maintenance organisation relevant to the airworthiness review and issue of the airworthiness review certificate;
   6. shall have been formally accepted by the competent authority after having performed an airworthiness review under the supervision of the competent authority or under the

supervision of the organisation's airworthiness review staff in accordance with a procedure approved by the competent authority;

* 1. shall have performed at least one airworthiness review in the last twelve-month period.

**AMC M.A.606(a) Personnel requirements**

With regard to the accountable manager, it is normally intended to mean the chief executive officer of the maintenance organisation approved under [M.A. Subpart F,](#_bookmark110) who by virtue of position has overall (including in particular financial) responsibility for running the organisation. The accountable manager may be the accountable manager for more than one organisation and is not required to be necessarily knowledgeable on technical matters. When the accountable manager is not the chief executive officer, the competent authority will need to be assured that such an accountable manager has direct access to chief executive officer and has a sufficiency of maintenance funding allocation.

**AMC M.A.606(b) Personnel requirements**

1. Dependent upon the size of the organisation, the functions may be subdivided under individual managers or combined in any number of ways.
2. The maintenance organisation should have, dependent upon the extent of approval, an aircraft maintenance manager, a workshop manager all of whom should report to the accountable manager. In small maintenance organisations any manager may also be the accountable manager, and may also be the aircraft maintenance manager or the workshop manager.
3. The aircraft maintenance manager is responsible for ensuring that all maintenance required to be carried out, plus any defect rectification carried out during aircraft maintenance, is carried out to the design and quality standards specified in this Part. The aircraft maintenance manager is also responsible for any corrective action resulting from the [M.A.616](#_bookmark151) organisational review.
4. The workshop manager is responsible for ensuring that all work on aircraft components is carried out to the standards specified in this Part and also responsible for any corrective action resulting from the [M.A.616](#_bookmark151) organisational review.
5. Notwithstanding the example sub-paragraphs 2 - 4 titles, the organisation may adopt any title for the foregoing managerial positions but should identify to the competent authority the titles and persons chosen to carry out these functions.

**AMC M.A.606(c) Personnel requirements**

*[Regulatory source]*

1. All nominated persons should, in the normal way, be expected to satisfy the competent authority that they possess the appropriate experience and qualifications which are listed in paragraphs 2.1 to 2.5 below.
2. All nominated persons should have:
   1. practical experience and expertise in the application of aviation safety standards and safe maintenance practices;
   2. comprehensive knowledge of:
      1. [Part-M](#_bookmark7) and Part-ML, as applicable, and any associated requirements and procedures;
      2. the maintenance organisation manual;
   3. five years aviation experience of which at least three years should be practical maintenance experience;
   4. knowledge of the relevant type(s) of aircraft or components maintained. This knowledge may be demonstrated by documented evidence or by an assessment performed by the competent authority. This assessment should be recorded.

Training courses should be as a minimum at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation, and could be imparted by a Part-147 organisation, by the manufacturer, or by any other organisation accepted by the competent authority.

* 1. knowledge of maintenance standards.

**AMC M.A.606(d) Personnel requirements**

1. All staff are subjected to compliance with the organisation’s procedures specified in the maintenance organisation manual relevant to their duties.
2. To have sufficient staff means that the approved maintenance organisation employs or contracts staff directly, even on a volunteer basis, for the anticipated maintenance workload.
3. Temporarily sub-contracted means the person is employed by another organisation and contracted by that organisation to the approved maintenance organisation.

**AMC M.A.606(e) Personnel requirements**

1. Personnel involved in maintenance should be assessed for competence by 'on the job' evaluation and/or by examination relevant to their particular job role within the organisation before unsupervised work is permitted.
2. Adequate initial and recurrent training should be provided and recorded to ensure continued competence.

**AMC M.A.606(f) Personnel requirements**

*[Regulatory source]*

1. Non-destructive testing means such testing specified by the type certificate holder of the aircraft, engine or propeller in the [M.A.401(b)](#_bookmark72) or ML.A.401(b) maintenance data for in service aircraft/aircraft components for the purpose of determining the continued fitness of the product to operate safely.
2. Appropriately qualified means to level 1, 2 or 3 as defined by a standard recognized by the competent authority dependent upon the non-destructive testing function to be carried out.
3. Notwithstanding the fact that level 3 personnel may be qualified via a standard recognized by the competent authority to establish and authorise methods, techniques, etc., this does not permit such personnel to deviate from methods and techniques published in the maintenance data, unless the maintenance data expressly permits such deviation.
4. Notwithstanding the general references in the recognized standards to a national aerospace NDT board, all examinations should be conducted by personnel or organisations under the general control of such a board. In the absence of a national aerospace NDT board, examinations should be conducted by personnel or organisations under the general control of the NDT board of a State designated by the competent authority.
5. Particular non-destructive test means any one or more of the following: dye penetrant, magnetic particle, eddy current, ultrasonic and radiographic methods including X ray and gamma ray.
6. In addition it should be noted that new methods are and will be developed, such as, but not limited to thermography and shearography, which are not specifically addressed by a recognized standard. Until such time as an agreed standard is established such methods should be carried out in accordance with the particular equipment manufacturers’ recommendations including any training and examination process to ensure competence of the personnel with the process.
7. Any approved maintenance organisation that carries out continued airworthiness non- destructive testing should establish qualification procedures for non-destructive testing.
8. Boroscoping and other techniques such as delamination coin tapping are non-destructive inspections rather than non-destructive testing. Notwithstanding such differentiation, approved maintenance organisation should establish a procedure to ensure that personnel who carry out and interpret such inspections are properly trained and assessed for their competence with the process. Non-destructive inspections, not being considered as non-destructive testing by [M.A. Subpart F](#_bookmark110) are not listed in [Appendix IV to Part-M](#_bookmark267) under class rating D1.
9. The referenced standards, methods, training and procedures should be specified in the maintenance organisation manual.
10. Any such personnel who intend to carry out and/or control a non-destructive test for which they were not qualified prior to the effective date of [Part-M](#_bookmark7) should qualify for such non- destructive test in accordance with a standard recognized by the competent authority.

In this context officially recognised standard means those standards established or published by an official body whether having legal personality or not, which are widely recognised by the air transport sector as constituting good practice.

### AMC M.A.606(h)(2) Personnel requirements

1. For the issue of a limited certification authorisation the commander should hold either a valid air transport pilot license (ATPL), or commercial pilots license (CPL). In addition, the limited certification authorisation is subject to the maintenance organisation manual containing procedures to address the following:
   1. Completion of adequate airworthiness regulation training.
   2. Completion of adequate task training for the specific task on the aircraft. The task training should be of sufficient duration to ensure that the individual has a thorough understanding of the task to be completed and should involve training in the use of associated maintenance data.
   3. Completion of the procedural training.

The above procedures should be specified in the maintenance organisation manual and be accepted by the competent authority.

1. Typical tasks that may be certified and/or carried out by the commander holding an ATPL or CPL are minor maintenance or simple checks included in the following list:
   1. Replacement of internal lights, filaments and flash tubes.
   2. Closing of cowlings and refitment of quick access inspection panels.
   3. Role changes, e.g., stretcher fit, dual controls, FLIR, doors, photographic equipment etc.
   4. Inspection for and removal of de-icing/anti-icing fluid residues, including removal/closure of panels, cowls or covers that are easily accessible but not requiring the use of special tools.
   5. Any check/replacement involving simple techniques consistent with this AMC and as agreed by the competent authority.
2. The authorisation should have a finite life of twelve months subject to satisfactory recurrent training on the applicable aircraft type.

### M.A.607 Certifying staff and airworthiness review staff

*[Regulatory source]*

1. In addition to point M.A.606(g), certifying staff can only exercise their privileges, if the organisation has ensured:
   1. that certifying staff can demonstrate that they meet the requirements of point (b) of point 66.A.20 of Annex III (Part-66) or, where that Annex so requires, the requirements of the law of the State;
   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.
2. In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff is available, the maintenance organisation contracted to provide maintenance support may issue a one-off certification authorisation:
   1. to one of its employees holding type qualifications on aircraft of similar technology, construction and systems; or
   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 after issuing 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.

1. The approved maintenance organisation shall record all details concerning certifying staff and airworthiness review staff and maintain a current list of all certifying staff and airworthiness review staff together with their scope of approval as part of the organisation's manual pursuant to point [M.A.604(a)5.](#_bookmark116)

### AMC M.A.607 Certifying staff and airworthiness review staff

1. Adequate understanding of the relevant aircraft and/or aircraft component(s) to be maintained together with the associated organisation procedures means that the person has received training and has relevant maintenance experience on the product type and associated organisation procedures such that the person understands how the product functions, what are the more common defects with associated consequences.
2. All prospective certifying staff are required to be assessed for competence, qualification and capability related to intended certifying duties. Competence and capability can be assessed by having the person work under the supervision of another certifying person for sufficient time to arrive at a conclusion. Sufficient time could be as little as a few weeks if the person is fully exposed to relevant work. The person need not be assessed against the complete spectrum of intended duties. When the person has been recruited from another approved maintenance organisation and was a certifying person in that organisation then it is reasonable to accept a written confirmation from the previous organisation.
3. The organisation should hold copies of all documents that attest to qualification, and to recent experience.

### AMC M.A.607(c) Certifying staff and airworthiness review staff

*[Regulatory source]*

1. The following minimum information as applicable should be kept on record in respect of each certifying person:
   1. name;
   2. date of birth;
   3. basic training;
   4. type training;
   5. recurrent training;
   6. specialised training;
   7. experience;
   8. qualifications relevant to the approval;
   9. scope of the authorisation and personal authorisation reference;
   10. date of first issue of the authorisation;
   11. if appropriate - expiry date of the authorisation.
2. The following minimum information, as applicable, should be kept on record in respect of each airworthiness review person:
   1. name;
   2. date of birth;
   3. certifying staff authorisation;
   4. experience as certifying staff on ELA1 aircraft;
   5. qualifications relevant to the approval (knowledge of relevant parts of Part-ML and knowledge of the relevant airworthiness review procedures);
   6. scope of the airworthiness review authorisation and personal authorisation reference;
   7. date of the first issue of the airworthiness review authorisation; and
   8. if appropriate, expiry date of the airworthiness review authorisation.
3. Persons authorised to access the system should be maintained at a minimum to ensure that records cannot be altered in an unauthorised manner or that such confidential records become accessible to unauthorised persons.
4. The competent authority should be granted access to the records upon request.

**M.A.608 Components, equipment and tools**

* 1. The organisation shall:
     1. hold the equipment and tools specified in the maintenance data described in point [M.A.609](#_bookmark136) or verified equivalents as listed in the maintenance organisation manual as necessary for day-to-day maintenance within the scope of the approval; and,
     2. demonstrate that it has access to all other equipment and tools used only on an occasional basis.
  2. 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.
  3. The organisation shall inspect, classify and appropriately segregate all incoming components, standard parts and materials.

**AMC M.A.608(a) Components, equipment and tools**

* + 1. Once the applicant for [M.A. Subpart F](#_bookmark110) approval has determined the intended scope of approval for consideration by the competent authority, it will be necessary to show that all tools and equipment as specified in the maintenance data can be made available when needed.
    2. All such tools should be clearly identified and listed in a control register including any personal tools and equipment that the organisation agrees can be used.
    3. For tools required on an occasional basis, the organisation should ensure that they are controlled in terms of servicing or calibration as required.

**AMC M.A.608(b) Components, equipment and tools**

1. The control of these tools and equipment requires that the organisation has a procedure to inspect/service and, where appropriate, calibrate such items on a regular basis and indicate to users that the item is within any inspection or service or calibration time-limit. A clear system of labelling all tooling, equipment and test equipment is therefore necessary giving information on when the next inspection or service or calibration is due and if the item is unserviceable for any other reason where it may not be obvious. A register should be maintained for all the organisation’s precision tooling and equipment together with a record of calibrations and standards used.
2. Inspection, service or calibration on a regular basis should be in accordance with the equipment manufacturers' instructions except where the [M.A. Subpart F](#_bookmark110) organisation can show by results that a different time period is appropriate in a particular case.
3. In this context officially recognised standard means those standards established or published by an official body whether having legal personality or not, which are widely recognised by the air transport sector as constituting good practice.

**M.A.609 Maintenance data**

The approved maintenance organisation shall hold and use applicable current maintenance data specified in point [M.A.401](#_bookmark72) of this Annex or in point ML.A.401 of Annex Vb (Part-ML), as applicable, in the performance of maintenance, including modifications and repairs. However, in the case of customer-provided maintenance data, the organisation shall only hold and use such data when the maintenance work is in progress.

**AMC M.A.609 Maintenance Data**

When an organisation uses customer provided maintenance data, the scope of approval indicated in the maintenance organisation manual should be limited to the individual aircraft covered by the contracts signed with those customers unless the organisation also holds its own complete set of maintenance data for that type of aircraft.

**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.

**AMC M.A.610 Maintenance work orders**

‘A written work order’ may take the form of, but not limited to, the following:

* + A formal document or form specifying the work to be carried out. This form may be provided by the continuing airworthiness management organisation managing the aircraft, or by the maintenance organisation undertaking the work, or by the owner/operator himself;
  + An entry in the aircraft log book specifying the defect that needs to be corrected.

**M.A.611 Maintenance standards**

All maintenance shall be carried out in accordance with the requirements of Subpart D, Section A of this Annex or with the requirements of Subpart D, Section A of Annex Vb (Part-ML).

**M.A.612 Aircraft certificate of release to service**

*[Regulatory source]*

Upon completion of all required aircraft maintenance in accordance with this Subpart, an aircraft CRS shall be issued in accordance with point [M.A.801](#_bookmark158) of this Annex or point ML.A.801 of Annex Vb (Part- ML).

**M.A.613 Component certificate of release to service**

*[Regulatory source]*

1. Upon completion of all required component maintenance in accordance with this Subpart, a component CRS shall be issued in accordance with point [M.A.802](#_bookmark165) of this Annex or with point ML.A.802 of Annex Vb (Part-ML), as applicable. A CAC Form 1 shall be issued, except for those components maintained in accordance with points (b) or (d) of point [M.A.502,](#_bookmark165) for components fabricated in accordance with point (c) of point [M.A.603](#_bookmark113) of this Annex and for components in respect of which point ML.A.502 of Annex Vb (Part-ML) provides otherwise.
2. The component CRS document, CAC Form 1, may be generated from a computer system.

**AMC M.A.613(a) Component certificate of release to service**

* 1. An aircraft component which has been maintained off the aircraft requires the issuance of a CRS for such maintenance and another CRS in regard to being installed properly on the aircraft when such action occurs. When an organisation maintains a component for use by the same organisation, an [CAC Form 1](#_bookmark261) may not be necessary depending upon the organisation’s internal release procedures defined in the maintenance organisation exposition.
  2. In the case of components in storage prior to Part-145, [Part-M](#_bookmark7) and Part-21 and not released on a CAC Form 1 or equivalent in accordance with [M.A.501(a)](#_bookmark91) or removed serviceable from a serviceable aircraft which have been withdrawn from service, this paragraph provides additional guidance regarding the conditions under which an CAC Form 1 may be issued.
     1. An CAC Form 1 may be issued for an aircraft component which has been:
* Maintained before Part-145, or [Part-M](#_bookmark7) became effective or manufactured before Part-21 became effective.
* Used on an aircraft and removed in a serviceable condition. Examples include leased and loaned aircraft components.
* Removed from aircraft which have been withdrawn from service, or from aircraft which have been involved in abnormal occurrences such as accidents, incidents, heavy landings or lightning strikes.
* Components maintained by an unapproved organisation.
  + 1. An appropriately rated [M.A. Subpart F](#_bookmark110) maintenance organisation may issue a CAC Form 1 as detailed in this AMC subparagraph 2.5 to 2.9, as appropriate, in accordance with the procedures detailed in the manual as approved by the competent authority. The appropriately rated [M.A. Subpart F](#_bookmark110) maintenance organisation is responsible for ensuring that all reasonable measures have been taken to ensure that only approved and serviceable aircraft components are issued a CAC Form 1 under this paragraph.
    2. For the purposes of this paragraph 2 only, ‘appropriately rated’ means an organisation with an approval class rating for the type of component or for the product in which it may be installed.
    3. A CAC Form 1 issued in accordance with this paragraph 2 should be issued by signing in block 14b and stating ‘Inspected/Tested’ in block 11. In addition, block 12 should specify:
       1. when the last maintenance was carried out and by whom;
       2. if the component is unused, when the component was manufactured and by whom with a cross-reference to any original documentation which should be included with the Form;
       3. a list of all ADs, repairs and modifications known to have been incorporated. If no ADs or repairs or modifications are known to be incorporated then this should be so stated;
       4. detail of life used for life-limited parts and time-controlled components being any combination of fatigue, overhaul or storage life;
       5. for any aircraft component having its own maintenance history record, reference to the particular maintenance history record as long as the record contains the details that would otherwise be required in block 12. The maintenance history record and acceptance test report or statement, if applicable, should be attached to the CAC Form 1.
    4. New/unused aircraft components
       1. Any unused aircraft component in storage without a CAC Form 1 up to the effective date(s) for Part-21 that was manufactured by an organisation acceptable to the competent authority at the time may be issued a CAC Form 1 by an appropriately rated maintenance organisation approved under [M.A. Subpart F.](#_bookmark110) The [CAC Form 1](#_bookmark261) should be issued in accordance with the following subparagraphs which should be included in a procedure within the maintenance organisation manual.

Note 1: It should be understood that the release of a stored but unused aircraft component in accordance with this paragraph represents a maintenance release under [M.A. Subpart F](#_bookmark110) and not a production release under Part-21. It is not intended to bypass the production release procedure agreed by the State for parts and subassemblies intended for fitment on the manufacturers own production line.

* + - * 1. An acceptance test report or statement should be available for all used and unused aircraft components that are subject to acceptance testing after manufacturing or maintenance as appropriate.
        2. The aircraft component should be inspected for compliance with the manufacturer’s instructions and limitations for storage and condition

including any requirement for limited storage life, inhibitors, controlled climate and special storage containers. In addition, or in the absence of specific storage instructions, the aircraft component should be inspected for damage, corrosion and leakage to ensure good condition.

* + - * 1. The storage life used of any storage life-limited parts should be established.
      1. If it is not possible to establish satisfactory compliance with all applicable conditions specified in subparagraph 2.5.1 (a) to (c) inclusive, the aircraft component should be disassembled by an appropriately rated organisation and subjected to a check for incorporated ADs, repairs and modifications and inspected/tested in accordance with the maintenance data to establish satisfactory condition and, if relevant, all seals, lubricants and life-limited parts replaced. Upon satisfactory completion after reassembly, a CAC Form 1 may be issued stating what was carried out and the reference to the maintenance data included.
    1. Used aircraft components removed from a serviceable aircraft.
       1. Serviceable aircraft components removed from a foreign State registered aircraft may be issued a CAC Form 1 by an appropriately rated organisation subject to compliance with this subparagraph.
          1. The organisation should ensure that the component was removed from the aircraft by an appropriately qualified person.
          2. The aircraft component may only be deemed serviceable if the last flight operation with the component fitted revealed no faults on that component or related system.
          3. The aircraft component should be inspected for satisfactory condition including in particular damage, corrosion or leakage and compliance with any additional maintenance data.
          4. The aircraft record should be researched for any unusual events that could affect the serviceability of the aircraft component such as involvement in accidents, incidents, heavy landings or lightning strikes. Under no circumstances may an [CAC Form 1](#_bookmark261) be issued in accordance with this paragraph 2.6 if it is suspected that the aircraft component has been subjected to extremes of stress, temperatures or immersion which could affect its operation.
          5. A maintenance history record should be available for all used serialised aircraft components.
          6. Compliance with known modifications and repairs should be established.
          7. The flight hours/cycles/landings as applicable of any life-limited parts and time-controlled components including time since overhaul should be established.
          8. Compliance with known applicable airworthiness directives should be established.
          9. Subject to satisfactory compliance with this subparagraph 2.6.1, a CAC Form

1 may be issued and should contain the information as specified in

paragraph 2.4 including the aircraft from which the aircraft component was removed.

* + - 1. Serviceable aircraft components removed from a foreign State registered aircraft may only be issued a CAC Form 1 if the components are leased or loaned from the maintenance organisation approved under [M.A. Subpart F](#_bookmark110) who retains control of the airworthiness status of the components. A CAC Form 1 may be issued and should contain the information as specified in paragraph 2.4 including the aircraft from which the aircraft component was removed.
    1. Used aircraft components removed from an aircraft withdrawn from service. Serviceable aircraft components removed from an Armenian registered aircraft withdrawn from service may be issued a CAC Form 1 by a maintenance organisation approved under [M.A.](#_bookmark110) [Subpart F](#_bookmark110) subject to compliance with this subparagraph.

1. Aircraft withdrawn from service are sometimes dismantled for spares. This is considered to be a maintenance activity and should be accomplished under the control of an organisation approved under [M.A. Subpart F,](#_bookmark110) employing procedures approved by the competent authority.
2. To be eligible for installation, components removed from such aircraft may be issued with a CAC Form 1 by an appropriately rated organisation following a satisfactory assessment.
3. As a minimum, the assessment will need to satisfy the standards set out in paragraphs 2.5 and 2.6 as appropriate. This should, where known, include the possible need for the alignment of scheduled maintenance that may be necessary to comply with the maintenance programme applicable to the aircraft on which the component is to be installed.
4. Irrespective of whether the aircraft holds a certificate of airworthiness or not, the organisation responsible for certifying any removed component should satisfy itself that the manner in which the components were removed and stored are compatible with the standards required by [M.A. Subpart F.](#_bookmark110)
5. A structured plan should be formulated to control the aircraft disassembly process. The disassembly is to be carried out by an appropriately rated organisation under the supervision of certifying staff, who will ensure that the aircraft components are removed and documented in a structured manner in accordance with the appropriate maintenance data and disassembly plan.
6. All recorded aircraft defects should be reviewed and the possible effects these may have on both normal and standby functions of removed components are to be considered.
7. Dedicated control documentation is to be used as detailed by the disassembly plan, to facilitate the recording of all maintenance actions and component removals performed during the disassembly process. Components found to be unserviceable are to be identified as such and quarantined pending a decision on the actions to be taken. Records of the maintenance accomplished to establish serviceability are to form part of the component maintenance history.
8. Suitable [M.A. Subpart F](#_bookmark110) facilities for the removal and storage of removed components are to be used which include suitable environmental conditions, lighting, access equipment, aircraft tooling and storage facilities for the work to be

undertaken. While it may be acceptable for components to be removed, given local environmental conditions, without the benefit of an enclosed facility subsequent disassembly (if required) and storage of the components should be in accordance with the manufacturer’s recommendations.

* + 1. Used aircraft components maintained by organisations not approved in accordance with

M.A [Subpart F,](#_bookmark110) Part-145 or Part-CAO.

For used components maintained by a maintenance organisation not approved under [Part-M Subpart F](#_bookmark110) or Part-145, due care should be taken before acceptance of such components. In such cases an appropriately rated maintenance organisation approved under [M.A. Subpart F](#_bookmark110) should establish satisfactory conditions by:

1. dismantling the component for sufficient inspection in accordance with the appropriate maintenance data,
2. replacing of all life-limited parts and time-controlled components when no satisfactory evidence of life used is available and/or the components are in an unsatisfactory condition,
3. reassembling and testing as necessary the component,
4. completing all certification requirements as specified in [M.A.613](#_bookmark142).

In the case of used components maintained by an FAA Part-145 repair station (USA), by a EASA Part 145 (EU) or by TCCA CAR573 approved maintenance organisations (Canada) that does not hold a CAC Part-145 or [M.A. Subpart F](#_bookmark110) approval, the conditions (a) through

(d) described above may be replaced by the following conditions:

1. availability of an 8130-3 (FAA), Form 1 (EASA) or TCCA 24-0078 (TCCA) or an Authorized Release Certificate Form One (TCCA),
2. verification of compliance with all applicable airworthiness directives,
3. verification that the component does not contain repairs or modifications that have not been approved in accordance with Part-21,
4. inspection for satisfactory condition including in particular damage, corrosion or leakage,
5. issuance of an CAC Form 1 in compliance with paragraphs 2.2, 2.3 and 2.4.

These alleviated requirements are based on the fact that credit can be taken for their technical capabilities and their competent authority oversight, as attested by the following documents:

* Maintenance Annex Guidance (MAG) between the FAA and EASA,
* Maintenance Annex Guidance (MAG) between the EASA and TCCA.
  + 1. Used aircraft components removed from an aircraft involved in an accident or incident. Such components should only be issued with an [CAC Form 1](#_bookmark261) when processed in accordance with paragraph 2.7 and a specific work order including all additional necessary tests and inspections made necessary by the accident or incident. Such a work order may require input from the TC holder or original manufacturer as appropriate. This work order should be referenced in block 12.
  1. A certificate should not be issued for any component when it is known that the component is unserviceable except in the case of a component undergoing a series of maintenance processes

at several approved maintenance organisations and the component needs a certificate for the previous maintenance process carried out for the next approved maintenance organisation to accept the component for subsequent maintenance processes. In such a case, a clear statement of limitation should be endorsed in block.

* 1. The certificate is to be used for export/import purposes, as well as for domestic purposes, and serves as an official certificate for components from the manufacturer/maintenance organisation to users. It should only be issued by organisations approved by the competent authority as applicable within the scope of the approval.

### M.A.614 Maintenance and airworthiness review records

1. The approved maintenance organisation shall record all details of work carried out. Records necessary to prove all requirements have been met for the issue of the certificate of release to service including the subcontractor's release documents and for the issue of any airworthiness review certificate shall be retained.
2. The approved maintenance organisation shall provide a copy of each CRS to the aircraft owner or operator, together with a copy of any detailed maintenance records associated with the work carried out and necessary to demonstrate compliance with point M.A.305 of this Annex (Part- M) or ML.A.305 of Annex Vb (Part-ML), as applicable.
3. 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. In addition, it shall retain a copy of all the records related to the issue of airworthiness review certificates for three years from the date of issue and shall provide a copy of them to the owner of the aircraft.
   1. The records under this point shall be stored in a manner that ensures protection from damage, alteration, 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 three 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.

### AMC M.A.614(a) Maintenance and airworthiness review records

*[Regulatory source]*

1. Properly executed and retained records provide owners, operators and maintenance personnel with information essential in controlling unscheduled and scheduled maintenance, and troubleshooting to eliminate the need for re-inspection and rework to establish airworthiness.
2. The prime objective is to have secure and easily retrievable records with comprehensive and legible contents. The aircraft record should contain basic details of all serialised aircraft components and all other significant aircraft components installed, to ensure traceability to

such installed aircraft component documentation, associated maintenance data and data for modifications and repairs.

1. The maintenance record can be either a paper or computer system or any combination of both. The records should remain legible throughout the required retention period.
2. Paper systems should use robust material which can withstand normal handling and filing.
3. Computer systems may be used to control maintenance and/or record details of maintenance work carried out. Computer systems used for maintenance should have at least one backup system which should be updated at least within 24 hours of any maintenance. Each terminal is required to contain programme safeguards against the ability of unauthorised personnel to alter the database.

**AMC M.A.614(c) Maintenance and airworthiness review records**

Associated maintenance data is specific information such as repair and modification data. This does not necessarily require the retention of all aircraft maintenance manual, component maintenance manual, parts catalogues etc. issued by the TC holder or STC holder. Maintenance records should refer to the revision status of the data used.

**M.A.615 Privileges of the organisation**

The maintenance organisation approved in accordance with Subpart F, Section A of this Annex may:

* 1. maintain any aircraft and/or component for which it is approved at the locations specified in the approval certificate and the maintenance organisation manual;
  2. arrange for the performance of specialised services under the control of the maintenance organisation at another organisation appropriately qualified, as described in the maintenance organisation manual;
  3. maintain any aircraft or component for which it is approved at any location, where the need of such maintenance arises either from the unserviceability of the aircraft or from the necessity of supporting occasional maintenance and subject to compliance with the conditions specified in the maintenance organisation manual;
  4. issue certificates of release to service, upon completion of maintenance, in accordance with point [M.A.612](#_bookmark141) or [M.A.613](#_bookmark142) of this Annex;
  5. if specifically approved to do so for ELA1 aircraft not involved in commercial operations, perform airworthiness reviews and issue the corresponding airworthiness review certificate in accordance with the conditions specified in point ML.A.903 of Annex Vb (Part-ML).

The organisation shall only maintain an aircraft or component for which it is approved when all the necessary facilities, equipment, tooling, material, maintenance data and certifying staff are available.

**GM M.A.615 Privileges of the organisation**

[M.A.615](#_bookmark147) states that the organisation shall only maintain an aircraft or component for which it is approved when all the necessary facilities, equipment, tooling, material, maintenance data, and certifying staff are available.

This provision is intended to cover the situation where the larger organisation may temporarily not hold all the necessary tools, equipment, etc. for an aircraft type or variant specified in the organisation’s approval. This paragraph means that the competent authority need not amend the approval to delete the aircraft type or variants on the basis that it is a temporary situation and there is a commitment from the organisation to re-acquire tools, equipment, etc. before maintenance on the type may recommence.

### GM M.A.615(a) Privileges of the organisation

*[Regulatory source]*

[M.A.615(a)](#_bookmark147) applies also to facilities which may not be individually approved by the competent authority, such as those described in [AMC M.A.605(a)](#_bookmark119) for ELA2 aircraft.

### AMC M.A.615(b) Privileges of the organisation

*[Regulatory source]*

[M.A.615(b)](#_bookmark147) refers to work carried out by another organisation which is not appropriately approved under M.A. Subpart F, Part-145 or Part-CAO to carry out such tasks.

The intent is to permit the acceptance of specialised maintenance services, such as, but not limited to, non-destructive testing, surface treatment, heat-treatment, welding, fabrication of specified parts for minor repairs and modifications, etc., without the need of [Subpart F](#_bookmark110) approval for those tasks.

The requirement that the organisation performing the specialised services must be ‘appropriately qualified’ means that it should meet an officially recognised standard or, otherwise, it should be acceptable to the competent authority (through the approval of the Maintenance Organisation Manual).

‘Under the control of the [Subpart F](#_bookmark110) organisation’ means that the Subpart F organisation should investigate the capability of the subcontracted organisation (including qualifications, facilities, equipment and materials) and ensure that such organisation:

* Receives appropriate maintenance instructions and maintenance data for the task to be performed.
* Properly records the maintenance performed in the [Subpart F](#_bookmark110) airworthiness records.
* Notifies the [Subpart F](#_bookmark110) organisation for any deviation or non-conformity, which has arisen during such maintenance.

The CRS may be issued either at the subcontractors or at the organisation facility by authorised certifying staff, and always under the [M.A. Subpart F](#_bookmark110) organisation reference. Such staff would normally come from the [M.A. Subpart F](#_bookmark110) organisation but may otherwise be a person from the subcontractor who meets the [M.A. Subpart F](#_bookmark110) organisation certifying staff standard which itself is approved by the competent authority via the Maintenance Organisation Manual.

Subcontracted specialised services organisations should be listed in the Maintenance Organisation Manual of the Subpart F organisation together with their qualifications, and the associated control procedures.

**M.A.616 Organisational review**

To ensure that the approved maintenance organisation continues to meet the requirements of this Subpart, it shall organise, on a regular basis, organisational reviews.

**AMC M.A.616 Organisational review**

*[Regulatory source]*

1. The primary objectives of the organisational review are to enable the approved maintenance organisation to ensure that it can deliver a safe product and that approved maintenance organisation remains in compliance with the requirements.
2. The approved maintenance organisation should identify:
   1. the person responsible for the organisational review;
   2. the frequency of the reviews;
   3. the scope and content of the reviews;
   4. the persons accomplishing the reviews;
   5. the procedure for planning, performing and processing review findings; and,
   6. the procedure for ensuring corrective actions are carried out in the appropriate time frame.
3. The organisation quality system as specified in Part-145 provides an acceptable basic structure for the organisational review system for organisations with more than 10 maintenance staff, dependent upon the complexity of the organisation.
4. [Appendix VIII to AMC M.A.616](#_bookmark288) should be used to manage the organisational reviews.

**M.A.617 Changes to the approved maintenance organisation**

In order to enable the competent authority to determine continued compliance with this Part, the approved maintenance organisation shall notify it of any proposal to carry out any of the following changes, before such changes take place:

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 point M.A.606(b);
6. the facilities, equipment, tools, material, procedures, work scope, certifying staff and airworthiness review staff that could affect the approval.

In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.

**AMC M.A.617 Changes to the approved maintenance organisation**

The competent authority should be given adequate notification of any proposed changes in order to enable the maintenance organisation to remain approved if agreed by the competent authority during negotiations about any of the specified changes. Without this paragraph the approval would automatically be suspended in all cases.

**M.A.618 Continued validity of approval**

Reserved.

*[Regulatory source]*

**M.A.619 Findings**

* 1. A level 1 finding is any finding of significant non-compliance with the requirements of this Annex and Annex Vb (Part-ML) which lowers the safety standard and seriously endangers flight safety.
  2. A level 2 finding is any finding of non-compliance with the requirements of this Annex and Annex Vb (Part-ML) which may lower the safety standard and may endanger flight safety.
  3. After receipt of notification of findings according to point [M.B.605](#_bookmark241), 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.

### SUBPART H — CERTIFICATE OF RELEASE TO SERVICE — CRS

### M.A.801 Aircraft certificate of release to service

*[Regulatory source]*

1. Except for aircraft released to service by a maintenance organisation approved in accordance with Annex II (Part-145), the CRS shall be issued in accordance with this Subpart.
2. No aircraft shall be released to service unless a CRS is issued when all maintenance tasks ordered have been properly carried out. The CRS shall be issued by an authorised certifying staff of the maintenance organisation approved in accordance with Subpart F of this Annex or with Annex Vd (Part-CAO), except for maintenance tasks other than complex maintenance tasks listed in [Appendix VII](#_bookmark272) to this Annex where the CRS is issued, alternatively by:
   1. independent certifying staff acting in accordance with the requirements laid down in this Regulation;
   2. the pilot-owner acting in accordance with point [M.A.803](#_bookmark167) of this Annex.
3. By derogation from point (b), in case of unforeseen situations, when an aircraft is grounded at a location where no maintenance organisation approved in accordance with this Annex, Annex II (Part-145) or Annex Vd (Part-CAO) and no independent certifying staff are available, the owner may authorise any person, with no less than 3 years of appropriate maintenance experience and holding either a valid ICAO Annex 1 compliant maintenance license for the aircraft type requiring certification or a certifying staff authorisation valid for the work requiring certification issued by an ICAO Annex 6 approved maintenance organisation to maintain the aircraft in accordance with the standards set out in Subpart D of this Annex and release it to service. In that case, the owner shall:
   1. obtain and keep in the aircraft records specifying details of the maintenance carried out and of the qualifications of the person issuing the CRS;
   2. ensure that any such maintenance is later on verified and a new CRS is issued by an appropriately authorised person referred to in point (b) or an organisation approved in accordance with Subpart F of this Annex, Annex II (Part-145) or Annex Vd (Part-CAO), at the earliest opportunity and in any case within 7 calendar days from the issuance of a CRS by the person authorised by the owner;
   3. notify the organisation responsible for the continuing airworthiness management of the aircraft, when contracted, or the competent authority in the absence of such a contract, within 7 days from the issuance of such authorisation.
4. In case of a release to service in accordance with point (b)(1), the certifying staff may be assisted in performing the maintenance tasks by one or more persons subject to his or her direct and continuous control.
5. A CRS shall contain at least:
   1. basic details of the maintenance carried out;
   2. the date on which the maintenance was completed;
   3. the identity of the organisation or person issuing the CRS, including, alternatively:
      1. the approval reference of the maintenance organisation and the certifying staff issuing the CRS;
      2. in the case referred to in point (b)(2), the identity and, where applicable, the licence number of the certifying staff issuing the CRS;
   4. the limitations to airworthiness or operations, if any.
6. By derogation from point (b) and notwithstanding point (g), when the required maintenance cannot be completed, a CRS may be issued with the approved aircraft limitations. In that case, the certificate shall indicate that the maintenance could not be completed, as well as indicate any applicable airworthiness or operations limitations, as part of the information required by point (e)(4).
7. A CRS shall not be issued in the case of any known non-compliance which endangers flight safety.

**AMC M.A.801 Aircraft certificate of release to service after embodiment of a Standard Change or a Standard Repair (SC/SR)**

#### Release to service and eligible persons

*[Regulatory source]*

Only natural or legal persons entitled to release to service an aircraft after maintenance in accordance with [Part-M,](#_bookmark7) Part-145 or Part-CAO are considered as an eligible installer responsible for the embodiment of a SC/SR when in compliance with applicable requirements.

Reserved

Depending on its nature, for certain SCs/SRs, the Certification Specification CS-STAN might restrict the eligibility for the issuance of the release to service to certain persons.

Since the design of the SC/SR does not require specific approval, the natural or legal person releasing the aircraft to service after the embodiment of the change or repair takes the responsibility that the applicable certification specifications within CS-STAN are fulfilled while being in compliance with [Part-M,](#_bookmark7) Part-145 and/or Part-CAO and not in conflict with data issued by the TC holder or the declarant of a declaration of design compliance. This includes responsibility in respect of an adequate design, the selection/manufacturing of suitable parts and their identification, documenting the change or repair, generation or amendment of aircraft manuals and instructions as needed, embodiment of the change/repair, releasing the aircraft to service and record-keeping.

#### Parts and appliances to be installed as part of a SC/SR

The design of the parts and appliances to be used in a SC/SR is considered a part of the change/repair, and, therefore, there is no need of a specific design approval. However, it is possible that for a particular SC, these Certification Specifications specifically require the use of parts and appliances that meet a technical standard. In this case, when the parts and appliances require to be authorised as an ETSO article, other articles recognised as equivalent by means of an international safety agreement or grandfathered in accordance with Regulation on Initial Airworthiness are equally acceptable.

Normally, a SC/SR shall not contain specifically designed parts that should be produced by a production organisation approved in accordance with Part-21 (POA). However, in the case that the change or repair would contain such a part, it should be produced by an approved Production Organisation (POA), and delivered with a CAC Form 1 or equivalent. An arrangement in accordance with 21.A.122(b) is not applicable.

Eligibility for installation of parts and appliances belonging to a SC/SR is subject to compliance with the related provisions of Part 21, Part 21 Light, [Part-M,](#_bookmark7) Part-145 and Part-CAO, and the situation varies depending on the aircraft in/on which the SC/SR is to be embodied, and who the installer is. The need for a CAC Form 1 or equivalent is addressed in Part 21, Part 21 Light and [Part-M.](#_bookmark7) Furthermore, [Part-M](#_bookmark7) Subpart F, Part-145 and Part-CAO contain provisions (i.e. [M.A.603(c),](#_bookmark113) 145.A.42(c) and CAO.A.020(c)) allowing maintenance organisations to fabricate certain parts to be installed in/on the aircraft as part of their maintenance activities.

#### Parts and appliances identification

The parts modified or installed during the embodiment of the SC/SR need to be permanently marked in accordance with Subpart Q of Part 21 or Subpart Q of Part 21 Light.

#### Documenting the SC/SR and declaring compliance with the Certification Specifications

In accordance with [Part-M,](#_bookmark7) Part-CAO or Part-145 (e.g. [AMC M.A.801 (e)](#_bookmark162) and AMC 145.A.50(b)), the legal or natural person responsible for the embodiment of a change or a repair should compile details of the work accomplished. In the case of SCs/SRs, this includes, as necessary, based on its complexity, an engineering file containing drawings, a list of the parts and appliances used for the change or repair, supporting analysis and the results of tests performed or any other evidence suitable to show that the design fulfils the applicable Certification Specifications within CS-STAN together with a statement of compliance and amendments to aircraft manuals, to instructions for continuing airworthiness and to other documents such as aircraft parts list, wiring diagrams, etc., as deemed necessary. CAC Form 123 is prepared for the purpose of documenting the preparation and embodiment of the SC/SR. The aircraft logbook should contain an entry referring to CAC Form 123; both CAC Form 123 and the release to service required after the embodiment of the SC/SR should be signed by the same person.

Form 123 and all the records listed on it should follow elementary principles of controlled documentation, e.g. contain reference number of documents, issue dates, revision numbers, name of persons preparing/releasing the document, etc.

#### Record-keeping

The legal or natural person responsible (see paragraph 1. above) for the embodiment of the change/repair should keep the records generated with the SC/SR as required by Part-M or Part- 145 and CS-STAN.

In addition, [M.A.305](#_bookmark48) requires that the aircraft owner (or CAMO, if a contract i.a.w. [M.A.201](#_bookmark14) exists) keeps the status of the changes/repairs embodied in/on the aircraft in order to control the aircraft configuration and manage its continuing airworthiness.

With regard to SCs/SRs, the information provided to the owner or CAMO may be listed in Form 123 and should include, as required, a copy of any modified aircraft manual and/or instructions for continuing airworthiness. All this information should normally be consulted when the aircraft undergoes an airworthiness review, and, therefore, a clear system to record the embodiment of SCs/SRs, which is also easily traceable, would be of help during subsequent aircraft inspections.

#### Instructions for continuing airworthiness

As stipulated in [M.A.302,](#_bookmark40) the aircraft owner or CAMO needs to assess if the changes in the instructions for continuing airworthiness of the aircraft require to amend the aircraft maintenance programme and to obtain its approval.

#### Embodiment of more than one SC

The embodiment of two or more related SCs described in Subpart B of CS-STAN is permitted as a single change (the use of one Form 123 only) as long as adequate references to and records of all SCs embodied are captured. Restrictions and limitations of the two (or more) SCs would apply. It is permitted to issue a single release to service containing adequate traceability of all the SCs embodied.

#### Acceptable form to be used to record the embodiment of SCs/SRs

**CAC Form 123 — Standard Change/Standard Repair (SC/SR) embodiment record**

|  |  |  |
| --- | --- | --- |
| **CAC Form 123 — Standard Change/Standard Repair (SC/SR) embodiment record** | | 1. SC/SR number(s): |
| 2. SC/SR title & description: | | |
| 3. Applicability: | | |
| 4. List of parts (description/Part-No/Qty): | | |
| 5. Operational limitations/affected aircraft manuals. Copies of these manuals are provided to the aircraft owner: | | |
| 6. Documents used for the development and embodiment of this SC/SR:  \* Copies of the documents marked with an asterisk are handed to the aircraft owner. | | |
| 7. Instructions for continuing airworthiness. Copies of these manuals are provided to the aircraft owner: | | |
| 8. Other information: | | |
| 9a. This SC complies with the criteria established in 21A.90B(a) and with the relevant paragraphs of CS-STAN. | | |
| 9b. This SR complies with the criteria established in 21A.431B(a) and with the relevant paragraphs of CS-STAN. | | |
| 10. Date of SC/SR embodiment: | 11. Identification data and signature of the person responsible for the embodiment of the SC/SR: | |
| 12. Signature of the aircraft owner. This signature attests that all relevant documentation is handed over from the issuer of this form to the aircraft owner, and, therefore, the latter becomes aware of any impact or limitations on operations or additional continuing airworthiness requirements which may apply to the aircraft due to the embodiment of the change/repair. | | |

***CAC Form 123 Issue 00***

Notes:

Original remains with the legal or natural person responsible for the embodiment of the SC/SR. The aircraft owner should retain a copy of this form.

The aircraft owner should be provided with copies of the documents referenced in boxes 5 and 7 and those in box 6 marked with an asterisk ‘\*’.

The ‘relevant paragraphs’ in boxes 9a and 9b refer to the applicable paragraphs of ‘Subpart A – General’ of CS-STAN and those of the SC/SR quoted in box 2.

For box 12, when the aircraft owner has signed a contract i.a.w. [M.A.201,](#_bookmark14) it is possible that the Continuing Airworthiness Management Organisation (CAMO) representative signs box 12 and provides all relevant information to the owner before next flight.

Completion instructions:

Use English or the official language of the State of registry to fill in the form.

1. Identify the SC/SR with a unique number and reference this number in the aircraft logbook.
2. Specify the applicable CS-STAN chapter including revision (e.g. CS-SCxxxy or CS-SRxxxy) & title. Provide also a short description.
3. Identify the aircraft (a/c) registration, serial number and type.
4. List the parts' numbers and description for the parts installed. Refer to an auxiliary document if necessary.
5. Identify affected aircraft manuals.
6. Refer to the documentation developed to support the SC/SR and its embodiment, including design data required by the CS-STAN: design definition, documents recording the showing of compliance with the Certification Specifications or any test result, etc. The documents' references should quote their revision/issue.
7. Identify instructions for continuing airworthiness that need to be considered for the aircraft maintenance programme review.
8. To be used as deemed necessary by the installer. 9a., 9b., 10. and 12. Self-explanatory.

11. Give full name details and certificate reference (of the natural or legal person) used for issuing the aircraft release to service.

### AMC M.A.801(b) Aircraft certificate of release to service

A certificate of release to service is necessary before flight, at the completion of any defect rectification, whilst the aircraft operates a flight between scheduled maintenance checks.

### AMC M.A.801(c) Aircraft certificate of release to service

*[Regulatory source]*

**AIRCRAFT GROUNDED AT OTHER LOCATIONS**

1. ‘3 years of appropriate maintenance experience’ means 3 years working in an aircraft maintenance environment on at least some of the aircraft type systems corresponding to the aircraft endorsed on the aircraft maintenance license or on the certifying staff authorisation that the person holds.
2. ‘Holding the proper qualifications’ means holding either:
   1. a valid ICAO Annex 1 compliant maintenance license for the aircraft type requiring certification, or;
   2. a certifying staff authorisation valid for the work requiring certification, issued by an ICAO Annex 6 approved maintenance organisation.
3. A release in accordance with this paragraph does not affect the controlled environment, in accordance with point (b) of [M.A.901,](#_bookmark170) of the aircraft as long as the [M.A.801(c)2](#_bookmark158) recheck and release has been carried out by an approved maintenance organisation.

### AMC M.A.801(e) Aircraft certificate of release to service

*[Regulatory source]*

1. The aircraft certificate of release to service should contain the following statement:
   1. 'Certifies that the work specified except as otherwise specified was carried out in accordance with [Part-M](#_bookmark7) and in respect to that work the aircraft is considered ready for release to service'.
   2. For a Pilot-owner a certificate of release to service should contain the following statement:

‘Certifies that the limited pilot-owner maintenance specified except as otherwise specified was carried out in accordance with Part-M and in respect to that work the aircraft is considered ready for release to service’.

1. The certificate of release to service should relate to the task specified in the manufacturer's or operator's instruction or the aircraft maintenance programme which itself may cross-refer to a manufacturer's/operator's instruction in a maintenance manual, service bulletin etc.
2. The date such maintenance was carried out should include when the maintenance took place relative to any life or overhaul limitation in terms of date/flying hours/cycles/ landings etc., as appropriate.
3. When extensive maintenance has been carried out, it is acceptable for the certificate of release to service to summarise the maintenance so long as there is a unique cross-reference to the work-pack containing full details of maintenance carried out. Dimensional information should be retained in the work-pack record.
4. The person issuing the certificate of release to service should use his normal signature except in the case where a computer release to service system is used. In this latter case the competent authority will need to be satisfied that only the particular person can electronically issue the release to service. One such method of compliance is the use of a magnetic or optical personal card in conjunction with a personal identity number (PIN) known only to the individual, which is keyed into the computer. A certification stamp is optional.
5. At the completion of all maintenance, owners, certifying staff, operators and maintenance organisations should ensure they have a clear, concise, legible record of the work performed.
6. In the case of an [M.A.801(b)1](#_bookmark158) release to service, certifying staff should retain all records necessary to prove that all requirements have been met for the issuance of a certificate of release to service.

### AMC M.A.801(f) Aircraft certificate of release to service

*[Regulatory source]*

**INCOMPLETE MAINTENANCE**

1. Being unable to establish full compliance with sub-paragraph [M.A.801(b)](#_bookmark158) means that the maintenance required by the aircraft owner, CAO or CAMO could not be completed due either to running out of available aircraft maintenance downtime or because the maintenance data requires a flight to be performed as part of the maintenance, as described in paragraph 4.
2. The aircraft owner, CAO or CAMO is responsible for ensuring that all required maintenance has been carried out before flight. Therefore, an aircraft owner, CAO or CAMO should be informed and agree to the deferment of full compliance with [M.A.801(b)](#_bookmark158). The certificate of release to service may then be issued subject to details of the deferment, including the aircraft owner, CAO or CAMO authorisation, being endorsed on the certificate.
3. If a CRS is issued with incomplete maintenance a record should be kept stating what action the mechanic, supervisor and certifying staff should take to bring the matter to the attention of the relevant aircraft owner, CAO or CAMO so that the issue may be discussed and resolved with the aircraft owner, CAO or CAMO.
4. Certain maintenance data issued by the design approval holder or the declarant of a declaration of design compliance (e.g. aircraft maintenance manual (AMM)) requires that a maintenance task be performed in flight as a necessary condition to complete the maintenance ordered. Within the aircraft limitations, the person authorised to certify the maintenance per [M.A.801](#_bookmark158) should release the incomplete maintenance before this flight. [GM M.A.301(i)](#_bookmark39) describes the relations with the aircraft operator, which retains the responsibility for the MCF. After performing the flight and any additional maintenance necessary to complete the maintenance ordered, a certificate of release to service should be issued in accordance with [M.A.801](#_bookmark158).

**AMC M.A.801(g) Aircraft certificate of release to service**

*[Regulatory source]*

'Endangers flight safety’ means any instance where safe operation could not be assured or which could lead to an unsafe condition. It typically includes, but is not limited to, significant cracking, deformation, corrosion or failure of primary structure, any evidence of burning, electrical arcing, significant hydraulic fluid or fuel leakage and any emergency system or total system failure. An AD overdue for compliance is also considered a hazard to flight safety.

**M.A.802 Component certificate of release to service**

*[Regulatory source]*

* 1. Except for components released to service by a maintenance organisation that is approved in accordance with Annex II (Part-145) and for the cases covered by point (e) of point [M.A.502,](#_bookmark101) a CRS shall be issued at the completion of any maintenance work carried out on an aircraft component in accordance with point [M.A.502.](#_bookmark101)
  2. The authorised release certificate identified as CAC Form 1 constitutes the component CRS, except when such maintenance on aircraft components has been performed in accordance with point (b) or (d) of point [M.A.502](#_bookmark101) in which case the maintenance is subject to aircraft release procedures in accordance with point [M.A.801.](#_bookmark158)

**AMC M.A.802 Component certificate of release to service**

*[Regulatory source]*

The purpose of the CAC Form 1 (see also [Appendix II to Part-M](#_bookmark260)) is to release components after manufacture and to release maintenance work carried out on such components under the approval

of a competent authority, and to allow components that are removed from one aircraft/component to be fitted to another aircraft/component.

When an approved organisation maintains an aircraft component for use by the organisation, an [CAC Form 1](#_bookmark261) may not be necessary depending upon the organisation’s internal release procedures; however all the information normally required for the CAC Form 1 should be adequately detailed in the certificate of release to service.

### M.A.803 Pilot-owner authorisation

*[Regulatory source]*

1. To qualify as a Pilot-owner, the person must:
   1. hold a valid pilot licence (or equivalent) issued or validated by the Civil Aviation Committee of Republic of Armenia for the aircraft type or class rating; and
   2. own the aircraft, either as sole or joint owner; that owner must be:
      1. one of the natural persons on the registration form; or
      2. 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.
2. For any other than complex motor-powered aircraft of 2 730 kg MTOM and below, which are not used in CAT operations, in commercial specialised operations or in commercial operations by ATOs or DTOs, the pilot-owner may issue a CRS after having carried out limited pilot-owner maintenance as specified in [Appendix VIII](#_bookmark274) to this Annex.
3. The scope of the limited Pilot-owner maintenance shall be specified in the aircraft maintenance programme referred to in point [M.A.302](#_bookmark40).
4. The CRS shall be entered in the aircraft continuing airworthiness record system and contain basic details of the maintenance carried out, the maintenance data used, the date on which that maintenance was completed, as well as the identity, the signature and pilot licence number of the pilot-owner issuing such a certificate.

### AMC M.A.803 Pilot-owner authorisation

*[Regulatory source]*

1. Privately operated means the aircraft is operated pursuant to M.A.201(i).
2. A Pilot-owner may only issue a CRS for maintenance he/she has performed.
3. In the case of a jointly-owned aircraft, the maintenance programme should list:
   * The names of all Pilot-owners competent and designated to perform Pilot-owner maintenance in accordance with the basic principles described in [Appendix VIII of Part-](#_bookmark274)

[M.](#_bookmark274) An alternative would be the maintenance programme to contain a procedure to ensure how such a list of competent Pilot-owners should be managed separately and kept current.

* + The limited maintenance tasks they may perform.

1. An equivalent valid pilot licence may be any document attesting a pilot qualification recognised from another State. It does not have to be necessarily issued by the competent authority, but

it should in any case be issued in accordance with the particular State’s system. In such a case, the equivalent certificate or qualification number should be used instead of the pilot's licence number for the purpose of the [M.A.801(b)](#_bookmark158)(2) (certificate of release to service).

1. Not holding a valid medical examination does not invalidate the pilot licence (or equivalent) required under [M.A.803(a)1](#_bookmark167) for the purpose of the Pilot-owner authorisation.

### SUBPART I — AIRWORTHINESS REVIEW CERTIFICATE

### M.A.901 Aircraft airworthiness review

*[Regulatory source]*

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.

1. An airworthiness review certificate is issued in accordance with Appendix III ([CAC Form 15a](#_bookmark266) or [15b](#_bookmark265)) to this Annex upon completion of a satisfactory airworthiness review. The airworthiness review certificate shall be valid for 1 year;
2. An aircraft in a controlled environment is an aircraft which, during the preceding 12 months:
   1. has had its airworthiness continuously managed by a unique CAMO or CAO;
   2. has been maintained by a maintenance organisation approved in accordance with Subpart F of this Annex, Annex II (Part-145) or Annex Vd (Part-CAO), including the cases when maintenance tasks referred to in point (b) of point [M.A.803](#_bookmark167) are carried out and released to service in accordance with point (b)(1) or (b)(2) of point [M.A.801](#_bookmark158) of this Annex.
3. For all aircraft used by air carriers licensed in accordance with Decision about approval of Aircraft Operator's Certificate, and for aircraft above 2 730 kg MTOM that are in a controlled environment, the organisation referred to in point (b)(1) managing the continuing airworthiness of the aircraft may in accordance with CAMO.A.125(e) of Annex Vc, and subject to compliance with point (j):
   1. issue an airworthiness review certificate in accordance with point [M.A.901](#_bookmark170);
   2. extend at most twice the validity of the airworthiness review certificate it has issued, for a period of 1 year each time, where the aircraft concerned has remained within a controlled environment.
4. The airworthiness review certificate shall be issued by the competent authority upon a satisfactory assessment based on a recommendation made by a CAMO or CAO, sent together with the application from the owner or operator for all aircraft used by air carriers licensed in accordance with Decision about approval of Aircraft Operator's Certificate, and for aircraft above 2 730 kg MTOM that complies with the following alternative conditions:
   1. they are not in a controlled environment;
   2. their continuing airworthiness is managed by an organisation that does not hold the privilege to carry out airworthiness reviews.

The recommendation referred to in the first subparagraph shall be based on an airworthiness review carried out in accordance with point [M.A.901](#_bookmark170).

1. For aircraft of 2 730 kg MTOM and below not used by air carriers licensed in accordance with Decision about approval of Aircraft Operator's Certificate, any CAMO or CAO chosen by the owner or operator may in accordance with CAMO.A.125(e) of Annex Vc or CAO.A.095(c) of Annex Vd, as applicable, and subject to compliance with point (j):
   1. issue the airworthiness review certificate in accordance with point [M.A.901;](#_bookmark170)
   2. extend at most twice the validity of the airworthiness review certificate it has issued, for a period of 1 year each time, where the aircraft has remained within a controlled environment under its management.
2. By derogation from points (c)(2) and (e)(2) of point [M.A.901,](#_bookmark170) for aircraft that are in a controlled environment, the organisation referred to in point (b)(1) managing the continuing airworthiness of the aircraft, may, subject to compliance with point (j), extend at most twice the validity of an airworthiness review certificate that the competent authority or another CAMO or CAO has issued, for a period of 1 year each time.
3. Whenever circumstances reveal the existence of a potential risk to aviation safety, the competent authority shall carry out the airworthiness review and issue the airworthiness review certificate itself.
4. Without prejudice to point (g), the competent authority may carry out the airworthiness review and issue the airworthiness review certificate itself in the following cases:
   1. when the continuing airworthiness of the aircraft is managed by a CAMO or CAO which has its principal place of business located in a third country;
   2. for any other aircraft of 2 730 kg MTOM and below, if the owner so requests.
5. Where the competent authority issues the airworthiness review certificate itself in accordance with points (g) or (h) or after assessing the recommendation in accordance with point [M.B.901](#_bookmark248), the owner or operator of the aircraft shall, where necessary for those purposes, provide the competent authority with:
   1. any documentation required by the competent authority;
   2. suitable accommodation at the appropriate location for its personnel;
   3. the support of the certifying staff
6. An airworthiness review certificate shall not be issued, nor extended if there is evidence or indications that the aircraft is not airworthy.
7. The airworthiness review of the aircraft shall include a full documented review of the aircraft records establishing that the following requirements have been met:
   1. airframe, engine and propeller flying hours and associated flight cycles have been properly recorded;
   2. the flight manual is applicable to the aircraft configuration and reflects the latest revision status;
   3. all the maintenance due on the aircraft pursuant to the approved AMP has been carried out;
   4. all known defects have been corrected or, when applicable, carried forward in a controlled manner in accordance with [M.A.403](#_bookmark87);
   5. all applicable ADs have been applied and properly registered;
   6. all modifications and repairs applied to the aircraft have been registered and are in compliance with point [M.A.304](#_bookmark46);
   7. all life-limited parts and time-controlled components installed on the aircraft are properly identified, registered and have not exceeded their limitation;
   8. all maintenance has been carried out in accordance with this Annex;
   9. the current mass and balance statement reflects the current configuration of the aircraft and is valid;
   10. the aircraft complies with the latest revision of its type design approved by the CAC;
   11. if required, the aircraft holds a noise certificate corresponding to the current configuration of the aircraft in compliance with Subpart I of Annex I (Part 21) or, as applicable, Subpart I of Section A of Annex Ib (Part 21 Light) to Regulation on Initial Airworthiness.
8. The airworthiness review of the aircraft shall include a physical survey of the aircraft. For that survey, airworthiness review staff not appropriately qualified in accordance with Annex III (Part- 66) shall be assisted by such qualified staff.
9. Through the physical survey of the aircraft, the airworthiness review staff shall ensure that:
   1. all required markings and placards are properly installed;
   2. the aircraft complies with its approved flight manual;
   3. the aircraft configuration complies with the approved documentation;
   4. no evident defect can be found that has not been addressed in accordance with point [M.A.403](#_bookmark87);
   5. no inconsistencies can be found between the aircraft and the documented review of records referred to in point (k).
10. By derogation from point (a), the airworthiness review may be anticipated by a maximum period of 90 days without loss of continuity of the airworthiness review pattern, so as to allow for the physical review to take place during a maintenance check.
11. The airworthiness review certificate ([CAC Form 15b](#_bookmark265)) or the recommendation for the issue of the airworthiness review certificate ([CAC Form 15a](#_bookmark266)) referred to in Appendix III to this Annex can only be issued:
    1. by authorised airworthiness review staff on behalf of the approved organisation;
    2. if the airworthiness review has been completely carried out.
12. A copy of any airworthiness review certificate issued or extended for an aircraft shall be sent to the State of registry of the aircraft concerned within 10 days.
13. Airworthiness review tasks shall not be subcontracted.
14. Should the outcome of the airworthiness review be inconclusive, the organisation having carried out the review shall inform the competent authority as soon as possible and in any case within 72 hours from the moment the organisation identifies the reason for which the airworthiness review is inconclusive.
15. The airworthiness review certificate shall not be issued until all findings have been closed.

### AMC M.A.901 Aircraft airworthiness review

In order to ensure the validity of the aircraft airworthiness certificate, [M.A.901](#_bookmark170) requires performing periodically an airworthiness review of the aircraft and its continuing airworthiness records, which results in the issuance of an airworthiness review certificate valid for one year.

### GM M.A.901 Airworthiness review

*[Regulatory source]*

#### Responsibilities of airworthiness review staff:

The following is a summary of the requirements contained in [M.A.901](#_bookmark170) as well as the associated AMC and Appendices, in relation to the responsibilities of the airworthiness review staff:

* Airworthiness review staff are responsible for performing both the documental and the physical survey.
* Procedures must be established by the CAMO or CAO in order to perform the airworthiness review, including the depth of samplings.
* Procedures must make very clear that the final word about the depth of the inspections (both documental and physical) belongs to the airworthiness review staff, who can go beyond the depth established in the CAME or CAE if they find it necessary. At the end, it is the responsibility of the airworthiness review staff to be satisfied that the aircraft complies with Part-M and is airworthy, and the organisation must ensure that no pressure or restrictions are imposed on the airworthiness review staff when performing their duty.
* A compliance report must be produced by the airworthiness review staff, detailing all items checked and the outcome of the review.
* Airworthiness review staff are responsible for the items checked during the airworthiness review. However, they do not take over the responsibilities of the CAMO, maintenance organisation, DOA, POA or any other organisations, not being responsible for problems not detected during the airworthiness review or for the possibility that the approved or declared maintenance programme may not include certain recommendations from the design approval holder or the declarant of a declaration of design compliance. Obviously, if the airworthiness review staff are not independent of the airworthiness management process and were nominated on the basis of the option of having overall authority on such a process, they will be responsible for the full continuing airworthiness of such aircraft. Nevertheless, this responsibility will be a consequence of their position in the organisation and not of their function as airworthiness review staff.
* The issuance of the airworthiness review certificate (ARC) by the airworthiness review staff only certifies that the aircraft is considered airworthy in relation to the scope of the airworthiness review performed and the fact that the airworthiness review staff are not aware of instances of non-compliance which endanger flight safety. Furthermore, it only certifies that the aircraft is considered airworthy at the time of the review.

It is the responsibility of the owner or contracted CAMO or CAO to ensure that the aircraft is fully airworthy at any time.

### GM M.A.901(a) Aircraft airworthiness review

*[Regulatory source]*

[CAC Form 15a](#_bookmark266) is issued by competent authorities while [CAC Form 15b](#_bookmark265) is issued by a CAMO or CAO organisation.

**AMC M.A.901(b) Aircraft airworthiness review**

1. If the continuing airworthiness of the aircraft is not managed according to an Appendix I Continuing airworthiness contract, the aircraft should be considered to be outside a controlled environment. Nevertheless, such contract is not necessary when the operator and the CAMO are the same organisation.
2. The fact that limited pilot-owner maintenance as defined in [M.A.803(b)](#_bookmark167) is not carried out and released by an approved maintenance organisation does not change the status of an aircraft in a controlled environment providing the CAMO under contract has been informed of any such maintenance carried out.

**AMC M.A.901(c)2, (e)2 and (f) Aircraft airworthiness review**

When the aircraft has remained within a controlled environment, the extension of the validity of the airworthiness review certificate does not require an airworthiness review but only a verification of the continuous compliance with [M.A.901(b)](#_bookmark170).

It is acceptable to anticipate the extension of the airworthiness review certificate by a maximum of 30 days without a loss of continuity of the airworthiness review pattern, which means that the new expiration date is set up one year after the previous expiration date. This anticipation of up to 30 days also applies to the 12 month requirements shown in [M.A.901(b)](#_bookmark170), meaning that the aircraft is still considered as being in a controlled environment if it has been continuously managed by a single organisation and maintained by appropriately approved organisations, as stated in [M.A.901(b)](#_bookmark170), from the date when the last airworthiness review certificate was issued until the date when the extension is performed (this can be up to 30 days less than 12 months).

It is also acceptable to perform the extension of an airworthiness review certificate after its expiration date, as long as all the conditions for the extension are met. However, this means the following:

* The aircraft could not fly since the airworthiness review certificate expired until it is extended, and
* The new expiration date (after extension) is set one year after the previous expiration date (not one year after the extension is performed).

**AMC M.A.901(d) Aircraft airworthiness review**

*[Regulatory source]*

The recommendation sent by a CAMO or CAO to the competent authority should be, at least, in English.

The recommendation sent to the competent authority should contain at least the items described below:

* 1. General information
     + CAMO information
     + owner/lessee information
     + date and place where the document review and the aircraft survey were carried out
     + period and place the aircraft can be seen if required by the competent authority
  2. Aircraft information
     + registration
     + type
     + manufacturer
     + serial number
     + flight manual reference
     + weight and centre of gravity data
     + maintenance programme reference
  3. Documents accompanying the recommendation
     + copy of registration papers
     + copy of the owners request for a new airworthiness review certificate
  4. Aircraft status
     + aircraft total time and cycles
     + list of persons or organisations having carried out continuing airworthiness activities including maintenance tasks on the aircraft and its components since the last airworthiness review certificate
  5. Aircraft survey
     + a precise list of the areas of the aircraft that were surveyed and their status
  6. Findings
     + a list of all the findings made during the airworthiness review with the corrective action carried out
  7. Statement

A statement signed by the airworthiness review staff recommending the issue of an airworthiness review certificate.

The statement should confirm that the aircraft in its current configuration complies with the following:

* + - airworthiness directives up to the latest published issue, and;
    - type certificate datasheet or airworthiness data sheet (for aircraft subject to a declaration of design compliance);
    - maintenance programme;
    - limitation for life-limited parts and time-controlled components;
    - the valid weight and centre of gravity schedule reflecting the current configuration of the aircraft;
    - Part 21 or Part 21 Light, as applicable, for all modifications and repairs;
    - the current flight manual including supplements, and;
    - operational requirements.

The above items should clearly state the exact reference of the data used in establishing compliance; for instance, the number and issue of the type certificate data sheet or airworthiness data sheet (for aircraft subject to a declaration of design compliance) used should be stated.

The statement should also confirm that all the above is properly entered in the aircraft continuing airworthiness record system and/or in the operator’s technical log.

### AMC M.A.901(i) Aircraft airworthiness review

*[Regulatory source]*

Suitable accommodation should include:

1. an office with normal office equipment such as desks, telephones, photocopying machines etc. whereby the continuing airworthiness records can be reviewed.
2. a hangar when needed for the physical survey.

The support of personnel appropriately qualified in accordance with Part-66 is necessary when the competent authority’s airworthiness review staff is not appropriately qualified.

### AMC M.A.901(k) Aircraft airworthiness review

*[Regulatory source]*

**FULL DOCUMENTED REVIEW**

1. A full documented review is a check of at least the following categories of documents:
   * registration papers;
   * [M.A.305](#_bookmark48) aircraft continuing airworthiness record system;
   * [M.A.306](#_bookmark65) aircraft technical log system;
   * list of deferred defects, minimum equipment list and configuration deviation, list if applicable;
   * aircraft flight manual including aircraft configuration;
   * aircraft maintenance programme;
   * maintenance data;
   * relevant work packages;
   * AD status;
   * modification and SB status;
   * modification and repair approval sheets;
   * status of life-limited parts and time-controlled components;
   * relevant CAC Form 1 or equivalent;
   * mass and balance report and equipment list;
   * aircraft, engine and propeller TC data sheets or airworthiness data sheet (for aircraft subject to a declaration of design compliance).

As a minimum, sample checks within each document category should be carried out.

1. The CAMO or CAO should develop procedures for the airworthiness review staff to produce a compliance report that confirms the above have been reviewed and found in compliance with Part-M.

**AMC M.A.901(l) and (m) Aircraft airworthiness review**

*[Regulatory source]*

**PHYSICAL SURVEY**

1. The physical survey could require actions categorised as maintenance (e.g. operational tests, tests of emergency equipment, visual inspections requiring panel opening, etc.). In this case, after the airworthiness review, a release to service should be issued.
2. When the airworthiness review staff are not appropriately qualified as per Part-66 in order to release such maintenance, [M.A.901(l)](#_bookmark170) requires them to be assisted by such qualified personnel. However, the function of such Part-66 personnel is limited to performing and releasing the maintenance actions requested by the airworthiness review staff, it not being their function to perform the physical survey of the aircraft.
3. This means that the airworthiness review staff who is going to sign the airworthiness review certificate or the recommendation should be the one performing both the documented review and the physical survey of the aircraft. It is not the intent of the rule to delegate the survey to Part-66 personnel who are not airworthiness review staff. Furthermore, the provision of [M.A.901(n)](#_bookmark170) that allows a 90-day anticipation for the physical survey provides enough flexibility to ensure that the airworthiness review staff (ARS) are present.
4. The physical survey may include verifications to be carried out during flight.
5. The CAMO or CAO should develop procedures for the ARS to produce a compliance report that confirms that the physical survey has been carried out and found satisfactory.
6. To ensure compliance, the physical survey may include relevant sample checks of items.

**AMC M.A.901(n) Aircraft airworthiness review**

*[Regulatory source]*

‘Without loss of continuity of the airworthiness review pattern’ means that the new expiration date is set up 1 year after the previous expiration date. As a consequence, when the airworthiness review is anticipated, the validity or the airworthiness review certificate is longer than 1 year (up to 90 days longer).

This anticipation of up to 90 days also applies to the 12-month requirements shown in [M.A.901(b)](#_bookmark170), which means that the aircraft is still considered as being in a controlled environment if it has been continuously managed by a single organisation and maintained by appropriately approved organisations, as stated in [M.A.901(b)](#_bookmark170), from the date when the last airworthiness review certificate was issued until the date when the new airworthiness review is performed (this can be up to 90 days less than 12 months).

**AMC M.A.901(o) Airworthiness review**

*[Regulatory source]*

A copy of both the physical survey and document review compliance reports stated above should be sent to the competent authority together with any recommendation issued.

**M.A.902 Validity of the airworthiness review certificate**

*[Regulatory source]*

* 1. An airworthiness review certificate becomes invalid if:
     1. suspended or revoked; or
     2. the airworthiness certificate is suspended or revoked; or
     3. the aircraft is not on the aircraft register of Republic of Armenia; or
     4. the type certificate under which the airworthiness certificate was issued is suspended or revoked.
  2. An aircraft must not fly if the airworthiness certificate is invalid or if:
     1. the continuing airworthiness of the aircraft or any component fitted to the aircraft does not meet the requirements of this Part; or
     2. the aircraft does not remain in conformity with the type design; or
     3. the aircraft has been operated beyond the limitations of the approved flight manual or the airworthiness certificate, without appropriate action being taken; or
     4. the aircraft has been involved in an accident or incident that affects the airworthiness of the aircraft, without subsequent appropriate action to restore airworthiness; or
     5. a modification or repair is not in compliance with point [M.A.304.](#_bookmark46)
  3. Upon surrender or revocation, the airworthiness review certificate shall be returned to the competent authority

**M.A.903 Transfer of aircraft registration within the Union**

Reserved.

*[Regulatory source]*

**AMC M.A.903(a)1 Transfer of aircraft registration within the EU**

Reserved.

**AMC M.A.903(b) Transfer of aircraft registration within the EU**

Reserved.

**M.A.904 Airworthiness review of aircraft imported into the Republic of Armenia**

*[Regulatory source]*

1. When importing an aircraft onto the Republic of Armenia from a third country, the applicant shall:
   1. apply to the competent authority of the Republic of Armenia for the issuance of a new airworthiness certificate in accordance with Annex I (Part 21) or, as applicable, Annex Ib (Part 21 Light) to Regulation on Initial Airworthiness;
   2. for aircraft other than new, have an airworthiness review carried out in accordance with point [M.A.901](#_bookmark170);
   3. have all maintenance carried out to comply with the AMP approved in accordance with point [M.A.302.](#_bookmark40)
2. When satisfied that the aircraft is in compliance with the relevant requirements, the organisation performing the airworthiness review, shall send a documented recommendation for the issuance of an airworthiness review certificate to the competent authority of the Republic of Armenia.
3. The owner of the aircraft shall allow access to the aircraft for inspection by the competent authority of the Republic of Armenia.
4. The competent authority of the Republic of Armenia shall issue an airworthiness certificate when it is satisfied that the aircraft complies with the requirements of Annex I (Part 21) or, as applicable, Annex Ib (Part 21 Light) to Regulation on Initial Airworthiness.
5. That competent authority of the Republic of Armenia shall also issue the airworthiness review certificate. The certificate shall be valid for 1 year, unless the competent authority decides to reduce the period of validity for reasons of aviation safety.

**AMC M.A.904(a)1 Airworthiness reviews of aircraft imported into the Republic of Armenia**

In order to allow for possible participation of authority personnel, the applicant should inform the competent authority at least 10 working days in advance of the time and location of the airworthiness review.

**AMC M.A.904(a)2 Airworthiness reviews of aircraft imported into the Republic of Armenia**

*[Regulatory source]*

**WORK TO BE UNDERTAKEN TO ESTABLISH AIRWORTHINESS**

1. When performing an airworthiness review of aircraft imported into the Republic of Armenia the aircraft and the relevant records should be reviewed to determine the work to be undertaken to establish the airworthiness of the aircraft.
2. In determining the work to be undertaken during the airworthiness review on the aircraft, the following should be taken into consideration:
   1. the information from third country authorities such as export certificates, primary authority information;
   2. the information on aircraft maintenance history such as continuing airworthiness records, aircraft, engine, propeller, rotor and life limited part log books or cards as appropriate, tech log/flight log/cabin log, list of deferred defects, total flight times and

cycles, times and cycles since last maintenance, accident history, former maintenance schedule, former AD compliance status;

* 1. the information on aircraft such as aircraft, engine and propeller type certificate datasheets, noise and emission certificate data sheets, flight manual and supplements;
  2. the aircraft continuing airworthiness status such as the aircraft and component AD status, the SB status, the maintenance status, the status of life-limited parts and time-controlled components, weight and centre of gravity schedule including equipment list;
  3. the modification and repair status of the aircraft detailing elements such as owner/operator designed modifications and repairs, STCs, and parts needing European parts approval (EPA) or equivalent;
  4. the aircraft cabin configuration such as emergency equipment fitted, cockpit configuration, placards, instrument limitations, cabin layout;
  5. the maintenance needed for import, such as embodiment of modifications needed to comply with the type certificate, bridging check to comply with the new maintenance programme;
  6. the avionics such as, but not limited to, radio and navigation equipment, instrument flight rules (IFR) equipment, digital flight data recorder (DFDR)/cockpit voice recorder (CVR) test, emergency locator transmitter (ELT) 406 MHz code and identification;
  7. the compass compensation;
  8. special operating rules such as extended twin-engine operations (ETOPS)/long range operations (LROPS), reduced vertical separation minima (RVSM), minimum navigation performance specifications (MNPS), all weather operations (AWOPS), area navigation (RNAV);
  9. the aircraft survey including verification of conformity with the flight manual and the datasheet, presence of fire proof identification plates, conformity of markings including registration, presence and serviceability of emergency equipment, internal and external lighting systems, and
  10. maintenance check flight including check of control system/cockpit ground check/engine run up.

1. If there is no CAMO or maintenance organisation approved for the airworthiness review of the specific aircraft type available, the competent authority may carry out the airworthiness review in accordance with this paragraph and the provisions [M.A.901(g)](#_bookmark170) and [M.B.902](#_bookmark250). In this case, the airworthiness review should be requested to the competent authority with a 30-day notice.

**AMC M.A.904(b) Airworthiness review of aircraft imported into the Republic of Armenia**

*[Regulatory source]*

**CONTENT OF RECOMMENDATION**

The recommendation sent to the competent authority should contain at least the items described below.

* 1. All the information set forth by [AMC M.A 901(d)](#_bookmark176)
  2. Aircraft information
     + aircraft assigned registration;
     + state of manufacturer;
     + previous registration;
     + export certificate number;
     + TC and TC data sheet numbers;
     + noise and emissions TC and TC data sheet numbers;
     + comparison of prior maintenance programme with the proposed new maintenance programme.
  3. Documents accompanying the recommendation
     + copy of the application;
     + original export certificate;
     + copy of the approvals of the flight manual and its supplements;
     + list of ADs incorporated up to the latest published issue;
     + proposed new maintenance programme;
     + status of all life-limited parts and time-controlled components;
     + the valid weight and centre of gravity schedule reflecting the current configuration of the aircraft, and;
     + Reference to the Part 21 approval or Part 21 Light approval/declaration for all modifications and repairs.
  4. Maintenance
     + a copy of the work packages requested by the CAMO including details of any bridging check to ensure all the necessary maintenance has been carried out.
  5. Aircraft maintenance check flight
     + a copy of the maintenance check flight report.

### M.A.905 Findings

*[Regulatory source]*

1. A level 1 finding is any finding of significant non-compliance with the requirements of this Annex, which lowers the safety standard and seriously endangers flight safety.
2. A level 2 finding is any finding of non-compliance with the requirements of this Annex, which may lower the safety standard and may endanger the flight safety.
3. After receipt of notification of findings according to point [M.B.903,](#_bookmark255) the person or organisation accountable referred to in point [M.A.201](#_bookmark14) 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.

## 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 authority in charge of the application and the enforcement of Section A of this Part.

**M.B.102 Competent authority**

1. General

The Republic of Armenia 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.

1. Resources

The number of staff shall be appropriate to carry out the requirements as detailed in this Section.

1. Qualification and training

All staff involved in activities dealt with in this Annex shall be appropriately qualified and have appropriate knowledge, experience, initial training and continuation training to perform their allocated tasks.

1. Procedures

The competent authority shall establish procedures detailing how compliance with this [Annex](#_bookmark7) [(Part-M)](#_bookmark7) is accomplished.

The procedures shall be reviewed and amended to ensure continued compliance.

**AMC M.B.102(a) Competent authority — General**

*[Regulatory source]*

1. In deciding upon the required airworthiness organisational structure, the competent authority should review the number of certificates to be issued, the number and size of potential operators, the number of approved maintenance organisations and CAMOs within the State, as well as the level of civil aviation activity, number and complexity of aircraft and the size of the State’s aviation industry.
2. The competent authority should retain effective control of important inspection functions and not delegate them in such a way that aircraft owners, operators, approved maintenance organisations and CAMOs, in effect, regulate themselves in airworthiness matters.
3. The set-up of the organisational structure should ensure that the various tasks and obligations of the competent authority are not relying on individuals. That means that a continuing and

undisturbed fulfilment of these tasks and obligations of the competent authority should also be guaranteed in case of illness, accident or leave of individual employees.

**AMC1 M.B.102(c) Competent authority — Qualification and training**

1. Competent authority inspectors should have:
   1. practical experience and expertise in the application of aviation safety standards and safe operating practices;
   2. comprehensive knowledge of:
      1. relevant parts of implementing rules, certification specifications and guidance material;
      2. the competent authority’s procedures;
      3. the rights and obligations of an inspector;
      4. quality systems;
      5. continuing airworthiness management;
      6. operational procedures when affecting the continuing airworthiness management of the aircraft or the maintenance.
   3. training on auditing techniques.
   4. five years relevant work experience to be allowed to work as an inspector independently. This may include experience gained during training to obtain the subparagraph 1.5 qualification.
   5. a relevant engineering degree or an aircraft maintenance technician qualification with additional education. ‘Relevant engineering degree’ means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components.
   6. knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course including Fuel Tank Safety (FTS) training as described in [Appendix XII to](#_bookmark292) [AMC1 M.B.102(c).](#_bookmark292) These courses should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation.

‘Relevant sample’ means that these courses should cover typical systems embodied in those aircraft being within the scope of approval.

* 1. knowledge of maintenance standards.

1. In addition to technical competency, inspectors should have a high degree of integrity, be impartial in carrying out their tasks, be tactful, and have a good understanding of human nature.
2. A programme for continuation training should be developed which provides for the inspectors, at regular intervals, to visit appropriate manufacturers and attend technical symposia as well as training or refresher courses to gain first-hand knowledge of new developments. As a general policy, it is not desirable for the inspectors to obtain technical qualifications from those entities under their direct regulatory jurisdiction.

**AMC2 M.B.102(c) Competent authority — Qualification and training**

*[Regulatory source]*

**AIRCRAFT CONTINUING AIRWORTHINESS MONITORING (ACAM) INSPECTORS**

1. ACAM in-depth surveys should be performed by competent authority inspectors qualified in accordance with [M.B.102(c).](#_bookmark194)
2. ACAM ramp surveys may be performed by inspectors qualified for the technical tasks of ramp inspections in accordance with other Parts, or by inspectors qualified in accordance with [M.B.102(c).](#_bookmark194)

**AMC M.B.102(d) Competent authority organisation — Procedures**

The documented procedures should contain the following information:

* 1. The State’s designation of the competent authority(ies).
  2. The title(s) and name(s) of the manager(s) of the competent authority and their duties and responsibilities.
  3. Organisation chart(s) showing associated chains of responsibility of the senior persons.
  4. A procedure defining the qualifications for staff together with a list of staff authorised to sign certificates.
  5. A general description of the facilities.
  6. Procedures specifying how the competent authority ensures compliance with [Part-M.](#_bookmark7)

**M.B.103 Findings and enforcement measure - persons**

*[Regulatory source]*

If, during oversight or by any other means, evidence is found by the competent authority responsible for oversight in accordance with this Annex that shows a non-compliance with the applicable requirements of Republic of Armenia Civil Aviation Law by a person holding a licence, certificate, rating or attestation issued in accordance with Republic of Armenia Civil Aviation Law, the competent authority that identified the non-compliance shall take any enforcement measures necessary to prevent the continuation of that non-compliance.

**M.B.104 Record-keeping**

*[Regulatory source]*

1. 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.
2. The records for the oversight of organisations approved in accordance with this Annex shall include as a minimum:
   1. the application for an organisation approval;
   2. the organisation approval certificate including any changes;
   3. a copy of the audit programme listing the dates when audits are due and when audits were carried out;
   4. the competent authority continued oversight records including all audit records;
   5. copies of all relevant correspondence;
   6. details of any exemption and enforcement actions;
   7. any report from other competent authorities relating to the oversight of the organisation;
   8. organisation exposition or manual and amendments;
   9. copy of any other document directly approved by the competent authority.
3. The retention period for the point (b) records shall be at least 5 years.
4. The minimum records for the oversight of each aircraft shall include, at least, a copy of:
   1. the aircraft certificate of airworthiness;
   2. airworthiness review certificates;
   3. airworthiness review recommendations issued by CAO or CAMO;
   4. the reports from the airworthiness reviews carried out directly by the competent authority;
   5. all relevant correspondence relating to the aircraft;
   6. the details of any exemption and enforcement action(s);
   7. any document approved by the competent authority pursuant to this Annex or Annex II to Regulation on Air Operations (Part-ARO).
5. The records specified in point (d) shall be retained until 2 years after the aircraft has been permanently withdrawn from service.
6. All records shall be made available upon request by another State.

### AMC M.B.104(a) Record-keeping

1. The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organized in a consistent way throughout the competent authority (chronological, alphabetical order, etc.).
2. All records containing sensitive data regarding applicants or organisations should be stored in a secure manner with controlled access to ensure confidentiality of this kind of data.
3. All computer hardware used to ensure data backup should be stored in a different location from that containing the working data in an environment that ensures they remain in good condition. When hardware- or software-changes take place special care should be taken that all necessary data continues to be accessible at least through the full period specified in [M.B.104(c) and/or](#_bookmark200) [(e).](#_bookmark200)

### AMC M.B.104(f) Record-keeping

The cases, when records shall be made available should be limited to:

* + incidents or accidents,
  + findings through the aircraft continuing monitoring program where organisations approved by another competent authority are involved, to determine the root cause,
  + aircraft mainly operated in another State,
  + an aircraft previously operated in another State,
  + an organisation having approvals in several States.

When records are requested from another State, the reason for the request should be clearly stated. The records can be made available by sending a copy or by allowing their consultation.

### M.B.105 Mutual exchange of information

1. In order to contribute to the improvement of air safety, the competent authority shall participate in a mutual exchange of all necessary information.
2. Without prejudice to the competencies of the States, in the case of a potential safety threat involving several States, the concerned competent authorities shall assist each other in carrying out the necessary oversight action.

### AMC M.B.105(a) Mutual exchange of information

One typical case where the mutual exchange of information is necessary is when an aircraft is transferred from the Republic of Armenia register. When notified of such a transfer, the competent authority should inform the competent authority where the aircraft will be registered of any known problems with the aircraft being transferred. Furthermore, the competent authority where the aircraft will be registered should ensure that the former competent authority has been properly notified that the aircraft is leaving.

### SUBPART B — ACCOUNTABILITY

### Responsibilities

*[Regulatory source]*

The competent authorities as specified in point [M.1](#_bookmark7) are responsible for conducting audits, inspections and investigations in order to verify that the requirements of this Annex are complied with.

### Information

*[Regulatory source]*

Reserved.

### SUBPART C — CONTINUING AIRWORTHINESS

**M.B.301 Aircraft maintenance programme**

*[Regulatory source]*

1. The competent authority shall verify that the AMP is in compliance with point [M.A.302](#_bookmark40).
2. Unless stated otherwise in point (c) of point [M.A.302,](#_bookmark40) the AMP and its amendments shall be approved directly by the competent authority. The competent authority shall have access to all the data required by points (d), (e) and (f) of point M.A.302.
3. In the case of indirect approval as provided for in point [M.A.302(c)](#_bookmark40), the competent authority shall approve the AMP approval procedure of the CAO or CAMO through that organisation’s exposition referred to in point CAO.A.025 of Annex Vd, or point CAMO.A.300 of Annex Vc, as applicable.

**AMC M.B.301(a) Maintenance programme**

For the competent authority of Republic of Armenia to verify compliance with [M.A.302](#_bookmark40), the auditing surveyor/inspector should have received training on maintenance programme development and control.

**AMC M.B.301(b) Maintenance programme**

1. When assessing aircraft maintenance programmes for approval, the competent authority should verify that the maintenance programme is acceptable for the continuing airworthiness of the specific aircraft listed and it is appropriate for the proposed operating environment and scheduled utilisation.
2. The competent authority should assess the contents taking into account the origins of the document, i.e. the manufacturer’s recommended maintenance programme, an MRB report, the CAMO or operator’s own experience or another approved programme.
3. A competent authority may elect to publish a proposed maintenance schedule for a piston engine aircraft type or a group of piston engine aircraft types below 2 730 kg maximum take- off mass (MTOM) or for a sailplane, powered sailplane or balloon type or for a group of sailplanes, powered sailplanes or balloon types. When owners/operators of the aircraft mentioned above elect to use a competent authority proposed maintenance schedule, all the out of phase manufacturer recommendations should be incorporated into the final maintenance programme in order for it to be approved.
4. A copy of the approved programme should be retained by the competent authority, unless the programme is approved by a CAMO.
5. The documentation issued by the competent authority to approve the aircraft maintenance programme may include details of who may issue certificates of release to service in a particular situation and may define which tasks are considered as complex maintenance tasks or limited pilot owner maintenance according to [Appendix VIII to Part-M.](#_bookmark274)
6. In the case of aircraft used by air carriers licensed in accordance with Decision about approval of Aircraft Operator's Certificate or complex motor-powered aircraft, the development of the

aircraft maintenance programme is dependent upon sufficient satisfactory in-service experience which has been properly processed. In general, the task being considered for escalation beyond the MRB limits should have been satisfactorily repeated at the existing frequency several times before being proposed for escalation. [Appendix I to AMC M.A.302 and](#_bookmark281) [M.B.301(b)](#_bookmark281) gives further information.

1. The competent authority may approve an incomplete maintenance programme at the start of operation of an aircraft or an operator, subject to limiting the approval of the maintenance programme to a period that does not exceed any required maintenance not yet approved.
2. If the competent authority is no longer satisfied that a safe operation can be maintained, the approval of a maintenance programme or part of it may be suspended or revoked. Events giving rise to such action include:
   1. An operator changing the utilisation of an aircraft;
   2. The owner or CAMO has failed to ensure that the programme reflects the maintenance needs of the aircraft such that safe operation can be assured.

### AMC M.B.301(c) Maintenance Programme

*[Regulatory source]*

1. Approval of an aircraft maintenance programme through a procedure established by a CAO/ CAMO should require the organisation to demonstrate to the competent authority that it has competence, procedures and record-keeping provisions, which will enable the organisation to analyse aircraft reliability, the instructions issued by the TC holder or the declarant of a declaration of design compliance, and other related operating and maintenance criteria.
2. According to the complexity of the aircraft and the nature of the operation, the maintenance programme procedures should contain reliability centred maintenance and condition monitored maintenance programme procedures and have procedures relating to the programme control which contain the following provisions:
   1. task escalation or adjustment,
   2. maintenance programme review,
   3. SB or Service Information assessment,
   4. component and structures in service performance review,
   5. maintenance programme revision,
   6. maintenance procedure effectiveness review and amendment,
   7. maintenance review board report (MRBR) or manufacturer maintenance planning document (MPD) review and assessment, as appropriate,
   8. AD review and assessment,
   9. owner/maintenance/CAO or CAMO liaison,
   10. training.
3. When the competent authority requests it, the organisation should make provision for the attendance of a representative of the competent authority at meetings held to consider maintenance implications arising from reviews of the above provisions.

**M.B.302 Exemptions**

All exemptions granted in accordance with Republic of Armenia Civil Aviation Law shall be recorded and retained by the competent authority.

**M.B.303 Aircraft continuing airworthiness monitoring**

* 1. The competent authority shall develop a survey programme on a risk-based approach to monitor the airworthiness status of the fleet of aircraft on its register.
  2. The survey programme shall include sample product surveys of aircraft and shall cover all aspects of airworthiness key risk elements.
  3. The product survey shall sample the airworthiness standards achieved, on the basis of the applicable requirements, and identify any findings.
  4. Any findings identified shall be categorised against the requirements of this Part and confirmed in writing to the person or organisation accountable according to [M.A.201](#_bookmark14). The competent authority shall have a process in place to analyse findings for their safety significance.
  5. The competent authority shall record all findings and closure actions.
  6. If during aircraft surveys evidence is found showing non-compliance with this Part or with any other Part, the finding shall be dealt with as prescribed by the relevant Part.
  7. If so required to ensure appropriate enforcement action, the competent authority shall exchange information on non-compliances identified in accordance with point (f) with other competent authorities.

**AMC1 M.B.303(a) Aircraft continuing airworthiness monitoring (ACAM)**

*[Regulatory source]*

**ACAM SURVEY PROGRAMME — SCOPE**

1. The competent authority should establish a programme covering in-depth surveys and ramp surveys.
2. The competent authority’s survey programme should select aircraft and/or operators depending on the number and complexity of aircraft on the national register, the diversity of aircraft types, local knowledge of the maintenance environment and operating conditions, airworthiness standards and past surveillance experience.
3. The programme should prioritise the operator/fleet/aircraft/key risk elements which are causing the greatest concern.
4. The survey programme should also include a certain percentage of unannounced ramp surveys.
5. The survey programme and changes thereto should be documented.

**AMC2 M.B.303(a) Aircraft continuing airworthiness monitoring (ACAM)**

*[Regulatory source]*

**ACAM SURVEY PROGRAMME — CREDITING**

1. Where the ACAM survey can be linked to the oversight of an approved organisation, then credit can be granted in the monitoring process of that approved organisation.
2. The competent authority may take credit of aircraft airworthiness inspections qualifying for the ACAM programme when these inspections are performed in accordance with the provisions of Republic of Armenia Civil Aviation Law and its implementing and delegated acts.

**GM M.B.303(a) Aircraft continuing airworthiness monitoring (ACAM)**

*[Regulatory source]*

**COMBINED SURVEYS**

In the interest of efficient use of competent authority resources, aircraft inspection procedures may be established covering the combined scope of various aircraft survey tasks performed by a competent authority, such as but not limited to:

* ACAM in-depth survey;
* airworthiness review;
* permit to fly physical inspection;
* Export Certificate of Airworthiness inspection;
* product survey in accordance with M.B.704(c);
* product audit in accordance with Part-145, Part-CAO or [Part-M Subpart F](#_bookmark110);
* review under supervision for airworthiness review staff authorisation, provided it covers the full scope of the physical survey; and
* ramp inspections performed in accordance with Regulation on Air Operations ARO.OPS or ARO.RAMP.

Depending on which type of survey is required, any actual survey performed may cover a subset of the combined scope.

**AMC1 M.B.303(b) Aircraft continuing airworthiness monitoring**

**SCOPE OF SURVEYS**

1. The competent authority should undertake sample product surveys of aircraft on its register to verify that:
   1. the condition of an aircraft as sampled is to a standard acceptable for the Certificate of Airworthiness/Airworthiness Review Certificate to remain in force,
   2. the operator/owner’s management of the airworthiness of the aircraft is effective,
   3. the approvals and licenses granted to organisations and persons continue to be applied in a consistent manner to achieve the required standards.

A physical inspection of the aircraft is necessary during each ACAM survey (ramp or in- depth).

1. Sample product surveys of aircraft include:
   1. in-depth surveys carried out during extensive maintenance that fully encompass selected aspects of an aircraft’s airworthiness,
   2. ramp surveys carried out during aircraft operations to monitor the apparent condition of an aircraft’s airworthiness.
2. When performing a ramp survey, the inspector(s) should make all possible efforts to avoid an unreasonable delay of the aircraft inspected.
3. The further information on ‘KEY RISK ELEMENTS’ can be found in [Appendix III to](#_bookmark283) [GM1 M.B.303(b).](#_bookmark283)

### AMC2 M.B.303(b) Aircraft continuing airworthiness monitoring

**IN-DEPTH SURVEY**

1. An ACAM in-depth survey is a sample inspection of the key risk elements (KREs) and should be performed during scheduled/extensive maintenance. [Appendix III to GM1 M.B.303(b)](#_bookmark283) provides guidance on KREs that can be used for planning and/or analysis of the inspections.
2. The survey should be a ‘deep cut’ through the elements or systems selected.
3. The record of an ACAM inspection should identify which KREs were inspected.

### AMC3 M.B.303(b) Aircraft continuing airworthiness monitoring

*[Regulatory source]*

**KEY RISK ELEMENTS**

1. The following KREs should be used for aircraft continuing airworthiness monitoring:
   1. Type design and changes to type design
   2. Airworthiness limitations
   3. Airworthiness Directives
   4. Aircraft documents
   5. Flight Manual
   6. Mass & Balance
   7. Markings & placards
   8. Operational requirements
   9. Defect management
   10. Aircraft Maintenance Programme
   11. Component control
   12. Repairs
   13. Records
2. These KREs and their detailed components should be adapted to the complexity of the aircraft type being surveyed by retaining only those items that are applicable and relevant for the particular aircraft type.
3. The further information regarding ‘KEY RISK ELEMENTS’ can be found in [Appendix III to GM1](#_bookmark283) [M.B.303(b).](#_bookmark283)

**GM1 M.B.303(b) Aircraft continuing airworthiness monitoring (ACAM)**

*[Regulatory source]*

**KEY RISK ELEMENTS**

The KREs define the scope of continuing airworthiness. The list of KREs is intended to provide the basis for planning and control of the ACAM survey programme. It will ensure that the programme covers all aspects of continuing airworthiness. While it is not required to cover all KREs during a given inspection, the ACAM survey programme needs to ensure that there is no omission, i.e. certain KRE are never inspected.

The further information on ‘KEY RISK ELEMENTS’ can be found in [Appendix III to GM1 M.B.303(b)](#_bookmark283).

**AMC M.B.303(d) Aircraft continuing airworthiness monitoring (ACAM)**

*[Regulatory source]*

**FINDINGS ANALYSIS**

1. The process should analyse the findings, or combination thereof, in order to identify:
   1. the root causes and their recurrence;
   2. the potential impact on flight safety of the individual aircraft or aircraft fleet on the national register, including hazard identification and risk mitigation; and
   3. further necessary actions at the level of the organisation(s) or individual(s) interacting with the continuing airworthiness of the aircraft or aircraft fleet.
2. The outcome of the analysis should be used for the further adjustment of the ACAM programme as well as for the purpose of [M.B.303(e), (f) and (g)](#_bookmark214).
3. The purpose of this process is not to analyse individual findings, but to address systemic issues or issues that become apparent at individual, corporate or aggregate level.

**M.B.304 Revocation and suspension**

The competent authority shall:

* 1. suspend an airworthiness review certificate on reasonable grounds in the case of potential safety threat, or;
  2. suspend or revoke an airworthiness review certificate pursuant to [M.B.903(1).](#_bookmark255)

### M.B.305 Aircraft technical log system

*[Regulatory source]*

1. The competent authority shall approve the initial aircraft technical log system required by point [M.A.306.](#_bookmark65)
2. To enable the organisation to implement changes to the aircraft technical log system without prior competent authority approval, the competent authority shall approve the relevant procedure referred to in point CAMO.A.300(c) of Annex Vc or point CAO.A.025(c) of Annex Vd.

### SUBPART D — MAINTENANCE STANDARDS

(to be developed as appropriate)

### SUBPART E — COMPONENTS

(to be developed as appropriate)

### SUBPART F — MAINTENANCE ORGANISATION

**M.B.601 Application**

Where maintenance facilities are located in more than one State the investigation and continued oversight of the approval shall be carried out in conjunction with the competent authorities designated by the States in whose territory the other maintenance facilities are located.

**M.B.602 Initial Approval**

*[Regulatory source]*

1. Provided the requirements of points M.A.606(a) and (b) are complied with, the competent authority shall formally indicate its acceptance of the M.A.606(a) and (b) personnel to the applicant in writing.
2. The competent authority shall establish that the procedures specified in the maintenance organisation manual comply with Subpart F of this Annex, and shall ensure that the accountable manager signs the commitment statement.
3. The competent authority shall verify that the organisation is in compliance with the requirements laid down in Subpart F of this Annex.
4. A meeting with the accountable manager shall be convened at least once during the investigation for approval to ensure that he/she fully understands the significance of the approval and the reason for signing the commitment of the organisation to compliance with the procedures specified in the manual.
5. All findings shall be confirmed in writing to the applicant organisation.
6. The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations.
7. For initial approval all findings shall be corrected by the organisation and closed by the competent authority before the approval can be issued.

**AMC M.B.602(a) Initial approval**

* 1. ‘Formally indicate in writing’ means that an [CAC Form 4](#_bookmark290) ([Appendix X to AMC M.B.602(a) and](#_bookmark290) [AMC M.B.702(a)](#_bookmark290)) should be used for this activity. With the exception of the accountable manager, an [CAC Form 4](#_bookmark290) should be completed for each person nominated to hold a position required by M.A.606(b).
  2. In the case of the accountable manager approval of the maintenance organisation manual containing the accountable manager’s signed commitment statement constitutes formal acceptance.

**AMC M.B.602(b) Initial approval**

The competent authority should indicate approval of the maintenance organisation manual in writing.

**AMC M.B.602(c) Initial approval**

1. The competent authority should determine by whom, and how the audit shall be conducted. For example, it will be necessary to determine whether one large team audit or a short series of small team audits or a long series of single man audits are most appropriate for the particular situation.
2. The audit may be carried out on a product line type basis. For example, in the case of an organisation with Socata TB20 and Piper PA28 ratings, the audit is concentrated on one type only for a full compliance check. Dependent upon the result, the second type may only require a sample check that should at least cover the activities identified as weak for the first type.
3. The competent authority auditing surveyor should always ensure that he/she is accompanied throughout the audit by a senior technical member of the organisation. The reason for being accompanied is to ensure the organisation is fully aware of any findings during the audit.
4. The auditing surveyor should inform the senior technical member of the organisation at the end of the audit visit on all findings made during the audit.

**AMC M.B.602(e) Initial approval**

1. Findings should be recorded on an audit report form with a provisional categorisation as a level 1 or 2. Subsequent to the audit visit that identified the particular findings, the competent authority should review the provisional finding levels, adjusting them if necessary and change the categorisation from ‘provisional’ to ‘confirmed’.
2. All findings should be confirmed in writing to the applicant organisation within 2 weeks of the audit visit.
3. There may be occasions when the competent authority finds situations in the applicant's organisation on which it is unsure about compliance. In this case, the organisation should be informed about possible non-compliance at the time and the fact that the situation will be reviewed within the competent authority before a decision is made. If the review concludes that there is no finding then a verbal confirmation to the organisation will suffice.

**AMC M.B.602(f) Initial approval**

1. The audit report should be made on an [CAC Form 6F](#_bookmark286) (see appendix VI).
2. A quality review of the [CAC Form 6F](#_bookmark286) audit report should be carried out by a competent independent person nominated by the competent authority. The review should take into account the relevant paragraphs of [M.A. Subpart F](#_bookmark110), the categorisation of finding levels and the closure action taken. Satisfactory review of the audit form should be indicated by a signature on the [CAC Form 6F.](#_bookmark286)

**AMC M.B.602(g) Initial approval**

The audit reports should include the date each finding was cleared together with reference to the competent authority report or letter that confirmed the clearance.

### M.B.603 Issue of approval

*[Regulatory source]*

1. The competent authority shall issue to the applicant an CAC Form 3 approval certificate ([Appendix V](#_bookmark268) to this Annex), which includes the extent of the approval, when the maintenance organisation is in compliance with the applicable points of this Annex.
2. The competent authority shall indicate the conditions attached to the approval on the CAC Form 3 approval certificate.
3. The reference number shall be included on the CAC Form 3 approval certificate in a manner specified by the CAC.

### AMC M.B.603(a) Issue of approval

*[Regulatory source]*

1. For approvals involving more than one competent authority, the approval should be granted in conjunction with the competent authorities of the State in whose territories the other maintenance organisation facilities are located. For practical reasons the initial approval should be granted on the basis of a joint audit visit by the approving competent authority and competent authorities of the States in whose territories the other maintenance organisation facilities are located. Audits related to the continuation of the approval should be delegated to the competent authorities of the States in whose territories the other maintenance organisation facilities are located. The resulting audit form and recommendation should then be submitted to the approving competent authority.
2. The approval should be based upon the organisational capability relative to [M.A. Subpart F](#_bookmark110) compliance and not limited by reference to individual certificated products.

For example, if the organisation is capable of maintaining within the limitation of [M.A. Subpart F](#_bookmark110) the Cessna 100 series aircraft the approval schedule should state A2 Cessna 100 series and not Cessna 172RG which is a particular designator for one of many Cessna 100 series.

#### Special case for ELA1 aircraft:

In order to promote standardisation, for this category of aircraft the following approach is recommended:

* + Possible ratings to be endorsed in CAC Form 3:
    - ELA1 sailplanes;
    - ELA1 powered sailplanes and ELA1 aeroplanes;
    - ELA1 balloons;
    - ELA1 airships.
  + Before endorsing any of those ratings (for example, ELA1 sailplanes) in CAC Form 3, the competent authority should audit that the organisation is capable of maintaining at least one aircraft type (for example, one type of sailplanes within the ELA1 category), including the availability of the necessary facilities, equipment, tooling, material, maintenance data, and certifying staff.
  + It is acceptable that the detailed scope of work in the Maintenance Organisation Manual (MOM) contains the same ratings endorsed in CAC Form 3 (for example, ELA1 sailplanes), without a need to further limit them. However, the maintenance organisation will only

be able to maintain a certain aircraft type when all the necessary facilities, equipment, tooling, material, maintenance data, and certifying staff are available.

**AMC M.B.603(c) Issue of approval**

The numeric sequence of the approval reference should be unique to the particular approved maintenance organisation.

**M.B.604 Continuing oversight**

1. The competent authority shall keep and update a programme listing, for each maintenance organisation approved in accordance with Subpart F of Section B of this Annex under its supervision, the dates when audit visits are due and when such visits were carried out.
2. Each organisation shall be completely audited at periods not exceeding 24 months.
3. All findings shall be confirmed in writing to the applicant organisation.
4. The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations.
5. 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.

**AMC M.B.604(b) Continuing oversight**

* 1. Where the competent authority has decided that a series of audit visits are necessary to arrive at a complete audit of an approved maintenance organisation, the program should indicate which aspects of the approval will be covered on each visit.
  2. It is recommended that part of an audit concentrates on the organisations internal self monitoring reports produced by the organisational review to determine if the organisation is identifying and correcting its problems.
  3. At the successful conclusion of the audit(s) including verification of the manual, an audit report form should be completed by the auditing surveyor including all recorded findings, closure actions and recommendation. An [CAC Form 6F](#_bookmark286) should be used for this activity.
  4. Credit may be claimed by the competent authority surveyor(s) for specific item audits completed during the preceding 23-month period subject to four conditions:
     1. the specific item audit should be the same as that required by [M.A. Subpart F](#_bookmark110) latest amendment, and
     2. there should be satisfactory evidence on record that such specific item audits were carried out and that all corrective actions have been taken, and
     3. the competent authority surveyor(s) should be satisfied that there is no reason to believe standards have deteriorated in respect of those specific item audits being granted a back credit;
     4. the specific item audit being granted a back credit should be audited not later than 24 months after the last audit of the item.
  5. When performing the oversight of an organisation that holds more than one approval pursuant to this Regulation, the competent authority should arrange the audits to cover both approvals avoiding a duplicated visit of a particular area.

**M.B.605 Findings**

* + 1. When during audits or by other means evidence is found showing non-compliance with a requirement laid down in this Annex or Annex Vb (Part-ML), the competent authority shall take the following actions:
       1. For level 1 findings, immediate action shall be taken by the competent authority to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the maintenance organisation approval, until successful corrective action has been taken by the organisation.
       2. For level 2 findings, the competent authority shall grant a corrective action period appropriate to the nature of the finding that shall not be more than three months. In certain circumstances, at the end of this first period and subject to the nature of the finding, the competent authority can extend the three month period subject to a satisfactory corrective action plan.
    2. Action shall be taken by the competent authority to suspend in whole or part the approval in case of failure to comply within the timescale granted by the competent authority.

**AMC M.B.605(a)(1) Findings**

For a level 1 finding it may be necessary for the competent authority to ensure that further maintenance and re-certification of all affected products is accomplished, dependent upon the nature of the finding.

**M.B.606 Changes**

1. The competent authority shall comply with the applicable elements of the initial approval for any change to the organisation notified in accordance with point [M.A.617.](#_bookmark153)
2. The competent authority may prescribe the conditions under which the approved maintenance organisation may operate during such changes, unless it determines that the approval should be suspended due to the nature or the extent of the changes.
3. For any change to the maintenance organisation manual:
   1. in the case of direct approval of changes in accordance with point (b) of point [M.A.604](#_bookmark116), the competent authority shall verify that the procedures specified in the manual are in compliance with this Annex before formally notifying the approved organisation of the approval;
   2. in the case of an indirect approval of changes in accordance with point (c) of point [M.A.604,](#_bookmark116) the competent authority shall ensure that:
      1. the changes remain minor;
      2. it has adequate control over the approval of the changes to ensure they remain in compliance with the requirements of this Annex.

### AMC M.B.606 Changes

1. Changes in nominated persons.

The competent authority should have adequate control over any changes to personnel specified in M.A.606(a) and (b). Such changes will require an amendment to the manual.

1. It is recommended that a simple manual status sheet is maintained which contains information on when an amendment was received by the competent authority and when it was approved.
2. The competent authority should define the minor amendments to the manual which may be incorporated through indirect approval. In this case a procedure should be stated in the amendment section of the maintenance organisation manual.

Changes notified in accordance with [M.A.617](#_bookmark153) are not considered minor.

For all cases other than minor, the applicable part(s) of the [CAC Form 6F](#_bookmark286) should be used for the change.

1. The approved maintenance organisation should submit each manual amendment to the competent authority whether it be an amendment for competent authority approval or an indirectly approved amendment. Where the amendment requires competent authority approval, the competent authority when satisfied, should indicate its approval in writing. Where the amendment has been submitted under the indirect approval procedure the competent authority should acknowledge receipt in writing.

### M.B.607 Revocation, suspension and limitation of an approval

The competent authority shall:

1. suspend an approval on reasonable grounds in the case of potential safety threat, or;
2. suspend, revoke or limit an approval pursuant to point [M.B.605](#_bookmark241).

### SUBPART H — CERTIFICATE OF RELEASE TO SERVICE — CRS

(to be developed as appropriate)

### SUBPART I — AIRWORTHINESS REVIEW CERTIFICATE

**M.B.901 Assessment of recommendations**

*[Regulatory source]*

Upon receipt of an application and associated airworthiness review certificate recommendation in accordance with point [M.A.901](#_bookmark170):

1. Appropriately qualified personnel of the competent authority shall verify that the compliance statement contained in the recommendation demonstrates that a complete airworthiness review in accordance with point [M.A.901](#_bookmark170) has been carried out.
2. The competent authority shall investigate and may request further information to support the assessment of the recommendation.

**AMC M.B.901 Assessment of recommendations**

1. The result of the verification and the investigation of a recommendation should be sent to the applicant within 30 days. If corrective action has been requested before the issuance of an airworthiness review certificate, the competent authority may decide a further period for the assessment of the requested corrective action.
2. The verification of the compliance statement required by [M.B.901](#_bookmark248) does not mean repeating the airworthiness review itself. However, the competent authority should verify that the CAMO/CAO has carried out a complete and accurate assessment of the airworthiness of the aircraft.
3. Depending on the content of the recommendation, the history of the particular aircraft, and the knowledge of the CAMO/CAO making the recommendation in terms of experience, number and correction of findings and previous recommendations the extent of the investigation will vary. Therefore, whenever possible the person carrying out the investigation should be involved in the oversight of the CAMO/CAO making the recommendation.
4. In some cases, the inspector may decide that it is necessary to organise:
   * a physical survey of the aircraft, or
   * a full or partial airworthiness review.

In this case, the inspector should inform the CAMO/CAO making the recommendation with sufficient notice so that it may organise itself according to [M.A.901(i)](#_bookmark170).

Furthermore, this part of the investigation should be carried out by appropriate airworthiness review staff in accordance with [M.B.902(b)](#_bookmark250).

1. Only when satisfied that the aircraft is airworthy, should the inspector issue an airworthiness review certificate.

**M.B.902 Airworthiness review by the competent authority**

1. When the competent authority carries out the airworthiness review and issues the airworthiness review certificate (Appendix III ([CAC Form 15a](#_bookmark266)) to this Annex), the competent authority shall carry out an airworthiness review in accordance with point [M.A.901](#_bookmark170).
2. The competent authority shall have appropriate airworthiness review staff to carry out the airworthiness reviews.
   1. For all aircraft used by air carriers licensed in accordance with Decision about approval of Aircraft Operator's Certificate, and for aircraft above 2 730 kg MTOM, such staff shall have:
      1. acquired at least 5 years of experience in continuing airworthiness;
      2. acquired an appropriate licence in compliance with Annex III (Part-66), or a nationally recognised maintenance personnel qualification appropriate to the aircraft category, or an aeronautical degree or equivalent;
      3. received formal aeronautical maintenance training;
      4. held a position with appropriate responsibilities.

Notwithstanding points (a) to (d), the requirement laid down in point (b)(1)(b) of point [M.B.902](#_bookmark250) may be replaced with 5 years of experience in continuing airworthiness additional to those already required by point (b)(1)(a) of point [M.B.902.](#_bookmark250)

* 1. For aircraft not used by air carriers licensed in accordance with Decision about approval of Aircraft Operator's Certificate, and for aircraft of 2 730 kg MTOM and below, such staff shall have:
     1. at least 3 years of experience in continuing airworthiness;
     2. acquired an appropriate licence in compliance with Annex III (Part-66), or a nationally recognised maintenance personnel qualification appropriate to the aircraft category, or an aeronautical degree or equivalent;
     3. received appropriate aeronautical maintenance training;
     4. held a position with appropriate responsibilities.

Notwithstanding points (a) to (d), the requirement laid down in point (b)(2)(b) of point [M.B.902](#_bookmark250) may be replaced by 4 years of experience in continuing airworthiness additional to those already required by point (b)(2)(a) of point M.B.902.

1. The competent authority 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.
2. The competent authority shall have access to the applicable data as specified in points [M.A.305](#_bookmark48),

[M.A.306](#_bookmark65) and [M.A.401](#_bookmark72) in the performance of the airworthiness review.

1. The staff that carries out the airworthiness review shall issue a [Form 15a](#_bookmark266) after satisfactory completion of the airworthiness review.

### AMC M.B.902(b) Airworthiness review by the competent authority

1. A person qualified in accordance with [AMC1 M.B.102(c)](#_bookmark196) subparagraph 1.5 should be considered as holding the equivalent to an aeronautical degree.
2. ‘experience in continuing airworthiness’ means any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management (engineering) and/or surveillance of such tasks.
3. An appropriate licence in compliance with Annex III (Part-66) is a category B or C licence in the subcategory of the aircraft reviewed. It is not necessary to satisfy the recent experience requirements of Part 66 at the time of the review or to hold the type rating on the particular aircraft.
4. To hold a position with appropriate responsibilities means the airworthiness review staff should have a position within the competent authority that authorises that person to sign on behalf that competent authority.
5. A person in the competent authority carrying out airworthiness reviews or airworthiness certificate renewal inspections in a foreign State, prior to the date of entry into force of [Part-M](#_bookmark7) should be considered as complying with [M.B.902(b)](#_bookmark250).

**AMC M.B.902(b)(1) Airworthiness review by the competent authority**

For all aircraft used by air carriers licensed in accordance with Decision about approval of Aircraft Operator's Certificate and for any other aircraft, other than balloons, above 2 730 kg MTOM, formal aeronautical maintenance training means training (internal or external) supported by evidence on the following subjects:

* + Relevant parts of continuing airworthiness regulations.
  + Relevant parts of operational requirements and procedures, if applicable.
  + Knowledge of the internal procedures for continuing airworthiness.
  + Knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation.

‘Relevant sample’ means that these courses should cover typical systems embodied in those aircraft being within the scope of approval.

**AMC M.B.902(b)(2) Airworthiness review by the competent authority**

*[Regulatory source]*

For aircraft of 2 730 kg MTOM and below, not used by air carriers licensed in accordance with Decision about approval of Aircraft Operator's Certificate, appropriate aeronautical maintenance training means demonstrated knowledge of the following subjects:

* Relevant parts of continuing airworthiness regulations.
* Relevant parts of operational requirements and procedures, if applicable.
* Knowledge of the internal procedures for continuing airworthiness.
* Knowledge of a relevant sample of the type(s) of aircraft gained through training and/or work experience. Such knowledge should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation.

‘Relevant sample’ means that these courses should cover typical systems embodied in those aircraft being within the scope of approval.

This knowledge may be demonstrated by documented evidence or by an assessment performed by the competent authority. This assessment should be recorded.

**AMC M.B.902(c) Airworthiness review by the competent authority**

#### The minimum content of the airworthiness review staff record should be:

* + Name,
  + Date of Birth,
  + Basic Education,
  + Experience,
  + Aeronautical Degree and/or Part-66-qualification,
  + Initial Training received,
  + Type Training received,
  + Continuation Training received,
  + Experience in continuing airworthiness and within the organisation,
  + Responsibilities of current job.

**M.B.903 Findings**

If during aircraft surveys or by other means evidence is found showing non-compliance to a [Part-M](#_bookmark7) requirement, the competent authority shall take the following actions:

1. for level 1 findings, the competent authority shall require appropriate corrective action to be taken before further flight and immediate action shall be taken by the competent authority to revoke or suspend the airworthiness review certificate.
2. for level 2 findings, the corrective action required by the competent authority shall be appropriate to the nature of the finding.

**M.B.904 Exchange of information**

*[Regulatory source]*

Upon receipt of a notification of aircraft transfer between the Republic of Armenia and other States according to point [M.A.903,](#_bookmark255) the competent authority of the State where the aircraft is currently registered shall inform the competent authority of the State where the aircraft will be registered of any known problems with the aircraft being transferred. The competent authority of the State where the aircraft will be registered shall ensure that the competent authority of the State where the aircraft is currently registered has been properly notified about the transfer.

## APPENDICES TO ANNEX I (PART-M)

### Appendix I — Continuing airworthiness management contract

*[Regulatory source]*

1. When an owner or operator contracts in accordance with point [M.A.201](#_bookmark14) a CAMO or CAO to carry out continuing airworthiness management tasks, upon request by the competent authority, a copy of the contract signed by both parties shall be sent by the owner or operator to the competent authority of the State of registry.
2. The contract shall be developed taking into account the requirements of this Annex and shall define the obligations of the signatories in relation to the continuing airworthiness of the aircraft.
3. It shall contain as a minimum the following information:

* aircraft registration, type and serial number;
* aircraft owner's or registered lessee’s name or company details including the address,
* details of the contracted CAMO or CAO, including the address, and
* the type of operation.

1. It shall state the following:

'*The owner or operator entrusts the CAMO or CAO with the management of the continuing airworthiness of the aircraft, including but not limited to the development of an AMP that shall be approved by the competent authority as detailed in point M.1 and the organisation of the maintenance of the aircraft according to said AMP.*

*According to the present contract, both signatories undertake to follow the respective obligations of this contract.*

*The owner or operator declares to the best of their knowledge that all the information given to the CAMO or CAO concerning the continuing airworthiness of the aircraft is and will continue to be accurate, and that the aircraft will not be repaired or modified without prior agreement of the CAMO or CAO.*

*In case of any non-conformity with this contract, by either of the signatories, the CAMO or CAO and the owner or operator shall assess if it impacts the continuation of the contract and shall inform the competent authority(ies) of such organisations. The assessment carried out by the organisations shall consider the safety significance of the non-conformity and if it is of repetitive nature. If either of the signatories concludes after this assessment that they cannot fulfil their responsibilities due to their own limitations or due to the failures of the signatory, the contract shall be cancelled and the competent authority(ies) of the organisations shall be informed immediately. In such a case, the owner or operator will retain full responsibility for every task linked to the continuing airworthiness of the aircraft, and the owner or operator will inform the competent authorities of the State of registry within 2 weeks about such non-conformity with the contract. In the case of contract concluded in accordance with M.A.201(ea), the competent authority of the State of registry shall be informed immediately.*'

1. When an owner or operator contracts a CAMO or a CAO in accordance with point [M.A.201,](#_bookmark14) the contract shall specify the obligations of each party as follows:
   1. Obligations of the CAMO or CAO:
      1. have the aircraft type included in its terms of approval;
      2. respect the conditions listed below with regard to maintaining the continuing airworthiness of the aircraft:
         1. develop an AMP for the aircraft, including any reliability programme developed, if applicable;
         2. declare the maintenance tasks (in the AMP) that may be carried out by the pilot-owner in accordance with point (c) of point [M.A.803](#_bookmark167);
         3. organise the approval of the AMP;
         4. once it has been approved, provide the owner or operator with a copy of the AMP;
         5. establish and order the necessary maintenance to ensure an appropriate bridging with the former aircraft maintenance programme;
         6. organise for all maintenance to be carried out by an approved maintenance organisation;
         7. organise for all applicable ADs to be applied;
         8. organise for all defects discovered during scheduled maintenance, airworthiness reviews or reported by the owner to be rectified by an approved maintenance organisation;
         9. coordinate the accomplishment of scheduled maintenance, including inspection of components, replacement of life-limited parts and the accomplishment of any applicable AD, and ensure compliance with operational requirements having a continuing airworthiness impact, continuing airworthiness requirements established by the CAC and measures required by the competent authority in immediate reaction to a safety problem;
         10. inform the owner or operator each time the aircraft is to be brought to an approved maintenance organisation;
         11. manage and archive the aircraft continuing airworthiness records;
         12. coordinate with the operator or owner on any request to the relevant competent authority for any deviation from the aircraft maintenance programme;
         13. support the operator or pilot-owner as regards the aircraft continuing airworthiness when they conduct maintenance check flights.
      3. organise the approval of any modification to the aircraft in accordance with Annex I (Part 21) or, as applicable, with Annex Ib (Part 21 Light) to Regulation on Initial Airworthiness before it is embodied.

In the case of an aircraft subject to a declaration of design compliance, organise the declaration of compliance for any modification in accordance with Subpart F of Section A of Annex Ib (Part 21 Light) to Regulation on Initial Airworthiness before it is embodied;

* + 1. organise the approval of any repair to the aircraft in accordance with Annex I (Part 21) or, as applicable, with Annex Ib (Part 21 Light) to Regulation on Initial Airworthiness before it is carried out.

In the case of an aircraft subject to a declaration of design compliance, organise the declaration of compliance for any repair in accordance with Subpart N of Section A of Annex Ib (Part 21 Light) to Regulation on Initial Airworthiness before it is carried out.

* + 1. inform the competent authority of the State of registry whenever the aircraft is not presented to the approved maintenance organisation by the owner as requested by the approved organisation;
    2. inform the competent authority of the State of registry whenever the present contract is not respected;
    3. ensure that the airworthiness review of the aircraft is carried out when necessary, and ensure that the airworthiness review certificate is issued or a recommendation is sent to the competent authority of the State of registry;
    4. send within 10 days a copy of any airworthiness review certificate issued or extended to the competent authority of the State of registry;
    5. carry out all occurrence reporting mandated by applicable regulations;
    6. inform the competent authority of the State of registry when the contract is denounced by either party.
  1. Obligations of the owner or operator:
     1. have a general understanding of the approved AMP;
     2. have a general understanding of this Annex;
     3. present the aircraft to the approved maintenance organisation agreed with the CAMO or CAO at the due time designated at the CAMO’s or CAO’s request;
     4. not modify the aircraft without first consulting the CAMO or CAO;
     5. inform the CAMO or CAO of all maintenance exceptionally carried out without the knowledge and control of the CAMO or CAO;
     6. report all defects found during operations to the CAMO or CAO through the logbook;
     7. inform the competent authority of the State of registry whenever the present contract is denounced by either party;
     8. inform the CAMO or CAO and competent authority of the State of registry whenever the aircraft is sold;
     9. carry out all occurrence reporting mandated by applicable regulations;
     10. inform on a regular basis the CAMO or CAO about the aircraft flying hours and any other utilisation data, as agreed with the CAMO or CAO;
     11. enter the CRS in the logbooks as mentioned in point (d) of point [M.A.803](#_bookmark167) when performing pilot-owner maintenance without exceeding the limits of the maintenance tasks list as declared in the approved AMP as laid down in point (c) of point [M.A.803](#_bookmark167);
     12. inform the CAMO or CAO not later than 30 days after completion of any pilot- owner maintenance task in accordance with point (a) of point [M.A.305.](#_bookmark48)
     13. ensure compliance with the approved maintenance programme and coordinate with the CAMO or CAO on any request to the relevant competent authority for any one-time extension to a maintenance programme interval;
     14. inform the CAMO or CAO of any non-compliance with operational requirements that may affect the continuing airworthiness of the aircraft;
     15. inform the CAMO or CAO of any operational requirement (e.g. specific approvals) necessary to be fulfilled in order to maintain the aircraft in the required configuration.

1. When an owner or operator contracts a CAMO or CAO in accordance with point [M.A.201](#_bookmark14), the obligations of each party in respect of mandatory and voluntary occurrence reporting in accordance with Regulation on reporting, analysis and follow-up of occurrences in civil aviation of the Republic of Armenia shall be clearly specified.
2. Additional requirements in the case of applying point [M.A.201(ea)](#_bookmark16)

In addition to the above-listed requirements and obligations in points 5.1 and 5.2, when a contract between the CAMO and the operator is concluded in accordance with point [M.A.201(ea),](#_bookmark16) the continuing airworthiness management contract shall also comply with the requirements of points 7.1 to 7.3.

Before the contract is signed, the operator shall assess the CAMO to ensure that the CAMO has the capability and capacity to comply with the contract.

* 1. Eligibility

The continuing airworthiness contract in accordance with [M.A.201(ea)](#_bookmark16) shall only be concluded if the air carrier concerned is licensed in accordance with Decision about approval of Aircraft Operator's Certificate and the CAMO forms part of the same air carrier business grouping. The continuing airworthiness management contract shall contain a clear description of how the conditions described in [M.A.201(ea)](#_bookmark16) are met. It shall in particular describe how the individual management systems of the organisations are harmonised between each other.

* 1. Additional obligations of the CAMO:
     1. become knowledgeable about the operator’s procedure related to the monitoring of the contract;
     2. obtain the agreement from the operator before subcontracting continuing airworthiness tasks;
     3. inform immediately the competent authority of the State of registry whenever the aircraft is not presented to the approved maintenance organisation by the operator as requested by the CAMO, when the present contract is not respected or when the contract is denounced by either party;
     4. provide training for the operator’s staff to ensure that they have an understanding of the CAMO’s:
        1. policies and procedures, responsibilities, obligations, duties and areas of interface;
        2. lines of communication (for example aircraft records, exchange of accurate airworthiness information in a timely manner including outside of normal working hours);
        3. procedures pertaining specifically to the CAMO such as customised software utilisation, reliability monitoring, use of the aircraft technical log system, and interoperability provisions.
  2. Additional obligations of the operator:
     1. develop interface procedures with the CAMO to address the issue and renewal of the airworthiness review certificate;
     2. in case of unexpected maintenance needs in locations where no maintenance organisation approved in accordance with Annex II (Part-145) to this Regulation is contracted, inform immediately the CAMO;
     3. inform immediately the competent authority of the State of registry whenever the contract is denounced by either party;
     4. provide training for the CAMO staff in order to ensure that they have an understanding of the operator’s:
        1. policies and procedures, responsibilities, obligations, duties and areas of interface;
        2. lines of communication;
        3. procedures pertaining specifically to the operator such as operational procedures, customised software utilisation, use of the aircraft technical log system, and interoperability provisions.

**GM to Appendix I to Part-M — Continuing airworthiness management contract**

An operator should establish adequate coordination between flight operations and the CAO/CAMO to ensure that both will receive all the necessary information on the condition of the aircraft to enable them perform their tasks.

### Appendix II — Authorised Release Certificate — CAC Form 1

These instructions relate only to the use of the [CAC Form 1](#_bookmark261) for maintenance purposes. Attention is drawn to Appendix I to Annex I (Part-21) of Regulation on Initial Airworthiness which covers the use of the CAC Form 1 for production purposes.

#### PURPOSE AND USE

* 1. The primary purpose of the Certificate is to declare the airworthiness of maintenance work undertaken on products, parts and appliances (hereafter referred to as ‘item(s)’).
  2. Correlation must be established between the Certificate and the item(s). The originator must retain a Certificate in a form that allows verification of the original data.
  3. The Certificate is acceptable to many airworthiness authorities, but may be dependent on the existence of bilateral agreements and/or the policy of the airworthiness authority. The ‘approved design data’ mentioned in this Certificate then means approved by the airworthiness authority of the importing country.
  4. The Certificate is not a delivery or shipping note.
  5. Aircraft are not to be released using the Certificate.
  6. The Certificate does not constitute approval to install the item on a particular aircraft, engine, or propeller but helps the end user determine its airworthiness approval status.
  7. A mixture of production released and maintenance released items is not permitted on the same Certificate.

#### GENERAL FORMAT

* 1. The Certificate must comply with the format attached including block numbers and the location of each block. 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.
  2. The Certificate must be in ‘landscape’ format but the overall size may be significantly increased or decreased so long as the Certificate remains recognisable and legible. If in doubt consult the Competent Authority.
  3. The User/Installer responsibility statement can be placed on either side of the form.
  4. All printing must be clear and legible to permit easy reading.
  5. The Certificate may either be pre-printed or computer generated but in either case the printing of lines and characters must be clear and legible and in accordance with the defined format.
  6. The Certificate should be in English, and if appropriate, in one or more other languages.
  7. The details to be entered on the Certificate may be either machine/computer printed or hand- written using block letters and must permit easy reading.
  8. Limit the use of abbreviations to a minimum, to aid clarity.
  9. 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. Any use of the reverse side of the Certificate must be referenced in the appropriate block on the front side of the Certificate

#### COPIES

* 1. There is no restriction in the number of copies of the Certificate sent to the customer or retained by the originator.

#### ERROR(S) ON A CERTIFICATE

* 1. If an end-user finds an error(s) on a Certificate, he must identify it/them in writing to the originator. The originator may issue a new Certificate only if the error(s) can be verified and corrected.
  2. The new Certificate must have a new tracking number, signature and date.
  3. The request for a new Certificate may be honoured without re-verification of the item(s) condition. The new Certificate is not a statement of current condition and should refer to the previous Certificate in block 12 by the following statement; ‘This Certificate corrects the error(s) in block(s) [enter block(s) corrected] of the Certificate [enter original tracking number] dated [enter original issuance date] and does not cover conformity/condition/release to service’. Both Certificates should be retained according to the retention period associated with the first.

#### COMPLETION OF THE CERTIFICATE BY THE ORIGINATOR

*Block 1 Approving Competent Authority/Country*

State the name and country of the competent authority under whose jurisdiction this Certificate is issued, it is the Civil Aviation Committee of the Republic of Armenia.

*Block 2 CAC Form 1 header*

**‘AUTHORISED RELEASE CERTIFICATE CAC FORM 1’**

*Block 3 Form Tracking Number*

Enter the unique number established by the numbering system/procedure of the organisation identified in block 4; this may include alpha/numeric characters.

*Block 4 Organisation Name and Address*

Enter the full name and address of the approved organisation (refer to CAC form 3) releasing the work covered by this Certificate. Logos, etc., are permitted if the logo can be contained within the block.

*Block 5 Work Order/Contract/Invoice*

To facilitate customer traceability of the item(s), enter the work order number, contract number, invoice number, or similar reference number.

*Block 6 Item*

Enter line item numbers when there is more than one line item. This block permits easy cross- referencing to the Remarks block 12.

*Block 7 Description*

Enter the name or description of the item. Preference should be given to the term used in the instructions for continued airworthiness or maintenance data (e.g. Illustrated Parts Catalogue, Aircraft Maintenance Manual, Service Bulletin, Component Maintenance Manual).

*Block 8 Part Number*

Enter the part number as it appears on the item or tag/packaging. In case of an engine or propeller the type designation may be used.

*Block 9 Quantity*

State the quantity of items.

*Block 10 Serial Number*

If the item is required by regulations to be identified with a serial number, enter it here. Additionally, any other serial number not required by regulation may also be entered. If there is no serial number identified on the item, enter ‘N/A’.

*Block 11 Status/Work*

The following describes the permissible entries for block 11. Enter only one of these terms — where more than one may be applicable, use the one that most accurately describes the majority of the work performed and/or the status of the article.

|  |  |  |  |
| --- | --- | --- | --- |
| (i) | Overhauled | . | Means a process that ensures the item is in complete conformity with all the applicable service tolerances specified in the type certificate holder's, or equipment manufacturer's instructions for continued airworthiness, or in the data which is approved or accepted by the Authority. The item will be at least disassembled, cleaned, inspected, repaired as necessary, reassembled and tested in accordance with the above specified data. |
| (ii) | Repaired | . | Rectification of defect(s) using an applicable standard (1). |
| (iii) | Inspected/Tested | . | Examination, measurement, etc. in accordance with an applicable standard (1) (e.g. visual inspection, functional testing, bench testing etc.). |
| (iv) | Modified | . | Alteration of an item to conform to an applicable standard (1). |
| (1) Applicable standard means a manufacturing/design/maintenance/quality standard, method, technique or practice approved by or acceptable to the Competent Authority. The applicable standard shall be described in block 12. | | | |

*Block 12 Remarks*

Describe the work identified in Block 11, either directly or by reference to supporting documentation, necessary for the user or installer to determine the airworthiness of item(s) in relation to the work being certified. If necessary, a separate sheet may be used and referenced from the main CAC Form 1. Each statement must clearly identify which item(s) in Block 6 it relates to.

Examples of information to be entered in block 12 are:

1. Maintenance data used, including the revision status and reference.
2. Compliance with airworthiness directives or service bulletins.
3. Repairs carried out.
4. Modifications carried out.
5. Replacement parts installed.
6. Life limited parts status.
7. Deviations from the customer work order.
8. Release statements to satisfy a foreign Civil Aviation Authority maintenance requirement.
9. Information needed to support shipment with shortages or re-assembly after delivery.
10. For maintenance organisations approved in accordance with Subpart F of Annex I (Part- M) or Annex Vd (Part-CAO), the component CRS statement referred to in point [M.A.613](#_bookmark142) and CAO.A.070, as applicable:

“Certifies that, unless otherwise specified in this block, the work identified in block 11 and described in this block was accomplished in accordance with the requirements of Section A, Subpart F of Annex I (Part-M) or Annex Vd (Part-CAO) to Regulation on Continuing Airworthiness, and in respect to that work the item is considered ready for release to service. THIS IS NOT A RELEASE UNDER ANNEX II (PART-145) TO REGULATION ON CONTINUING AIRWORTHINESS."

If printing the data from an electronic CAC Form 1, any appropriate data not fit for other blocks should be entered in this block.

*Block 13a-13e*

General Requirements for blocks 13a-13e: Not used for maintenance release. Shade, darken, or otherwise mark to preclude inadvertent or unauthorised use.

*Block 14a*

Mark the appropriate box(es) indicating which regulations apply to the completed work. If the box “other regulations specified in block 12” is marked, then the regulations of the other airworthiness authority(ies) must be identified in block 12. At least one box must be marked, or both boxes may be marked, as appropriate.

For all maintenance carried out by maintenance organisations approved in accordance with Section A, Subpart F of Annex I (Part M) or Annex Vd (Part-CAO) to Regulation on Cotninuing Airworthiness, the box “other regulation specified in block 12” shall be ticked and the CRS statement be entered in block 12. In that case, the certification statement “unless otherwise specified in this block” is intended to address the following cases:

* 1. where maintenance could not be completed;
  2. where maintenance deviated from the standard required by Annex I (Part-M) or Annex Vd (Part-CAO);
  3. where maintenance was carried out in accordance with a requirement other than that specified in Annex I (Part-M) or Annex Vd (Part-CAO); in this case, block 12 shall specify the particular national regulation.

For all maintenance carried out by maintenance organisations approved in accordance with Section A of Annex II (Part-145) to Regulation on Continuing Airworthiness, the certification statement “unless otherwise specified in block 12” is intended to address the following cases:

1. where maintenance could not be completed;
2. where maintenance deviated from the standard required by Annex II (Part-145);
3. where maintenance was carried out in accordance with a requirement other than that specified in Annex II (Part-145); in this case, block 12 shall specify the particular national regulation.

*Block 14b Authorised Signature*

This space shall be completed with the signature of the authorised person. Only persons specifically authorised under the rules and policies of the Competent Authority are permitted to sign this block. To aid recognition, a unique number identifying the authorised person may be added.

*Block 14c Certificate/Approval Number*

Enter the Certificate/Approval number/reference. This number or reference is issued by the Competent Authority.

*Block 14d Name*

Enter the name of the person signing block 14b in a legible form.

*Block 14e Date*

Enter the date on which block 14b is signed, the date must be in the format dd = 2 digit day, mmm = first 3 letters of the month, yyyy = 4 digit year

*User/Installer Responsibilities*

Place the following statement on the Certificate to notify end users that they are not relieved of their responsibilities concerning installation and use of any item accompanied by the form:

‘THIS CERTIFICATE DOES NOT AUTOMATICALLY CONSTITUTE AUTHORITY TO INSTALL.

WHERE THE USER/INSTALLER PERFORMS WORK IN ACCORDANCE WITH REGULATIONS OF AN AIRWORTHINESS AUTHORITY DIFFERENT THAN THE AIRWORTHINESS AUTHORITY SPECIFIED IN BLOCK 1, IT IS ESSENTIAL THAT THE USER/INSTALLER ENSURES THAT HIS/HER AIRWORTHINESS AUTHORITY ACCEPTS ITEMS FROM THE AIRWORTHINESS AUTHORITY SPECIFIED IN BLOCK 1.

STATEMENTS IN BLOCKS 13A AND 14A DO NOT CONSTITUTE INSTALLATION CERTIFICATION. IN ALL CASES AIRCRAFT MAINTENANCE RECORDS MUST CONTAIN AN INSTALLATION CERTIFICATION ISSUED IN ACCORDANCE WITH THE NATIONAL REGULATIONS BY THE USER/INSTALLER BEFORE THE AIRCRAFT MAY BE FLOWN.’



|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Civil Aviation Committee of Republic of Armenia | | | **2. AUTHORISED RELEASE CERTIFICATE CAC FORM 1** | | | | 3. Form Tracking Number |
| 4. Organisation Name and Address: | | | | | | | 5. Work Order/Contract/Invoice |
| 6. Item | 7. Description | | | 8. Part No. | 9. Qty. | 10. Serial No. | 11. Status/Work |
|  |  | | |  |  |  |  |
| 12. Remarks | | | | | | | |
| 13a. Certifies that the items identified above were manufactured in conformity to:   * approved design data and are in a condition for safe operation * non-approved design data specified in block 12 | | | | | 14a □ Part-145.A.50 Release to Service □ Other regulation specified in block 12 Certifies that unless otherwise specified in block 12, the work identified in block 11 and described in block 12, was accomplished in accordance with Part-145 and in  respect to that work the items are considered ready for release to service. | | |
| 13b. Authorised Signature | | 13c. Approval/Authorisation Number | | | 14b. Authorised Signature | | 14c. Certificate/Approval Ref. No. |
| 13d. Name | | 13e. Date (dd mmm yyyy) | | | 14d. Name | | 14e. Date (dd mmm yyyy) |
| USER/INSTALLER RESPONSIBILITIES  This certificate does not automatically constitute authority to install the item(s).  Where the user/installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts items from the airworthiness authority specified in block 1.  Statements in blocks 13a and 14a do not constitute installation certification. In all cases aircraft maintenance records must contain an installation certification issued in  accordance with the national regulations by the user/installer before the aircraft may be flown. | | | | | | | |

***CAC Form 1 — MF/CAO/145 Issue 3***

**AMC to Appendix II to Part-M — Use of the CAC Form 1 for maintenance**

*R*

1. The following formats of an issued [CAC Form 1](#_bookmark261) or equivalent certificate are acceptable:
   * A paper certificate bearing a signature (both originals and copies are accepted);
   * A paper certificate generated from an electronic system (printed from electronically stored data) when complying with the following subparagraph 2;
   * An electronic CAC Form 1 or equivalent when complying with the following subparagraph 2.
2. Electronic signature and electronic exchange of the CAC Form 1
3. Submission to the competent authority

Any organisation intending to implement an electronic signature procedure to issue CAC Form 1 and/or to exchange electronically such data contained on the CAC Form 1, should document it and submit it to the competent authority as part of the documents attached to its exposition.

1. Characteristics of the electronic system generating the CAC Form 1 The electronic system should:
   * guarantee secure access for each certifying staff;
   * ensure integrity and accuracy of the data certified by the signature on the form and be able to show evidence of the authenticity of the CAC Form 1 (recording and record keeping) with suitable security, safeguards and backups;
   * be active only at the location where the part is being released with an CAC Form 1;
   * not permit to sign a blank form;
   * provide a high degree of assurance that the data has not been modified after signature (if modification is necessary after issuance, i.e., re-certification of a part, a new form with a new number and reference to the initial issuance should be made).
   * provide for a ‘personal’ electronic signature, identifying the signatory. The signature should be generated only in presence of the signatory.

An electronic signature means data in electronic form which is attached to or logically associated with other electronic data and which serves as a method of authentication and should meet the following criteria:

* + it is uniquely linked to the signatory;
  + it is capable of identifying the signatory;
  + it is created using means that the signatory can maintain under his sole control.

This electronic signature should be an electronically generated value based on a cryptographic algorithm and appended to data in a way to enable the verification of the data’s source and integrity.

Reserved.

The electronic system should be based on a policy and management structure (confidentiality, integrity and availability), such as:

* + Administrators, signatories;
  + Scope of authorisation, rights;
  + Password and secure access, authentication, protections, confidentiality;
  + Track changes;
  + Minimum blocks to be completed, completeness of information;
  + Archives;
  + etc.

The electronic system generating the CAC Form 1 may contain additional data such as;

* + Manufacturer code;
  + Customer identification code;
  + Workshop report;
  + Inspection results;
  + etc.

1. Characteristics of the CAC Form 1 generated from the electronic system.

To facilitate understanding and acceptance of the CAC Form 1 released with an electronic signature, the following statement should be in Block 14b: ‘Electronic Signature on File’.

In addition to this statement, it is accepted to print or display a signature in any form, such as a representation of the hand-written signature of the person signing (i.e. scanned signature) or a representation of their name.

When printing the electronic form, the CAC Form 1 should meet the general format as specified in [Appendix II to Part-M.](#_bookmark260) A watermark-type ‘PRINTED FROM ELECTRONIC FILE’ should be printed on the document.

When the electronic file contains a hyperlink to data required to determine the airworthiness of the item(s), the data associated to the hyperlink, when printed, should be in a legible format and be identified as a reference from the CAC Form 1.

Additional information not required by the CAC Form 1 completion instructions may be added to the printed copies of CAC Form 1, as long as the additional data do not prevent a person from filling out, issuing, printing, or reading any portion of the CAC Form 1. This additional data should be provided only in block 12 unless it is necessary to include it in another block to clarify the content of that block.

1. Electronic exchange of the electronic CAC Form 1

The electronic exchange of the electronic CAC Form 1 should be accomplished on a voluntary basis. Both parties (issuer and receiver) should agree on electronic transfer of the CAC Form 1.

For that purpose, the exchange needs to include:

* + all data of the CAC Form 1, including referenced data required by the CAC Form 1 completion instructions;
  + all data required for authentication of the CAC Form 1.
  + In addition, the exchange may include:
  + data necessary for the electronic format;
  + additional data not required by the CAC Form 1 completion instructions, such as manufacturer code, customer identification code.
  + The system used for the exchange of the electronic CAC Form 1 should provide:
  + A high level of digital security; the data should be protected, not altered or not corrupted;
  + Traceability of data back to its source.

Trading partners wishing to exchange CAC Form 1 electronically should do so in accordance with the means of compliance stated in this document. It is recommended that they use an established, common, industry method such as Air Transport Association (ATA) Spec 2000 Chapter 16.

The organisation(s) are reminded that additional national and/or international requirements may need to be satisfied when operating the electronic exchange of the electronic CAC Form 1.

The receiver should be capable of regenerating the CAC Form 1 from the received data without alteration; if not, the system should revert back to the paper system.

When the receiver needs to print the electronic form, refer to subparagraph c) here above.

**GM to Appendix II to Part-M — Use of the CAC Form 1 for maintenance**

**CAC FORM 1 BLOCK 12 ‘REMARKS’**

The CAC Form 1 identifies the airworthiness status of an aircraft component in relation to the work being certified. Block 12 ‘Remarks’ of the [CAC Form 1](#_bookmark261) in some cases contains vital airworthiness- related information (see also Appendix II to Part-M) which may need appropriate and necessary actions.

Examples of data to be entered in this block as appropriate:

* Maintenance documentation used, including the revision status, for all work performed and not limited to the entry made in block 11. A statement such as ‘in accordance with the CMM’ is not acceptable.
* NDT methods with appropriate documentation used when relevant.
* Compliance with airworthiness directives or service bulletins.
* Repairs carried out.
* Modifications carried out.
* Replacement parts installed.
* Life-limited parts status.
* Shelf life limitations.
* Deviations from the customer work order.
* Release statements to satisfy a foreign civil aviation authority maintenance requirement.
* Information needed to support shipment with shortages or re-assembly after delivery.
* References to aid traceability, such as batch numbers.

### Appendix III — Airworthiness Review Certificate — CAC Form 15 CAC FORM 15B

|  |
| --- |
| Republic of Armenia  **AIRWORTHINESS REVIEW CERTIFICATE (ARC)**  ARC reference: ………..  Pursuant to Republic of Armenia Civil Aviation Law the following organisation, approved in accordance with Section A of Annex Vc (Part-CAMO) or Section A of Annex Vd (Part-CAO) to Regulation on Continuing Airworthiness,  [NAME OF ORGANISATION APPROVED AND ADDRESS] [APPROVAL REFERENCE]  hereby certifies that it has performed an airworthiness review in accordance with point [M.A.901](#_bookmark170) of Annex I to Regulation on Continuing Airworthiness on the following aircraft:  Aircraft manufacturer: ……………………………………………………………………………………………………………………………… Manufacturer’s designation: …………………………………………………………………………………………………………………….. Aircraft registration: …………………………………………………………………………………………………………………………………. Aircraft serial number: ……………………………………………………………………………………………………………………………… and this aircraft is considered airworthy at the time of the review.  Date of issue: .................................................................. Date of expiry: …………………………………………………… Airframe Flight Hours (FH) at date of issue (\*\*): ……………………………………………………………………………………….. Signed: ........................................................................... Authorisation No: …………………………….....................  1st extension: The aircraft has remained in a controlled environment in accordance with point [M.A.901](#_bookmark170) of Annex I (Part-M) to Regulation on Continuing Airworthiness for the last year. The aircraft is considered to be airworthy at the time of the issue.  Date of issue: .................................................................. Date of expiry: …………………………………………………… Airframe Flight Hours (FH) at date of issue (\*\*): ……………………………………………………………………………………….. Signed: .............................................………………………….. Authorisation No: …………………………….....................  Company Name: ........................................................... Approval reference: ……………………………………………..  2nd extension: The aircraft has remained in a controlled environment in accordance with point [M.A.901](#_bookmark170) of Annex I (Part-M) to Regulation on Continuing Airworthiness for the last year. The aircraft is considered to be airworthy at the time of the issue.  Date of issue: .................................................................. Date of expiry: ……………………………………………………. Airframe Flight Hours (FH) at date of issue (\*\*): ………………………………………………………………………………………… Signed: ............................................................................ Authorisation No: …………………………….....................  Company Name: ............................................................. Approval reference: ……………………………………………. |

CAC Form 15b Issue 6 (\*\*) Except for airships.

**CAC FORM 15A**

Republic of Armenia

**AIRWORTHINESS REVIEW CERTIFICATE (ARC)**

ARC reference: ……….

Pursuant to Republic of Armenia Civil Aviation Law the Civil Aviation Committee of the Republic of Armenia hereby certifies that the following aircraft:

Aircraft manufacturer: ……………………………………………………………………………………………………………………. Manufacturer’s designation: …………………………………………………………………………………………………………… Aircraft registration: ……………………………………………………………………………………………………………………….. Aircraft serial number: ……………………………………………………………………………………………………………………. is considered airworthy at the time of the review.

Date of issue: ...................................................... Date of expiry: …………………………………………………….. Airframe Flight Hours (FH) at date of issue (\*\*): ………………………………………………………………………………. Signed: ................................................................ Authorisation No: ……………………………......................

1st extension: The aircraft has remained in a controlled environment in accordance with point [M.A.901](#_bookmark170) of Annex I (Part-M) to Regulation on Continuing Airworthiness for the last year. The aircraft is considered to be airworthy at the time of the issue.

Date of issue: ...................................................... Date of expiry: …………………………………………………….. Airframe Flight Hours (FH) at date of issue (\*\*): ………………………………………………………………………………. Signed: ................................................................ Authorisation No: ……………………………......................

Company Name: ................................................. Approval reference: ……………………………………………..

2nd extension: The aircraft has remained in a controlled environment in accordance with point [M.A.901](#_bookmark170) of Annex I (Part-M) to Regulation on Continuing Airworthiness for the last year. The aircraft is considered to be airworthy at the time of the issue.

Date of issue: ...................................................... Date of expiry: ……………………………………………………. Airframe Flight Hours (FH) at date of issue (\*\*): ……………………………………………………………………………… Signed: ................................................................ Authorisation No: …………………………….....................

Company Name: ................................................. Approval reference: …………………………………………….

CAC Form 15a Issue 5 (\*\*) Except for airships.

**Appendix IV — Class and rating system for the terms of approval of maintenance organisations referred to in Annex I (Part-M), Subpart F**

*[Regulatory source]*

1. Except as stated otherwise for the smallest organisations referred to in point 11, the table in point 12 provides for the standard system for the approval of a maintenance organisation referred to in [Annex I (Part-M), Subpart F.](#_bookmark110) An organisation must be granted an approval that ranges from a single class and rating with limitations to all classes and ratings with limitations.
2. In addition to the table referred to in point 12, the approved maintenance organisation is required to indicate its scope of work in its maintenance organisation manual.
3. Within the approval class(es) and rating(s) granted by the competent authority, 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 organisations scope of work are matching.
4. *A category A class rating* means that the approved maintenance organisation may carry out maintenance on the aircraft and any component (including engines and/or Auxiliary Power Units (APUs), in accordance with aircraft maintenance data or, if agreed by the competent authority, in accordance with component maintenance data, only whilst such components are fitted to the aircraft. Nevertheless, such A-rated approved maintenance organisation may temporarily remove a component for maintenance, in order to improve access to that component, except when such removal generates the need for additional maintenance not eligible for the provisions of this point. This will be subject to a control procedure in the maintenance organisation exposition to be approved by the competent authority. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval.
5. *A category B class rating* means that the approved maintenance organisation may carry out maintenance on the uninstalled engine and/or APU and engine and/or APU components, in accordance with engine and/or APU maintenance data or, if agreed by the competent authority, in accordance with component maintenance data, only whilst such components are fitted to the engine and/or APU. Nevertheless, such B-rated approved maintenance organisation may temporarily remove a component for maintenance, in order to improve access to that component, except when such removal generates the need for additional maintenance not eligible for the provisions of this point. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A maintenance organisation approved 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 to be approved by the competent authority. The maintenance organisation exposition scope of work shall reflect such activity where permitted by the competent authority.
6. *A category C class rating* means that the 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 maintenance organisation approved 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 to be approved by the competent authority. The

maintenance organisation exposition scope of work shall reflect such activity where permitted by the competent authority.

1. *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 an approved maintenance organisation that carries out NDT as a particular task for another organisation. A maintenance organisation approved 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.
2. The *limitation* section is intended to give the competent authorities the flexibility to customise the approval to any particular organisation. Ratings shall be mentioned on the approval only when appropriately limited. The table referred to in point 12 specifies the types of limitation possible. Whilst maintenance is listed last in each class rating it is acceptable to stress the maintenance task rather than the aircraft or engine type or manufacturer, if this is more appropriate to the organisation (an example could be avionic systems installations and related maintenance). Such mention in the limitation section indicates that the maintenance organisation is approved to carry out maintenance up to and including this particular type/task.
3. When reference is made to *series, type and group* in the limitation section of class A and B, series means a specific type series such as Cessna 150 or Cessna 172 or Beech 55 series or continental O-200 series etc; type means a specific type or model such as Cessna 172RG type; any number of series or types may be quoted; group means for example Cessna single piston engine aircraft or Lycoming non-supercharged piston engines, etc.
4. When a *lengthy capability list* is used which could be subject to frequent amendments, then such amendments may be performed in accordance with the indirect approval procedure referred to in points [M.A.604(c)](#_bookmark116) and [M.B.606(c).](#_bookmark243)
5. A maintenance organisation which employs only one person to both plan and carry out all maintenance can only hold a limited scope of approval rating. The maximum permissible limits are:

|  |  |  |
| --- | --- | --- |
| **CLASS** | **RATING** | **LIMITATION** |
| CLASS AIRCRAFT | RATING A2 AEROPLANES 5700  KG AND BELOW | PISTON ENGINE 5700 KG AND  BELOW |
| CLASS AIRCRAFT | RATING A3 HELICOPTERS | SINGLE PISTON ENGINE 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 OTHER THAN COMPLETE ENGINES OR APUs. | C1 TO C22 | 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 terms of approval depending on the capability of the particular organisation.

1. Table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **RATING** | **LIMITATION** | **BASE** | **LINE** |
| **AIRCRAFT** | A2 Aeroplanes 5 700 kg and below | [Shall state aeroplane manufacturer or group or series or type and/or the maintenance task(s)]  *Example: DHC-6 Twin Otter Series*  State whether the issue of airworthiness review  certificates is authorised | [YES/NO] (\*1) | [YES/NO] (\*1) |
| A3 Helicopters | [Shall state helicopter manufacturer or group or series or type and/or the maintenance task(s)]  *Example: Robinson R44* | [YES/NO] (\*1) | [YES/NO] (\*1) |
| A4 Aircraft other than A1, A2 and A3 | [Shall state aircraft category (sailplane, balloon, airship, etc.), manufacturer or group or series or type and/or the maintenance task(s)]  State whether the issue of airworthiness review  certificates is authorised | [YES/NO] (\*1) | [YES/NO] (\*1) |
| **ENGINES** | B1 Turbine | [Shall state engine series or type and/or the maintenance task(s)]  *Example: PT6A Series* | | |
| B2 Piston | [Shall state engine manufacturer or group or series or type and/or the maintenance task(s)] | | |
| B3 APU | [Shall state engine manufacturer or series or type and/or the  maintenance task(s)] | | |
| **COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs** | C1 Air Cond &  Press | [Shall 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).]  *Example: PT6A Fuel Control* | | |
| C2 Auto Flight |
| C3 Comms and Nav |
| C4 Doors — Hatches |
| C5 Electrical  Power & Lights |
| C6 Equipment |
| C7 Engine — APU |
| C8 Flight  Controls |
| C9 Fuel |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **RATING** | **LIMITATION** | **BASE** | **LINE** |
|  | C10 Helicopter  — Rotors |  | | |
| C11 Helicopter  — Trans |
| C12 Hydraulic Power |
| C13 Indicating  — recording  system |
| C14 Landing Gear |
| C15 Oxygen  C16 Propellers  C17 Pneumatic & Vacuum |
| C18 Protection ice/rain/fire |
| C19 Windows  C20 Structural  C21 Water ballast |
| C22 Propulsion Augmentation D1 Non-  Destructive  Testing |  | | |
| **SPECIALISED SERVICES** | [Shall state particular NDT method(s)] | | |
| **(\*1) Delete as appropriate** | | | | |

**Appendix V — Maintenance Organisation Certificate referred to in Annex I (Part-M), Subpart F – CAC Form 3-MF**

|  |
| --- |
| Page 1 of 2  Republic of Armenia  **MAINTENANCE ORGANISATION CERTIFICATE**  Reference: [AM].MF.[XXXX]  Pursuant to Republic of Armenia Civil Aviation Law and to Commission Regulation on Continuing Airworthiness and subject to the conditions specified below, the Civil Aviation Committee of the Republic of Armenia, hereby certifies:  [COMPANY NAME AND ADDRESS]  as a maintenance organisation in compliance with Section A, Subpart F of Annex I (Part-M) to Regulation on Continuing Airworthiness, approved to maintain the products, parts and appliances listed in the attached terms of approval and issue related certificates of release to service using the above references and, when stipulated, airworthiness review certificates after an airworthiness review as specified in point ML.A.903 of Annex Vb (Part-ML) to Regulation on Continuing Airworthiness for those aircraft listed in the attached terms of approval.  CONDITIONS:   1. This certificate is limited to what is specified in the scope of work section of the approved maintenance organisation manual as referred to in Section A, Subpart F of Annex I (Part-M) to Regulation on Continuing Airworthiness; and 2. This certificate requires compliance with the procedures specified in the approved maintenance organisation manual; and 3. This certificate is valid whilst the approved maintenance organisation remains in compliance with Annex I (Part-M) and Annex Vb (Part-ML) to Regulation on Continuing Airworthiness. 4. Reserved.   Date of original issue: .........................................................................................................................................  Date of this revision: ..........................................................................................................................................  Revision No: …………………………………………………………………………………………………………………………………………………. Signed: ...............................................................................................................................................................  For the competent authority: Civil Aviation Committee of Republic of Armenia |

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|  |  |  |
| --- | --- | --- |
| **CLASS** | **RATING** | **LIMITATION** |
| **AIRCRAFT (\*\*)** | (\*\*\*) | (\*\*\*\*) |
| (\*\*\*) | (\*\*\*\*) |
| **ENGINES (\*\*)** | (\*\*\*) | (\*\*\*) |
| (\*\*\*) | (\*\*\*) |
| **COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs (\*\*)** | (\*\*\*) | (\*\*\*) |
| (\*\*\*) | (\*\*\*) |
| (\*\*\*) | (\*\*\*) |
| (\*\*\*) | (\*\*\*) |
| (\*\*\*) | (\*\*\*) |
| (\*\*\*) | (\*\*\*) |
| **SPECIALISED SERVICES**  **(\*\*)** | (\*\*\*) | (\*\*\*) |
| (\*\*\*) | (\*\*\*) |

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| Page 2 of 2  **MAINTENANCE ORGANISATION TERMS OF APPROVAL**  Reference: [AM].MF.XXXX Organisation: [COMPANY NAME AND ADDRESS]  These terms of approval are limited to the products, parts and appliances and to the activities specified in the scope of work section of the approved maintenance organisation manual.  Maintenance organisation manual reference: .................................................................................................  Date of original issue: ........................................................................................................................................  Date of last revision approved: ........................ Revision No: …………………………………………………………………….. Signed: ...............................................................................................................................................................  For the competent authority: Civil Aviation Committee of Republic of Armenia |

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(\*\*) Delete as appropriate if the organisation is not approved. (\*\*\*) Complete with the appropriate rating and limitation.

(\*\*\*\*) Complete with the appropriate limitation and state whether the issue of airworthiness review certificates is authorised or not (only possible for ELA1 aircraft not involved in commercial operations when the organisation performs the airworthiness review together with the annual inspection contained in the AMP).

**AMC to Appendix V to Part-M — Maintenance Organisation Approval referred to in Annex I (Part-M) Subpart F**

The following fields on page 2 ‘Maintenance Organisation Approval Schedule’ of the maintenance organisation approval certificate should be completed as follows:

* Date of original issue: It refers to the date of the original issue of the maintenance organisation manual.
* Date of last revision approved: It refers to the date of the last revision of the maintenance organisation manual affecting the content of the certificate. Changes to the maintenance organisation manual which do not affect the content of the certificate do not require the reissuance of the certificate.
* Revision No: It refers to the revision No of the last revision of the maintenance organisation manual affecting the content of the certificate. Changes to the maintenance organisation manual which do not affect the content of the certificate do not require the reissuance of the certificate.

### Appendix VI — Reserved

*[Regulatory source]*

### AMC to Appendix VI to Part-M — Reserved

### Appendix VII — Complex Maintenance Tasks

*[Regulatory source]*

The following constitutes the complex maintenance tasks referred to in point [M.A.801](#_bookmark158)(b):

1. The modification, repair or replacement by riveting, bonding, laminating, or welding of any of the following airframe parts:
   1. a box beam;
   2. a wing stringer or chord member;
   3. a spar;
   4. a spar flange;
   5. a member of a truss-type beam;
   6. the web of a beam;
   7. a keel or chine member of a flying boat hull or a float;
   8. a corrugated sheet compression member in a wing or tail surface;
   9. a wing main rib;
   10. a wing or tail surface brace strut;
   11. an engine mount;
   12. a fuselage longeron or frame;
   13. a member of a side truss, horizontal truss or bulkhead;
   14. a seat support brace or bracket;
   15. a seat rail replacement;
   16. a landing gear strut or brace strut;
   17. an axle;
   18. a wheel; and
   19. a ski or ski pedestal, excluding the replacement of a low-friction coating.
2. The modification or repair of any of the following parts:
   1. aircraft skin, or the skin of an aircraft float, if the work requires the use of a support, jig or fixture;
   2. aircraft skin that is subject to pressurization loads, if the damage to the skin measures more than 15 cm (6 inches) in any direction;
   3. 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
      1. the swaging of a repair splice or cable fitting, and
      2. the replacement of a push-pull tube end fitting that is attached by riveting; and
   4. 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.
3. The performance of the following maintenance on a piston engine:
   1. dismantling and subsequent reassembling of a piston engine other than (i) to obtain access to the piston/cylinder assemblies; or (ii) to remove the rear accessory cover to inspect and/or replace oil pump assemblies, where such work does not involve the removal and re-fitment of internal gears;
   2. dismantling and subsequent reassembling of reduction gears;
   3. welding and brazing of joints, other than minor weld repairs to exhaust units carried out by a suitably approved or authorised welder but excluding component replacement;
   4. the disturbing of individual parts of units which are supplied as bench tested units, except for the replacement or adjustment of items normally replaceable or adjustable in service.
4. The balancing of a propeller, except:
   1. for the certification of static balancing where required by the maintenance manual;
   2. dynamic balancing on installed propellers using electronic balancing equipment where permitted by the maintenance manual or other approved airworthiness data;
5. Any additional task that requires:
   1. specialized tooling, equipment or facilities; or
   2. significant coordination procedures because of the extensive duration of the tasks and the involvement of several persons.

### AMC to Appendix VII — Complex Maintenance Tasks

The sentence ‘suitably approved or authorised welder’ contained in Appendix VII, paragraph 3(c), means that the qualification should meet an officially recognised standard or, otherwise, should be accepted by the competent authority.

### Appendix VIII — Limited Pilot-owner Maintenance

*[Regulatory source]*

In addition to the requirements laid down in [Annex I (Part-M),](#_bookmark7) the following basic principles are to be complied with before any maintenance task is carried out under the terms of Pilot-owner maintenance:

1. Competence and responsibility
   1. The Pilot-owner is always responsible for any maintenance that he performs.
   2. Before carrying out any Pilot-owner maintenance tasks, the Pilot-owner must satisfy himself that he is competent to do the task. It is the responsibility of Pilot-owners to familiarize themselves with the standard maintenance practices for their aircraft and with the aircraft maintenance programme. If the Pilot-owner is not competent for the task to be carried out, the task cannot be released by the Pilot-owner.
   3. The Pilot-owner (or his contracted CAMO or CAO) is responsible for identifying the Pilot- owner tasks according to these basic principles in the maintenance programme and for ensuring that the document is updated in a timely manner.
   4. The approval of the maintenance programme has to be carried out in accordance with point [M.A.302.](#_bookmark40)
2. Tasks

The Pilot-owner may carry out simple visual inspections or operations to check for general condition and obvious damage and normal operation of the airframe, engines, systems and components.

Maintenance tasks shall not be carried out by the Pilot-owner when the task:

* 1. is a critical maintenance task;
  2. requires the removal of major components or major assembly and/or;
  3. is carried out in compliance with an Airworthiness Directive or an Airworthiness Limitation Item, unless specifically allowed in the AD or the ALI and/or;
  4. requires the use of special tools, calibrated tools (except torque wrench and crimping tool) and/or;
  5. requires the use of test equipments or special testing (e.g. NDT, system tests or operational checks for avionic equipment) and/or;
  6. is composed of any unscheduled special inspections (e.g. heavy landing check) and/or;
  7. is effecting systems essential for the IFR operations and/or;
  8. is listed in [Appendix VII to this Annex](#_bookmark272) or is a component maintenance task in accordance with points [M.A.502(a),](#_bookmark101) (b), (c) or (d).

The criteria 1 to 8 cannot be overridden by less restrictive instructions issued in accordance with [‘M.A.302(d)](#_bookmark40) Maintenance Programme’.

Any task described in the aircraft flight manual as preparing the aircraft for flight (Example: assembling the glider wings or pre-flight), is considered to be a pilot task and is not considered a Pilot-owner maintenance task and therefore does not require a Certificate of Release to Service.

1. Performance of the maintenance Pilot-owner tasks and records

The maintenance data as specified in point [M.A.401](#_bookmark72) must be always available during the conduct of Pilot-owner maintenance and must be complied with. Details of the data referred to in the conduct of Pilot-owner maintenance must be included in the Certificate of Release to Service in accordance with point [M.A.803(d).](#_bookmark167)

The Pilot-owner must inform the approved continuing airworthiness management organisation responsible for the continuing airworthiness of the aircraft (if applicable) not later than 30 days after completion of the Pilot-owner maintenance task in accordance with point [M.A.305(a)](#_bookmark48).

### AMC to Appendix VIII — Limited Pilot-owner Maintenance

*R*

1. The lists here below specify items that can be expected to be completed by an owner who holds a current and valid pilot licence for the aircraft type involved and who meets the competence and responsibility requirements of [Appendix VIII to Part-M](#_bookmark274).
2. The list of tasks may not address in a detailed manner the specific needs of the various aircraft categories. In addition, the development of technology and the nature of the operations undertaken by these categories of aircraft cannot be always adequately considered.
3. Therefore, the following lists are considered to be the representative scope of limited Pilot- owner maintenance referred to in [M.A.803](#_bookmark167) and Appendix VIII:
   * Part A applies to aeroplanes;
   * Part B applies to rotorcraft;
   * Part C applies to sailplanes and powered sailplanes;
   * Part D applies to balloons and airships.
4. Inspection tasks/checks of any periodicity included in an approved maintenance programme can be carried out providing that the specified tasks are included in the generic lists of Parts A to D of this AMC and remain compliant with Part M Appendix VIII basic principles.

The content of periodic inspections/checks, as well as their periodicity, is not regulated or standardised in an aviation specification. It is the decision of the manufacturer/Type Certificate Holder (TCH) / declarant of a declaration of design compliance to recommend a schedule for each specific type of inspection/check.

For an inspection/check with the same periodicity for different TCHs, the content may differ, and in some cases may be critically safety-related and may need the use of special tools or knowledge and thus would not qualify for Pilot-owner maintenance. Therefore, the maintenance carried out by the Pilot-owner cannot be generalised to specific inspections such as 50 Hrs, 100 Hrs or 6 Month periodicity.

The Inspections to be carried out are limited to those areas and tasks listed in this [AMC to](#_bookmark275) [Appendix VIII;](#_bookmark275) this allows flexibility in the development of the maintenance programme and does not limit the inspection to certain specific periodic inspections. A 50 Hrs/6 Month periodic inspection for a fixed wing aeroplane as well as the one-year inspection on a glider may normally be eligible for Pilot-owner maintenance.

**TABLES**

Note: Tasks in Part A or Part B shown with \*\* exclude IFR operations following Pilot-owner maintenance. For these aircraft to operate under IFR operations, these tasks should be released by an appropriate licensed engineer.

**Part A/ PILOT-OWNER MAINTENANCE TASKS for POWERED AIRCRAFT (AEROPLANES)**

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| --- | --- | --- | --- |
| **PILOT-OWNER MAINTENANCE TASKS for POWERED AIRCRAFT (AEROPLANES)** | | | |
| **ATA** | **Area** | **Task** | **Aeroplanes**  **<=2 730kg** |
| **09** | Towing | Tow release unit and tow cable retraction mechanism – Cleaning, lubrication and tow cable replacement (including weak links). | Yes |
| Mirror –Installation and replacement of mirrors. | Yes |
| **11** | Placards | Placards, Markings – Installation and renewal of placards and markings required by AFM and AMM. | Yes |
| **12** | Servicing | Lubrication – Those items not requiring a disassembly other than of non-structural items such as cover plates, cowlings and fairings. | Yes |
| **20** | Standard Practices | Safety Wiring – Replacement of defective safety wiring or cotter keys, excluding those in engine controls, transmission controls and  flight control systems. | Yes |
| Simple Non-Structural Standard Fasteners – Replacement and  adjustment, excluding the replacement of receptacles and anchor nuts requiring riveting. | Yes |
| **21** | Air Conditioning | Replacement of flexible hoses and ducts. | Yes |
| **23** | Communication | Communication devices – Remove and replace self contained, instrument panel mount communication devices with quick  disconnect connectors, excluding IFR operations. | Yes\*\* |
| **24** | Electrical power | Batteries – Replacement and servicing, excluding servicing of Ni-Cd batteries and IFR operations. | Yes\*\* |
| Wiring – Repairing broken circuits in non critical equipment, excluding ignition system, primary generating system and required  communication, navigation system and primary flight instruments. | Yes |
| Bonding – Replacement of broken bonding cable. | Yes |
| Fuses – Replacement with the correct rating. | Yes |
| **25** | Equipment | Safety Belts – Replacement of safety belts and harnesses excluding  belts fitted with airbag systems. | Yes |
| Seats – Replacement of seats or seat parts not involving disassembly  of any primary structure or control system. | Yes |
| Non-essential instruments and/or equipment - Replacement of self contained, instrument panel mount equipment with quick  disconnect connectors. | Yes |
| Oxygen System – Replacement of portable oxygen bottles and systems in approved mountings, excluding permanently installed  bottles and systems. | Yes |
| ELT – Removal/Reinstallation. | Yes |
| **27** | Flight controls | Removal or reinstallation of co-pilot control column and rudder pedals where provision for quick disconnect is made by design. | Yes |
| **28** | Fuel System | Fuel Filter elements – Cleaning and/or replacement. | Yes |
| **30** | Ice and Rain Protection | Windscreen Wiper – Replacement of wiper blade. | Yes |

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| **PILOT-OWNER MAINTENANCE TASKS for POWERED AIRCRAFT (AEROPLANES)** | | | |
| **ATA** | **Area** | **Task** | **Aeroplanes**  **<=2 730kg** |
| **31** | Instruments | Instrument Panel – Removal and reinstallation provided this it is a design feature with quick disconnect connectors, excluding IFR operations. | Yes\*\* |
| Pitot Static System – Simple sense and leak check, excluding IFR operations. | Yes\*\* |
| Drainage – Drainage of water drainage traps or filters within the  Pitot Static system excluding IFR operations. | Yes\*\* |
| Instruments – Check for legibility of markings and those readings are consistent with ambient conditions. | Yes |
| **32** | Landing Gear | Wheels – Removal, replacement and servicing, including  replacement of wheel bearings and lubrication. | Yes |
| Servicing – Replenishment of hydraulic fluid | Yes |
| Shock Absorber – Replacement of elastic cords or rubber dampers. | Yes |
| Shock Struts – Replenishment of oil or air. | Yes |
| Skis – Changing between wheel and ski landing gear. | Yes |
| Landing skids – Replacement of landing skids and skid shoes. | Yes |
| Wheel fairings (spats) – Removal and reinstallation. | Yes |
| Mechanical brakes – Adjustment of simple cable operated systems. | Yes |
| Brake – Replacement of worn brake pads. | Yes |
| **33** | Lights | Lights – Replacement of internal and external bulbs, filaments,  reflectors and lenses. | Yes |
| **34** | Navigation | Software – Updating self contained, instrument panel mount navigational software databases, excluding automatic flight control  systems and transponders. | Yes |
|  |  | Navigation devices – Removal and replacement of self contained, instrument panel mount navigation devices with quick disconnect connectors, excluding automatic flight control systems,  transponders, primary flight control system and IFR operations. | Yes\*\* |
| Self contained data logger – Installation, data restoration. | Yes |
| **51** | Structure | Fabric patches – Simple patches extending over not more than one rib and not requiring rib stitching or removal of structural parts or control surfaces. | Yes |
| Protective Coating – Applying preservative material or coatings where no disassembly of any primary structure or operating system is involved. | Yes |
| Surface finish - Minor restoration where no disassembly of any primary structure or operating system is involved This includes application of signal coatings or thin foils as well as registration markings. | Yes |
| Fairings – Simple repairs to non-structural fairings and cover plates  which do not change the contour. | Yes |
| **52** | Doors and Hatches | Doors - Removal and reinstallation | Yes |
| **53** | Fuselage | Upholstery, furnishing – Minor repairs which do not require disassembly of primary structure or operating systems, or interfere  with control systems. | Yes |

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| **PILOT-OWNER MAINTENANCE TASKS for POWERED AIRCRAFT (AEROPLANES)** | | | |
| **ATA** | **Area** | **Task** | **Aeroplanes**  **<=2 730kg** |
| **56** | Windows | Side Windows - Replacement if it does not require riveting, bonding or any special process | Yes |
| **61** | Propeller | Spinner – Removal and reinstallation. | Yes |
| **71** | Powerplant installation | Cowling – Removal and reinstallation not requiring removal of propeller or disconnection of flight controls. | Yes |
| Induction System – Inspection and replacement of induction air  filter. | Yes |
| **72** | Engine | Chip detectors – Removal, checking and reinstallation provided the chip detector is a self-sealing type and not electrically indicated. | Yes |
| **73** | Engine fuel | Strainer or Filter elements – Cleaning and/or replacement. | Yes |
| Fuel - Mixing of required oil into fuel. | Yes |
| **74** | Ignition | Spark Plugs – Removal, cleaning, adjustment and reinstallation. | Yes |
| **75** | Cooling | Coolant - Replenishment of coolant fluid. | Yes |
| **77** | Engine Indicating | Engine Indicating – Removal and replacement of self contained, instrument panel mount indicators that have quick-release connectors and do not employ direct reading connections. | Yes |
| **79** | Oil System | Strainer or filter elements – Cleaning and/or replacement. | Yes |
| Oil – Changing or replenishment of engine oil and gearbox fluid. | Yes |

**Part B/ PILOT-OWNER MAINTENANCE TASKS for ROTORCRAFT**

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| --- | --- | --- | --- |
| **PILOT-OWNER MAINTENANCE TASKS for ROTORCRAFT** | | | |
| **ATA** | **Area** | **Task** | **Single Engine Rotorcraft**  **<=2 730kg** |
| **11** | Placards | Placards, Markings – Installation and renewal of placards and markings required by AFM and AMM. | Yes |
| **12** | Servicing | Fuel, oil, hydraulic, de-iced and windshield liquid replenishment. | Yes |
| Lubrication – Those items not requiring a disassembly other than of non-structural items such as cover plates, cowlings and fairings. | Yes |
| **20** | Standard Practices | Safety Wiring – Replacement of defective safety wiring or cotter keys, excluding those in engine controls, transmission controls and flight control systems. | Yes |
| Simple non-structural standard fasteners – Replacement and adjustment, excluding latches and the replacement of receptacles and anchor nuts requiring riveting. | Yes |
| **21** | Air Conditioning | Replacement of flexible hoses and ducts. | Yes |
| **23** | Communication | Communication devices – Remove and replace self contained, instrument panel mount communication devices with quick  disconnect connectors, excluding IFR operations. | Yes\*\* |
| **24** | Electrical power | Batteries – Replacement and servicing, excluding servicing of Ni- Cd batteries and IFR operations. | Yes\*\* |
| Wiring – Repairing broken circuits in noncritical equipment, excluding ignition system, primary generating system and required  communication, navigation system and primary flight instruments. | Yes |

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| --- | --- | --- | --- |
| **PILOT-OWNER MAINTENANCE TASKS for ROTORCRAFT** | | | |
| **ATA** | **Area** | **Task** | **Single Engine Rotorcraft**  **<=2 730kg** |
|  |  | Bonding – Replacement of broken bonding cable excluding bonding on rotating parts and flying controls. | Yes |
| Fuses – Replacement with the correct rating. | Yes |
| **25** | Equipment | Safety Belts - Replacement of safety belts and harnesses excluding  belts fitted with airbag systems. | Yes |
|  |  | Seats – Replacement of seats or seat parts not involving disassembly of any primary structure or control system excluding  flight crew seats. | Yes |
| Removal/installation of emergency flotation gears with quick  disconnect connectors. | Yes |
| Non-essential instruments and/or equipment - Replacement of self contained, instrument panel mount equipment with quick  disconnect connectors. | Yes |
| ELT - Removal/Reinstallation. | Yes |
| **30** | Ice and rain protection | Windshield wiper replacement | Yes |
| **31** | Instruments | Instrument Panel– Removal and reinstallation provided this it is a design feature with quick disconnect connectors, excluding IFR  operations. | Yes\*\* |
| Pitot Static System – Simple sense and leak check, excluding IFR  operations. | Yes\*\* |
| Drainage – Drainage of water drainage traps or filters within the  Pitot Static system excluding IFR operations. | Yes\*\* |
| Instruments – Check for legibility of markings and those readings are consistent with ambient conditions. | Yes |
| **32** | Landing Gears | Wheels – Removal, replacement and servicing, including replacement of wheel bearings and lubrication. | Yes |
| Replacement of skid wear shoes. | Yes |
| Fit and remove snow landing pads. | Yes |
| Servicing – Replenishment of hydraulic fluid. | Yes |
| Brake – Replacement of worn brake pads. | Yes |
| **33** | Lights | Lights – replacement of internal and external bulbs, filaments, reflectors and lenses. | Yes |
| **34** | Navigation | Software – Updating self contained, instrument panel mount navigational software databases, excluding automatic flight  control systems and transponders. | Yes |
| Navigation devices – Remove and replace self contained, instrument panel mount navigation devices with quick disconnect connectors, excluding automatic flight control systems, transponders, primary flight control system and IFR operations. | Yes\*\* |
| Self contained data logger – Installation, data restoration. | Yes |
| **51** | Structure | Protective Coating – Applying preservative material or coatings where no disassembly of any primary structure or operating  system is involved. | Yes |

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| **PILOT-OWNER MAINTENANCE TASKS for ROTORCRAFT** | | | |
| **ATA** | **Area** | **Task** | **Single Engine Rotorcraft**  **<=2 730kg** |
|  |  | Surface finish - Minor restoration where no disassembly of any primary structure or operating system is involved, excluding intervention on main and tail rotors. This includes application of  signal coatings or thin foils as well as Registration markings. | Yes |
| Fairings – Simple repairs to non-structural fairings and cover plates  which do not change the contour. | Yes |
| **52** | Doors | Doors - Removal and reinstallation. | Yes |
| **53** | Fuselage | Upholstery, furnishing – Minor repairs which do not require disassembly of primary structure or operating systems, or interfere with control systems. | Yes |
| **56** | Windows | Side Windows - Replacement if it does not require riveting, bonding or any special process. | Yes |
| **62** | Main rotor | Removal/installation of main rotor blades that are designed for removal where special tools are not required (tail rotor blades  excluded) limited to installation of the same blades previously removed refitted in the original position. | Yes |
| **63**  **65** | Transmission | Chip detectors – Remove, check and replace provided the chip  detector is a self-sealing type and not electrically indicated. | Yes |
| **67** | Flight control | Removal or reinstallation of co-pilot cyclic and collective controls and yaw pedals where provision for quick disconnect is made by design. | Yes |
| **71** | Powerplant installation | Cowlings - Removal and re-fitment. | Yes |
| **72** | Engine | Chip detectors –removal, checking and reinstallation provided the chip detector is a self sealing type and not electrically indicated. | Yes |
| **79** | Oil System | Filter elements – Replacement, provided that the element is of the “spin on/off” type. | Yes |
| Oil - Changing or replenishment of engine oil. | Yes |

**Part C/ PILOT-OWNER MAINTENANCE TASKS for SAILPLANES AND POWERED SAILPLANES**

Abbreviations applicable to this Part:

N/A not applicable for this category SP sailplane

SSPS self-sustained powered sailplane

SLPS/TM self-launching powered sailplane/touring motorglider

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| --- | --- | --- | --- | --- | --- |
| **PILOT-OWNER MAINTENANCE TASKS for SAILPLANES AND POWERED SAILPLANES** | | | | | |
| **ATA** | **Area** | **Task** | **SP** | **SSPS** | **SLPS/TM** |
| **08** | Weighing | Recalculation – Small changes of the Trim plan without needing a reweighing. | Yes | Yes | Yes |
| **09** | Towing | Tow release unit and tow cable retraction mechanism – Cleaning, lubrication and tow cable replacement  (including weak links). | Yes | Yes | Yes |

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| **PILOT-OWNER MAINTENANCE TASKS for SAILPLANES AND POWERED SAILPLANES** | | | | | |
| **ATA** | **Area** | **Task** | **SP** | **SSPS** | **SLPS/TM** |
|  |  | Mirror - Installation and replacement of mirrors. | Yes | Yes | Yes |
| **11** | Placards | Placards, Markings – Installation and renewal of placards and markings required by AFM and AMM. | Yes | Yes | Yes |
| **12** | Servicing | Lubrication – Those items not requiring a disassembly other than of non-structural items such as cover plates, cowlings and fairings. | Yes | Yes | Yes |
| **20** | Standard. Practices | Safety Wiring – Replacement of defective safety wiring or cotter keys, excluding those in engine controls, transmission controls and flight control  systems. | Yes | Yes | Yes |
| Simple Non-Structural Standard Fasteners – Replacement and adjustment, excluding the replacement of receptacles and anchor nuts requiring  riveting. | Yes | Yes | Yes |
| Free play – Measurement of the free play in the control system and the wing to fuselage attachment including minor adjustments by simple means provided by the manufacturer. | Yes | Yes | Yes |
| **21** | Air Conditioning | Replacement of flexible hoses and ducts. | Yes | Yes | Yes |
| **23** | Communication | Communication devices – Remove and replace self contained, instrument panel mount communication devices with quick disconnect connectors. | Yes | Yes | Yes |
| **24** | Electrical power | Batteries and solar panels – Replacement and servicing. | Yes | Yes | Yes |
| Wiring - Installation of simple wiring connections to the existing wiring for additional non-required equipment such as electric variometers, flight computers but excluding required communication,  navigation systems and engine wiring. | Yes | Yes | Yes |
| Wiring – Repairing broken circuits in landing light and any other wiring for non-required equipment such as electrical variometers or flight computers, excluding ignition system, primary generating system and required communication, navigation system and  primary flight instruments. | Yes | Yes | Yes |
| Bonding – Replacement of broken bonding cable. | Yes | Yes | Yes |
| Switches – This includes soldering and crimping of non- required equipment such as electrical variometers or flight computers, but excluding ignition system, primary generating system and required communication, navigation system and  primary flight instruments. | Yes | Yes | Yes |
| Fuses – Replacement with the correct rating. | Yes | Yes | Yes |
| **25** | Equipment | Safety Belts – Replacement of safety belt and harnesses. | Yes | Yes | Yes |
| Seats – Replacement of seats or seat parts not involving disassembly of any primary structure or  control system. | Yes | Yes | Yes |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PILOT-OWNER MAINTENANCE TASKS for SAILPLANES AND POWERED SAILPLANES** | | | | | |
| **ATA** | **Area** | **Task** | **SP** | **SSPS** | **SLPS/TM** |
|  |  | Non-essential instruments and/or equipment - Replacement of self contained, instrument panel mount equipment with quick disconnect connectors. | Yes | Yes | Yes |
| Removal and installation of non-required instruments  and/or equipment. | Yes | Yes | Yes |
| Wing Wiper, Cleaner – Servicing, removal and reinstallation not involving disassembly or  modification of any primary structure, control. | Yes | Yes | Yes |
| Static Probes – Removal or reinstallation of variometer static and total energy compensation  probes. | Yes | Yes | Yes |
| Oxygen System – Replacement of portable oxygen bottles and systems in approved mountings,  excluding permanently installed bottles and systems. | Yes | Yes | Yes |
| Air Brake Chute – Installation and servicing | Yes | Yes | Yes |
|  | ELT – Removal / Reinstallation. | Yes | Yes | Yes |
| **26** | Fire Protection | Fire Warning – Replacement of sensors and indicators. | N/A | Yes | Yes |
| **27** | Flight Control | Gap Seals – Installation and servicing if it does not require complete flight control removal. | Yes | Yes | Yes |
| Control System – Measurement of the control system travel without removing the control surfaces. | Yes | Yes | Yes |
| Control Cables – Simple optical Inspection for Condition. | Yes | Yes | Yes |
| Gas Dampener – Replacement of Gas Dampener in the Control or Air Brake System. | Yes | Yes | Yes |
| Co-pilot stick and pedals - Removal or reinstallation where provision for quick disconnect is made by design. | Yes | Yes | Yes |
| **28** | Fuel System | Fuel lines – Replacement of prefabricated fuel lines fitted with self-sealing couplings. | N/A | Yes | NO |
|  |
| Fuel Filter – Cleaning and/or replacement. | N/A | Yes | Yes |
| **31** | Instruments | Instrument Panel– Removal and reinstallation provided this is a design feature with quick disconnect, excluding IFR operations. | Yes | Yes | Yes |
| Pitot Static System – Simple sense and leak check. | Yes | Yes | Yes |
| Instrument Panel vibration damper/shock absorbers-  Replacement. | Yes | Yes | Yes |
| Drainage – Drainage of water drainage traps or filters within the Pitot static system. | Yes | Yes | Yes |
| Flexible tubes - Replacement of damaged tubes. | Yes | Yes | Yes |
| **32** | Landing Gear | Wheels – Removal, replacement and servicing, including replacement of wheel bearings and lubrication. | Yes | Yes | Yes |
| Servicing – Replenishment of hydraulic fluid | Yes | Yes | Yes |
| Shock Absorber – Replacement or servicing of elastic cords or rubber dampers. | Yes | Yes | Yes |

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| **PILOT-OWNER MAINTENANCE TASKS for SAILPLANES AND POWERED SAILPLANES** | | | | | |
| **ATA** | **Area** | **Task** | **SP** | **SSPS** | **SLPS/TM** |
|  |  | Shock Struts – Replenishment of oil or air. | Yes | Yes | Yes |
| Landing gear doors - Removal or reinstallation and repair including operating straps. | Yes | Yes | Yes |
| Skis – Changing between wheel and ski landing gear. | Yes | Yes | Yes |
| Skids – Removal or reinstallation and servicing of  main, wing and tail skids. | Yes | Yes | Yes |
| Wheels fairing (spats) – Removal and reinstallation. | Yes | Yes | Yes |
| Mechanical brakes – Adjustment of simple cable operated systems. | Yes | Yes | Yes |
| Brake – Replacement of worn brake pads. | Yes | Yes | Yes |
| Springs – Replacement of worn or aged springs. | Yes | Yes | Yes |
|  | Gear Warning –Removal or reinstallation of simple gear warning systems. | Yes | Yes | Yes |
| **33** | Lights | Lights – Replacement of internal and external bulbs, filaments, reflectors and lenses. | N/A | N/A | Yes |
| **34** | Navigation | Software – Updating self contained, instrument panel mount navigational software databases, excluding automatic flight control systems and transponders and including update of non-required  instruments/equipment. | Yes | Yes | Yes |
| Navigation devices – Removal and replacement of self contained, instrument panel mount navigation devices with quick disconnect connectors, excluding automatic flight control systems, transponders,  primary flight control system. | Yes | Yes | Yes |
|  |
| Self contained data logger – Installation, data  restoration. | Yes | Yes | Yes |
| **51** | Structure | Fabric patches – Simple patches extending over not more than one rib and not requiring rib stitching or  removal of structural parts or control surfaces. | Yes | Yes | Yes |
| Protective Coating – Applying preservative material or coatings where no disassembly of any primary  structure or operating system is involved. | Yes | Yes | Yes |
| Surface finish - Minor restoration of paint or coating where the underlying primary structure is not affected. This includes application of signal coatings  or thin foils as well as Registration markings. | Yes | Yes | Yes |
| Fairings – Simple repairs to non-structural fairings and cover plates which do not change the contour. | Yes | Yes | Yes |
| **52** | Doors | Doors - Removal and reinstallation. | Yes | Yes | Yes |
| **53** | Fuselage | Upholstery, furnishing – Minor repairs which do not require disassembly of primary structure or operating  systems, or interfere with control systems. | Yes | Yes | Yes |
| **56** | Windows | Side Windows - Replacement if it does not require riveting, bonding or any special process. | Yes | Yes | Yes |
| Canopies - Removal and re-fitment. | Yes | Yes | Yes |
| Gas dampener – Replacement of Canopy Gas  dampener. | Yes | Yes | Yes |

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| **PILOT-OWNER MAINTENANCE TASKS for SAILPLANES AND POWERED SAILPLANES** | | | | | |
| **ATA** | **Area** | **Task** | **SP** | **SSPS** | **SLPS/TM** |
| **57** | Wings | Wing Skids – Removal or reinstallation and service of lower wing skids or wing roller including spring assembly. | Yes | Yes | Yes |
| Water ballast – Removal or reinstallation of flexible tanks. | Yes | Yes | Yes |
| Turbulator and sealing tapes – Removal or reinstallation of approved sealing tapes and  turbulator tapes. | Yes | Yes | Yes |
| **61** | Propeller | Spinner – Removal and reinstallation. | N/A | Yes | Yes |
| **71** | Powerplant installation | Removal or installation of Powerplant unit including engine and propeller. | N/A | Yes | NO |
| Cowling - Removal and reinstallation not requiring removal of propeller or disconnection of flight controls. | N/A | Yes | Yes |
| Induction System – Inspection and replacement of induction air filter. | N/A | Yes | Yes |
| **72** | Engine | Chip detectors – Removal, checking and reinstallation provided the chip detector is a self-sealing type and  not electrically indicated. | N/A | Yes | Yes |
| **73** | Engine fuel | Strainer or Filter elements – Cleaning and/or replacement. | N/A | Yes | Yes |
| Fuel - Mixing of required oil into fuel. | N/A | Yes | Yes |
| **74** | Ignition | Spark Plugs – Removal, cleaning, adjustment and reinstallation. | N/A | Yes | Yes |
| **75** | Cooling | Coolant – Replenishment of coolant fluid. | N/A | Yes | Yes |
| **76** | Engine Controls | Controls – Minor adjustments of non-flight or propulsion controls whose operation is not critical for  any phase of flight. | N/A | Yes | NO |
| **77** | Engine Indicating | Engine Indicating – Removal and replacement of self- contained instrument panel mount indicators that have quick-release connectors and do not employ  direct reading connections. | N/A | Yes | Yes |
| **79** | Oil System | Strainer or Filter elements – Cleaning and/or replacement. | N/A | Yes | Yes |
| Oil – Changing or replenishment of engine oil and  gearbox fluid. | N/A | Yes | Yes |

**Part D/ PILOT-OWNER MAINTENANCE TASKS for BALLOONS/AIRSHIPS**

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| **PILOT-OWNER MAINTENANCE TASKS for BALLOONS/AIRSHIPS** | | | |
| **Area and Task** | **Hot Air** | **Hot Air** | **Gas Balloon** |
| **Airship** | **Balloon** |
| A) ENVELOPE | | | |
| 1- Fabric repairs - excluding complete panels (as defined in, and in accordance with, the instructions issued by the Type Certificate holder or the declarant of a declaration of design compliance) not requiring load tape repair or replacement. | Yes | Yes | No |

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| **PILOT-OWNER MAINTENANCE TASKS for BALLOONS/AIRSHIPS** | | | |
| **Area and Task** | **Hot Air**  **Airship** | **Hot Air**  **Balloon** | **Gas**  **Balloon** |
| 2- Nose line - Replacement | Yes | N/A | N/A |
| 3- Banners - fitment, replacement or repair (without sewing). | Yes | Yes | Yes |
| 4- Melting link (temperature flag) - replacement. | Yes | Yes | N/A |
| 5- Temperature transmitter and temperature indication cables - removal or reinstallation. | Yes | Yes | N/A |
| 6- Crown line - replacement (where permanently attached to the crown  ring). | No | Yes | N/A |
| 7- Scoop or skirt-replacement or repair of (including fasteners). | Yes | Yes | N/A |
| B) BURNER | | | |
| 8- Burner - cleaning and lubrication. | Yes | Yes | N/A |
| 9- Piezo igniters - adjustment. | Yes | Yes | N/A |
| 10- Burner jets - cleaning and replacement. | Yes | Yes | N/A |
| 11- Burner frame corner buffers - replacement or reinstallation. | Yes | Yes | N/A |
| 12- Burner Valves - adjustment of closing valve not requiring special tools or  test equipment. | Yes | Yes | N/A |
| C) BASKET AND GONDOLA | | | |
| 13- Basket/gondola frame trim - repair or replacement. | Yes | Yes | Yes |
| 14- Basket/gondola runners (including wheels) - repair or replacement. | Yes | Yes | Yes |
| 15- External rope handles - repair. | Yes | Yes | Yes |
| 16- Replacement of seat covers - upholsteries and safety belts. | Yes | Yes | Yes |
| D) FUEL CYLINDER | | | |
| 17- Liquid valve - replacement of O-rings in the outlet. | Yes | Yes | No |
| E) INSTRUMENTS AND EQUIPMENT | | | |
| 18- Batteries - replacement of for self-contained instruments and  communication equipment. | Yes | Yes | Yes |
| 19- Communication, navigation devices, instruments and/or equipment – Remove and replace self-contained, instrument panel mounted communication devices with quick disconnect connectors. | Yes | Yes | Yes |
| F) ENGINES | | | |
| 20- Cleaning and Lubrication not requiring disassembly other than removal of non-structural items such as cover plates, cowlings and fairings. | Yes | N/A | N/A |
| 21- Cowling-removal and re-fitment not requiring removal of the propeller | Yes | N/A | N/A |
| 22- Fuel and oil strainers and/or filter elements - Removal, cleaning and/or  replacement | Yes | N/A | N/A |
| 23- Batteries - replacing and servicing (excluding servicing of Ni-Cd batteries). | Yes | N/A | N/A |
| 24- Propeller Spinner – removal and installation for inspection. | Yes | N/A | N/A |
| 25- Powerplant - Removal or installation of powerplant unit including  engine and propeller. | Yes | N/A | N/A |
| 26- Engine- Chip detectors – remove, check and replace. | Yes | N/A | N/A |
| 27- Ignition Spark Plug – removal or installation and adjustment including gap clearance. | Yes | N/A | N/A |
| 28- Coolant fluid - replenishment. | Yes | N/A | N/A |

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| **PILOT-OWNER MAINTENANCE TASKS for BALLOONS/AIRSHIPS** | | | |
| **Area and Task** | **Hot Air** | **Hot Air** | **Gas**  **Balloon** |
| **Airship** | **Balloon** |
| 29- Engine Controls - minor adjustments of non-flight or propulsion controls  whose operation is not critical for any phase of flight. | Yes | N/A | N/A |
| 30- Engine instruments - removal and replacement. | Yes | N/A | N/A |
| 31- Lubrication oil – changing or replenishment of engine oil and gearbox fluid. | Yes | N/A | N/A |
| 32- Fuel lines - replacement of prefabricated hoses with self- sealing  couplings. | Yes | N/A | N/A |
| 33- Air filters (if installed) – removal, cleaning and replacement. | Yes | N/A | N/A |

## APPENDICES TO AMC AND GM TO ANNEX I (PART-M)

**Appendix I to AMC M.A.302 and AMC M.B.301(b) — Content of the maintenance programme**

*[Regulatory source]*

Note: For the purpose of this Appendix, references to CAMO should be understood as references to CAMO or CAO and references to Part-145 organisations should be understood as references to Subpart F or Part-CAO organisations.

#### General requirements

* 1. The maintenance programme should contain the following basic information.
     1. The type/model and registration number of the aircraft, engines and, where applicable, auxiliary power units and propellers.
     2. The name and address of the owner, operator or CAMO managing the aircraft airworthiness.
     3. The reference, the date of issue and issue number of the approved maintenance programme.
     4. A statement signed by the owner, operator or CAMO 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.
     5. Contents/list of effective pages and their revision status of the document.
     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.
     7. Procedures for the escalation of established check periods, where applicable and acceptable to the competent authority of registry.
     8. Provision to record the date and reference of approved amendments incorporated in the maintenance programme.
     9. Details of pre-flight maintenance tasks that are accomplished by maintenance staff.
     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.
     11. The periods at which components should be checked, cleaned, lubricated, replenished, adjusted and tested.
     12. If applicable details of ageing aircraft system requirements together with any specified sampling programmes.
     13. If applicable, details of specific structural maintenance programmes including, but not limited to:

1. (Supplemental) structural inspection programmes ((S)SIPs or (supplemental) structural inspection documents (S)SIDs) issued by the design approval holder or the declarant of a declaration of design compliance.
2. Corrosion prevention and control programmes (CPCPs) taking into account the baseline CPCP issued by the design approval holder or the declarant of a declaration of design compliance.
3. For large aeroplanes, maintenance data arising from compliance with the ageing structure requirements of point 26.370 of Annex I (Part-26) to Regulation Additional airworthiness specifications for operators.
   * 1. If applicable, details of Critical Design Configuration Control Limitations together with appropriate procedures.
     2. 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.
     3. The periods at which overhauls and/or replacements by new or overhauled components should be made.
     4. A cross-reference to other documents approved by CAC which contain the details of maintenance tasks related to mandatory life and inspection limitations, Certification Maintenance Requirements (CMRs) 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.

* + 1. Details of, or cross-reference to, any required reliability programme or statistical methods of continuous Surveillance.
    2. A statement that practices and procedures to satisfy the programme should be to the standards specified in the maintenance instructions issued by the TC holder or the declarant of a declaration of design compliance. In the case of approved practices and procedures that differ, the statement should refer to them.
    3. Each maintenance task quoted should be defined in a definition section of the programme.

#### Programme basis

* 1. An owner or a CAMO aircraft maintenance programme should normally be based upon the MRB report, where applicable, and the maintenance planning document or Chapter 5 of the maintenance manual from the TC holder or the declarant of a declaration of design compliance (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 CAMO to better suit the operation and control of the particular maintenance programme.

* 1. For a new aircraft where no previously approved maintenance programme exists, it will be necessary for the owner or the CAMO 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.
  2. For existing aircraft types it is permissible for the owner or CAMO to make comparisons with maintenance programmes previously approved. It should not be assumed that a programme approved for one owner or the CAMO would automatically be approved for another.

Evaluation should be made of the aircraft/fleet utilisation, landing rate, equipment fit and, in particular, the experience of the owner or the CAMO 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.

* 1. 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.

#### Amendments

Amendments (revisions) to the approved maintenance programme should be made by the owner or the CAMO, to reflect changes in the recommendations, modifications, service experience of the TC holder or the declarant of a declaration of design compliance, or as required by the competent authority.

#### Permitted variations to maintenance periods

The owner or the CAMO 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.

#### Periodic review of maintenance programme contents

* 1. The owner- or the CAMO-approved maintenance programmes should be subject to periodic review to ensure that they reflect current recommendations issued by the TC holder or the declarant of a declaration of design compliance, revisions to the MRB report if applicable, mandatory requirements and the maintenance needs of the aircraft.
  2. The owner or the CAMO should review the detailed requirements at least annually for continued validity in the light of operating experience.

#### Reliability Programmes

* 1. Applicability
     1. A reliability programme should be developed in the following cases:

1. the aircraft maintenance programme is based upon MSG-3 logic;
2. the aircraft maintenance programme includes condition monitored components;
3. the aircraft maintenance programme does not contain overhaul time periods for all significant system components;
4. when specified by the Manufacturer’s maintenance planning document or MRB.
   * 1. A reliability Programme need not be developed in the following cases:
5. the maintenance programme is based upon the MSG-1 or 2 logic but only contains hard time or on condition items;
6. the aircraft is not a complex motor-powered aircraft according to [Part-M](#_bookmark7);
7. the aircraft maintenance programme provides overhaul time periods for all significant system components;
8. Note: for the purpose of this paragraph, a significant system is a system the failure of which could hazard the aircraft safety.
   * 1. Notwithstanding paragraphs 6.1.1 and 6.1.2 above, a CAMO may however, develop its own reliability monitoring programme when it may be deemed beneficial from a maintenance planning point of view.
   1. Applicability for CAMO/operator of small fleets of aircraft.
      1. For the purpose of this paragraph, a small fleet of aircraft is a fleet of less than 6 aircraft of the same type.
      2. The requirement for a reliability programme is irrespective of the CAMO fleet size.
      3. Complex reliability programmes could be inappropriate for a small fleet. It is recommended that such CAMOs tailor their reliability programmes to suit the size and complexity of operation.
      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.
      5. A CAMO of a small fleet of aircraft, when establishing a reliability programme, should consider the following:
9. The programme should focus on areas where a sufficient amount of data is likely to be processed.
10. When the amount of available data is very limited, the CAMO engineering judgement is then a vital element. In the following examples, careful engineering analysis should be exercised before taking decisions:
    * A ‘0’ rate in the statistical calculation may possibly simply reveal that enough statistical data is missing, rather that 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.

In making his engineering judgement, a CAMO is encouraged to establish contact and make comparisons with other CAMOs of the same aircraft, where possible and relevant. Making comparison with data provided by the manufacturer may also be possible.

* + 1. In order to obtain accurate reliability data, it should be recommended to pool data and analysis with one or more other CAMO(s). Paragraph 6.6 of this paragraph specifies under which conditions it is acceptable that CAMOs share reliability data.
    2. Notwithstanding the above there are cases where the CAMO will be unable to pool data with other CAMO, 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).
  1. Engineering judgement
     1. Engineering judgement is itself inherent to reliability programmes as no interpretation of data is possible without judgement. In approving the CAMO maintenance and reliability programmes, the competent authority is expected to ensure that the organisation which runs the programme (it may be CAMO, or an Part-145 organisation under contract) hires sufficiently qualified personnel with appropriate engineering experience and understanding of reliability concept.
     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.
  2. Contracted maintenance
     1. Whereas [M.A.302](#_bookmark40) specifies that, the aircraft maintenance programme -which includes the associated reliability programme-, should be managed and presented by the CAMO to the competent authority, the CAMO may subcontract certain functions to the maintenance organisation under contract, provided this organisation proves to have the appropriate expertise.
     2. These functions are:

1. Developing the aircraft maintenance and reliability programmes,
2. Performing the collection and analysis of the reliability data,
3. Providing reliability reports, and
4. Proposing corrective actions to the CAMO.
   * 1. 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 CAMO 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.
     2. The arrangement between the CAMO and the maintenance organisation should be specified in the maintenance contract and the relevant CAME, and maintenance organisation procedures.
   1. Reliability programme

In preparing the programme details, account should be taken of this paragraph. All associated procedures should be clearly defined.

* + 1. Objectives
       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:
          1. to recognise the need for corrective action,
          2. to establish what corrective action is needed and,
          3. to determine the effectiveness of that action.
       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 CAMO, to an integrated maintenance management programme for a big

CAMO. The manufacturer’s maintenance planning documents may give guidance on the objectives and should be consulted in every case.

* + - 1. 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.
    1. 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.

* + 1. 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.](#_bookmark7)

* + 1. Information sources and collection.
       1. Sources of information should be listed and procedures for the transmission of information from the sources, together with the procedure for collecting and receiving it, should be set out in detail in the CAME or MOE as appropriate.
       2. The type of information to be collected should be related to the objectives of the Programme and should be such that it enables both an overall broad based assessment of the information to be made and also allow for assessments to be made as to whether any reaction, both to trends and to individual events, is necessary. The following are examples of the normal prime sources:
          1. Pilots Reports.
          2. Technical Logs.
          3. Aircraft Maintenance Access Terminal / On-board Maintenance System readouts.
          4. Maintenance Worksheets.
          5. Workshop Reports.
          6. Reports on Functional Checks.
          7. Reports on Special Inspections.
          8. Stores Issues/Reports.
          9. Air Safety Reports.
          10. Reports on Technical Delays and Incidents.
          11. Other sources: ETOPS, RVSM, CAT II/III.
       3. In addition to the normal primary sources of information, due account should be taken of continuing airworthiness and safety information promulgated under Part 21 or Part 21 Light.
    2. 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.

* + - 1. The above display of information should include provisions for ‘nil returns’ to aid the examination of the total information.
      2. Where ‘standards’ or ‘alert levels’ are included in the programme, the display of information should be oriented accordingly.
    1. Examination, analysis and interpretation of the information.

The method employed for examining, analysing and interpreting the programme information should be explained.

* + - 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.

* + - 1. 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:

* + - * 1. 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).
        2. Analysis and interpretation of trends.
        3. The evaluation of repetitive defects.
        4. Confidence testing of expected and achieved results.
        5. Studies of life-bands and survival characteristics.
        6. Reliability predictions.
        7. Other methods of assessment.
      1. 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:
         1. Flight defects and reductions in operational reliability.
         2. Defects occurring on-line and at main base.
         3. Deterioration observed during routine maintenance.
         4. Workshop and overhaul facility findings.
         5. Modification evaluations.
         6. Sampling programmes.
         7. The adequacy of maintenance equipment and publications.
         8. The effectiveness of maintenance procedures.
         9. Staff training.
         10. Service bulletins, technical instructions, etc.
      2. Where the CAMO 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.
    1. Corrective Actions.
       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:
          1. Changes to maintenance, operational procedures or techniques.
          2. 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.
          3. Amendments to approved manuals (e.g. maintenance manual, crew manual).
          4. Initiation of modifications.
          5. Special inspections of fleet campaigns.
          6. Spares provisioning.
          7. Staff training.
          8. Manpower and equipment planning.

Note: Some of the above corrective actions may need the competent authority’s approval before implementation.

* + - 1. 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.
    1. 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 as appropriate.

* + 1. 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:

1. The format and content of routine reports.
2. The time scales for the production of reports together with their distribution.
3. 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.
   * 1. Evaluation and review.

Each programme should describe the procedures and individual 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.).

* + - 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.
      2. Although not exclusive, the following list gives guidance on the criteria to be taken into account during the review.
         1. Utilisation (high/low/seasonal).
         2. Fleet commonality.
         3. Alert Level adjustment criteria.
         4. Adequacy of data.
         5. Reliability procedure audit.
         6. Staff training.
         7. Operational and maintenance procedures.
    1. Approval of maintenance programme amendment

The competent authority may authorise the CAMO to implement in the maintenance programme changes arising from the reliability programme results prior to their formal approval by the authority when satisfied that;

1. the Reliability Programme monitors the content of the Maintenance Programme in a comprehensive manner, and
2. the procedures associated with the functioning of the ‘Reliability Group’ provide the assurance that appropriate control is exercised by the CAMO over the internal validation of such changes.
   1. Pooling Arrangements.
      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 CAMOs of the same type of aircraft. For the analysis to be valid, the aircraft concerned, mode of operation, and maintenance procedures applied should be substantially the same: variations in utilisation between two CAMOs 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.
3. Certification factors, such as: aircraft TCDS compliance (variant)/modification status, including SB compliance.
4. 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.
5. Maintenance factors, such as: aircraft age maintenance procedures; maintenance standards applicable; lubrication procedures and programme; MPD revision or escalation applied or maintenance programme applicable
   * 1. 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.
     2. 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/CAMO to operate the aircraft under the same programme during the lease agreement effectivity.
     3. Changes by any one of the CAMO to the above, requires assessment in order that the pooling benefits can be maintained. Where a CAMO wishes to pool data in this way, the approval of the competent authority should be sought prior to any formal agreement being signed between CAMOs.
     4. Whereas this paragraph 6.6 is intended to address the pooling of data directly between CAMOs, it is acceptable that the CAMO 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.

### Appendix II to AMC M.A.711(a)(3) — Reserved

**Appendix III to GM1 M.B.303(b) — KEY RISK ELEMENTS**

*[Regulatory source]*

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|  | **Title** | **Description** |  |
| **A. AIRCRAFT CONFIGURATION** | | | |
| **A.1** | Type design and changes to type design | The type design is the part of the approved configuration of a product, as laid down in the TCDS, or the declared configuration of a product, as laid down in the airworthiness data sheet (for aircraft subject to a declaration of design compliance), common to all products of that type. With the exception of changes contained in the certification specifications referred to in point 21A.90B of Annex I (Part 21), or points 21L.A.62 or 21L.A.102 of Annex Ib (Part 21 Light) to Regulation on Initial Airworthiness, any changes to type design shall be approved or if relevant, declared and, for those embodied, shall be recorded with the reference to the  approval or declaration. |  |
| **A.2** | Airworthiness limitations | An airworthiness limitation is a boundary beyond which an aircraft or a component thereof must not be operated, unless the  instruction(s) associated to this airworthiness limitation is (are) complied with. |  |
| **A.3** | Airworthiness Directives | An Airworthiness Directive means a document issued or adopted by the CAC, which mandates actions to be performed on an aircraft to restore an acceptable level of safety, when evidence shows that the safety level of this aircraft may otherwise be compromised.  (Part 21 point 21.A.3B or Part 21 Light point 21L.A.4) |  |
| **B. AIRCRAFT OPERATION** | | | |
| **B.1** | Aircraft documents | Aircraft certificates and documents necessary for operations. |  |
| **B.2** | Flight Manual | A manual, associated with the certificate of airworthiness, containing limitations within which operation of the aircraft is to be considered airworthy and, instructions and information necessary to the flight crew members for the safe operation of the aircraft. |  |
| **B.3** | Mass & balance | Mass and balance data is required to make sure that the aircraft is capable of operating within the approved envelope. |  |
| **B.4** | Markings & placards | Markings and placards are defined in the individual aircraft type design. Some information may also be found in the Type Certificate Data Sheet, the Supplemental Type Certificates, the Flight Manual, the Aircraft Maintenance Manual, the Illustrated Parts Catalogue, airworthiness data sheet (for aircraft subject to a declaration of design compliance), etc. |  |
| **B.5** | Operational requirements | Items required to be installed to perform a specific type of operation. |  |
| **B.6** | Defect management | Defect management requires a system whereby information on faults, malfunctions, defects and other occurrences that cause or might cause adverse effects on the continuing airworthiness of the aircraft is captured. This system should be properly documented.  It may include, amongst others, the Minimum Equipment List system, the Configuration Deviation List system and deferred defects  management. |  |

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|  | **Title** | **Description** |  |
| **C. AIRCRAFT MAINTENANCE** | | | |
| **C.1** | Aircraft Maintenance Programme | A document which describes or incorporates by reference the specific scheduled maintenance tasks and their frequency of completion, the associated maintenance procedures and related standard maintenance practices necessary for the safe operation  of those aircraft to which it applies. |  |
| **C.2** | Component control | The component control should consider a twofold objective for component maintenance:   * maintenance for which compliance is mandatory; * maintenance for which compliance is recommended. |  |
| **C.3** | Repairs | All repairs and unrepaired damage/degradations need to comply with the instructions of the appropriate maintenance manual (e.g. the SRM, the AMM, the CMM). With the exception of repairs contained in the certification specifications referred to in point 21A.431B of Annex I (Part 21) or points 21L.A.202 or 21L.A.222 of Annex Ib (Part 21 Light) to Regulation on Initial Airworthiness, all repairs not defined in the appropriate maintenance manual need to be appropriately approved and recorded with the reference to the approval.  This includes any damage or repairs to the aircraft/engine(s)/propeller(s), and their components. |  |
| **C.4** | Records | Continuing Airworthiness records are defined in [M.A.305](#_bookmark48) and [M.A.306](#_bookmark65) and related AMC. |  |

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| A.1 | Type design and changes to type design | The type design is the part of the approved configuration of a product, as laid down in the TCDS, or the declared configuration of a product, as laid down in the airworthiness data sheet (for aircraft subject to a declaration of design compliance), common to all products of that type. With the exception of changes contained in the certification specifications referred to in point 21A.90B of Part 21 or points 21L.A.62 or 21L.A.102 of Part 21 Light, any changes to type design shall:   * be approved and, for those embodied, shall be recorded with the reference to the approval; or * be subject to a declaration of design compliance and, for those embodied, shall be recorded with the reference to the declaration of design compliance. |
| **Supporting information** | | **Typical inspection items** |
| The type design consists of:   1. the drawings and specifications, and a listing of those drawings and specifications, necessary to define the configuration and the design features of the product (i.e. the aircraft, its components, etc.) shown to comply with the applicable type-certification basis and environmental protection requirements; 2. information on materials and processes and on methods of manufacture and assembly of the product necessary to ensure the conformity of the product; 3. an approved Airworthiness Limitation Section (ALS) of the Instructions for Continued Airworthiness (ICA); and 4. any other data necessary to allow by comparison the determination of the airworthiness, the characteristics of noise, fuel venting, and exhaust emissions (where applicable) of later products of the same type.   The individual aircraft design is made of the type design supplemented with changes to the type design (e.g. modifications) embodied on the considered aircraft.  Depending on the product State of Design, Bilateral Agreements and/or CAC decisions on acceptance of certification findings exist and should be taken into account. | | 1. Use the current type certificate data sheets or airworthiness data sheet (airframe, engine, propeller as applicable) and check that the aircraft conforms to its type design (correct engine installed, seat configuration, etc.). 2. Check that changes have been properly approved (approved data is used) or declared (declared data is used). 3. Check for unintentional deviations from the approved type design or from the design subject to a declaration of design compliance, sometimes referred to as concessions, divergences, or non-conformances, Technical Adaptations, Technical Variations, etc. 4. Check cabin configuration (LOPA). 5. Check for embodiment of STC’s, and, if any Airworthiness Limitations Section (ALS)/ FM/MEL/WBM and revisions are needed, they have been approved and complied with.    1. Aircraft S/N applicable    2. Applicable engines    3. Applicable APU    4. Max. certified or declared weights    5. Seating configuration    6. Exits 6. Check that the individual aircraft design/configuration is properly established and   used as a reference. |

21.A.31

21.A.41

21.A.90A

21.A.90B

21L.A.26

21L.A.46

21L.A.61

21L.A.62

21L.A.101

21L.A.102 [M.A.304](#_bookmark46) [M.A.305](#_bookmark48) [M.A.401](#_bookmark72)

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| A.2 | Airworthiness limitations | An airworthiness limitation is a boundary beyond which an aircraft or a component thereof must not be operated, unless the instruction(s) associated with this airworthiness limitation is complied with. |
| **Supporting information** | | **Typical inspection items** |
| Airworthiness limitations are exclusively associated with instructions whose compliance is mandatory as part of the type design. They apply to some scheduled or unscheduled instructions that have been developed to prevent and/or to detect the most severe failure.  They mainly apply to maintenance (mandatory modification, replacement, inspections, checks, etc., but can also apply to instructions to control critical design configurations (for example Critical Design Configuration Control Limitations (CDCCL) for the fuel tank safety). | | 1. Check that the Aircraft Maintenance Programme (AMP) reflects airworthiness limitations and associated instructions (standard or alternative) issued by the relevant design approval holders or the declarant of a declaration of design compliance and is approved by the competent authority, if applicable. 2. Check that the aircraft and the components thereof comply with the approved AMP. 3. Check the current status of life-limited parts. The current status of life-limited parts is to be maintained throughout the operating life of the part.   Typical Airworthiness Limitation items:   * + Safe Life ALI (SL ALI)/Life-limited parts,   + Damage Tolerant ALI (DT ALI)/Structure, including ageing aircraft structure,   + Certification Maintenance Requirements (CMR),   + Ageing Systems Maintenance (ASM), including Airworthiness Limitations for Electrical Wiring Interconnection System (EWIS),   + Fuel Tank Ignition Prevention (FTIP)/Flammability Reduction Means (FRM), |

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|  | * CDCCL, check wiring if any maintenance carried out in same area - wiring separation, * Ageing fleet inspections mandated through ALS or AD are included in the AMP. |
| **Reference documents: CAC Part 21 and CS EASA** |  21.A.31 |
|  |  21.A.7 |
|  |  21L.A.9 |
|  |  21L.A.26 |
|  |  CS 22.1529 |
|  |  CS 23.1529, Appendix G, para. G25.4 |
|  |  CS 25.1529, Appendix H, para. H25.4 |
|  |  CS 27.1529, Appendix A, para. A27.4 |
|  |  CS 29.1529, Appendix A, para. A29.4 |
|  |  CS 31HB.82 |
|  |  CS-APU 30 |
|  |  CS-E 25 |
|  |  CS-P 40 |
|  |  CS VLR.1529, Appendix A, para. A.VLR.4 |
|  |  [M.A.302](#_bookmark40) |
|  |  [M.A.305](#_bookmark48) |

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| A.3 | Airworthiness Directives | An Airworthiness Directive means a document issued or adopted by the CAC, which mandates actions to be performed on an aircraft to restore an acceptable level of safety, when evidence shows that the safety level of this aircraft may otherwise be compromised (Part 21 point 21A.3B or Part 21 Light point 21L.A.4). |
| **Supporting information** | | **Typical inspection items** |
| Any Airworthiness Directive issued by a State of Design for an aircraft imported from a third country, or for an engine, propeller, part or appliance imported from a third country and installed on an aircraft registered in a State, shall apply unless the CAC has issued a different Decision before the date of entry into force of that airworthiness directive. | | 1. Check if all ADs applicable to the airframe, engine(s), propeller(s) and equipment have been incorporated in the AD-status, including their revisions. 2. Check records for correct AD applicability (including ADs incorrectly listed as non- applicable). 3. Check by sampling in the current AD status that applicable ADs have been or are planned   to be (as appropriate) carried out within the requirements of these Airworthiness Directives, unless otherwise specified by the CAC (AMOC). |

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|  | | 1. Check that applicable ADs related to maintenance are included into the Aircraft Maintenance Programme. 2. Check that task-cards correctly reflect AD requirements or refer to procedures and standard practices referenced in ADs. 3. Sample during a physical survey some ADs for which compliance can be physically checked. |
| **Reference documents: CAC** | |  21.A.3B   21.B.326   21.B.327   21L.A.4   21L.B.23   21L.B.162   [M.A.303](#_bookmark45)   [M.A.305(d) & (h)](#_bookmark48)   [M.A.401(a) & (b)](#_bookmark72)   [M.A.501(b)](#_bookmark91)   [M.A.503(a)](#_bookmark105)   [M.A.504(a)2](#_bookmark106)   [M.A.504](#_bookmark106) & [AMC M.A.504(c)](#_bookmark107) § 1 (f)   [M.A.613](#_bookmark142) & [AMC M.A.613(a)](#_bookmark143) § 2.4.3, 2.5.2, 2.6.1(h) & 2.8(b)   [M.A.801](#_bookmark158) & [AMC M.A.801(h)](#_bookmark164) |
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| B.1 | Aircraft documents | Aircraft certificates and documents necessary for operations. |
| **Supporting information** | | **Typical inspection items** |
| The aircraft certificates and documents necessary for operations may include, but are not necessarily limited to:   * Certificate of Registration; * Certificate of Airworthiness; * Noise certificate; * Aircraft certificate of release to service; | | 1. Check that all certificates and documents pertinent to the aircraft and necessary for operations (or copies, as appropriate) are on board. 2. Check C of A modification/Aircraft identification. 3. Check that noise certificate corresponds to aircraft configuration. |

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| * Technical log book, if required; * Airworthiness Review Certificate; * Etc. | 1. Check Permit to fly and Flight Condition when necessary. 2. Check that there is an appropriate aircraft certificate of release to service. |
| **Reference documents: CAC** |  Part-21 Subpart H |
|  |  Part 21 Light Subpart H |
|  |  21.A.175 |
|  |  21.A.177 |
|  |  21.A.182 |
|  |  21L.A.144 |
|  |  21L.A.145 |
|  |  Part-21 Subpart I |
|  |  Part 21 Light Subpart I |
|  |  Part-21 Subpart P |
|  |  Part 21 Light Subpart P |
|  |  Part-21 Subpart Q |
|  |  Part 21 Light Subpart Q |
|  |  21.A.801 |
|  |  21.A.807 |
|  |  21L.A.253 |
|  |  M.A.201(a)(3) |
|  |  [M.A.801](#_bookmark158) |

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| B.2 | Flight Manual | A manual, associated with the certificate of airworthiness, containing operational limitations, instructions and information necessary for the flight crew members for the safe operation of the aircraft. |
| **Supporting information** | | **Typical inspection items** |
| The Flight Manual needs to reflect the current status/configuration of the aircraft. When it does not, it may provide flight crew members with wrong information.  This may lead to errors and/or to override limitations that could contribute to severe failure. | | 1. Check the conformity of the Flight Manual (FM), latest issue, with aircraft configuration, including modification status, (AD, SB, STC etc.). 2. Check:    * the FM approval, revision control, Supplement to FM;    * the impact of modification status on noise and weight & balance;    * additional required manuals (QRH/FCOM/OM-B etc.);    * FM limitations. |
| **Reference documents: CAC** | |  21.A.174(b)2(iii), (b)3(ii)   21.A.204(b)1(ii), (b)2(i)   21L.A.143   21L.A.163   [M.A.305,](#_bookmark48) AMC M.A.305(d)   * [AMC M.A.901(d) and (g)](#_bookmark176) * [M.A.902(b)3](#_bookmark182) * [AMC M.A.904(a)(2)](#_bookmark188) points 2(c) and 2(k) * [AMC M.A.904(b)](#_bookmark189) point (c) |

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| B.3 | Mass & balance | Mass and balance data is required to make sure that the aircraft is capable of operating within the approved envelope. |
| **Supporting information** | | **Typical inspection items** |
| The mass and balance report needs to reflect the actual configuration of the aircraft. When it does not, the aircraft might be operated outside the certified or declared operating envelope. | | 1. Check that mass and balance report is valid, considering current configuration. 2. Make sure that modifications and repairs are taken into account in the report. 3. Check that equipment status is recorded on the mass and balance report. 4. Compare current mass and balance report with previous report for consistency. |
| **Reference documents: CAC** | |  [M.A.305(d)5](#_bookmark48)   * Part-CAT: CAT.POL.MAB.100 and related AMCs/GM * Part-NCC: NCC.POL.105 and related AMC/GM * Part-NCO: NCO.POL.105 and related AMC/GM * Part-SPO: SPO.POL.105 and related AMC/GM |

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| B.4 | Markings & placards | Markings and placards are defined in the individual aircraft type design. Some information may also be found in the TCDS, data sheet for airworthiness (Part 21 Light Subpart C), the Supplemental Type Certificates (STCs), the FM, the AMM, the IPC, etc. | |
| **Supporting information** | | **Typical inspection items** | |
| Markings and placards on instruments, equipment, controls, etc. shall | | 1. Check that the required markings and placards are installed on the aircraft, especially the emergency exit markings instructions and passenger information signs and placards. 2. Check that all installed placards are readable. 3. Check the Flight Manual versus the instruments. (General Aviation usually). 4. Check registration markings, including State of Registry fireproof nameplate. 5. Check product data plates.   Examples of markings & placards:   * + door means of opening,   + each compartment’s weight/load limitation/placards stating limitation on contents,   + passenger information signs, including no smoking signs,   + emergency exit marking,   + pressurised cabin warning,   + calibration placards,   + cockpit placards and instrument markings,   + O² system information data,   + accesses to the fuel tanks with flammability reduction means (CDCCL),   + fuelling markings (fuel vent, fuel dip stick markings),   + EWIS identification,   + towing limit markings,   + break-in markings,   + inflate tyres with nitrogen,   + RVSM + static markings. | |
| include such limitations or information as necessary for the direct | |
| attention of the crew during flight. | |
| Markings and placards or instructions shall be provided to give any | |
| information that is essential to the ground handling in order to preclude | |
| the possibility of mistakes in ground servicing (e.g. towing, refuelling) that | |
| could pass unnoticed and that could jeopardise the safety of the aircraft | |
| in subsequent flights. | |
| Markings and placards or instructions shall be provided to give any | |
| information essential in the prevention of passenger injuries. | |
| National registration markings must be installed. They include | |
| registration, possible flag, fireproof registration plate. | |
| Product data plates must be installed. | |
| When markings and placards are missing, or unreadable, or not properly | |
| installed, mistakes or aircraft damages may occur and could subsequently | |
| contribute to a severe failure. | |
| **Reference documents: CAC** | |  | 21.A.175 |
|  | |  | 21.A.715 |
|  | |  | 21.A.801 |
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21.A.804

21.A.805

21.A.807

21L.A.253

21L.A.254

21L.A.255

relevant CS for the aircraft type being inspected [M.A.501](#_bookmark91)

AMC M.A.504(e)

[AMC M.A.603(c)](#_bookmark115)

[AMC M.A.904(a)(2)](#_bookmark188) points 2(f) & 2(k)

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| B.5 | Operational requirements | Requirements for the type of operation are complied with (e.g. equipment, documents, approvals). |
| **Supporting information** | | **Typical inspection items** |
| This includes all equipment required by the applicable operational code including national requirements.  In case of malfunction, it can create a hazardous situation. Especially emergency equipment needs attention during this inspection. | | 1. Check permits & approvals required for type of operation. 2. Check for the presence and serviceability of equipment required by operational approvals. 3. Check safety equipment, check that emergency equipment is readily accessible. |
| **Reference documents: CAC** | |  M.A.201(a)(2)   * Part-21 Subpart I * Part 21 Light Subpart I * Part-CAT, Part-NCC, Part-NCO, Part-SPO Subpart D ‘Instruments, Data and Equipment’. |

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| B.6 | Defect management | Defect management requires a system whereby information on faults, malfunctions, defects and other occurrences that cause or might cause adverse effects on the continuing airworthiness of the aircraft is captured. This system should be properly documented.  It includes, amongst others, the MEL system, the CDL system and deferred defects  management. |
| **Supporting information** | | **Typical inspection items** |
| This KRE addresses the effectiveness of defect management, it should also consider defects found during the physical inspection. | | 1. Check that the deferred defects have been identified, recorded, and rectified/deferred in accordance with approved procedures and within approved time limits. 2. Check that operations outside published approved or declared (in accordance with Part 21 Light Subpart C) data have only been performed under a Permit to Fly. Sample on:    1. TLB and hold item list,    2. maintenance task cards,    3. engine shop report,    4. (major) component shop report,    5. maintenance/repair/modification working party files after embodiment of modifications or repairs,    6. occurrence reporting data,    7. communications between the user of maintenance data and the maintenance data author in case of inaccurate, incomplete, ambiguous procedures and practices. 3. Check that the consequences of the deferral have been managed with Operation/Crew. 4. Check that defects are being deferred in accordance with approved or declared (in accordance with Part 21 Light Subpart C) data (current revision of the MEL, CDL, aircraft maintenance programme). 5. Compare physical location of parts/serial numbers with recorded locations to identify undocumented parts swaps for troubleshooting. |
| **Reference documents: CAC** | |  [M.A.301(b)](#_bookmark33)   [AMC M.A.301(b)](#_bookmark35)   [M.A.403](#_bookmark87)   145.A.60   * AMC 20-8 (EASA) * Regulation on reporting, analysis and follow-up of occurrences in civil aviation of the Republic of Armenia |

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| C.1 | Aircraft Maintenance Programme | A document which describes the specific scheduled maintenance tasks and their frequency of completion, related standard maintenance practices and the associated procedures necessary for the safe operation of those aircraft to which it applies. |
| **Supporting information** | | **Typical inspection items** |
| The Aircraft Maintenance Programme (AMP) is intended to include scheduled maintenance tasks, the associated procedures and standard maintenance practices. It also includes the reliability programme, when required.  Tasks included in the maintenance programme can originate from:   * tasks for which compliance is mandatory: instructions specified in repetitive Airworthiness Directives (AD), or in the Airworthiness Limitations Section (ALS), which may include Certification Maintenance Requirements (CMRs). The ALS is included in the Instructions for Continuing Airworthiness (ICA) of a design approval holder or a declarant of a declaration of design compliance; * tasks for which compliance is recommended: additional instructions specified in the Maintenance Review Board Report (MRBR), the Maintenance Planning Document (MPD), Service Bulletins (SB), or any other non-mandatory continuing airworthiness information issued by the design approval holder or the declarant of a declaration of design compliance; * additional or alternative instructions proposed by the owner or the continuing airworthiness management organisation once approved in accordance with point [M.A.302(e).](#_bookmark40)   The AMP shall contain details, including frequency, of all maintenance to be carried out, including any specific tasks linked to the type and the specificity of operations. | | **Review of AMP contents:**   1. Check that the AMP properly reflects mandatory continuing airworthiness instructions (ALIs, CMRs (the latest source documents’ revision. Sample check that tasks are implemented within approved compliance times and that no tasks have been omitted. 2. Check how recommended scheduled maintenance tasks (such as TBO intervals, recommended through Service Bulletins, Service Letters, etc., the latest source documents’ revision) are considered when updating the AMP. 3. Check that the AMP properly reflects the maintenance tasks specified in repetitive ADs. 4. Check that the AMP properly reflects additional instructions for continuing airworthiness resulting from specific installed equipment or modifications embodied. 5. Check that the AMP properly reflects additional instructions for continuing airworthiness resulting from repairs embodied. 6. If applicable, check that the AMP properly reflects additional maintenance tasks required by specific approvals (e.g. RVSM, ETOPS, MNPS, B-RNAV). 7. Check for any additional scheduled maintenance measures required due to the use of the aircraft and the operational environment. 8. If applicable, check for proper identification of pilot-owner maintenance tasks and identification of the pilot-owner(s) or the alternative procedure described in [AMC](#_bookmark168) [M.A.803](#_bookmark168) point 3. 9. Check approval status of additional or alternative instructions ([M.A.302(e)](#_bookmark40)). 10. Check if a reliability programme is present and active when required. |

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|  | 1. Check if the AMP is approved by the competent authority directly, or by the CAMO via indirect approval procedure, or if it is a self-declared maintenance programme.   **Review of aircraft compliance with an AMP:**   1. Check if the AMP used is valid for the aircraft, and is reviewed annually. 2. Check if tasks are performed within the value(s) quoted in AMP and the source documents 3. Sample check that no task has been omitted without justifications accepted by the Competent Authority (at the time of decision). 4. Check the reporting of performed scheduled maintenance into the records system. 5. Analyse the effectiveness of the AMP and reliability by reviewing the unscheduled tasks. |
| **Reference documents: CAC** | * [M.A.302](#_bookmark40) and its AMC * [M.A.803](#_bookmark167) and its AMC |

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| C.2 | Component control | The component control should consider a twofold objective for component maintenance:   * maintenance for which compliance is mandatory; * maintenance for which compliance is recommended. |
| **Supporting information** | | **Typical inspection items** |
| Depending on each maintenance task, accomplishment is scheduled or unscheduled. Refer to KRE C.1 ‘Aircraft Maintenance Programme’.  Components with a mandatory life limitation must be permanently removed from service when, or before, their operating limitation is exceeded. The life limitation is controlled at the component level (in opposition to aircraft level).  Components which are ‘time-controlled components’ include the following:   * components for which removal and restoration are scheduled, regardless of their level of failure resistance. Reference is made to hard time components: They are subject to periodic maintenance dealing with a deterioration that is assumed to be predictable (the overall reliability invariably decreases with age): Failure is less likely to occur before restoration is necessary; * components for which failure resistance can reduce and drop below a defined level: Inspections are scheduled to detect potential failures. Reference is made to ‘On-condition’ components: They are called such because components, which are inspected, are left in service (no further maintenance action taken) on the condition that they continue to meet specified performance standards.   Notes:   1. Restoration tasks for hard time components are not the same as ‘On-condition’ tasks, since they do not monitor gradual | | 1. Check that the mandatory maintenance tasks are identified as such and managed separately from recommendations. 2. Sample check installed components (PN and SN) against aircraft records:    1. Correct Part Number and Serial Number installed.    2. Correct authorised release document available. 3. Check the current status of time-controlled components, with due consideration to deferred items. They must identify:    1. The affected components (Part Number and Serial Number).    2. For components subject to a repetitive task: the task description and reference, the applicable threshold/interval, the last accomplishment data (date, the component’s total accumulated life in Hours, Cycles, Landings, Calendar time, as necessary) and the next planned accomplishment data.    3. For components subject to an unscheduled task: the task description and reference, the accomplishment data (date, the component’s total accumulated life in Hours, Cycles, Landings, Calendar time, as necessary). Pay attention to ETOPS and CDCCL components. 4. Check current status of life-limited parts. This status can be requested upon each transfer throughout the operating life of the part:    1. The life limitation, the component’s total accumulated life, and the life remaining before the component’s life limitation is reached (indicating Hours, Cycles, Landings, Calendar time, as necessary).    2. If relevant for the determination of the remaining life, a full installation history indicating the number of hours, cycles or calendar time relevant to each installation on these different types of aircraft/engine. |

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| deterioration, but are primarily done to ensure the item may continue to remain in service until the next planned restoration.  2. Components subject to ‘condition-monitoring’ are permitted to remain in service without preventive maintenance until functional failure occurs. Reference is made to ‘fly-to-failure’. Such  components are subject to unscheduled tasks. | 1. Check if the aircraft maintenance programme and reliability programme results impact the component control. 2. Check that life-limited and time controlled components are correctly marked during a physical survey. | |
| **Reference documents: CAC** |  | 21.A.805 |
|  |  | 21L.A.252 |
|  |  | [M.A.302](#_bookmark40) |
|  |  | [M.A.305](#_bookmark48) |
|  |  | [M.A.501](#_bookmark91) |
|  |  | [M.A.503](#_bookmark105) |

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| C.3 | Repairs | All repairs and unrepaired damage/degradations need to comply with the instructions of the appropriate maintenance manual (e.g. the SRM, the AMM, the CMM). With the exception of repairs contained in the certification specifications referred to in point 21A.431B of Part 21 or points 21L.A.202 or 21L.A.222 of Part 21 Light, all repairs not defined in the appropriate maintenance manual need to be appropriately approved and recorded with the reference to the approval.  This includes any damage or repairs to the aircraft/engine(s)/propeller(s), and their components. |
| **Supporting information** | | **Typical inspection items** |
| The data substantiating repairs should include but not be limited to the damage assessment, the rationale for the classification of the repair, the evidence that the repair has been designed in accordance with approved or declared (in accordance with Part 21 Light Subpart C) data, i.e. by reference to the appropriate manual, procedure or to a Part 21 or Part 21 Light repair design approval (or if relevant, the declaration), the drawings/material and accomplishment instructions, as well as the maintenance and operational instructions.  ‘Repair status’ means a list of:   * the repairs embodied since the original delivery of (and still existent upon) the aircraft/engine/propeller/component; and * the un-repaired damage/degradations.   It also includes, either directly or by reference to supporting documentation (i.e. repair files), the substantiating data supporting compliance with the applicable airworthiness requirements.  The repair status should identify the repair file reference, the repair classification, the repaired item (i.e. aircraft/engine/propeller/component, and a precise location if necessary), and the date and total life in FH/FC accumulated by the item at the time of repair or finding of the un-repaired damage/degradations. Cross-reference to the aircraft maintenance programme should also be included, as necessary.  Depending on the product State of Design, Bilateral Agreements  and/or CAC Decisions on acceptance of certification findings exist and | | 1. Sample the repair status to confirm it appropriately traces repairs and un-repaired damage/deteriorations. 2. Sample repair files (at least one file for each type of repaired items) to check that repaired and unrepaired damage/deterioration have been assessed against the latest published approved repair data. 3. Check that repair instructions detailed in the repair file comply with published approved repair data. 4. Check that major repairs resulting in new or amended airworthiness limitations and associated mandatory instructions (including ageing aircraft programme) have been included in the aircraft maintenance programme. 5. Check that new or amended maintenance instructions resulting from repairs have been considered for inclusion in the aircraft maintenance programme. 6. Compare the repair status and the physical status of the repaired aircraft/engine(s)/propeller(s), and their repaired components (physical survey) in order to confirm the accuracy of the repair status. Sample embodied repairs to check their conformity against the repair files (physical survey). |

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| should be taken into account for the determination of acceptable data for repairs. |  | |
| **Reference documents: CAC** |  | 21.A.431A |
|  |  | 21.A.431B |
|  |  | 21L.A.201 |
|  |  | 21L.A.202 |
|  |  | 21L.A.221 |
|  |  | 21L.A.222 |
|  |  | [M.A.304](#_bookmark46) |
|  |  | [AMC M.A.304](#_bookmark47) |
|  |  | [M.A.305](#_bookmark48) |
|  |  | AMC M.A.305 |
|  |  | [M.A.401](#_bookmark72) |
|  |  | [AMC M.A.401](https://dxweb.easa.europa.eu/dx4/Topics/partm-amcgmtopic_2_3_0.docx) |

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| C.4 | Records | Continuing Airworthiness records are defined in [M.A.305](#_bookmark48) and [M.A.306](#_bookmark65) and related AMC. |
| **Supporting information** | | **Typical inspection items** |
| Retention/Transfer of the records is required so that the status of the aircraft and its components can be readily established at any time.  Task accomplishment is scheduled (one time or periodically), or unscheduled (e.g. following an event). Aircraft continuing airworthiness records (refer to logbooks, technical logbooks, component log cards or task cards) shall provide the status with regard to:   * scheduled tasks:   + one-time: life-limited parts status, modification status, repair status.   + repetitive: maintenance programme status. * unscheduled tasks. | | 1. Check the aircraft continuing airworthiness record system: [M.A.305](#_bookmark48) and [M.A.306,](#_bookmark65) as applicable, require that certain records are kept for defined periods.   Pay attention to the continuity, integrity and traceability of records:   * 1. integrity: Check that the data recorded is legible,   2. continuity: Check that records are available for the applicable retention period,   3. traceability: Check the link between operator/CAMO and maintenance documentation, traceability to approved or declared (in accordance with Part 21 Light Subpart C) data, traceability to appropriate release documents, etc.  1. If applicable, make sure that the tech log system is used correctly, including:    1. current aircraft release to service (including the maintenance statement) issued and    2. pre-flight inspections signed-off by authorised persons; 2. Check that any maintenance required following abnormal operation/event (such as overspeed, overweight operation, hard landing, excessive turbulence, and operation outside of Flight Manual limitations) has been performed, as applicable. |
| **Reference documents: CAC** | |  [M.A.305](#_bookmark48)   [M.A.306](#_bookmark65)   [M.A.307](#_bookmark69)   [M.A.801](#_bookmark158)   * AMC M.A.305 * AMC M.A.306 * [AMC M.A.307](#_bookmark70) |

Abbreviations used:

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| A/C | Aircraft |
| ACAM | Aircraft Continuous Airworthiness Monitoring |
| AD | Airworthiness Directive |
| ALI | Airworthiness Limitation Items |
| ALS | Airworthiness Limitations Section |
| AMM | Aircraft Maintenance Manual |
| AMP | Aircraft Maintenance Programme |
| APU | Auxiliary Power Unit |
| ASM | Ageing Systems Maintenance |
| B-RNAV | Basic Area Navigation |
| CAMO | Continuing Airworthiness Management Organisation |
| CDL | Configuration Deviation List |
| CDCCL | Critical Design Configuration Control Limitations |
| CMM | Component Maintenance Manual |
| CMR | Certification Maintenance Requirement |
| DT | Damage Tolerant |
| ETOPS | Extended Range Operations with Two-engined aeroplanes |
| ETSO | European Technical Standard Order |
| EWIS | Electrical Wiring Interconnection System |
| EZAP | Enhanced Zonal Analysis Procedure |

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| FCOM | Flight Crew Operations Manual |
| FDR | Flight Data Recorder |
| FM | Flight Manual |
| FRM | Flammability Reduction Means |
| FTIP | Fuel Tank Ignition Prevention |
| GA | General Aviation |
| ICA | Instructions for Continuing Airworthiness |
| IPCI | Illustrated Parts Catalogue |
| KRE | Key Risk Element |
| LHIRF | Lightning High Intensity Radiated Field |
| LOPA | Layout of Passenger Accommodation |
| MCAI | Mandatory Continuing Airworthiness Information |
| MEL | Minimum Equipment List |
| MNPS | Minimum Navigation Performance Specification |
| MRB | Maintenance Review Board |
| MRBR | Maintenance Review Board Report |
| MPD | Maintenance Planning Document |
| NAA | National Aviation Authority |
| OEM | Original Equipment Manufacturer |
| OM | Operations Manual |
| OM-B | Operations Manual Part-B |

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| PN  QRH | Part Number  Quick Reference Handbook |
| PWR | Power |
| RVSM | Reduced Vertical Separation Minima |
| SN | Serial Number |
| SB | Service Bulletin |
| SM | Service Manual |
| SRM | Structural Repair Manual |
| STC | Supplemental Type Certificate |
| TBO | Time Between Overhauls |
| TC | Type Certificate |
| TCDS | Type Certificate Data Sheet |
| TLB | Technical Logbook |
| TSO | Technical Standard Order |

### Appendix IV to AMC M.A.604 — Maintenance organisation manual

1. **Purpose**

The maintenance organisation manual is the reference for all the work carried out by the approved maintenance organisation. It should contain all the means established by the organisation to ensure compliance with [Part-M](#_bookmark7) or Part-ML according to the extent of approval and the privileges granted to the organisation.

The maintenance organisation manual should define precisely the work that the approved maintenance organisation is authorised to carry out and the subcontracted work. It should detail the resources used by the organisation, its structure and its procedures.

1. **Content**

A typical Maintenance Organisation Manual for a small organisation (less than 10 maintenance staff) should be designed to be used directly on a day to day basis. The working documents and lists should be directly included into the manual. It should contain the following:

Part A — General

* **Table of contents**
* **List of effective pages**
* **Record of amendments**
* **Amendment procedure**
  + Drafting
  + Amendments requiring direct approval by the competent authority
  + Approval

#### Distribution

* + Name or title of each person holding a copy of the manual

#### Accountable manager statement

* + Approval of the manual
  + Statement that the maintenance organisation manual and any incorporated document identified therein reflect the organisation’s means of compliance with [Part-M](#_bookmark7) and Part-ML
  + Commitment to work according to the manual
  + Commitment to amend the manual when necessary Part B — Description

#### Organisation’s scope of work

* + Description of the work carried out by the organisation (type of product, type of work) and subcontracted work
  + Identification of the level of work which can be performed at each facility.

#### General presentation of the organisation

* + Legal name and social status

#### Name and title of management personnel

* + Accountable manager
  + Senior managers
  + Duties and responsibilities

#### Organisation chart

* **Certifying staff and airworthiness review staff**
  + Minimum qualification and experience
  + List of authorised certifying staff and airworthiness review staff, their scope of qualification and the personal authorisation reference

#### Personnel

* + Technical personnel (number, qualifications and experience)
  + Administrative personnel (number)

#### General description of the facility

* + Geographical location (map)
  + Plan of hangars
  + Specialised workshops
  + Office accommodation
  + Stores
  + Availability of all leased facilities.

#### Tools, equipment and material

* + List of tools, equipment and material used (including access to tools used on occasional basis)
  + Test apparatus
  + Calibration frequencies

#### Maintenance data

* + List of maintenance data used in accordance with [M.A.402](#_bookmark76) or ML.A.402, and appropriate amendment subscription information (including access to data used on occasional basis).

Part C — General Procedures

#### Organisational review

* + Purpose (to insure that the approved maintenance organisation continues to meet the requirements of [Part-M](#_bookmark7) and Part-ML)
  + Responsibility
  + Organisation, frequency, scope and content (including processing of authority’s findings)
  + Planning and performance of the review
  + Organisational review checklist and forms
  + Processing and correction of review findings
  + Reporting
  + Review of subcontracted work

#### Training

* + Description of the methods used to ensure compliance with the personnel qualification and training requirements (certifying staff training, specialised training)
  + Description of the personnel records to be retained

#### Subcontracting of specialised services

* + Selection criteria and control
  + Nature of subcontracted work
  + List of subcontractors
  + Nature of arrangements
  + Assignment of responsibilities for the certification of the work performed

#### One time authorisations

* + Maintenance checks
  + Certifying staff Part D — Working Procedures

#### Work order acceptance

* **Preparation and issue of the work package**
  + Control of the work order
  + Preparation of the planned work
  + Work package content (copy of forms, work cards, procedure for their use, distribution)
  + Responsibilities and signatures needed for the authorisation of the work

#### Logistics

* + Persons/functions involved
  + Criteria for choosing suppliers
  + Procedures used for incoming inspection and storage of parts, tools and materials
  + Copy of forms and procedure for their use and distribution

#### Execution

* Persons/functions involved and respective role
* Documentation (work package and work cards)
* Copy of forms and procedure for their use and distribution
* Use of work cards or manufacturer’s documentation
* Procedures for accepting components from stores including eligibility check
* Procedures for returning unserviceable components to stores

#### Release to Service – Certifying staff

* + Authorised certifying staff functions and responsibilities

#### Release to Service – Supervision

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

* + Supervision content
  + Copy of forms and procedure for their use and distribution
  + Control of the work package

#### Release to Service – Certificate of release to service

* + Procedure for signing the CRS (including preliminary actions)
  + Certificate of release to service wording and standardised form
  + Completion of the aircraft continuing airworthiness record system
  + Completion of [CAC Form 1](#_bookmark261)
  + Incomplete maintenance
  + Maintenance check flight authorisation
  + Copy of CRS and CAC Form 1
* **Records**
* **Airworthiness review procedures and records for ELA1 aircraft not involved in commercial operations**
* **Special procedures**

Such as specialised tasks, disposal of unsalvageable components, re-certification of parts not having an CAC Form 1, etc.

#### Occurrence reporting

* + Occurrences to be reported
  + Timeframe of reports
  + Information to be reported
  + Recipients

#### Management of indirect approval of the manual

* Amendments content eligible for indirect approval
* Responsibility
* Traceability
* Information to the competent authority
* Final validation Part E – Appendices

#### Sample of all documents used.

* **List of maintenance locations.**
* **List of Part-145 or** [M.A. Subpart F](#_bookmark110) **organisations.**

#### List of subcontracted specialised services.

1. **Approval**

The competent authority should approve the manual in writing. This will normally be done by approving a list of effective pages.

Minor amendments, or amendments to a large capability list, can be approved indirectly, through a procedure approved by the state.

1. **Continuous compliance with Part-M and Part-ML**

When a maintenance organisation manual no longer meets the requirements of this [Part-M](#_bookmark7) or Part-ML, whether through a change in Part-M or Part-ML, a change in the organisation or its activities, or through an inadequacy shown to exist by verification inspections conducted under the organisational review, or any other reason that affects the manuals conformity to requirements, the approved maintenance organisation is responsible to prepare and have approved an amendment to its manual.

1. **Distribution**

The manual describes how the organisation works therefore the manual or relevant parts thereof need to be distributed to all concerned staff in the organisation and contracted organisations.

### Appendix V to AMC1 M.A.704 — Reserved

*[Regulatory source]*

### Appendix VI to AMC M.B.602(f) — CAC Form 6F

*[Regulatory source]*

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| **M.A. SUBPART F APPROVAL RECOMMENDATION REPORT CAC FORM 6F** | |
| **Part 1: General** |  |
| Name of organisation: |  |
| Approval reference: |  |
| Requested approval rating/ |  |
| CAC Form 3 dated\*: |  |
| Other approvals held (If app.) |  |
| Address of facility audited: |  |
| Audit period: from | to |
| Date(s) of audit(s): |  |
| Audit reference(s): |  |
| Persons interviewed: |  |
| Competent authority surveyor: | Signature(s): |
| Competent authority office: | Date of CAC Form 6F part 1 completion: |
|  | \*delete where applicable |

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| **M.A. SUBPART F APPROVAL RECOMMENDATION REPORT CAC FORM 6F** |
| **Part 2:** [M.A. Subpart F](#_bookmark110) **Compliance Audit Review**  The five columns may be labelled and used as necessary to record the approval product line or facility, including subcontractor’s, reviewed. Against each column used of the following [M.A. Subpart F](#_bookmark110) subparagraphs please either tick () the box if satisfied with compliance or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box or enter N/A where an item  is not applicable, or N/R when applicable but not reviewed. |
| Para Subject |
| [M.A.603](#_bookmark113) Extent of approval [M.A.604](#_bookmark116) Maintenance Organisation  Manual (see Part 3) [M.A.605](#_bookmark118) Facilities  [M.A.606](#_bookmark122) Personnel requirements  [M.A.607](#_bookmark130) Certifying staff and  airworthiness review staff  [M.A.608](#_bookmark133) Components, Equipment and tools   * + 1. Maintenance data     2. Maintenance work orders  [M.A.611](#_bookmark140) Maintenance standards   [M.A.612](#_bookmark141) Aircraft certificate of release to service  [M.A.613](#_bookmark142) Component certificate of  release to service  [M.A.614](#_bookmark144) Maintenance and airworthiness review records  [M.A.615](#_bookmark147) Privileges of the organisation  [M.A.616](#_bookmark151) Organisational review  [M.A.617](#_bookmark153) Changes to the approved  maintenance organisation  [M.A.619](#_bookmark156) Findings  Competent authority surveyor(s): Signature(s):  Competent authority office: Date of CAC Form 6F part 2 completion: |

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| **M.A. SUBPART F APPROVAL RECOMMENDATION REPORT CAC FORM 6F** |
| **Part 3: Compliance with** [M.A. Subpart F](#_bookmark110) **maintenance organisation manual (MOM)**  Please either tick () the box if satisfied with compliance; or cross (x) if not satisfied with compliance and specify the reference of the Part 4 finding; or enter N/A where an item is not applicable; or N/R when  applicable but not reviewed. |
| Part A General   * 1. Table of content   2. List of effective pages   3. Record of amendments   4. Amendment procedure   5. Distribution   6. Accountable manager’s statement Part B Description   7. Organisation’s scope of work   8. General presentation of the organisation   9. Name and title of management personnel   10. Organisation chart   11. Certifying staff and airworthiness review staff   12. Personnel   13. General description of the facility   14. Tools, equipment and material   15. Maintenance data Part C General procedures   16. Organisational review   17. Training   18. Subcontracting of specialised services   19. One time authorisations |

**Part 3: Compliance with** [M.A. Subpart F](#_bookmark110) **maintenance organisation manual (MOM)**

Part D Working Procedures

4.1

Work order acceptance

4.2

Preparation and issue of work package

4.3

Logistics

4.4

Execution

4.5

Release to service – Certifying staff

4.6

Release to service – Supervision

4.7

Release to service – Certificate of release to service

4.8

Records

4.9

4.10

Airworthiness review procedures and records for ELA1 aircraft not involved in

commercial operations [Reserved]

4.11

Special procedures

4.12

Occurrence reporting

4.13

Management of indirect approval of the manual

Part E

Appendices

5.1

Sample of all documents used

5.2

List of subcontractors.

5.3

List of maintenance locations

5.4

List of Part-145, [M.A. Subpart F](#_bookmark110) or Part-CAO organisations

MOM reference:

MOM amendment:

Competent authority audit staff:

Signature(s):

Competent authority office:

Date of CAC Form 6F part 3 completion:

**CAC FORM 6F**

**M.A. SUBPART F APPROVAL RECOMMENDATION REPORT**

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| **M.A. SUBPART F APPROVAL RECOMMENDATION REPORT CAC FORM 6F** | | | | | |
| **Part 4: Findings regarding** [M.A. Subpart F](#_bookmark110) **compliance status**  Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing  to the organisation for the necessary corrective action. | | | | | |
| Part 2 or 3 ref. | Audit reference(s): Findings | L  e v e  l | Corrective action | | |
| Date Due | Date Closed | Reference |
|  |  |  |  |  |  |

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| **M.A. SUBPART F APPROVAL RECOMMENDATION REPORT CAC FORM 6F** |
| **Part 5:** [M.A. Subpart F](#_bookmark110) **approval or continued approval or change recommendation** |
| Name of organisation:  Approval reference:  Audit reference(s):  The following [M.A. Subpart F](#_bookmark110) scope of approval is recommended for this organisation:  Or, it is recommended that the [M.A. Subpart F](#_bookmark110) scope of approval specified in CAC Form 3 referenced  . be continued.  Name of recommending competent authority surveyor: Signature of recommending competent authority surveyor: Competent authority office:  Date of recommendation:  CAC Form 6F review (quality check): Date: |

### Appendix VII to AMC M.B.702(f) — Reserved

### Appendix VIII to AMC M.A.616 — Organisational Review

*[Regulatory source]*

**This is only applicable to organisations with less than 10 maintenance staff members. For larger organisations, the principles and practices of an independent quality system should be used.**

Depending on the complexity of the small organisation (number and type of aircraft, number of different fleets, subcontracting of specialised services, etc.), the organisational review system may vary from a system using the principles and practices of a quality system (except for the requirement of independence) to a simplified system adapted to the low complexity of the organisation and the aircraft managed.

As a core minimum, the organisational review system should have the following features, which should be described in the Maintenance Organisation Manual (MOM):

1. Identification of the person responsible for the organisational review programme.

By default, this person should be the accountable manager, unless he delegates this responsibility to (one of) the M.A.606(b) person(s).

1. Identification and qualification criteria for the person(s) responsible for performing the organisational reviews.

These persons should have a thorough knowledge of the regulations and of the maintenance organisation procedures. They should also have knowledge of audits, acquired through training or through experience (preferably as an auditor, but also possibly because they actively participated in several audits conducted by the competent authority).

1. Elaboration of the organisational review programme:
   * Checklist(s) covering all items necessary to be satisfied that the organisation delivers a safe product and complies with the regulation. All procedures described in the MOM should be addressed.
   * A schedule for the accomplishment of the checklist items. Each item should be checked at least every 12 months. The organisation may choose to conduct one full review annually or to conduct several partial reviews.
2. Performance of organisational reviews

Each checklist item should be answered using an appropriate combination of:

* + review of records, documentation, etc;
  + sample check of aircraft under contract or being maintained under a work order;
  + interview of personnel involved;
  + review of discrepancies and difficulty internal reports (e.g. notified difficulties in using current procedures and tools, systematic deviations from procedures, etc.);
  + review of complaints filed by customers after delivery.

1. Management of findings and occurrence reports.
   * All findings should be recorded and notified to the affected persons.
   * All level 1 findings, in the sense of [M.A.619(a)](#_bookmark156), should be immediately notified to the competent authority and all necessary actions on aircraft in service should be immediately taken.
   * All occurrence reports should be reviewed with the aim for continuous improvement of the system by identifying possible corrective and preventive actions. This should be done in order to find prior indicators (e.g., notified difficulties in using current procedures and tools, systematic deviations from procedures, unsafe behaviours, etc.), and dismissed alerts that, had they been recognised and appropriately managed before the event, could have resulted in the undesired event being prevented.
   * Corrective and preventive actions should be approved by the person responsible for the organisational review programme and implemented within a specified time frame.
   * Once the person responsible for the organisational review programme is satisfied that the corrective action is effective, closure of the finding should be recorded along with a summary of the corrective action.
   * The accountable manager should be notified of all significant findings and, on a regular basis, of the global results of the organisational review programme.

Following is a typical example of a simplified organisational review checklist, **to be adapted as necessary to cover the MOM procedures:**

1. **– Scope of work**

Check that:

* + All aircraft and components under maintenance or under contract are covered in CAC Form 3.
  + The scope of work in the MOM does not disagree with CAC Form 3.
  + No work has been performed outside the scope of CAC Form 3 and the MOM.

1. **– Maintenance data**
   * Check that maintenance data to cover the aircraft in the scope of work of the MOM are present and up-to-date.
   * Check that no change has been made to the maintenance data from the TC holder without being notified.
2. **– Equipment and Tools**
   * Check the equipment and tools against the lists in the MOM and check if still appropriate to the TC holder’s instructions.
   * Check tools for proper calibration (sample check).
3. **– Stores**
   * Do the stores meet the criteria in the procedures of the MOM?
   * Check by sampling some items in the store for presence of proper documentation and any overdue items.
4. **– Certification of maintenance and airworthiness review**
   * Has maintenance on products and components been properly certified?
   * Have implementation of modifications/repairs been carried out with appropriate approval of such modifications/repairs (sample check)?
   * Have airworthiness reviews been properly performed and the airworthiness review certificate properly been issued?
5. **– Relations with the owners/operators**
   * Has maintenance been carried out with suitable work orders?
   * When a contract has been signed with an owner/operator, has the obligations of the contracts been respected on each side?
6. **– Personnel**
   * Check that the current accountable manager and other nominated persons are correctly identified in the approved MOM.
   * If the number of personnel has decreased or if the activity has increased, check that the staff are still adequate to ensure a safe product.
   * Check that the qualification of all new personnel (or personnel with new functions) has been appropriately assessed.
   * Check that the staff have been trained, as necessary, to cover changes in:
     + regulations,
     + competent authority publications,
     + the MOM and associated procedures,
     + the products in the scope of work,
     + maintenance data (significant ADs, SBs, etc.).
7. **– Maintenance contracted**
   * Sample check of maintenance records:
     + Existence and adequacy of the work order,
     + Data received from the maintenance organisation:
       - Valid CRS including any deferred maintenance,
       - List of removed and installed equipment and copy of the associated [CAC](#_bookmark261) [Form 1](#_bookmark261) or equivalent.
   * Obtain a copy of the current approval certificate (CAC Form 3) of the maintenance organisations contracted.
8. **– Maintenance subcontracted**

Check that subcontractors for specialised services are properly controlled by the organisation.

1. **– Technical records and record-keeping**
   * Have the maintenance actions been properly recorded?
   * Have the certificates (CAC Form 1 and Conformity certificates) been properly collected and recorded?
   * Perform a sample check of technical records to ensure completeness and storage during the appropriate periods.
   * Is storage of computerised data properly ensured?
2. **– Occurrence reporting procedures**
   * Check that reporting is properly performed.
   * Actions taken and recorded.

### Appendix IX to AMC M.A.602 — CAC Form 2

*[Regulatory source]*

|  |
| --- |
| Application for  Competent authority Part-M Subpart F Approval\* Initial \*/ Change\*  Part-145 Approval\* Initial \*/ Change\*  Part-CAMO approval\* Initial \*/ Change\*  Part-CAO approval\* initial \*/ Change\*   1. Registered name of applicant: 2. Trading name (if different): 3. Addresses requiring approval: 4. Tel. ............................................... Fax .....................................   E-mail ..............................   1. Terms of approval and scope of work relevant to this application: 2. Position and name of the (proposed\*) Accountable Manager:   .........................................................................   1. Signature of the (proposed\*) Accountable Manager: ................................................................ 2. Place: ........................................................ 3. Date: ........................................................   Note (1): A note giving the address(es) to which the CAC Form(s) should be sent. Note (2): An optional note to give information on any fees payable.  \* delete as applicable |

**CAC Form 2** Page 1 of 1

### Appendix X to AMC M.B.602(a) — CAC Form 4

|  |
| --- |
| **CIVIL AVIATION COMMITTEE OF REPUBLIC OF ARMENIA**  Details of Management Personnel required to be accepted as specified in Part-…………………   1. Name: 2. Position: 3. Qualifications relevant to the item (2) position: 4. Work experience relevant to the item (2) position:   Signature: ...................................................................... Date: .........................................................  On completion, please send this form under confidential cover to the competent authority |
| Competent authority use only  Name and signature of authorised competent authority staff member accepting this person: Signature: ..................................................................... Date: ...........................................................  Name: ........................................................................... Office: ......................................................... |

CAC Form 4

### Appendix XI to AMC M.A.708(c) — Reserved

*[Regulatory source]*

### Appendix XII to AMC1 M.B.102(c) — Fuel tank safety training

*[Regulatory source]*

This appendix includes general instructions for providing training on Fuel Tank Safety issues.

#### Effectivity:

* + Large aeroplanes and aeroplanes certified after 1 January 1958 with a maximum type certified passenger capacity of 30 or more or a maximum certified payload capacity of 7500 lbs (3402 kg) cargo or more, and

#### Affected organisations:

* + CAMOs involved in the continuing airworthiness management of aeroplanes specified in paragraph A).
  + Competent authorities responsible for the oversight of the CAMOs specified in this paragraph B).

#### Persons from affected organisations who should receive training:

Phase 1 only:

* + The quality manager and quality personnel.
  + Personnel of the competent authorities responsible for the oversight of CAMOs specified in paragraph B).

Phase 1 + Phase 2 + Continuation training:

* + Personnel of the CAMO involved in the management and review of the continuing airworthiness of aircraft specified in paragraph A);

#### General requirements of the training courses

Phase 1 – Awareness

The training should be carried out before the person starts to work without supervision but not later than 6 months after joining the organisation.

Type: Should be an awareness course with the principal elements of the subject. It may take the form of a training bulletin, or other self-study or informative session. Signature of the reader is required to ensure that the person has passed the training.

Level: It should be a course at the level of familiarisation with the principal elements of the subject.

Objectives:

The trainee should, after the completion of the training:

1. Be familiar with the basic elements of the fuel tank safety issues.
2. Be able to give a simple description of the historical background and the elements requiring a safety consideration, using common words and showing examples of non- conformities.
3. Be able to use typical terms. Content: The course should include:
   * a short background showing examples of FTS accidents or incidents,
   * the description of concept of fuel tank safety and CDCCL,
   * some examples of manufacturers documents showing CDCCL items,
   * typical examples of FTS defects,
   * some examples of TC holders repair data
   * some examples of maintenance instructions for inspection. Phase 2 - Detailed training

Staff should have received Phase 2 training within 12 months of joining the organization.

Type: Should be a more in-depth internal or external course. It should not take the form of a training bulletin or other self-study. An examination should be required at the end, which should be in the form of a multi choice question, and the pass mark of the examination should be 75%.

Level: It should be a detailed course on the theoretical and practical elements of the subject.

The training may be made either:

* in appropriate facilities containing examples of components, systems and parts affected by Fuel Tank Safety (FTS) issues. The use of films, pictures and practical examples on FTS is recommended; or
* by attending a distance course (e-learning or computer based training) including a film when such film meets the intent of the objectives and content here below. An e-learning or computer based training should meet the following criteria:
  + A continuous evaluation process should ensure the effectiveness of the training and its relevance;
  + Some questions at intermediate steps of the training should be proposed to ensure that the trainee is authorized to move to the next step;
  + The content and results of examinations should be recorded;
  + Access to an instructor in person or at distance should be possible in case support is needed.

A duration of 8 hours for phase 2 is an acceptable compliance.

When the course is provided in a classroom, the instructor should be very familiar with the data in Objectives and Guidelines. To be familiar, an instructor should have attended himself a similar course in a classroom and made additionally some lecture of related subjects.

Objectives:

The attendant should, after the completion of the training:

* have knowledge of the history of events related to fuel tank safety issues and the theoretical and practical elements of the subject, have an overview of the FAA regulations known as SFAR (Special FAR) 88 of the FAA and of JAA Temporary Guidance Leaflet TGL 47, be able to give a detailed description of the concept of fuel tank system ALI (including Critical Design Configuration Control Limitations CDCCL, and using theoretical fundamentals and specific examples;
* have the capacity to combine and apply the separate elements of knowledge in a logical and comprehensive manner;
* have knowledge on how the above items affect the aircraft;
* be able to identify the components or parts or the aircraft subject to FTS from the manufacturer’s documentation,
* be able to plan the action or apply a Service Bulletin and an Airworthiness Directive. Content: Following the guidelines described in paragraph E).

Continuation training:

The organisation should ensure that the continuation training is performed in each two years period. The syllabus of the training programme referred to in the Training policy of the Continuing Airworthiness Management Exposition (CAME) should contain the additional syllabus for this continuation training.

The continuation training may be combined with the phase 2 training in a classroom or at distance.

The continuing training should be updated when new instructions are issued which are related to the material, tools, documentation and manufacturer’s or competent authority’s directives.

#### Guidelines for preparing the content of Phase 2 courses.

The following guidelines should be taken into consideration when the phase 2 training programme are being established:

1. understanding of the background and the concept of fuel tank safety,
2. how the mechanics can recognise, interpret and handle the improvements in the instructions for continuing airworthiness that have been made or are being made regarding fuel tank systems,
3. awareness of any hazards especially when working on the fuel system, and when the Flammability Reduction System using nitrogen is installed.

Paragraphs a), b) and c) above should be introduced in the training programme addressing the following issues:

* 1. The theoretical background behind the risk of fuel tank safety: the explosions of mixtures of fuel and air, the behaviour of those mixtures in an aviation environment, the effects of temperature and pressure, energy needed for ignition, etc., the ‘fire triangle’, - Explain 2 concepts to prevent explosions:
     1. ignition source prevention and
     2. flammability reduction,
  2. The major accidents related to fuel tank systems, the accident investigations and their conclusions,
  3. SFAR 88 of the FAA and JAA Interim Policy INT POL 25/12: ignition prevention program initiatives and goals, to identify unsafe conditions and to correct them, to systematically improve fuel tank maintenance),
  4. Explain briefly the concepts that are being used: the results of SFAR 88 of the FAA and JAA INT/POL 25/12: modifications, airworthiness limitations items and CDCCL,
  5. Where relevant information can be found and how to use and interpret this information in the applicable maintenance data as defined in [M.A.401(b)](#_bookmark72),
  6. Fuel Tank Safety during maintenance: fuel tank entry and exit procedures, clean working environment, what is meant by configuration control, wire separation, bonding of components etc.,
  7. Flammability reduction systems when installed: reason for their presence, their effects, the hazards of a Flammability Reduction System (FRS) using nitrogen for maintenance, safety precautions in maintenance/working with an FRS,
  8. Recording maintenance actions, recording measures and results of inspections.

The training should include a representative number of examples of defects and the associated repairs as required by the TC/STC holders maintenance data.

#### Approval of training

For CAMOs the approval of the initial and continuation training programme and the content of the examination can be achieved by the change of the CAME exposition. The modification of the CAME should be approved. The necessary changes to the CAME to meet the content of this decision should be made and implemented at the time requested by the competent authority.

### Appendix XIII to AMC M.A.712(f) — Reserved

*[Regulatory source]*