

**ՓԱՐՏ-ԷՄԷԼ/ՔԱՕ (PART-ML/CAO)**



Easy Access Rules

for Continuing Airworthiness

# 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.

***Cover regulation article***

*Regulation*

**Implementing rule**

*Regulation*

**Acceptable means of compliance**

*ED Decision*

**Guidance material**

*ED Decision*

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# Annex Vb (Part-ML)

## GENERAL

### ML.1

*[Regulatory source]*

1. This Annex (Part-ML) applies to the following other than complex motor-powered aircraft not listed in the air operator certificate of an air carrier licensed in accordance with RA Government decision 963-N 2015:
   1. aeroplanes of 2 730 kg maximum take-off mass (MTOM) or less;
   2. rotorcraft of 1 200 kg MTOM or less, certified for a maximum of up to 4 occupants;
   3. other ELA2 aircraft.
2. For the purpose of this Annex, the competent authority shall be Civil Aviation Committee of the Republic of Armenia (hereinafter refer as CAC RA):
3. For the purpose of this Annex, the following definitions shall apply:
   1. 'independent certifying staff' means certifying staff who does not work on behalf of an approved maintenance organisation and who complies with, alternatively:
      1. the requirements of Annex III (Part-66);
      2. for aircraft to which Annex III (Part-66) does not apply, the certifying staff requirements in force in the Republic of Armenia;
   2. 'maintenance organisation' means an organisation holding an approval issued in accordance with, alternatively :
      1. Subpart F of Annex I (Part-M);
      2. Section A of Annex II (Part-145);
      3. Section A of Annex Vd (Part-CAO).
   3. 'owner' means the person responsible for the continuing airworthiness of the aircraft, including, alternatively:
      1. the registered owner of the aircraft;
      2. the lessee in the case of a leasing contract;
      3. the operator.

## SECTION A — TECHNICAL REQUIREMENTS

### SUBPART A — GENERAL

### ML.A.101 Scope

*[Regulatory source]*

This Section establishes the measures to be taken in order to ensure that the aircraft is airworthy. It also specifies the conditions to be met by the persons or organisations involved in the activities related to the airworthiness of the aircraft.

### SUBPART B — ACCOUNTABILITY

### ML.A.201 Responsibilities

*[Regulatory source]*

1. The owner of the aircraft shall be responsible for the continuing airworthiness of the 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 Aircraft Maintenance Program (‘AMP’) specified in point [ML.A.302.](#_bookmark23)
2. By derogation from point (a), where the aircraft is leased, the responsibilities set out in point

(a) shall apply to the lessee, if the lessee is identified either in the registration document of the aircraft or in the leasing contract.

1. Any person or organisation performing maintenance of aircraft and components shall be responsible for the maintenance tasks being performed.
2. The pilot-in-command of the aircraft shall be responsible for the satisfactory accomplishment of the preflight inspection. That inspection shall be carried out by the pilot or another qualified person but need not be carried out by an approved maintenance organisation or by certifying staff.
3. For aircraft operated by commercial Approved Training Organisations (‘ATO’) and commercial Declared Training Organisations (‘DTO’) referred to in MTAI Minister Order 2-N dated 22.08.2022 or not operated in accordance with Annex VII to MTAI Minister Order 2-N 2022 Air Operations (Part-NCO) or operated in accordance with Subpart-ADD of Annex II (Part-BOP) to MTAI Minister Order 2-N 2022 Air Operations or Subpart-DEC of Annex II (Part-SAO) , the operator shall:
   1. be approved as a CAMO or as a CAO for the management of the continuing airworthiness of its aircraft in accordance with Annex Vc (Part-CAMO), Subpart G of Annex I (Part-M) or Annex Vd (Part-CAO), or contract such an organisation using the contract set out in Appendix I to this Annex;
   2. ensure that all maintenance is performed by maintenance organisations approved in accordance with point (c)(2) of point [ML.1](#_bookmark8).;
   3. ensure that the requirements of point (a) are satisfied.
4. For aircraft not included in point (e), in order to satisfy the requirements of point (a), the owner of the aircraft may contract the tasks associated with continuing airworthiness management to an organisation approved as a CAMO or CAO in accordance with Annex Vc (Part-CAMO), Subpart G of Annex I (Part-M) or Annex Vd (Part-CAO). In that case, the contracted organisation shall assume responsibility for the proper performance of those tasks and a written contract shall be concluded in accordance with Appendix I to this Annex. If the owner does not contract such an organisation, the owner is responsible for the proper performance of the tasks associated with the continuing airworthiness management
5. The owner shall grant the CAC RA access to the aircraft and the aircraft records, in order for the CAC RA to determine whether the aircraft complies with the requirements of this Annex.
6. In the case of an aircraft included in an air operator certificate is used for non-commercial or specialised operations under point ORO.GEN.310 of Annex III or point NCO.GEN.104 of Annex MTAI Minister Order 2-N 2022 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 Annex I (Part-M) or the combined airworthiness organisation (“CAO”) approved in accordance with Annex Vd (Part-CAO), whichever applicable, of the air operator certificate holder.

**GM1 ML.A.201 Responsibilities**

*[Regulatory source]*

The following tables provide a summary of Part-ML main provisions and alleviations established in [ML.A.201](#_bookmark13), [ML.A.302,](#_bookmark23) [ML.A.801](#_bookmark67) and [ML.A.901](#_bookmark75).

In the tables, the term ‘CAO(-CAM)’ designate a CAO with continuing airworthiness management privileges.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Balloon** | | |
| **Part-BOP Subpart ADD** | **Part-BOP non-Subpart ADD** | |
| **commercial ATO/DTO** | **Non-ATO/DTO or non-commercial ATO/DTO** |
| **Contract with CAMO/CAO**  **(CAM) required?** | yes | yes | no\* |
| **Aircraft maintenance programme (AMP)** | The AMP document must be approved by the contracted CAMO/CAO(-CAM) | | If there is no CAMO/CAO(-CAM), the AMP must be declared by the owner. |
| If there is a contracted CAMO/CAO(-CAM), the AMP must be approved by the  CAMO/CAO(-CAM). |
| If ML.A.302(e) conditions are met, producing an AMP document is not required. | | |
| **Maintenance** | By a maintenance organisation | | By a maintenance organisation or by independent certifying staff or the pilot-  owner\*\* |
| **Airworthiness review (AR) and airworthiness** | By a maintenance organisation\*\*\* or by the contracted CAMO/CAO(-CAM) or by the CAC RA | | By a maintenance organisation\*\*\*  or independent certifying staff\*\*\* or by the CAMO/CAO(-CAM) (if contracted) or by the  CAC RA |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Balloon** | | |
| **Part-BOP Subpart ADD** | **Part-BOP non-Subpart ADD** | |
| **commercial ATO/DTO** | **Non-ATO/DTO or non-commercial ATO/DTO** |
| **review certificate (ARC)** |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sailplane** | | | |
|  | **Part-SAO Subpart-DEC** | **Part-SAO non-Subpart-DEC** | |
| **commercial ATO/DTO** | **Non-ATO/DTO or non-commercial ATO/DTO** |
| **Contract with CAMO/CAO**  **(-CAM) required?** | yes | yes | no\* |
| **AMP** | The AMP document must be approved by the contracted CAMO/CAO(-CAM). | | If there is no CAMO/CAO(-CAM), the AMP must be declared by the owner. |
|  |  |  | If there is a contracted CAMO/CAO(-CAM), the AMP must be approved by the  CAMO/CAO(-CAM). |
| If ML.A.302(e) conditions are met, producing an AMP document is not required. | | | |
| **Maintenance** | By a maintenance organisation | | By a maintenance organisation or by independent certifying staff or pilot-owner\*\* |
| **AR and ARC** | By a maintenance organisation\*\*\* or by the contracted CAMO/CAO(-CAM) or by the CAC RA | | By a maintenance organisation\*\*\*  or independent certifying staff\*\*\* or by the CAMO/CAO(-CAM) (if contracted) or by the  CAC RA |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Aircraft (other than balloons and sailplanes)** | | |
| **non Part-NCO** | **Part-NCO** | |
| **commercial ATO/DTO** | **Non-ATO/DTO or non-commercial ATO/DTO** |
| **Contract with CAMO/CAO**  **(-CAM) required?** | yes | yes | no\* |
| **AMP** | The AMP document must be approved by the contracted CAMO/CAO(-CAM). | | If there is no CAMO/CAO(-CAM), the AMP must be declared by the owner. |
| If there is a contracted CAMO/CAO(-CAM), the AMP must be approved by the CAMO/CAO(-CAM). |
| If ML.A.302(e) conditions are met, producing an AMP document is not required. | | |
| **Maintenance** | By a maintenance organisation | | By a maintenance organisation or by independent certifying staff or the pilot- owner\*\* |
| **AR and ARC** | By a maintenance organisation\*\*\* or by the contracted CAMO/CAO(-CAM) or by the CAC RA | | By a maintenance organisation\*\*\*  or independent certifying staff\*\*\* or by the CAMO/CAO(-CAM) (if contracted) or by the CAC RA |

\*: A CAMO/CAO(-CAM) is not required but the owner may decide to contract a CAMO/CAO(-CAM).

\*\*: in the limit of their privileges

\*\*\*: together with the 100-h/annual inspection

**GM1 ML.A.201(e) Responsibilities**

*[Regulatory source]*

**COMMERCIAL ATO/DTO**

According to industry practice, the following are examples of aircraft not considered to be operated by a commercial ATO or a commercial DTO:

1. Aircraft operated by an organisation holding an ATO certificate or a DTO declaration, created with the aim of promoting aerial sport or leisure aviation, on the conditions that:
   1. the aircraft is operated by the organisation on the basis of ownership or dry lease;
   2. the ATO/DTO is a non-profit organisation; and
   3. whenever non-members of the organisation are involved, such flights represent only a marginal activity of the organisation.
2. Aircraft operated under Part-NCO by its owner together with an ATO or a DTO flight instructor for the purpose of training, when the contract between the owner and the training organisation and the procedures of the training organisation allow it. The continuing airworthiness of such aircraft remains under the responsibility of the owner, or of the CAMO or CAO contracted by the owner, if the owner has elected to contract a CAMO or CAO in accordance with [ML.A.201(f)](#_bookmark13).
3. Aircraft used for very limited training flights due to the specific configuration of the aircraft and limited need for such flights.

**GM1 ML.A.201(f) Responsibilities**

*[Regulatory source]*

If an owner (see definition in point [ML.1(c)(3)](#_bookmark8)) decides not to make a contract with a CAMO or CAO, the owner is fully responsible for the proper accomplishment of the corresponding continuing airworthiness management tasks. As a consequence, it is expected that the owner properly and realistically self-assesses his or her own competence to accomplish those tasks or otherwise seek the necessary expertise.

**GM1 ML.A.201(h) Responsibilities**

*[Regulatory source]*

**USE OF AIRCRAFT INCLUDED IN AN AOC FOR NON-COMMERCIAL OPERATIONS OR SPECIALISED OPERATIONS**

As point (h) is not a derogation, points [ML.A.201(e)](#_bookmark13) and (f) are still applicable. Therefore, the management of continuing airworthiness of the aircraft by the CAMO or CAO of the AOC holder means that the other operator has established a written contract as per [Appendix I](#_bookmark103) to Part-ML with this CAMO or CAO.

**ML.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 [ML.A.201](#_bookmark13) shall report any identified condition of an aircraft or component which endangers flight safety to:
   1. CAC RA;
   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 CAC RA 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 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.

### AMC1 ML.A.202 Occurrence reporting

*[Regulatory source]*

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

Accountable persons or organisations should liaise with the DAH or the declarant of a declaration of design compliance to determine whether published or proposed service information will resolve a problem or to obtain a solution to a particular problem.

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

### SUBPART C — CONTINUING AIRWORTHINESS

### ML.A.301 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 [ML.A.304](#_bookmark40) and [ML.A.401,](#_bookmark45) 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 [ML.A.302](#_bookmark23);
4. 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 RA;
   4. measure required by the CAC RA as an immediate reaction to a safety problem;
5. the accomplishment of modifications and repairs in accordance with point [ML.A.304](#_bookmark40);
6. maintenance check flights, when necessary.

### GM1 ML.A.301(f) 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 Regulation1 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 maintenance personnel or organisations should be agreed in advance with the operator. The operator should consult as necessary with the person or organisation 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 DAH 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 [ML.A.801(f)](#_bookmark67) or 145.A.50(e), should be issued and the aircraft can be flown for this purpose under its airworthiness certificate.

Due to incomplete maintenance, it is advisable to open a new entry into the [ML.A.305](#_bookmark41) aircraft logbook, 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 a certificate of release to service (CRS) issued.

* 1. Based on its own experience and for reliability considerations and/or quality assurance, an operator, owner, CAO 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 CRS is issued and the aircraft airworthiness certificate remains valid for this flight.
  2. After troubleshooting of a system on the ground, an MCF is proposed by the maintenance personnel or 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 CRS 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 logbook.
  3. 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 Part 21 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 personnel or organisation prior to issuing the maintenance release. For this purpose, when the maintenance staff cannot perform these functions in flight, it 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 staff should appoint the crew personnel to play such a role on their behalf and, before the flight, brief the 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.

### ML.A.302 Aircraft maintenance programme

*[Regulatory source]*

1. The maintenance of each aircraft shall be organised in accordance with an AMP.
2. The AMP and any subsequent amendments thereto shall be, alternatively:
   1. declared by the owner in accordance with point (c)(7) of point [ML.A.302,](#_bookmark23) where the continuing airworthiness of the aircraft is not managed by a CAMO or CAO;
   2. approved by the CAMO or CAO responsible for managing the continuing airworthiness of the aircraft.

The owner declaring the AMP in accordance with point (b)(1) or the organisation approving the AMP in accordance with point (b)(2) shall keep the AMP updated.

1. The AMP:
   1. shall clearly identify the owner of the aircraft and the aircraft to which it relates, including any installed engine and propeller, as applicable;
   2. shall include, alternatively:
      1. the tasks or inspections contained in the applicable minimum inspection programme (MIP) referred to in point (d);
      2. the instructions for continuing airworthiness (ICA) issued by the design approval holder (DAH);
      3. the ICA issued by the declarant of a declaration of design compliance.
   3. may include additional maintenance actions to those referred to in point (c)(2) or maintenance actions alternative to those referred to in point (c)(2)(b) at the proposal of the owner, CAMO or CAO, once approved or declared in accordance with point (b). Alternative maintenance actions to those referred to in point (c)(2)(b) shall not be less restrictive than those set out in the applicable MIP;
   4. shall include all the mandatory continuing airworthiness information, such as repetitive ADs, the airworthiness limitation section (‘ALS’) of the ICAs, and specific maintenance requirements contained in the type certificate data sheet (‘TCDS’);
   5. shall identify any additional maintenance tasks to be performed because of the specific aircraft type, aircraft configuration and type and specificity of operation, whereas the following elements shall be taken into consideration as a minimum:
      1. specific installed equipment and modifications of the aircraft;
      2. repairs carried out in the aircraft;
      3. life-limited components and flight-safety-critical components;
      4. maintenance recommendations, such as time between overhaul (‘TBO’) intervals, issued through service bulletins, service letters, and other non-mandatory service information;
      5. applicable operational directives or requirements related to the periodic inspection of certain equipment;
      6. special operational approvals;
      7. use of the aircraft and operational environment;
   6. shall identify whether the Pilot-owners are authorised to perform maintenance;
   7. when declared by the owner, shall contain a signed statement by which the owner declares that this is the AMP for the particular aircraft registration and that he is fully responsible for its content and, in particular, for any deviations from the DAH’s recommendations;
   8. when approved by the CAMO or CAO, shall be signed by this organisation, which shall retain records with the justification for any deviation introduced to the DAH’s recommendations;
   9. shall be reviewed at least annually in order to assess its effectiveness, and this review shall be performed, alternatively:
      1. in conjunction with the airworthiness review of the aircraft by the person who performs such an airworthiness review;
      2. by the CAMO or CAO managing the continuing airworthiness of the aircraft in those cases where the review of the AMP is not performed in conjunction with an airworthiness review.

If the review shows deficiencies of the aircraft linked with deficiencies in the content of the AMP, the AMP shall be amended accordingly. In this case the person performing the review shall inform the CAC RA if he does not agree with the measures amending the AMP taken by the owner, CAMO or CAO. The CAC RA shall decide which amendments to the AMP are necessary, raising the corresponding findings and, if necessary, reacting in accordance with point [ML.B.304.](#_bookmark40)

1. A MIP:
   1. shall contain the following inspection intervals:
      1. for aeroplanes, touring motor gliders (‘TMGs’) and balloons, every annual or 100- h interval, whichever comes first, to which a tolerance of 1 month or 10 h may be applied. The next interval shall be calculated as from the time the inspection takes place;
      2. for sailplanes and powered sailplanes other than TMG, every annual interval to which a tolerance of 1 month may be applied. The next interval shall be calculated as from the time the inspection takes place;
   2. shall contain the following, as applicable to the aircraft type:
      1. servicing tasks as required by the DAH’s requirements;
      2. inspection of markings;
      3. review of weighing records and weighing in accordance with MTAI Minister Order 2-N 2022 Air Operations;
      4. operational test of transponder (if installed);
      5. functional test of the pitot-static system;
      6. in the case of aeroplanes:
         1. operational tests for power and revolutions per minute (rpm), magnetos, fuel and oil pressure, engine temperatures;
         2. for engines equipped with automated engine control, the published run-up procedure;
         3. for dry-sump engines, engines with turbochargers and liquid-cooled engines, an operational test for signs of disturbed fluid circulation;
      7. inspection of the condition and attachment of the structural items, systems and components corresponding to the following areas:
         1. for aeroplanes:

airframe, cabin and cockpit, landing gear, wing and centre section, flight controls, empennage, avionics and electrics, power plant, clutches and gearboxes, propeller and miscellaneous systems, such as the ballistic rescue system;

* + - 1. for sailplanes and powered sailplanes:

airframe, cabin and cockpit, landing gear, wing and centre section, empennage, avionics and electrics, power plant (for powered sailplanes) and miscellaneous systems, such as removable ballast and/or drag chute and controls, as well as water ballast system;

* + - 1. for hot-air balloons:

envelope, burner, basket, fuel containers, equipment and instruments;

* + - 1. for gas balloons:

envelope, basket, equipment and instruments.

As long as this Annex does not specify an MIP for airships and rotorcraft, their AMP shall be based on the ICA issued by the DAH, as referred to in point (c)(2)(b).

1. By derogation from points (b) and (c), a declaration by the owner or an approval by a CAMO or CAO is not required, and an AMP document is not required to be produced when the following conditions are met:
   1. all the ICA issued by the DAH are being followed without any deviations;
   2. all maintenance recommendations, such as TBO intervals, issued through service bulletins, service letters, and other non-mandatory service information, are being followed without any deviations;
   3. there are no additional maintenance tasks to be performed resulting from any of the following:
      1. specific installed equipment and modifications of the aircraft;
      2. repairs carried out in the aircraft;
      3. life-limited components and flight-safety-critical components;
      4. special operational approvals;
      5. use of the aircraft and operational environment.
   4. Pilot-owners are authorised to perform Pilot-owner maintenance.

This derogation is not applicable if the pilot-owner or, in case of jointly-owned aircraft, any of the pilot-owners is not authorised to perform Pilot-owner maintenance because this has to be specified in the declared or approved AMP.

1. If the conditions provided for in points (e)(1) to (e)(4) are met, the AMP applicable to the aircraft shall consist of the following:
   1. the ICA issued by the DAH;
   2. the maintenance recommendations, such as TBO intervals, issued through service bulletins, service letters, and other non-mandatory service information;
   3. the mandatory continuing airworthiness information, such as repetitive ADs, the ALS of the ICA and specific maintenance requirements contained in the TCDS;
   4. the tasks due to specific operational or airspace directives or requirements in relation to particular instruments and equipment.

### AMC1 ML.A.302 Aircraft maintenance programme

*[Regulatory source]*

1. The aircraft should only be maintained according to a single maintenance programme at a given point in time. Where an owner wishes to change from one programme to another (e.g. from an AMP based on minimum inspection programme (MIP) to an AMP based on the data issued by the DAH or the declarant of a declaration of design compliance), certain additional maintenance may need to be carried out on the aircraft to implement this transition.
2. The maintenance programme may take the format of the standard template provided in [AMC2](#_bookmark25) [ML.A.302](#_bookmark25) (CAC Form AMP). This maintenance programme may include several aircraft registrations as long as the maintenance requirements for each registration are clearly identified.

### AMC2 ML.A.302 Aircraft maintenance programme

*ED Decision 2023/013/R*

**CAC FORM AMP**

The following CAC Form AMP may be used to produce the AMP:

**Part-ML aircraft maintenance programme (AMP)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Aircraft identification** | | | | | | | |
| 1 | Registration(s): | | Type: | | Serial no(s): | | |
| Owner: | | | | | | |
| **Basis for the maintenance programme** | | | | | | | |
| 2 | Instructions for continuing airworthiness (ICA) | | | Minimum inspection programme (MIP) as detailed in the latest revision of AMC1 ML.A.302(d)  Other MIP complying with ML.A.302(d)  (List the tasks in Appendix A) | | | |
| **Instructions for continuing airworthiness (ICA)** | | | | | | | |
| 3 | Equipment manufacturer and type | | | Applicable ICA reference (revision/date not required assuming the latest revision will always be used) | | | |
| **For aircraft other than balloons** | | | | | | | |
| 3a | Aircraft (other than balloons) |  | |  | | | |
| 3b | Engine (if applicable) |  | |  | | | |
| 3c | Propeller (if applicable) |  | |  | | | |
| **For balloons** | | | | | | | |
| 3d | Envelope (only for balloons) |  | |  | | | |
| 3e | Basket(s) (only for balloons) |  | |  | | | |
|  | |  | | | |
| 3f | Burner(s) (only for balloons) |  | |  | | | |
|  | |  | | | |
| 3g | Fuel cylinders (only for  balloons) |  | |  | | | |
|  | |  | | | |
| **Additional maintenance requirements to the ICA or to the MIP (applicable to all AMPs)** | | | | | | | |
| 4 | Indicate whether any of the following types of repetitive maintenance are included in the AMP (when replying ‘YES’, list the specific requirements in Appendix B) | | | | | Yes | No |
| Maintenance due to specific equipment and modifications | | | | |  |  |
| Maintenance due to repairs | | | | |  |  |
| Maintenance due to life-limited components (This should be completed only if the MIP is used. Otherwise, this data is already part of the data issued by the DAH or the declarant  of a declaration of design compliance used as a basis for the AMP.) | | | | |  |  |
| Maintenance due to mandatory continuing airworthiness information (airworthiness limitations (ALIs), certification maintenance requirements (CMRs), specific requirements  in the TCDS, etc.) | | | | |  |  |
| Maintenance recommendations, such as time between overhaul (TBO) intervals, issued  through service bulletins, service letters, and other non-mandatory service information | | | | |  |  |
| Maintenance due to repetitive ADs | | | | |  |  |
| Maintenance due to specific operational/airspace directives/requirements (altimeter, compass, transponder, etc.) | | | | |  |  |
| Maintenance due to the type of operation or operational approvals | | | | |  |  |
| Other | | | | |  |  |
| **Maintenance tasks alternative to the ICA (not less restrictive than the MIP)** | | | | | | | |
| 5 | Indicate whether there is any maintenance task alternative to the ICA (when replying ‘YES’, list the specific alternative maintenance tasks in Appendix C) | | | | | Yes | No |
| **Pilot-owner maintenance (only for balloons not operated under Subpart-ADD, or sailplanes not operated under Subpart-DEC, or other aircraft operated under Part-NCO)**  **Remark: pilot-owner maintenance is not allowed for aircraft operated by a commercial ATO/DTO** | | | | | | | |
| 6 | Does the pilot-owner perform pilot-owner maintenance (ref. ML.A.803)?  If yes, enter the name of the pilot-owner(s) authorised to perform such maintenance: Pilot-owner name:\_(NOTE) Licence number:  (NOTE) | | | | | Yes | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Signature: Date:  NOTE: It is possible to refer to a list in the case of jointly owned aircraft. | |  |  |
| **Approval/declaration of the maintenance programme (select the appropriate option)** | | | | |
| 7 | Declaration by the owner: | Approval by the contracted CAMO/CAO: | | |
|  | ‘I hereby declare that this is the maintenance programme applicable to the aircraft referred to in block 1, and I am fully responsible for its content and, in particular, for any alternatives tasks to the data issued by the DAH or the declarant of a declaration of design compliance.’  Signature/name/date: | Approval reference no of the CAMO/CAO: Signature/name/date: | | |
| **Certification statement** | | | | |
| 8 | ‘I will ensure that the aircraft is maintained in accordance with this maintenance programme and that the maintenance programme will be reviewed and updated as required.’  Signed by the person/organisation responsible for the continuing airworthiness of the aircraft according to ML.A.201:  Owner/Lessee/operator CAMO/CAO  Name of owner/lessee/operator or CAMO/CAO approval number: Address:  Telephone/fax:  Email:  Signature/date: | | | |
| 9 | Appendices attached: Appendix A YES NO  Appendix B YES NO  Appendix C YES NO  Appendix D YES NO | | | |

|  |
| --- |
| **Appendix A — Minimum inspection programme (MIP)**  **(only applicable if a MIP different from the one described in AMC1 ML.A.302(d) is used — see Section 2 above)** |
| *Detail the tasks and inspections contained in the MIP being used.* |

|  |  |  |
| --- | --- | --- |
| **Appendix B — Additional maintenance requirements**  **(include only if necessary — see Section 4 above)** | | |
| *This appendix is supposed to include only the tasks which are included in the AMP, either at the recommended interval or at a different one.*  *(All repetitive maintenance tasks not included here, or the interval differences, should be kept by the CAMO/CAO (when contracted) in their files with their corresponding justifications. Appendix D may optionally be used. Nevertheless, the owner/CAMO/CAO is responsible for taking into account all instructions, even if they are not adopted and listed here. The person performing the AR, if reviewing the AMP, is not responsible for the completeness of this appendix, but may do some sampling as part of the investigations and the*  *findings discovered during the physical review).* | | |
| Task description | References | Interval  (tick box if the selected interval differs from that required in the  referenced document) |
| **Maintenance due to specific equipment and modifications** | | |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Maintenance due to repairs** | | |
|  |  |  |
|  |  |  |
| **Maintenance due to life-limited components (This should be only completed if the MIP is used. Otherwise, this data is already part of the data used as the basis for the AMP.)** | | |
|  |  |  |
|  |  |  |
| **Maintenance due to mandatory continuing airworthiness instructions (ALIs, CMRs, specific requirements**  **in the TCDS, etc.)** | | |
|  |  |  |
|  |  |  |
| **Maintenance recommendations, such as TBO intervals, issued through service bulletins, service letters, and other non-mandatory service information** | | |
|  |  |  |
| Emergency locator transmitters and personal locator beacon — annual testing | EASA SIB 2019-09 | 1 Year |
| (if not using MIP or equivalent ICA task)  Transponder test | EASA SIB 2011-15 | 2 Years |
|  |  |  |
| **Maintenance due to repetitive ADs** | | |
|  |  |  |
|  |  |  |
| **Maintenance due to specific operational/airspace directives/requirements (altimeter, compass,**  **transponder, etc.)** | | |
|  |  |  |
|  |  |  |
| **Maintenance due to the type of operation or operational approvals** | | |
|  |  |  |
|  |  |  |
| **Other** | | |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Appendix C — Maintenance tasks alternative to the ICA (not less restrictive than the MIP)**  **(include only if necessary — see Sections 5 above)** | | | |
| Task description | Recommended interval | Alternative inspection/task | Amended interval |
| *When the ICA are used as the basis for the AMP, this appendix is used to include the tasks alternative to the ICA, which are included in the AMP.*  *(When a CAMO/CAO is contracted, all elements justifying the deviations from the ICA should be kept by the*  *CAMO/CAO and the organisation should provide a copy of these justifications to the owner.)* | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Appendix D — Additional information (optional)** |
| *This appendix may optionally be used to provide additional information, such as the complete list of AMP tasks or the list of documents (e.g. service bulletins) considered during the development of the AMP.* |

***CAC Form AMP, Issue 2***

### GM1 ML.A.302 Aircraft maintenance programme

*[Regulatory source]*

The responsibilities associated with maintenance programmes developed in accordance with [ML.A.302](#_bookmark23) are the following:

1. If the owner has contracted a CAMO or CAO in order to manage the continuing airworthiness of the aircraft, this organisation is responsible for developing and approving a maintenance programme which:
   1. indicates whether this programme is based on data from the DAH or the declarant of a declaration of design compliance, or based on the MIP described in [ML.A.302(d)](#_bookmark23);
   2. identifies the owner and the specific aircraft, engine, and propeller (as applicable);
   3. includes all mandatory continuing airworthiness information and any additional tasks derived from the assessment of the instructions issued by the DAH or the declarant of a declaration of design compliance;
   4. justifies any deviations from the instructions issued by the DAH or the declarant of a declaration of design compliance; when those instructions are the basis for the AMP development, these deviations should not fall below the requirements of the MIP; and
   5. is customised to the particular aircraft type, configuration and operation, in accordance with [ML.A.302(c)(5).](#_bookmark23)
2. If the owner has not contracted a CAMO or CAO in order to manage the continuing airworthiness of the aircraft, then the owner is responsible for developing and declaring the maintenance programme, assuming full responsibility for its content, and for any deviations from the instructions issued by the DAH or the declarant of a declaration of design compliance (ref. [ML.A.201(f)](#_bookmark13) and [ML.A.302(c)(7)](#_bookmark23)) and the possible consequences of such deviations. In this case, these deviations do not need to be justified, but are to be identified in the AMP. However, the maintenance programme still needs to comply with the requirements contained in [ML.A.302(c),](#_bookmark23) in particular with the obligation to not fall below the requirements of the MIP and to comply with the mandatory continuing airworthiness information.
3. The content of the owner-declared maintenance programme cannot be challenged up front either by the CAC RA or by the contracted maintenance organisation. This declared maintenance programme is the basis for adequate planning of maintenance, as well as for the ARs and the aircraft continuing airworthiness monitoring (ACAM) inspections in accordance with [ML.B.303.](#_bookmark96) Nevertheless, the maintenance programme will be subject to periodic reviews at the occasion of the AR and, in case of discrepancies, linked with deficiencies in the content of the maintenance programme, the owner shall amend the maintenance programme accordingly, as required by [ML.A.302(c)(9)](#_bookmark23).
4. When the CAC RA is notified of deficiencies linked with the content of the declared maintenance programme for a particular aircraft (in case no agreement is reached between the owner and the AR staff about the changes required in the maintenance programme), the CAC RA should contact the owner, request a copy of the maintenance programme, decide which amendment

to the AMP is necessary and raise the associated finding (ref. [ML.A.302(c)(9)](#_bookmark23)). If necessary, the CAC RA may also react in accordance with [ML.B.304](#_bookmark98). Based on the information received, the reported deficiencies and the identified risks, the CAC RA may in addition adapt the ACAM programme accordingly (ref. [ML.B.303](#_bookmark96)).

1. Although there is no requirement for the owner to send a copy of the maintenance programme to the CAC RA, this does not prevent the CAC RA from requesting at any time the owner to send information about, or a copy of the AMP, even if deficiencies have not been reported (see [AMC1](#_bookmark93) [ML.B.201](#_bookmark93)).
2. Since the maintenance programme has to identify the alternatives tasks to the instructions issued by the DAH or the declarant of a declaration of design compliance, the ARs and ACAM inspections can place emphasis on the inspection of the areas affected by those deviations in order to make sure that the maintenance programme is effective.
3. Since the CAC RA is not responsible for the content of a declared maintenance programme, the CAC RA does not authorise the accomplishment of the scheduled maintenance to deviate from the AMP content (other than the tolerances provided for in [ML.A.302(d)(1)](#_bookmark23)). In such cases, the owner may declare an amended AMP.

**GM2 ML.A.302 Aircraft maintenance programme**

*[Regulatory source]*

The following table provides a summary of the provisions contained in [ML.A.302](#_bookmark23) in relation to the content of the maintenance programme, its approval, and its link with the AR:

|  |  |  |
| --- | --- | --- |
|  | **OPTION 1** | **OPTION 2** |
| **Responsibility for developing the AMP** | Contracted CAMO or CAO | Owner (if allowed under ML.A.201(f)) |
| **Approval/declaration of the maintenance**  **programme** | Approved by the CAMO or CAO, or none required in the case of compliance with  ML.A.302(e) | Declaration by the owner or none required in the case of  compliance with ML.A.302(e) |
| **Basis for the maintenance programme** | MIP (not applicable to rotorcraft and airships), or ICA issued by the DAH or declarant of a declaration of design compliance | |
| **Deviations from the ICA** | Deviations from the ICA are justified. The CAMO/CAO keeps a record of the  justifications and provides a copy of them to the owner. | Deviations do not need to be justified. |
| **AMP annual review** | In conjunction with the AR, by the AR staff or, if not performed in conjunction with the AR (e.g. in case of ARC extension), by the CAMO or CAO. | |

**AMC1 ML.A.302(c) Aircraft maintenance programme**

*[Regulatory source]*

When evaluating an alternative to a maintenance task issued or recommended by the DAH or the declarant of a declaration of design compliance, such as the extension of TBO intervals, or when considering not to include a maintenance task issued or recommended by the DAH or the declarant of a declaration of design compliance, a risk-based approach should be taken, considering aspects such as the operation of aircraft, type of aircraft, hours and years in service, maintenance of the aircraft, compensating measures, redundancy of components, etc.

The following table provides more details of aspects that should be considered:

|  |  |
| --- | --- |
|  | **Examples** |
| **OPS approval** | HIGHER RISK: commercial operation, commercial flight training  MEDIUM RISK: flight training by an association, non-commercial specialised operations (SPO)  LOWER RISK: private |
| **Flight rules** | HIGHER RISK: instrument flight rules (IFR) MEDIUM RISK: visual flight rules (VFR) at night  LOWER RISK: VFR by day |
| **Aircraft weight** | HIGHER RISK: Other than ELA1  MEDIUM RISK: ELA1 aircraft other than light sport aeroplanes (LSA), very light aircraft (VLA), sailplanes and powered sailplanes  LOWER RISK: LSA, VLA, sailplanes and powered sailplanes |
| **Who manages the airworthiness of the aircraft?** | HIGHER RISK: owner LOWER RISK: CAMO/CAO |
| **Who maintains the aircraft?** | HIGHER RISK: pilot-owner  MEDIUM RISK: independent certifying staff LOWER RISK: maintenance organisation |
| **Time in service (flight hours, years)** | HIGHER RISK: very high number of hours or years MEDIUM RISK: medium number of hours or years  LOWER RISK: low number of hours or years |
| **Aircraft utilisation** | HIGHER RISK: less than 50 h per year MEDIUM RISK: around 200 h per year  LOWER RISK: more than 400 h per year |
| **ACAM findings** | HIGHER RISK: numerous findings in ACAM or ramp inspections MEDIUM RISK: few findings in ACAM inspections  LOWER RISK: rare findings in ACAM inspections |
| **System redundancy (for components such**  **as engine/propeller)** | HIGHER RISK: single-engined aircraft LOWER RISK: multi-engined aircraft |
| **Supplementary maintenance**  **measures** | HIGHER RISK: no supplementary measures  LOWER RISK: supplementary measures (such as oil analysis, engine data  monitoring, boroscope inspections, corrosion inspections, etc.) |
| **Risk factor of the component failure** | HIGHER RISK: engine failure on a helicopter MEDIUM RISK: engine failure on an aeroplane  LOWER RISK: sailplane, or powered sailplane |

The above information may be useful for CAMOs and CAOs when developing and approving maintenance programmes, and for the AR staff performing ARs and reviewing the effectiveness of the declared maintenance programme. It may also be useful for the owner in order to take an informed decision before introducing deviations from the recommendations issued by the DAH or the declarant of a declaration of design compliance. Nevertheless, as allowed by [ML.A.302(c)(7)](#_bookmark23) and explained in GM ML.A.302, when the owner issues a declaration for the maintenance programme, it does not need to justify such deviations.

**AMC1 ML.A.302(c)(9) Aircraft maintenance programme**

*[Regulatory source]*

**ANNUAL REVIEW OF THE AMP**

1. During the annual review of the maintenance programme, as required by point ML.A.302(c)(9), the following should be taken into consideration:
   1. the results of the maintenance performed during that year, which may reveal that the current maintenance programme is not adequate;
   2. the results of the AR performed on the aircraft, which may reveal that the current maintenance programme is not adequate;
   3. revisions introduced on the documents affecting the programme basis, such as the [ML.A.302(d)](#_bookmark23) MIP or the data issued by the DAH or the declarant of a declaration of design compliance;
   4. changes in the aircraft configuration, and type and specificity of operation;
   5. changes in the list of pilot-owners; and
   6. applicable mandatory requirements for compliance with Part 21 or Part 21 Light, such as airworthiness directives (ADs), airworthiness limitations, certification maintenance requirements and specific maintenance requirements contained in the type certificate data sheet (TCDS) or airworthiness data sheet (for aircraft subject to a declaration of design compliance).
2. When reviewing the effectiveness of the AMP, the AR staff (or the CAMO/CAO staff if the review of the AMP is not performed in conjunction with an AR) may need to review the maintenance carried out during the last 12 months, including unscheduled maintenance. To this end, he or she should receive the records of all the maintenance performed during that year from the owner/CAMO/CAO.
3. When reviewing the results of the maintenance performed during that year and the results of the AR, attention should be paid as to whether the defects found could have been prevented by introducing in the maintenance programme certain recommendations issued by the DAH or the declarant of a declaration of design compliance, which were initially disregarded by the owner, CAMO or CAO.

### GM1 ML.A.302(c)(2)(b) Aircraft maintenance programme

*[Regulatory source]*

‘DAH’ refers to the holder of a type certificate (TC), restricted type certificate, supplemental type certificate (STC), European Technical Standard Order (ETSO) authorisation, repair or change to the type design.

‘Declarant’ refers to the natural of legal person who has submitted a declaration of design compliance in accordance with Part 21 Light.

The ‘instructions for continuing airworthiness (‘ICA’) issued by the design approval holder (‘DAH’)’ or the declarant do not include the data issued by another original equipment manufacturer (OEM), except when the ICA issued by the DAH or the declarant make clear reference to such OEM data.

Tasks or intervals (e.g. escalations) alternative to those of the ICA issued by the DAH or the declarant and selected by the CAMO or CAO for the AMP do not need to be approved by the CAC RA. Justification of these deviations are to be kept by the CAMO or CAO.

### GM1 ML.A.302(c)(3) Aircraft maintenance programme

*[Regulatory source]*

**ALTERNATIVE MAINTENANCE ACTIONS**

‘Maintenance actions alternative to those referred to in point (c)(2)(b)’ refer to when the ICA issued by the DAH or the declarant of a declaration of design compliance are used as the basis for the AMP development and the CAMO, CAO or owner (as applicable), when developing the AMP, decides to deviate from certain of these instructions issued by the DAH or the declarant of a declaration of design compliance, introducing, for example, a less frequent interval than or a different task type (inspection instead of check) from the one established by the ICA.

These alternative maintenance actions shall not be less restrictive than those set out in the applicable MIP. This means that the extent of the maintenance to be covered by the deviating task cannot be less than the extent of the corresponding task in the MIP in terms of frequency and task type.

Examples of alternative maintenance actions:

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| **ICA task** | **AMP proposed alternative** | **MIP task** | **Alternative acceptable Yes/No** |
| Inspection XX  6 months interval | Inspection XX  12 months interval | Inspection XX  12 months interval | Yes |
| Inspection XX  12 months interval | Inspection XX  24 months interval | Inspection XX  12 months interval | No |
| Inspection XX  24 months interval | Inspection XX  36 months interval | Inspection XX  12 months interval | No  (24 months to be kept) |
| Functional test system XX | Operational test system XX (same interval) or general visual inspection  system XX (same interval) | Functional test system XX (same  interval) | No\* |
| Operational test system XX | Functional test system XX (same interval) | Operational test system XX (same interval) | Yes\* |
| Inspection XX  24 months interval | Inspection XX 36 months | None relevant | Yes |
| Functional test | General visual inspection | None relevant | Yes |

\*A functional test is considered more restrictive than an operational test.

Remark: the above does not apply to one-time interval extensions, for which [ML.A.302(d)(1)](#_bookmark23) provides 1-month or 10-h tolerance (i.e. permitted variation) for aeroplanes, touring motor gliders (TMGs) and balloons and 1-month tolerance for sailplanes and powered sailplanes other than TMGs.

### GM1 ML.A.302(c)(4) Aircraft maintenance programme

*[Regulatory source]*

**MANDATORY CONTINUING AIRWORTHINESS INFORMATION OTHER THAN ADS**

‘Mandatory continuing airworthiness information’ other than ADs may be different from one aircraft to an other, depending on the type certification basis used. The aircraft may have been certified before the term ‘ALS (Airworthiness Limitations Section)’ was introduced in the certification specification (or airworthiness code). However, the intent is that the AMP (whether based on MIP or not) includes all mandatory scheduled maintenance requirements identified during the initial airworthiness activity, by the TC holder, STC holder, declarant of a declaration of design compliance and, if applicable, engine TC holder. These requirements may be identified under a variety of designations such as:

* Airworthiness limitations or Airworthiness limitation items (ALI)
* Certification maintenance requirements (CMR)
* Safe life items or safe life limits or safe life limitations
* Life-limited parts (LLP)
* Time limits
* Retirements life
* Mandatory Inspections or Mandatory Airworthiness Inspections
* Fuel airworthiness limitations or Fuel tank safety limitations

In case of doubt, it is advised to check the TCDS or airworthiness data sheet or contact the DAH or the declarant of a declaration of design compliance.

The intervals of the mandatory continuing airworthiness information cannot be extended by a CAMO/CAO. The escalation of such tasks is to be approved by the CAC RA.

### AMC1 ML.A.302(d) Aircraft maintenance programme

*[Regulatory source]*

This AMC contains an acceptable MIP for aeroplanes of 2 730 kg maximum take-off mass (MTOM) and below, and for ELA2 aircraft other than rotorcraft or airships, grouped in the following categories:

* aeroplanes of 2 730 kg MTOM and below;
* ELA2 sailplanes and ELA2 powered sailplanes; and
* ELA2 balloons.

These MIPs already comply with the requirements of [ML.A.302(d)](#_bookmark23) and may be used in order to define the basic information for the maintenance programme as required by [ML.A.302(c)(2)(a)](#_bookmark23). However, the maintenance programme must be customised as required by ML.A.302(c)(5), which may be achieved by using the standard template contained in AMC ML.A.302.

It should be noted that using the 1-month tolerance permitted by [ML.A.302(d)(1)](#_bookmark23) for the annual inspection may result in an expired ARC.

***MIP for aeroplanes of 2 730 kg MTOM and below***

To be performed at every annual/100-h interval, whichever comes first.

A tolerance of 1 month or 10 h may be applied. The next interval shall be calculated from the time the inspection takes place.

Note 1: Use the manufacturer’s maintenance manual to accomplish each task/inspection.

Note 2: Proper operation of backup or secondary systems and components should be performed wherever a check for improper installation/operation is carried out.

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| **Aeroplanes of 2 730 kg MTOM and below** | |
| **System/component/area** | **Task and inspection detail** |
| **GENERAL** | |
| General | Remove or open all necessary inspection plates, access doors, fairings, and cowlings. Clean the aircraft and aircraft engine as required. |
| Lubrication/servicing | Lubricate and replenish fluids in accordance with the manufacturer’s  requirements. |

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| **Aeroplanes of 2 730 kg MTOM and below** | |
| **System/component/area** | **Task and inspection detail** |
| Markings | Check that side and underwing registration markings are correct. If applicable, check that an exemption for alternate display is approved. Identification plate for national aviation authority (NAA)-registered aircraft is present, as well as other identification markings on fuselage in accordance with local (national)  rules. |
| Weighing | Review weighing record to establish accuracy against installed equipment. Weigh the aircraft as required by Part-NCO or Part-SPO, as applicable. |
| Service life limits | Check the records that the service life limits and airworthiness limits are within  the life time limits of the maintenance programme. |
| Software | Check for updated software/firmware status and databases for engine and equipment. |
| **AIRFRAME** | |
| Fabric and skin | Inspect for deterioration, distortion, other evidence of failure, and defective or insecure attachment of fittings.  NOTE: When checking composite structures, check for signs of impact or  pressure damage that may indicate underlying damage. |
| Fuselage structure | Check frames, formers, tubular structure, braces, and attachments. Inspect for  signs of corrosion and cracks. |
| Systems and components | Inspect for improper installation, apparent defects, and unsatisfactory  operation. |
| Pitot-static system | Inspect for security, damage, cleanliness, and condition. Drain any water from condensation drains. |
| General | Inspect for lack of cleanliness and loose equipment that may foul the controls. |
| Tow hooks | Inspect for condition of moving parts and wear. Check service life.  Carry out operational test. |
| **CABIN AND COCKPIT** | |
| Seats, safety belts and harnesses | Inspect for poor condition and apparent defects. Check for service life. |
| Windows, canopies and  windshields | Inspect for deterioration and damage, and for function of emergency jettison. |
| Instrument panel assemblies | Inspect for poor condition, mounting, marking, and (where practicable) improper operation.  Check markings of instruments in accordance with the flight manual. |
| Flight and engine controls | Inspect for improper installation and improper operation. |
| Speed/weight/manoeuvre placard | Check that the placard is correct and legible, and accurately reflects the status of the aircraft. |
| All systems | Inspect for improper installation, poor general condition, apparent and obvious defects, and insecurity of attachment. |
| **LANDING GEAR** | |
| Shock-absorbing devices | Inspect for improper oleo fluid level.  Inspect for wear and deformation of rubber pads, bungees, and springs. |
| All units | Inspect for poor condition and insecurity of attachment, including the related structure. |
| Retracting and locking mechanism | Inspect mechanism. Operational check. |
| Linkages, trusses and  members | Inspect for undue or excessive wear fatigue and distortion. |

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| **Aeroplanes of 2 730 kg MTOM and below** | |
| **System/component/area** | **Task and inspection detail** |
| Steering | Inspect the nose/tail wheel steering for proper function and wear. |
| Hydraulic lines | Inspect for leakage.  Check condition and replace if necessary. |
| Electrical system | Inspect for chafing. Operational check of switches. |
| Wheels | Inspect for cracks, defects, and condition of bearings. |
| Tires | Inspect for wear and cuts. |
| Brakes | Inspect for improper adjustment and wear.  Carry out operational test. |
| Floats and skis | Inspect for insecure attachment and apparent defects. |
| **WING AND CENTRE SECTION** | |
| All components | Inspect all components of the wing and centre section assembly for poor general condition, fabric or skin deterioration, distortion, evidence of failure  and insecurity of attachment. |
| Connections | Inspect main connections (e.g. between wings, fuselage, wing tips) for proper  fit, play within tolerances, wear or corrosion on bolts and bushings. |
| **FLIGHT CONTROLS** | |
| Control circuit/stops | Inspect control rods and cables. Check that the control primary stops are secure and make contact. |
| Control surfaces | Inspect aileron, flap, elevator, air brake and rudder assemblies, hinges, control connections, springs/bungees, tapes and seals.  Check full range of motion and free play. |
| Trim systems | Inspect trim surfaces, controls, and connections. Check full range of motion. |
| **EMPENNAGE** | |
| All components and systems | Inspect all components and systems that make up the complete empennage assembly for poor general condition, fabric or skin deterioration, distortion, evidence of failure, insecure attachment, improper component installation, and  improper component operation. |
| **AVIONICS AND ELECTRICS** | |
| Batteries | Inspect for improper installation, improper charge, spillage and corrosion. |
| Radio and electronic equipment | Inspect for improper installation and insecure mounting. Carry out ground function test. |
| Wiring and conduits | Inspect for improper routing, insecure mounting, and obvious defects. |
| Bonding and shielding | Inspect for improper installation, poor condition, chafing and wear of insulation. |
| Antennas | Inspect for poor condition, insecure mounting, and improper operation. |
| Lights | Operational check of the interior, exterior and instrument lightning |
| **POWER PLANT (OTHER THAN TURBOPROP ENGINE)** | |
| Engine section | Inspect for visual evidence of oil, fuel or hydraulic leaks and sources of such leaks. |
| Studs and nuts | Inspect for looseness, signs of rotation and obvious defects. |
| Internal engine | Inspect for proper cylinder compression (record measures for each cylinder) and for metal particles or foreign matter in oil filter, screens and sump drain  plugs. |
| Engine mounts | Inspect for cracks, looseness of mounting, and looseness of the engine to the  engine-mount attachment. |
| Flexible vibration dampeners | Inspect for poor condition and deterioration. |

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| **Aeroplanes of 2 730 kg MTOM and below** | |
| **System/component/area** | **Task and inspection detail** |
| Engine controls | Inspect for defects, improper travel, and improper safe tying. |
| Lines, hoses and clamps | Inspect for leaks, improper condition, and looseness. |
| Exhaust stacks | Inspect for cracks, defects, and improper attachment. |
| Turbocharger and intercooler | Inspect for leaks, improper condition, and looseness of connections and fittings. Check MP controller or density controller for leakage and free movement of controls.  Check waste gate or overpressure relief valve for free movements. |
| Heating | Inspect cabin heating heat exchanger for improper condition and function. For exhaust heat exchanger, check CO (Carbon Monoxide) concentration. |
| Liquid cooling systems | Inspect for leaks and proper fluid level. |
| Electronic engine control | Inspect for signs of chafing, and proper electronics and sensor installation. |
| Accessories | Inspect for apparent defects in security of mounting. |
| All systems | Inspect for improper installation, poor general condition, defects and insecure attachment. |
| Cowling | Inspect for cracks and defects.  Check cowling flaps. |
| Cooling baffles and seals | Inspect for defects, improper attachment, and wear. |
| **TURBOPROP ENGINE** | |
| Incoming power check | Perform in accordance with the graphs found in the engine maintenance manual (EMM). |
| Inertial separator | Functional check |
| Engine cowling | Remove, inspect for damage. |
| General condition | Inspect for oil, fuel, bleed-air or other leaks. |
| 1st stage compressor blades | Remove screen, check for foreign object debris (FOD) or other damage. |
| P3 filter | Replace |
| Oil filter | Inspection and cleaning |
| Fuel low pressure filter | Replace |
| Fuel high pressure filter | Inspection and cleaning |
| Oil scavenge filter | Inspection and cleaning |
| Chip detector | Inspection and cleaning |
| Exhaust duct | Inspection |
| Starter/generator brushes | Inspection for proper length |
| Ignitor/glow plugs | Functional check |
| Overspeed governor | Inspect for oil leaks. |
| Governor and beta-valve | Inspect for oil leaks or binding of controls. |
| Propeller | Inspect blades for damage and hub leaks. |
| (if installed) fire detector loop or sense module | Functional check |
| Engine cowling | Install |
| Power check | Perform in accordance with the graphs found in the EMM, record values. |
| Oil level | Check within 10 minutes after shutdown. |
| **FUEL** | |
| Fuel tanks | Inspect for leaks and improper installation and connection. Verify proper sealing and function of tank drains. |
| **CLUTCHES AND GEARBOXES** | |

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| **Aeroplanes of 2 730 kg MTOM and below** | |
| **System/component/area** | **Task and inspection detail** |
| Filters, screens, and chip detectors | Inspect for metal particles and foreign matter. |
| Exterior | Inspect for oil leaks. |
| Output shaft | Inspect for excessive bearings’ play and condition. |
| **PROPELLER** | |
| Propeller assembly | Inspect for cracks, nicks, binds, and oil leakage. |
| Propeller bolts | Inspect for proper installation, looseness, signs of rotation, and lack of safe  tying. |
| Propeller control  mechanism | Inspect for improper operation, insecure mounting, and restricted travel. |
| Anti-icing devices | Inspect for improper operation and obvious defects. |
| **MISCELLANEOUS** | |
| Ballistic rescue system | Inspect for proper installation, unbroken activation mechanism, proper securing while on ground, validity of inspection periods of pyrotechnic devices, and  parachute-packing intervals. |
| Other miscellaneous items | Inspect installed miscellaneous items that are not otherwise covered by this listing for improper installation and improper operation. |
| **OPERATIONAL AND FUNCTIONAL CHECKS** | |
| Power and revolutions per minute (rpm) | Check that power output, static and idle rpm are within published limits. |
| Magnetos | Check for normal function. |
| Fuel and oil pressure | Check that they are within normal values. Check fuel pumps for proper operation. |
| Engine temperatures | Check that they are within normal values. |
| Engine | For engines equipped with automated engine control (e.g. FADEC), perform the published run-up procedure and check for discrepancies. |
| Engine | For dry-sump engines, engines with turbochargers and liquid-cooled engines, check for signs of disturbed fluid circulation. |
| Pitot-static system | Perform functional check. |
| Transponder | Perform operational check. |
| Ice protection | Perform operational check of ice protection system. |
| Fuel quantity indication | Check the fuel quantity indication for proper indication. |
| Caution and warning | Operational check of cautions and warnings lights. |

***MIP for ELA2 sailplanes and ELA2 powered sailplanes***

To be performed:

* every 100-h/annual interval (for TMGs), whichever comes first; or
* every annual interval (for the rest).

A tolerance of 1 month or 10 h, as applicable, may be applied. The next interval shall be calculated from the time the inspection takes place.

Note 1: Use the manufacturer’s maintenance manual to accomplish each task/inspection.

Note 2: In the case of TMGs, it is acceptable to control the hours of use of the aircraft, engine and propeller as separate entities. Any maintenance check to be carried out between two consecutive 100-h/annual inspections may be performed separately on the aircraft, engine and propeller, depending on when each element reaches the corresponding hours. However, at the time of the 100- h/annual, all the elements must be covered.

Note 3: Proper operation of backup or secondary systems and components should be carried out wherever a check for improper installation/operation is performed.

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| **ELA2 sailplanes and ELA2 powered sailplanes** | |
| **System/component/area** | **Task and inspection detail** |
| **GENERAL** | |
| General — all tasks | The aircraft must be clean prior to inspection. Inspect for security, damage, wear, integrity, whether drain/vent holes are clear, for signs of overheating, leaks, chafing, cleanliness and condition, as appropriate to the particular task. Whilst checking composite structures, check for signs of impact or pressure  damage that may indicate underlying damage. |
| Lubrication/servicing | Lubricate and replenish fluids in accordance with the manufacturer’s  requirements. |
| Markings | Check that side and underwing registration markings are correct. If applicable, check that an exemption for alternate display is approved, if identification plate for NAA-registered aircraft is present, and if other identification markings on  fuselage are in accordance with local (national) rules. |
| Weighing | Review weighing record to establish accuracy against installed equipment. Weigh the aircraft as required by the relevant Regulation for air operations. |
| **AIRFRAME** | |
| Fuselage paint/gel coat | Inspect external surface and fairings, gel coat, fabric covering or metal skin, and paintwork. |
| Fuselage structure | Check frames, formers, tubular structure, skin, and attachments. Inspect for  signs of corrosion on tubular framework. |
| Nose fairing | Inspect for evidence of impact with ground or objects. |
| Release hook(s) | Inspect nose and centre of gravity, release hooks and controls. Check operational life. Carry out operational test. If more than one release hook or  control is fitted, check operation of all release hooks from all positions. |
| Pitot/ventilator | Check alignment of probe, check operation of ventilator. |
| Pitot-static system | Inspect pitot probes, static ports, and all tubing (as accessible) for security, damage, cleanliness, and condition. Drain any water from condensate drains. |
| Bonding/vents drains | Check all bonding leads and straps. Check that all vents and drains are clear from  debris. |
| **CABIN AND COCKPIT** | |
| Cleanliness/loose articles | Check under cockpit floor/seat pan and in rear fuselage for debris and foreign items. |
| Canopy, locks and jettison | Inspect canopy, canopy frame and transparencies for cracks, unacceptable distortion, and discolouration. Check operation of all locks and catches. Carry  out an operational test of the canopy jettison system from all positions. |
| Seat/cockpit floor | Inspect seat(s). Check that all loose cushions are correctly installed and, as appropriate, that energy-absorbing foam cushions are fitted correctly. Ensure that all seat adjusters fit and lock correctly. |
| Harness(es) | Inspect all harnesses for condition, and wear of all fastenings, webbing, and fittings. Check operation of release and adjustments. |

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| **ELA2 sailplanes and ELA2 powered sailplanes** | |
| **System/component/area** | **Task and inspection detail** |
| Rudder pedal assemblies | Inspect rudder pedal assemblies and adjusters. Inspect cables for wear and damage. |
| Instrument panel assemblies | Inspect instrument panel and all instruments/equipment. Check if instrument readings are consistent with ambient conditions. Check marking of all switches, circuit breakers, and fuses. Check operation of all installed equipment, as possible in accordance with the manufacturer’s instructions.  Check markings of instruments in accordance with the aircraft flight manual  (AFM). |
| Oxygen system | Inspect oxygen system. Check bottle hydrostatic-test date expiry in accordance with the manufacturer’s recommendations.  Ensure that oxygen installation is recorded on weight and centre-of-gravity schedule.  CAUTION: OBSERVE ALL SAFETY PRECAUTIONS. |
| Colour-coding of controls | Ensure that controls are colour-coded in accordance with the AFM and in good condition. |
| Placards | Check that the placards are correct and legible, and accurately reflect the status  of the aircraft in accordance with the AFM. |
| **LANDING GEAR** | |
| Front skid/nose wheel  and mounts | Inspect for evidence of hard/heavy landings. Check skid wear. Inspect wheel,  tyre, and wheel box. Check tyre pressure. |
| Main wheel and brake assembly | Check for integrity of hydraulic seals and leaks in pipework. Check life of hydraulic hoses and components, if specified by the manufacturer. Remove brake drums, check brake lining wear. Check disk/drum wear. Refit drum. Check brake adjustment.  CAUTION: BRAKE DUST MAY CONTAIN ASBESTOS.  Check operation of brake. Check level of brake fluid and replenish, if necessary. Check tyre pressure.  CAUTION: CHECK TYPE OF BRAKE FLUID USED AND OBSERVE SAFETY  PRECAUTIONS. |
| Undercarriage suspension | Check springs, bungees, shock absorbers, and attachments. Check for signs of damage.  Service strut, if applicable. |
| Undercarriage retract system and doors | Check retraction mechanism and controls, warning system if fitted, gas struts, doors and linkages/springs, over-centre/locking device. Perform retraction test. |
| Tail skid/wheel | Inspect for evidence of hard/heavy landings. Check skid wear. Inspect wheel,  tyre, and wheel box. Check bond of bonded skids. Check tyre pressure. |
| Wheel brake control circuit | Inspect wheel brake control rods/cables. If combined with air brake, ensure correct rigging relationship. Check parking-brake operation, if fitted. |
| **WING AND CENTRE SECTION** | |
| Centre section | Inspect wing centre section including fairings for security, damage, and condition. |
| Wing attachments | Inspect the structural attachments of the wing. Check for damage, wear, and security. Check for rigging damage. Check condition of wing attachment pins and  wing main bolts. |
| Winglet/wing extensions | Inspect the structural attachments of winglet and wing attachments. Check for  damage, wear, and security. |
| Aileron control circuit/stops | Inspect aileron control rods/cables. Check that control stops are secure and make contact. |

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| **ELA2 sailplanes and ELA2 powered sailplanes** | |
| **System/component/area** | **Task and inspection detail** |
|  | Inspect connecting control devices for security, damage, free play and secure mounting. |
| Air brake control circuit | Inspect air brake control rods/cables. Check friction/locking device (if fitted). Inspect connecting control devices for security, damage, free play and secure  mounting. Inspect air brake locking for proper adjustment and positive locking. |
| Wing struts/wires | Inspect struts for damage and internal corrosion. Re-inhibit struts internally  every 3 years or in accordance with the manufacturer’s instructions. |
| Wings including underside registration  markings | Check mainplane structure externally and internally, as far as possible. Check gel coat, fabric covering, or metal skin. |
| Ailerons and controls | Inspect aileron and flaperon assemblies, hinges, control connections, springs/bungees, tapes, and seals. Ensure that seals do not impair the full range  of movement. |
| Air brakes/spoilers | Inspect air brake/spoiler panel(s) operating rods, closure springs, and friction  devices, as fitted. |
| Flaps | Check flap system and control. Inspect connecting control devices. |
| Control deflections and free play, and record them on worksheets | Check and record range of movements and cable tensions, if specified, and check free play. |
| **EMPENNAGE** | |
| Tailplane and elevator | With tailplane de-rigged, check tailplane and attachments, self-connecting and  manual control connections. Check gel coat, fabric covering, or metal skin. |
| Rudder | Check rudder assembly, hinges, attachments, balance weights. |
| Rudder control circuit/stops | Inspect rudder control rods/cables. Check that control stops are secure and make contact. Pay particular attention to wear and security of liners and cables in ‘S’ tubes. |
| Elevator control circuit/stops | Inspect elevator control rods/cables. Check that control stops are secure and make contact.  Inspect self-connecting control devices. |
| Trimmer control circuit | Inspect trimmer control rods/cables. Check friction/locking device. Inspect trim indication for proper adjustment and function. |
| Control deflections and free play, and record them on worksheets | Check and record range of movements and cable tensions, if specified, and check free play. |
| **AVIONICS AND ELECTRICS** | |
| Electrical installation/fuses | Check all electrical wiring for condition. Check for signs of overheating and poor connections. Check fuses/trips for condition and correct rating. |
| Battery security and corrosion | Check battery mounting for security and operation of clamp. Check for evidence of electrolyte spillage and corrosion. Check that battery has correct main fuse fitted.  It is recommended to carry out battery capacity test on gliders equipped with  radio, used for cross-country, controlled airspace, or competition flying. |
| Radio installations and placards | Check radio installation, microphones, speakers and intercom, if fitted. Check that a call sign placard is installed. Carry out ground function test. Record radio type fitted. |
| Air speed indicator | Carry out a pitot static leak check and functional check of the airspeed indicator. In case of indications of malfunctions, carry out an airspeed indicator calibration check. |

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| **ELA2 sailplanes and ELA2 powered sailplanes** | |
| **System/component/area** | **Task and inspection detail** |
| Altimeter datum | Check barometric subscale by altimeter QNH reading. |
| Pitot-static system | Perform pitot static leak check, inspect hoses for condition, operational check. |
| Transponder | Perform operational check. |
| **MISCELLANEOUS** | |
| Removable ballast | Check removable ballast mountings and securing devices (including fin ballast, if applicable) for condition. Check that ballast weights are painted with conspicuous colour. Check that provision for the ballast is made on the loading  placard. |
| Drag chute and controls | Inspect chute, packing and release mechanism. Check packing intervals. |
| Water ballast system | Check water ballast system, wing and tail tanks, as fitted. Check filling points, level indicators, vents, dump and frost drains for operation and leakage. If loose bladders are used, check for leakage and expiry date, as applicable. |
| **POWER PLANT** (when applicable)  NOTE: In the case of sailplanes with electrical or jet engines, follow the maintenance instructions and recommendations of the DAH. | |
| Engine pylons and mountings | Inspect engine and pylon installation. Check engine compartment and fire sealing. |
| Gas strut | Check gas strut. |
| Pylon/engine stops | Check limit stops on retractable pylons. Check restraint cables. |
| Electric actuator | Inspect electric actuator, motor, spindle drive, and mountings. |
| Electrical wiring | Inspect all electrical wiring. Pay special attention to wiring that is subject to bending during extension and retraction of engine/pylon. |
| Limit switches | Check operation of all limit switches and strike plates. Make sure that they are not damaged by impact. |
| Fuel tank(s) | Check fuel tank mountings and tank integrity. Check fuel quantity indication  system, if fitted. |
| Fuel pipes and vents | Check all fuel pipes, especially those subject to bending during extension and retraction of engine/pylon. Check that vents are clear. Make sure that overboard  drains do not drain into engine compartment. Check self-sealing. |
| Fuel cock or shut-off  valve | Check operation of fuel cock or shut-off valve and indications. |
| Fuel pumps and filters | Clean or replace filters, as recommended by manufacturer. Check operation of fuel pumps for engine supply or tank replenishment. Check fuel pump controls  and indications. |
| Decompression valve | Inspect decompression valve and operating control. |
| Ignition | Inspect ignition system including spark plugs, distributor and cables for condition and damage. Inspect low-tension and high-tension wiring, connectors, spark plug caps. Check magneto-to-engine timing. |
| Propeller | Inspect propeller, hub, folding mechanism, brake, pitch change mechanism, stow sensors. Inspect propeller control for function and condition. |
| Doors | Check engine compartment doors, operating cables, rods, and cams. |
| Safety springs | Check all safety and counterbalance springs. |
| Extension and retraction | Check that extension and retraction operation times are within the limits specified by the manufacturer. Check light indications and interlocks for correct operation. |
| Exhaust | Inspect exhaust system, silencer, shock mounts, and links. |
| Engine installation | Inspect engine and all accessories. |

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| **ELA2 sailplanes and ELA2 powered sailplanes** | |
| **System/component/area** | **Task and inspection detail** |
|  | Carry out compression test and record results (for piston engines). Compression test results:  No 1 (left/front); and No 2 (right/rear). |
| Lubrication | Change engine oil and filter. Replenish oil and additive tanks. |
| Engine instruments | Inspect all engine instruments and controls. Check control unit, mounts, bonding  and connections. Carry out internal self-test, if fitted. |
| Engine battery | If separate from airframe battery, inspect battery and mountings. If main fuse is fitted, check rating and condition. |
| Engine battery capacity test | Carry out capacity test. Refer to appropriate manual or guidance. |
| Placards | Check that all placards are in accordance with the AFM and legible. |
| Oil and fuel leaks | With the engine fully serviced, check the fuel and oil system for leaks. |

***MIP for ELA2 hot-air balloons***

To be performed at every 100-h/annual interval, whichever comes first.

A tolerance of 1 month or 10 h may be applied. The next interval shall be calculated from the time the inspection takes place.

Note 1: Use the manufacturer’s maintenance manual to accomplish each task/inspection.

Note 2: Proper operation of backup or secondary systems and components should be carried out wherever a check for improper installation/operation is performed.

1. Envelope

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| --- | --- |
| **System/component/area** | **Task and inspection detail** |
| Identification (type/serial number/registration plate) | Check for presence. |
| Crown ring | Inspect for damage/corrosion. |
| Crown line | Inspect for damage, wear, security of attachment. Check correct length. |
| Vertical-/horizontal-load tapes | Inspect joints with the crown ring, top of the envelope and wires. Inspect that all load tapes are undamaged along their entire length. Inspect base horizontal tape and edge of the envelope top. Inspect joint  between base horizontal-load tape and vertical-load tapes. |
| Envelope fabric | Inspect the envelope fabric panels (including parachute and rotation vents, if fitted) for damage, porosity overheating or weakness.  Unrepaired damage is within tolerance provided for by the manufacturer.  If substantial fabric porosity is suspected, a flight test should be performed, but only after a grab test has demonstrated that the balloon is safe to fly.  Perform grab test in accordance with the manufacturer’s instructions. |
| Flying cables | Inspect for damage (particularly heat damage). |
| Karabiners | Inspect for damage/corrosion. Operational check of karabiner lock. |
| Melting link and ‘tempilabel’ | Check and record maximum temperature indication (flag/tempilabel). |

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| --- | --- |
| **System/component/area** | **Task and inspection detail** |
| Control lines and attachments | Inspect for damage wear, security of knots.  Check proper length. Check lines attachments for damage, wear,  security. |
| Envelope pulleys/guide rings | Inspect for damage, wear, free running, contamination, security of attachment. |

1. Burner

|  |  |
| --- | --- |
| **System/component/area** | **Task and inspection detail** |
| Identification (type/serial number) | Check for presence and verify type/serial number installed. |
| Burner frame | Inspect welds for cracking. |
| Inspect tubes for distortion/deformation/cuts/gouges. |
| Inspect frame for security of fasteners (heat shields, flexi-corners). |
| Inspect frame lugs for wear and cracking. |
| Inspect general condition (corrosion, heat shields). |
| Gimballing | Operational check of stiffness and security of fasteners. |
| Leak check | Perform leak check of the burner. |
| Fuel hoses including  manifolds | Inspect all hoses for wear, damage, leakage and service life limitations.  Inspect O-ring seals, lubricate/replace as required. |
| Pressure gauges | Check that the pressure gauge reads correctly, and that lens is present. |
| Pilot valves/flame | Check shut-off, free movement, correct function, and lubricate if necessary. |
| Whisper valves/flame | Check shut-off, free movement, correct function, and lubricate if  necessary. |
| Main valves/flame | Check shut-off, free movement, correct function, and lubricate if  necessary. |
| Coils | Check for damage, distortion, security of fasteners. Inspect welds for cracking.  Check security of jets. Tighten or replace, as necessary. |
| Basket |  |
| **System/component/area** | **Task and inspection detail** |
| Identification (type/serial number) | Check for presence. |
| Basket walls | Check the general condition of the basket walls. Inspect weave for damage, cracks/holes. Check for no sharp objects inside the basket. |
| Basket wires | Inspect for damage, check swaging and eye rings (thimbles). |
| Karabiners | Inspect for damage/corrosion. Operational check of karabiner lock. |
| Basket floor | Inspect for damage and cracks. |
| Runners | Inspect for damage, security of attachment. |
| Rawhide | Inspect for damage, wear and attachments to the floor. |
| Rope handles | Inspect for damage, security of attachment. |
| Cylinder straps | Inspect for damage, deterioration, approved type fitted. |
| Padded basket edge trim | Inspect for damage and wear. |
| Burner support rods | Inspect for damage, wear and cracking. |

1. ​

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| --- | --- |
| **System/component/area** | **Task and inspection detail** |
| Padded burner support rod covers | Inspect for damage and wear. |
| Basket equipment | Check presence and functionality. |
| Pilot restraint and anchor | Inspect for security and condition. |
| Fire extinguisher | Check expiration date and protection cover. |
| First aid kit | Check for completeness and expiration date. |
| Fuel cylinders |  |
| **System/component/area** | **Task and inspection detail** |
| Identification (type/serial number) | Check for presence. |
| Cylinder | Check if periodic inspections for each cylinder are valid (date) (e.g.  10 years’ inspection). |
| Cylinder body | Inspect for damage, corrosion. |
| Liquid valve | Inspect for damage, corrosion, correct operation. |
| Inspect O-ring seals, lubricate/replace as required. |
| Fixed liquid Level gauge | Inspect for damage, corrosion, correct operation. |
| Contents Gauge | Inspect for damage, corrosion, freedom of movement. |
| Vapour valve | Inspect for damage, corrosion, correct operation (including regulator). |
| Check quick-release coupling for correct operation, sealing. |
| Padded cover | Inspect for damage. Check for correct thickness. |
| Pressure relief valve | Inspect for contamination, corrosion. Check service life limit. |
| Assembly | Inspect, and test for leaks all pressure-holding joints using leak detector. |
| Perform functional test |
| Additional equipment |  |
| **System/component/area** | **Task and inspection detail** |
| Instruments | Perform functional check. |
| Quick release | Perform functional check and inspect the condition of the latch, bridle and ropes for wear and deterioration. Check that the karabiners are  undamaged and operate correctly. |
| Communication/navigati on equipment (radio) | Perform operational check. |
| Transponder | Perform operational check. |

1. ​

### GM1 ML.A.302(d)(2) Aircraft maintenance programme

*[Regulatory source]*

**OPERATIONAL TEST AND FUNCTIONAL TEST**

An operational test (or operational check) is a task used to determine that an item is operating normally. It does not require quantitative tolerances.

A functional test (or functional check) is a quantitative check to determine if one or more functions of an item performs within the limits specified in the appropriate maintenance data. The measured parameter should be recorded.

**GM1 ML.A.302(d)(2)(d) Aircraft maintenance programme**

*[Regulatory source]*

**OPERATIONAL TEST OF TRANSPONDER**

A transponder test that is carried out in accordance with EASA SIB 2011-15 or US Title 14 CFR Part 43 Appendix F is considered to include the MIP task described in [ML.A.302(d)(2)(d)](#_bookmark23).

**ML.A.303 Airworthiness directives**

*[Regulatory source]*

Any applicable AD must be carried out within the requirements of that AD unless otherwise specified by the CAC RA or EASA.

**ML.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 the applicable data, that is, as appropriate:

1. approved by the EASA;
2. approved by a design organisation complying with Annex I (Part 21);
3. contained in the requirements referred to in point 21.A.90B or point 21.A.431B of Annex I (Part 21);
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);
5. declared by a declarant complying with Annex Ib (Part 21 Light);
6. approved by CAC RA.

**ML.A.305 Aircraft continuing-airworthiness record system**

*[Regulatory source]*

1. At the completion of any maintenance, the certificate of release to service (CRS) required by point [ML.A.801](#_bookmark67) shall be entered in the aircraft continuing airworthiness record system. Each entry shall be made as soon as possible but not later than 30 days after the day of the completion of the maintenance task.
2. The aircraft continuing airworthiness records shall consist of an aircraft logbook, engine logbook(s) or engine module log cards, propeller logbook(s) and log cards, for any service-life- limited component, as appropriate.
3. The aircraft type and registration mark, the date together with the total flight time and flight cycles and landings, shall be entered in the aircraft logbooks.
4. The aircraft continuing airworthiness records shall contain:
   1. the current status of ADs and measures mandated by the CAC RA in immediate reaction to a safety problem;
   2. the current status of modifications, repairs and other DAH maintenance recommendations;
   3. the current status of compliance with the AMP;
   4. the current status of service-life-limited components;
   5. the current mass and balance report;
   6. the current list of deferred maintenance.
5. In addition to the authorised release document, CAC Form 1, as set out in Appendix II of Annex I (Part-M), or equivalent, the following information relevant to any component installed, such as engine, propeller, engine module or service-life-limited component, shall be entered in the appropriate engine or propeller logbook, engine module or service-life-limited component log card:
   1. the identification of the component;
   2. the type, serial number and registration, as appropriate, of the aircraft, engine, propeller, engine module or service-life-limited component to which the particular component has been fitted, along with the reference to the installation and removal of the component;
   3. the date together with the component’s accumulated total flight time, flight cycles, landings and calendar time, as relevant to the particular component;
   4. the current information referred to in point (d), applicable to the component.
6. The person or organisation responsible for the management of continuing airworthiness and tasks pursuant to point [ML.A.201,](#_bookmark13) shall control the records as detailed in point [ML.A.305](#_bookmark41) and present the records to the CAC RA upon request.
7. All entries made in the aircraft continuing airworthiness records shall be clear and accurate. When it is necessary to correct an entry, the correction shall be made in a manner that clearly shows the original entry.
8. An owner shall ensure that a system has been established to keep the following records for the periods specified:
   1. all detailed maintenance records in respect of the aircraft and any service-life-limited component fitted thereto, until such time as the information contained therein is superseded by new information equivalent in scope and detail but no less than 36 months after the aircraft or component has been released to service;
   2. the total time in service, this is to say hours, calendar time, cycles and landings, of the aircraft and all service-life-limited components, for at least 12 months after the aircraft or component has been permanently withdrawn from service;
   3. the time in service, this is to say hours, calendar time, cycles and landings, as appropriate, since the last scheduled maintenance of the component subjected to a service life limit, at least until the component scheduled maintenance has been superseded by another scheduled maintenance of equivalent work scope and detail;
   4. the current status of compliance with the AMP at least until the scheduled maintenance of the aircraft or component has been superseded by another scheduled maintenance of equivalent work scope and detail;
   5. the current status of ADs applicable to the aircraft and components, at least 12 months after the aircraft or component has been permanently withdrawn from service;
   6. details of current modifications and repairs to the aircraft, engine(s), propeller(s) and any other component vital to flight safety, at least 12 months after they have been permanently withdrawn from service.

**AMC1 ML.A.305 Aircraft continuing-airworthiness record system**

*[Regulatory source]*

1. Any other forms different from a logbook/log card of keeping the below information could be acceptable. For example, that could be in paper form, a spreadsheet or an IT system.
2. A log card and status for components other than propeller and engines could be combined in a single document.
3. 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 as well as the reason why it is not applicable. There is no need to list those ADs that are superseded or cancelled.
4. The current status of ADs should be sufficiently detailed to identify the complied AD and/or the due limit.
5. If the IT system is the only record-keeping system, it should have at least one backup system, which should be regularly updated. Each terminal should contain programme safeguards against the probability of unauthorized personnel altering the database.

**ML.A.307 Transfer of aircraft continuing-airworthiness records**

*[Regulatory source]*

1. When an aircraft is permanently transferred from one owner to another, the transferring owner shall ensure that the continuing airworthiness records referred to in point [ML.A.305](#_bookmark41) 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 [ML.A.305](#_bookmark41) are transferred to the contracted organisation.
3. The time periods for the retention of records set out in point (h) of point [ML.A.305](#_bookmark41) shall continue to apply to the new owner, CAMO or CAO.

### SUBPART D — MAINTENANCE STANDARDS

**ML.A.401 Maintenance data**

*[Regulatory source]*

1. The person or organisation maintaining an aircraft shall only use applicable maintenance data during the performance of maintenance.
2. For the purposes of this Annex, “applicable maintenance data” means any of the following:
   1. any applicable requirement, procedure, standard or information issued by the CAC RA or the EASA;
   2. any applicable AD;
   3. the applicable ICA and other maintenance instructions, issued by the type-certificate holder, supplemental type-certificate holder, 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);
   4. for components approved for installation by the design approval holder or the declarant of a declaration of design compliance, the applicable maintenance instructions published by the component manufacturers and acceptable to the design approval holder or the declarant of a declaration of design compliance;
   5. any applicable data issued in accordance with point 145.A.45(d).

### GM1 ML.A.401(b) Maintenance data

*[Regulatory source]*

Similar provisions to those in GM1 M.A.401(b)(3) and (b)(4) and GM1 M.A.401(b)(4) apply.

### ML.A.402 Performance of maintenance

*[Regulatory source]*

1. Maintenance performed by approved maintenance organisations shall be in accordance with Subpart F of Annex I (Part-M), Annex II (Part-145) or Annex Vd (Part-CAO), as applicable.
2. For maintenance not performed in accordance with point (a), the person performing maintenance shall:
   1. be qualified for the tasks performed, as required by this Annex;
   2. ensure that the area in which maintenance is carried out is well organised and clean with no dirt or contamination;
   3. use the methods, techniques, standards and instructions specified in the maintenance data referred to in point [ML.A.401](#_bookmark45);
   4. use the tools, equipment and material specified in the maintenance data referred to in point [ML.A.401.](#_bookmark45) 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 maintenance data referred to in point [ML.A.401](#_bookmark45);
   6. ensure that proper facilities are used in case of inclement weather or lengthy maintenance;
   7. ensure that the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimised;
   8. ensure that an error-capturing method is implemented after the performance of any critical maintenance task;
   9. perform a general verification after completion of maintenance to ensure that the aircraft or component is clear of all tools, equipment and any extraneous parts and material, and that all access panels removed have been refitted;
   10. ensure that all maintenance performed is properly recorded and documented.

**AMC1 ML.A.402 Performance of maintenance**

*[Regulatory source]*

1. Examples of acceptable methods to record and document the maintenance performed are the following:
   * a copy of the 100-h/annual inspection checklist with ticks and signature; and
   * a copy of the release to service indicating the tasks performed.
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.

**AMC1 ML.A.402(b)(7) Performance of maintenance**

*[Regulatory source]*

To minimise the risk of errors and to prevent omissions, the person 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.

**AMC1 ML.A.402(b)(8) Performance of maintenance**

*[Regulatory source]*

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

**AMC2 ML.A.402(b)(8) Performance of maintenance**

*[Regulatory source]*

**ERROR-CAPTURING METHODS**

Re-inspection, when only one person is available to carry out the task, or independent inspection, are possible error-capturing methods.

**ML.A.403 Aircraft defects**

*[Regulatory source]*

1. Any aircraft defect that seriously endangers the flight safety shall be rectified before further flight.
2. The following persons may decide that a defect does not seriously endanger flight safety, and may defer it accordingly:
   1. the pilot in respect of defects affecting non-required aircraft equipment;
   2. the pilot, when using the minimum equipment list, in respect of defects affecting required aircraft equipment — otherwise, these defects may only be deferred by authorised certifying staff;
   3. the pilot in respect of defects other than those referred to in points (b)(1) and (b)(2) if all the following conditions are met:
      1. the aircraft is operated under Annex VII to MTAI Minister Order 2-N 2022 Air Operations (Part-NCO) or, in the case of balloons or sailplanes, not operated under Subpart-ADD of Annex II (Part-BOP) or not following Subpart DEC of Annex II (Part- SAO);
      2. the pilot defers the defect with the agreement of the aircraft owner or, if applicable, of the contracted CAMO or CAO;
   4. the appropriately qualified certifying staff in respect of other defects than those referred to in points (b)(1) and (b)(2), where the conditions referred to in point 3(i) and (ii) are not met.
3. Any aircraft defect that does not seriously hazard flight safety shall be rectified as soon as practicable from the date on which the defect was first identified and within the limits specified in the maintenance data.
4. Any defect not rectified before flight shall be recorded in the aircraft continuing airworthiness record system referred to in point [ML.A.305](#_bookmark41) and a record shall be available to the pilot.

### AMC1 ML.A.403 Aircraft defects

*[Regulatory source]*

Aircraft equipment should be declared to be defective if the pilot observed a malfunction during the flight, or if considered as faulty after inspection/test referred to in the maintenance data. This does not prevent the pilot from recording observations and comments on the performance of the aircraft equipment where this is not considered to constitute a defect.

### GM1 ML.A.403 Aircraft defects

*[Regulatory source]*

If appropriate certifying staff is readily available for consultation, the pilot should consider consultation with them before deferring any defect.

For balloons not operated under Subpart-ADD, sailplanes not operated under Subpart-DEC, or other aircraft operated under Part-NCO, the pilot may defer required equipment, regardless of whether or not a CAMO or CAO is contracted. However, if doing so, he or she has the obligation to receive the agreement of the owner, or the contracted CAMO or CAO.

The term ‘required’ refers to equipment that is required by the applicable airworthiness code (certification specification) or required by the relevant regulations for air operations or the applicable rules of the air or as required by air traffic management (e.g. a transponder in certain controlled airspace).

### AMC1 ML.A.403(d) Aircraft defects

*[Regulatory source]*

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 listed on the current list of deferred maintenance ([ML.A.305(d)(6)](#_bookmark41)) and rectified at the next appropriate maintenance event and within the limit specified in the maintenance data. Any deferred defect that is not rectified during the next maintenance event, should be re- entered on the list of deferred maintenance and the original date of the defect should be retained.

### SUBPART E — COMPONENTS

### ML.A.501 Classification and installation

*[Regulatory source]*

1. Unless otherwise specified in Subpart F of Annex I (Part-M), in Annex II (Part-145), in Annex Vd (Part-CAO) to this Regulation or in point 21.A.307 of Annex I (Part 21) or in point 21L.A.193 of Annex Ib (Part 21 Light), a component may be fitted only if all of the following conditions are met:
   1. it is in a satisfactory condition;
   2. it has been appropriately released to service using an CAC Form 1 as set out in Appendix II to Annex I (Part-M), or equivalent;
   3. it has been marked in accordance with Subpart Q of Annex I (Part 21) or Subpart Q of Section A of Annex Ib (Part 21 Light).
2. Prior to the installation of a component on an aircraft, the person or approved maintenance organisation shall ensure that the particular component is eligible to be fitted if different modifications or AD configurations are applicable.
3. Standard parts shall only be fitted to an aircraft or component when the maintenance data specifies those particular standard parts. Standard parts shall only be fitted when accompanied by evidence of conformity to the applicable standard and has appropriate traceability.
4. Raw or consumable material shall only be used on an aircraft or component provided that:
   1. the aircraft or component manufacturer allows for the use of raw or consumable material in relevant maintenance data or as specified in Subpart F of Annex I (Part-M), Annex II (Part-145) or Annex Vd (Part-CAO).
   2. such material meets the required material specification and has appropriate traceability.
   3. such material is accompanied by documentation clearly relating to the particular material and containing a conformity-to-specification statement as well as the manufacturing and supplier source.
5. In case of balloons, where different combinations of baskets, burners and fuel cylinders are possible for a particular envelope, the person installing them shall ensure that:
6. the basket, burner and/or fuel cylinders are eligible for installation according to the TCDS or other documents referred to in the TCDS;
7. the basket, burner and/or fuel cylinders are in serviceable condition and have the appropriate maintenance records.

**GM1 ML.A.501(a) Classification and installation**

*[Regulatory source]*

Point 21.A.307(b) of Annex I (Part 21) and point 21L.A.193(b) of Annex Ib (Part 21 Light) to Regulation specify new components that do not need an 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 specify the conditions for the document accompanying the component.

**AMC1 ML.A.501(a)(ii) Classification and installation**

*[Regulatory source]*

**CAC FORM 1 OR EQUIVALENT**

A document equivalent to an CAC Form 1 may be:

1. a release document issued by an organisation under the terms of a bilateral agreement signed by the Republic of Armenia;
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, a JAA Form One issued by a JAR 21 organisation 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 issued under the conditions described in Article 4(4) of MTAI Minister Order 10-N 2022.
8. a ‘declaration of maintenance accomplished’ issued by the person or organisation that performed the maintenance, as specified in point [ML.A.502(c)](#_bookmark61).

**AMC1 ML.A.501(e) Classification and installation**

*[Regulatory source]*

**BALLOONS**

Baskets, burners and fuel cylinders are components which are often interchanged between different balloons. Furthermore, they are often removed/installed by the pilot-owner (or by other persons when such removal/installation is not considered maintenance because the task is described in the AFM).

As a consequence, an CAC Form 1 does not need to be issued when these components are removed in serviceable condition from a balloon, and can be installed on another balloon as long as the person performing the installation has access to the appropriate maintenance records necessary to establish their serviceable condition. In particular, due attention should be paid to the inspection dates of the various components.

This does not supersede the requirement to release any maintenance performed on such components either on an CAC Form 1 or equivalent or on the balloon maintenance log book, as applicable.

### ML.A.502 Component maintenance

*[Regulatory source]*

1. Components which are accepted by the owner in accordance with point (b)(2) of point 21.A.307 of Annex I (Part 21) or with point (b)(2) of point 21L.A.193 of Annex Ib (Part 21 Light) shall be maintained by any person or organisation, subject to reacceptance by the owner under the conditions of point (b)(2) of point 21.A.307 of Annex I (Part 21) or of point (b)(2) of point 21L.A.193 of Annex Ib (Part 21 Light). This maintenance is not eligible for the issuance of an CAC Form 1, as set out in Appendix II to Annex I (Part-M), and shall be subject to the aircraft release requirements.
2. Components shall be released in accordance with the following table:

|  |  |  |
| --- | --- | --- |
|  | **Released using an CAC Form 1 (as set out in Appendix II of Annex I (Part-M))** | **Released at aircraft level per point ML.A.801 (not possible to issue an CAC Form 1)** |
| **Components maintained in accordance with component maintenance data (data issued by the component manufacturer)** | | |
| **Maintenance other than overhaul** | Engine-rated (for engine) or component-rated (for other components) maintenance  organisations | 1. Aircraft-rated maintenance organisations; and/or 2. independent certifying staff |
| **Overhaul of components other than engines and propellers** | Component-rated maintenance organisations | Not possible |
| **Overhaul of engines and propellers for CS-VLA, CS-22 and LSA aircraft** | Engine-rated (for engine) or component-rated (for propeller) maintenance organisations | 1. Aircraft-rated maintenance organisations; and/or 2. independent certifying staff |
| **Overhaul of engines and propellers for other than CS- VLA, CS-22 and LSA aircraft** | Engine-rated (for engine) or component-rated (for propeller) maintenance organisations | Not possible |
| **Components maintained in accordance with aircraft maintenance data (data issued by the aircraft manufacturer)** | | |
| **All components and all types of maintenance** | Engine-rated (for engine) or component-rated (for other components) maintenance  organisations | * Aircraft-rated maintenance organisations; and/or * independent certifying staff |

1. Components which are referred to in points (b)(3) to (b)(6) of point 21.A.307 of Annex I (Part 21) or in points (b)(3) to (b)(6) of point 21L.A.193 of Annex Ib (Part 21 Light) may be maintained by any person or organisation. In such case, by way of derogation from point (b), the maintenance of those components shall be released with a “declaration of maintenance accomplished” issued by the person or organisation that performed 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 that issues it. It shall be considered a maintenance record and equivalent to an CAC Form 1 in respect of the maintained component.

**GM1 ML.A.502 Component maintenance**

**COMPONENT MAINTENANCE BY INDEPENDENT CERTIFYING STAFF**

The cases where the independent certifying staff can release component maintenance are only valid when the independent certifying staff is allowed, according to [ML.A.201](#_bookmark13), to carry out maintenance (refer to [GM1 ML.A.201](#_bookmark14)) and when he or she is competent for such component maintenance.

As an example, in accordance with [ML.A.201(e),](#_bookmark13) the independent certifying staff cannot carry out maintenance when the balloon is operated under Subpart-ADD.

**GM1 ML.A.502(c) Component maintenance**

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 conditions in [ML.A.502(c)](#_bookmark61). This person or organisation does not need an approval to perform maintenance in accordance with MTAI Minister Order 10-N 2022. 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 [ML.A.502(c)](#_bookmark61). 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.

**ML.A.503 Service-life-limited components**

*[Regulatory source]*

1. The term ‘service life-limited components’ contains the following components:
   1. components subject to a certified life limit after which the components should be retired, and;
   2. components subject to a service life limit after which the components shall undergo maintenance to restore their serviceability.
2. Installed service-life-limited components shall not exceed the approved service life limit as specified in the AMP and ADs, except as provided for in point [ML.A.504(c)](#_bookmark65).
3. The approved service life is expressed in calendar time, flight hours, landings or cycles, as appropriate.
4. At the end of the approved service life limit, the component must be removed from the aircraft for maintenance, or for disposal in the case of components with a certified life limit.

**ML.A.504 Control of unserviceable components**

*[Regulatory source]*

1. A component shall be considered unserviceable in any of the following circumstances:
   1. expiry of the component’s service life limit as defined in the AMP;
   2. non-compliance with the applicable ADs and other continued-airworthiness requirement mandated by the CAC RA or EASA;
   3. absence of the necessary information to determine the airworthiness status of the component or its eligibility for installation;
   4. evidence of component defects or malfunctions;
   5. component involvement in an incident or accident likely to affect its serviceability.
2. Unserviceable components shall be identified as one of the following:
   1. unserviceable and stored in a secure location under the control of an approved maintenance organisation or independent certifying staff until a decision is made on the future status of such components;
   2. unserviceable by the person or organisation that declared the component unserviceable, and its custody shall be transferred to the aircraft owner after documenting such transfer in aircraft maintenance record system referred to in point [ML.A.305](#_bookmark41).
3. Components which have reached their certified life limit or contain a non-repairable defect or malfunction shall be classified as unsalvageable and shall not be permitted to re-enter the component supply system unless certified life limits have been extended or a repair solution has been approved in accordance with point [ML.A.304.](#_bookmark40)
4. Any person or organisation responsible pursuant to point [ML.A.201](#_bookmark13) shall in the case of an unsalvageable component, as provided for in point (c), take one of the following actions:
   1. retain such component in a location referred to in point (b)(1);
   2. arrange for the component to be mutilated in a manner that ensures that it is beyond economic salvage or repair before relinquishing responsibility for such a component.
5. Notwithstanding point (d), a person or organisation responsible pursuant to point [ML.A.201](#_bookmark13) may transfer responsibility of components classified as unsalvageable without mutilation to an organisation for training or research.

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

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

*[Regulatory source]*

1. A CRS shall be issued after the required maintenance has been carried out properly on an aircraft.
2. The CRS shall be issued, alternatively by:
   1. appropriate certifying staff on behalf of the approved maintenance organisation;
   2. independent certifying staff;
   3. the pilot- owner in compliance with point [ML.A.803.](#_bookmark72)
3. By derogation from point (b), in the case of unforeseen circumstances, when an aircraft is grounded at a location where no appropriately approved maintenance organisation and no appropriate certifying staff are available, the owner may authorise any person, with no less than 3 years of appropriate maintenance experience and holding the proper qualifications, to maintain the aircraft according to the standards set out in Subpart D of this Annex and release the aircraft. The owner shall in that case:
   1. obtain and keep in the aircraft records, details of all the work carried out and of the qualifications held by the person issuing the certification;
   2. ensure that any such maintenance is rechecked and released in accordance with point (b) of point [ML.A.801](#_bookmark67) at the earliest opportunity and within a period not exceeding 7 days or, in the case of aircraft operated under Annex VII to MTAI Minister Order 2-N 2022 (Part-NCO) or, in the case of balloons, not operated under Subpart-ADD of Annex II (Part- BOP) or, in the case of sailplanes not following Subpart DEC of Annex II (Part-SAO) , within a period not exceeding 30 days;
   3. notify the contracted CAMO or CAO, or the CAC RA in the absence of such a contract, within 7 days of the issuance of such authorisation.
4. In the case of a release to service in accordance with points (b)(1) or (b)(2), the certifying staff may be assisted in performing the maintenance tasks by one or more persons subject to his 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 release to service, including, alternatively:
      1. the approval reference of the maintenance organisation and certifying staff issuing the CRS;
      2. in the case of point (b)(2), the identity and, if applicable, the licence number of the independent certifying staff issuing the CRS;
   4. the limitations to airworthiness or operations, if any.
6. By derogation from point (a) and notwithstanding point (g), when the required maintenance cannot be completed, a CRS may be issued within the approved aircraft limitations. In that case, the CRS 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 in point (e)(4) .
7. A CRS shall not be issued in the case of any known non-compliance with the requirements of this Annex which endangers flight safety.

### AMC1 ML.A.801 Aircraft certificate of release to service

*[Regulatory source]*

**AIRCRAFT CERTIFICATE OF RELEASE TO SERVICE (CRS) AFTER EMBODIMENT OF A STANDARD CHANGE OR A STANDARD REPAIR (SC/SR)**

##### Release to service and eligible persons

Only natural or legal persons entitled to release to service an aircraft after maintenance (see [ML.A.801(b)](#_bookmark67)) are considered as an eligible installer responsible for the embodiment of a SC/SR when in compliance with applicable requirements.

Since the design of the SC/SR does not require specific approval, the natural or legal person releasing 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-ML/

Part-M Subpart F/Part-CAO and/or Part-145 and not in conflict with the 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.

Depending on its nature, for certain SCs/SRs, CS-STAN might restrict the eligibility for the issuance of the release to service to certain persons (e.g. standard change/repair not suitable for release to service by the pilot-owner).

##### 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 are required to be authorised as an ETSO article, other articles recognised as equivalent by means of an international safety agreement or grandfathered in accordance with Part 21 regulations 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 holder), and delivered with an CAC Form 1. 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 Part 21, Part 21 Light and Part-ML and maintenance-organisation-related provisions, 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 an CAC Form 1 is addressed in Part 21, Part 21 Light and Part- ML, while less restrictive rules may, for instance, apply for ELA1 and ELA2 aircraft parts (e.g. 21.A.307) and sailplane parts (e.g. AMC 21.A.303 of the ‘AMC and GM to Part 21’) or point 21L.A.193 of Part 21 Light. Furthermore, Part-M Subpart F, Part-CAO and Part-145 contain provisions (i.e. M.A.603(c), [CAO.A.020(c)](#_bookmark116) and 145.A.42(c)) that allow maintenance organisations to fabricate certain parts to be installed in/on the aircraft as part of their maintenance activities.

##### Identification of parts and appliances

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

##### Documenting the SC/SR and declaring compliance with the certification specifications

In accordance with Part-ML, Part-M Subpart F, Part-CAO or Part-145 (e.g. [ML.A.801(e)](#_bookmark67), M.A.612, [CAO.A.065](#_bookmark139) and 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 the 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. The 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 CACForm 123 and the release to service required after the embodiment of the SC/SR should be signed by the same person.

CAC 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-ML, Part- M Subpart F, Part-CAO or Part-145 and CS-STAN.

In addition, ML.A.305 requires that the aircraft owner (or CAMO or CAO, if a contract in accordance with ML.A.201 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, CAMO or CAO may be listed in CAC 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 AR, 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 (ICA)

As stipulated in [ML.A.302,](#_bookmark23) the aircraft owner, CAMO or CAO needs to assess if the changes in the ICA of the aircraft require the amendment of the AMP.

##### 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 CAC 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

See CAC Form 123.

##### 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 provided 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 21.A.90B(a) of Part 21, or in 21L.A.62 or 21L.A.102 of Part 21 Light, and with the relevant paragraphs of CS-STAN. | |
| 9b. This SR complies with the criteria established in 21.A.431B(a) of Part 21, or in 21L.A.202 or 21L.A.222 of Part 21 Light, 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 has been handed over from the issuer of this form to the aircraft owner, and, therefore, the latter has become 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 2***

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 in accordance with ML.A.201, it is possible that the CAMO or CAO 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 EASA 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 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.

### AMC1 ML.A.801(e) Aircraft certificate of release to service

*[Regulatory source]*

1. The aircraft CRS should contain one of the following statements:
   1. ‘certifies that the work specified, except as otherwise specified, was carried out in accordance with Part-ML, and in respect to that work, the aircraft is considered ready for release to service.’; or
   2. for a pilot-owner:

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

1. The CRS should relate to the task specified in the instruction issued by the DAH, the declarant of a declaration of design compliance or the operator, or in the AMP which itself may cross- refer to an instruction issued by the DAH/declarant of a declaration of design compliance/operator in a maintenance manual, service bulletin, etc. This should indicate the revision status of the maintenance instruction used.
2. The CRS should include the date 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 CRS to summarise the maintenance as long as there is a unique cross reference to the work pack containing full details of the maintenance carried out. Dimensional information should be retained in the work pack record.
4. The person issuing the CRS should use his or her normal signature except in the case where a computer release-to-service system is used. In this latter case, the CAC RA needs to be satisfied that only this particular person may electronically issue the CRS. One such method of compliance is the use of a magnetic or optical personal card in conjunction with a personal identification 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 and legible record of the work performed.
6. In the case of an [ML.A.801(b)(2)](#_bookmark67) CRS, the independent certifying staff should retain all records necessary to prove that all requirements have been met for the issuance of a CRS.

### AMC1 ML.A.801(f) Aircraft certificate of release to service

*[Regulatory source]*

Certain maintenance data issued by the DAH or the declarant of a declaration of design compliance (e.g. 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 [ML.A.801](#_bookmark67) should release the incomplete maintenance before this flight. [GM1](#_bookmark22)

[ML.A.301(f)](#_bookmark22) 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 CRS should be issued in accordance with [ML.A.801](#_bookmark67).

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

*[Regulatory source]*

1. Except for the cases covered by point (c) of point ML.A.502, a component CRS shall be issued after the required maintenance work has been properly carried out on an aircraft component in accordance with point [ML.A.502](#_bookmark61).
2. The authorised release certificate identified as CAC Form 1, as set out Appendix II of Annex I (Part-M) , constitutes the component CRS, except when such maintenance is released at aircraft level, as indicated in point [ML.A.502(b).](#_bookmark61)

**ML.A.803 Pilot-owner authorisation**

1. To qualify as a pilot-owner, the person must:

*[Regulatory source]*

* 1. hold a valid pilot licence or equivalent licence issued or validated by Republic of Armenia for the aircraft type or class rating;
  2. own the aircraft, either as a sole or joint owner; that owner must be, alternatively:
     1. one of the natural persons on the registration form;
     2. a member of a non-profit recreational legal entity, where the legal entity is specified on the registration document as owner or operator; that member must be directly involved in the decision-making process of the legal entity and designated by that legal entity to carry out Pilot-owner maintenance.

1. For aircraft operated under Annex VII (Part-NCO) to MTAI Minister Order 2-N 2022 or, in the case of balloons, not operated under Subpart-ADD of Annex II (Part-BOP) or, in the case of sailplanes, not following Subpart DEC of Annex II (Part-SAO), the pilot-owner may issue a CRS after limited Pilot-owner maintenance as provided for in Appendix II to this Annex.
2. The CRS shall be entered in the logbooks and contain basic details of the maintenance carried out, the maintenance data used, the date on which that maintenance was completed, as well as the identity, the signature and the pilot licence (or equivalent) number of the pilot-owner issuing such a certificate.

**AMC1 ML.A.803 Pilot-owner authorisation**

*[Regulatory source]*

1. A pilot-owner may only issue a CRS for the maintenance he or she has performed (ref. [ML.A.201(c),](#_bookmark13) [ML.A.801](#_bookmark67) and [ML.A.803](#_bookmark72)).
2. In the case of jointly-owned aircraft, the AMP should list the names of all pilot-owners that are competent and designated to perform pilot-owner maintenance (ref. [ML.A.302(c)(6)](#_bookmark23)). As an alternative, the AMP may contain a procedure to ensure how such a list should be managed and kept current.
3. An equivalent valid pilot-owner licence may be any document attesting a pilot qualification recognised by Republic of Armenia.
4. Not holding a valid medical examination does not invalidate the pilot licence (or equivalent) required under [ML.A.803(a)(1)](#_bookmark72) for the purpose of the pilot-owner authorisation.

### SUBPART I — AIRWORTHINESS REVIEW CERTIFICATE (ARC)

### ML.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 ARC is issued in accordance with Appendix IV ([CAC Form 15c](#_bookmark107)) to this Annex upon completion of a satisfactory airworthiness review. The ARC shall be valid for 1 year;
2. The airworthiness review and the issuance of the ARC shall be performed in accordance with point [ML.A.903,](#_bookmark78) alternatively by:
   1. the CAC RA;
   2. an appropriately approved CAMO or CAO;
   3. the approved maintenance organisation while performing the 100-h/annual inspection contained in the AMP;
   4. for aircraft operated under Annex VII (Part-NCO) to MTAI Minister Order 2-N 2022 or, in the case of balloons, not operated under Subpart-ADD of Annex II (Part-BOP) or, in the case of sailplanes, not following Subpart DEC of Annex II (Part-SAO), the independent certifying staff while performing the 100-h/annual inspection contained in the AMP, when holding:
      1. a licence issued in accordance with Annex III (Part-66) rated for the corresponding aircraft or, if Annex III (Part-66) is not applicable to the particular aircraft, a national certifying-staff qualification valid for that aircraft;

Independent certifying staff holding a licence issued in accordance with Annex III (Part- 66), may perform airworthiness reviews and issue the ARC for aircraft registered in Republic of Armenia. However, independent certifying staff holding a national qualification shall only perform airworthiness reviews and issue the ARC for aircraft registered in the Republic of Armenia responsible for the national qualification.

Whenever circumstances reveal the existence of a potential safety threat, the CAC RA shall carry out the airworthiness review and issue the ARC itself.

1. The validity of an ARC may be extended maximum two consecutive times, for a period of one year each time, by an appropriately approved CAMO or CAO, subject to the following conditions:
   1. the aircraft has been continuously managed for the previous 12 months by this CAMO or CAO;
   2. the aircraft has been maintained for the previous 12 months by approved maintenance organisations; this includes pilot-owner maintenance tasks carried out and released to service either by the pilot-owner or by independent certifying staff;
   3. the CAMO or CAO does not have any evidence or reason to believe that the aircraft is not airworthy.

This extension by the CAMO or CAO is possible regardless of which staff or organisation, as provided for in point (b), initially issued the ARC.

1. By derogation from point (c), the extension of the ARC may be anticipated for a maximum period of 30 days, without loss of continuity of the airworthiness review pattern, to ensure the availability of the aircraft in order to place the original ARC on board.
2. When the CAC RA carries out the airworthiness review and issues the ARC itself, the owner shall provide the CAC RA with:
   1. the documentation required by the CAC RA;
   2. suitable accommodation at the appropriate location for its personnel;
   3. when necessary, the support of appropriate certifying staff.

### GM1 ML.A.901 Aircraft airworthiness review

*[Regulatory source]*

If a CAMO/CAO holding the AR privilege is contracted by the owner, this organisation does not have the obligation to carry out the AR itself. The owner may select another CAMO or CAO to carry out the AR, or request the maintenance organisation to carry it out and issue the ARC in conjunction with the annual inspection.

Please refer to GM1 ML.A.201 to identify the cases where the owner may also request an independent certifying staff (authorised by the CAC RA) to carry out the AR and issue the ARC in conjunction with the annual inspection.

Point ML.A.901(b) gives a list of the different organisations or persons that are allowed to perform an AR; it does not presume that they have the obligation to accept a request to carry out an AR.

### ML.A.902 Validity of the airworthiness review certificate

*[Regulatory source]*

1. An ARC becomes invalid if, alternatively:
   1. it is suspended or revoked;
   2. the airworthiness certificate is suspended or revoked;
   3. the aircraft is not in the aircraft register of a CAC RA;
   4. the type certificate under which the airworthiness certificate was issued is suspended or revoked.
2. An aircraft shall not fly if the ARC is invalid or if any of the following circumstances are present:
   1. the continuing airworthiness of the aircraft or any component fitted to the aircraft does not meet the requirements of this Annex;
   2. the aircraft does not remain in conformity with the type design approved by the EASA;
   3. the aircraft has been operated beyond the limitations of the approved flight manual or airworthiness certificate, without appropriate action being taken;
   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;
   5. a modification or repair to the aircraft or any component fitted to the aircraft is not in compliance with Annex I (Part 21) or, as applicable, Annex Ib (Part 21 Light).
3. Upon surrender or revocation, the ARC shall be returned to the CAC RA.

### ML.A.903 Airworthiness review process

1. To satisfy the requirement for the airworthiness review of an aircraft referred to in point [ML.A.901,](#_bookmark75) the airworthiness review staff shall perform a documented review of the aircraft records to verify that:
   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 according to the AMP has been carried out;
   4. all known defects have been corrected or deferred in a controlled manner;
   5. all applicable ADs have been applied and properly registered;
   6. all modifications and repairs made to the aircraft have been registered and are in compliance with Annex I (Part 21) or, as applicable, Annex Ib (Part 21 Light) ;
   7. all service-life-limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit;
   8. all maintenance has been certified in accordance with this Annex;
   9. if required, the current mass-and-balance statement reflects the configuration of the aircraft and is valid;
   10. the aircraft complies with the latest revision of its type design approved by the EASA;
   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) .
2. The airworthiness review staff referred to in point (a) shall carry out a physical survey of the aircraft. For this survey, airworthiness review staff not appropriately qualified under Annex III (Part-66) shall be assisted by such qualified personnel.
3. 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 according to point [ML.A.403](#_bookmark52);
   5. no inconsistencies can be found between the aircraft and the documented review of records as referred to in point (a).
4. By derogation from point [ML.A.901(a),](#_bookmark75) the airworthiness review may be anticipated for a maximum period of 90 days, without loss of continuity of the airworthiness review pattern, so as to allow the physical review to take place during a maintenance check.
5. The ARC (CAC Form 15c) set out to in Appendix IV shall only be issued:
   1. by appropriately authorised airworthiness review staff;
   2. when the airworthiness review has been completely carried out, all findings have been closed;
   3. when any discrepancy found in the AMP in accordance with point (h) has been satisfactorily addressed.
6. A copy of any ARC issued or extended for an aircraft shall be sent to the CAC RA within 10 days.
7. Airworthiness review tasks shall not be subcontracted.
8. The effectiveness of the AMP may be reviewed in conjunction with the airworthiness review in accordance with point (c)(9) of point [ML.A.302](#_bookmark23). This review shall be completed by the person who performed the airworthiness review. If the review shows deficiencies of the aircraft linked with deficiencies in the content of the AMP, the AMP shall be amended accordingly. The person performing the review shall inform the CAC RA if he does not agree with the measures amending the AMP taken by the owner, CAMO or CAO. In such case the CAC RA shall decide which amendments to the AMP are necessary, raising the corresponding findings defined in point [ML.B.903](#_bookmark101) and, if necessary, reacting in accordance with point [ML.B.304.](#_bookmark98)

### AMC1 ML.A.903(h) Airworthiness review

*[Regulatory source]*

**REVIEW OF AMP IN CONJUNCTION WITH AR**

This review of the maintenance programme is performed by the person who performed the AR, who could belong to the CAC RA, a CAMO, a CAO or a maintenance organisation or could also be independent certifying staff in accordance with [ML.A.901(b)(4)](#_bookmark75) M.A.901(g).

This person is not responsible for the completeness of this AMP, but may do some sampling as part of the investigations and the findings discovered during the physical review.

More details on the annual review are provided in [AMC1 ML.A.302(c)(9)](#_bookmark29).

### ML.A.904 Qualification of airworthiness review staff

*[Regulatory source]*

1. Airworthiness review staff acting on behalf of the CAC RA shall be qualified in accordance with point [ML.B.902](#_bookmark100).
2. Airworthiness review staff acting on behalf of an organisation referred to in Subpart F or Subpart G of Annex I (Part-M), Annex II (Part-145), Annex Vc (Part-CAMO) or Annex Vd (Part-CAO) shall be qualified in accordance with Subpart F or Subpart G of Annex I (Part-M), Annex II (Part-145), Annex Vc (Part-CAMO) or Annex Vd (Part-CAO), respectively.
3. Airworthiness review staff acting on their own behalf, as permitted pursuant to point [ML.A.901(b)(4),](#_bookmark75) shall:
   1. hold a licence issued in accordance with Annex III (Part-66) rated for the corresponding aircraft or, if Annex III (Part-66) is not applicable to the particular aircraft, hold a national certifying-staff qualification valid for that aircraft; and
4. The authorisation required under point (c)(2) shall be issued by the CAC RA when:
   1. the CAC RA has assessed that the person has the knowledge of the parts of this Annex relevant to continuing-airworthiness management, performance of airworthiness reviews and issuance of ARCs;
   2. the person has satisfactorily performed an airworthiness review under the supervision of the CAC RA.

This authorisation shall remain valid for a duration of 5 years as long as the holder has performed at least 1 airworthiness review every 12-months. If this is not the case, a new airworthiness review shall be satisfactorily performed under the supervision of the CAC RA.

Upon expiration of its validity, the authorisation shall be renewed for another 5 years subject to a new compliance with points (d)(1) and (d)(2). There is no limit to the number of renewals.

The holder of the authorisation shall keep records of all the airworthiness reviews performed and shall make them available, upon request, to CAC RA and to any aircraft owner for whom they are performing an airworthiness review.

This authorisation may be revoked by the CAC RA at any time if it is not satisfied with the competence of the holder or with the use of such an authorisation.

**GM1 ML.A.904(c);(d) Qualification of airworthiness review staff**

*ED Decision 2020/002/R*

**AR BY INDEPENDENT CERTIFYING STAFF**

1. ML.A.904(c) and (d) refer to the independent certifying staff. The terms ‘corresponding aircraft’ or ‘particular aircraft’ mean that the person meets at the time of the AR the certifying staff requirements for the aircraft subject to the AR.
2. The authorisation issued to the certifying staff by the CAC RA is only granted after assessment of the knowledge required in point (d)(1) and after the satisfactory performance of an AR under supervision of the CAC RA (point (d)(2)).

**ML.A.905 Transfer of aircraft registration within the Union**

Reserved

*[Regulatory source]*

**ML.A.906 Airworthiness review of aircraft imported into the Union**

Reserved

*[Regulatory source]*

**ML.A.907 Findings**

1. Findings are categorised as follows:

*[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 flight safety.

1. After receipt of notification of findings in accordance with point [ML.B.903,](#_bookmark101) the person or organisation, having responsibilities pursuant to point [ML.A.201](#_bookmark13), shall define and demonstrate to the CAC RA within a period agreed with this authority a corrective action plan, aimed at preventing reoccurrence of the finding and its root cause.

## SECTION B — PROCEDURE FOR CAC RA

### SUBPART A — GENERAL

**ML.B.101 Scope**

*[Regulatory source]*

This Section establishes the administrative requirements to be followed by the CAC RA in charge of the implementation and enforcement of Section A of this Annex.

**ML.B.102 CAC RA**

1. General

*[Regulatory source]*

CAC RA has allocated responsibilities for the issuance, continuation, change, suspension or revocation of certificates and for the oversight of continuing airworthiness. CAC RA shall establish documented procedures and an organisational structure.

1. Resources

The number of staff shall be appropriate to satisfy the requirements detailed in this Section.

1. Qualification and training

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

1. Procedures

The CAC RA shall establish procedures detailing how compliance with this Annex is achieved. The procedures shall be reviewed and amended to ensure continued compliance.

**ML.B.104 Record-keeping**

*[Regulatory source]*

1. The CAC RA shall establish a system of record-keeping that allows adequate traceability of the process for issuing, continuing, changing, suspending or revoking each certificate and authorisation.
2. The records for the oversight of each aircraft shall include, as a minimum, a copy of:
   1. the aircraft certificate of airworthiness;
   2. ARCs;
   3. reports from the airworthiness reviews carried out directly by the CAC RA;
   4. all relevant correspondence relating to the aircraft;
   5. details of any exemption and enforcement action(s);
   6. any document approved by the CAC RA pursuant to this Annex or MTAI Minister Order 2- N 2022 (Air Operations).
3. The records specified in point (b) shall be retained until 2 years after the aircraft has been permanently withdrawn from service.
4. All records specified in point ML.B.104 shall be made available to ICAO or EASA upon their request

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

*[Regulatory source]*

Reserved

### SUBPART B — ACCOUNTABILITY

### ML.B.201 Responsibilities

*[Regulatory source]*

The CAC rA referred to in point (b) of point [ML.1](#_bookmark8) shall be responsible for conducting inspections and investigations in order to verify that the requirements of this Annex are complied with.

### AMC1 ML.B.201 Responsibilities

*[Regulatory source]*

Template that can be used by the owner, CAO or CAMO upon request by the CAC RA to collect information about the AMP

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part-ML aircraft maintenance programme (AMP)** | | | | |
| **Aircraft identification** | | | | |
| 1 | Registration(s): | Type: | | Serial no(s): |
| Owner: | | | |
| **Which basis is used for the maintenance programme?** | | | | |
| 2 | ICA  Tasks alternative to ICA introduced in AMP? Yes No | | Minimum inspection programme (MIP) as detailed in the latest revision of AMC ML.A.302(d)  Other MIP complying with ML.A.302(d) | |
| Additional maintenance requirements to ICA or MIP: deviations introduced? Yes No Not applicable | | | |
| **Approval/declaration of the maintenance programme (select the appropriate option)** | | | | |

AMP declared by the owner Default AMP (ML.A.302(e))

Approved by the contracted CAMO/CAO. Approval reference of the organisation:

3

### SUBPART C — CONTINUING AIRWORTHINESS

**ML.B.302 Exemptions**

Reserved

*[Regulatory source]*

**ML.B.303 Aircraft continuing-airworthiness monitoring**

*[Regulatory source]*

1. The CAC RA shall develop a survey programme following a risk-based approach to monitor the airworthiness status of the fleet of aircraft on its register.
2. A survey programme shall include sample product surveys of aircraft and shall cover all aspects of airworthiness key risk elements.
3. A sample 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 in accordance with point [ML.B.903](#_bookmark101) and confirmed in writing to the person or organisation responsible pursuant to point [ML.A.201](#_bookmark13). The CAC RA shall have a procedure in place to analyse findings as for their safety significance.
5. The CAC RA shall record all findings and closure actions.
6. If during aircraft monitoring, evidence is found showing non-compliance with this or other Annexes, the finding shall be dealt with as provided for by the relevant Annex.
7. If so required to ensure appropriate enforcement action, the CAC RA shall exchange information on non-compliances identified in accordance with point (f) with other CAC RA.

**AMC1 ML.B.303 Aircraft continuing airworthiness monitoring**

*[Regulatory source]*

The CAC RA survey programme developed in accordance with Part-M (M.B.303) provides an acceptable basic structure for the survey programme required for Part-ML aircraft.

**ML.B.304 Revocation, suspension and limitation**

*[Regulatory source]*

The CAC RA shall:

1. suspend an ARC on reasonable grounds in the case of a potential safety threat; or
2. suspend or revoke an ARC pursuant to point (a) of point [ML.B.903](#_bookmark101).

The CAC RA who issued the airworthiness review authorisation pursuant to point (c) of point [ML.A.904](#_bookmark80) for independent certifying staff shall revoke such authorisation if the holder shows poor performance of the airworthiness review or uses such authorisation in inappropriate manner.

### SUBPART I — AIRWORTHINESS REVIEW CERTIFICATE (ARC)

### ML.B.902 Airworthiness review by the CAC RA

*[Regulatory source]*

1. When the CAC RA carries out the airworthiness review and issues the ARC set out in Appendix IV to this Annex ([CAC Form 15c](#_bookmark107)), the CAC RA shall carry out an airworthiness review in accordance with point [ML.A.903.](#_bookmark78)
2. The CAC RA shall have appropriate airworthiness review staff to carry out the airworthiness reviews. These staff shall have acquired all of the following:
   1. at least 3 years of experience in continuing airworthiness;
   2. 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. an appropriate aeronautical-maintenance training;
   4. a position that authorises that person to sign on behalf of the CAC RA.

Notwithstanding points (1) to (4), the requirement of point [ML.B.902(b)(2)](#_bookmark100) may be replaced by 4 years of experience in continuing airworthiness, in addition to those already required by point [ML.B.902(b)(1).](#_bookmark100)

1. The CAC RA 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. During the performance of the airworthiness review, the CAC RA shall have access to the applicable data as specified in points [ML.A.305](#_bookmark41) and [ML.A.401](#_bookmark45).
3. The staff that carries out the airworthiness review shall issue an airworthiness review certificate ([CAC Form 15c](#_bookmark107)), as set out in Appendix IV, after satisfactory completion of the airworthiness review.
4. Whenever circumstances reveal the existence of a potential safety threat, the CAC RA shall carry out the airworthiness review and issue the ARC itself.

### ML.B.903 Findings

*[Regulatory source]*

If during aircraft surveys or by other means, evidence is found showing non-compliance with requirements of this Annex, the CAC RA shall:

1. for Level 1 findings, require appropriate corrective action to be taken before further flight, and immediately revoke or suspend the ARC; and
2. for Level 2 findings, impose the corrective action appropriate to the nature of the finding.

## APPENDICES TO ANNEX VB (PART-ML)

### Appendix I — Continuing-airworthiness management contract

*[Regulatory source]*

1. When an owner contracts in accordance with point [ML.A.201](#_bookmark13) a CAMO or CAO to carry out continuing airworthiness management tasks, upon request by the CAC RA, a copy of the contract signed by both parties shall be sent by the owner to the CAC RA.
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:
   1. the aircraft registration, type and serial number;
   2. the aircraft owner’s or registered lessee’s name or company details including the address;
   3. details of the contracted CAMO or CAO, including the address;
   4. the type of operation.
4. It shall state the following:

‘The owner entrusts the CAMO or CAO with the management of the continuing airworthiness of the aircraft, the development and approval of a maintenance programme, and the organisation of the maintenance of the aircraft according to said maintenance programme.

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

The owner declares, to the best of its knowledge, that all the information given to the CAMO or CAO concerning the continuing airworthiness of the aircraft is and will be accurate, and that the aircraft will not be altered without prior approval of the CAMO or CAO.

In case of any non-conformity with this contract, by either of the signatories, the contract will become null. In such a case, the owner will retain full responsibility for every task linked to the continuing airworthiness of the aircraft, and the owner will inform the CAC RA within 2 weeks about the termination of the contract.’

1. When an owner contracts a CAMO or CAO in accordance with point [ML.A.201,](#_bookmark13) the obligations of each party shall be assigned as follows:

##### Obligations of CAMO or CAO:

* + 1. have the aircraft type included in its terms of approval;
    2. respect all the conditions listed below with regard to maintaining the continuing airworthiness of the aircraft:
       1. develop and approve the AMP for the aircraft;
       2. once it has been approved, provide the owner with a copy of the AMP, as well as a copy of the justifications for any deviations from the DAH’s recommendations;
       3. organise a bridging inspection using the aircraft’s prior AMP;
       4. organise that all maintenance is carried out by an approved maintenance organisation or, if permitted, by independent certifying staff;
       5. organise that all applicable ADs are applied;
       6. organise that all defects discovered during maintenance, airworthiness reviews or reported by the owner are corrected by an approved maintenance organisation or, if permitted, by independent certifying staff;
       7. coordinate scheduled maintenance, the application of ADs, the replacement of service-life-limited parts, and component inspection requirements;
       8. inform the owner each time the aircraft must be brought to an approved maintenance organisation or, if permitted, to independent certifying staff;
       9. manage and archive all technical records;
    3. organise the approval of any modification to the aircraft in accordance with Annex I (Part 21) or, as applicable, Annex Ib (Part 21 Light) before this modification 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 Annex Ib (Part 21 Light) before it is embodied;

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

* + 1. inform the CAC RA whenever the aircraft is not presented by the owner for maintenance as requested by the contracted CAMO or CAO;
    2. inform the CAC RA whenever the present contract has not been respected;
    3. ensure that the airworthiness review of the aircraft is carried out, when necessary, and ensure that the ARC is issued;
    4. send within 10 days a copy of any ARC issued or extended to the CAC RA;
    5. carry out all occurrence reporting mandated by applicable regulations;
    6. inform the CAC RA whenever the present contract is denounced by either party.

##### Obligations of the owner:

* + 1. have a general understanding of the AMP;
    2. have a general understanding of this Annex;
    3. present the aircraft for maintenance as directed by the contracted CAMO or CAO;
    4. not modify the aircraft without first consulting the contracted CAMO or CAO;
    5. inform the contracted CAMO or CAO of all maintenance exceptionally carried out without the knowledge and control of the contracted CAMO or CAO;
    6. report to the contracted CAMO or CAO through the logbook all defects found during operations;
    7. inform the CAC RA whenever the present contract is denounced by either party;
    8. inform the CAC RA and the contracted CAMO or CAO whenever the aircraft is sold;
    9. carry out all occurrence reporting mandated by applicable regulations;
    10. inform on a regular basis the contracted CAMO or CAO about the aircraft flying- hours and any other utilisation data, as agreed with the contracted CAMO or CAO;
    11. enter the CRS in the logbooks, as mentioned in point [ML.A.803(c)](#_bookmark72), when performing pilot-owner maintenance;
    12. inform the contracted CAMO or CAO no later than 30 days after completion of any Pilot-owner maintenance task.

### Appendix II — Limited Pilot-owner maintenance

In addition to the requirements laid down in this Annex, the pilot-owner shall comply with the following basic principles before it carries out any maintenance task:

##### Competence and responsibility

* 1. The pilot-owner shall always be responsible for any maintenance he performs.
  2. The pilot-owner shall hold satisfactory level of competence to perform the task. It is the responsibility of a pilot-owner to familiarise himself with the standard maintenance practices for his aircraft and with the AMP.

##### Tasks

The Pilot-owner may carry out simple visual inspections or operations to check the airframe, engines, systems and components for general condition, obvious damage and normal operation.

A maintenance task shall not be released by the pilot-owner if any of the following conditions occurs:

* 1. it is a critical maintenance task;
  2. it requires the removal of major components o r a major assembly;
  3. it is carried out in compliance with an AD or an airworthiness limitation item (ALI) unless specifically allowed in the AD or the ALI;
  4. it requires the use of special tools or calibrated tools (except for torque wrench and crimping tool);
  5. it requires the use of test equipment or special testing (e.g. non-destructive testing (NDT), system tests or operational checks for avionics equipment);
  6. it is composed of any unscheduled special inspections (e.g. heavy-landing check);
  7. it affects systems essential for the instrumental flight rules (IFR) operations;
  8. it is a complex maintenance task in accordance with Appendix III, or it is a component maintenance task in accordance with point (a) or (b) of point [ML.A.502](#_bookmark61);
  9. it is part of the 100-h/annual check (for those cases the maintenance task is combined with the airworthiness review performed by maintenance organisations or independent certifying staff).

The criteria referred to in points (1) to (9) cannot be overridden by less restrictive instructions issued in accordance with the AMP referred to in point [ML.A.302.](#_bookmark23)

Any task described in the aircraft flight manual (or other operational manuals), for example preparing the aircraft for flight (assembling the sailplane wings, or performing a preflight inspection, or assembling a basket, burner, fuel cylinders and an envelope combination for a balloon, etc.), is not considered a maintenance task and, therefore, does not require a CRS. Nevertheless, the person assembling those parts is responsible for ensuring that those parts are eligible for installation and in a serviceable condition.

##### Performance and records of the pilot-owner maintenance tasks

The maintenance data, as specified in point [ML.A.401,](#_bookmark45) must always be 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 CRS in accordance with point

1. of point [ML.A.803.](#_bookmark72)

The pilot-owner must inform the contracted CAMO or CAO (if such contract exists) about the completion of the pilot-owner maintenance tasks no later than 30 days after completion of these tasks in accordance with point (a) of point [ML.A.305](#_bookmark41).

**AMC1 to Appendix II to Part-ML — Limited pilot-owner maintenance**

*[Regulatory source]*

1. The lists below specifies items that may 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 II to Part-ML.
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 may not always be adequately considered.
3. Any other task meeting the requirements of Appendix II to Part-ML may also be performed by the pilot-owner.
4. Therefore, the following lists are considered to meet the representative scope of limited pilot- owner maintenance referred to in ML.A.803 and Appendix II to Part-ML:
   1. Part A applies to aeroplanes;
   2. Part B applies to rotorcraft;
   3. Part C applies to sailplanes and powered sailplanes; and
   4. Part D applies to balloons and airships.
5. Inspection tasks/checks of any periodicity included in an approved maintenance programme can be carried out provided that the specified tasks are compliant with the basic principles of Appendix II to Part-ML.

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 DAH or the 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 aircraft, the content may differ and in some cases, may be critically safety-related and need the use of special tools or knowledge and thus, not qualify for pilot-owner maintenance. Therefore, the maintenance carried out by the pilot-owner should not be generalised to specific inspections such as of a 50- h, 100-h or 6-month periodicity.

The inspections to be carried out are limited to those areas and tasks listed in this AMC to Appendix II; this allows flexibility in the development of the maintenance programme and does not limit the inspection to certain specific periodic inspections. A 50-h/6-month periodic inspection for a fixed-wing aeroplane as well as the 1-year inspection for a glider may normally be eligible for pilot-owner maintenance.

#### TABLES

Note: Tasks in Part A or Part B marked with ‘\*\*’ exclude IFR operations following pilot-owner maintenance. For these aircraft to operate under IFR, these tasks should be released by an appropriate certifying staff.

**Part A — PILOT-OWNER MAINTENANCE TASKS FOR POWERED AIRCRAFT (AEROPLANES)**

|  |  |  |  |
| --- | --- | --- | --- |
| **ATA** | **Area** | **Task** | **Aeroplanes** |
| **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 the AFM and the AMM | Yes |
| **12** | Servicing | Those items not requiring a disassembly of other than non- structural items, such as cover plates, cowlings and fairings —  lubrication | 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-mounted communication devices with quick-  disconnect connectors, excluding IFR operations | Yes\*\* |
| **24** | Electrical power | Batteries — replacement and servicing | Yes |
| Wiring — repairing broken circuits in non-critical equipment, excluding ignition system, primary generating system and required communication, as well as navigation system and primary flight  instruments | Yes |
| Bonding — replacement of broken bonding cable | Yes |
| Fuses — replacement using 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-mounted 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 |
| Emergency locator transmitter (ELT) — removal/reinstallation | Yes |
| **27** | Flight controls | Removal or reinstallation of co-pilot control column and rudder  pedals where design provides for quick disconnect | Yes |
| **28** | Fuel system | Fuel filter elements — cleaning and/or replacement | Yes |
| **30** | Ice and rain protection | Windscreen wiper — replacement of wiper blade | Yes |
| **31** | Instruments | Instrument panel — removal and reinstallation provided that this  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\*\* |

|  |  |  |  |
| --- | --- | --- | --- |
| **ATA** | **Area** | **Task** | **Aeroplanes** |
|  |  | Instruments — checking of markings for legibility and that 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-mounted software, excluding automated flight control systems and transponders | Yes |
| Navigation devices — removal and replacement of self-contained, instrument-panel-mounted navigation devices with quick- disconnect connectors, excluding automated 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 no more than one rib, and not requiring rib stitching or removal of structural  parts or control surfaces | Yes |
| Protective coating — application of 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), including application of signal coatings or thin foils as well as registration  markings | Yes |
| Fairings — simple repairs to non-structural fairings and cover plates that do not change the contour | Yes |
| **52** | Doors and  hatches | Doors — removal and reinstallation | Yes |
| **53** | Fuselage | Upholstery, furnishing — minor repairs that do not require disassembly of primary structure or operating systems, or  interfere with control systems | Yes |
| **56** | Windows | Side windows — replacement if no riveting, bonding or any special  process is required | Yes |
| **61** | Propeller | Spinner — removal and reinstallation | Yes |
| **71** | Power plant 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| **ATA** | **Area** | **Task** | **Aeroplanes** |
| **72** | Engine | Chip detectors — removal, checking and reinstallation provided that the chip detector is of a non-electrically-indicated self-sealing  type | 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 system | Engine-indicating system — removal and replacement of self- contained, instrument-panel-mounted indicators that have quick-  release connectors and do not employ direct reading connections | Yes |
| **79** | Oil system | Strainer or filter elements — cleaning and/or replacement | Yes |
| Oil — changing or replenishment of engine oil and gearbox fluid | Yes |
| **Part B — PILOT-OWNER MAINTENANCE TASKS FOR ROTORCRAFT** | | |  |
| **ATA** | **Area** | **Task** | **Rotorcraft** |
| **11** | Placards | Placards, markings — installation and renewal of placards and markings required by the AFM and the AMM | Yes |
| **12** | Servicing | Fuel, oil, hydraulic, de-iced and windshield liquid replenishment | Yes |
| Those items not requiring a disassembly of other than non- structural items, such as cover plates, cowlings and fairings —  lubrication | 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 as well as the replacement of receptacles and anchor nuts requiring riveting | Yes |
| **21** | Air conditioning | Replacement of flexible hoses and ducts | Yes |
| **23** | Communication | Communication devices — removal and replacement of self- contained, instrument-panel-mounted 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, excluding bonding of rotating parts and flying controls | Yes |
| Fuses — replacement using 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| **ATA** | **Area** | **Task** | **Rotorcraft** |
|  |  | Non-essential instruments and/or equipment — replacement of self-contained, instrument-panel-mounted equipment with quick-  disconnect connectors | Yes |
| ELT — removal/reinstallation | Yes |
| **30** | Protection from  ice and rain | Windshield wiper replacement | Yes |
| **31** | Instruments | Instrument panel — removal and reinstallation provided that 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 — checking of markings for legibility and that those readings are consistent with ambient conditions | Yes |
| **32** | Landing gear | Wheels — removal, replacement and servicing, including replacement of wheel bearings and lubrication | Yes |
| Replacement of skid wear shoes | Yes |
| Fitting and removal of 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 of self-contained, instrument-panel- mounted software, excluding automated flight control systems  and transponders | Yes |
| Navigation devices — removal and replacement of self-contained, instrument-panel-mounted navigation devices with quick- disconnect connectors, excluding automated flight control systems, transponders, primary flight control system and IFR  operations | Yes\*\* |
| Self-contained data logger — installation, data restoration | Yes |
| **51** | Structure | Protective coating — application of preservative material or coatings where no disassembly of any primary structure or operating system is involved | Yes |
| Surface finish — minor restoration (where no disassembly of any primary structure or operating system is involved, excluding intervention on main and tail rotors), including application of  signal coatings or thin foils as well as registration markings | Yes |
| Fairings — simple repairs to non-structural fairings and cover plates that do not change the contour | Yes |
| **52** | Doors | Doors — removal and reinstallation | Yes |
| **53** | Fuselage | Upholstery, furnishing — minor repairs that do not require disassembly of primary structure or operating systems, or  interfere with control systems | Yes |
| **56** | Windows | Side windows — replacement if no riveting, bonding or any special process is required | Yes |
| **62** | Main rotor | Removal/installation of main-rotor blades (designed for removal  where special tools are not required, excluding tail-rotor blades), | Yes |

|  |  |  |  |
| --- | --- | --- | --- |
| **ATA** | **Area** | **Task** | **Rotorcraft** |
|  |  | limited to reinstallation of the same blades previously removed in the original position |  |
| **63**  **65** | Transmission | Chip detectors — removal, checking and replacement provided that the chip detector is of a non-electrically-indicated self-sealing type | Yes |
| **67** | Flight control | Removal or reinstallation of co-pilot cyclic and collective controls and yaw pedals where design provides for quick disconnect | Yes |
| **71** | Power plant  installation | Cowlings — removal and refitment | Yes |
| **72** | Engine | Chip detectors — removal, checking and reinstallation provided that the chip detector is of a non-electrically-indicated self-sealing type | 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/acronyms applicable to this Part:

* n/a not applicable for this category;
* SP sailplane;
* SSPS self-sustained powered sailplane; and
* SLPS/TMG self-launching powered sailplane/touring motor glider.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ATA** | **Area** | **Task** | **SP** | **SSPS** | **SLPS/TMG** |
| **08** | Weighing | Recalculation, small changes of the trim plan without needing a reweighing | Yes | Yes | Yes |
| **09** | Towing | Tow release unit and tow cable retraction mechanism — cleaning, lubrication and tow cable  replacement (including weak links) | Yes | Yes | Yes |
| Mirror — installation and replacement of mirrors | Yes | Yes | Yes |
| **11** | Placards | Placards, markings — installation and renewal of placards and markings required by the AFM and the  AMM | Yes | Yes | Yes |
| **12** | Servicing | Those items not requiring a disassembly of other than non-structural items, such as cover plates,  cowlings and fairings — lubrication | 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 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ATA** | **Area** | **Task** | **SP** | **SSPS** | **SLPS/TMG** |
|  |  | 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 — removal and replacement of self-contained, instrument-panel-mounted 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 of 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, required communication and navigation  system, as well as 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, required communication and navigation system, as well as  primary flight instruments | Yes | Yes | Yes |
| Fuses — replacement using 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 |
| Non-essential instruments and/or equipment — replacement of self-contained, instrument-panel- mounted 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 and/or 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 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ATA** | **Area** | **Task** | **SP** | **SSPS** | **SLPS/TMG** |
|  |  | 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 no complete flight control removal is required | 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 design provides for quick disconnect | 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 that it is equipped with quick disconnect,  excluding IFR operations | Yes | Yes | Yes |
| Pitot-static system — simple sense and leak check | Yes | Yes | Yes |
| Instrument panel vibration damper/shock absorbers  — replacement | Yes | Yes | Yes |
| Drainage — drainage of water drainage traps or filters within the pitot-static system | Yes | Yes | Yes |
| Flexible tubes — replacement of damaged tubes | Yes | Yes | Yes |
| **32** | Landing gear | Wheels — removal, replacement and servicing, including replacement of wheel bearings and lubrication | Yes | Yes | Yes |
| Servicing — replenishment of hydraulic fluid | Yes | Yes | Yes |
| Shock absorber — replacement or servicing of elastic  cords or rubber dampers | Yes | Yes | Yes |
| Shock struts — replenishment of oil or air | Yes | Yes | Yes |
| Landing-gear doors — removal or reinstallation and repair including operating straps | Yes | Yes | Yes |
| Skis — changing between wheel and ski landing gear | Yes | Yes | Yes |
| Skids — removal or reinstallation and servicing of main, wing and tail skids | Yes | Yes | Yes |
| Wheel fairings (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 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ATA** | **Area** | **Task** | **SP** | **SSPS** | **SLPS/TMG** |
| **34** | Navigation | Software — updating of self-contained, instrument- panel-mounted software, excluding automated 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-mounted navigation devices with quick-disconnect connectors, excluding automated 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 no more than one rib, and not requiring rib stitching or removal of structural parts or control surfaces | Yes | Yes | Yes |
| Protective coating — application of 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), including 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 that 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 no riveting, bonding or any special process is required | Yes | Yes | Yes |
| Canopies — removal and refitment | Yes | Yes | Yes |
| Gas dampener — replacement of canopy gas dampener | Yes | Yes | Yes |
| **57** | Wings | Wing skids — removal or reinstallation and service of lower wing skids or wing roller including spring assembly | Yes | Yes | Yes |
| Water ballast — removal or reinstallation of flexible tanks | Yes | Yes | Yes |
| Turbulator and sealing tapes — removal or reinstallation of approved sealing tapes and  turbulator tapes | Yes | Yes | Yes |
| **61** | Propeller | Spinner — removal and reinstallation | n/a | Yes | Yes |
| **71** | Power plant installation | Removal or installation of power plant 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 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ATA** | **Area** | **Task** | **SP** | **SSPS** | **SLPS/TMG** |
| **72** | Engine | Chip detectors — removal, checking and reinstallation provided that the chip detector is of a  non-electrically indicated self-sealing type | 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 flight phase | n/a | Yes | No |
| **77** | Engine- indicating system | Engine-indicating system — removal and replacement of self-contained instrument-panel- mounted indicators that have quick-release connectors and do not employ direct reading  connections | n/a | Yes | Yes |
| **79** | Oil system | Strainer or filter elements — cleaning and/or  replacement | n/a | Yes | Yes |
| Oil — changing or replenishment of engine oil and  gearbox fluid | n/a | Yes | Yes |

**Part D — PILOT-OWNER MAINTENANCE TASKS FOR BALLOONS/AIRSHIPS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area and task** | **Hot-air** | **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 TC holder or the declarant of a declaration of design compliance) not requiring load  tape repair or replacement | Yes | Yes | NO |
| (2) Nose line — replacement | Yes | n/a | n/a |
| (3) Banners — fitment, replacement or repair (without sewing) | Yes | Yes | Yes |
| (4) Melting link (temperature flag) — replacement | Yes | Yes | n/a |
| (5) Temperature transmitter and temperature indication cables —  removal or reinstallation | Yes | Yes | n/a |
| (6) Crown line — replacement (where permanently attached to the crown  ring) | No | Yes | n/a |
| (7) Scoop or skirt — replacement or repair (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 |
| (13) Burner hoses – replacement of O-rings in the inlet connection | Yes | Yes | n/a |

|  |  |  |  |
| --- | --- | --- | --- |
| **(C) BASKET AND GONDOLA** | | | |
| (14) Basket/gondola frame trim — repair or replacement | Yes | Yes | Yes |
| (15) Basket/gondola runners (including wheels) — repair or replacement | Yes | Yes | Yes |
| (16) External rope handles — repair | Yes | Yes | Yes |
| (17) Seat covers, upholsteries and safety belts — replacement | Yes | Yes | Yes |
| **(D) FUEL CYLINDER** | | | |
| (18) Liquid valve — replacement of O-rings in the outlet | Yes | Yes | No |
| **(E) INSTRUMENTS AND EQUIPMENT** | | | |
| (19) Batteries — replacement of batteries for self-contained instruments  and communication equipment | Yes | Yes | Yes |
| (20) Communication, navigation devices, instruments and/or equipment  — removal and replacement of self-contained, instrument-panel- mounted communication devices with quick-disconnect connectors | Yes | Yes | Yes |
| **(F) ENGINES** | | | |
| (21) Cleaning and lubrication not requiring disassembly of other than non-structural items, such as cover plates, cowlings and fairings | Yes | n/a | n/a |
| (21) Cowling removal and refitment 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 — replacement 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) Power plant — removal or installation of power plant unit including engine and propeller | Yes | n/a | n/a |
| (26) Engine chip detectors — removal, checking and replacement | Yes | n/a | n/a |
| (27) Ignition spark plug — removal or installation and adjustment including gap clearance | Yes | n/a | n/a |
| (28) Coolant fluid — replenishment | Yes | n/a | n/a |
| (29) Engine controls — minor adjustments of non-flight or propulsion  controls whose operation is not critical for any flight phase | 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 |

**Appendix III — Complex maintenance tasks not to be released by the Pilot-owner**

*[Regulatory source]*

All of the following constitutes the complex maintenance tasks which, according to Appendix II, shall not be carried out by the pilot-owner. Those tasks shall be released either by an approved maintenance organisation or by independent certifying staff:

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 pressurisation loads if the damage to the skin measures more than 15 cm (6 in.) 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;
   4. any other structure not listed in point (a) that a manufacturer has identified as primary structure in their maintenance manual, structural repair manual or instructions for continuing airworthiness;
3. the performance of all of the following maintenance on a piston engine:
   1. dismantling and subsequent reassembling of a piston engine other than:
      1. to obtain access to the piston/cylinder assemblies; or
      2. to remove the rear accessory cover to inspect and/or replace oil pump assemblies, where such work does not involve the removal and refitment 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; and
   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. specialised tooling, equipment or facilities; or
   2. significant coordination procedures because of the extensive duration of the tasks and the involvement of several persons.

### Appendix IV — Airworthiness review certificate (CAC Form 15c)

*NOTE: persons and organisations performing the airworthiness review in combination with the 100- h/annual inspection may use the reverse side of this form in order to issue the CRS referred to in point* [*ML.A.801*](#_bookmark67) *corresponding to the 100-h/annual inspection.*

**AIRWORTHINESS REVIEW CERTIFICATE (ARC) (for aircraft complying with Part-ML)**

ARC reference: ………..

Pursuant to MTAI Minister Order 10-N 2022:

CIVIL AVIATION COMMITTEE OF THE REPUBLIC OF ARMENIA

hereby certifies that:

* … it has performed an airworthiness review in accordance MTAI Minister Order 10-N 2022 on the following aircraft:

[or]

☐… the following new aircraft:

Aircraft manufacturer: ………………………………………………Manufacturer’s designation: …………………………………. Aircraft registration: …………………………………………………Aircraft serial number: …………………………………………… (and) is considered airworthy at the time of the review.

Date of issue: .................................................................. Date of expiry: …………………………………………………… Airframe flight hours (FH) at date of review (\*): ……………………………………………………………………………………….. Signed: ........................................................................... Authorisation No (if applicable): …….......................

[OR]

[NAME OF APPROVED ORGANISATION, ADDRESS and APPROVAL REFERENCE] (\*\*)

[or]

[FULL NAME OF THE CERTIFYING STAFF AND PART-66 LICENCE NUMBER (OR NATIONAL EQUIVALENT)] (\*\*)

hereby certifies that it has performed an airworthiness review in accordance with MTAI Minister Order 10-N 2022 on the following aircraft:

Aircraft manufacturer: ………………………………………………Manufacturer’s designation: …………………………………. Aircraft registration: …………………………………………………Aircraft serial number: …………………………………………… (and) is considered airworthy at the time of the review.

Date of issue: .................................................................. Date of expiry: …………………………………………………… Airframe flight hours (FH) at date of review (\*): ……………………………………………………………………………………….. Signed: ........................................................................... Authorisation No (if applicable): …….......................

======================================================================================

1st Extension: The aircraft complies with the conditions of point [ML.A.901](#_bookmark75)(c) of Annex Vb (Part-ML)

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 complies with the conditions of point [ML.A.901](#_bookmark75)(c) of Annex Vb (Part-ML) Date of issue: .................................................................. Date of expiry: ……………………………………………………. Airframe flight hours (FH) at date of issue (\*): ……………………………………………………………………………………………. Signed: ............................................................................ Authorisation No: …………………………….....................

Company name: ............................................................. Approval reference: ……………………………………………..

(\*) except for balloons and airships

(\*\*) The issuer of the Form can tailor it to his need by deleting the name, the certifying statement, the reference to the subject aircraft and the issuance details that are not relevant for his use.

***CAC Form 15c, Issue 4***

# Annex Vd (Part-CAO)

## GENERAL

**CAO.1 General**

For the purpose of this Annex (Part-CAO):

*[Regulatory source]*

1. the competent authority shall be Civil Aviation Committee of the Republic of Armenia (CAC RA)
2. 'owner' means the person responsible for the continuing airworthiness of the aircraft, including the following persons:
   1. the registered owner of the aircraft;
   2. the lessee in the case of a leasing contract;
   3. the operator.

## SECTION A — ORGANISATION REQUIREMENTS

**CAO.A.010 Scope**

*[Regulatory source]*

This Annex establishes the requirements to be met by a combined airworthiness organisation (CAO) in order to be issued, upon application, an approval for the maintenance and continuing airworthiness management of aircraft and components for installation thereon, and to continue carrying out those activities, where such aircraft are not classified as complex motor-powered aircraft and are not listed in the air operator certificate of an air carrier licensed in accordance with RA Government Decision 963-N 2015.

**CAO.A.015 Application**

*[Regulatory source]*

CAOs shall apply for the issuance of, or change to, a CAO approval to the CAC RA in a form and manner established by CAC RA.

**AMC1 CAO.A.015 Application**

An application should be made on an CAC Form 2 ([Appendix III to AMC1 CAO.A.015](#_bookmark189)) or an equivalent form that is acceptable to the CAC RA.

Draft documents should be submitted at the earliest opportunity so that the assessment of the application can begin. The initial certification or approval of changes cannot take place until the CAC RA has received the completed documents.

### CAO.A.017 Means of compliance

*[Regulatory source]*

1. Alternative means of compliance to the acceptable means of compliance adopted by the CAC RA may be used by an organisation to demonstrate compliance with this regulation and its delegated and implementing acts.
2. When an organisation wishes to use alternative means of compliance, it shall, prior to using it, provide the CAC RA with a full description of those alternative means of compliance. That description shall include an assessment demonstrating compliance of alternative means of compliance to this regulation and its delegated and implementing acts.

The organisation may use those alternative means of compliance subject to prior approval by the CAC RA, and upon receipt of the notification as provided for in point [CAO.B.017](#_bookmark164).

### CAO.A.020 Terms of approval

1. The CAO shall specify the approved scope of work in its combined airworthiness exposition (CAE), as provided for in point [CAO.A.025.](#_bookmark120)
   1. For aeroplanes of more than 2 730 kg maximum take-off mass (MTOM) and for helicopters of more than 1 200 kg MTOM or certified for more than 4 occupants, the scope of work shall indicate the particular aircraft types. Changes to this scope of work shall be approved by the CAC RA in accordance with point (a) of point [CAO.A.105](#_bookmark159) and point (a) of point [CAO.B.065.](#_bookmark182)
   2. For complete turbine engines, the scope of work shall indicate the engine manufacturer or group or series or type or the maintenance task(s). Changes to this scope of work shall be approved by the CAC RA in accordance with point (a) of point [CAO.A.105](#_bookmark159) and point (a) of point [CAO.B.065.](#_bookmark182)
   3. A CAO which employs only one person for both planning and carrying out of all maintenance tasks cannot hold privileges for the maintenance of:
      1. aeroplanes equipped with a turbine engine (in the case of aircraft-rated organisations);
      2. helicopters equipped with a turbine engine or with more than one piston engine (in the case of aircraft-rated organisations);
      3. complete piston engines of 450 HP and above (in the case of engine-rated organisations); and
      4. complete turbine engines (in the case of engine-rated organisations).
   4. For aircraft other than those mentioned in point (1), for components different from complete turbine engines and for non-destructive testing (NDT)-specialised services, the scope of work shall be controlled by the CAO in accordance with the procedure set out in point (a)(11) of point [CAO.A.025.](#_bookmark120) For maintenance of components different from complete engines, the scope of work shall be classified in accordance with the following system ratings:
2. C1: air conditioning and pressurisation;
3. C2: auto flight;
4. C3: communications and navigation;
5. C4: doors and hatches;
6. C5: electrical power and lights;
7. C6: equipment;
8. C7: engine;
9. C8: flight controls;
10. C9: fuel;
11. C10: helicopter and rotors;
12. C11: helicopter transmission;
13. C12: hydraulic power;
14. C13: indicating and recording system;
15. C14: landing gear;
16. C15: oxygen;
17. C16: propellers;
18. C17: pneumatic and vacuum systems;
19. C18: protection from ice/rain/fire;
20. C19: windows;
21. C20: structural;
22. C21: water ballast; and
23. C22: propulsion augmentation.

Organisations obtaining an approval in accordance with this Annex on the basis of an existing organisation approval issued in accordance with Subpart G or Subpart F of Annex I (Part-M) or Annex II (Part-145) in accordance with paragraph 4 of Article 4, shall include in the scope of work all the necessary details to ensure that the privileges are identical to the ones included in the existing approval.

1. The CAO approval shall be issued on the basis of the template set out in Appendix I to this Annex.
2. A CAO may fabricate, in conformity with maintenance data, a restricted range of parts for use in the course of undergoing work within its own facilities, as indicated in their CAE.

### GM1 CAO.A.020 Terms of approval

*[Regulatory source]*

**SCOPE OF WORK — AIRCRAFT CLASS**

In the combined airworthiness exposition (CAE), the following guidance can be used as a minimum aircraft information to be indicated while specifying the scope of work of an organisation in the aircraft class.

1. For aeroplanes above 2 730 kg maximum take-off mass (MTOM):

The particular aircraft types included (the use of the list of type ratings contained in the AMC to Part-66 is acceptable).

1. For aeroplanes up to 2 730 kg MTOM:
   * The type of propulsion (turbine engine, piston engine)
   * The category (ELA1, ELA2, up to 2 730 kg)
2. For helicopters above 1 200 kg MTOM and four occupants:

The particular aircraft types included (the use of the list of type ratings contained in Appendix I to AMC to Part-66 is acceptable).

1. For helicopters up to 1 200 kg MTOM and four occupants: The type of propulsion (turbine engine, piston engine)
2. For sailplanes:

ELA1

1. For balloons:
   * Hot-air balloons
   * Gas-balloons
   * Roziere balloons
2. For airships:
   * The particular airship type for those which are not classified as ELA2
   * For ELA2 airships, whether it covers hot-air airships or gas-airships

Each category or type of aircraft specified in the scope of work is to be completed with the privileges held (maintenance, continuing airworthiness management, airworthiness review, permit to fly) for that aircraft category or type.

### GM1 CAO.A.020(a) Terms of approval

**EXAMPLES OF CHANGE TO THE SCOPE OF WORK**

In the case of helicopter Bell 206B model (above 1 200 kg MTOM) with regard to the scope of work, adding Bell 206L model to the scope of work would require approval by the CAC RA in accordance with point [CAO.A.020(a)(1).](#_bookmark116)

If the scope of work contains the Rotax 912 A Series complete piston engine, the combined airworthiness organisation (CAO) shall control changes to the scope of work for additional complete piston engines (e.g. Rotax 914 series or LOM M 332 Series) in accordance with [CAO.A.105(b)](#_bookmark159) through an approved procedure.

### AMC1 CAO.A.020(c) Terms of approval

**FABRICATION**

1. The agreement by the CAC RA for the fabrication of parts by the maintenance organisation should be formalised through the approval of a detailed procedure in the CAE. 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 is that approved by either the EASA, the type certificate (TC) holder, the Part 21 design organisation approval holder, or the supplemental type certificate (STC) holder. Alternatively, the data can be declared by the declarant of a declaration of design compliance (in accordance with Part 21 Light Subpart C).
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 facilities. The permission to fabricate does not constitute approval for manufacturing, or for supplying externally and the parts do not qualify for certification on CAC Form 1. 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 CAO approval.
6. The data specified in point (c) 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 includes details on 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 within the CAE. Where special processes or inspection procedures are defined in the approved or declared (in accordance with Part 21 Light Subpart C) data, which are not available at the approved maintenance organisation, that organisation cannot fabricate the part unless the TC/STC holder or the declarant of a declaration of design compliance gives an approved alternative.
7. Examples of fabrication under the scope of a CAO 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; and
   6. formed or machined sheet metal panels for repairs.

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 CAC RA.

1. Where a TC holder or declarant of a declaration of design compliance or an approved or declared (in accordance with Part 21 Light Subpart G) production organisation, or a production organisation using Part 21 Light Subpart R 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 a CAO approval unless agreed otherwise by the CAC RA in accordance with a procedure specified in the CAE.

1. 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 or declared (in accordance with Part 21 Light Subpart C) data. Adequate records should be maintained of all such fabrication processes including heat treatment and the final inspections. All parts, except those with inadequate space, should carry a part number which clearly relates them to the manufacturing/inspection data. Additionally to the part number, the approved maintenance organisation’s identity should be marked on the part for traceability purposes.

### CAO.A.025 Combined airworthiness exposition

*[Regulatory source]*

1. The CAO shall provide a manual containing at least the following information:
   1. a statement signed by the accountable manager confirming that the organisation will at all times work in accordance with the requirements of this Annex and the CAE;
   2. the CAE’s scope of work;
   3. the title(s) and name(s) of the person(s) referred to in points (a) and (b) of point [CAO.A.035](#_bookmark125);
   4. an organisation chart showing the chains of responsibility between the person(s) referred to in points (a) and (b) of CAO.A.035;
   5. a list of certifying staff with their scope of approval, if such staff exist;
   6. a list of staff responsible for the development and approval of aircraft maintenance programmes (AMPs) with their scope of approval, if such staff exist;
   7. a list of airworthiness review staff with their scope of approval, if such staff exist;
   8. a list of staff responsible for the issuance of permits to fly, if such staff exist;
   9. a general description and location of the facilities;
   10. procedures specifying how the CAO shall ensure compliance with the requirements of this Annex;
   11. the CAE amendment procedure, as provided for in point (b) of point [CAO.A.105](#_bookmark159).
2. The initial CAE shall be approved by the CAC RA.
3. Amendments to the CAE shall be handled in accordance with point CAO.A.105.

### AMC1 CAO.A.025 Combined airworthiness exposition (CAE)

*[Regulatory source]*

This AMC provides an outline of the layout of an acceptable CAE.

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| **Chapter** | **Description** | **Implementing rule reference** |
| **PART A — GENERAL DESCRIPTION** | | |
| A.1 | Statement by accountable manager | CAO.A.025(a)(1); CAO.A.035(a) |
| A.2 | General presentation of the organisation | CAO.A.035(a); CAO.A.100(e) |
| A.3 | Description and location of the facilities | CAO.A.025(a)(9); CAO.A.030 |
| A.4 | Scope of work | CAO.A.020(a);  CAO.A.025(a)(2);  CAO.A.095(e); Appendix I  point (a) |
| A.5 | Exposition amendments and changes to the organisation | CAO.A.025(a)(11)/(c); CAO.A.105 |
| A.6 | Procedure for alternative means of compliance | CAO.A.017 |
| A.7 | Management personnel | CAO.A.025(a)(3);  CAO.A.035(b); CAO.A.100(a) |
| A.8 | Organisation chart | CAO.A.025(a)(4) |
| A.9 | Manpower resources | CAO.A.035(d) |
| A.10 | List of certifying staff | CAO.A.025(a)(5) |
| A.11 | List of staff responsible for the development and approval of the  aircraft maintenance programme (AMP) | CAO.A.025(a)(6) |
| A.12 | List of airworthiness review staff | CAO.A.025(a)(7); CAO.A.045(d) |
| A.13 | List of staff responsible for the issuance of permits to fly | CAO.A.025(a)(8) |
| **PART B — GENERAL PROCEDURES** | | |
| B.1 | Quality (or organisational review) system | CAO.A.100(a)/(b)/(d)/(e)/(f) |
| B.2 | Audit plan (or frequency and content of organisational review) | CAO.A.100(b)/(f) |
| B.3 | Monitoring of maintenance contracts | CAO.A.100(b)(2) |
| B.4 | Qualification, assessment and training of staff | CAO.A.035(c)/(d)/(e)/(f); CAO.A.040(a); CAO.A.045(a)/(b)/(c);  CAO.A.060(a) |
| B.5 | One-off certification authorisation | CAO.A.040(b) |
| B.6 | Limited certification authorisation | CAO.A.040(c) |
| B.7 | Subcontracting | CAO.A.095(a)(2)/(b)(3); CAO.A.100(f) |
| B.8 | Maintenance data and continuing airworthiness management data | CAO.A.055(a); CAO.A.080 |
| B.9 | Records management and retention | CAO.A.035(e); CAO.A.040(d);  CAO.A.045(e); CAO.A.050(b); CAO.A.060(j); CAO.A.075(a)/(b)(9);  CAO.A.090; CAO.A.100(c);  CAO.A.085 |
| B.10 | Carrying out the airworthiness review | CAO.A.085; CAO.A.095(c) |
| B.11 | Conformity with approved flight conditions | CAO.A.095(d) |
| B.12 | Issue of the permit to fly | CAO.A.095(d); CAO.A.045(a) |
| B.13 | Procedure for the issue of a recommendation to the CAC RA for the issue of a Part-66 licence in accordance with point 66.B.105 | 66.B.105 |

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| **Chapter** | **Description** | **Implementing rule reference** |
|  | (limited to the cases where the CAC RA for the Part-CAO approval and for the Part-66 licence is the same). |  |
| **PART C — MAINTENANCE PROCEDURES** | | |
| C.1 | Maintenance — general | CAO.A.025(10) |
| C.2 | Work order acceptance | CAO.A.055(b) |
| C.3 | Components, equipment, tools and material (supply, acceptance,  segregation, storage, calibration, etc.) | CAO.A.050; CAO.A.060(d);  CAO.A.030(b) |
| C.4 | Maintenance facility (selection, organisation, cleanliness and environmental limitations) | CAO.A.060(b)/(e)/(f) |
| C.5 | Maintenance accomplishment and maintenance standards | CAO.A.095(a)(1);  CAO.A.060(c); Appendix I  points (b)/(c)/(d) |
| C.6 | Prevention of maintenance error | CAO.A.060(g)/(i) |
| C.7 | Critical maintenance tasks and error-capturing method | CAO.A.060(h) |
| C.8 | Fabrication | CAO.A.020(c) |
| C.9 | Certifying staff responsibilities and maintenance release | CAO.A.040(a); CAO.A.065;  CAO.A.070; CAO.A.095(a)(4) |
| C.10 | Defects arising during maintenance | CAO.A.075(b)(6) |
| C.11 | Maintenance away from approved location | CAO.A.095(a)(3) |
| C.12 | Procedure for component maintenance under aircraft or engine rating | Appendix I point (b)/(c) |
| C.13 | Procedure for maintenance on installed engine (or component)  under engine (or component) rating | Appendix I point (c)/(d) |
| C.14 | Special procedures (specialised tasks, non-destructive testing (NDT), engine running, etc.) | CAO.A.030(a); Appendix I point (e) |
| C.15 | Issue of airworthiness review certificate (ARC) under maintenance privilege | CAO.A.095(c)(2) |
| **PART D — CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES** | | |
| D.1 | Continuing airworthiness management — general | CAO.A.025(10);  CAO.A.095(b)(1);  CAO.A.075(a)/(b)(7)/(b)(9) |
| D.2 | Minimum equipment list (MEL) (and configuration deviation list  (CDL)) application | CAO.A.075(a) |
| D.3 | AMP development, control and periodic review | CAO.A.075(a)/(b)(1)/(b)(2); CAO.A.095(b)(2) |
| D.4 | Airworthiness directives and other mandatory airworthiness requirements | CAO.A.075(a)/(b)(5)/(b)(8) |
| D.5 | Modifications and repairs | CAO.A.075(b)(3) |
| D.6 | Pre-flight inspection | CAO.A.075(a) |
| D.7 | Defects | CAO.A.075(b)(6) |
| D.8 | Establishment of contracts and work orders for the maintenance | CAO.A.075(a)/(b)(4)/(b)(7) |
| D.9 | Coordination of maintenance activities | CAO.A.075(b)(8) |
| D.10 | Mass and balance statement | CAO.A.075(a)/(b)(10) |
| D.11 | Issue of ARC or ARC recommendation | CAO.A.095(c)(1)(i) |
| D.12 | ARC extension | CAO.A.095(b)(4)/(c)(1)(ii) |
| D.13 | Maintenance check flights | CAO.A.075(a) |

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| **Chapter** | **Description** | **Implementing rule reference** |
| **PART E — SUPPORTING DOCUMENTS** | | |
| E.1 | Sample documents |  |
| E.2 | List of subcontracted organisations |  |
| E.3 | List of organisations contracted by the CAO |  |
| E.4 | Aircraft technical log system (if applicable) |  |
| E.5 | List of the currently approved alternative means of compliance |  |
| E.6 | Copy of contracts for subcontracted continuing airworthiness tasks |  |

**AMC2 CAO.A.025 Combined airworthiness exposition (CAE)**

1. Personnel should be familiar with those parts of the CAE that are relevant to their tasks.
2. The CAO may use electronic data processing (EDP) for the publication of the CAE. Attention should be paid to the compatibility of the EDP systems with the necessary dissemination, both internally and externally, of the CAE.

**CAO.A.030 Facilities**

*[Regulatory source]*

The CAO shall ensure that all necessary facilities, including adequate office accommodation are provided for it to be able to carry out all the planned work.

In addition, where the scope of approval of the organisation includes maintenance activities, the CAO shall ensure that:

1. specialised workshops, hangars and bays provide adequate protection from contamination and the environment;
2. secure storage facilities are provided for components, equipment, tools and material, under conditions ensuring that unserviceable components and materials are segregated from all other components, material, equipment and tools, that the manufacturer’s instructions for storage are complied with and that access to the storage facilities is restricted to authorised personnel.

**AMC1 CAO.A.030 Facilities**

*[Regulatory source]*

**FACILITIES FOR AN ORGANISATION HOLDING MAINTENANCE PRIVILEGES**

1. Where a hangar is not owned by the 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 AMP. The aircraft hangar visit plan should be updated on a regular basis.
2. 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 [ML.A.402](#_bookmark47). For complex repairs or component maintenance requiring an CAC Form 1, suitable approved workshops should be

provided. The facilities and environmental conditions required for inspection and maintenance should be defined in the CAE.

1. Subject to agreement by the CAC RA, the organisation may use alternative suitable facilities other than a hangar at the approved location for certain aircraft maintenance tasks, provided that adequate protection from contamination and environment are ensured for the particular work package.
2. Protection from the weather elements relates to the normal prevailing local weather elements that are expected throughout any 12-month period. Aircraft hangar and aircraft component workshop structures should be to a standard that prevents the ingress of rain, hail, ice, snow, wind and dust, etc. Aircraft hangar and aircraft component workshop floors should be sealed to minimise dust generation.
3. Aircraft maintenance staff should be provided with an area where they may study maintenance instructions and complete continuing airworthiness records in a proper manner.
4. Special case for aircraft to which Part-ML applies:
   1. 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).
   2. These facilities do not need to be individually approved by the CAC RA as long as the CAE describes for each type of facility the scope of work, the tooling and equipment available, and the permitted environmental conditions (weather, contamination).
   3. The organisation should include, as part of the quality system/organisational review, a sampling of the compliance with these conditions during certain maintenance events.
5. 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 the assigned tasks.
6. Storage facilities for serviceable aircraft components should be clean, well ventilated and maintained at an even dry temperature to minimise the effects of condensation. The manufacturer’s storage recommendations should be followed for those aircraft components identified in such published recommendations.
7. 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.
8. 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.
9. ‘Segregation' refers to storing unserviceable components in a separate secured location from serviceable components.
10. Segregation and management of any unserviceable component should be ensured according to the pertinent procedure approved to that organisation.
11. 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:
    1. role and responsibilities of the persons managing the decision process;
    2. description of the decision process to choose between maintaining, storing or mutilating a component; and
    3. traceability of decision.
12. Once unserviceable components or materials have been identified as unsalvageable in accordance with M.A.501(a)(3) or [ML.A.504(c)](#_bookmark65), 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) or [ML.A.504(d)](#_bookmark65) or (e). The person responsible for the implementation of this procedure should be identified.

### CAO.A.035 Personnel requirements

*[Regulatory source]*

1. The CAO shall appoint an accountable manager, who shall have an authority for ensuring that all activities of the organisation can be financed so that those activities are carried out in accordance with the requirements of this Annex.
2. The accountable manager shall nominate a person or group of persons who shall be responsible for ensuring that the CAO is always in compliance with the requirements of this Annex. Those person(s) shall ultimately be responsible to the accountable manager.
3. All persons referred to in point (b) shall have the relevant knowledge, background and experience related to continuing airworthiness management or maintenance, as appropriate for their functions.
4. The CAO shall have sufficient appropriately qualified staff for it to be able to carry out the planned work. The CAO shall be entitled to use temporarily subcontracted staff.
5. The CAO shall assess and record the qualification of all personnel.
6. Personnel who carry out specialised tasks, such as welding, or non-destructive testing (‘NDT’) inspection other than colour contrast inspections shall be qualified in accordance with an officially-recognised standard

### AMC1 CAO.A.035(c) Personnel requirements

**KNOWLEDGE, BACKGROUND AND EXPERIENCE OF NOMINATED PERSON(S)**

Persons or group of persons nominated in accordance with point [CAO.A.035(b)](#_bookmark125) should have:

1. practical experience and expertise in the application of aviation safety standards and safe operating practices;
2. comprehensive knowledge of:
   1. Part-M, Part-ML and any associated requirements and procedures; and
   2. the CAE;
3. 5 years aviation experience of which at least 2 years should be from the aeronautical industry in an appropriate position;
4. knowledge of a relevant sample of the type(s) of aircraft or components that are within the scope of work. This knowledge may be demonstrated by documented evidence or by an assessment performed by the CAC RA.

Training courses, when used as documented evidence, should be as a minimum at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation, and could be provided by a Part-147 organisation, by the manufacturer or by any other organisation accepted by the CAC RA; and

1. knowledge of:
   1. maintenance standards (including human factor principles); and
   2. quality system (or organisational review).

### AMC1 CAO.A.035(e) Personnel requirements

*[Regulatory source]*

#### QUALIFICATION ASSESSMENT

1. Personnel involved in maintenance and continuing airworthiness management 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.

### CAO.A.040 Certifying staff

*[Regulatory source]*

1. Certifying staff shall comply with the requirements of Article 5. They shall only exercise their privileges to release maintenance if the CAO has ensured:
   1. that these certifying staff meet the requirements of point (b) of point 66.A.20 of Annex III (Part-66);
   2. that these certifying staff have an adequate understanding of the relevant aircraft or aircraft component(s) to be maintained, or both, as well as of the organisation procedures required to perform such maintenance.
2. By derogation from point (a), in unforeseen circumstances where an aircraft is grounded at a location other than the main base where no appropriate certifying staff are available, the CAO contracted to provide maintenance support may issue a one-off certification authorisation, alternatively:
   1. to one of their employees holding type qualifications for aircraft of similar technology, construction and systems;
   2. to any person with no less than 3 years of maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification, provided that there is no organisation approved in accordance with this Annex at that location and that the contracted CAO obtains and holds on file evidence of the experience and licence of that person.

The issuance of a one-off certification authorisation shall be reported by the CAO to the CAC RA within 7 days of the issuance. The CAO issuing the one-off certification authorisation shall ensure that any such maintenance that could affect flight safety is rechecked.

1. By derogation from point (a), the CAO may use certifying staff qualified in accordance with the following requirements when providing maintenance support to operators involved in commercial operations, subject to appropriate procedures to be approved as part of the CAE:
   1. for a repetitive preflight airworthiness directive (AD) which specifically states that the flight crew may carry out such an AD, the CAO may issue a limited certifying-staff authorisation to the pilot-in-command on the basis of the flight crew licence held, provided that the CAO ensures that sufficient practical training has been carried out by the pilot-in-command so he/she can accomplish the AD to the required standard;
   2. in the case of aircraft operating away from a supported location, the CAO may issue a limited certifying-staff authorisation to the pilot-in-command, on the basis of the flight crew licence held, provided that the organisation ensures that sufficient practical training has been carried out so that such a commander can accomplish the task to the required standard.
2. The CAO shall record the details concerning certifying staff and maintain an up-to-date list of all certifying staff, together with details on their scope of approval, as part of the organisation’s exposition.

### CAO.A.045 Airworthiness review staff

*[Regulatory source]*

1. In order for it to be approved to carry out airworthiness reviews and, if applicable, to issue permits to fly, a CAO shall have appropriate airworthiness review staff who shall comply with all of the following requirements:
   1. they acquired experience in continuing airworthiness of at least 1 year for sailplanes and balloons and of at least 3 years for all other aircraft;
   2. they hold an appropriate licence issued in accordance with Article 5 of this Regulation or an aeronautical degree or equivalent, or they acquired experience in continuing airworthiness in addition to that referred to in point (1) of at least 2 years for sailplanes and balloons and at least 4 years for all other aircraft;
   3. they acquired appropriate aeronautical-maintenance training.
2. Before the CAO issues an authorisation to an airworthiness review staff to perform airworthiness review, the CAO shall nominate the person who will perform an airworthiness review of an aircraft under supervision of the CAC RA or under the supervision of a person already authorised as airworthiness review staff of the CAO. If this supervision is satisfactory, the CAC RA shall formally accept the staff to become airworthiness review staff.
3. The CAO shall ensure that its airworthiness review staff can demonstrate appropriate recent continuing airworthiness experience.
4. Each airworthiness review staff shall be identified in the CAE in a list that contains the airworthiness review authorisation referred in point (b).
5. The CAO shall maintain a record of all its airworthiness review staff, which shall include details of any appropriate qualification and a summary of relevant continuing airworthiness experience and training of the person concerned, as well as a copy of his or her authorisation. It shall retain that record for a period of at least 2 years after the date at which the person concerned no longer works for the CAO.

### AMC1 CAO.A.045 Airworthiness review staff

*[Regulatory source]*

1. Airworthiness review staff already authorised to perform airworthiness review for an organisation approved in accordance Part-M Subpart F, Part-M Subpart G, Part-CAMO or Part- 145 is considered to be authorised in accordance with Part-CAO when such organisation applies for a Part-CAO approval. This means that no additional supervision is needed to be authorised to be accepted to continue carrying out airworthiness reviews. This does not supersede the requirement for the organisation to ensure that all personnel is competent for the job they are authorised.
2. ‘Experience in continuing airworthiness’ in [CAO.A.045(a)](#_bookmark129) refers to any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks.
3. ‘Appropriate recent continuing airworthiness experience’ in [CAO.A.045(c)](#_bookmark129) refers to the fact that in order to keep the validity of the airworthiness review staff authorisation, the airworthiness review staff should have either:
   1. been involved in continuing airworthiness management activities for at least 6 months in every 2-year period; or
   2. conducted at least one airworthiness review in the last 12-month period.
4. In order to restore the validity of the authorisation, the airworthiness review staff should conduct at a satisfactory level an airworthiness review under the supervision of the CAC RA or, if accepted by the CAC RA, under the supervision of another currently valid authorised airworthiness review staff of the CAO concerned in accordance with an approved procedure.
5. A person that holds a relevant engineering degree or an aircraft maintenance technician qualification with additional education should be considered as holding the equivalent to an aeronautical degree. ‘Relevant engineering degree’ refers to an engineering degree from mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components.

### CAO.A.050 Components, equipment and tools

1. The CAO shall:
   1. hold the equipment and tools specified in the maintenance data provided for in point CAO.A.055, or verified equivalents as listed in the CAE, as necessary for day-to-day maintenance within the scope of the organisation's approval;
   2. have a procedure to ensure that it has access to all other equipment and tools necessary to carry out its work, used only on an occasional basis, where needed.
2. The CAO shall ensure that the tools and equipment it uses are controlled and calibrated to an officially recognised standard. It shall keep records of such calibrations and the standards used and comply with point [CAO.A.090](#_bookmark148).
3. The CAO shall inspect, classify and appropriately segregate all incoming components in accordance with points M.A.501 and M.A.504 of Annex I (Part-M) or with points [ML.A.501](#_bookmark57) and [ML.A.504](#_bookmark65) of Annex Vb (Part-ML), as applicable.

**AMC1 CAO.A.050(a) Components, equipment and tools**

1. The tools ‘necessary for day-to-day maintenance’ refers to those needed to perform standard maintenance practices plus those needed in order to complete the normal servicing tasks as well as those needed up to the annual/100-hour or equivalent inspections and which are common to the majority of aircraft contained in the scope of approval.
2. The availability of tools rarely used because the particular maintenance task is very rarely performed can be handled through a procedure in accordance with [CAO.A.050(a)(2)](#_bookmark131).

**CAO.A.055 Maintenance data and work orders**

*[Regulatory source]*

1. The CAO shall hold and use applicable current maintenance data specified in point M.A.401 of Annex I (Part-M) or in point [ML.A.401](#_bookmark45) 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, it shall only be required to hold such data when the work is in progress.
2. Before the commencement of maintenance, a written work order shall be agreed between the CAO and the person or organisation requesting maintenance, in a manner that clearly establishes the maintenance to be carried out.

**AMC1 CAO.A.055 Maintenance data and work orders**

*[Regulatory source]*

It is not required to continuously hold all the maintenance data. It is acceptable to have a procedure to ensure that the specific maintenance data required for a particular maintenance activity will be available before that maintenance takes place.

**CAO.A.060 Maintenance standards**

*[Regulatory source]*

When performing maintenance, the CAO shall comply with all of the following requirements:

1. ensure that any person performing maintenance is qualified in accordance with the requirements of this Annex;
2. ensure that the area in which maintenance is carried out is well organised and clean (no dirt or contamination);
3. use the methods, techniques, standards and instructions specified in the maintenance data and work orders referred to in point [CAO.A.055](#_bookmark133);
4. use the tools, equipment and material specified in point [CAO.A.050](#_bookmark131);
5. ensure that maintenance is performed in accordance with any environmental limitations specified in the maintenance data referred to in point CAO.A.055;
6. ensure that proper facilities are used in case of inclement weather or lengthy maintenance;
7. ensure that the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimised;
8. ensure that an error-capturing method is implemented after the performance of any critical maintenance task;
9. perform a general verification after completion of maintenance in order to ensure that the aircraft or component is clear of all tools, equipment and any extraneous parts and material and that all access panels removed have been refitted;
10. ensure that all maintenance performed is properly recorded and documented.

**AMC1 CAO.A.060(g) Maintenance standards**

1. To minimise the risk of errors and to prevent omissions, the approved CAO when 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 approved CAO when 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 CAO.A.060(h)](#_bookmark138).

**AMC1 CAO.A.060(h) Maintenance standards**

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

**AMC2 CAO.A.060(h) Maintenance standards**

*[Regulatory source]*

**INDEPENDENT INSPECTION**

Independent inspection is one possible error-capturing method.

1. What is an independent inspection

An independent inspection is an inspection, which is 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 to 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 (CRS); therefore, he or she is not required to hold certification privileges;
  3. the CRS is issued by the ‘authorised person’ after the independent inspection has been carried out satisfactorily; and
  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 CRS is issued.

1. Qualifications of personnel performing independent inspections

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; or
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.
4. How to perform an independent inspection

The independent inspection should ensure, for example, the correct assembly, locking and sense of operation of the parts involved. 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 their 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 operate 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, its version and its 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 to be unforeseen if the person or organisation has not assigned a suitable ‘independent qualified person’ to that particular task.
  3. The CRS 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 CRS is issued.

**CAO.A.065 Aircraft certificate of release to service**

*[Regulatory source]*

At the completion of any aircraft maintenance carried out in accordance with this Annex, an aircraft CRS shall be issued in accordance with point M.A.801 of Annex I (Part-M) or point [ML.A.801](#_bookmark67) of Annex Vb (Part-ML), as applicable.

**CAO.A.070 Component certificate of release to service**

*[Regulatory source]*

1. At the completion of all component maintenance in accordance with this Annex, a component CRS shall be issued in accordance with point M.A.802 of Annex I (Part-M) or point [ML.A.802](#_bookmark71) of Annex Vb (Part-ML), as applicable. An CAC Form 1 shall be issued in accordance with Appendix II to Annex I (Part-M), except as provided for in points (b) or (d) of point M.A.502 of Annex I (Part- M) and point [ML.A.502](#_bookmark61) of Annex Vb (Part-ML) and for components fabricated in accordance with point (c) of point [CAO.A.020](#_bookmark116).
2. The CAC Form 1 referred to in point (a) may be generated from a computer database.

**GM1 CAO.A.070 Component certificate of release to service**

#### COMPONENTS MAINTAINED BY A CAO

*[Regulatory source]*

Appendix II to Part-M, point (5), blocks 12 and 14a describe how the component maintenance release is formalised by the CAO on CAC Form 1.

Used components maintained by a CAO appropriately approved for component maintenance and released on an CAC Form 1 cannot be installed on complex motor-powered aircraft or aircraft used by an air carrier licensed in accordance with RA Government Decision 963-N 2015.

**AMC1 CAO.A.070(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 installation occurs. When an organisation maintains a component for use by the same organisation, an CAC Form 1 may not be necessary depending upon the organisation’s internal release procedures defined in the CAE.

1. In the case of components in storage prior to Part-145, Part-M and Part 21 and not released on an CAC Form 1 or equivalent in accordance with M.A.501(a)(1) or [ML.A.501(a),](#_bookmark57) or removed serviceable from a serviceable aircraft or from an aircraft which has been withdrawn from service, the following applies:
   1. An CAC Form 1 may be issued for an aircraft component which has been:

* maintained before Part-145 or Part-M 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;
* maintained by an unapproved organisation.
  1. An appropriately rated Part-CAO maintenance organisation may issue an CAC Form 1 as detailed in points 2.5 to 2.9, as appropriate, in accordance with the procedures detailed in the CAE as approved by the CAC RA. The appropriately rated Part-CAO maintenance organisation is responsible for ensuring that all reasonable measures have been taken to ensure that only approved and serviceable aircraft components are issued with an CAC Form 1 under this point 2.
  2. For the purposes of this point 2 only, ‘appropriately rated’ refers to an organisation with an approval class rating for the type of component or for the product in which it may be installed.
  3. An CAC Form 1 issued in accordance with this point 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 in the Form;
     3. a list of all airworthiness directives (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. the detail of life used for service life-limited parts 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 CAC Form 1.
  4. New/unused aircraft components
     1. Any unused aircraft component in storage without an CAC Form 1 up to the effective date(s) for Part 21 that was manufactured by an organisation acceptable to the CAC RA at the time may be issued with an CAC Form 1 by an appropriately rated maintenance organisation approved under Part-CAO. CAC Form 1 should be issued in accordance with the following points, which should be included in a procedure within the CAE.

Note 1: It should be understood that the release of a stored but unused aircraft component in accordance with this point represents a maintenance release under Part-CAO and not a production release under Part 21. It is not intended to bypass the production release procedure agreed by the Member State for parts and subassemblies intended for fitment on the manufacturers’ own production line.

* + - 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.
      3. 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 point 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, an 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 RA registered aircraft may be issued with an CAC Form 1 by an appropriately rated organisation subject to compliance with this point 2.6.1.
        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 be issued in accordance with this point

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.

* + - 1. A maintenance history record should be available for all used serialised aircraft components.
      2. Compliance with known modifications and repairs should be established.
      3. The flight hours/cycles/landings as applicable of any service life-limited parts including time since overhaul should be established.
      4. Compliance with known applicable airworthiness directives should be established.
      5. Subject to satisfactory compliance with this point 2.6.1, an CAC Form 1 may be issued and should contain the information as specified in point 2.4 including the aircraft from which the aircraft component was removed.
    1. Serviceable aircraft components removed from a non-Member State registered aircraft may only be issued with an CAC Form 1 if the components are leased or loaned from the maintenance organisation approved under Part-CAO that retains control of the airworthiness status of the components. An CAC Form 1 may be issued and should contain the information as specified in point 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 a RA registered aircraft withdrawn from service may be issued with an CAC Form 1 by a maintenance organisation approved under Part-CAO subject to compliance with this point 2.7.

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 Part-CAO, employing procedures approved by the CAC RA.
2. To be eligible for installation, components removed from such aircraft may be issued with an 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 points

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.

1. Irrespective of whether the aircraft holds a certificate of airworthiness or not, the organisation responsible for certifying any removed component should ensure that the manner in which the components were removed and stored are compatible with the standards required by Part-CAO.
2. 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.
3. 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.
4. 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.
5. Suitable Part-CAO 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 Part-M Subpart F, Part-CAO or Part-145

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

1. dismantling the component for sufficient inspection in accordance with the appropriate maintenance data;
2. replacing all service life-limited 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; and
4. completing all certification requirements as specified in [CAO.A.070](#_bookmark140).

In the case of used components maintained by an FAA Part-145 repair station (USA) or by a TCCA CAR573 approved maintenance organisation (Canada) that does not hold an EASA Part-145, Part-CAO or Part-M Subpart F approval, the conditions (a) through (d) described above may be replaced by the following conditions:

1. availability of a Form 8130-3 (FAA) 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; and
5. issuance of an CAC Form 1 in compliance with points 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 CAC RA oversight, as attested by the following documents:

* Maintenance Annex Guidance (MAG) between the FAA and EASA
* Maintenance Annex Guidance (MAG) between the TCCA and EASA
  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 when processed in accordance with point 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 12.
2. 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 a CAC RA or the EASA as applicable within the scope of the approval.

### CAO.A.075 Continuing-airworthiness management

*[Regulatory source]*

1. All continuing airworthiness management shall be carried out in accordance with the requirements of Subpart C of Annex I (Part-M) or Subpart C of Annex Vb (Part-ML), as applicable.
2. For every aircraft managed, the CAO shall:
   1. develop and control the AMP for the aircraft managed and:
      1. in the case of aircraft complying with Annex Vb (Part-ML), approve the AMP and its amendments, or
      2. in the case of aircraft complying with Annex I (Part-M), present the AMP and its amendments to the CAC RA for approval, unless the approval is covered by an indirect approval procedure in accordance with point (c) of point M.A.302 of Annex I (Part-M);
   2. provide a copy of the AMP to the owner;
   3. ensure that data used for any modification and repairs complies with points M.A.304 or [ML.A.304,](#_bookmark40) as applicable;
   4. ensure that all maintenance is performed in accordance with the AMP and released in accordance with Section A, Subpart H of Annex I (Part-M), Section A of Annex II (Part-145) or Section A, Subpart H of Annex Vb (Part-ML), as applicable;
   5. ensure that all applicable ADs and all operational directives with a continuing airworthiness impact are implemented;
   6. ensure that all defects discovered during maintenance or reported are corrected by an appropriately approved maintenance organisation or by independent certifying staff;
   7. ensure that the aircraft is brought for maintenance to an appropriately approved organisation or to independent certifying staff, whenever necessary;
   8. coordinate the scheduled maintenance, application of ADs, replacement of service-life- limited parts and component inspection in order to ensure the work is carried out properly;
   9. manage and archive all continuing-airworthiness records and, if applicable, the aircraft technical log;
   10. ensure that the mass-and-balance statement reflects the current status of the aircraft.

**AMC1 CAO.A.075 Continuing airworthiness management**

*[Regulatory source]*

1. The CAO holding the [CAO.A.095(b)](#_bookmark149) privilege is in charge of the continuing airworthiness management and this includes the tasks specified respectively in M.A.301 points (b), (c), (f), (g) and (h), and [ML.A.301](#_bookmark21) points (b), (c), (d) and (e).
2. If the CAO does not hold the appropriate maintenance privilege, then the CAO should conclude a contract with the appropriate maintenance organisation(s) in agreement with the owner/operator.
3. The CAO bears the responsibility for the airworthy condition of the aircraft for which it performs the continuing airworthiness management. Thus, it should be satisfied before the intended flight that all required maintenance has been properly carried out.
4. The fact that the CAO has contracted a maintenance organisation should not prevent it from checking at the maintenance facilities on any aspect of the contracted work to fulfil its responsibility for the airworthiness of the aircraft.
5. The contract between the CAO and the maintenance organisation(s) should specify in detail the responsibilities and the work to be performed by each party.

**CAO.A.080 Continuing airworthiness management data**

*[Regulatory source]*

The CAO shall hold and use applicable current maintenance data specified in point M.A.401 of Annex I (Part-M) or point [ML.A.401](#_bookmark45) of Annex Vb (Part-ML), as applicable, for the performance of the continuing airworthiness management tasks referred to in point [CAO.A.075](#_bookmark143) of this Annex (Part-CAO). That data may be provided by the owner, subject to a contract as referred in points M.A.201(h)(2) or M.A.201(i)(1) or M.A.201(i)(3) of Annex I (Part-M), or points [ML.A.201(e)(1)](#_bookmark13) or [ML.A.201(f)](#_bookmark13) of Annex Vb (Part-ML), in which case the CAO only needs to hold such data for the duration of the contract, unless where it is to retain the data pursuant to point [CAO.A.090(b)](#_bookmark148) of this Annex (Part-CAO).

**AMC1 CAO.A.080 Continuing airworthiness management data**

*[Regulatory source]*

When there is no contract yet for continuing airworthiness management, there is no need to hold the current continuing airworthiness management data.

**CAO.A.085 Airworthiness review**

The CAO shall perform any airworthiness reviews in accordance with point M.A.901 of Annex I (Part- M) or point [ML.A.903](#_bookmark78) of Annex Vb (Part-ML), as applicable.

### CAO.A.090 Record-keeping

*[Regulatory source]*

1. The CAO shall retain the following records:
   1. the maintenance records necessary to demonstrate that all requirements of this Annex have been met for the issuance of the CRS, including the subcontractor’s release documents; the CAO shall provide a copy of each CRS to the owner of the aircraft, together with a copy of any specific repair or modification data used for the repairs or modifications carried out;
   2. the continuing airworthiness management records required by any of the following:
      1. point M.A.305 and, if applicable, point M.A.306 of Annex I (Part-M);
      2. point [ML.A.305](#_bookmark41) of Annex Vb (Part-ML);
   3. where the CAO has the privilege referred to in point (c) of point CAO.A.095, it shall retain a copy of each airworthiness review certificate (ARC) issued in accordance with point (a) of point [ML.A.901](#_bookmark75) of Annex Vb (Part-ML) and recommendation issued or, as applicable, extended, together with all supporting documents;
   4. where the CAO has the privilege referred to in point (d) of point [CAO.A.095,](#_bookmark149) it shall retain a copy of each permit to fly issued in accordance with point 21.A.729 of Annex I (Part- 21).
2. The CAO shall retain a copy of the records described in point (a)(1), and any associated maintenance data, for a period of 3 years from the date at which it released to service the aircraft or aircraft component to which the work relates.
3. The CAO shall retain a copy of the records referred to in points (a)(2) to (a)(4) for a period of 2 years from the date at which the aircraft has been permanently withdrawn from service.
4. All records shall be stored in a manner that ensures protection from damage, alteration and theft.
5. All computer hardware used for backup of the maintenance records shall be stored in a different location from that containing those data and in an environment that ensures that they remain in good condition.
6. Where the continuing airworthiness management of an aircraft is transferred to another organisation or person, all the records retained under points (a)(2) to (a)(4) shall be transferred to that organisation or person. From the moment of the transfer, points (b) and (c) shall apply to that organisation or person.
7. Where the CAO terminates its operation, all retained records shall be transferred as follows:
   1. the records referred to in point (a)(1) shall be transferred to the last owner or customer of the respective aircraft or component or shall be stored as specified by the CAC RA;
   2. the records referred to in point (a)(2) to (a)(4) shall be transferred to the owner of the aircraft.

### CAO.A.095 Privileges of the organisation

*[Regulatory source]*

The CAO shall have the following privileges:

1. Maintenance
   1. Maintain any aircraft or component for which it is approved at the locations specified in the approval certificate and the CAE.
   2. Arrange for the performance of specialised services at another organisation appropriately qualified under the control of the CAO, in accordance with the appropriate procedures set out in the CAE and approved by the CAC RA.
   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 the need for supporting occasional maintenance, in accordance with the conditions specified in the CAE.
   4. Issue certificates of release to service upon completion of maintenance, in accordance with point [CAO.A.065](#_bookmark139) or [CAO.A.070.](#_bookmark140)
2. Continuing airworthiness management
   1. Manage the continuing airworthiness of any aircraft for which it is approved.
   2. Approve the AMP, in accordance with point (b)(2) of point [ML.A.302,](#_bookmark23) for aircraft managed in accordance with Annex Vb (Part-ML).
   3. Carry out limited continuing airworthiness tasks with any contracted organisation working under their quality system, as listed on the approval certificate.
   4. Extend, in accordance with point M.A.901(f) of Annex I (Part-M) or point [ML.A.901(c)](#_bookmark75) of Annex Vb (Part-ML), an ARC that has been issued by the CAC RA, another organisation or person as applicable.
3. Airworthiness review:
   1. A CAO with its principal place of business in RA, the approval of which includes the privileges referred to in point (b), may be approved to carry out airworthiness reviews in accordance with point M.A.901 of Annex I (Part-M) or point [ML.A.903](#_bookmark78) of Annex Vb (Part- ML), as applicable, and:
      1. issue the related ARC or recommendation for the issuance of the ARC;
      2. extend the validity of an existing ARC.
   2. A CAO with its principal place of business in RA, the approval of which includes the privileges referred to in point (a), may be approved to carry out airworthiness reviews in accordance with point [ML.A.903](#_bookmark78) of Annex Vb (Part-ML) and issue the related ARC.
4. Permit to fly

A CAO with its principal place of business in RA, the approval of which includes the privileges referred to in point (c), may be approved to issue a permit to fly in accordance with point (d) of point 21.A.711 of Annex I (Part-21) for those aircraft for which it can issue the ARC when it attests conformity with the approved flight conditions, in accordance with an adequate procedure provided for in the CAE.

1. A CAO may be approved for one or more privileges.

### GM1 CAO.A.095 Privileges of the organisation

*[Regulatory source]*

A CAO can be approved to perform airworthiness reviews although it does not hold the privileges of continuing airworthiness management (for aircraft to which Part-ML is applicable). This means that the certificate will show the boxes ‘maintenance’ and ‘airworthiness reviews’ ticked.

### AMC1 CAO.A.095(b)(3) Privileges of the organisation

*[Regulatory source]*

**SUBCONTRACTING OF CONTINUING AIRWORTHINESS TASKS**

1. The CAO may subcontract certain continuing airworthiness management tasks to qualified organisations. The subcontracted organisation performs the continuing airworthiness management tasks as an integral part of the CAO quality system, irrespective of any other approval held by the subcontracted organisation (including CAMO, CAO or Part-145 approval).
2. The CAO remains accountable for the satisfactory completion of the continuing airworthiness management tasks irrespective of any contract that may be established.
3. In order to fulfil this responsibility, the CAO should be satisfied that the actions taken by the subcontracted organisation meet the standards required by Part-CAO. Therefore, the CAO management of such activities should be accomplished by:
   1. active control through direct involvement; and/or
   2. endorsing the recommendations made by the subcontracted organisation.
4. In order to retain ultimate responsibility, the CAO should limit subcontracted tasks to the activities specified below:
   1. airworthiness directive analysis and planning;
   2. service bulletin analysis;
   3. planning of maintenance;
   4. reliability monitoring, engine health monitoring;
   5. maintenance programme development and amendments; and
   6. any other activities, which do not limit the CAO responsibilities, as agreed by the CAC RA.
5. The CAO’s controls associated with subcontracted continuing airworthiness management tasks should be reflected in the associated contract and be in accordance with the CAO policy and procedures defined in the CAE. When such tasks are subcontracted, the quality system is considered to be extended to the subcontracted organisations.
6. With the exception of engines and auxiliary power units, contracts would normally be limited to one organisation per aircraft type for any combination of the subcontracted activities. Where contracts are made with more than one organisation, the CAO should demonstrate that adequate coordination controls are in place and that the individuals’ responsibilities are clearly defined in the related contracts.
7. Contracts should not authorise the subcontracted organisation to subcontract elements of the continuing airworthiness management tasks to other organisations.
8. The CAC RA should exercise oversight of the subcontracted activities through the CAO approval. The contracts should be acceptable to the CAC RA. The CAO should only subcontract to

organisations which are specified by the CAC RA on CAC Form 3-CAO (page 2, block titled ‘List of organisation(s) working under a quality system’).

1. The subcontracted organisation should agree to notify the CAO of any changes affecting the contract as soon as practical. The CAO should then inform CAC RA. Failure to do so may invalidate the CAC RA's acceptance of the contract.
2. Appendix II to AMC1 CAMO.A.125(d)(3) provides information on the subcontracting of continuing airworthiness management tasks by the CAMO. The same principles may be applied to the CAO.

### CAO.A.100 Quality system and organisational review

*[Regulatory source]*

1. To ensure that the CAO continues to meet the requirements of this Annex, this organisation shall establish a quality system and designate a quality manager.
2. The quality system shall monitor the carrying out of the activities of the organisation covered by this Annex. It shall monitor in particular:
   1. that all those activities are performed in accordance with the approved procedures;
   2. that all contracted maintenance tasks are carried out in accordance with the contract;
   3. that the organisation continues to comply with the requirements of this Annex.
3. The records of that monitoring shall be retained for at least the previous 2 years.
4. Where the organisation holding a CAO approval is additionally approved in accordance with an Annex other than this Annex, the quality system may be combined with that required by the other Annex.
5. A CAO shall be considered as a small CAO when one of the following condition is met:
   1. the scope of the CAO does only contain aircraft covered by Part-ML.
   2. the CAO does not exceed 10 full-time equivalent staff involved in maintenance.
   3. the CAO does not exceed 5 full-time equivalent staff involved in continuing airworthiness management.
6. In the case of a small CAO, the quality system may be replaced by regular organisational reviews, subject to the approval of the CAC RA. In that case, the CAO shall not contract continuing airworthiness management tasks to other parties.

### GM1 CAO.A.100(a) Quality system and organisational review

**QUALITY SYSTEM — GENERAL**

1. The primary objectives of the quality system are to provide an independent monitoring function on how the organisation ensures compliance with the applicable requirements, policies and procedures, and to request actions where non-compliances are identified.
2. The independence of the quality system is established by always ensuring that audits are carried out by personnel who are not responsible for the functions, procedures or products that are audited.

### AMC1 CAO.A.100(a) Quality system and organisational review

*[Regulatory source]*

**QUALITY SYSTEM — FEEDBACK**

1. The quality system should include a feedback system: it should ensure that all findings resulting from the independent audits are properly investigated and corrected in a timely manner. It should address who is required to rectify each non-compliance and the procedure to be followed if rectification is not completed within appropriate timescales. The procedure should enable the accountable manager to be kept informed of any safety issues and the extent of compliance with Part-CAO.
2. The audit reports referenced in [AMC1 CAO.A.100(b)](#_bookmark155) should be sent to the relevant department for rectification action giving target rectification dates. Rectification dates should be discussed with such department before the quality department or nominated auditor confirms such dates in the report. The relevant department is required to rectify findings and inform the quality manager or the auditor of such rectification.
3. The accountable manager should hold regular meetings with staff to check the progress of any corrective actions. If these meetings are delegated to the quality manager on a day-to-day basis, then the accountable manager should:
   1. meet the senior staff involved at least twice per year to review the overall performance of the compliance monitoring function; and
   2. receive at least a half-yearly summary report on non-compliance findings.

### AMC1 CAO.A.100(b) Quality system and organisational review

*[Regulatory source]*

**QUALITY SYSTEM — INDEPENDENT AUDIT**

1. An essential element of the quality system is the independent audit.
2. The independent audit should be an objective process of routine sample checks of all aspects of the organisation’s ability to carry out continuing airworthiness management and/or maintenance to the standards required by MTAI Minister Order 10-N 2022. It should include some product sampling (e.g. product audit) as this is the end result of the process.
3. The independent audit should provide an objective overview of the complete set of continuing- airworthiness-management- and/or maintenance-related activities.
4. The organisation should establish an audit plan to show when and how often the activities as required by Part-M, Part-ML and Part-CAO will be audited.
5. The audit plan should ensure that all aspects of Part-CAO compliance are verified every year, including all the subcontracted activities, and the auditing may be carried out as a complete single exercise or (sub)divided over the annual period. The independent audit should not require each procedure to be verified against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been verified every year without resultant findings. Where findings have been identified, the particular procedure should be verified against other product lines until the findings have been rectified, after which the independent audit procedure may revert to a 1-year interval for the particular procedure.
6. Provided that there are no safety-related findings, the audit planning cycle specified in this AMC may be increased by up to 100 %, subject to agreement by the CAC RA.
7. Where the organisation has more than one location approved, the quality system should include a description of how these locations are integrated into the system, and include a plan to audit each location at a frequency consistent with the extent of activity at the particular location, not exceeding 2 years.
8. A report should be issued each time an audit is carried out describing what was checked and the resulting non-compliance findings against applicable requirements and procedures.

**GM1 CAO.A.100(b) and CAO.B.055 Quality system and organisational review and Continuing oversight**

*[Regulatory source]*

#### THE USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) FOR PERFORMING REMOTE AUDITS

Similar provisions to those in GM1 145.A.200(a)(6) and 145.B.300 apply.

**GM1 CAO.A.100(e) Quality system and organisational review**

An organisation that holds both maintenance and continuing airworthiness management privileges can be considered to be at the same time:

* a small CAO for one privilege; and
* not a small CAO for the other privilege.

In these situations, the organisation is not considered to be a small CAO as a whole.

**AMC1 CAO.A.100(f) Quality system and organisational review**

*[Regulatory source]*

**ORGANISATIONAL REVIEW**

1. The primary objectives of organisational review are to provide a monitoring function on how the organisation ensures compliance with the applicable requirements, policies and procedures, and to request actions where non-compliances are identified.
2. The CAO should identify the:
   1. person responsible for the organisational review;
   2. frequency of the reviews;
   3. scope and content of the reviews;
   4. persons accomplishing the reviews;
   5. procedure for planning, performing and processing review findings; and
   6. procedure for ensuring corrective actions are carried out in the appropriate time frame.
3. [Appendix II to AMC1 CAO.A.100(f)](#_bookmark188) should be used to manage the organisational reviews.
4. The following continuing airworthiness management activities should not be considered to be subcontracting and, as a consequence, they may be performed without a quality system, although they need to be described in the CAE and be approved by the CAC RA:
   1. Subscription to a technical publisher that provides maintenance data (aircraft maintenance manuals, illustrated parts catalogues, service bulletins, etc.).
   2. Contracting the use of a software tool for the management of [CAO.A.080](#_bookmark145) continuing airworthiness data and [CAO.A.090](#_bookmark148) records, provided that:
      1. if the tool is used by several organisations, each organisation has access to its own data only;
      2. introduction of data can only be performed by personnel of the CAO; and
      3. the data can be retrieved at any time.

### CAO.A.105 Changes to the organisation

*[Regulatory source]*

1. In order to enable the CAC RA to determine continued compliance with this Annex, the CAO shall notify the CAC RA of any proposal to carry out any of the following changes, before such changes take place:
   1. changes affecting the information contained in the approval certificate laid down in Appendix I and the terms of approval of this Annex;
   2. changes of the persons referred to in points [CAO.A.035(a)](#_bookmark125) and (b);
   3. changes in the aircraft types covered by the scope of work referred to in point (a)(1) of point [CAO.A.020](#_bookmark116) in the case of aeroplanes of more than 2 730 kg maximum take-off mass (MTOM) and in the case of helicopters of more than 1 200 kg MTOM or certified for more than 4 occupants;
   4. changes in the scope of work referred to in point (a)(2) of [CAO.A.020](#_bookmark116) in the case of complete turbine engines;
   5. changes in the control procedure set out in point (b) of this point.
2. Any other changes in locations, facilities, equipment, tools, material, procedures, scope of work and staff shall be controlled by the CAO through a control procedure provided for in the CAE. The CAO shall submit a description of those changes and the corresponding CAE amendments to the CAC RA within 15 days from the day on which the change took place.

### CAO.A.110 Continued validity

*[Regulatory source]*

1. An approval shall be issued for an unlimited duration and shall remain valid subject to:
   1. the organisation remaining in compliance with the requirements of this Annex, in particular how the findings are handled in accordance with point [CAO.A.115](#_bookmark161);
   2. the CAC RA being granted access to the organisation to determine continued compliance with the requirements of this Annex;
   3. the CAC RA not having surrendered or revoked the approval.
2. Upon surrender or revocation of the approval, the organisation shall return the approval certificate to the CAC RA.

**CAO.A.115 Findings**

*[Regulatory source]*

1. A Level 1 finding is any significant non-compliance with Part-CAO requirements which lowers the safety standard and seriously hazards flight safety.
2. A Level 2 finding is any non-compliance with the Part-CAO requirements which may lower the safety standard and possibly hazard flight safety.
3. After receiving a notification of a finding in accordance with point [CAO.B.060,](#_bookmark180) the CAO shall adopt a corrective action plan and demonstrate to the satisfaction of the CAC RA that it has taken the necessary corrective action to address the finding within the time period set by that authority.

## SECTION B — AUTHORITY REQUIREMENTS

**CAO.B.010 Scope**

*[Regulatory source]*

This Section establishes the administrative requirements to be met by the CAC RA in connection to the requirements for organisations set out in Section A.

**CAO.B.017 Means of compliance**

*[Regulatory source]*

1. The CAC RA shall develop Acceptable Means of Compliance (‘AMC’) that may be used to demonstrate compliance with this regulation and its delegated and implementing acts.
2. Alternative means of compliance may be used to demonstrate compliance with this regulations and its delegated and implementing acts
3. The CAC RA shall establish a system to consistently evaluate that all alternative means of compliance used by organisations under its oversight allow for the establishment of compliance with this regulation and its delegated and implementing acts.
4. The CAC RA shall evaluate all alternative means of compliance proposed by an organisation in accordance with point [CAO.A.017](#_bookmark115) by analysing the documentation provided and, if considered necessary, conducting an inspection of the organisation.

When the CAC RA finds that the alternative means of compliance are in accordance with this regulation and its delegated and implementing acts, it shall without undue delay:

* 1. notify the applicant that the alternative means of compliance may be used and, if applicable, amend the approval or certificate of the applicant accordingly;
  2. notify the CAC RA of their content, including copies of all relevant documentation.

**GM1 CAO.B.017 Means of compliance**

*[Regulatory source]*

**ALTERNATIVE MEANS OF COMPLIANCE**

Alternative means of compliance that are used by a CAO, may be used by another CAO only if they are processed again in accordance with point [CAO.B.017(d)](#_bookmark164).

**CAO.B.020 Record-keeping**

*[Regulatory source]*

1. The CAC RA shall establish a system of record-keeping that allows adequate traceability of the process to keep the records for issuing, continuing, changing, suspending or revoking each issued certificate.
2. The records of the CAC RA 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 thereto;
   3. a copy of the audit programme of the organisation, listing the dates at which audits were carried out and when they are due;
   4. the continuing-oversight records, including all audit records, as provide for in point [CAO.B.055](#_bookmark177);
   5. all findings, actions required to close the findings and recommendations;
   6. copies of all relevant correspondence with the organisation;
   7. details of any exemption in accordance with point [CAO.B.035](#_bookmark169) and enforcement actions;
   8. any report from other CAC RA relating to the oversight of the organisation;
   9. CAE and its amendments;
   10. copies of any other document approved by the CAC RA.
3. The retention period for the records listed under point (b) shall be at least 5 years.
4. All records shall be made available to the ICAO or EASA, upon request.

**CAO.B.025 Mutual exchange of information**

Reserved

*[Regulatory source]*

**CAO.B.030 Responsibilities**

*[Regulatory source]*

The CAC RA shall conduct the necessary inspections and investigations in order to verify and ensure that the organisations for which it is responsible in accordance with point [CAO.1](#_bookmark110) meets the requirements of Section A of this Annex.

**CAO.B.035 Exemptions**

Reserved

*[Regulatory source]*

**CAO.B.040 Application**

CAC RA shall establish procedures for the application.

*[Regulatory source]*

**CAO.B.045 Initial certification procedure**

*[Regulatory source]*

1. Where it has been established that the organisation meets the requirements laid down in points
   1. and (b) of [CAO.A.035,](#_bookmark125) the CAC RA shall formally notify the applicant about the acceptance of the personnel.
2. The CAC RA shall ensure that the procedures specified in the CAE comply with Section A, and that the accountable manager has signed the commitment statement referred to in point (a)(1) of [CAO.A.025.](#_bookmark120)
3. The CAC RA shall verify that the organisation complies with Section A.
4. The CAC RA shall convene a meeting with the accountable manager at least once during the investigation for approval to ensure that he or she fully understand the significance of the approval and the statement referred to in point (a)(1) of [CAO.A.025](#_bookmark120)
5. All findings in accordance with point [CAO.B.060](#_bookmark180) shall be confirmed in writing to the applicant organisation.

(g) Before issuing the approval the CAC RA shall close all be findings after the organisation has corrected them.

**GM1 CAO.B.045(a) Initial certification procedure**

*[Regulatory source]*

**FORMAL ACCEPTANCE OF MANAGEMENT STAFF**

The approval by the CAC RA of the CAE, containing in accordance with [CAO.A.025(a)(3)](#_bookmark120) the nominative list of [CAO.A.035(a)](#_bookmark125) and (b) persons, constitutes the formal notification of acceptance by the CAC RA of this personnel.

**AMC1 CAO.B.045 Initial certification procedure**

**VERIFICATION OF COMPLIANCE**

1. In order to verify the organisation’s compliance with the applicable requirements, the CAC RA should conduct an audit of the organisation, including interviews of the personnel, and inspections carried out at the organisation’s facilities.
2. The CAC RA should only conduct such an audit if it is satisfied that the application and the supporting documentation are in compliance with the applicable requirements.
3. The audit should focus on the following areas:
   1. the management structure, including the names and qualifications of personnel required by points [CAO.A.035(b),](#_bookmark125) and the adequacy of the organisation and its management structure;
   2. the personnel:
      1. the adequacy of the number of staff, and their qualifications and experience with regard to the intended terms of approval and the associated privileges;
      2. the validity of licences and/or authorisations, as applicable;
   3. the quality system (or organisational review);
   4. the facilities and their adequacy regarding the organisation’s scope of work;
   5. the documentation required by Part-CAO, including:
      1. the verification that the procedures specified in the CAE comply with the applicable requirements; and
      2. the verification that the accountable manager has signed the exposition statement.
4. If an application for an organisation certificate is refused, the applicant should be informed of the right of appeal that exists under national law.

**AMC2 CAO.B.045 Initial certification procedure**

**MAINTENANCE DATA**

The organisation is not required to continuously hold all the maintenance data. It is acceptable to have a procedure to ensure that the specific maintenance data required for a particular maintenance activity will be available before that maintenance takes place.

However, the organisation should be able to demonstrate its maintenance capability and find means to comply with [CAO.A.050(a)](#_bookmark131) when it does not hold all current applicable maintenance data before the approval.

**AMC1 CAO.B.045(c) Initial certification procedure**

An CAC Form 613 should be used for this activity (see [Appendix I to AMC1 CAO.B.045(c) and AMC1](#_bookmark187) [CAO.B.055](#_bookmark187)(b)).

**CAO.B.050 Issuance of the initial certificate**

*[Regulatory source]*

1. Where the CAC RA has established that the applicant complies with point [CAO.B.045,](#_bookmark171) it shall issue the certificate, using the CAC Form 3-CAO template laid down in [Appendix I](#_bookmark185) and specifying the terms of approval.
2. The CAC RA shall include the reference number of the CAO as specified in the CAC Form 3-CAO template laid down in [Appendix I.](#_bookmark185)

**CAO.B.055 Continuing oversight**

*[Regulatory source]*

1. The CAC RA shall establish and keep up-to-date, an oversight programme, specifying all CAOs to which it has issued a certificate and the dates at which it has audited and is scheduled to audit those CAOs.
2. The CAC RA shall audit at periods not exceeding 24 months each CAO to which it has issued an approval. Those audits shall concentrate, in particular, on the changes to the organisation notified to it in accordance with the procedure specified in point (b) of point [CAO.A.105](#_bookmark159).
3. A relevant sample of the aircraft managed by the CAO, if the organisation is approved to do so, shall be surveyed at every 24-month period. The size of the sample shall be decided by the CAC RA based on the result of prior audits and earlier product surveys.
4. The CAC RA shall confirm in writing any finding during those audits to the CAO.
5. The CAC RA shall record any findings during those audits, any actions required to close the findings and any recommendations issued.
6. The CAC RA shall convey a meeting with the accountable manager of the CAO at least once every 24 months.

**AMC1 CAO.B.055 Continuing oversight**

*[Regulatory source]*

At the successful conclusion of the audit(s), including verification of the CAE, an audit report form should be completed by the auditing surveyor including all recorded findings, closure actions and the recommendation. An CAC Form 613 should be used for this activity (see [Appendix I to AMC](#_bookmark187) [CAO.B.045(c) and CAO.B.055](#_bookmark187)(b)).

A review of CAC Form 613 audit report form should be carried out by a competent independent person nominated by the CAC RA. Satisfactory review of the audit form should be indicated by a signature on the audit form.

**AMC2 CAO.B.055 Continuing oversight**

**SUBCONTRACTED ACTIVITIES**

1. If a CAO subcontracts continuing airworthiness management tasks, all subcontracted organisations should also be audited by the CAC RA at periods not exceeding 24 months to ensure that the subcontracted continuing airworthiness management tasks are carried out in compliance with Part-CAO, Part-M and Part-ML, as applicable.
2. If a CAO subcontracts specialised maintenance tasks, the CAC RA should determine whether the subcontracted organisation needs to be audited and included in the oversight programme, taking into account the specific nature and complexity of the subcontracted activities and the results of previous oversight activities of the CAO. Consideration may also be given to subcontracted organisation holding an organisation approval or a certification to an industry standard.
3. For these audits, the CAC RA inspector should ensure that he or she is accompanied throughout the audit by a senior technical member of the CAO.

NOTE: When a CAO subcontracts tasks, the CAC RA should also ensure that the CAO has sufficient control over the subcontracted organisation.

**CAO.B.060 Findings**

*[Regulatory source]*

1. When during audits or by any other means, evidence is found showing non-compliance to the Part-CAO requirements, the CAC RA shall take the following actions:
   1. for Level 1 findings, immediate action shall be taken by the CAC RA to revoke, limit or suspend in whole or in part, depending upon the extent of the Level 1 finding, the CAO approval, until successful corrective action has been taken by the organisation; and
   2. for Level 2 findings, the CAC RA shall grant a corrective action period of no more than 3 months, appropriate to the nature of the finding — in certain circumstances, at the end of this first period and subject to the nature of the finding, the CAC RA can extend this 3- month period subject to a satisfactory corrective action plan.
2. Action shall be taken by the CAC RA to suspend in whole or in part the approval in case of failure to comply within the timescale set out by the CAC RA.

**AMC1 CAO.B.060(a)(1) Findings**

*[Regulatory source]*

**LEVEL 1 FINDINGS**

Where a level 1 finding directly relates to an aircraft, the CAC RA should inform the State in which the aircraft is registered.

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

**CAO.B.065 Changes**

*[Regulatory source]*

1. Upon receiving an application for a change in accordance with point (a) of point [CAO.A.105,](#_bookmark159) the CAC RA shall verify the organisation’s compliance with the applicable requirements before issuing the approval of the change.
2. The CAC RA may indicate the conditions under which the CAO shall operate during the change unless the CAC RA determines that the organisation’s certificate shall be suspended because of the nature or extent of the changes.
3. For changes not requiring prior approval, the CAC RA shall assess during the oversight activities that the CAO complies with the approved control procedure provided for in point (b) of point CAO.A.105 and complies with the applicable requirements.

**CAO.B.070 Suspension, limitation and revocation**

The CAC RA shall:

*[Regulatory source]*

1. suspend an approval on reasonable grounds in the case of a potential safety threat; or
2. suspend, revoke or limit an approval pursuant to point [CAO.B.060](#_bookmark180).

## APPENDICES TO ANNEX VD (PART-CAO)

**Appendix I — Combined airworthiness organisation (CAO) certificate - CAC Form 3-CAO**

*[Regulatory source]*

1. Within the approval class(es) and rating(s) established by the CAC RA, the scope of work specified in the CAE 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.
2. An aircraft rating, in relation to the maintenance privileges, means that the CAO may carry out maintenance on the aircraft and any component (including engines), in accordance with aircraft maintenance data or, if agreed by the CAC RA, in accordance with component maintenance data, only whilst such components are fitted to the aircraft. Nevertheless, such aircraft-rated CAO may temporarily remove a component for maintenance in order to improve access to that component except when such removal creates the need for additional maintenance not eligible for the requirements of point (b). This will be subject to a control procedure in the CAE to be approved by the CAC RA.
3. An engine rating (turbine, piston or electrical) means that the CAO may carry out maintenance on the uninstalled engine and engine components, in accordance with engine maintenance data or, if agreed by the CAC RA, in accordance with component maintenance data, only whilst such components are fitted to the engine. Nevertheless, such engine-rated CAO may temporarily remove a component for maintenance in order to improve access to that component except when such removal creates the need for additional maintenance not eligible for the requirements of point (c). An engine-rated CAO may also carry out maintenance on an installed engine during base and line maintenance subject to a control procedure in the CAE to be approved by the CAC RA.
4. A component rating (other-than-complete engines) means that the CAO may carry out maintenance on uninstalled components (excluding complete engines) intended for fitment to the aircraft or engine. This CAO may also carry out maintenance on an installed component (other-than-complete engines) during base and line maintenance or at an engine maintenance facility subject to a control procedure in the CAE to be approved by the CAC RA.
5. An non-destructive testing (NDT) rating is a self-contained rating not necessarily related to a specific aircraft, engine or other component. The NDT rating is only necessary for a CAO that carries out NDT as a particular task for another organisation. A CAO approved with an aircraft, engine or component rating may carry out NDT on products they are maintaining subject to the CAE containing NDT procedures, without the need for an NDT rating.

Page 1 of 2

REPUBLIC OF ARMENIA

**COMBINED AIRWORTHINESS ORGANISATION CERTIFICATE**

Reference: [CAC RA Code].CAO.[XXXX]

Pursuant to MTAI Minister Order 10-N 2022 and subject to the conditions specified below, the CIVIL AVIATION COMMITTEE OF THE REPUBLIC OF ARMENIA hereby certifies:

[COMPANY NAME AND ADDRESS]

as a combined airworthiness organisation in compliance with Section A of Annex Vd (Part-CAO) to MTAI Minister Order 10-N 2022.

CONDITIONS:

* 1. this approval is limited to that specified in the terms of approval attached, and in the 'Scope of work' Section of the approved combined airworthiness exposition, as referred to in Section A of Annex Vd (Part-CAO) to MTAI Minister Order 10-N 2022; and
  2. this approval requires compliance with the procedures specified in the approved combined airworthiness exposition; and
  3. this approval is valid whilst the approved combined airworthiness organisation remains in compliance with Annex Vd (Part-CAO) to MTAI Minister Order 10-N 2022; and
  4. where the approved combined airworthiness organisation contract out, under their quality system, the service of one or several organisations, this approval remains valid subject to such organisation(s) fulfilling applicable contractual obligations; and
  5. subject to compliance with the foregoing conditions, this approval shall remain valid for an unlimited duration unless the approval has previously been surrendered, superseded, suspended or revoked.

Date of original issue of the approval certificate: .............................................................................................

Date of this revision of the approval certificate: ...............................................................................................

Revision No: …………………………………………………………………………………………………………………………………………………. Signed: ...............................................................................................................................................................

For the CAC RA:

CAC Form 3-CAO, Issue 1

Page 2 of 2

**COMBINED AIRWORTHINESS ORGANISATION TERMS OF APPROVAL**

Reference: [CAC RA Code].CAO.XXXX Organisation: [COMPANY NAME AND ADDRESS]

|  |  |  |
| --- | --- | --- |
| **CLASS** | **RATING** | **PRIVILEGES(\*\*\*)** |
| **AIRCRAFT (\*\*)** | Aeroplanes — other-than-complex motor-powered aircraft (\*\*) | * Maintenance * Continuing-airworthiness management * Airworthiness review * Permit to fly |
| Aeroplanes up to 2 730 kg maximum take-off mass (MTOM) (\*\*) | * Maintenance * Continuing-airworthiness management * Airworthiness review * Permit to fly |
| Helicopters — other-than-complex motor-powered aircraft (\*\*) | * Maintenance * Continuing-airworthiness management * Airworthiness review * Permit to fly |
| Helicopters up to 1 200 kg MTOM, certified for a maximum of up to 4 occupants (\*\*) | * Maintenance * Continuing-airworthiness management * Airworthiness review * Permit to fly |
| Airships (\*\*) | * Maintenance * Continuing-airworthiness management * Airworthiness review * Permit to fly |
| Balloons (\*\*) | * Maintenance * Continuing-airworthiness management * Airworthiness review * Permit to fly |
| Sailplanes (\*\*) | * Maintenance * Continuing-airworthiness management * Airworthiness review * Permit to fly |
| **COMPONENTS (\*\*)** | Complete turbine engines (\*\*) | * Maintenance |
| Complete piston engines (\*\*) |
| Electrical engines (\*\*) |
| Components other than complete  engines (\*\*) |
| **SPECIALISED**  **SERVICES (\*\*)** | Non-destructive testing (NDT) (\*\*) | * NDT |

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| **LIMITATIONS**  **(to be included only for organisations rated for aeroplanes, helicopters or complete engines, if they only have one person planning and performing all maintenance tasks)** |
| The following maintenance is excluded from the scope of work (\*\*\*):   * maintenance on aeroplanes equipped with a turbine engine; * maintenance on helicopters equipped with a turbine engine or with more than one piston engine; and * maintenance on complete piston engines of 450 HP and above, and on complete turbine engines. |

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| **List of organisation(s) working under a quality system (\*\*\*)** |
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CAC Form 3-CAO, Issue 1

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 combined airworthiness exposition,

Combined airworthiness exposition reference: .................................................................................................

Date of original issue of the exposition: ............................................................................................................

Date of last revision approved: ........................Revision No: …………………………………………………………………….. Signed: ...............................................................................................................................................................

For the CAC RA:

## APPENDICES TO AMC AND GM TO ANNEX VD (PART-CAO)

**Appendix I to AMC1 CAO.B.045(c) and AMC1 CAO.B.055 — CAC**

**Form 613**

*[Regulatory source]*

Part 1: General

Name of organisation: Approval reference: Requested approval rating: CAC Form 3-CAO dated\*:

Other approvals held (if applicable): Address of facility audited:

**CAC FORM 613**

**Part-CAO APPROVAL RECOMMENDATION REPORT**

Audit period: from

to

Date(s) of audit(s):

Audit reference(s):

Persons interviewed:

CAC RA inspector(s):

Signature(s):

CAC RA office:

Date of CAC Form 613 Part 1 completion:

\*delete where applicable

|  |
| --- |
| **Part-CAO APPROVAL RECOMMENDATION REPORT CAC FORM 613** |
| Part 2: Part-CAO Compliance audit review  The five columns may be labelled and used as necessary to record the approval product line or facility, including the subcontractor’s, reviewed. Against each column used regarding the following Part-CAO points, 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 if an item is not applicable; or  N/R if it is applicable but it was not reviewed. |
| Point Subject |
| M.A.201(c) Maintenance responsibility ML.A.201(c)  M.A.403(b) Aircraft defects ML.A.403(b)  [CAO.A.017](#_bookmark115) Means of compliance  [CAO.A.020](#_bookmark116) Terms of approval [CAO.A.025](#_bookmark120) Combined airworthiness  exposition (see Part 3)  [CAO.A.030](#_bookmark123) Facilities  [CAO.A.035](#_bookmark125) Personnel requirements  [CAO.A.040](#_bookmark128) Certifying staff  [CAO.A.045](#_bookmark129) Airworthiness review staff  [CAO.A.050](#_bookmark131) Components, equipment and  tools  [CAO.A.055](#_bookmark133) Maintenance data and  work orders  [CAO.A.060](#_bookmark135) Maintenance standards  [CAO.A.065](#_bookmark139) Aircraft certificate of release  to service  [CAO.A.070](#_bookmark140) Component certificate of  release to service  [CAO.A.075](#_bookmark143) Continuing-airworthiness  management  [CAO.A.080](#_bookmark145) Continuing-airworthiness  management data  [CAO.A.085](#_bookmark147) Airworthiness review  [CAO.A.090](#_bookmark148) Record-keeping |

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| [CAO.A.095](#_bookmark149) Privileges of the organisation [CAO.A.100](#_bookmark152) Quality system and  organisational review [CAO.A.105](#_bookmark159) Changes to the organisation  CAC inspector(s): Signature(s):  CAC office: Date of CAC Form 613 Part 2 completion: |

|  |
| --- |
| **Part-CAO APPROVAL RECOMMENDATION REPORT CAC FORM 613** |
| Part 3: Compliance with the combined airworthiness exposition (CAE)  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 if an item is not applicable; or N/R if it is applicable  but it was not reviewed. |
| **Part A GENERAL DESCRIPTION**   * 1. Statement by the accountable manager   2. General presentation of the organisation   3. Description and location of the facilities   4. Scope of work   5. Exposition amendments and changes to the organisation   6. Procedure for alternative means of compliance   7. Management personnel   8. Organisation chart   9. Manpower resources   10. List of certifying staff   11. List of staff responsible for the development and approval of the AMP   12. List of airworthiness review staff   13. List of staff responsible for the issuance of permits to fly   **Part B GENERAL PROCEDURES**   * 1. Quality (or organisational review) system   2. Audit plan (or frequency and content of organisational review)   3. Monitoring of maintenance contracts   4. Qualification, assessment and training of staff   5. One-off certification authorisation   6. Limited certification authorisation   7. Subcontracting |

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| B.8  B.9 B.10 B.11  B.12 |  | Maintenance data and continuing airworthiness management data Records management and retention  Carrying out the airworthiness review  Conformity with approved flight conditions Issue of the permit to fly |
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| **Part C MAINTENANCE PROCEDURES**   * 1. Maintenance — general   2. Work order acceptance   3. Components, equipment, tools and material (supply, acceptance, segregation, storage, calibration, etc.)   4. Maintenance facility (selection, organisation, cleanliness and environmental limitations)   5. Maintenance accomplishment and maintenance standards   6. Prevention of maintenance error   7. Critical maintenance tasks and error-capturing method   8. Fabrication   9. Certifying staff responsibilities and maintenance release   10. Defects arising during maintenance   11. Maintenance away from approved location   12. Procedure for component maintenance under aircraft or engine rating   13. Procedure for maintenance on installed engine (or component) under engine (or component) rating   14. Special procedures (specialised tasks, non-destructive testing (NDT), engine running, etc.)   15. Issue of ARC under maintenance privilege   **Part D CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES**   * 1. Continuing airworthiness management — general   2. MEL (and CDL) application   3. AMP development, control and periodic review   4. Airworthiness directives and other mandatory airworthiness requirements   5. Modifications and repairs   6. Pre-flight inspection   7. Defects   8. Establishment of contracts and work orders for the maintenance   9. Coordination of maintenance activities | | |

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| D.10 D.11 D.12  D.13 |  | Mass and balance statement  Issue of ARC or ARC recommendation ARC extension  Maintenance check flights |
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| **Part E SUPPORTING DOCUMENTS** | | |
| * 1. Sample documents   2. List of subcontracted organisations   3. List of organisations contracted by the CAO   4. Aircraft technical log system (if applicable)   5. List of the currently approved alternative means of compliance   6. Copy of contracts for subcontracted continuing airworthiness tasks   CAE reference: CAE amendment:  CAC RA audit staff: Signature(s):  CAC RA office: Date of CAC Form 613 Part 3 completion: | | |

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| **Part-CAO APPROVAL RECOMMENDATION REPORT CAC FORM 613** | | | | | |
| Part 4: Findings regarding Part-CAO 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 them to take 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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| **Part-CAO APPROVAL RECOMMENDATION REPORT CAC FORM 613** |
| Part 5: Part-CAO approval or continued approval or change recommendation\* |
| Name of organisation:  Approval reference:  Audit reference(s):  The following Part-CAO terms of approval are recommended for this organisation:  Or, it is recommended that the Part-CAO terms of approval specified in CAC Form 3-CAO referenced  . should be continued.  Name of recommending CAC RA inspector: Signature of recommending CAC RA inspector: CAC office:  Date of recommendation:  CAC Form 613 review: Date:  \*delete as appropriate |

### Appendix II to AMC1 CAO.A.100(f) — Organisational review

*[Regulatory source]*

Depending on the complexity of the small organisation (number and type of aircraft, number of different fleets, privilege to perform airworthiness reviews, 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 CAE:

1. Identification of the person responsible for the organisational review programme

By default, this person should be the accountable manager, unless he or she delegates this responsibility to (one of) the [CAO.A.035(b)](#_bookmark125) 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 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 CAC RA).

1. Elaboration of the organisational review programme
   1. 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 CAE should be addressed.
   2. 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 internal reports (e.g. notified difficulties when using current procedures and tools, systematic deviations from procedures, etc.);
* review of complaints filed by customers.

1. Management of findings and occurrence reports

All findings should be recorded and notified to the affected persons.

* 1. All findings that lower the safety standard and seriously hazard flight safety should be immediately notified to the CAC RA and all necessary actions on aircraft in service should be immediately taken.
  2. All occurrence reports should be reviewed with the aim of 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 when 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.
  3. Corrective and preventive actions should be approved by the person responsible for the organisational review programme and implemented within a specified time frame.
  4. Once the person responsible for the organisational review programme is satisfied that the corrective action is effective, the closure of the finding should be recorded along with a summary of the corrective action.
  5. The accountable manager should be notified of all significant findings and, on a regular basis, of the global results of the organisational review programme.

Below is a typical example of a simplified organisational review checklist, **to be adapted as necessary to cover the CAE procedures used and the privileges held by the organisation:**

##### Scope of work

* + Check that all aircraft under contract are covered in CAC Form 3-CAO.
  + Check that the scope of work in the CAE is consistent with CAC Form 3-CAO.
  + Check that no work has been performed outside the scope of CAC Form 3-CAO and the CAE.
  + Is it justified to retain in the approved scope of work aircraft types for which the organisation has no longer aircraft under contract?

##### Maintenance data

* + Check that the maintenance data is present and up to date for the ongoing maintenance activity.
  + Check that no change has been made to the maintenance data from the design approval holder (DAH) or the declarant of a declaration of design compliance without the DAH or declarant being notified.

##### Equipment and tools

* + Check the availability of maintenance equipment and tools against the lists in the CAE and check if they are still appropriate with regard to the maintenance data.
  + Check tools for proper calibration (sample check).

##### Stores

* + Do the stores meet the criteria of the CAE procedures?
  + Check by sampling some items in the store for presence of proper documentation and any overdue items.

##### Certification of maintenance

* + Has maintenance on products and components been properly certified?
  + Have implementations of modifications/repairs been carried out with appropriate approval of such modifications/repairs (sample check)?

##### 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 components and copy of the associated CAC Form 1 or equivalent.
  + Obtain a copy of the current approval certificate (CAC Form 3) of the maintenance organisations contracted.

##### Maintenance subcontracted

Check that subcontractors for specialised services are properly controlled by the organisation.

##### Relations with the owners/operators — maintenance

* + Has maintenance been carried out with suitable work orders?
  + When a maintenance contract has been signed with an owner/operator, have the obligations of the contracts been respected by both parties?

##### Relations with the owners/operators — continuing airworthiness management

* + Has a contract (in accordance with Appendix I to Part-M or Appendix I to Part-ML) been signed with each external owner/operator, covering all the aircraft whose airworthiness is managed by the CAO?
  + Have the owners/operators under contract fulfilled their obligations identified in the contract? As appropriate:
    - Are the pre-flight checks correctly performed? (interview of pilots)
    - Is the technical log or equivalent correctly used (record of flight hours/cycles, defects reported by the pilot, identification of what maintenance is next due, etc.)?
    - Have flights occurred with overdue maintenance or with defects not properly rectified or deferred? (sample check from the aircraft records)
    - Has maintenance been performed without notifying the CAO (sample check from the aircraft records, interview of the owner/operator)?

##### Maintenance records

* + Have the maintenance actions been properly recorded?
  + Perform a sample check of maintenance records (including CAC Form 1 or equivalent, and certificates of conformity) to ensure completeness and storage during the appropriate periods.

##### Continuing airworthiness records

* + Perform a sample check of continuing airworthiness records to ensure completeness and storage during the appropriate periods.
  + Is storage of computerised data properly ensured?

##### Airworthiness review and permit to fly records

Perform a sample check of airworthiness review and permit to fly records to ensure completeness and storage during the appropriate periods.

##### Airworthiness situation of the fleet

Does the continuing airworthiness status (AD, maintenance programme, life-limited components, deferred maintenance, ARC validity) show any expired items? If so, are the aircraft grounded?

##### Aircraft maintenance programme (AMP) development and control

* + For Part-ML aircraft, ensure that the AMP has been approved by the CAO and has been subject to annual review.
  + For Part-M aircraft, check that all revisions to the DAH or the declarant of a declaration of design compliance instructions for continuing airworthiness (ICA), since the last review, have been (or are planned to be) incorporated in the maintenance programme, unless otherwise approved by the CAC RA.
  + Has the maintenance programme taken into account all modifications or repairs?
  + Have all maintenance programme amendments been approved at the right level (CAO, CAC RA or indirect approval)?
  + Does the status of compliance with the maintenance programme reflect the latest approved maintenance programme?
  + How has the organisation managed:
    - the tolerances (variations) to the AMP intervals?
    - the deviations from the maintenance tasks to be performed in accordance with the AMP?
  + Have the deviations from the DAH or the declarant of a declaration of design compliance ICA in the development of the AMP been properly justified and recorded?

##### ADs (and other safety measures mandated by the CAC RA or EASA)

* + Have all ADs issued since the last review been incorporated into the AD status?
  + Does the AD status correctly reflect the AD content: applicability, compliance date, periodicity, etc.? (sample check on ADs)

##### Modifications/repairs

* + Are all modifications/repairs listed in the corresponding status approved in accordance with M.A.304 or [ML.A.304](#_bookmark40)? (sample check on modifications/repairs)
  + Have all the modifications/repairs which have been installed since the last review been incorporated in the corresponding status? (sample check from the aircraft/component logbooks or equivalent)

##### Personnel

* + Check that the current accountable manager and other nominated persons are correctly identified in the approved CAE.
  + If the number of personnel has decreased or if the activity has increased, check that the organisation has still sufficient and adequate staff.
  + Check that the qualification of all new personnel (or personnel with new functions) has been appropriately assessed.
  + Check that the staff has been trained, as necessary, to cover changes in:
    - regulations;
    - CAC RA publications;
    - the CAE and associated procedures;
    - the approved scope of work;
    - maintenance data (significant ADs, ICA amendments, etc.).

##### Occurrence reporting procedures

Check that reporting is properly performed, actions taken and recorded.

##### Airworthiness review and permit to fly procedures

* + Have airworthiness reviews been properly performed and the airworthiness review certificate or recommendation been properly issued?
  + Have permits to fly been properly issued and the approved flight condition been complied with?

### Appendix III to AMC1 CAO.A.015 — CAC Form 2

The provisions of Appendix IX to AMC M.A.602 and AMC M.A.702 CAC Form 2 apply.