

Draft Revision to

CAR – M

CONTINUING AIRWORTHINESS REQUIREMENTS

CAR M is proposed to be amended to include CAR 66 requirements and to harmonise with latest EASA amendments to Part M. The propose amendments are shown in subsequent affected paragraphs.

The text of the amendment is arranged to show deleted text, new or amended text as shown below:

- (a) deleted text is marked with strikethrough;
- (b) new or amended text is highlighted in grey;
- (c) an ellipsis (...) indicates that the remaining text is unchanged in front of or following the reflected amendment

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M.3 Definitions

Within the scope of this CAR, the following definitions shall apply:

(ba) A complex motor powered aircraft means:

(1) An aeroplane:

- (i) Above 5700 Kg MTOM, or
- (ii). Certificated for more than 19 seated passengers, or
- (iii). Certificated for operation with at least 2 pilots, or
- (iv). Equipped with turbojet engine(s) or more than 1 turboprop engine.

(2) A helicopter:

- (i). Above 3175 Kg MTOM, or
- (ii) Certificated for more than 9 seated passengers, or
- (iii) Certificated for operation with at least 2 pilots, or

(3) A tilt rotor aircraft.

(i) For the purpose of this CAR Category 1 “Light Aircraft” means the following aircrafts

- i an aeroplane, sailplane or powered sailplane with a Maximum Take-off Mass (MTOM) less than 1000 kg that is not classified as complex motor-powered aircraft;
- ii a balloon with a maximum design lifting gas or hot air volume of not more than 3400 m³ for hot air balloons, 1050 m³ for gas balloons, 300 m³ for tethered gas balloons;
- iii an airship designed for not more than two occupants and a maximum design lifting gas or hot air volume of not more than 2500 m³ for hot air airships and 1000 m³ for gas airships

(j) For the purpose of this CAR Category 2 “Light Aircraft” means the following aircrafts

- (i) an aeroplane with a Maximum Take-off Mass (MTOM) of 2 000 kg or less that is not classified as complex motor-powered aircraft;
- (ii) a sailplane or powered sailplane of 2 000 kg MTOM or less;
- (iii) a balloon;
- (iv) a hot air ship;
- (v) a gas airship complying with all of the following characteristics:
 - 3 % maximum static heaviness,
 - non-vector thrust (except reverse thrust),
 - conventional and simple design of structure, control system and ballonnet system, and
 - non-power assisted controls;
- (vi) a Very Light Rotorcraft.

~~(j) For the purpose of this CAR “LSA aircraft” means a light sport aeroplane which has all of the following characteristics:~~

- ~~i. Maximum Take-off Mass (MTOM) of not more than 600 kg;~~
- ~~ii. Maximum stalling speed in the landing configuration (V_{S_0}) of not more than 45 knots Calibrated Airspeed (CAS) at the aircraft's maximum certificated take-off mass and most critical centre of gravity;~~
- ~~iii. Maximum seating capacity of no more than two persons, including the pilot;~~
- ~~iv. Single, non-turbine engine fitted with a propeller;~~
- ~~v. Non-pressurized cabin.~~

M.A.201 Responsibilities

~~-----(-) ---~~

~~(d) The pilot-in-command or, in the case of air operators certified in accordance with Schedule XI of aircraft rule 1937, commercial air transport, the operator shall be responsible for the satisfactory accomplishment of the pre-flight inspection. This inspection must be carried out by the pilot or another qualified person but need not be carried out by an approved maintenance organization or by DGCA Licensed Engineer. by CAR 66 certifying staff.~~

~~e) In order to satisfy the responsibilities of paragraph (a),~~

~~1. The owner of an aircraft may contract the tasks associated with continuing airworthiness to a continuing airworthiness management organisation approved in accordance with Section A, Subpart G of CAR-M. In this case, the continuing airworthiness management organisation assumes responsibility for the proper accomplishment of these tasks. The contract described in Appendix I shall be used in this case~~

~~2. An owner who decides to manage the continuing airworthiness of the aircraft under its own responsibility, without a contract in accordance with Appendix I, may nevertheless make a limited contract with a continuing airworthiness management organisation approved in accordance with Section A, Subpart G of CAR-M, for the development of the maintenance programme and its approval in accordance with point M.A.302 with -~~

~~In that case, the limited contract transfers the responsibility for the development and, except in the case where a declaration is issued by the owner in accordance with M.A.302(h), processing the approval of the maintenance programme to the contracted continuing airworthiness management organisation.~~

~~(e) In the case of aircraft used by air operator certified in accordance with~~

Schedule XI of Aircraft rule 1937, the operator is responsible for the continuing airworthiness of the aircraft it operates and shall:

- (1) ensure that no flight takes place unless the conditions defined in point (a) are met;
 - (2) be approved, as part of its air operator certificate, as a continuing airworthiness management organisation pursuant to M.A. Subpart G (CAMO) for the aircraft it operates; and
 - (3) be approved in accordance with CAR-145 or establish a contract in accordance with M.A.708(c) with such organisation
- ~~f) In the case of large aircraft, in order to satisfy the responsibilities of paragraph (a) the owner of an aircraft shall ensure that the tasks associated with continuing airworthiness are performed by an approved continuing airworthiness management organisation. A written contract shall be made in accordance with Appendix I. In this case, the continuing airworthiness management organisation assumes responsibility for the proper accomplishment of these tasks.~~

(f) For complex motor-powered aircraft used for commercial specialised operations, or commercial air transport, or commercial approved training organisations, the operator shall ensure that

- (1) no flight takes place unless the conditions defined in paragraph (a) are met;
- (2) the tasks associated with continuing airworthiness are performed by an approved continuing airworthiness management organisation. When the operator is not continuing airworthiness management organisation approved itself then the operator shall establish a written contract in accordance with Appendix I with such an organisation, and
- (3) the continuing airworthiness management organisation referred to in (2) is approved in accordance with CAR -145 for the maintenance of the aircraft and components for installation thereon, or it has established a contract in accordance with M.A.708(c) with such organisations

~~Maintenance of large aircraft, aircraft used for commercial air transport and components thereof shall be carried out by a CAR -145 approved maintenance organisation.~~

(g) For complex motor-powered aircraft not included in point (e) or point (f), the owner shall ensure that:

- (1) no flight takes place unless the conditions defined in paragraph (a) are met;
- (2) the tasks associated with continuing airworthiness are performed by an

approved continuing airworthiness management organisation. When the owner is not continuing airworthiness management organisation approved itself then the owner shall establish a written contract in accordance with Appendix I with such an organisation, and

- (3) the continuing airworthiness management organisation referred to in (2) is approved in accordance with CAR-145 for the maintenance of the aircraft and components for installation thereon, or it has established a contract in accordance with M.A.708(c) with such organisations

~~g) In the case of commercial air transport the operator is responsible for the continuing airworthiness of the aircraft it operates and shall:~~

- ~~1. be approved, as part of the air operator certificate/permit issued by DGCA, pursuant to M.A. Subpart G for the aircraft it operates; and~~
- ~~2. be approved in accordance with CAR 145 or contract such an organisation; and~~
- ~~3. ensure that paragraph (a) is satisfied.~~

(h) For other than complex motor-powered aircraft, used for commercial specialised operations, or commercial air transport other than those certified air operators in accordance with Schedule XI of Aircraft rule 1937, or commercial approved training organisation, the operator shall ensure that:

(1) no flight takes place unless the conditions defined in point (a) are met;

(2) the tasks associated with continuing airworthiness are performed by an approved continuing airworthiness management organisation. When the operator is not continuing airworthiness management organisation approved itself then the operator shall establish a written contract in accordance with Appendix I with such an organisation, and

(3) the continuing airworthiness management organisation referred to in point (2) is approved in accordance with CAR-M Subpart-F or CAR-145 for the maintenance of the aircraft and components for installation thereon, or it has established a contract in accordance with M.A.708(c) with such organisations.

~~h) When an operator is required by DGCA to hold a certificate for commercial operations, other than for commercial air transport, it shall:~~

- ~~1. be appropriately approved, pursuant to M.A. Subpart G, for the management of the continuing airworthiness of the aircraft it operates or contract such an organisation; and~~
- ~~2. be appropriately approved in accordance with M.A. Subpart F or CAR-145, or contract such organisations; and~~

~~3. ensure that paragraph (a) is satisfied.~~

(i) For other than complex motor-powered aircraft not included in point (e) or (h), or used for “limited operations”, the owner is responsible for ensuring that no flight takes place unless the conditions defined in point (a) are met. To that end, the owner shall:

(1) contract the tasks associated with continuing airworthiness to an approved continuing airworthiness management organisation through a written contract in accordance with Appendix I, which will transfer the responsibility for the accomplishment of these tasks to the contracted continuing airworthiness management organisation, or;

(2) manage the continuing airworthiness of the aircraft under its own responsibility, without contracting an approved continuing airworthiness management organisation or;

(3) manage the continuing airworthiness of the aircraft under its own responsibility and establish a limited contract for the development of the maintenance programme and for processing its approval in accordance with point M.A.302 with:

— an approved continuing airworthiness management organisation, or

— in the case of Category 2 light aircraft, a CAR-145 or M.A. Subpart F maintenance organisation. This limited contract transfers the responsibility for the development and, except in the case where a declaration is issued by the owner in accordance with M.A.302(h), processing the approval of the maintenance programme to the contracted organisation

~~i) The owner/operator is responsible for granting DGCA access to the organisation/aircraft to determine continued compliance with this CAR.~~

(j) The owner/operator shall ensure that any person authorised by the DGCA is granted access to any of its facilities, aircraft or documents related to its activities, including any subcontracted activities, to determine compliance with this Part.’;

GM M.A.201 Responsibilities

Select your type of operation and your category of aircraft			Complex Motor-powered aircraft		Other-than-complex motor-powered aircraft	
			Is a CAMO required for the management of continuing airworthiness ??	Is maintenance by a maintenance organisation required?	Is a CAMO required for the management of continuing airworthiness?	Is maintenance by a maintenance organisation required?
Commercial operations	Commercial Air Transport	Air operator certified in accordance with	Yes, a CAMO is required and it shall be part of	Yes, maintenance by a CAR-145	Yes, a CAMO is required and it shall be part of	Yes, maintenance by a CAR45

CAR M

		Schedule XI of Aircraft rule 1937	the AOC (M.A.201(e))	organisation is required (M.A.201(e))	the AOC (M.A.201(e))	organisation is required (M.A.201(e))
		CAT other than Air operator cerifird in accordance with Schedule XI of Aircraft rule 1937	Yes, a CAMO is required (M.A.201(f))	Yes, maintenance by a CAR-145 organisation is required (M.A.201(f))	Yes, a CAMO is required (M.A.201(h))	Yes, maintenance by a Subpart F or by a CAR-145 organisation is required (M.A.201(h))
	Commercial operations other than CAT	Commercial specialised operations	Yes, a CAMO is required (M.A.201(f))	Yes, maintenance by a CAR-145 organisation is required (M.A.201(f))	Yes, a CAMO is required (M.A.201(h))	Yes, maintenance by a Subpart F or by a CAR-145 organisation is required (M.A.201(h))
		Commercial training organisations (ATOs)	Yes, a CAMO is required (M.A.201(f))	Yes, maintenance by a CAR-145 organisation is required (M.A.201(f))	Yes, a CAMO is required (M.A.201(h))	Yes, maintenance by a Subpart F or by a CAR-145 organisation is required (M.A.201(h))
Other than commercial operations including limited operations as defined in Article 2(p)			Yes, a CAMO is required (M.A.201(g))	Yes, maintenance by a CAR-145 organisation is required (M.A.201(g))	No, a CAMO is not required (M.A.201(i))	No, maintenance by a Subpart F or CAR-145 organisation is not required (M.A.201(i))' ;/

GM M.A.201(e) Responsibilities

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

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

1. An air operator certified in accordance with Schedule XI of aircraft rule 1937, only needs to hold a CAMO approval as part of its air operator certificate (AOC) for the management of the continuing airworthiness of the aircraft listed on its AOC. The approval to carry out airworthiness reviews is optional.

2. CAR-M does not provide for continuing airworthiness management organisations to be independently approved to perform continuing airworthiness management tasks on behalf of air operator certified in accordance with Schedule XI of Aircraft rule 1937. The approval of such activity is vested in the (AOC).
3. The operator is ultimately responsible and, therefore, accountable for the airworthiness of its aircraft.'

GM M.A.201(f) Commercial ATO

Commercial ATO refers to flying training organisation(s) certified in accordance DGCA regulation which operate aircraft for commercial purposes in order to provide FCL training courses.'

AMC M.A.201 (h) Responsibilities

1. Reference to aircraft includes the components fitted to or intended to be fitted to the aircraft
2. The performance of ground de-icing and anti-icing activities does not require a maintenance organization approval. Nevertheless, inspection required to detect and when necessary eliminate de-icing and/or anti-icing fluids residues are considered maintenance. Such inspection may only be carried out by suitably authorised personnel.
3. The requirement means that the operator is responsible for determining what maintenance is required, when it has to be performed and by whom and to what standard, in order to ensure the continued airworthiness of the aircraft being operated.
4. An operator should therefore have adequate knowledge of the design status, type specification, customer options, airworthiness directives (AD), airworthiness limitations fuel tank system airworthiness limitations including Critical Design Configuration Control Limitations (CDCCL), modifications, major repairs, operational equipment) and required and performed maintenance. The status of aircraft design and maintenance should be adequately documented to support the performance of the quality system.
5. An operator should establish adequate co-ordination between flight operations and maintenance to ensure that both will receive all information on the condition of the aircraft necessary to enable both to perform their tasks.
6. The requirement does not mean that an operator himself Performs the maintenance (this is to be done by a maintenance organisation approved under CAR 145) but that the operator carries the responsibility for the airworthy condition of aircraft it operates and thus should be satisfied before the intended flight that all required maintenance has been properly carried out.

7. ~~When an operator is not appropriately approved in accordance with CAR-145, the operator should provide a clear work order to the maintenance contractor. The fact that an operator has contracted a maintenance organisation approved under CAR 145 should not prevent it from checking at the maintenance facilities on any aspect of the contracted work if he wishes to do so to satisfy his responsibility for the airworthiness of the aircraft.~~

GM M.A.201(i), M.A.302(h) and M.A.901(l)

Maintenance programme development and approval (for private aircraft other than complex motor-powered aircraft*)

* This means aircraft for which M.A.201(e), (f), (g), and (h) do not apply. The following table provides a summary of the provisions contained in M.A.201(i), AMC M.A.201(i), and GM M.A.201(i)(3):

	OPTION 1 (for private aircraft other than large complex motor-powered aircraft)	OPTION 2 (for private aircraft other than complex motor-powered aircraft)	OPTION 3 (for Category 2 light aircraft not involved in commercial operations)
Development and processing of the approval of the maintenance programme	Performed by the owner	Contracted to a CAMO (whether it is done through a full contract for the continuing airworthiness management of the aircraft or through a limited contract for the development and processing of the maintenance programme)	Contracted to a CAR-145 or M.A. Subpart F maintenance organisation (see M.A.201(i)(3))
Approval/Declaration of the maintenance programme	Direct approval by the DGCA or Declaration by the owner (only for Category 1 Light aircraft not involved in commercial operations, see M.A.302(h))	Direct approval by the DGCA or Indirect approval by the contracted CAMO or Declaration by the owner (only for Category 1 Light aircraft not involved in commercial operations, see M.A.302(h))	Direct approval by the DGCA or Declaration by the owner (only for Category 1 Light aircraft not involved in commercial operations, see M.A.302(h))

Maintenance Programme content and airworthiness review (for all aircraft)

	OPTION 1 (for all aircraft)	OPTION 2 (for Category 1 Light aircraft not involved in commercial operations)
Basic information used for the maintenance programme	Maintenance data from the Design Approval Holder (complying with M.A.302(d) and (e))	Minimum Inspection Programme' (see M.A.302(h)2 and M.A.302(i)) (not applicable to airships)

Customisation to a particular aircraft registration	Complying with M.A.302(e) or Using the template in AMC M.A.302(e) (only for other-than-complex motor-powered aircraft)	Using the template in AMC M.A.302(e)
Approval/Declaration of the maintenance programme	Direct approval by DGCA or Indirect approval by contracted CAMO or Declaration by the owner (see M.A.302(h)) (only for Category 1 Light aircraft not involved in commercial operations, see M.A.302(h))	Direct approval by DGCA or Indirect approval by contracted CAMO or Declaration by the owner (see M.A.302(h)) (only for Category 1 Light aircraft not involved in commercial operations, see M.A.302(h))
Performance of Airworthiness Review and issue of recommendation for Airworthiness Review Certificate		DGCA or CAMO or CAR-145/M.A. Subpart F maintenance organisation (when combined with annual inspection, see M.A.901(I))

AMC M.A.201 (h) (1) Responsibilities

- ~~1. An operator only needs to be approved for the management of the continuing airworthiness of the aircraft listed on its AOC. The approval to carry out airworthiness reviews is optional.~~
- ~~2. This approval does not prevent the operator subcontracting certain continuing airworthiness management tasks to competent persons or organisations. This activity is considered as an integral element of the operator's M.A. Subpart G approval. The regulatory monitoring is exercised through the operator's M.A. Subpart G. approval. The contracts should be acceptable to DGCA.~~
- ~~3. The accomplishment of continuing airworthiness activities forms an important part of the operator's responsibility with the operator remaining accountable for satisfactory completion irrespective of any contract that may be established.~~
- ~~4. CAR M does not provide for organisations to be independently approved to perform continuing airworthiness management tasks on behalf of commercial air transport operators. The approval of such activity is vested in the operator's air operator's certificate (AOC). The subcontracted organisation is considered to perform the continuing airworthiness management tasks as an integral part of the operator's continuing airworthiness management system, irrespective of any other approval held by the subcontractor including a M.A. Subpart G approval.~~
- ~~5. The operator is ultimately responsible and therefore accountable for the airworthiness of its aircraft. To exercise this responsibility the operator~~

~~should be satisfied that the actions taken by sub-contracted organisations meet the standards required by M.A. Subpart G. The operator's management of such activities should therefore be accomplished~~

- ~~(a) — by active control through direct involvement and/or~~
 - ~~(b) — by endorsing the recommendations made by the sub-contracted — organisation.~~
- ~~6. In order to retain ultimate responsibility the operator should limit sub-contracted tasks to the activities specified below:~~
 - ~~(a) airworthiness directive analysis and planning~~
 - ~~(b) service bulletin analysis~~
 - ~~(c) planning of maintenance~~
 - ~~(d) reliability monitoring, engine health monitoring~~
 - ~~(e) maintenance programme development and amendments~~
 - ~~(f) any other activities which do not limit the operators responsibilities as agreed by DGCA.~~
 - ~~7. The operator's management controls associated with sub-contracted continuing airworthiness management tasks should be reflected in the associated written contract and be in accordance with the operator's policy and procedures defined in his continuing airworthiness management exposition. When such tasks are sub-contracted the operator's continuing airworthiness management system is considered to be extended to the subcontracted organisation.~~
 - ~~8. 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 activities described in Appendix II. Where arrangements are made with more than one organization the operator should demonstrate that adequate coordination controls are in place and that the individual responsibilities are clearly defined in related contracts.~~
 - ~~9. Contracts should not authorize the sub-contracted organisation to sub-contract to other organisations elements of the continuing airworthiness management tasks.~~
 - ~~10. The operator should ensure that any findings arising from DGCA monitoring of the sub-contracted continuing airworthiness management tasks will be closed to the satisfaction of DGCA. This provision should be included in the contract.~~
 - ~~11. The sub-contracted organisation should agree to notify the respective operators of any changes affecting the contracts as soon as practical. The operator should then inform to DGCA. Failure to do so may invalidate DGCA acceptance of the contract.~~
 - ~~12. Appendix II provides information on the sub-contracting of continuing airworthiness management tasks.~~
 - ~~13. The operator should only sub contract to organisations which are specified by DGCA on the AOC or CA Form 14 as applicable.~~

AMC M.A.201 (h) (2) Responsibilities

1. ~~The requirement is intended to provide for the possibility of the following three alternative options:~~
 - a) ~~an operator to be approved in accordance with CAR 145 to carry out all maintenance of the aircraft and components;~~
 - b) ~~an operator to be approved in accordance with CAR 145 to carry out some of the maintenance of the aircraft and components. This, at minimum, could be limited line maintenance but may be considerably more but still short of option (a);~~
 - c) ~~An operator not approved in accordance with CAR 145 to carry out any maintenance.~~
2. ~~An operator or prospective operator may apply for any one of these options but it will be for DGCA to determine which option may be accepted in each particular case.~~
 - 2.1 ~~To make this determination DGCA will apply the primary criteria of relevant operator experience if carrying out some or all maintenance on comparable aircraft. Therefore where an operator applies for option (a) — all maintenance — DGCA will need to be satisfied that the operator has sufficient experience of carrying out all maintenance on a comparable type. For example, assuming that the experience is judged satisfactory, then it is reasonable from the maintenance viewpoint to add a different wide bodied aircraft to an existing wide bodied fleet. If the experience is not satisfactory or too limited, DGCA may choose either to require more experienced management and/or more experienced release to service staff or may refuse to accept the new wide bodied aircraft if extra experienced staff cannot be found. Option (b) or (c) may be possible alternatives.~~
 - 2.2 ~~Where an operator applies for option (b) — some maintenance or DGCA has been unable to accept an application for option (a) — then satisfactory experience is again the key but in this case the satisfactory experience is related to the reduced maintenance of this option. If the experience is not satisfactory or too limited. DGCA may choose to require more experienced staff or may refuse to accept the application if such staff cannot be found. Option (c) may be the possible alternative. Option (c) accepts that the operator either does not have satisfactory experience or has only limited experience of some maintenance.~~
 - 2.3 ~~DGCA will require an operator to enter into a contract with an appropriately approved CAR 145 organisation except in those cases where DGCA believes that it is possible to obtain sufficient satisfactorily experienced staff to provide the minimal maintenance support for option (b), in which case option (b) would apply.~~
 - 2.4 ~~In respect of this paragraph, 'experience' means staff who have proven evidence that they were directly involved with at least line maintenance of similar aircraft types for not less than 12 months. Such experience should be demonstrated to be satisfactory. An~~

~~operator is required to have enough personnel meeting the requirement of M.A.706 to manage the maintenance responsibility whichever option is used.~~

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

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

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

The limited contract for the development and, when applicable, processing of the approval of the aircraft maintenance programme should cover the responsibilities related to M.A.302(d), M.A.302(e) and M.A.302(g).

In the case of Category 1 Light aircraft not involved in commercial operations, the limited contract between the owner and the Continuing airworthiness management organization /maintenance organisation should cover the following aspects:

- Whether the maintenance programme will be based on the 'Minimum Inspection Programme' described in M.A.302(i);
- The obligation for the Continuing airworthiness management organization /maintenance organisation to develop and propose to the owner a maintenance programme which:
 - (i) identifies the owner and the specific aircraft, engine, and propeller (as applicable);
 - (ii) includes all mandatory maintenance information and any additional tasks derived from the evaluation of the recommendations issued by the Design Approval Holder;
 - (iii) does not go below the requirements of the Minimum Inspection Programme; and
 - (iv) is customised to the particular aircraft type, configuration and operation, in accordance with M.A.302(h)3.
- Whether the maintenance programme is going to be approved by the DGCA or the owner is going to issue a declaration for the maintenance programme.
 - (i) In the case of approval by the DGCA, whether indirect approval by the continuing airworthiness management organization is permitted or not.
 - (ii) In the case of declaration by the owner, a statement in the contract making clear that the owner assumes full responsibility for any deviations introduced to the maintenance programme proposed by the Continuing airworthiness management organization /maintenance organization

M.A.301 Continuing Airworthiness Tasks

1. -----
2. the rectification in accordance with the data specified in point M.A. 304 and/or point M.A. 401, as applicable, of any defect and damage affecting safe operation taking into account, ~~for all large aircraft or aircraft used for commercial air transport~~, the minimum equipment list and configuration deviation list ~~when~~ as applicable; ~~to the aircraft type~~;
3. the accomplishment of all maintenance, in accordance with the M.A.302 ~~approved aircraft maintenance programme~~;
4. for all ~~large~~ complex motor-powered aircraft or aircraft used by air operator certified in accordance with Schedule XI of Aircraft rule 1937 ~~for commercial air transport~~ the analysis of the effectiveness of the M.A.302 approved maintenance programme;
7. for non-mandatory modifications and/or inspections, for all ~~complex motor-powered large~~ aircraft or aircraft used by air operator certified in accordance with Schedule XI of Aircraft rule 1937 ~~for commercial air transport~~ the ~~for commercial air transport~~ the establishment of an embodiment policy;

AMC M.A.301(1) Continuing Airworthiness Tasks

3. In the case of ~~commercial air transport~~ air operator certified in accordance with Schedule XI of Aircraft rule 1937 the Continuing airworthiness management organization -----(----)----. The training standard for personnel performing the pre-flight inspection should be described in the ~~operator's~~ continuing airworthiness management exposition.

AMC M.A.301-2 Continuing Airworthiness Tasks

1. ~~In the case of commercial air transport~~ The operator should have a system to ensure that all defects affecting the safe operation of the aircraft are rectified within the limits prescribed by the approved minimum equipment list (MEL), ~~or configuration deviation list (CDL) or maintenance data~~ as appropriate. Also that such defect rectification cannot be postponed unless agreed by the operator and in accordance with a procedure approved by DGCA.
2. When deferring or carrying forward a defect rectification, the cumulative effect of a number of deferred or carried forward defects on a given aircraft and any restrictions contained in the MEL should be considered. Whenever possible, deferred defect rectification should be made known to the pilot/flight crew prior to their arrival at the aircraft.
3. In the case of ~~commercial air transport or large~~ aircraft used by air carriers ~~licensed operator~~ certified in accordance with Schedule XI of Aircraft

rule 1937 and of complex motor-powered aircraft, -----(-----)-----

The system should provide for:

(d) -----

~~When deferring or carrying forward a defect the cumulative effect of a number of deferred or carried forward defects occurring on the same aircraft and any restrictions contained in the MEL should be considered. Whenever possible, deferred defects should be made known to the pilot/flight crew prior to their arrival at the aircraft.~~

AMC M.A.301-4 Continuing Airworthiness Tasks

~~The operator or the contracted M.A. Subpart G approved organisation as applicable~~ Continuing airworthiness management organization, managing the continuing airworthiness of the aircraft should have a system to analyse the effectiveness of the maintenance programme, with regard to spares, established defects, malfunctions and damage, and to amend the maintenance programme accordingly.

AMC M.A.301(7) Continuing Airworthiness Tasks

~~An operator or a contracted M.A. Subpart G approved organisation~~ The Continuing airworthiness management organization, managing the continuing airworthiness of the aircraft ~~as applicable~~ should establish and work according to a policy, which assesses non-mandatory information related to the airworthiness of the aircraft. Non mandatory information such as service bulletins, service letters and other information that is produced for the aircraft and its components by an approved design organisation, the manufacturer or DGCA.

M.A.302 Aircraft Maintenance Programme

(c) When the continuing airworthiness of the aircraft is managed by a continuing airworthiness management organisation approved in accordance with Section A, Subpart G of CAR-M, or when there is a limited contract between the owner and this organisation in accordance with point M.A.201(e)(3) the aircraft maintenance programme and its amendments may be approved through an indirect approval procedure.

(f) For complex motor-powered ~~large aircraft~~, when the maintenance programme is based on maintenance steering group logic or on condition monitoring, the aircraft maintenance programme shall include a reliability programme.

(h) In the case of Category 1 light aircraft not involved in commercial operations, compliance with points (b), (c), (d), (e), and (g) may be replaced by compliance with all the following conditions:

1. The aircraft maintenance programme shall clearly identify the owner and the specific aircraft to which it refers, including any installed engine

and propeller.

2. The aircraft maintenance programme shall either:

- comply with the “Minimum Inspection Programme”, contained in point (i), corresponding to the particular aircraft, or
- comply with points (d) and (e).

The maintenance programme shall not be less restrictive than the “Minimum Inspection Programme”.

3. The aircraft maintenance programme shall include all the mandatory continuing airworthiness requirements, such as repetitive Airworthiness Directives, the Airworthiness Limitation Section (ALS) of the Instructions for Continued Airworthiness (ICA) or specific maintenance requirements contained in the Type Certificate Data Sheet (TCDS).

In addition, the aircraft maintenance programme shall identify any additional maintenance tasks to be performed because of the specific aircraft type, aircraft configuration and type and specificity of operation. The following elements shall be taken into consideration as a minimum:

- Specific installed equipment and modifications of the aircraft.
- Repairs incorporated in the aircraft.
- Life Limited components and flight safety critical components.
- Maintenance recommendations, such as Time Between Overhaul (TBO) intervals, recommended through service bulletins, service letters, and other non-mandatory service information.
- Applicable operational directives/requirements related to the periodic inspection of certain equipment.
- Special operational approvals.
- Use of the aircraft and operational environment.
- Pilot-owner maintenance (if applicable).

4. If the maintenance programme is not approved by the competent authority (directly or by the M.A. Subpart G organisation via an indirect approval procedure), the aircraft maintenance programme shall contain a signed statement where the owner declares that this is the aircraft maintenance programme for the particular aircraft registration and he/she declares to be fully responsible for its content and, in particular, for any deviations introduced as regards the Design Approval Holder recommendations.

5. The aircraft maintenance programme shall be reviewed at least annually. This review of the maintenance programme shall be performed either:

- by the person who performs the airworthiness review of the aircraft in accordance with point M. A.710(ga), or
- by the M.A. Subpart G organisation managing the continuing airworthiness of the aircraft in those cases where the review of the maintenance programme is not performed in conjunction with an airworthiness review.

If the review shows discrepancies on the aircraft linked to deficiencies in the content of the maintenance programme, the person performing the review shall inform the DGCA and the owner shall amend the maintenance programme as agreed with DGCA.

- (i) In the case of Category 1 light aircraft other than airships, not involved in commercial operations, the “Minimum Inspection Programme” referred to in point (h) shall comply with the following conditions:

1. It shall contain the following inspection intervals:

- For Category 1 light aeroplanes and Category 1 Touring Motor Gliders (TMG), every annual or 100 h interval, whichever comes first. A tolerance of 1 month or 10 h may be applied to that interval as long as the next interval is calculated from the date or hours originally scheduled.
- For Category 1 sailplanes, Category 1 light powered sailplanes other than TMG and Category 1 balloons, every annual interval. A tolerance of 1 month may be applied to that interval as long as the next interval is calculated from the date originally scheduled.

2. It shall contain the following:

- Servicing tasks as required by the Design Approval Holder's requirements.
- Inspection of markings.
- Review of weighing records and weighing in accordance with Car Section -2 Series X
- Operational test of transponder (if existing).
- Operational test of the pitot-static system.
- In the case of Category 1 light aeroplanes:
 - Operational checks for power and rpm, magnetos, fuel and oil pressure, engine temperatures.
 - For engines equipped with automated engine control, the published run-up procedure.
 - For dry-sump engines, engines with turbochargers and liquid-cooled engines, an operational check for signs of disturbed fluid circulation.
- Inspection of the condition and attachment of the structural items, systems and components corresponding to the following areas:
 - For Category 1 light aeroplanes:
 - : — Airframe
 - Cabin and cockpit
 - Landing gear
 - Wing and centre section
 - Flight controls
 - Empennage

- Avionics and electrics
- Powerplant
- Clutches and gearboxes
- Propeller
- Miscellaneous systems such as the ballistic rescue system
- For Category 1 light sailplanes and Category 1 powered sailplanes:
- Airframe
- Cabin and cockpit
- Landing gear
- Wing and centre section
- Empennage
- Avionics and electrics
- Powerplant (when applicable)
- Miscellaneous systems such as removable ballast, drag chute and controls, and water ballast system
- For Category 1 hot-air balloons:
- Envelope
- Burner
- Basket
- Fuel containers
- Equipment and instruments
- For Category 1 gas balloons:
- Envelope
- Basket
- Equipment and instruments Until such time as this Regulation specifies a “Minimum Inspection Programme” for airships, their maintenance programme shall comply with points (d) and (e)

AMC M.A.302 Aircraft Maintenance Programme

3.----(---)---. Applicable mandatory requirements for compliance with CAR 21 should be incorporated into the ~~owner or operator's~~ aircraft maintenance programme as soon as possible.

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

----- (---) -----

AMC M.A.302(e) Aircraft maintenance programme

Except for complex motor-powered aircraft, the aircraft maintenance programme may take the format of the following standard template:

Aircraft Maintenance Programme (for aircraft other than 'complex motor-powered aircraft')			
Aircraft identification			
1	Registration(s):	Type:	Serial No (s):
Basis for the Maintenance Programme			
2	This Aircraft Maintenance Programme complies with (tick one option): M.A.302(b), (c), (d), (e) and (g) ☐ (Complete section 3 below), or M.A.302(h) ☐ (Only possible for Category 1 light aircraft not used in commercial operations)		

For Aircraft Maintenance Programmes complying with M.A.302(h) (see above) the following data is used (tick one option): Design Approval Holder Maintenance Data ☐ (Complete section 3 below), or Minimum Inspection Programme as detailed in the latest revision of AMC M.A.302(i) ☐ , or Other Minimum Inspection Programme complying with M.A.302(i) ☐ (List the tasks in Appendix A to this Aircraft Maintenance Programme)			
Design Approval Holder Maintenance Data (not applicable if using Minimum Inspection Programmes)			
3	Equipment manufacturer and type		Applicable maintenance data reference (at latest revision)
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 not covered above (applicable to all Aircraft Maintenance Programmes, regardless of whether they are based on Design Approval Holder Data or Minimum Inspection Programmes)			
4	Indicate if any of the following additional maintenance requirements are applicable (when replying 'YES', list the specific requirements in Appendix B to this Aircraft Maintenance Programme)	Yes	No
	Maintenance related to specific equipment and modifications		
	Maintenance related to repairs implemented in the aircraft		
	Maintenance related to life-limited components		
	Maintenance related to Mandatory Continuing Airworthiness Information (ALLs, CMRs, specific		
	requirements in the Type Certificate Data Sheet (TCDS), etc.)		
	Maintenance related to repetitive Airworthiness Directives		
	Maintenance related to specific operational/airspace directives/requirements (altimeter, compass, transponder, etc.)		
	Maintenance related to the type of operation or to operational approvals such as Reduced Vertical Separation Minima (RVSM), Minimum Navigation Performance Specification (MNPS), Basic Area Navigation (B-NAV).		
5	Indicate if there are any specific maintenance recommendations made in Service Bulletins, Service Letters, etc, that are applicable (when replying 'YES', list all the specific recommendations and any deviations in Appendix B to this Aircraft Maintenance Programme)	Yes	No
Pilot-owner maintenance (only for privately operated non-complex motor-powered aircraft of 2 730 kg MTOM and below, sailplanes, powered-sailplanes and balloons)			
6	Does the Pilot-owner perform Pilot-owner maintenance (ref. CAR-M, M.A.803)? If yes, enter the name of the pilot-owner(s) or the alternative procedure described in AMC M.A.803 point 3: Pilot-owner name: _____ Licence Number: _____ Signature: _____ Date: _____ If yes, list in Appendix B to this Aircraft Maintenance Programme the deviations to the list of Pilot-owner maintenance tasks contained in the AMC to Appendix VIII to CAR-M (tasks which are not performed by the Pilot-owner and additional tasks performed)	Yes	No
Record of periodic reviews of the Aircraft Maintenance Programme (in accordance with M.A.302(g) or M.A.302(h)5, as applicable)			
7	Describe whether the review has resulted or not in changes to the Aircraft Maintenance Programme (any changes introduced will be described in field 8 below)	Date and signature	

Revision control of the Aircraft Maintenance Programme		
	Rev. No	Content of revision
8		
Approval/Declaration of the Maintenance Programme (select the appropriate option)		
9	Declaration by owner: ☐	Approval by contracted CAMO (only under 'indirect approval procedure' approved by the competent authority responsible for the Aircraft Maintenance Programme): ☐
	Approval by Competent Authority: ☐	
	I hereby declare that this is the maintenance programme applicable to the aircraft referred to in field 1 and I am fully responsible for its content and, in particular, for any deviations from the Design Approval Holder's recommendations Signature/Name/Date:	Approval Reference No of the CAMO: Signature/Name/Date:
		Competent Authority: Signature/Name/Date:
Certification statement		
10	<i>'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'</i> Signed by the person/organisation responsible for the continuing airworthiness of the aircraft according to M.A.201: Owner ☐ - Lessee ☐ - CAMO ☐ Name of owner/lessee or CAMO approval number: Address: Telephone/fax: E-mail: Signature/Date:	
11	Appendices attached: —Appendix A YES ☐ NO ☐ —Appendix B YES ☐ NO ☐	

Appendix A 'Minimum Inspection Programme' (only applicable if a Minimum Inspection Programme different from the one described in AMC M.A.302(i) is used) (see Section 2 above)

Detail the tasks and inspections contained in the Minimum Inspection Programme being used.

Appendix B 'Additional Maintenance Requirements' and 'Pilot-owner maintenance' (include only if applicable) (see Sections 4, 5 and 6 above)

Task Description	References	Interval
Maintenance related to specific equipment and modifications		
Maintenance related to repairs implemented in the aircraft		
Maintenance related to life-limited components		
Maintenance related to Mandatory Continuing Airworthiness Instructions (ALIs, CMRs, specific requirements in the TCDS, etc.)		
Maintenance related to repetitive Airworthiness Directives		

Maintenance related to specific operational/airspace directives/requirements (altimeter, compass, transponder, etc.)				
Maintenance related to the type of operation or operational approvals				
Task Description	Recommended interval	Indicate: 'Adopted', or 'Not adopted', or 'Adopted with deviations'	Alternative inspection/task (if adopted with deviations)	Amended interval (if adopted with deviations)
Maintenance recommendations contained in Service Bulletins, Service Letters, etc.				
NOTE : List all the applicable maintenance recommendations, even those for which it has been decided not to accomplish the task or to accomplish it with deviations.				
Task Description (Pilot-owner maintenance)				
Pilot-owner maintenance tasks contained in AMC to Appendix VIII to CAR-M which are not performed by the Pilot-owner				
Pilot-owner maintenance tasks performed by the Pilot-owner additional to those contained in AMC to Appendix VIII to CAR-M				

AMC M.A.302 (f) Maintenance Programme – Reliability Programmes

1. ----
2. Reliability programmes need not be developed for aircraft not considered as large complex motor-powered aircraft or that contain overhaul time periods for all significant aircraft system components.

AMC M.A.302(h) Aircraft maintenance programme

NOTE: This AMC is applicable to those Category 1 light aircraft not involved in commercial operations for which the owner has elected to apply the provisions of M.A.302(h).

1. The aircraft should only be maintained according to one maintenance programme at a given point in time. Where an owner wishes to change from one programme to another because of a change in the type of operation, a transfer check or inspection may need to be performed to implement the change.
2. The maintenance programme may take the format of the standard template provided in AMC M.A.302(e).
3. During the annual review of the maintenance programme, the following should be taken into consideration
 - The results of the maintenance performed during that year, which may reveal that the current maintenance programme is not adequate.
 - The results of the airworthiness review performed on the aircraft, which may reveal that the current maintenance programme is not adequate.
 - Revisions introduced in the documents affecting the programme basis, such as the M.A.302(i) 'Minimum Inspection Programme' or the Design Approval Holder data.
 - Applicable mandatory requirements for compliance with Part-21, such as Airworthiness Directives, Airworthiness Limitations, Certification Maintenance Requirements and specific maintenance requirements contained in the TCDS.

For the purpose of reviewing the results of the maintenance performed during that year, the airworthiness review staff should request the owner/ Continuing airworthiness management organization to provide the records of all the maintenance performed during that year, including unscheduled maintenance.

When reviewing the results of the maintenance performed during that year and the results of the airworthiness review, attention should be paid as to whether the defects found may have been prevented by introducing in the maintenance programme certain recommendations from the Design Approval Holder which were initially disregarded by the owner.

GM M.A.302(h) Aircraft maintenance programme

Responsibilities associated to maintenance programmes developed in accordance with M.A.302(h):

— If the owner has contracted an organisation in accordance with .A.201(i)(1) or M.A.201(i)(3) (whether it covers the full continuing Airworthiness management or it is just for the development of the maintenance programme), this organisation is responsible for developing and proposing to the owner a maintenance programme which:

- indicates whether the maintenance programme is based on the 'Minimum Inspection Programme' described in M.A.302(i);
- identifies the owner and the specific aircraft, engine, and propeller (as applicable);
- includes all mandatory maintenance information and any additional tasks derived from the assessment of the recommendations issued by the Design Approval Holder;
- justifies any deviations from the recommendations issued by the Design Approval Holder;
- does not go below the requirements of the Minimum Inspection Programme; and
- is customised to the particular aircraft type, configuration and operation, in accordance with paragraph M.A.302(h)3.

If the maintenance programme is going to be approved by the DGCA, competent authority is responsible for evaluating the justifications provided in relation to deviations from the recommendations issued by the Design Approval Holder.

However, when issuing a declaration for the maintenance programme, the owner assumes full responsibility for any deviations introduced to the maintenance programme proposed by the contracted organisation. The organisation which developed the maintenance programme is not responsible for such deviations. These deviations do not need to be justified by the owner.

— If the owner has not contracted an organisation in accordance with M.A.201 (i)(2) and has decided to develop the maintenance programme himself/herself, when issuing a declaration for the maintenance programme, the owner assumes full responsibility for its content, including any deviations introduced to the recommendations issued by the Design Approval Holder. In this case, these deviations do not need to be justified. However, the maintenance programme still needs to comply with the requirements contained in M.A.302(h), in particular with the obligation to not go below the requirements of the 'Minimum Inspection Programme' and to comply with the mandatory continuing airworthiness information.

If the maintenance programme is going to be approved by the DGCA, the owner needs to provide to DGCA, the justification for the deviations from the Design Approval Holder recommendations.

— The content of the declared (by the owner) maintenance programme cannot be initially challenged either by the DGCA, the contracted CAMO, or the contracted maintenance organisation. This declared maintenance

programme is the basis for adequate planning of maintenance as well as for the airworthiness reviews and the content of the Aircraft Continuing Airworthiness Monitoring (ACAM) inspections in accordance with M.B.303 (Refer APM). Nevertheless, the maintenance programme will be subject to periodic reviews at the occasion of the airworthiness review and the DGCA shall be notified in case of discrepancies linked to deficiencies in the content of the maintenance programme, as described in M.A.302(h)5, M.A.710(ga), M.A.710(h), M.A.901(l)5, and M.A.901(l)7. The owner shall amend the maintenance programme accordingly as required by M.A.302(h)5.

— When the DGCA is notified of deficiencies linked to the content of the declared maintenance programme for a particular aircraft, the DGCA should contact the owner, request a copy of the maintenance programme (if it was declared) and use the information received for the adequate planning of the ACAM programme. Based on the reported deficiencies and the risks identified, the DGCA will adapt the ACAM programme accordingly. This notification will also allow that the DGCA agrees on the changes required to the maintenance programme as required by M.A.302(h)5.

— Although there is no requirement for the owner to send a copy of the declared maintenance programme to the DGCA, this does not prevent the DGCA from requesting a copy to the owner at any time, even if deficiencies have not been reported.

— Since the maintenance programme has to identify the deviations introduced to the recommendations issued by the Design Approval Holder, the airworthiness reviews and ACAM inspections should place emphasis on the inspection of those areas affected by those deviations in order to make sure that the maintenance programme is effective.

— Since the DGCA is not responsible for the content of a declared maintenance programme, the DGCA cannot authorise deviations from its content. In such case, the owner can always declare an amended maintenance programme

AMC M.A.302(i) Aircraft maintenance programme

This AMC contains an acceptable 'Minimum Inspection Programme' for the following categories of Category 1 aircraft not involved in commercial operations:

- Category 1 aeroplanes;
- Category 1 sailplanes and Category 1 powered sailplanes; and
- Category 1 hot-air balloons.

Although this AMC does not contain an acceptable 'Minimum Inspection Programme' for gas balloons, the use of a 'Minimum Inspection Programme' is still possible as long as it complies with the requirements established in M.A.302(i).

The 'Minimum Inspection Programmes' defined in this AMC already comply with the requirements established in M.A.302(i) and may be used in order to define the basic information for the maintenance programme as required by M.A.302(h)2. However, the maintenance programme must be customised as required by M.A.302(h)3, which may be done by using the standard template contained in AMC M.A.302(e).

It must be noted that using the '1-month' tolerance permitted by M.A.302(i)1 for the annual inspection may result in an expired ARC.

Minimum Inspection Programme for Category 1 aeroplanes not involved in commercial operations

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

A tolerance of one month or 10 h may be applied. However, the next interval shall be calculated from the date/hours originally scheduled (without the tolerance).

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 included for every instance where a check is performed for improper installation/operation.

Category 1 light aeroplanes not involved in commercial operations	
System/component/area	Task & 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.
Markings	Check that side and under-wing registration markings are correct. If applicable, check that an exemption for alternate display is approved. Identification plate for National Aviation Authority registered aircraft is present. Other identification markings on fuselage are in accordance with CAR Section-2 Series F part-I.
Weighing	Review weighing record to establish accuracy against installed equipment. Weigh the aircraft as required by the CAR Section-2 Series X part-II.
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.
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 might foul the controls.

Tow hooks	Inspect for condition of moving parts and wear. Check service life. Carry out operational test.
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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 fluid level. Inspect for wear and deformation of rubber pads, bungees, and springs.
All units	Inspect for poor condition and insecurity of attachment.
Retracting and locking mechanism	Inspect for improper operation.
Linkages, trusses and members	Inspect for undue or excessive wear fatigue and distortion.

Hydraulic lines	Inspect for leakage. Check service life.
Electrical system	Inspect for chafing and improper operation of switches.
Wheels	Inspect for cracks, defects, and condition of bearings.
Tyres	Inspect for wear and cuts.
Brakes	Inspect for improper adjustment and wear.
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, 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 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 and record range of movement and cable tensions, if specified, and check 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 and 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, and chafing and wear of insulation.
Antennas	Inspect for poor condition, insecure mounting, and improper operation.
POWERPLANT	
Engine section	Inspect for visual evidence of excessive 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 cylinder compression (record measures for each cylinder) and for metal particles or foreign matter in oil filter, screens and sump drain plugs. If there is weak cylinder compression, inspect for improper internal condition and improper internal tolerances.
Engine mounts	Inspect for cracks, looseness of mounting, and looseness of the engine to mount attachment.
Flexible vibration dampeners	Inspect for poor condition and deterioration.
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.
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.
Cooling baffles and seals	Inspect for defects, improper attachment, and wear.
Fuel tanks	Inspect for improper installation and connection.
CLUTCHES AND GEARBOXES	
Filters, screens, and chip detectors	Inspect for metal particles and foreign matter.
Exterior	Inspect for oil leaks.
Output shaft	Inspect for excessive bearing 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 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 they are within normal values.
Engine temperatures	Check 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 and engines with turbochargers and for liquid cooled engines, check for signs of disturbed fluid circulation.
Pitot-static system	Perform operational check.
Transponder	Perform operational check.

Minimum Inspection Programme for Category 1 light aircraft (sailplanes) and Category 1 light aircraft (powered sailplanes) not involved in commercial operations

To be performed:

- every annual/100 h interval (for Touring Motor Gliders (TMG)), whichever comes first; or
- every annual interval (for other than TMGs).

A tolerance of one month or 10 h, as applicable, may be applied. However, the next interval shall be calculated from the date/hours originally scheduled (without the tolerance).

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 done between two consecutive annual/100 h 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 annual/100 h inspection, all the elements must be covered.

Note 3: Proper operation of backup or secondary systems and components should be included for every instance where a check is performed for improper installation/operation

Category 1 sailplanes and Category 1 powered sailplanes not involved in commercial operations	
System/component/area	Task & Inspection detail
GENERAL	
General — all tasks	The aircraft must be clean prior to inspection. Inspect for security, damage, wear, integrity, drain/vent holes clear, 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 under-wing registration markings are correct. If applicable, check that an exemption for alternate display is approved. Identification plate for National Aviation Authority registered aircraft is present. 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 the CAR Section-2 Series X part-II .
AIRFRAME	
Fuselage paint/gel coat, including registration markings	Inspect external surface and fairings, gel coat, fabric covering or metal skin, and paintwork. Check that registration marks are correctly applied.
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 (C of G) 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.
Pot pitot/ventilator	Check alignment of probe, check operation of ventilator.

Pitot/static system	Inspect pitot probes, static ports and all accessible tubing for security, damage, cleanliness, and condition. Drain any water from condensation 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, 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.
Rudder pedal assemblies	Inspect rudder pedal assemblies and adjusters.
Flight control circuits/stops	Inspect flight controls 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. Inspect self-connecting control devices.
Instrument panel assemblies	Inspect instrument panel and all instruments/equipment. Check 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 Flight Manual.
Oxygen system	Inspect oxygen system. Check bottle hydrostatic test date expiry in accordance with the manufacturer's recommendations. Ensure that the bottle is not completely empty (13,8 bars/200 psi minimum) and refill with aviator's oxygen only. Clean masks and regulators with suitable cleaning wipes. Ensure that the oxygen installation is recorded on weight and C of G schedule. CAUTION: OBSERVE ALL SAFETY PRECAUTIONS.

Colour-coding of controls	Ensure that controls are colour-coded and in good condition, as follows: Tow release: yellow Air Brakes: blue Trimmer: green Canopy normal operation: white Canopy jettison: red Other controls: clearly marked but not using any of the above colours.
Equipment stowed in centre section	Check for security and condition. Check validity of any safety equipment. Check the manufacturer's and the CARs (if required) data plates.
Speed/weight/manoeuvre placard	Check that the placard is correct and legible and accurately reflects the status of the aircraft.

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 pipe work. 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 fairing	Inspect for security, damage, and condition.

Wing attachments	Inspect the wing structural attachments. Check for damage, wear, and security. Check for rigging damage. Check condition of wing attachment pins.
Aileron control circuit/stops	Inspect aileron control rods/cables. Check that control stops are secure and make contact. Inspect self-connecting control devices.
Air brake control circuit	Inspect air brake control rods/cables. Check friction/locking device (if fitted). Inspect self-connecting control devices.
Wing struts/wires	Inspect wing struts for damage and internal corrosion. Re-inhibit wing struts internally every three 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. Check that registration marks are correctly applied.
Ailerons and controls	Inspect aileron and flaperon assemblies, hinges, control connections, springs/bungees, tapes, and seals. Ensure that seals do not impair 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 self-connecting control devices.
Control deflections and free play, and record 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.
Control deflections and free play, and record 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 the battery has the main fuse fitted correctly. 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 the call sign placard is installed. Carry out ground function test. Record radio type fitted.
Altimeter datum	Check barometric sub-scale. Maximum error 2 Mb.
Pitot-static system	Perform 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 is made for the ballast 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.
POWERPLANT (when applicable)	
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 the 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.
Spark plugs	Carry out spark plug service. It is recommended to replace spark plugs at annual intervals.
Harnesses and Magneto	Inspect low-tension and high-tension wiring, connectors, spark plug caps. Check magneto to engine timing. Check impulse coupling operation.
Propeller bolts, assembly, mounting, torquing &	Inspect propeller, hub, folding mechanism, brake, pitch change mechanism, stow sensors.
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 limits specified by 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. Carry out compression test and record results. Compression test results:
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.
Flexible vibration dampers	Check for poor condition and deterioration.
Engine battery	If separate from airframe battery, inspect battery and mountings. If the main fuse is fitted, check rating and condition.
Placards	Check that all placards are in accordance with flight manual and legible.
Oil and fuel leaks	With the engine fully serviced, check the fuel and oil system for leaks.

Minimum Inspection Programme for Category 1 hot-air balloons not involved in commercial operations

To be performed every annual interval.

A tolerance of one month may be applied. However, the next interval shall be calculated from the date originally scheduled (without the tolerance).

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 included for every instance where a check is performed for improper installation/operation

1.ENVELOPE

System/component/area	Task & Inspection detail
Identification (type/serial number/registration plate)	Check for presence and verify type/serial number installed.
Crown ring and line	In place; not corroded; crown line undamaged and has appropriate length.
Vertical/horizontal load tapes	Check joints with the crown ring, top of the envelope and wires. All load tapes 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 given by the manufacturer. If substantial fabric porosity is suspected, then 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). Kevlar cable — yellow core is not visible
Karabiners	Inspect for damage. Karabiner lock is working properly.
Melting link and Tempilabel	Check maximum temperature indication (flag/'tell-tale').
Control system lines	Inspect for damage wear, security of knots. Check proper length. Check lines attachments for damage, wear, security.
Control lines and their attachments	Inspect for damage, wear, security of knots. Check proper length of the lines.
Envelope pulleys	Inspect for damage, wear, free running, contamination, security of attachment.

2.BURNER

System/component/area	Task & 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, cracking.
	Inspect general condition (corrosion, heat shields).
Gimballing	Check stiffness, security of fitting manifolds.
Leak check	Perform leak check of the burner.
Hoses	Inspect all hoses for wear, damage, leak, and lifetime limitation.
	Inspect condition and correct function of the fuel.
Pressure gauges	Check Pressure gauge reads zero when no pressure applied, lens present.
Pilot valves/flame	Check Shut off, free movement, correct function, lubricate if necessary.
Whisper valves/flame	Check Shut off, free movement, correct function, lubricate if necessary.
Main valves/flame	Check Shut off, free movement, correct function, lubricate if necessary.
Coils	Check for damage, distortion, security of fasteners. Inspect welds for cracking.
	Check security of jets, tighten or replace as necessary.
Fuel	Check correct type, check dates (if applicable).

3.BASKET

System/component/area	Task & Inspection detail
Identification (type/serial number)	Check for presence and verify type/serial number installed.
Basket body	Check the general condition of the basket body. Inspect weave for damage, cracks/holes. No sharp objects inside the basket.
Basket wires	Inspect for damage, check eye rings.
Karabiners	Inspect for damage. Karabiner lock is working properly.
Basket floor	Inspect for damage and cracks.
Runners	Inspect for damage.
Rawhide	Inspect for damage, wear and attachments to the floor.
Rope handles	Inspect for damage, security of attachment.
Cylinder straps	Inspect for damage, deterioration.
Padded basket edge trim	Inspect for damage and wear.
Burner rods	Inspect for damage, wear and cracking.
Padded burner rod covers	Inspect for damage and wear.
Basket equipment	Check presence and functionality.
Pilot restraint	Inspect for security and condition.
Fire extinguisher	Check expiration date and protection cover.
First-aid kit	Check for completeness and expiration date.

4.FUEL TANKS

System/component/area	Task & Inspection detail
Identification (type/serial number)	Check for presence.
Cylinder	Check periodic inspections for each cylinder is 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).
	Inspect Quick Release Coupling for correct operation, sealing.
Padded cover	Inspect for damage.
Pressure relief valve	Does not indicate over pressuring
Assembly	Inspect, leak-test all pressure holding joints using leak detector.
	Functional test

5.ADDITIONAL EQUIPMENT

System/component/area	Task & Inspection detail
Instruments	Functional check
Quick release	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/navigation equipment (radio)	Perform operational check.
Transponder	Perform operational check.

M.A.303 Airworthiness Directives

1. Any applicable airworthiness directive must be carried out within the requirements of that airworthiness directive, unless otherwise specified by DGCA.
2. Airworthiness Directives issued by the state of design of an aircraft, engine, propeller and appliance or a supplementary type certification state are deemed to have been adopted and mandated by DGCA unless notified otherwise. Notwithstanding to the above, the owners/operators may comply with the modifications / inspections intimated through Cablegram / Alert Service Bulletin / email by the type certificate holder
- 3.. DGCA may also issue Airworthiness Directive in respect of any Indian civil registered aircraft, engine, propeller and appliance fitted to such aircraft to make good of any feature or condition affecting safety of the aircraft.

M.A.305 Aircraft Continuing Airworthiness Record System

- (a) --.
- (b) -----
 - i. -----
 - ii. when required in point M.A.306 ~~for commercial air transport or by DGCA for commercial operations other than commercial air transport,~~ the operator's technical log.'

M.A.306 Operator's Aircraft Technical Log System

- (a) ~~In the case of~~ For commercial air transport, commercial specialised operations and commercial ATO operations, in addition to the requirements of M.A.305, an operator shall use an aircraft technical log –

AMC M.A.306 (a) ~~Operators~~ Aircraft Technical Log System

For commercial air transport operations, commercial specialised operations and commercial ATO operations, the operator's aircraft technical log is a system for recording defects and malfunctions during the aircraft operation and for recording details of all maintenance carried out on an aircraft between scheduled base maintenance visits. -----

Section 3

In the case of maintenance performed by a CAR-145 maintenance organisation, it is acceptable to use an alternate abbreviated certificate of release to service consisting of the statement 'CAR-145 release to service' instead of the full certification statement specified in AMC 145.A.50(b) paragraph 1. -----(---)---

AMC M.A.306 (b) ~~Operators~~ Aircraft Technical Log System

AMC M.A.401 (b) Maintenance Data

1. Except as specified in sub-paragraph 2, each person or organisation performing aircraft maintenance should have access to and use:
 - a) ~~all maintenance related~~ CAR's the regulations on continuing airworthiness of aircraft, and associated AMC's, together with the maintenance related guidance material and GM.

M.A.402 Performance of Maintenance

Except for maintenance performed by a maintenance organisation approved in accordance with CAR -145, any person or organisation performing maintenance shall:

- (a) be qualified for the tasks performed, as required by this CAR
- (b) ensure that the area in which maintenance is carried out is well organised and clean in respect of dirt and contamination;
- (c) use the methods, techniques, standards and instructions specified in the M.A.401 maintenance data;
- (d) use the tools, equipment and material specified in the M.A.401 maintenance data. If necessary, tools and equipment shall be controlled and calibrated to an officially recognised standard;
- (e) ensure that maintenance is performed within any environmental limitations specified in the M.A.401 maintenance data;
- (f) ensure that proper facilities are used in case of inclement weather or lengthy maintenance;
- (g) ensure that the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimised;

- (h) ensure that an error capturing method is implemented after the performance of any critical maintenance task; and
 - (i) carry out a general verification after completion of maintenance to ensure the aircraft or component is clear of all tools, equipment and any extraneous parts or material, and that all access panels removed have been refitted.';
- ~~a) All maintenance shall be performed by qualified personnel, following the methods, techniques, standards and instructions specified in the M.A.401 maintenance data. Furthermore, an independent inspection shall be carried out after any flight safety sensitive maintenance task unless otherwise specified by CAR-145 or agreed by DGCA.~~
 - ~~b) All maintenance shall be performed using the tools, equipment and material specified in the M.A.401 maintenance data unless otherwise specified by CAR-145. Where necessary, tools and equipment shall be controlled and calibrated to an officially recognised standard.~~
 - ~~c) The area in which maintenance is carried out shall be well organized and clean in respect of dirt and contamination.~~
 - ~~d) All maintenance shall be performed within any environmental limitations specified in the M.A.401 maintenance data.~~
 - ~~e) In case of inclement weather or lengthy maintenance, proper facilities shall be used.~~
 - ~~f) After completion of all maintenance a general verification must be carried out to ensure the aircraft or component is clear of all tools, equipment and any other extraneous parts and material, and that all access panels removed have been refitted.~~

AMC M.A.402 (a) Performance of Maintenance.

1. Maintenance should be performed by persons authorised to issue a certificate of release to service or under the supervision of persons authorised to issue a certificate of release to service. Supervision should be to the extent necessary to ensure that the work is performed properly and the supervisor should be readily available for consultation.
 2. The person authorised to issue a certificate of release to service should ensure that:
 - (a) each person working under his/her supervision has received appropriate training or has relevant previous experience and is capable of performing the required task; and
 - (b) each person who performs specialised tasks, such as welding, is qualified in accordance to an officially recognised standard.
- ~~1. When working outside the scope of an approved maintenance organisation personnel not authorised to issue a CRS should work under the supervision of certifying personnel. They may only perform maintenance that their supervisor is authorised to release, if the supervisor personally observes the work being carried out to the extent necessary to ensure that it is being done properly and if the supervisor is~~

~~readily available, in person, for consultation. In this case licensed engineers should ensure that each person maintaining an aircraft or component has had appropriate training or relevant previous experience and is capable of performing the task required, and that personnel who carry out specialised tasks such as welding shall hold relevant Certificate of Competency.~~

- ~~2. In the case of limited pilot owner maintenance as specified in M.A.803, any person maintaining an aircraft which they own or jointly own, provided they hold a valid pilot licence with the appropriate type or class rating, may perform the limited Pilot owner maintenance tasks in accordance with Appendix VIII of this CAR Annex I (Part M) of Commission Regulation (EU) No 1321/2014 should have had appropriate training or relevant previous experience as accepted by DGCA and be capable of performing the task required.~~
- ~~3.~~
- ~~4. The general maintenance and inspection standards applied to individual maintenance tasks should meet the recommended standards and practices of the organisation responsible for the type design which are normally published in the maintenance manuals.~~

~~In the absence of maintenance and inspection standards published by the organisation responsible for the type design maintenance personnel should refer to the relevant aircraft airworthiness standards and procedures published or used as guidance by DGCA. The maintenance standards used should contain methods, techniques and practices acceptable to DGCA for the maintenance of aircraft and its components.~~

~~5. Independent inspections.~~

~~4.1 The manufacturer's instructions for continued airworthiness should be followed when determining the need for an independent inspection.~~

~~4.2 In the absence of maintenance and inspection standards published by organization responsible for the type design, maintenance tasks that involve the assembly or any disturbance of a control system that, if errors occurred, could result in a failure, malfunction, or defect endangering the safe operation of the aircraft should be considered as flight safety sensitive maintenance tasks needing an independent inspection. A control system is an aircraft system by which the flight path, attitude, or propulsive force of the aircraft is changed, including the flight, engine and propeller controls, the related system controls and the associated operating mechanisms.~~

~~4.3 Independent inspection should be carried out by at least two persons, to ensure correct assembly, locking and sense of operation. A technical record of the inspection should contain the signatures of both persons before the relevant CRS is issued.~~

~~4.3.1 An independent inspection is an inspection first made by an authorised person signing the maintenance release who assumes full responsibility for the satisfactory completion of the work, before being subsequently inspected by a second independent competent person who attests to the satisfactory~~

completion of the work recorded and that no deficiencies have been found.

~~4.3.2 The second independent competent person is not issuing a maintenance release therefore is not required to hold certification privileges. However they should be suitably qualified to carry out the inspection.~~

~~4.4 When work is being done under the control of an approved maintenance organization the organisation should have procedures to demonstrate that the signatories have been trained and have gained experience on the specific control systems being inspected.~~

~~4.5 When work is being undertaken by an independent M.A.801 (b) 2 certifying staff, the qualifications and experience of the second independent competent person should be directly assessed by the person certifying for the maintenance, taking into account the individual's training and experience. It should not be acceptable for the certifying staff signing the release to show the person performing the independent inspection how to perform the inspection at the time the work is completed.~~

~~4.6 In summary the following maintenance tasks should primarily be considered when inspecting aircraft control systems that have been disturbed:~~

- ~~• installation, rigging and adjustment of flight controls.~~
- ~~• installation of aircraft engines, propellers and rotors.~~
- ~~• overhaul, calibration or rigging of components such as engines, propellers, transmissions and gearboxes.~~

~~Consideration should also be given to:~~

- ~~• previous experience of maintenance errors depending on the consequences of the failure.~~
- ~~• information arising from an 'occurrence reporting system'~~

~~4.7 When checking control systems that have undergone maintenance the person signing the maintenance release and the person performing the independent check should consider the following points independently:~~

- ~~• all those parts of the system that have actually been disconnected or disturbed should be inspected for correct assembly and locking.~~
- ~~• the system as a whole should be inspected for full and free movement over the complete range.~~
- ~~• cables should be tensioned correctly with adequate clearance at secondary stops.~~
- ~~• the operation of the control system as a whole should be observed to ensure that the controls are operating in the correct sense.~~
- ~~• if the control system is duplicated to provide redundancy, each~~

~~system should be checked separately.~~

- ~~• if different control systems are interconnected so that they affect each other, all the interactions should be checked through the full range of the applicable controls.~~

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

In the case of limited Pilot-owner maintenance, as specified in M.A.803, any person maintaining an aircraft which they own individually or jointly, provided they hold a valid pilot licence with the appropriate type or class rating, may perform the limited Pilot-owner maintenance tasks in accordance with Appendix VIII to this CAR.

AMC M.A.402 (b) Performance of Maintenance

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

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

~~If the organisation responsible for the type design involved recommends special equipment or test apparatus, personnel should use the recommended equipment or apparatus or equivalent equipment accepted by DGCA.~~

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

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

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

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

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

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

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

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

AMC M.A.402 (d) (e) Performance of Maintenance

AMC M.A.402 (e) (f) Performance of Maintenance

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

(a) To minimise the risk of multiple errors and to prevent omissions, the person or organisation performing maintenance should ensure that:

- (1) every maintenance task is signed off only after completion;
- (2) the grouping of tasks for the purpose of sign-off allows critical steps to be clearly identified; and
- (3) any work performed by personnel under supervision (i.e. temporary staff, trainees) is checked and signed off by an authorised person.

(b) To minimise the possibility of an error being repeated in identical tasks that involve removal/installation or assembly/disassembly of several components of the same type fitted to more than one system, whose failure could have an impact on safety, the person or organisation performing maintenance should plan different persons to perform identical tasks in different systems. However, when only one person is available, then this person should perform reinspection of the tasks as described in AMC2 M.A.402(h).

AMC1 M.A.402(h) Performance of maintenance CRITICAL MAINTENANCE TASKS

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

- (a) tasks that may affect the control of the aircraft, flight path and attitude, such as installation, rigging and adjustments of flight controls;
- (b) aircraft stability control systems (autopilot, fuel transfer);
- (c) tasks that may affect the propulsive force of the aircraft, including installation of aircraft engines, propellers and rotors; and
- (d) overhaul, calibration or rigging of engines, propellers, transmissions and gearboxes.'

AMC2 M.A.402(h) Performance of maintenance INDEPENDENT INSPECTION

(a) What is an independent inspection

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

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

(b) Qualifications of personnel performing independent inspections

- (1) When the work is performed by a CAR-M Subpart F organisation, then the organisation should have procedures to demonstrate that the 'independent qualified person' has been trained and has gained experience in the specific control systems to be inspected. This training and experience could be demonstrated, for example, by:

- (a) holding a CAR-66 licence in the same subcategory as the licence subcategory or equivalent necessary to release or sign off the critical maintenance task;
 - (ii) holding a CAR-66 licence in the same category and specific training in the task to be inspected; or
 - (iii) having received appropriate training and having gained relevant experience in the specific task to be inspected.
- (2) When the work is performed outside a CAR-M Subpart F organisation:
- (i) the 'independent qualified person' should hold:
 - (A) a CAR-66 licence in any category or an equivalent national qualification when national regulations apply; or
 - (B) a valid pilot licence for the aircraft type issued in accordance with DGCA regulations or an equivalent national qualification when national regulations apply;
 - (ii) additionally, the 'authorised person' should assess the qualifications and experience of the 'independent qualified person' taking into account that the 'independent qualified person' should have received training and have experience in the particular task. It should not be acceptable that the 'authorised person' shows to the 'independent qualified person' how to perform the inspection once work has been already finalised.
- (c) How should independent inspection be performed
- Independent inspection should ensure for example correct assembly, locking and sense of operation. When inspecting control systems that have undergone maintenance, the 'independent qualified person' should consider the following points independently:
- (1) all those parts of the system that have actually been disconnected or disturbed should be inspected for correct assembly and locking;
 - (2) the system as a whole should be inspected for full and free movement over the complete range;
 - (3) cables should be tensioned correctly with adequate clearance at secondary stops;
 - (4) the operation of the control system as a whole should be observed to ensure that the controls are operating in the correct sense;
 - (5) if different control systems are interconnected so that they affect each other, all the interactions should be checked through the full range of the applicable controls; and
 - (6) software that is part of the critical maintenance task should be checked, for example version and compatibility with the aircraft configuration.
- (d) What to do in unforeseen cases when only one person is available

REINSPECTION:

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

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

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

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

M.A.403 Aircraft Defects

- (a) -----
- (b) Only the authorised certifying staff, according to points M.A.801(b)1, M.A.801(b)2, M.A.801(c), M.A.801(d) or CAR 145 can decide, using M.A.401 maintenance data, whether an aircraft defect hazards seriously the flight safety and therefore decide when and which rectification action shall be taken before further flight and which defect rectification can be deferred. However, this does not apply when the MEL is used by the pilot or by the authorised certifying staff.:

~~1. the approved minimum equipment list as mandated by DGCA is used~~

by the pilot; and AME; or

2. ~~aircraft defects are defined as being acceptable by DGCA.~~

- (c) Any aircraft defect that would not hazard seriously the flight safety shall be rectified as soon as practicable, after the date the aircraft defect was first identified and within any limits specified in the maintenance data ~~or the MEL~~ .

M.A.501 Installation

(a) ----

- (b) Prior to installation of a component on an aircraft the person or approved maintenance organisation shall ensure that the particular component is eligible for fitment to be fitted when different modification and/or airworthiness directive configurations may be applicable.

AMC M.A.501(c) Installation

1. Standard parts are:-

(a) ----

- (b) For sailplanes and powered sailplanes, non-required instruments and/or equipment certified under the provision of EASA, CS 22.1301(b), if those instruments or equipment, when installed, functioning, functioning improperly or not functioning at all, do not in itself, or by its effect upon the sailplane and its operation, constitute a safety hazard.

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

M.A.502 Component Maintenance

- (d) By derogation from paragraph (a) and point M.A.801(b)2, maintenance of a component while installed or temporarily removed from a **Category 1** Light aircraft not used in commercial air transport and performed in accordance ----
--(---)---

M.A.504 - Control of Unserviceable Components

1. ----

- b) Unserviceable components shall be identified and stored in a secure location under the control of an approved maintenance organisation until a decision is made on the future status of such component. Nevertheless, for aircraft not used in commercial air transport other than large aircraft by air operator certified in accordance with Schedule XI of Aircraft rule 1937 and other than complex motor-powered aircraft, -----(---)

M.A.601 Scope

This Subpart establishes the requirements to be met by an organisation to qualify for the issue or continuation of an approval for the maintenance of aircraft other than complex motor powered aircraft and components to be installed therein not used by air operator certified in accordance with Schedule XI of Aircraft rule 1937. and components not listed in point M.A.201 (g).

M.A.603 Extent of Approval

(a) The grant of approval is indicated by the issue of a certificate (included in Appendix V) by the DGCA. The M.A.604 approved maintenance organisation's manual must specify the scope of work deemed to constitute approval.

(a) An organisation involved in activities subject to this Subpart shall not exercise its activities unless approved by the DGCA.

(b) The maintenance organisation's manual referred to in point M.A.604 shall specify the scope of work deemed to constitute approval. Appendix IV to this CAR defines all classes and ratings possible under this Subpart F.

AMC M.A.604 Maintenance Organisation Manual

1. The manual contents should detail the procedure to qualify material, personnel, upkeep of maintenance data, quality system, audit, CAR compliance verification etc. availed from other organisations. Appendix IV to this AMC provides an outline of the format of an acceptable maintenance organisation manual for a small organisation with less than 10 maintenance staff.

AMC M.A.605 (a) Facilities

1. -----(---) ----

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

Depending on the scope of work of the maintenance organisation, it may not be necessary to have a hangar available. For example, an organisation maintaining Category 2 Light aircraft (when not performing major repairs) may perform the work in alternative suitable facilities (and possibly at remote locations) as agreed by the competent authority.

4. Special case for Category 2 Light aircraft

For Category 2 Light aircraft, it is acceptable not to have access to a hangar or dedicated workshops. Depending on the scope of work, other facilities are acceptable as long as protection is ensured from inclement weather and contamination. This may include, for example, working in the field or in non-aviation premises (closed or not).

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

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

M.A.606 Personnel Requirements.

- (e) The qualification of all personnel involved in maintenance, airworthiness reviews and development of maintenance programmes shall be demonstrated and recorded.
- (f) Personnel who carry out specialised tasks such as welding, non-destructive testing/ inspection other than colour contrast shall hold be qualified in accordance with officially recognized standard .
- (g) The maintenance organisation shall have sufficient certifying staff to issue M.A.612 and M.A.613 certificates of release to service for aircraft and components. The certifying staff shall comply with the requirements of ~~DGCA Aircraft Maintenance Engineers Licensing requirements. CAR 66.~~
- (i) If the organisation performs airworthiness reviews and issues the corresponding airworthiness review certificate for Category 1 Light aircraft not involved in commercial operations in accordance with M.A.901(l), it shall have airworthiness review staff qualified and authorised in accordance with M.A.901(l)1.
- (j) If the organisation is involved in the development and processing of approval of the maintenance programme for Category 2 Light aircraft not involved in commercial operations in accordance with M.A.201(e)(ii), it shall have qualified staff who shall be able to show relevant knowledge and experience.

AMC M.A.606 (f) Personnel Requirements

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

M.A.607 Certifying Staff and airworthiness review staff

(b) -----

2.-----.

All such cases must be reported to DGCA within seven days after of the issuance of issuing such certification authorisation. The approved maintenance organisation issuing the one-off certification authorisation shall ensure that any such maintenance that could affect flight safety is re-checked.

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

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

~~4. Relevant maintenance experience should be understood to mean that the person has worked in an aircraft or component maintenance environment and has either exercised the privileges of the certification authorisation and/or has actually carried out maintenance on at least some of the aircraft type systems specified in the particular certification authorisation.~~

AMC M.A.607 (c) Certifying staff

1. -----(---) ---

2. The following minimum information, as applicable, should be kept on record in respect of each airworthiness review person:

(a) name;

(b) date of birth;

(c) certifying staff authorisation;

(d) experience as certifying staff on category 1 light aircraft;

(e) qualifications relevant to the approval (knowledge of relevant parts of CAR-M and knowledge of the relevant airworthiness review procedures);

(f) scope of the airworthiness review authorisation and personal authorisation reference;

(g) date of the first issue of the airworthiness review authorisation; and

(h) if appropriate, expiry date of the airworthiness review authorisation

AMC M.A.608 (b) Components, Equipment and Tools

1. ----
2. -----
3. In this context officially recognised standard means those standards established or published by an official body whether having legal personality or not, which are widely recognised by the air transport sector as constituting good practice.

AMC M.A.613 (a) Component Certificate of Release to Service

2.8-----

(d) Completing all certification requirements as specified in M.A.613.

In the case of used components maintained by an FAA Part-145 repair station (USA) or by TCCA CAR 573 approved maintenance organisations (Canada) that does not hold an CAR-145 or M.A. Subpart F approval, the conditions (a) through (d) described above may be replaced by the following conditions:

(a) availability of an 8130-3 (FAA) or TCCA 24-0078 (TCCA) or an Authorized Release Certificate Form One (TCCA),

(b) verification of compliance with all applicable airworthiness directives,

(c) verification that the component does not contain repairs or modifications that have not been approved in accordance with Part-21,

(d) inspection for satisfactory condition including in particular damage, corrosion or leakage,

(e) issuance of an CA Form 1 in compliance with paragraphs 2.2, 2.3 and 2.4.

These alleviated requirements are based on the fact that credit can be taken for their technical capabilities and DGCA oversight,

M.A.614 Maintenance and airworthiness review records

(a) The approved maintenance organisation shall record all details of work carried out. Records necessary to prove all requirements have been met for issuance issue of the certificate of release to service including the sub-contractor's release documents and for the issue of any airworthiness review certificate and recommendation shall be retained.

(b) -----.

(c) The approved maintenance organisation shall retain a copy of all maintenance records and any associated maintenance data for three years from the date the aircraft or aircraft component to which the work relates was released from the approved maintenance organisation. In addition, it shall retain a copy of all the records related to the issue of

recommendations and airworthiness review certificates for three years from the date of issue and shall provide a copy of them to the owner of the aircraft.

M.A.615-Privileges of the Organisation

(e) if specifically approved to do so for Category 1 light aircraft not involved in commercial operations,

1. perform airworthiness reviews and issue the corresponding airworthiness review certificate, under the conditions specified in point M.A.901(l), and
2. perform airworthiness reviews and issue the corresponding recommendations, under the conditions specified in point M.A.901(l) and M.A.904(a)2 and (b).

(f) develop the maintenance programme and process its approval in accordance with point M.A.302 for Category 2 light aircraft not involved in commercial operations, under the conditions specified in point M.A.201(e)(ii), and limited to the aircraft ratings listed in the approval certificate.

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

GM M.A.615 Privileges of the organisation

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

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

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

M.A.615(a) applies also to facilities which may not be individually approved by the DGCA, such as those described in AMC M.A.605(a) for Category 2 light aircraft.

M.A.617 Changes to the Approved Maintenance Organisation

6. the facilities, equipment, tools, material, procedures, work scope, and certifying staff and airworthiness review staff that could affect the approval.

M.A.703 Extent of Approval

- (a) ---
- (b) Notwithstanding paragraph (a), for air operator certified in accordance with Schedule XI of aircraft rule 1937, the approval shall be part of the air operator certificate/permit issued by DGCA, for the aircraft operated.

M.A.704 Continuing Airworthiness Management Exposition

- (a) ----
9. the list of approved aircraft maintenance programmes, or, for aircraft not used by licenced air operator certified in accordance with schedule XI of aircraft rule 1937 involved in commercial air transport, the list of “generic” and “baseline” maintenance programmes.

AMC1 M.A.704 Continuing Airworthiness Management Exposition

1. The purpose of the continuing airworthiness management exposition is to set forth the procedures, means and methods of the M.A. Subpart G organization—continuing airworthiness management organisation. Compliance with its contents will assure compliance with CAR M requirements.
2. A continuing airworthiness management exposition should comprise:
Part 3 Contracted maintenance (for operators) – management of maintenance (liaison with maintenance organisations. in the case of non-commercial air transport operators)
3. -----.
4. The continuing airworthiness management organization should specify in the exposition who is responsible for the amendment of the document. Unless otherwise agreed by the DGCA, the person responsible for the management of the quality system or for the organisational review should be responsible for monitoring and amending the continuing airworthiness management exposition, including associated procedure's manuals, and the submission of proposed amendments to the DGCA. DGCA may agree to a procedure, and its agreement will be stated in the amendment control section of the continuing airworthiness management exposition defining the class of amendments, which can be incorporated without the prior consent of the DGCA ('indirect approval procedure').
5. The continuing airworthiness management organisation may use electronic data processing (EDP) for the publication of the continuing airworthiness management exposition. The continuing airworthiness management exposition should be made available to the DGCA in a form acceptable to the DGCA. Attention should be paid to the compatibility of the EDP publication systems with the necessary dissemination, both internally and externally, of the continuing airworthiness management exposition.

6. The continuing airworthiness management exposition should contain information, as applicable, on how the continuing airworthiness management organisation complies with CDCCL instructions.
7. Appendix V to AMC M.A.704 contains an example of a continuing airworthiness management exposition layout.'

AMC2 M.A.704 Continuing airworthiness management exposition

Exposition Layout For A Camo Holding A Maintenance Organisation Approval

1. Where a ~~M.A. Subpart G organisation~~ continuing airworthiness management organisation is also approved to another CAR, the exposition or manual required by the other CAR may form the basis of the continuing airworthiness management exposition in a combined document. ~~Follows the~~
2. Example for a combined ~~CAR 145 and M.A. Subpart G continuing airworthiness management organisation~~ and CAR 145 organisation:

CAR -145 Exposition (See Equivalent paragraphs in AMC 145. A .70 (a)

Part 0 General organisation

Part 1 Management

Part 2 Maintenance procedures

Part L2 Additional line maintenance procedures

Part 3 Quality system and/or organisational review (as applicable). It ~~should also cover the functions specified by M.A.712 quality system.~~ This chapter should cover the functions specified in M.A.712 'Quality system' and 145.A.65 'Safety and quality system'

Part 4 ~~Contracts with owners/operators. It should also cover contracted maintenance (for operators) — Management of maintenance (liaison with maintenance organisations in the case of non-commercial air transport)~~

This chapter should include:

- the contracts of the continuing airworthiness management organisation with the owners/operators as per Appendix I to CAR-M;
- the continuing airworthiness management organisation procedures for the management of maintenance and liaison with maintenance organisations

Part 5 Appendices (sample of documents)

Part 6 Continuing airworthiness management procedures

Part 7 Other Regulatory supplement (if applicable)

Part 8 – Reserved

Part 9 Airworthiness review procedures (if applicable)

1. Example for a combined continuing airworthiness management

organisation and M.A. Subpart F organisation:

Part 0 General organisation

Part 1 General

Part 2 Description

Part 3 General procedures

Part 4 Working procedures

This part should contain, among other things, procedures for quality system or organisation review, as applicable.

Part 5 Appendices

Part 6 Continuing airworthiness management procedures

Part 7 Airworthiness review procedures (if applicable)

~~Part 3 should also cover the functions specified by M.A.712 quality system.~~

~~Part 4 should also cover contracted maintenance (for operators) —
Management of maintenance (liaison with maintenance organisations in the
case of non-commercial air transport)~~

~~**Additional parts should be introduced covering the following:** (see
equivalent paragraphs in Appendix V to AMC M.A.704, which may have a
different numbering system):~~

~~Part 0 — General organisation~~

~~Part 6 — Continuing airworthiness management procedures —~~

~~Part 9 — Airworthiness review procedures (if applicable)~~

~~Example for a combined M.A. Subpart F and M.A. Subpart G organization:~~

~~M.A. Subpart F Maintenance Organisation Manual (see equivalent
paragraphs in Appendix IV to AMC M.A.604, which have a different
numbering system)~~

~~Part 1 General~~

~~Part 2 Description~~

~~Part 3 General Procedures~~

~~Part 4 Working Procedures. This Part contains, among other things,
procedures for Organisational Reviews.~~

~~Part 5 Appendices~~

~~Part 4 should also cover the functions specified by M.A.712 quality system
(or organisation review, as applicable).~~

~~Additional parts should be introduced covering the following (see equivalent
paragraphs in Appendix V to AMC M.A.704, which may have a different
numbering system):~~

~~— Part 0 General organisation~~

~~— Part 6 Continuing airworthiness management procedures~~

~~— Part 7 Airworthiness review procedures (if applicable)~~

8. ~~Personnel should be familiar with those parts of the exposition that are relevant to their tasks.~~

9. ~~The M.A. Subpart G organisation should specify in the exposition who is responsible for the amendment of the document.~~

10. ~~Unless otherwise agreed by DGCA, the person responsible for the management of the quality system or for the organisational review should be responsible for monitoring and amending the exposition, including associated procedures manuals, and the submission of proposed amendments to DGCA. DGCA may agree a procedure, which will be stated in the amendment control section of the exposition, defining the class of amendments which can be incorporated without the prior consent of DGCA.~~

11. ~~The operator may use electronic data processing (EDP) for publication of the continuing airworthiness management exposition. The continuing airworthiness management exposition should be made available to DGCA in a form acceptable to DGCA. Attention should be paid to the compatibility of EDP publication systems with the necessary dissemination of the continuing airworthiness management exposition, both internally and externally.~~

12. ~~Part 0 "General organisation" of the continuing airworthiness management exposition should include a corporate commitment by the M.A. Subpart G organisation, signed by the accountable manager confirming that the continuing airworthiness management exposition and any associated manuals define the organisation compliance with CAR M and will be complied with at all times.~~

13. ~~The accountable manager's exposition statement should embrace the intent of the following paragraph and in fact this statement may be used without amendment. Any modification to the statement should not alter the intent:~~

~~— This exposition defines the organisation and procedures upon which DGCA M.A. Subpart G continuing airworthiness management approval is based.~~

~~— These procedures are approved by the undersigned and should be complied with, as applicable, in order to ensure that all continuing airworthiness tasks of..... (Quote Operator's name)..... fleet of aircraft and/or of all aircraft under contract in accordance with M.A.201 (e) with..... (Quote organisation's name)..... are carried out on time to an approved standard.~~

~~— It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published from time to time where these new or amended regulations are in conflict with these procedures.~~

~~— It is understood that DGCA will approve this organisation whilst DGCA is satisfied that the procedures are being followed and the work standard is maintained. It is understood that DGCA reserves the right to suspend, vary or revoke the M.A. Subpart G continuing airworthiness management approval of the organisation or the air operator's certificate, as applicable, if DGCA has evidence that the procedures are not followed and the standards not upheld.~~

~~Signed.....~~

Dated.....

Accountable Manager and ... (quote position).....

For and on behalf of..... (quote organisation's name)....."

~~14. Whenever the accountable manager is changed it is important to ensure that the new accountable manager signs the paragraph 9 statement at the earliest opportunity as part of the acceptance by the DGCA.~~

~~Failure to carry out this action invalidates the M.A. Subpart G continuing airworthiness management approval or the air operator certificate.~~

~~11. The exposition should contain information as applicable, on how the continuing airworthiness management organisation complies with CDCCL instructions.~~

~~Appendix V contains an example of an exposition lay-out.~~

AMC M.A 704(a)(2) Continuing airworthiness management exposition

1. Part 0 'General organisation' of the continuing airworthiness management exposition should include a corporate commitment by the continuing airworthiness management organisation, signed by the accountable manager, confirming that the continuing airworthiness management exposition and any associated manuals define the organisation's compliance with CAR-M and will be complied with at all times.

2. The accountable manager's exposition statement should embrace the intent of the following paragraph, and in fact this statement may be used without amendment. Any amendment to the statement should not alter its intent:

'This exposition defines the organisation and procedures upon which the DGCA, continuing airworthiness management organisation approval is based.

These procedures are approved by the undersigned and should be complied with, as applicable, in order to ensure that all continuing airworthiness tasks are carried out on time to an approved standard.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that the DGCA will approve this organisation whilst the DGCA is satisfied that the procedures are followed and the work standard is maintained. It is understood that the DGCA reserves the right to suspend, limit or revoke the continuing airworthiness management organisation approval or the air operator certificate, as applicable, if the DGCA has evidence that the procedures are not followed and standards not upheld.

Signed

Dated

Accountable manager and ... (quote position) ...

For and on behalf of ... (quote organisation's name) ... '

3. Whenever the accountable manager is changed, it is important to ensure that the new accountable manager signs the paragraph 2 statement at the earliest opportunity as part of the acceptance by the DGCA. Failure to carry out this action invalidates the continuing airworthiness management organisation approval or the air operator certificate.

M.A.706 Personnel Requirements

- (a) -----
- (b) For air operator certified in accordance with schedule XI of aircraft rule 1937 ~~commercial air transport~~ the paragraph (a) -----(---)---
- (c) -----
- (d) For air operator certified in accordance with schedule XI of aircraft rule 1937 ~~commercial air transport~~, the Accountable Manager shall designate a nominated post holder. This person shall be responsible for the management and supervision of continuing airworthiness activities, pursuant to paragraph (c).
- (k) For complex motor-powered aircraft and for aircraft used by air operator certified in accordance with schedule XI of aircraft rule 1937 , ~~all large aircraft and for aircraft used for commercial air transport~~ the organisation shall establish and control the competence of personnel involved in the continuing airworthiness management, airworthiness review and/or quality audits in accordance with a procedure and to a standard agreed by DGCA.

M.A.707 Airworthiness Review Staff

- (a) -----.
- 1. For ~~all~~ aircraft used by air operator certified in accordance with schedule XI of aircraft rule 1937 ~~in commercial air transport~~, and aircraft above 2730 kg MTOM, except balloons, these staff shall have acquired:
- 2. For aircraft not used ~~in commercial air transport~~ by air operator certified in accordance with schedule XI of aircraft rule 1937 of 2730 kg MTOM and below, and balloons, these staff shall have acquired:
 - (a) ----
 - (b) an appropriate licence in compliance with ~~DGCA Aircraft Maintenance Licence requirements~~ CAR 66 or an aeronautical degree or equivalent, and;
 - (f) Airworthiness review staff nominated by the approved continuing airworthiness management organisation can only be issued an authorisation by the approved continuing airworthiness management

organisation when formally accepted by DGCA after satisfactory completion of an airworthiness review under supervision of the DGCA or under the supervision of the organisation's airworthiness review staff in accordance with a procedure approved by the DGCA.

AMC M.A.707 (a) Airworthiness Review Staff

4. An appropriate licence in compliance with CAR-66 in any one of the following:
- a category B1 licence in the subcategory of the aircraft reviewed, or
 - a category B2 or C licence, or

AMC M.A.707 (a) (1) Airworthiness Review Staff

For all aircraft used in commercial air transport by air operator certified in accordance with schedule XI of aircraft rule 1937 and for any other aircraft, other than balloons, above 2730 kg MTOM, formal aeronautical maintenance training means training (internal or external) supported by evidence on the following subjects:

AMC M.A.707 (a) (2) Airworthiness Review Staff

For all balloons and any other aircraft of 2730 Kg MTOM and below, not used in commercial air transport by air operator certified in accordance with schedule XI of aircraft rule 1937,

AMC M.A.707 (b) Airworthiness Review Staff

An airworthiness review "under supervision" means under the supervision of the DGCA. If the organisation has already properly authorized airworthiness review staff, the DGCA may accept that the supervision be performed by this existing airworthiness review staff in accordance with an approved procedure. In such case, evidence of the airworthiness review performed under supervision should be provided to the DGCA together with the CA Form 4. If satisfied, the DGCA will issue the formal acceptance through the CA Form 4. If the airworthiness review is performed under the supervision of existing airworthiness review staff, evidence should be provided to the DGCA together with CA Form 4. If satisfied, the competent authority will issue the formal acceptance through CA Form 4.

M.A.708 Continuing Airworthiness Management

- (a) ---
(b) ---

2. Present the aircraft maintenance programme and its amendments to DGCA for approval, unless covered by an indirect approval procedure in

accordance with point M.A.302(c), and for aircraft not used by air operator certified in accordance with Schedule XI of aircraft rule 1937 provide a copy of the programme to the owner /operator responsible in accordance with M.A.201 of aircraft not involved in commercial air transport,

3. -----,
 4. ensure that all maintenance is carried out in accordance with the approved maintenance programme and released in accordance with M.A. Subpart H, of this CAR.
- (e) In the case of commercial air transport, complex motor-powered aircraft or aircraft used for commercial air transport, or aircraft used for commercial specialised operations or commercial ATOs operations, when the operator continuing airworthiness management organisation is not appropriately approved to CAR -145, or M.A. Subpart-F, the operator organisation shall in consultation with the operator, establish a written maintenance contract between the operator and with a CAR 145 or M.A. Subpart-F approved organisation or another operator, detailing the functions specified under M.A.301-2, M.A.301-3, M.A.301-5 and M.A.301-6, ensuring that all maintenance is ultimately carried out by a CAR 145 or M.A. Subpart-F approved maintenance organisation and defining the support of the quality functions of M.A.712(b). The aircraft base, scheduled line maintenance and engine maintenance contracts, together with all amendments, shall be accepted by DGCA. However, in the case of:
1. an aircraft requiring unscheduled line maintenance, the contract may be in the form of individual work orders addressed to the CAR -145 maintenance organisation.
 2. component maintenance, including engine maintenance, the contract as referred to in paragraph (c) may be in the form of individual work orders addressed to the CAR -145 maintenance organisation.
- (d) Notwithstanding point (c), the contract may be in the form of individual work orders addressed to the CAR-145 or CAR M.A. Subpart-F maintenance organisation in the case of:
1. an aircraft requiring unscheduled line maintenance,
 2. component maintenance, including engine maintenance.

GM M.A.708 Continuing airworthiness management

The continuing airworthiness management organisation should have adequate knowledge of the design status (type specification, customer options, airworthiness directives (ADs), airworthiness limitations contained in the aircraft instructions for continuing airworthiness, modifications, major repairs, operational equipment) and of the required and performed maintenance. The status of aircraft design and maintenance should be adequately documented to support the performance of the quality system.

For CS-25 / FAR -25 aeroplanes, adequate knowledge of the airworthiness

limitations should cover those contained in CS-25 Book 1, Appendix H, paragraph H25.4 and fuel tank system airworthiness limitations including critical design configuration control limitations (CDCCL).

GM M.A.708(b)(4) Continuing airworthiness management

This requirement means that the continuing airworthiness management organisation is responsible for determining what maintenance is required, when it has to be performed, by whom and to what standard in order to ensure the continued airworthiness of the aircraft.

AMC M.A.708 (c) Continuing Airworthiness Management

1. ~~Where an operator is not approved under CAR 145 or an operator's maintenance organisation is an independent organisation, a contract should be agreed between the operator and a maintenance organisation approved under CAR 145, which specifies, in detail, the work to be performed by the maintenance organisation. Appendix XI to this AMC gives further details on the subject.~~

2. ~~Both the specification of work and the assignment of responsibilities should be clear, unambiguous and sufficiently detailed to ensure that no misunderstanding should arise between the parties concerned (operator, maintenance organisation and DGCA) that could result in a situation where work that has a bearing on the airworthiness or serviceability of aircraft is not or will not be properly performed.~~

3. ~~Special attention should be paid to procedures and responsibilities to ensure that all maintenance work is performed, service bulletins are analysed and decisions taken on accomplishment, airworthiness directives are completed on time and that all work, including non-mandatory modifications is carried out to approved data and to the latest standards.~~

4. ~~For line maintenance, the actual layout of the contract the IATA Standard Ground Handling Agreement may be used as a basis, but this does not preclude DGCA from ensuring that the content of the contract is acceptable to them, and especially that the contract allows the operator to properly exercise its maintenance responsibility. Those parts of a contract that have no bearing on the technical or operational aspects of airworthiness are outside the scope of this paragraph.~~

5. ~~It is possible to contract another operator that is not directly approved under CAR 145. In this case the operator's continuing airworthiness management exposition should include appropriate procedures to ensure that all this contracted maintenance is ultimately performed on time by organisations approved under CAR 145 in accordance with the contracting operator's data. In particular the quality system procedures should place great emphasis on monitoring compliance with the above. The list of CAR 145 approved contractors, or a reference to this list, should be included in the operator's continuing airworthiness management exposition.~~

6. ~~Such a maintenance arrangement does not absolve the operator from its overall continuing airworthiness responsibility. Specifically, in order to accept the maintenance arrangement, DGCA should be satisfied that such~~

~~an arrangement allows the operator to ensure full compliance with responsibilities pursuant to M.A.201.~~

~~7. The purpose of M.A.708(c) is to ensure that all maintenance is carried out by properly approved CAR 145 organisations. This does not preclude a primary maintenance arrangement with an operator that is not such an organisation, when it proves that such an arrangement is in the interest of the operator by simplifying the management of its maintenance, and the operator keeps an appropriate control of it. Such an arrangement should not preclude the operator from ensuring that all maintenance is performed by a CAR 145 approved organisation and complying with the M.A.201 continuing airworthiness responsibility requirements. Typical examples of such arrangements follow:~~

~~• Component maintenance:~~

~~The operator may find it more appropriate to have a primary contractor that would despatch the components to appropriately approved organisations, rather than sending himself different types of components to various maintenance organisations approved under CAR 145. The benefit for the operator is that the management of maintenance is simplified by having a single contact point for component maintenance. The operator remains responsible for ensuring that all maintenance is performed by maintenance organisations approved under CAR 145 and in accordance with the approved standard.~~

~~• Aircraft, engine and component maintenance:~~

~~The operator may wish to have a maintenance contract with another operator of the same type of aircraft not approved under CAR 145. A typical case is that of a dry leased aeroplane between operators, where the parties, for consistency or continuity reasons (especially for short term lease agreements) find it appropriate to keep the aeroplane under the current maintenance arrangement. Where this arrangement involves various CAR 145 approved contractors, it might be more manageable for the lessee operator to have a single contract with the lessor operator. Such an arrangement should not be understood as a transfer of responsibility to the lessor operator: the lessee operator, being the approved operator of the aircraft, remains responsible for the continuing airworthiness of the aircraft in performing the M.A.708 functions, and employing the M.A.706 continuing airworthiness management group of persons and staff.~~

~~In essence, this does not alter the intent of M.A.201 (h) in that it also requires that the operator has to establish a written maintenance contract acceptable to DGCA of operator and, whatever type of acceptable arrangement is made, the operator is required to exercise the same level of control on contracted maintenance, particularly through the M.A.706 (c) continuing airworthiness management group of persons and quality system as referred to in M.A.712.~~

AMC1 M.A.708(c) Continuing airworthiness management

1. In case of complex motor-powered aircraft, aircraft used for commercial air transport operations, aircraft used for commercial specialised operations and aircraft used by commercial approved training organisation, the provisions of M.A.201 establish that a continuing airworthiness management organisation is required. This continuing airworthiness management organisation is in charge of the continuing airworthiness management and this includes the tasks specified in M.A.301 points (2), (3), (5) and (6). If the continuing airworthiness management organisation does not hold the appropriate maintenance organisation approval (Subpart F organisation approval or a CAR-145 approval), then the continuing airworthiness management organisation should conclude a contract with the appropriate organisation(s).
2. The continuing airworthiness management organisation 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.
3. The continuing airworthiness management organisation should agree with the operator on the process to select a maintenance organisation before concluding any contract with a maintenance organisation.
4. The fact that the continuing airworthiness management organisation has contracted a maintenance organisation approved under Subpart F or CAR-145 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 continuing airworthiness management organisation and the maintenance organisation(s) should specify in detail the responsibilities and the work to be performed by each party.
6. Both the specification of work and the assignment of responsibilities should be clear, unambiguous and sufficiently detailed to ensure that no misunderstanding arises between the parties concerned that could result in a situation where work that has an effect on the airworthiness or serviceability of aircraft is not or will not be properly performed.
7. Special attention should be paid to procedures and responsibilities to ensure that all maintenance work is performed, service bulletins are analysed and decisions are taken on their accomplishment, airworthiness directives are accomplished on time and that all work, including non-mandatory modifications, is carried out to approved data and to the latest standards.
8. Appendix XI to this AMC gives further details on the subject.

AMC2 M.A.708(c) Continuing airworthiness management

Maintenance Contract With Another Camo/Operator

1. The purpose of M.A.708(c) is to ensure that all maintenance is carried out by an appropriately approved maintenance organisation. It is possible to contract another operator/CAMO (secondary operator/CAMO) that does not hold a maintenance organisation approval when it proves that such a contract is in the interest of the continuing airworthiness management organisation by simplifying the management of its maintenance, and the continuing airworthiness management organisation keeps an appropriate control of it. In this case the continuing airworthiness management exposition should include appropriate procedures to ensure that all maintenance is ultimately carried out on time by approved maintenance organisations in accordance with the continuing airworthiness management organisation's data. In particular, the quality system procedures should place great emphasis on monitoring compliance with the above. The list of approved maintenance organisations, or a reference to this list, should be included in the CAMO's continuing airworthiness management exposition.

2. This contract should not preclude the continuing airworthiness management organisation from ensuring that all maintenance is performed by appropriately approved organisations which comply with the M.A.201 continuing airworthiness responsibility requirements. Typical examples of such arrangements are the following:

— Component maintenance:

The continuing airworthiness management organisation may find it more appropriate to have a primary contractor (the secondary operator/CAMO) dispatching the components to appropriately approved organisations rather than sending themselves different types of components to various maintenance organisations approved under CAR-145. The benefit for the continuing airworthiness management organisation is that the management of maintenance is simplified by having a single point of contact for component maintenance. The continuing airworthiness management organisation remains responsible for ensuring that all maintenance is performed by maintenance organisations approved under cART-145 and in accordance with the approved standards.

— Aircraft, engine and component maintenance:

The continuing airworthiness management organisation may wish to have a maintenance contract with a secondary operator/CAMO not approved under CAR-145 for the same type of aircraft. A typical case is that of a dry-leased aeroplane between operators where the parties, for consistency or continuity reasons (especially for short-term lease agreements), find it appropriate to keep the aeroplane under the current maintenance arrangement. Where this arrangement involves various CAR-145 approved contractors, it might be more manageable for the lessee continuing airworthiness management organisation to have a single maintenance contract with the lessor operator/CAMO. Whatever type of acceptable maintenance contract is concluded, the continuing

airworthiness management organisation is required to exercise the same level of control on contracted maintenance, particularly through the M.A.706(c) continuing airworthiness management group of persons and quality system continuing airworthiness management organisation as referred to in M.A.712.

GM M.A.708(c) Continuing airworthiness management

For line maintenance, the actual layout of the IATA Standard Ground Handling Agreement may be used as a basis, but this does not preclude the from ensuring that the content of the contract is acceptable and especially that the contract allows the continuing airworthiness management organisation to properly exercise its maintenance responsibility. Those parts of the contract that have no effect on the technical or operational aspects of airworthiness are outside the scope of this paragraph.

AMC M.A.708(c)-(1) (d) Continuing Airworthiness Management

The intent of this paragraph is that maintenance contracts are not necessary when the operator's continuing airworthiness system, as approved by DGCA, management exposition specifies that the relevant maintenance activity may be ordered through one-time work orders. This includes for obvious reasons unscheduled line maintenance and may also include aeroplane component maintenance up to engines, so as long as DGCA of operator considers that the maintenance is manageable through work orders, both in terms of volume and complexity. It should be noted that this paragraph implies that even where base maintenance is ordered on a case-by-case basis, there should be a written maintenance contract.

AMC M.A.709 DOCUMENTATION

Continuing airworthiness management organisations may seek authorisation for indirect approval in order to amend the aircraft maintenance programme mentioned above in accordance with M.A.302(c). The indirect approval procedure should include provisions to notify to the DGCA that an aircraft maintenance programme specific for a customer has been created. The reason is that, according to M.A.704 (a) 9, for aircraft not involved in commercial air transport used by air operator certified in accordance with schedule XI of aircraft rule 1937, the Continuing Airworthiness Management Exposition (CAME) only needs to include the reference to the baseline/generic maintenance programme.

GM M.A.709 Documentation

Paragraph M.A.709(a) refers to continuing airworthiness tasks referred to in M.A.708. As a consequence, this covers continuing airworthiness management tasks but not airworthiness reviews.

Airworthiness review requirements are established in M.A.710 and the requirements for the corresponding record retention are contained in M.A.714.

M.A.710 Airworthiness Review

(a) ---

11. if required, the aircraft holds a noise certificate corresponding to the current configuration of the aircraft.

~~(e) An M.A. 901 The Airworthiness Review Certificate (CA Form 15b - Appendix-III) or a recommendation for the issue of the airworthiness review certificate (CA Form 15a) can only be issued by appropriate authorized M.A.707 airworthiness review staff on behalf of the approved continuing airworthiness management organisation when satisfied that the airworthiness review has been properly carried out.~~

(ga) For Category 1 light aircraft not involved in commercial operations for which the aircraft maintenance programme has been established in accordance with M.A.302(h), the aircraft maintenance programme shall be reviewed in conjunction with the airworthiness review. This review shall be accomplished by the person who performed the airworthiness review.

(h) Should the outcome of the airworthiness review be inconclusive, or should the review under point M.A.710(ga) show discrepancies on the aircraft linked to deficiencies in the content of the maintenance programme, the DGCA shall be informed by the organisation as soon as practicable but in any case within 72 hours from the moment the organisation identifies the condition to which the review relates. The airworthiness review certificate shall not be issued until all findings have been closed.

GM M.A.710 Airworthiness review

Responsibilities of airworthiness review staff:

The following is a summary of the requirements contained in M.A.710 as well as the associated AMCs and Appendices, in relation to the responsibilities of the airworthiness review staff:

— Airworthiness review staff are responsible for performing both the documental and the physical survey.

— Procedures must be established by the continuing airworthiness management organisation in order to perform the airworthiness review, including the depth of samplings (refer to Appendix V to AMC M.A.704, paragraphs 4.2 and 4.3).

— Procedures must make very clear that the final word about the depth of the inspections (both documental and physical) belongs to the airworthiness review staff, who can go beyond the depth contained in the CAME if they find it necessary. At the end, it is the responsibility of the airworthiness review staff to be satisfied that the aircraft complies with CAR-M and is airworthy, and the organisation must ensure that no pressure or restrictions are imposed on the airworthiness review staff

when performing their duty.

- A compliance report must be produced by the airworthiness review staff, detailing all items checked and the outcome of the review.
- Airworthiness review staff are responsible for the items checked during the airworthiness review. However, they do not take over the responsibilities of the continuing airworthiness management organisation, CAR-145, DOA, POA or any other organisations, not being responsible for problems not detected during the airworthiness review or for the possibility that the approved or declared maintenance programme may not include certain recommendations from the Design Approval Holder. Obviously, if the airworthiness review staff are not independent of the airworthiness management process and were nominated on the basis of the option of having overall authority on such a process, they will be responsible for the full continuing airworthiness of such aircraft. Nevertheless, this responsibility will be a consequence of their position related to M.A.706 and not of their position as airworthiness review staff (M.A.707).
- The issuance of the airworthiness review certificate (ARC) by the airworthiness review staff only certifies that the aircraft is considered airworthy in relation to the scope of the airworthiness review performed and the fact that the airworthiness review staff are not aware of instances of non-compliance which endanger flight safety. Furthermore, it only certifies that the aircraft is considered airworthy at the time of the review.

It is the responsibility of the owner or contracted continuing airworthiness management organisation to ensure that the aircraft is fully airworthy at any time.

AMC M.A.710 (a) Airworthiness Review

1. ----
2. The ~~M.A. Subpart G organization~~ continuing airworthiness management organisation should develop procedures for the airworthiness review staff to produce a compliance report that confirms the above have been reviewed and found in compliance with CAR-M.

AMC M.A.710 (b) and (c) Airworthiness Review

5. The ~~M.A. Subpart G organization~~ continuing airworthiness management organisation should develop procedures for the airworthiness review staff to produce a compliance report that confirms the physical inspection has been carried out and found satisfactory.

AMC M.A.710(ga) Airworthiness review

This review of the maintenance programme is performed by the person who performed the airworthiness review, who could belong to the competent

authority, a continuing airworthiness management organisation or a maintenance organisation or could also be independent certifying staff in accordance with M.A.901(g).

During the annual review of the maintenance programme, the following should be taken into consideration:

- The results of the maintenance performed during that year, which may reveal that the current maintenance programme is not adequate.
- The results of the airworthiness review performed on the aircraft, which may reveal that the current maintenance programme is not adequate.
- Revisions introduced in the documents affecting the programme basis, such as the M.A.302(i) 'Minimum Inspection Programme' or the Design Approval Holder data
- Applicable mandatory requirements for compliance with CAR-21 / Part-21/FAR-21, such as Airworthiness Directives, Airworthiness Limitations, Certification Maintenance Requirements and specific maintenance requirements contained in the TCDS.

For the purpose of reviewing the results of the maintenance performed during that year, the airworthiness review staff should request the owner/CAMO to provide the records of all the maintenance performed during that year, including unscheduled maintenance.

When reviewing the results of the maintenance performed during that year and the results of the airworthiness review, attention should be paid as to whether the defects found may have been prevented by introducing in the maintenance programme certain recommendations from the Design Approval Holder which were initially disregarded by the owner.

GM M.A.710(h) Airworthiness review

The objective of informing the DGCA, when the airworthiness review shows discrepancies linked to deficiencies in the content of the maintenance programme is to allow the DGCA to take it into account when planning the ACAM inspections and to make sure that the DGCA agrees on the amendments required in the maintenance programme as required by M.A.302(h)5.

M.A.711 Privileges of the Organization

- (a) A continuing airworthiness management organisation approved in accordance with Section A, Subpart G of CAR-M may:
1. manage the continuing airworthiness of aircraft, except those involved in ~~air operator certified~~ in accordance with schedule XI of aircraft rule 1937 ~~commercial air transport~~, as listed on the approval certificate;
 2. manage the continuing airworthiness of ~~commercial air transport~~ aircraft used by ~~air operator certified~~ in accordance with schedule X of aircraft rule 1937 when listed both on its approval certificate and on its Air Operator Certificate (AOC);

3. --;
4. --

(b) An approved continuing airworthiness management organisation may, additionally, be approved to carry out airworthiness reviews referred to in point M.A.710 and:

1. issue the related airworthiness review certificate and extend it in due time under the conditions of points M.A.901(c)2 or M.A.901(e)2; and,
2. issue a recommendation for the airworthiness review to the DGCA.

(c) Reserve

~~AMC M.A.711 (4) Privileges of the Organization~~

~~It is not necessary for an organisation to be approved to carry out airworthiness reviews. This can be contracted to another appropriately approved organisation. In this case, the airworthiness review should be carried out every year and the ARC issued by DGCA following a recommendation.~~

AMC M.A.711(a)(3) Privileges of the organisation

SUBCONTRACTING OF CONTINUING AIRWORTHINESS TASKS

1. The CAMO may subcontract certain continuing airworthiness management tasks to qualified persons or organisations. The subcontracted person or organisation performs the continuing airworthiness management tasks as an integral part of the CAMO's continuing airworthiness management system, irrespective of any other approval held by the subcontracted person or organisation (including CAMO or CAR-145 approval).
2. The CAMO 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 CAMO should be satisfied that the actions taken by the subcontracted person or organisation meet the standards required by Subpart G. Therefore, the CAMO management of such activities should be accomplished:
 - (a) by active control through direct involvement, and/or
 - (b) by endorsing the recommendations made by the subcontracted person or organisation.
4. In order to retain ultimate responsibility, the CAMO should limit subcontracted tasks to the activities specified below:
 - (a) airworthiness directive analysis and planning;
 - (b) service bulletin analysis;
 - (c) planning of maintenance;
 - (d) reliability monitoring, engine health monitoring;

- (e) maintenance programme development and amendments;
 - (f) any other activities, which do not limit the CAMO responsibilities, as agreed by the DGCA.
5. The CAMO's controls associated with subcontracted continuing airworthiness management tasks should be reflected in the associated contract and be in accordance with the CAMO policy and procedures defined in the continuing airworthiness management exposition. When such tasks are subcontracted, the continuing airworthiness management system is considered to be extended to the subcontracted persons or 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 activities described in Appendix II. Where contracts are made with more than one organisation, the CAMO 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 to other organisations elements of the continuing airworthiness management tasks.
 8. The DGCA should exercise oversight of the subcontracted activities through the CAMO approval. The contracts should be acceptable to the DGCA. The CAMO should only subcontract to organisations which are specified by the DGCA on CA Form 14.
 9. The subcontracted organisation should agree to notify the CAMO of any changes affecting the contract as soon as practical. The CAMO should then inform its DGCA. Failure to do so may invalidate the DGCA acceptance of the contract.
 10. Appendix II to AMC M.A.711(a)(3) provides information on the subcontracting of continuing airworthiness management tasks.'

AMC M.A.711(b) Privileges of the organisation

An organisation may be approved for the privileges of M.A.711(a) only, without the privilege to carry out airworthiness reviews. This can be contracted to another appropriately approved organisation. In such a case, it is not mandatory that the contracted organisation is linked to an AOC holder, being possible to contract an appropriately approved independent continuing airworthiness management organisation which is approved for the same aircraft type.

In order to be approved for the privileges of M.A.711(b) for a particular aircraft type, it is necessary to be approved for the privileges of M.A.711(a) for that aircraft type. As a consequence, the normal situation in this case is that the organisation will be performing continuing airworthiness management tasks and performing airworthiness reviews on every aircraft type contained in the approval certificate.

Nevertheless, this does not necessarily mean that the organisation needs to be currently managing an aircraft type in order to be able to perform airworthiness reviews on that aircraft type. The organisation may be performing only airworthiness reviews on an aircraft type without having any customer under contract for that type.

Furthermore, this situation should not necessarily lead to the removal of the aircraft type from the organisation approval. As a matter of fact, since in most cases the airworthiness review staff are not involved in continuing airworthiness management activities, it cannot be argued that these airworthiness review staff are going to lose their skills just because the organisation is not managing a particular aircraft type. The important issue in relation to maintaining a particular aircraft type in the organisation approval is whether the organisation continuously fulfils all the Subpart G requirements (facilities, documentation, qualified personnel, quality system, etc.) required for initial approval.

M.A.712 Quality System

- (e) For air operator certified in accordance with schedule XI of aircraft rule 1937 ~~In case of commercial air transport~~ the M A Subpart G quality system, shall be an integrated part of the operator's quality system.
- (f) In the case of a small organisation not managing the continuing airworthiness of aircraft used in air operator certified in accordance with schedule XI of aircraft rule 1937 ~~– in commercial air transport~~, the quality system may be replaced by regular organisational reviews subject to the approval of DGCA, -----(-----)---

AMC M.A.712 (f) Quality System

-----(--)--

The following activities should not be considered as subcontracting and, as a consequence, they may be performed without a quality system, although they need to be described in the continuing airworthiness management exposition and be approved by the DGCA:

- Subscription to a technical publisher that provides maintenance data (Aircraft Maintenance Manuals, Illustrated Parts Catalogues, Service Bulletins, etc.), which may be applicable to a wide range of aircraft. These data may include maintenance schedules recommended by different manufacturers that can be afterwards used by the continuing airworthiness management organisation in order to produce customised maintenance programmes.
- Contracting the use of a software tool for the management of continuing airworthiness data and records, under the following conditions (in addition to M.A.714(d) and (e)):
 - If the tool is used by several organisations, each organisation should have access to its own data only.
 - Introduction of data can only be performed by personnel of the continuing airworthiness management organisation.

- The data can be retrieved at any time

AMC M.A.713 Changes to the Approved Continuing Airworthiness Organization

1. ~~This paragraph covers scheduled changes to the continuing airworthiness organisation's the CAMO approval. Whilst the requirements relating to air operator certificates, including their issue, variation and continued validity, are prescribed in the appropriate regulation, operators should be aware this paragraph is included in CAR M and may affect continued acceptance of the continuing airworthiness management.~~
2. ~~The primary purpose of this paragraph is to enable the continuing airworthiness organisation to remain approved if agreed by DGCA during negotiations about any of the specified changes. Without this paragraph the approval would automatically be suspended in all cases.~~
This paragraph covers scheduled changes to the CAMO approval. The primary purpose of this paragraph is to enable the CAMO to remain approved if agreed by the DGCA during negotiations about any of the specified changes. Without this paragraph the approval would automatically be suspended in all cases.

~~AMC M.A. 715 Continued Validity of Approval~~

~~Validity period of one year means from 1st August of any calendar year to 31st July of next calendar year.~~

M.A.801 Aircraft Certificate of Release to Service

- (a) --
 - (b) -----
1. ---
 2. certifying staff in compliance with requirements of ~~DGCA Aircraft Maintenance Engineers Licensing requirements~~. CAR 66, except for complex maintenance tasks listed in Appendix VII to this CAR for which point 1 applies; or
 - (c) By derogation from point M.A.801(b)2 for **Category 1** Light aircraft not used in commercial specialised operations or not used in commercial approved training organisation operations, ~~air transport~~, aircraft complex maintenance tasks listed in Appendix VII may be released by certifying staff referred to in point M.A.801(b)2;

M.A.803 Pilot Owner Authorization

- (a) --
- (b) For any ~~privately operated~~ non-complex motor-powered aircraft of 2730 kg MTOM and below, sailplane, powered sailplane or balloon, **that are**

not used in commercial air transport , or not used in commercial specialised operations or not used in commercial approved training organisation operations, the Pilot-owner may issue a certificate of release to service after limited Pilot-owner maintenance as specified in Appendix VIII to this CAR.

AMC M.A.803 Pilot-Owner Authorization

- ~~1. The pilot owner should hold a valid pilot license issued or validated by DGCA for the aircraft type being maintained.~~
- ~~2. Privately operated means the aircraft is not operated pursuant to M.A.201(h) and (i).~~
- ~~3. A pilot owner should only issue a certificate of release to service for maintenance performed by the pilot owner and after demonstrating the competence to carry out such maintenance tasks.~~

1. Privately operated means the aircraft is operated pursuant to M.A.201(i)
2. A Pilot-owner may only issue a CRS for maintenance he/she has performed.
3. In the case of a jointly-owned aircraft, the maintenance programme should list:

— The names of all Pilot-owners competent and designated to perform Pilot-owner maintenance in accordance with the basic principles described in Appendix VIII of CAR-M. An alternative would be the maintenance programme to contain a procedure to ensure how such a list of competent Pilot-owners should be managed separately and kept current.

— The limited maintenance tasks they may perform.

4. An equivalent valid pilot license may be any document attesting a pilot qualification recognised by the Member State. It does not have to be necessarily issued by the competent authority, but it should in any case be issued in accordance with the particular Member State's system. In such a case, the equivalent certificate or qualification number should be used instead of the pilot's licence number for the purpose of the M.A.801(b)3 (certificate of release to service).
5. Not holding a valid medical examination does not invalidate the pilot licence (or equivalent) required under M.A.803(a)1 for the purpose of the Pilot-owner authorisation.

M.A.901 Aircraft Airworthiness Review

- (c)For all aircraft used air operator certified in accordance with Schedule XI of aircraft rule 1937 in commercial air transport, and aircraft above 2 730 kg MTOM, except balloons, that are in a controlled environment, the organisation referred to in (b) managing the continuing airworthiness of the aircraft may, if appropriately approved, and subject to

compliance with paragraph (k):

- (d) For all aircraft used by air operator certified in accordance with Schedule XI of aircraft rule 1937 in commercial air transport and aircraft above 2 730 kg MTOM, except balloons, that
- (e) For aircraft not used by air operator certified in accordance with Schedule XI of aircraft rule 1937 ~~commercial air transport~~ of 2 730 kg MTOM and below, and balloons, continuing airworthiness management organisation approved in accordance with Section A, Subpart G of CAR-M and appointed by the owner or operator may, if appropriately approved and subject to paragraph (k):
- (g) By derogation from points M.A.901(e) and M.A.901(i)2, for Category 1 light aircraft not used in commercial air transport or not used in commercial specialised operations or not used in commercial ATO operations ~~and not affected by point M.A.201(i)~~, the airworthiness review certificate may also be issued by DGCA upon satisfactory assessment, based on a recommendation made by certifying staff formally approved by DGCA and complying with ~~DGCA Aircraft Maintenance License requirements~~ CAR 66 as well as requirements laid down in point M.A.707(a)2(a), sent together with the application from the owner or operator. This recommendation shall be based on an airworthiness review carried out in accordance with point M.A.710 and shall not be issued for more than two consecutive years
- (l) For Category 1 light aircraft not involved in commercial operations, the CAR 145 or M.A. Subpart F maintenance organisation performing the annual inspection contained in the maintenance programme may, if appropriately approved, perform the airworthiness review and issue the recommendation for issue airworthiness review certificate, subject to the following conditions:
 - 1. The organisation nominates airworthiness review staff complying with all the following requirements:
 - (a) The airworthiness review staff hold a certifying staff authorisation for the corresponding aircraft.
 - (b) The airworthiness review staff have at least three years of experience as certifying staff.
 - (c) The airworthiness review staff are independent from the continuing airworthiness management process of the aircraft being reviewed or have overall authority on the continuing airworthiness management process of the complete aircraft being reviewed.
 - (d) The airworthiness review staff have acquired knowledge of this CAR relevant to continuing airworthiness management.
 - (e) The airworthiness review staff have acquired proven knowledge of the procedures of the maintenance organisation relevant to the airworthiness review and issue of the airworthiness review certificate.
 - (f) The airworthiness review staff have been formally accepted by the DGCA after having performed an airworthiness review under the

supervision of the DGCA or under the supervision of the organisation's airworthiness review staff in accordance with a procedure approved by the DGCA.

- (g) the airworthiness review staff have performed at least one airworthiness review in the last twelve- month period.
- 2. The airworthiness review is performed at the same time as the annual inspection contained in the maintenance programme and by the same person who releases such annual inspection, being possible to use the 90 days anticipation provision contained in M.A.710(d).
- 3. The airworthiness review includes a full documented review in accordance with point M.A.710(a).
- 4. The airworthiness review includes a physical survey of the aircraft in accordance with points M.A.710(b) and (c).
- 5. Reserved :
- (a) the airworthiness review has been completely and satisfactorily carried out; and
- (b) the maintenance programme has been reviewed in accordance with point M.A.710(ga); and
- (c) there is no non-compliance which is known to endanger flight safety.
- 6. A copy of the airworthiness review certificate issued is sent to the DGCA within 10 days of the date of issue.
- 7. The DGCA is informed within 72 hours if the organisation has determined that the airworthiness review is inconclusive or if the review under point M.A.901(l)5(b) shows discrepancies on the aircraft linked to deficiencies in the content of the maintenance programme.
- 8. The manual or exposition of the maintenance organisation describes all the following:
 - (a) The procedures for the performance of airworthiness reviews and the issue of the corresponding airworthiness review certificate.
 - (b) The names of the certifying staff authorised to perform airworthiness reviews and issue the corresponding airworthiness review certificate.
 - (c) The procedures for the review of the maintenance programme.

AMC M.A.901 Aircraft airworthiness review

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

AMC M.A.901 (b) Aircraft Airworthiness Review

- 1. If the continuing airworthiness of the aircraft is not managed according to an ~~CAR-M~~ appendix I continuing airworthiness ~~arrangement~~ contract, ~~between the owner and the M.A. Subpart G organisation~~ the aircraft should be considered to be outside a controlled environment.

Nevertheless, such contract is not necessary when the operator and the CAMO are the same organisation

AMC M.A.901(j) Aircraft Airworthiness Review

- a) ---
- b) --

The support of personnel appropriately qualified in accordance with ~~Rule 61~~ CAR 66 is necessary when DGCA's airworthiness review staff is not appropriately qualified.

AMC M.A.901(l)1 Aircraft airworthiness review

Independence from the continuing airworthiness management process of the aircraft means being authorised to perform airworthiness reviews only on aircraft for which the person has not participated in their continuing airworthiness management.

This may not be relevant for most maintenance organisations (CAR-145 or CAR-M Subpart F). Since these organisations cannot perform the continuing airworthiness management of aircraft (this is a privilege of CAMOs), it needs to be considered by those maintenance organisations (CAR-145 or CAR-M Subpart F) intending to nominate as airworthiness review staff certifying staff who are also employed/contracted by a CAMO and who have been involved in the continuing airworthiness management of the aircraft being reviewed.

Nevertheless, such independence is not necessary if these airworthiness review staff (who are also employed/contracted by the CAMO) can show 'overall authority on the continuing airworthiness management process of the complete aircraft'. This may be achieved, among other ways, if this person is:

- the accountable manager or the nominated postholder of the CAMO.
- responsible for the complete continuing airworthiness management process of the aircraft being reviewed.
- the only person employed by an one-man CAMO.

GM M.A.901(l)5 Aircraft airworthiness review

The CA Form 15c is only applicable to Category I Light aircraft not involved in commercial operations. As a consequence, a new EASA Form 15a or 15b has to be issued if the operation of the aircraft changes to commercial. This includes the corresponding approval of the maintenance programme and the performance of an airworthiness review.

GM M.A.901(l)7 Aircraft airworthiness review

The objective of informing the competent authority when the airworthiness review shows discrepancies linked to deficiencies in the content of the maintenance programme is to allow the DGCA to take it into account when planning the ACAM inspections and to make sure that the DGCA agrees on the amendments required in the maintenance programme as required by M.A.302(h)5.

AMC M.A.904 (a) (2) Airworthiness Reviews of Aircraft Imported into India

- 3.If there is no M.A. Subpart G organisation approved for the airworthiness review of the specific aircraft type available, DGCA may carry out the airworthiness review in accordance with this paragraph and the provisions M.A.901 (h) and M.B.902. In this case, the airworthiness review should be requested to DGCA with a 30-day notice.

SECTION B

PROCEDURES FOR DGCA

Refer APM Chapter 3 A

Continuing Airworthiness Arrangement management contract.

1. When an owner / operator contracts in accordance with M.A.201 a continuing airworthiness organisation approved pursuant to CAR-M Subpart-G (CAMO) to carry out continuing airworthiness management tasks, upon request by DGCA a copy of the arrangement contract shall be sent by the owner/operator to DGCA once it has been signed by both parties.
2. The arrangement contract shall be developed taking into account the requirements of CAR - M and shall define the obligations of the signatories in relation to continuing airworthiness of the aircraft.
3. It shall contain as a minimum the:

-----(-----)-----

— type of operation

4. It shall state the following:

The owner/operator entrusts to the approved organisation CAMO the management of the continuing airworthiness of the aircraft, the development of a maintenance programme that shall be approved by DGCA, as detailed in M.1 and the organisation of the maintenance of the aircraft according to said maintenance programme. in an approved organisation.

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

The owner / operator certifies declares, to the best of their its belief that all the information given to the CAMO approved organisation concerning the continuing airworthiness of the aircraft is and will be accurate and that the aircraft will not be altered without prior approval of the approved organization CAMO.

In case of any non-conformity with this contract arrangement, by either of the signatories, it will become null. In such a case, the owner / operator will retain full responsibility for every task linked to the continuing airworthiness of the aircraft and the owner will undertake to inform DGCA within two full weeks.'

5. When an owner /operator contracts a CAMO an M.A. Subpart G approved continuing airworthiness organisation in accordance with M.A.201 the obligations of each party shall be shared as follows:

5.1. Obligations of the CAMO approved organisation:

1. have the aircraft type in the scope of its approval;
2. respect the conditions to maintain the continuing airworthiness of the aircraft listed below:
 - (a) develop a maintenance programme for the aircraft, including any reliability programme developed, if applicable;

- (b) declare the maintenance tasks (in the maintenance programme) that may be carried out by the pilot-owner in accordance with point M.A.803(c);
 - (c) organise the approval of the aircraft's maintenance programme;
 - (d) once it has been approved, give a copy of the aircraft's maintenance programme to the owner / operator ;
 - (e) organise a bridging inspection with the aircraft's prior maintenance programme;
 - (f) organise for all maintenance to be carried out by an approved maintenance organisation;
 - (g) organise for all applicable airworthiness directives to be applied;
 - (h) organise for all defects discovered during scheduled maintenance, airworthiness reviews or reported by the owner to be corrected by an approved maintenance organization;
 - (i) ~~coordinate scheduled maintenance, the application of airworthiness directives, the replacement of life limited parts, and component inspection requirements;~~ inform the owner each time the aircraft shall be brought to an approved maintenance organisation;
 - (j) manage all technical records;
 - (k) archive all technical records;
3. organise the approval of any modification to the aircraft in accordance with CAR21/EASA 21 / FAR 21 before it is embodied;
 4. organise the approval of any repair to the aircraft in accordance with CAR 21/EASA 21 / FAR 21 before it is carried out;
 5. inform DGCA whenever the aircraft is not presented to the approved maintenance organisation by the owner as requested by the approved organisation;
 6. inform DGCA whenever the present arrangement contract has not been respected;
 7. ~~ensure that carry out~~ the airworthiness review of the aircraft ~~is carried out~~ when necessary and ~~ensure that~~ issue the airworthiness review certificate ~~is issued~~ or ~~the~~ a recommendation ~~is sent~~ to DGCA;
 8. send within 10 days a copy of any airworthiness review certificate issued or extended to DGCA
 9. carry out all occurrence reporting mandated by applicable regulations;
 10. inform DGCA whenever the present arrangement contract is denounced by either party.

5.2 Obligations of the owner /operator.

1. have a general understanding of the approved maintenance programme;

2. have a general understanding of the CAR-M;
3. present the aircraft to the approved maintenance organisation agreed with the ~~approved organisation~~ CAMO at the due time designated by the ~~approved organisation's~~ CAMO request;
4. not modify the aircraft without first consulting the CAMO ~~approved organisation~~;
5. inform the CAMO ~~approved organisation~~ of all maintenance exceptionally carried out without the knowledge and control of the CAMO ~~approved organisation~~;
6. report to the CAMO ~~approved organisation~~ through the logbook all defects found during operations;
7. inform DGCA whenever the present ~~contract arrangement~~ is denounced by either party;
8. inform DGCA and the CAMO ~~approved organisation~~ whenever the aircraft is sold;
9. carry out all occurrence reporting mandated by applicable regulations;
10. inform on a regular basis the CAMO ~~approved organisation~~ about the aircraft flying hours and any other utilisation data, as agreed with CAMO ~~the approved organisation~~;
11. enter the certificate of release to service in the logbooks as mentioned in point M.A.803(d) when performing pilot-owner maintenance without exceeding the limits of the maintenance tasks list as declared in the approved maintenance programme as laid down in point M.A.803(c);
12. inform the CAMO ~~approved continuing airworthiness management organisation responsible for the management of the continuing airworthiness of the aircraft~~ not later than 30 days after completion of any pilot-owner maintenance task in accordance with point M.A.305(a).

GM to Appendix I 'Continuing airworthiness management contract

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

Airworthiness Review Certificate-CA Form 15 a

DGCA INDIA

AIRWORTHINESS REVIEW CERTIFICATE

ARC reference:

Pursuant to DGCA Regulations for the time being into force, DGCA hereby certifies that the following aircraft

Aircraft Manufacturer:.....

Manufacturer's designation:

Aircraft registration:

Aircraft Serial number :

is considered airworthy at the time of this review.

Date of issue: Date of Expiry

Aircraft Flight Hours (FH) at date of issue -----

Signed: Authorisation No

1st Extension: The Aircraft has remained in a controlled environment in accordance with point M.A 901 of CAR-M for the last year. The aircraft is considered to be airworthy at the time of the issue.

Date of issue: Date of Expiry

Aircraft Flight Hours (FH) at date of issue -----

Signed: Authorisation No

Company Name Approval Reference

2nd Extension: The Aircraft has remained in a controlled environment in accordance with point M.A 901 of CAR-M for the last year. The aircraft is considered to be airworthy at the time of the issue.

Date of issue: Date of Expiry

Aircraft Flight Hours (FH) at date of issue -----

Signed: Authorisation No

Company Name Approval Reference

Airworthiness Review Certificate -CA Form 15b

DGCA INDIA AIRWORTHINESS REVIEW CERTIFICATE	
ARC reference:	
Pursuant to DGCA Regulations for the time being into force, the following continuing airworthiness management organization, approved in accordance with Section A, Subpart G of CAR M.	
[NAME OF THE ORGANISATION APPROVED AND ADDRESS]	
Approval Reference:	
hereby certifies that it has performed an airworthiness review in accordance with point M.A 710 of CAR-M on the following aircraft.	
Aircraft Manufacturer:.....	
Manufacturer's designation:	
Aircraft registration:	
Aircraft Serial number :	
and this aircraft is considered airworthy at the time of this review.	
Date of issue: Date of Expiry	
Aircraft Flight Hours (FH) at date of issue	
Signed: Authorisation No	
1 st Extension: The Aircraft has remained in a controlled environment in accordance with point M.A 901 of CAR-M for the last year.The aircraft is considered to be airworthy at the time of the issue.	
Date of issue: Date of Expiry	
Aircraft Flight Hours (FH) at date of issue	
Signed: Authorisation No	
Company Name Approval Reference	
2 nd Extension: The Aircraft has remained in a controlled environment in accordance with point M.A 901 of CAR-M for the last year. The aircraft is considered to be airworthy at the time of the issue.	
Date of issue: Date of Expiry	
Signed: Authorisation No	
Aircraft Flight Hours (FH) at date of issue	
Company Name Approval Reference	

CA Form 15b

Approval Ratings

ORGANISATION APPROVAL CLASS AND RATING SYSTEM

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

**Directorate General of Civil Aviation
India**

APPROVAL CERTIFICATE

REFERENCE

Pursuant to DGCA Regulations for the time being in force and subject to the conditions specified below, DGCA hereby certifies

[COMPANY NAME] MAINTENANCE ORGANISATION

as a maintenance organization as referred to in CAR-M Section A Subpart F approved to maintain the products, parts and appliances listed in the attached approval schedule and issue related certificates to of release to service using the above reference and when stipulated to issue recommendations and airworthiness review certificate after an airworthiness review as specified in point MA 901 (I) of this CAR for those aircraft listed in the attached approval schedule . .

CONDITIONS:

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

Date of Original Issue:

Date of this revision

Revision No.

Signed:

Date of attached Schedule of Approval:.....For the use of DGCA only

APPROVAL SCHEDULE

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

Reference:

CLASS	RATING	LIMITATION
AIRCRAFT	A2: Aeroplanes/	
	A3: Single engine helicopters	
ENGINES	B1: Turbine	
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1: Air Cond & Press	
	C2 : Auto Flight	
	C5 : Electrical Power	
	C6: Equipment	
	C7: Engine - APU	
	C16: Propellers	
SPECIALISED SERVICES	D1: Non- Destructive Inspection	

This approval schedule is limited to the products, parts and appliances and to the activities specified in the scope of approval section contained in ~~CAR-M Section A Subpart F~~ approved maintenance organization manual.

Maintenance Organisation Manual Reference:.....

Date of original issue:.....

Date of last revision approved -----Revision No-----

Signed:

For Directorate General of Civil Aviation

Continuing Airworthiness Management Organisation Approval Certificate referred to in CAR-M

Subpart G

Directorate General of Civil Aviation
India

CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION APPROVAL CERTIFICATE

Reference : XX.MG.XXX (ref. AOC XX.XXXX)

Pursuant to DGCA Regulations for the time being in force and subject to the condition specified below, DGCA hereby certifies :
[COMPANY NAME AND ADDRESS]

As a continuing airworthiness management organisation in compliance with CAR-M, Section A, Subpart G approved to manage the continuing airworthiness of the aircraft listed in the attached schedule of approval and, when stipulated to issue recommendations or airworthiness review certificates after an airworthiness review as specified in point M.A.710 of CAR-M when stipulated.

CONDITIONS

1. This approval is limited to that specified in the scope of approval section of the approved continuing airworthiness management exposition as referred to in CAR-M, Section A, Subpart G.
2. This approval requires compliance with the approved continuing airworthiness management exposition procedures specified in the CAR-M ~~approved continuing airworthiness management exposition~~.
3. This approval is valid whilst the approved continuing airworthiness management organization remains in compliance with CAR-M.
4. Whenever the continuing airworthiness management organisation contracts under its quality system the services of an /several organization(s), this approval remain valid subject to such organization(s) fulfilling applicable oncontractual obligations.
5. Subject to compliance with the conditions 1 to 4 above, this approval shall remain valid for an unlimited duration as specified in the attached validity schedule unless the approval has previously been surrendered, superseded, suspended or revoked.

If this form is also used for AOC holders, the AOC number shall be added to the reference, in addition to the standard number, and the condition 5 shall be replaced by the following extra conditions :

6. This approval does not constitute an authorisation to operate the types of aircraft referred in paragraph 1. The authorisation to operate the aircraft is the Air Operator Certificate (AOC).
7. ~~Where the continuing airworthiness management organization contracts under its Quality System the service of an/several organisation(s), this approval remains valid subject to such organisation(s) fulfilling applicable contractual obligations.~~
8. Termination, suspension or revocation of the AOC automatically invalidates the present approval in relation to the aircraft registrations specified in the AOC, unless otherwise explicitly stated by DGCA.
9. Subject to compliance with the previous conditions, this approval shall remain valid for the period as specified in Approval Validity sheet unless the approval has previously been surrendered, superseded, suspended or revoked.

Date of original issue :
Signed :

Date of this revision : Revision No. :

For Directorate General of Civil Aviation :

CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION**APPROVAL SCHEDULE**

Reference : XX.MG.XXX (ref. AOC XX.XXXX)

Organisation : [COMPANY NAME AND ADDRESS]

Aircraft type .series. group	Airworthiness review authorised	Organisation(s) working under quality system
	[YES/NO]	

This approval Schedule is limited to that specified in the scope of approval contained in CAR-M, Section A, Subpart G approved Continuing Airworthiness Management Exposition section.....

Continuing Airworthiness Management Exposition Reference:

Date of original issue :

Signed :

Date of this revision : Revision No. :

For Directorate General of Civil Aviation:

Page 2 of 2

CA Form 14

Limited Pilot-Owner Maintenance

(a) Tasks

1. ~~is a critical maintenance task critically safety related, whose incorrect performance will drastically affect the airworthiness of the aircraft or is a flight safety sensitive maintenance task as specified in point M.A.402(a) and/or;~~

9. is part of the annual or 100h check contained in the Minimum Inspection Programme described in M. A.302(i).

The criteria 1 to ~~8~~ 9 listed above cannot be overridden by less restrictive instructions issued in accordance with “M.A.302 (d) Maintenance Programme”.

Apendix- I to AMC M.A.302 and AMC M.B.301 (b)

Content of the Maintenance Programme

1 General Requirements

2 Programme Basis

- 2.3 For existing aircraft types it is permissible for the ~~operator~~ owner or CAMO to make comparisons with maintenance programmes previously approved. It should not be assumed that a programme approved for one owner or the M.A Subpart G approved organisation would automatically be approved for another.

6. Reliability Programmes

- 6.1.2 (b) the aircraft is not a large ~~complex motor-powered~~ aircraft according to CAR-M

- 6.4.1 Whereas M.A.302 specifies that, the aircraft maintenance programme - which includes the associated reliability programme-, should be managed and presented by the ~~M.A. Subpart G organization~~ CAMO to DGCA, ~~it is understood that the M.A. Subpart G organisation may~~ CAMO delegate ~~subcontract~~ certain functions to the ~~CAR-145~~ maintenance organisation under contract, provided this organisation proves to have the appropriate expertise.

6.4.4 The arrangement between the M.A. Subpart G organisation CAMO and the CAR145 maintenance organisation should be specified in the maintenance contract (see appendix XI to AMC MA 708 (c)) and the relevant CAME, and MOE maintenance organization procedures.

Appendix II to M.A. 201 (h) 1:

Sub-contracting of Continuing Airworthiness Management Tasks

1. SUB-CONTRACTED OPERATOR'S CONTINUING AIRWORTHINESS MANAGEMENT TASKS

- 1.1 To actively control the standards of the sub-contracted organisation the operator should employ a person or group of persons who are trained and competent in the disciplines associated with M.A Subpart G. As such they are responsible for determining what maintenance is required, when it has to be performed and by whom and to what standard, in order to ensure the continued airworthiness of the aircraft being operated.
- 1.2 The operator should conduct a pre-contract audit to establish that the sub-contracted organisation can achieve the standards required by M.A Subpart G in connection with those activities to be sub-contracted.
- 1.3 The operator should ensure that the sub-contracted organisation has sufficient qualified personnel who are trained and competent in the functions to be subcontracted. In assessing the adequacy of personnel resources the operator should consider the particular needs of those activities that are to be sub-contracted, while taking into account the sub-contracted organisations existing commitments.
- 1.4 To be appropriately approved to contract out continuing airworthiness management tasks the operator should have procedures for the management control of these arrangements. The operator's continuing airworthiness management exposition should contain relevant procedures to reflect his control of those arrangements made with the sub-contracted organisation.
- 1.5 Sub-contracted continuing airworthiness management tasks should be addressed in a contract between the operator and the sub-contracted organisation. The contract should also specify that the sub-contracted organisation is responsible for informing the operator who is in turn responsible for notifying DGCA, of any subsequent changes that affect their ability to support the contract.
- 1.6 Organisations providing continuing airworthiness management tasks to support commercial air transport operators should use procedures which set out the manner by which the organisation fulfils its responsibility to those sub-contracted activities. Such procedures may be developed by either the sub-contracted organisation or the operator.
- 1.7 Where the sub-contracted organisation develops its own procedures these should be compatible with the operator's continuing airworthiness

~~management exposition and the terms of the contract. These should be accepted by DGCA as extended procedures of the operator and as such should be cross-referenced from the continuing airworthiness management exposition. One current copy of the sub-contracted organisation's relevant procedures should be kept by the operator and should be accessible to DGCA where needed.~~

~~**Note:** Should any conflict arise between the sub-contracted organisation's procedures and those of the operator then the policy and procedures of the continuing airworthiness management exposition will prevail.~~

- ~~1.8 The contract should also specify that the sub-contracted organisation's procedures may only be amended with the agreement of the operator. The operator should ensure that these amendments are compatible with their continuing airworthiness management exposition and in compliance with M.A Subpart G.~~

~~The operator should nominate who will be responsible for continued monitoring and acceptance of the sub-contracted organisation procedures and their amendments. The controls used to fulfil this function should be clearly set out in the amendment section of the continuing airworthiness management exposition detailing the level of operator involvement.~~

- ~~1.9 Whenever any elements of continuing airworthiness management tasks are sub-contracted the operator's continuing airworthiness management personnel should have access to all relevant data in order to fulfil their responsibilities.~~

~~Note: The operator retains authority to override where necessary for the continuing airworthiness of their aircraft, any recommendation of the sub-contracted organisation.~~

- ~~1.10 The operator should ensure that the sub-contracted organisation continues to have qualified technical expertise and sufficient resources to perform the subcontracted tasks while in compliance with the relevant procedures. Failure to do so may invalidate the approval of the operators continuing airworthiness management system.~~

- ~~1.11 The contract should provide for DGCA monitoring.~~

- ~~1.12 The contract should address the respective responsibilities to ensure that any findings arising from DGCA monitoring will be closed to the satisfaction of DGCA.~~

2. ACCOMPLISHMENT

~~This paragraph describes topics, which may be applicable in such a sub-contract arrangements.~~

2.1 Scope of work

~~The type of aircraft and their registrations, engine types and/or component subject to the continuing airworthiness management tasks contract should be specified.~~

2.2 Maintenance programme development and amendment

The operator may sub-contract the preparation of the draft maintenance programme and any subsequent amendments. However, the operator remains responsible for assessing that the draft proposals meet his needs and obtaining DGCA approval; the relevant procedures should specify these responsibilities. The contract should also stipulate that any data necessary to substantiate the approval of the initial programme or an amendment to this programme should be provided for operator agreement and/or DGCA upon request.

2.3 Maintenance programme effectiveness and reliability

The operator should have in place a system to monitor and assess the effectiveness of the maintenance programme based on maintenance and operational experience. The collection of data and initial assessment may be made by the sub-contracted organisation; the required actions are to be endorsed by the operator.

Where reliability monitoring is used to establish maintenance programme effectiveness, this may be provided by the sub-contracted organisation and should be specified in the relevant procedures. Reference should be made to the operators approved maintenance programme and reliability programme. Participation of the operator's personnel in reliability meetings with the sub-contracted organisation should also be specified.

In providing reliability data the sub-contracted organisation is limited to working with primary data/documents provided by the operator or data provided by the operators contracted maintenance organisation(s) from which the reports are derived. The pooling of reliability data is permitted if accepted by DGCA.

2.4 Permitted variations to maintenance programme.

The reasons and justification for any proposed variation to scheduled maintenance may be prepared by the sub-contracted organisation. Acceptance of the proposed variation should be granted by the operator. The means by which the operator acceptance is given should be specified in the relevant procedures. When outside the limits set out in the maintenance programme, the operator is required to obtain approval by DGCA.

2.5 Scheduled maintenance

Where the sub-contracted organisation plans and defines maintenance checks or inspections in accordance with the approved maintenance programme, the required liaison with the operator, including feedback should be defined.

The planning control and documentation should be specified in the appropriate supporting procedures. These procedures should typically set out the operator's level of involvement in each type of check. This will normally involve the operator assessing and agreeing to a work specification on a

~~case by case for base maintenance checks. For routine line maintenance checks this may be controlled on a day-to-day basis by the sub-contracted organisation subject to appropriate liaison and operator controls to ensure timely compliance. This typically may include, but is not necessarily limited to:~~

- ~~(a) — Applicable work package, including job cards,~~
- ~~(b) — Scheduled component removal list,~~
- ~~(c) — ADs to be incorporated,~~
- ~~(d) — Modifications to be incorporated~~

~~The associated procedures should ensure that the operator is advised in a timely manner on the accomplishment of such tasks.~~

~~2.6 — Quality monitoring~~

~~The operator's quality system should monitor the adequacy of the sub-contracted continuing airworthiness management task performance for compliance with the contract and M.A Subpart G. The terms of the contract should therefore include a provision allowing the operator to perform a quality surveillance (including audits) upon the sub-contracted organisation. The aim of the surveillance is primarily to investigate and judge the effectiveness of those sub-contracted activities and thereby to ensure compliance with M.A Subpart G and the contract. Audit reports may be subject to review when requested by DGCA.~~

~~2.7 — Access by DGCA~~

~~The contract should specify that the sub-contracted organisation should always grant access to DGCA.~~

~~2.8 — Maintenance data~~

~~The maintenance data used for the purpose of the contract should be specified, together with those responsible for providing such documentation and DGCA responsible for the acceptance/approval of such data when applicable. The operator should ensure such data including revisions is readily available to the operator's continuing airworthiness management personnel and those in the sub-contracted organisation who may be required to assess such data. The operator should establish a 'fast track' means of ensuring that urgent data is transmitted to the sub-contractor in a timely manner. Maintenance data may include, but is not necessarily limited to:~~

- ~~(a) — Maintenance programme,~~
- ~~(b) — ADs,~~
- ~~(c) — Service Bulletins,~~
- ~~(d) — Major repairs/modification data,~~
- ~~(e) — Aircraft Maintenance Manual,~~
- ~~(f) — Engine overhaul manual,~~
- ~~(g) — Aircraft IPC,~~

- ~~(h) — Wiring diagrams,~~
 - ~~(i) — Trouble shooting manual,~~
- ~~2.9 — Airworthiness directives~~

~~While the various aspects of AD assessment, planning and follow-up may be accomplished by the sub-contracted organisation, embodiment is performed by a CAR-145 maintenance organisation. The operator is responsible for ensuring timely embodiment of applicable ADs and is to be provided with notification of compliance. It therefore follows that the operator should have clear policies and procedures on AD embodiment supported by defined procedures which will ensure that the operator agrees to the proposed means of compliance.~~

~~The relevant procedures should specify:~~

- ~~• What information (e.g. AD publications, continuing airworthiness records, flight hours/cycles, etc.) the sub-contracted organisation needs from the operator.~~
- ~~• What information (e.g. AD planning listing, detailed engineering order, etc) the operator needs from the sub-contracted organisation in order to ensure timely compliance with ADs.~~

~~To fulfill their above responsibility, operators should ensure that they are in receipt of current mandatory continued airworthiness information for the aircraft and equipment that they operate.~~

~~2.10 — Service bulletin/modifications~~

~~The sub-contracted organisation may be required to review and make recommendations on embodiment of an SB and other associated non-mandatory material based on a clear operator policy. This should be specified in the contract.~~

~~2.11 — Service life limit controls & component control/removal forecast.~~

~~Where the sub-contracted organisation performs planning activities, it should be specified that the organisation should be in receipt of the current flight cycles; flight hours; landings and/or calendar controlled details as applicable, at a frequency to be specified in the contract. The frequency should be such that it allows the organisation to properly perform the sub-contracted planning functions. It therefore follows that there will need to be adequate liaison between the operator, his CAR-145 maintenance organisation(s) and the sub-contracted organisation. Additionally the contract should specify how the operator will be in possession of all current flight cycles, flight hours, etc. in order that the operator may assure the timely accomplishment of the required maintenance.~~

~~2.12 — Engine health monitoring~~

~~If the operator sub-contracts the on wing engine health monitoring, the sub-contracted organisation should be in receipt of all the relevant information to perform this task, including any parameter reading deemed necessary to be supplied by the operator for this control. The contract should also specify what kind of feedback information (such as engine limitation, appropriate technical advice, etc.) the organisation should provide to the operator.~~

~~2.13—Defect control~~

~~Where the operator has sub-contracted the day-to-day control of technical log deferred defects this should be specified in the contract and should be adequately described in the appropriate procedures. The operator's MEL/CDL provides the basis for establishing which defects may be deferred and associated limits. The procedures should also define the responsibilities and actions to be taken for defects such as AOG situations, repetitive defects, and damage beyond type certificate holder's limits.~~

~~For all other defects identified during maintenance, the information should be brought to the attention of the operator who dependant upon the procedural authority granted by DGCA may determine that some defects can be deferred. Therefore, adequate liaison between the operator, his sub-contracted organisation and contracted CAR-145 maintenance organisation should be ensured.~~

~~The sub-contracted organisation should make a positive assessment of potential deferred defects and consider potential hazards arising from the cumulative effect of any combination of defects. The sub-contracted organisations should liaise with the operator to gain his agreement following this assessment.~~

~~Deferment of MEL/CDL allowable defects can be accomplished by a contracted CAR 145 organisation in compliance with the relevant technical log procedures, subject to the acceptance by the aircraft commander.~~

~~2.14—Mandatory occurrence reporting~~

~~All incidents and occurrences that fall within the reporting criteria defined in CAR-M and CAR-145 should be reported as required by the respective requirements. The operator should ensure adequate liaison exists with the sub-contracted organisation and the CAR-145 organisation.~~

~~2.15—Continuing airworthiness records~~

~~These may be maintained and kept by the sub-contracted organisation on behalf of the operator who remains the owner of these documents. However, the operator should be provided with the current status of AD compliance and service life limited components in accordance with agreed procedures. The operator should also be provided with unrestricted and timely access to original records as and when needed. On-line access to the appropriate information systems is acceptable.~~

~~The record keeping requirements of CAR-M should be satisfied. Access to the records by duly authorised members of DGCA should be arranged upon request.~~

~~2.16 — Check flight procedures~~

~~Check Flights are carried out under the control of the operator. Check flight requirements from the sub-contracted organisation or contracted CAR-145 maintenance organisations should be agreed by the operator.~~

~~2.17 — Communication between the operator and sub-contracted organization~~

~~2.17.1 — To exercise airworthiness responsibility the operator needs to be in receipt of all relevant reports and relevant maintenance data. The contract should specify what information should be provided and when.~~

~~2.17.2 — Meetings provide one important corner stone whereby the operator can exercise part of its responsibility for ensuring the airworthiness of the operated aircraft. They should be used to establish good communications between the operator, the sub-contracted organisation and, where different to the foregoing, the contracted CAR-145 organisation. The terms of contract should include whenever appropriate the provision for a certain number of meetings to be held between involved parties. Details of the types of liaison meetings and associated terms of reference of each meeting should be documented. The meetings may include but are not limited to all or a combination of:~~

~~(a) — Contract review~~

~~Before the contract is applicable, it is very important that the technical personnel of both parties that are involved in the application of the contract meet in order to be sure that every point leads to a common understanding of the duties of both parties.~~

~~(b) — Work scope planning meeting~~

~~Work scope planning meetings may be organised so that the tasks to be performed may be commonly agreed.~~

~~(c) — Technical meeting~~

~~Scheduled meetings should be organised in order to review on a regular basis and agree actions on technical matters such as ADs, SBs, future modifications, major defects found during shop visit, reliability, etc...~~

~~(d) — Quality meeting~~

~~Quality meetings should be organised in order to examine matters raised by the operator's quality surveillance and DGCA's monitoring activity and to agree upon necessary corrective actions.~~

~~(e) — Reliability meeting~~

~~When a reliability programme exists, the contract should specify the operator's and CAR-145 approved organisation's respective involvement in that~~

~~programme, including the participation to reliability meetings. Provision to enable DGCA participation in the periodical reliability meetings should also be provided.~~

Appendix- II to AMC MA 711 (a) (3) :

Sub-contracting of Continuing Airworthiness Management Tasks

1. Subcontracted continuing airworthiness management tasks

- 1.1. To actively control the standards of the subcontracted organisation, the CAMO should employ a person or group of persons who are trained and competent in the disciplines associated with M.A Subpart G. As such, they are responsible for determining what maintenance is required, when it has to be performed, by whom and to what standard in order to ensure the continuing airworthiness of the aircraft to be operated.
- 1.2. The CAMO should conduct a pre-subcontract audit to establish that the organisation to be subcontracted can achieve the standards required by M.A Subpart G in connection with those activities to be subcontracted.
- 1.3. The CAMO should ensure that the organisation to be subcontracted has sufficient and qualified personnel who are trained and competent in the functions to be subcontracted. In assessing the adequacy of personnel resources, the CAMO should consider the particular needs of those activities that are to be subcontracted, while taking into account the subcontracted organisations existing commitments.
- 1.4. To be appropriately approved to subcontract continuing airworthiness management tasks, the CAMO should have procedures for the management control of these arrangements. The continuing airworthiness management exposition should contain relevant procedures to reflect its control of those arrangements made with the subcontracted organisation.
- 1.5. Subcontracted continuing airworthiness management tasks should be addressed in a contract between the CAMO and the subcontracted organisation. The contract should also specify that the subcontracted organisation is responsible for informing the CAMO, that is in turn responsible for notifying the DGCA, of any subsequent changes that affect their ability to fulfil the contract.
- 1.6. The subcontracted organisation should use procedures which set out the manner of fulfilling its responsibilities with regard to the subcontracted activities. Such procedures may be developed by either the subcontracted organisation or the CAMO.
- 1.7. Where the subcontracted organisation develops its own procedures, they should be compatible with the continuing airworthiness management exposition and the terms of the contract. These should be accepted by DGCA as extended procedures of the CAMO and as such should be cross-referenced from the continuing airworthiness management

exposition. One current copy of the subcontracted organisation's relevant procedures should be kept by the CAMO and should be accessible to DGCA when needed.

Note: Should any conflict arise between the subcontracted organisation's procedures and those of the CAMO, then the policy and procedures of the continuing airworthiness management exposition will prevail.

- 1.8. The contract should also specify that the subcontracted organisation's procedures may only be amended with the agreement of the CAMO. The CAMO should ensure that these amendments are compatible with its continuing airworthiness management exposition and comply with M.A Subpart G.

The CAMO should nominate the person responsible for continued monitoring and acceptance of the subcontracted organisation's procedures and their amendments. The controls used to fulfil this function should be clearly set out in the amendment section of the continuing airworthiness management exposition detailing the level of CAMO involvement.

- 1.9. Whenever any elements of the continuing airworthiness management tasks are subcontracted, the CAMO personnel should have access to all relevant data in order to fulfil their responsibilities.

Note: The CAMO retains the authority to override, whenever necessary for the continuing airworthiness of their aircraft, any recommendation of the subcontracted organisation.

- 1.10. The CAMO should ensure that the subcontracted organisation continues to have qualified technical expertise and sufficient resources to perform the subcontracted tasks while complying with the relevant procedures. Failure to do so may invalidate the CAMO approval.

- 1.11. The contract should provide for DGCA monitoring.

- 1.12. The contract should address the respective responsibilities to ensure that any findings arising from the DGCA monitoring will be closed to the satisfaction of the DGCA.

2. Accomplishment

This paragraph describes the topics which may be applicable to such subcontracting arrangements.

2.1. Scope of work

The type of aircraft and their registrations, engine types and/or components subject to the continuing airworthiness management tasks contract should be specified.

2.2. Maintenance programme development and amendment

The CAMO may subcontract the preparation of the draft maintenance programme and any subsequent amendments. However, the CAMO remains responsible for assessing that the draft proposals meet its needs and for obtaining DGCA approval; the relevant procedures should specify these responsibilities. The contract should also stipulate that any data necessary to substantiate the approval of the initial programme or an amendment to this programme should be provided for CAMO agreement and/or DGCA upon request.

2.3. Maintenance programme effectiveness and reliability

The CAMO should have a system in place to monitor and assess the effectiveness of the maintenance programme based on maintenance and operational experience. The collection of data and initial assessment may be made by the subcontracted organisation; the required actions are to be endorsed by the CAMO.

Where reliability monitoring is used to establish the effectiveness of the maintenance programme, this may be provided by the subcontracted organisation and should be specified in the relevant procedures. Reference should be made to the approved maintenance and reliability programme. Participation of the CAMO's personnel in reliability meetings with the subcontracted organisation should also be specified.

When providing reliability data, the subcontracted organisation is limited to working with primary data/documents provided by the CAMO or data provided by the CAMO's contracted maintenance organisation(s) from which the reports are derived. The pooling of reliability data is permitted if it is acceptable to the DGCA.

2.4. Permitted variations to the maintenance programme

The reasons and justification for any proposed variation to scheduled maintenance may be prepared by the subcontracted organisation. Acceptance of the proposed variation should be granted by the CAMO. The means by which the CAMO acceptance is given should be specified in the relevant procedures. When outside the limits set out in the maintenance programme, the CAMO is required to obtain approval by the DGCA .

a. Scheduled maintenance

Where the subcontracted organisation plans and defines maintenance checks or inspections in accordance with the approved maintenance programme, the required liaison with the CAMO, including feedback, should be defined.

The planning control and documentation should be specified in the appropriate supporting procedures. These procedures should typically set out the CAMO's level of involvement in each type of check. This will normally involve the CAMO assessing and agreeing to a work specification on a case-by-case basis for base maintenance checks. For routine line maintenance checks, this may be controlled on a day-to-day basis by the subcontracted organisation subject to appropriate liaison and CAMO controls to ensure timely compliance. This may typically include but is not necessarily limited to:

- applicable work package, including job cards;
- scheduled component removal list;
- ADs to be incorporated;
- modifications to be incorporated.

The associated procedures should ensure that the CAMO is informed in a timely manner on the accomplishment of such tasks.

2.6. Quality monitoring

The CAMO's quality system should monitor the adequacy of the subcontracted continuing airworthiness management task performance for compliance with the contract and with M.A Subpart G. The terms of the contract should therefore include a provision allowing the CAMO to perform a quality surveillance (including audits) of the subcontracted organisation. The aim of the surveillance is primarily to investigate and judge the effectiveness of those subcontracted activities and thereby to ensure compliance with M.A Subpart G and the contract. Audit reports may be subject to review when requested by the DGCA.

2.7. Access to the competent authority

The contract should specify that the subcontracted organisation should always grant access to the DGCA.

2.8. Maintenance data

The maintenance data used for the purpose of the contract should be specified, together with those responsible for providing such documentation and the DGCA responsible for the acceptance/approval of such data, when applicable. The CAMO should ensure that such data, including revisions, is readily available to the CAMO personnel and to those in the subcontracted organisation who may be required to assess such data. The CAMO should establish a 'fast track' means to ensure that urgent data is transmitted to the subcontractor in a timely manner. Maintenance data may include but is not necessarily limited to:

- the maintenance programme,

- airworthiness directives,
- service bulletins,
- major repairs/modification data,
- aircraft maintenance manual,
- engine overhaul manual,
- aircraft illustrated parts catalogue (IPC),
- wiring diagrams,
- troubleshooting manual.

1.9 Airworthiness directives (ADs)

While the various aspects of AD assessment, planning and follow-up may be accomplished by the subcontracted organisation, AD embodiment is performed by a maintenance organisation. The CAMO is responsible for ensuring timely embodiment of the applicable ADs and is to be provided with notification of compliance. It, therefore, follows that the CAMO should have clear policies and procedures on AD embodiment supported by defined procedures which will ensure that the CAMO agrees to the proposed means of compliance.

The relevant procedures should specify:

- what information (e.g. AD publications, continuing airworthiness records, flight hours/cycles, etc.) the subcontracted organisation needs from the CAMO;
- what information (e.g. AD planning listing, detailed engineering order, etc.) the CAMO needs from the subcontracted organisation in order to ensure timely compliance with the ADs.

To fulfil the above responsibility, the CAMO should ensure that it receives current mandatory continued airworthiness information for the aircraft and equipment it is managing.

2.10. Service bulletin (SB) modifications

The subcontracted organisation may be required to review and make recommendations on the embodiment of an SB and other associated non-mandatory material based on a clear policy established by the CAMO. This should be specified in the contract.

2.11. Service life limit controls and component control/removal forecast

Where the subcontracted organisation performs planning activities, it should be specified that the organisation should receive the current flight cycles, flight hours, landings and/or calendar controlled details, as applicable, at a frequency to be specified in the contract. The frequency

should be such that it allows the organisation to properly perform the subcontracted planning functions. It, therefore, follows that there will need to be adequate liaison between the CAMO, the contracted maintenance organisation(s) and the subcontracted organisation. Additionally, the contract should specify how the CAMO will be in possession of all current flight cycles, flight hours, etc., so that it may assure the timely accomplishment of the required maintenance.

2.12. Engine health monitoring

If the CAMO subcontracts the on-wing engine health monitoring, the subcontracted organisation should receive all the relevant information to perform this task, including any parameter reading deemed necessary to be supplied by the CAMO for this control. The contract should also specify what kind of feedback information (such as engine limitation, appropriate technical advice, etc.) the organisation should provide to the CAMO.

2.13. Defect control

Where the CAMO has subcontracted the day-to-day control of technical log deferred defects, this should be specified in the contract and should be adequately described in the appropriate procedures. The operator's MEL/CDL provides the basis for establishing which defects may be deferred and the associated limits. The procedures should also define the responsibilities and actions to be taken for defects such as AOG situations, repetitive defects, and damage beyond the type certificate holder's limits.

For all other defects identified during maintenance, the information should be brought to the attention of the CAMO which, depending upon the procedural authority granted by the DGCA,, may determine that some defects can be deferred. Therefore, adequate liaison between the CAMO, its subcontracted organisation and contracted maintenance organisation should be ensured.

The subcontracted organisation should make a positive assessment of potential deferred defects and consider the potential hazards arising from the cumulative effect of any combination of defects. The subcontracted organisations should liaise with the CAMO to get its agreement following this assessment.

Deferment of MEL/CDL allowable defects can be accomplished by a contracted maintenance organisation in compliance with the relevant technical log procedures, subject to the acceptance by the aircraft commander.

2.14. Mandatory occurrence reporting

All incidents and occurrences that meet the reporting criteria defined in CAR-M and CAR-145 should be reported as required by the respective requirements. The CAMO should ensure that adequate liaison exists with the subcontracted organisation and the maintenance organisation.

2.15. Continuing airworthiness records

They may be maintained and kept by the subcontracted organisation on behalf of the CAMO, which remains the owner of these documents. However, the CAMO should be provided with the current status of AD compliance and service life-limited components in accordance with the agreed procedures. The CAMO should also be granted unrestricted and timely access to the original records as and when needed. Online access to the appropriate information systems is acceptable.

The record-keeping requirements of Part-M should be met. Access to the records by duly authorised members of the DGCA should be granted upon request.

2.16. Check flight procedures

Check flights are performed under the control of the CAMO. Check flight requirements from the subcontracted organisation or contracted maintenance organisation should be agreed by the CAMO.

2.17. Communication between the CAMO and the subcontracted organisation

2.17.1. In order to fulfil its airworthiness responsibility, the CAMO needs to receive all the relevant reports and relevant maintenance data. The contract should specify what information should be provided and when.

2.17.2. Meetings provide one important cornerstone whereby the CAMO can fulfil part of its responsibility for ensuring the airworthiness of the operated aircraft. They should be used to establish good communication between the CAMO, the subcontracted organisation and the contracted maintenance organisation. The terms of the contract should include, whenever appropriate, the provision for a certain number of meetings to be held between the involved parties. Details of the types of liaison meetings and associated terms of reference of each meeting should be documented. The meetings may include but are not limited to all or a combination of:

(a) Contract review

Before the contract is enforced, it is very important that the technical personnel of both parties, that are involved in the fulfilment of the contract, meet in order to be sure that every point leads to a common understanding of the duties of both parties.

(b) Work scope planning meeting

Work scope planning meetings may be organised so that the tasks to be performed are commonly agreed.

(c) Technical meeting

Scheduled meetings should be organised in order to review on a regular basis and agree on actions on technical matters such as ADs, SBs, future modifications, major defects found during shop visit, reliability, etc.

(d) Quality meeting

Quality meetings should be organised in order to examine matters raised by the CAMO's quality surveillance and the DGCA monitoring activity and to agree on necessary corrective actions.

(e) Reliability meeting

When a reliability programme exists, the contract should specify the involvement of the CAMO and of the subcontracted organisation in that programme, including their participation in reliability meetings. Provision to enable DGCA participation in the periodical reliability meetings should also be made.

Appendix -III to GM M.B 303(d) Key Risk Elements – To be included in APM

Appendix- V to AMC M.A.704

Continuing Airworthiness Management Organisation Exposition

	Table of Content
Part 0	General Organisation
Part 1	Continuing Airworthiness Management Procedures
1.1	Aircraft technical log utilisation and MEL application (commercial air transport). Aircraft continuing airworthiness record system utilisation (non-commercial air transport).
1.7	Major repair and modification standards.
Part 4	Airworthiness Review Procedures
4.6	Issuance Issue of ARC.
Part 5	Appendices
5.3	List of sub-contractors as per AMC M.A.201 (h) 2 and M.A.711 (a) 3.
5.4	List of contracted approved maintenance organisations contracted .
5.5	Copy of contracts for sub-contracted work [appendix II to AMC M.A.201(h) 2 AMC M.A.711 (a)(3)].
5.6	Copy of contracts with approved maintenance organisations.

LIST OF EFFECTIVE PAGES

Page	Revision
1	Original
2	Original

Page	Revision
3	Original
4	Original

Page	Revision
5	Original
....	

DISTRIBUTION LIST

(The document should include a distribution list to ensure proper distribution of the manual and to demonstrate to DGCA that all personnel involved in continuing airworthiness activities have ~~has~~ access to the relevant information. This does not mean that all personnel have to ~~be in receipt of~~ ~~receive~~ a manual, but that a reasonable amount of manuals ~~are~~ ~~is~~ distributed within the organisation(s) so that ~~the~~ ~~personnel~~ concerned ~~personnel may~~ have quick and easy access to ~~this~~ ~~the~~ manual.

Accordingly, the continuing airworthiness management exposition should be distributed to:

- 1 the operator's or the organisation's management personnel and ~~to~~ any person at a lower level as necessary; and,*
- 2 the CAR-145 or M.A. Subpart F contracted maintenance organisation(s) ; and,*
- 3 DGCA*

PART 0 General organisation

0.1 Corporate commitment by the accountable manager

(The accountable manager's exposition statement should embrace the intent of the following paragraph and in fact this statement may be used without amendment. Any ~~modification~~ amendment to the statement should not alter the ~~its~~ intent.)

This exposition defines the organisation and procedures upon which the M.A. Subpart G approval of XXX under CAR-M is based.

DGCA will approve this organisation whilst DGCA is satisfied that the procedures are being followed. It is understood that DGCA reserves the right to suspend, ~~vary~~ limit or revoke the M.A. Subpart G continuing airworthiness management approval of the organisation, as applicable, if DGCA has evidence that the procedures are not followed and the standards not upheld.

In the case of ~~commercial air transport~~ air operator certified in accordance with DGCA regulation, suspension or revocation of the approval of the CAR-M Subpart G continuing airworthiness management approval organisation would invalidate the AOC.

0.2 General Information

a) Brief description of the organisation

(This paragraph should describe broadly how the whole organisation [i.e. including the whole operator in the case of ~~commercial air transport~~ air operator certified in accordance with DGCA regulation or the whole organisation when other approvals are held] is organised under the management of the accountable manager, and should refer to the organisation charts of paragraph 0.4.)

b) Relationship with other organisations

(This paragraph may not be applicable to every organisation.)

(1) Subsidiaries / Mother Company

(-----

(2) Consortiums

c) Aircraft managed — Fleet composition — Scope of work — Aircraft managed

(This paragraph should quote the aircraft types and the number of aircraft of

~~each type. The following is given as an example :-)~~

~~(This paragraph should specify the scope of the work for which the CAMO is approved. This paragraph may include aircraft type/series, aircraft registrations, owner/operator, contract references, etc. The following is given as an example.)~~

XXX manages, as of 28 November 2003, the following:

- ~~• 3 B737-300~~
- ~~• 3 B737-400~~
- ~~• 1 A 320-200~~

Aircraft type/series	Date included in the scope of work	Aircraft maintenance programme or 'generic/baseline' maintenance programme	Aircraft registration(s)	Owner/operator	CAMO contract reference

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

For air operator certified in accordance with Schedule XI of aircraft rule 1937, this paragraph can make reference to the operations specifications or operations manual where the aircraft registrations are listed.

(-----)

d) Type of operation

~~(This paragraph should give broad information on the type of operations such as: commercial air transport operations, (commercial) specialised operations, training organisation, NCC, NCO, aerial work, non-commercial, long haul/short haul/regional, scheduled/charter, regions/countries/continents flown, etc)~~

0.3 Management personnel

a) Accountable manager

~~(This paragraph should address the duties and responsibilities of the accountable manager as far as regards CAR M.A. subpart G is concerned approvals and should demonstrate that he/she has corporate authority for ensuring that all continuing airworthiness activities can be financed and carried out to the required standard.)~~

b) Nominated post holder for continuing airworthiness ~~(for commercial air transport) referred to in M.A.706(d)~~

~~(This paragraph should:-~~

-Emphasise that the nominated post holder for continuing airworthiness is responsible to ensure that all maintenance is carried out on time to an approved standard; and

- Describe the extent of his/her authority as regards his/her CAR-M responsibility for continuing airworthiness.

~~This paragraph is not necessary for organisations not holding an AOC)~~

c) Continuing airworthiness coordination

(This paragraph should list in sufficient detail the job functions that constitute the "group of persons" as required by M.A.706(c) ~~in enough detail~~ so as to show that all the continuing airworthiness responsibilities as described in CAR-M are covered by the persons that constitute that group. In the case of small operators, where the "Nominated Post holder for continuing airworthiness constitutes himself the "group of persons", this paragraph may be merged with the previous one.)

d) Duties and responsibilities

(This paragraph should further ~~develop~~ elaborate the duties and responsibilities of all the nominated persons and of any other management personnel.)

- ~~the personnel listed in paragraphs c): "Continuing airworthiness coordination",~~
- ~~the quality manager, as regards the quality monitoring of the maintenance system [which includes the approved maintenance organisation(s)]~~

e) Manpower resources and training policy

(1) Manpower resources

(This paragraph should give broad figures to show that the number of people ~~dedicated~~ assigned to the performance of the approved continuing airworthiness activity is adequate. It is not necessary to give the detailed number of employees of the whole company but only the number of those involved in continuing airworthiness. This could be presented as follows:)

As of **28 November 2003**, the number of employees ~~dedicated~~ assigned to the performance of the continuing airworthiness management system is the following:

	Full Time	Part Time in equivalent full time
Quality monitoring	AA	aa = AA'
Continuing airworthiness management	BB	bb = BB'
(Detailed information about the management group of persons)	BB1	bb1 = BB1'
	BB2	bb2 = BB2'
Other...	CC	cc =CC'
Total	TT	tt = TT'
Total Man hours	TT + TT'	

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

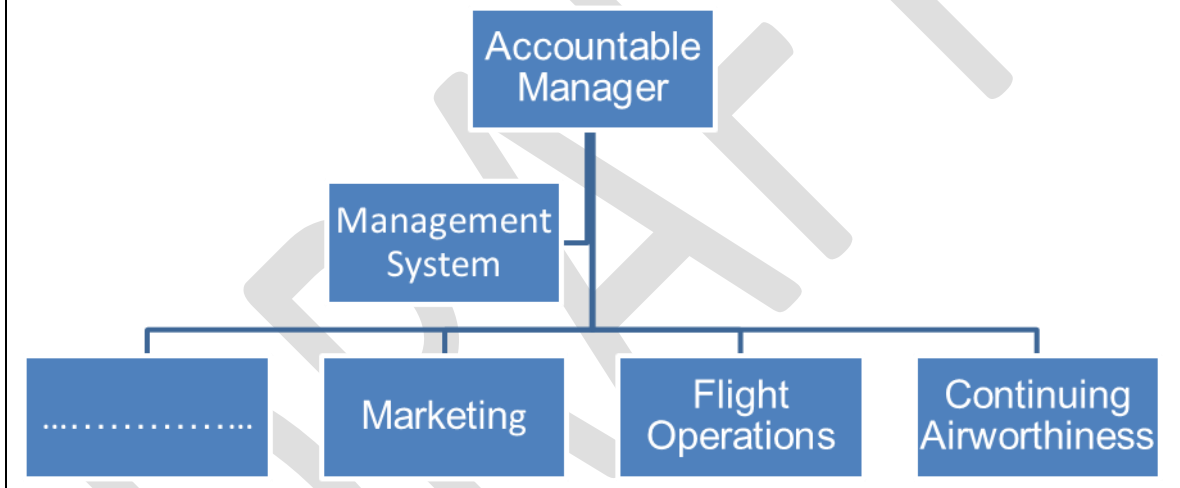
(2) Training policy

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

0.4 Management Organisation Charts

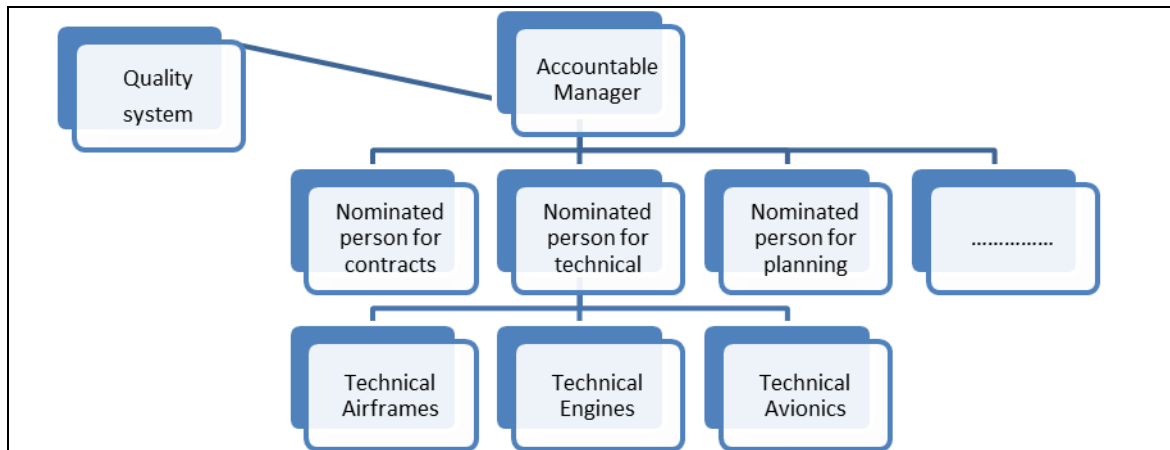
a) General Organisation Chart

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



b) Continuing airworthiness management organisation chart

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



0.5 Notification procedure to notify DGCA regarding of changes to the organisation's activities / approval / location / personnel

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

The accountable manager (or any ~~delegated~~ nominated person such as the ~~engineering director~~ nominated postholder or the quality manager) will notify to the DGCA of any change concerning:

- 1.1 the company's name and location(s)*
- 1.2 the group of person as specified in paragraph 0.3.c); and*
- 1.3 operations, procedures and technical arrangements, as far as they may affect the approval.*

XXX will not incorporate such changes until the change they have been assessed and approved by DGCA.)

0.6 Exposition amendment procedure

(This paragraph should explain who is responsible for the amendment of the exposition and its submission to DGCA for approval. This may include, if agreed by DGCA, the possibility for the approved organisation to approve internally minor changes amendments that have no impact on the approval held. The paragraph should then specify what types of changes amendments are considered as minor and major, and what the approval procedures for both cases are.)

Part 1

Continuing Airworthiness Management Procedures

1.1 Aircraft technical log utilisation and MEL application

or

1.1 Aircraft continuing airworthiness record system utilisation

a) Aircraft technical log and/or continuing airworthiness record system

(1) General

(It may be useful to ~~recall~~ remind, in this introduction paragraph, the purpose of the aircraft technical log system and/or continuing airworthiness record system, with special care to the options of M.A.305 and M.A.306 For that purpose, paragraphs of M.A.305 and M.A.306 may be quoted or further explained.)

(2) Instructions for use

(This paragraph should provide instructions for using the aircraft technical log and/or continuing airworthiness record system. It should ~~insist~~ emphasise on the respective responsibilities of the maintenance personnel and operating crew. Samples of the technical log and/or continuing airworthiness record system should be included in Part 5 "Appendices" in order to provide enough detailed instructions.)

(3) Aircraft technical log approval ~~(For commercial air transport)~~

(This paragraph should explain who is responsible for submitting the aircraft technical log any subsequent amendment ~~there~~ to DGCA for approval and what is the procedure to be followed)

b) M.E.L. application

(~~Although~~The MEL is a document ~~that is normally~~ not controlled by the CAMO ~~continuing airworthiness management system~~, and ~~that the decision of whether accepting or not~~ operation with a defect deferred in accordance with the MEL is ~~tolerance~~ normally remains the responsibility of the operating crew. This paragraph should explain in sufficient detail the MEL application procedure, because the MEL is a tool that the personnel involved in continuing airworthiness and maintenance have to be familiar with in order to ensure proper and efficient communication with the crew in case of a defect rectification to be deferred.)

(This paragraph does not apply to those types of aircraft that do not have an MEL ~~or are not used for commercial air transport and that are not required to have one.~~)

(1) General

(This paragraph should explain broadly what a MEL document is. The information could be extracted from the aircraft flight manual.)

(2) MEL categories

(Where an owner/operator uses a classification system placing a time constraint on the rectification of such defect, it should be explained here what are the general principles of such a system. It is essential for the personnel involved in continuing airworthiness and maintenance to be familiar with it for the management of MEL's deferred defect rectification.)

(3) Application

(This paragraph should explain how the continuing airworthiness and maintenance personnel ~~identify a MEL limitation~~ make the flight crew aware of an MEL limitation. ~~to the crew.~~ This should refer to the technical log procedures)

(4) Acceptance by the crew ~~(For commercial air transport)~~

(This paragraph should explain how the crew notifies ~~his~~ their acceptance or non acceptance of the MEL deferment in the technical log)

(5) Management of the MEL time limits

(~~After~~ Once a technical limitation is accepted by the crew, the defect must be rectified within the time limit specified in the MEL. There should be a system to ensure that the defect will actually be ~~corrected~~ rectified before that time limit. This system could be the aircraft technical log for those [small] operators that use it as a planning document, or a specific follow-up system, ~~in other cases,~~ where control of the maintenance time limit is ensured by ~~another~~ other means such as data processed planning systems.)

(6) MEL Time Limitation Overrun

(DGCA may ~~grant~~ allow the owner/operator to overrun the MEL time limitation under ~~specified~~ specific conditions. Where applicable, this paragraph should describe the specific duties and responsibilities ~~for~~ with regard to controlling these extensions.)

1.2 Aircraft maintenance programmes - development and amendment

a) General

(This introductory paragraph should ~~remind~~ recall that the purpose of a maintenance programme is to provide maintenance planning instructions necessary for the safe operation of the aircraft.)

b) Content

(This paragraph should explain what is [are] the format[s] of the ~~company's~~ aircraft maintenance programme[s]. Appendix I to AMC M.A.302 (a) and M.B.301(d) should be used as a guideline to develop this paragraph.)

c) Development

(1) Sources

(---)

(2) Responsibilities

(---)

(3) Manual amendments

(-----)

(4) Acceptance by the authority

(This paragraph should explain who is responsible for the submission of the maintenance programme to DGCA and what the procedure to follow is. This should in particular address the issue of ~~DGCA~~ the approval for variation to maintenance periods. ~~This may include, if agreed by DGCA the possibility for the approved organisation to approve internally certain changes. The paragraph should then specify what types of changes are concerned and what the approval procedures are.~~) either by the DGCA or by a procedure in the maintenance programme for the organisation to approve internally certain changes.)

1.3 Time and continuing airworthiness records, responsibilities, retention and access

(----)

(This paragraph should set out the means provided to protect the records from fire, floods, etc.. as well as the specific procedures in place to ~~guarantee~~ ensure that the records will not been altered during the retention period [especially for the computer record].)

d) Transfer of continuing airworthiness records

(This paragraph should set out the procedure for the transfer of records in case of purchase/lease-in, sale/lease-out and transfer ~~to another organisation~~ of an aircraft to another organisation. In particular, it should specify which records have to be transferred and who is responsible for the coordination [if necessary] of the transfer.)

1.4 Accomplishment and control of Airworthiness Directives

(This paragraph should demonstrate that there is a comprehensive system ~~in place~~ for the management of airworthiness directives. This paragraph may, for instance, include the following Sub-paragraphs:)

a) Airworthiness directive information

(This paragraph should explain what the AD information sources are and who receives them in the company. Where available, ~~redundant~~ multiple sources [e.g. ~~agency~~ + DGCA+manufacturer or association] may be useful.)

b) Airworthiness directive decision

(This paragraph should explain how and by whom the AD information is analysed and what kind of information is provided to the contracted

maintenance organisations in order to plan and to perform the airworthiness directive. This should include as necessary include a specific procedure for the management of emergency airworthiness directive management)

c) Airworthiness directive control

(This paragraph should specify how the organisation manages to ensure that all the applicable airworthiness directives are performed accomplished and that they are performed accomplished on time. This should include a close loop system that allows verifying that for each new or revised airworthiness directive and for each aircraft:

- *the AD is not applicable, or*
- *if the AD is applicable:*
 - *the Airworthiness Directive is not yet performed accomplished but the time limit is not overdue,*
 - *the Airworthiness Directive is performed accomplished, and any repetitive inspection are is identified and performed.*

This may be a continuous process or may be based on scheduled reviews.)

1.5 Analysis of the effectiveness of the maintenance programme

(This paragraph should show what tools are used in order to analyse the efficiency of the maintenance programme, such as:

- *pilot reports (PIREPS),*
- *air turnbacks,*
- *spare consumption,*
- *repetitive technical occurrence and defect,*
- *technical delays analysis [through statistics if relevant],*
- *technical incidents analysis [through statistics if relevant],*
- *etc...*

The This paragraph should also indicate by whom and how these this data is analysed, what is the decision process to take action and what kind of action could be taken. This may include:

- *amendment of the maintenance programme,*
- *amendment of maintenance or operational procedures,*
- *etc..)*

1.6 Non-mandatory modification embodiment policy

(---)

1.7 Major repair modification standards

(This paragraph should set out a procedure for the assessment of the approval status of any major repair or modification before embodiment. This will include the assessment of the need of an Agency or design organisation approval. It should also identify the type of approval required, and the procedure to follow to have a repair or modification approved by DGCA or design organisation)

1.8 Defect reports

(---) will include appropriate liaison with the manufacturer.)

1.9 Engineering activity

(Where applicable, this paragraph should ~~expose~~ present the scope of the organisation's engineering activity in terms of approval of modification and repairs. It should set out a procedure for developing and submitting a modification/repair design for approval to DGCA and include reference to the supporting documentation and forms used. It should identify the person in charge of accepting the design before submission to the DGCA.

Where the organisation has a DOA capability under CAR 21, it should be indicated here and the related manuals should be referred too.)

1.10 Reliability programmes

(---)

-scheduled reviews (reliability meetings, and when the participation of DGCA is needed.)

(*---)

1.11 Pre-flight inspections

a) (---)

1.12 Aircraft weighing

(This paragraph should state ~~in which occasion~~ the cases where an aircraft has to be weighed [for instance after a major modification because of weight and balance operational requirements, etc.] who performs it, according to which procedure, who calculates the new weight and balance, and how the result is processed in the organisation.)

1.13 Check flight procedures

(---)

Part 2 Quality System

2.1 Continuing airworthiness quality policy, plan and audit procedure

a) Continuing airworthiness quality policy

(This paragraph should include a formal Quality Policy statement- that is a commitment to what the Quality System is intended to achieve. It should include as a minimum the monitoring compliance with CAR- M and with any additional standards specified by the organisation.)

b) Continuing airworthiness quality plan

(This paragraph should show how the quality plan is established. The quality plan will consist of a quality audit and sampling schedule that should cover all the areas specific to CAR M in a definite period of time. However, the scheduling process should also be dynamic and allow for special evaluations when trends or concerns are identified. In case of subcontracting, this

paragraph should also address the planning of the auditing of subcontractors at the same frequency with the rest of the organisation.)

c) **Continuing airworthiness** quality audit procedure

(Quality audit is a key element of the quality system. Therefore, the quality audit procedure should be sufficiently detailed to address all the steps of an audit from preparation to conclusion; it should show the audit report format [e.g. by ref. to paragraph 5.1 "sample of document"], and should explain the rules for the distribution of audits reports in the organisation [e.g. involvement of the Quality Manager, Accountable Manager, Nominated Post holder, etc...].)

d) **Continuing airworthiness** quality audit remedial action procedure

(This paragraph should explain what system is put in place in order to ensure that the corrective actions are implemented on time and that the result of the corrective actions meets the intended purpose. For instance, where this system consists in periodical corrective actions review, instructions should be given on how such reviews should be conducted and what should be evaluated.)

2.2 Monitoring of continuing airworthiness management activities

(This paragraph should set out a procedure to periodically review the activities of the **continuing airworthiness** maintenance management personnel and how they fulfil their responsibilities, as defined in Part 0.)

2.3 Monitoring of the effectiveness of the maintenance programme(s)

(This paragraph should set out a procedure to periodically review that the effectiveness of the maintenance programme(s) is actually analysed as defined in Part 1.)

2.4 Monitoring that all maintenance is carried out by an appropriate maintenance organisation

(This paragraph should set out a procedure to periodically review that the approval of the contracted maintenance organisations is relevant for the maintenance being performed on of the operator's fleet. This may include feedback information from any contracted organisation on any actual or contemplated amendment in order to ensure that the maintenance system remains valid and to anticipate any necessary change in the maintenance agreements.

If necessary, the procedure may be subdivided as follows:

- a. Aircraft maintenance
- b. Engines
- c. Components

2.5 Monitoring that all contracted maintenance is carried out in accordance with the contract, including sub-contractors used by

the maintenance contractor

(This paragraph should set out a procedure to periodically review that the continuing airworthiness management personnel are satisfied that all contracted maintenance is carried out in accordance with the contract. This may include a procedure to ensure that the system allows all the personnel involved in the contract [including the contractors and his subcontractors] to be acquainted familiarize themselves with its terms and that, for any contract amendment, relevant information is dispatched distributed in the organisation and to the contractor.)

2.6 Quality audit personnel

(This paragraph should establish the required training and qualification standards for auditors. Where persons act as a part-time auditor, it should be emphasized that ~~this person~~ they must not be directly involved in the activity he/she audits they are auditing.)

Part 3

Contracted Maintenance

3.1 Procedure for contracted maintenance Maintenance—contractor selection procedure

a) Procedures for the development of maintenance contracts

(This paragraph should explain the procedures that the organisation follows to develop the maintenance contract. The CAMO processes to implement the different elements described in Appendix XI to AMC M.A.708(c) should be explained. In particular, it should cover responsibilities, tasks and interaction with the maintenance organisation and with the owner/operator.

This paragraph should also describe, when necessary, the use of work orders for unscheduled line maintenance and component maintenance as per M.A.708(d). The organisation may develop a work order template to ensure that the applicable elements of Appendix XI to AMC M.A.708(c) are considered. Such a template should be included in Part 5.1.

b) Maintenance contractor selection procedure

(This paragraph should explain how a maintenance contractor is selected by the continuing airworthiness management organisation. Selection should not be limited to the verification that the contractor is appropriately approved for the type of aircraft, but also that the contractor has the industrial capacity to undertake the required maintenance. The selection procedure should preferably include a contract review process in order to ensure that:

- the contract is comprehensive and that it has no gap or unclear area remains,*
- everyone involved in the contract [both at the continuing airworthiness management organisation and at the maintenance contractor] agrees with the terms of the contract and fully understand their responsibilities.*

- that functional responsibilities of all parties are clearly identified.
- ~~— is signed by the owner/lessee of the aircraft in the case of non-commercial air transport.~~

~~In the case of non-commercial air transport, this activity should be carried in agreement with the owner.)~~

The CAMO should agree with the operator on the process to select a maintenance organisation before concluding any contract with a maintenance organisation.)

3.2 Quality audit of aircraft

((---)

Part 4

Airworthiness Review Procedures

4.1 Airworthiness review staff

(---)

4.2 Review of aircraft records

(This paragraph should describe in detail the aircraft records that are required to be reviewed during the airworthiness review. The level of detail that needs to be reviewed ~~should be described and~~ as well as the number of records that need to be reviewed during a sample check ~~should be described.~~)

4.3 Physical Survey

(---)

4.4 Additional procedures for recommendations to DGCA for the import of aircraft

(---.)

4.5 Recommendations to DGCA for the issue of airworthiness review certificates (ARCs)

(---)

4.6 Issue of airworthiness review certificates

(This paragraph should set out the procedures for the issue of the ARCs. It should address record keeping, distribution of the ARC copies etc. The procedure should ensure that ~~only after~~ an ARC is issued ~~only after~~ an airworthiness review ~~that~~ has been properly carried out, ~~an ARC will be issued.~~)

4.7 Airworthiness review records, responsibilities, retention and access

(This paragraph should describe how records are kept, ~~the period's~~ duration of record-keeping, location where records are ~~being~~ stored, access to records, and responsibilities.)

Part 5

Appendices

5.1 Sample documents

(A self explanatory paragraph)

5.2 List of airworthiness review staff

(A self explanatory paragraph)

5.3 List of sub-contractors as per ~~AMC M.A.201 (h) 1~~ and M.A.711 (a) 3.

(A self explanatory paragraph, in addition it should set out that the list should be periodically reviewed)

5.4 List of approved maintenance organisations contracted

(A self explanatory paragraph, This paragraph should include the list of contracted maintenance organisations, detailing the scope of the contracted work. In addition, it should set out that the list should be periodically reviewed)

5.5 Copy of contracts for sub-contracted work (appendix II to AMC ~~M.A.201(h)(1)~~ M.A. 711 (a)(3))

(A self explanatory paragraph)

~~5.6 Copy of contracts with approved maintenance organizations~~

(A self explanatory paragraph)

Appendix -VI to AMC M.B 602 (f) - CA Form 6F -----Refer APM Chapter 3A

Appendix- VII to AMC M.B 702 (f) - CA Form 13- Refer APM Chapter-3 A

Appendix -XI to AMC M.A.708(c)

Contracted maintenance

1. Maintenance Contracts

The following paragraphs are not intended to provide a standard maintenance contract but to provide a list of the main points that should be addressed, when applicable, in a maintenance contract between an Operator the CAMO and a CAR-145 approved maintenance organisation. As only the technical parts of the maintenance contracts have to be acceptable to DGCA, The following paragraphs only address technical matters and exclude matters such as costs, delay, warranty, etc...

When maintenance is contracted to more than one CAR-145 approved maintenance organisation (for example aircraft base maintenance to X, engine maintenance to Y and line maintenance to Z1, Z2&Z3), attention should be paid to the consistency of the different maintenance contracts.

A maintenance contract is not normally intended to provide appropriate detailed work instruction to the personnel. (and is not normally distributed as such). Accordingly there should be established organisational responsibility, procedures and routines in the operator's M.A. Subpart G & CAR-145 CAMO and the maintenance organisations to take care of cover these functions in a satisfactory way such that any person involved is informed about his/her responsibility and the procedures which that apply. These procedures and routines can be included/appended to the operator's CAME and to the maintenance organisation's manual / MOE or consist in separate procedures. In other words procedures and routines should reflect the conditions of the contract.

2. Aircraft /Engine Maintenance.

The following subparagraphs may be adapted to a maintenance contract that applies to aircraft base maintenance, aircraft line maintenance, and engine maintenance.

Aircraft maintenance also includes the maintenance of the engines and APU while they are installed on the aircraft.

2.1 The type of maintenance to be performed by the CAR-145 approved

~~maintenance~~ organization should be specified unambiguously. In case of line and/or base maintenance, the contract should specify the aircraft type and, preferably include the aircraft's registrations.

In case of engine maintenance, the contract should specify the engine scope of Work

1.2 Locations Identified for the Performance of Maintenance/ Certificates Held

(----

1.3 Subcontracting

The maintenance contract should specify under which conditions the ~~CAR-145 approved~~ ~~maintenance~~ organisation may subcontract tasks to a third party (~~whether regardless if this third party is CAR-145 approved or not~~). At least the contract should make reference to M A 615 and 145.A.75. Additional guidance is provided by the associated AMC /GM 145.A.75. In addition the operator CAMO may require the ~~CAR-145 approved~~ ~~maintenance~~ organisation to obtain the operator's CAMO approval before subcontracting to a third party. Access should be given to the operator CAMO to any information (especially the quality monitoring information) about the ~~CAR-145 approved~~ ~~maintenance~~ organisation's subcontractors involved in the contract. It should however be noted that under operators the CAMO responsibility both the operator CAMO and DGCA are entitled to be fully informed about subcontracting, although DGCA will normally only be concerned with aircraft, engine and APU subcontracting.

1.4 Maintenance Programme

The maintenance programme under which the maintenance has to be performed has to be specified. The operator CAMO must have that maintenance Programme approved by DGCA. ~~When the maintenance programme is used by several operators, it is important to remember that it is the responsibility of each operator to have that maintenance programme approved under its own name by DGCA.~~

1.5 Quality Monitoring

The terms of the contract should include a provision allowing the operator CAMO to perform a quality surveillance (including audits) ~~upon~~ on the ~~CAR-145 approved~~ ~~maintenance~~ organisation. The maintenance contract should specify how the results of the quality surveillance are taken into account by the ~~CAR-145 approved~~ ~~maintenance~~ organisation (See also paragraph 2.23. 'Meetings').

1.6 DGCA involvement

~~When the operator's and the CAR-145 approved organisation's competent authorities are not the same, the operator and the CAR-145 approved organisation have to ensure together with their DGCA that the respective competent authority's responsibilities are properly defined and that, if necessary, delegations have been established.~~

The contract should identify the competent authority(ies) responsible for the

oversight of the aircraft, the operator, the CAMO, and the maintenance organisation. Additionally, the contract should allow competent authority(ies) access to the maintenance organisation.

1.7 Airworthiness Maintenance Data

The contract should specify the maintenance data and any other manual required for the fulfilment of the contract, and how these data and manuals are made available and kept current (regardless if they are provided by the CAMO or by the maintenance organisation).

The airworthiness data used for the purpose of this contract as well as the authority responsible for the acceptance/approval should be specified.

This may include, but may not be limited to:

- maintenance programme,
- airworthiness directives,
- major repairs/modification data,
- aircraft maintenance manual,
- aircraft illustrated parts catalogue (IPC),
- wiring diagrams,
- trouble shooting manual,
- Minimum Equipment List (normally on board the aircraft),
- operators manual,
- Flight Manual,
- engine maintenance manual,
- engine overhaul manual.

1.8 Incoming Conditions

The contract should specify in which condition the operator should send the aircraft should be made available to the maintenance organisation. For extensive maintenance , it may be beneficial that a work scope planning meeting be organised so that the tasks to be performed may be commonly agreed ((see also paragraph 2.22: 'Meetings') to the CAR-145 approved organisation. For checks of significance i.e. 'C' checks and above, it may be beneficial that a work scope planning meeting be organised so that the tasks to be performed may be commonly agreed).

1.9 Airworthiness Directives and Service Bulletin/Modifications

The contract should specify what the information that the operator CAMO is responsible to provide to the CAR-145 approved maintenance organisation, such as:

- the status of ADs including due date of the airworthiness directives (ADs), and the selected means of compliance, if applicable.
- status of modifications and the decision to embody modification or Service

Bulletins (SBs), or, etc.

In addition, the contract should specify the type of information the operator CAMO will need in return to complete the control of ADs and modification status. ~~should be specified.~~

1.10 Hours & Cycles Control

Hours and cycles control is the responsibility of the operator CAMO. and the contract should specify how the CAMO should provide the current hours and cycles to the maintenance organisation and whether the maintenance organisation should receive the current flight hours and cycles on a regular basis so that it may update the records for its own planning functions (see also paragraph 2.22 'Exchange of information'). ~~but there may be cases where the CAR-145 approved organisation should receive the current flight hours and cycles on a regular basis so that it may update the records for its own planning functions (see also paragraph 2.21: 'Exchange of information').~~

1.11 Service Life- limited Parts components

The control of service life-limited components control is the responsibility of the CAMO. operator. The contract should specify whether the CAMO should provide the status of service life-limited parts to the maintenance organisation, and the information that the approved organisation will have to provide to the CAMO about the service life-limited components' removal/installation so that the CAMO may update its records (see also paragraph 2.23 'Exchange of information'). ~~The CAR-145 approved organisation will have to provide the operator with all the necessary information about the service life-limited components removal/installation so that the operator may update its records (see also paragraph 2.21 'Exchange of information').~~

1.12 Supply of Parts.

The contract should specify whether a particular type of material or component is supplied by the CAMO or by the maintenance organisation, which type of component is pooled, etc. The contract should clearly state that it is the maintenance organisation's responsibility to be in any case satisfied that the component in question meets the approved data/standard and to ensure that the aircraft component is in a satisfactory condition for installation. Additional guidance on the acceptance of components is provided in M.A.402 and 145.A.42. ~~The CAR-145 competence and responsibility to be in any case satisfied that the component in question meets the approved data/standard and to ensure that the aircraft component is in a satisfactory condition for installation. In other words, there is definitely no way for a CAR-145 organisation to accept whatever is supplied by the operator. Additional guidance is provided by 145.A.42 for acceptance of components.~~

1.13 Pooled Parts at Line Stations.

If applicable the contract should specify how the subject of pooled parts at line stations should be addressed.

1.14 Scheduled Maintenance

For planning scheduled maintenance checks, the support documentation to be given to the ~~CAR-145 approved~~ maintenance organisation should be specified. This may include, but may not be limited to:

- applicable work package, including job cards;
- scheduled component removal list;
- modifications to be incorporated.

When the ~~CAR-145 approved~~ maintenance organisation determines, for any reason, to defer a maintenance task, it has to be formally agreed with the CAMO operator. If the deferment goes beyond an approved limit, refer to paragraph 2.17: 'Deviation from the maintenance schedule'. This should be addressed, where applicable, in the maintenance contract.

2.15 Unscheduled Maintenance/Defect Rectification.

The contract should specify to which level the ~~CAR-145 approved~~ maintenance organisation may rectify a defect without reference to the CAMO operator. It should describe, as a minimum, the management of approval of repairs and the incorporation of major repairs. ~~should be addressed.~~ The deferment of any defect rectification should be submitted to the operator CAMO. ~~and, if applicable, to DGCA.~~

2.16 Deferred Tasks.

See paragraphs 2.14 and 2.15 above and AMC 145.A.50(e) and 801(g) . In addition, for aircraft line and base maintenance the use of the operator's MEL and the liaison with the operator CAMO in case of a defect that cannot be rectified at the line station should be addressed.

2.17 Deviation from the Maintenance Schedule.

Deviations from the maintenance schedule have to be managed by the CAMO in accordance with the procedures established in the maintenance programme ~~have to be requested by the operator to DGCA or granted by the operator in accordance with a procedure acceptable to DGCA.~~ The contract should specify the support the ~~CAR-145 approved~~ maintenance organisation may provide to the operator in order to substantiate the deviation request..

2.18 Test Flight.

If any test flight is required, after aircraft maintenance, it should be performed in accordance with the procedures established in the continuing airworthiness management exposition or the operator's manual. ~~it shall be performed in accordance with the operator's Continuing Airworthiness Management Exposition.~~

2.19 Bench test

The contract should specify the acceptability criterion and whether a representative of the CAMO should witness an engine undergoing test.

2.20 Release to Service Documentation.

The release to service has to be performed by the CAR-145 approved maintenance organisation in accordance with its MOE maintenance organization procedures. The contract should, however, specify which support forms have to be used (Operator's aircraft technical log, CAR-145 approved organisation's maintenance visit file, maintenance organisation's release format, etc.) and that the documentation the CAR-145 approved organisation should provide to the operator CAMO upon delivery of the aircraft. This may include, but may not be limited to:

- Certificate of release to service — mandatory,
- flight test report,
- list of modifications embodied,
- list of repairs,
- list of ADs accomplished incorporated,
- maintenance visit report,
- test bench report.

2.21 Maintenance Recording.

The Operator CAMO may subcontract the CAR-145 approved maintenance organisation to retain some of the maintenance records required by CAR-M Subpart C. This means that the CAMO subcontracts under its quality system part of its record-keeping tasks and, therefore, the provisions of M.A.711(a)(3) apply. It should be ensured that every requirement of CAR-M Subpart C is fulfilled by either the operator or the CAR-145 approved organisation. In such a case, free and quick access to the above mentioned records should be given by the CAR-145 approved organisation to the operator and DGCA (in case of two different regulatory authorities involved, see paragraph 2.6 "DGCA involvement").

2.22 Exchange of Information.

Each time exchange of information between the operator CAMO and the CAR-145 approved maintenance organisation is necessary, the contract should specify what information should be provided and when (i.e. in which case on what occasion or at what frequency), how, by whom and to whom it has to be transmitted.

2.23 Meetings.

The maintenance contract should include the provision for a certain number of meetings to be held between the CAMO and the maintenance organisation. For DGCA to be satisfied that a good communication system exists between the operator and the CAR-145 approved organisation, the terms of the maintenance contract should include the provision for a certain number of meetings to be held between both parties.

2.23.1 Contract Review.

Before the contract is enforced, applicable, it is very important for that the

technical personnel of both parties that are involved in the application of the contract, to meet in order to be sure that every point leads to a common understanding of the duties of both parties.

2.23.2 Workscope Planning Meeting.

Work scope planning meetings may be organised so that the tasks to be performed may be commonly agreed.

2.23.3 Technical Meeting.

Scheduled meetings may be organised in order to review on a regular basis technical matters such as ADs, SBs, future modifications, major defects found during maintenance check, aircraft and component reliability, etc.

2.23.4 Quality Meeting.

Quality meetings may be organised in order to examine matters raised by the operator's CAMO quality surveillance and to agree upon necessary corrective actions.

2.23.5 Reliability Meeting.

When a reliability programme exists, the contract should specify the operator's CAMO and CAR-145 approved maintenance organisation's respective involvement in that programme, including the participation in reliability meetings.

~~3. Engine Maintenance.~~

~~This paragraph deals with engine shop maintenance. "On wing" engine maintenance should be covered by paragraph 2 above.~~

~~1.1 Scope of Work.~~

~~The type of engine subject to the maintenance contract must be specified.~~

~~The type of maintenance to be performed by the CAR-145 approved organisation should be specified unambiguously.~~

~~1.2 Location Identified for the Performance of Maintenance/ Certificates Held.~~

~~The place(s) where base and line maintenance will be performed should be specified. The certificate held by the maintenance organisation at the place(s) where the maintenance will be performed has to be referred to in the contract.~~

~~1.3 Subcontracting.~~

~~The maintenance contract should specify under which conditions the CAR-145 approved organisation may subcontract tasks to a third party (whether this third party is CAR-145 approved or not). At least the contract should make reference to CAR-145.75. Additional guidance is provided by the AMC to 145.A.75. In addition the Operator may require the CAR-145 approved organisation to request the operator's approval before subcontracting to a third party. Access~~

should be given to the operator to any information (especially the quality monitoring information) about the CAR-145 approved organisation's subcontractors involved in the contract. It should however be noted that under operators responsibility both the operator and DGCA are entitled to be fully informed about subcontracting, although DGCA will normally only be concerned with aircraft, engine and APU subcontracting.

1.4 Maintenance Programme.

The maintenance programme under which the maintenance has to be performed has to be specified. The operator must have that maintenance Programme approved by DGCA. When the maintenance programme is used by several operators, it is important to remember that it is the responsibility of each operator to have that maintenance programme approved under its own name by DGCA.

1.5 Quality Monitoring.

The terms of the contract should include a provision allowing the operator to perform a quality surveillance (including audits) upon the CAR-145 approved organisation. The maintenance contract should specify how the results of the Quality surveillance are taken into account by the CAR-145 approved organisation (See also para.3.21. "Meetings").

1.6 DGCA Involvement

When the operator's and the CAR-145 approved organisation's competent authorities are not the same, the operator and the CAR-145 approved organisation have to ensure together with their DGCA that the respective competent authority's responsibilities are properly defined and that, if necessary, delegations have been established.

1.7 Airworthiness Data.

The airworthiness data used for the purpose of this contract as well as the authority responsible for the acceptance/approval must be specified. This may include, but may not be limited to:

- Maintenance Programme;
- AD's;
- major repairs/modification data;
- Engine overhaul manual;
- other?...

1.8 Incoming Conditions.

The contract should specify in which condition the Operator's must send the aircraft to the CAR-145 approved organisation. For instance it is important to specify the configuration of the engine, e.g. including the list of the components that remain fitted to the engine before sending it to the CAR-145 approved organisation. It may also be valuable that a workscope planning meeting be organised so that the tasks to be performed may be commonly agreed (see also paragraph 3.21: "Meetings").

~~1.9 Airworthiness Directives and Service Bulletin/Modifications~~

~~The contract should specify what information the operator is responsible to provide to the CAR-145 approved organisation, such as the due date of the AD, the selected means of compliance, the decision to embody Service Bulletins (SB's) or modification, etc... In addition the type of information the operator will need in return to complete the control of ADs and modification-status should be specified.~~

~~1.10 Hours & Cycles Control.~~

~~Hours and cycles control is the responsibility of the operator, but there may be cases where the CAR-145 approved organisation must be in receipt of the current flight hours and cycles on a regular basis so that it may update the records for its own planning functions (see also paragraph 3.20: "Exchange of information").~~

~~1.11 Life Limited Parts.~~

~~Life Limited Parts control is the responsibility of the Operator.~~

~~The CAR-145 approved organisation will have to provide the operator with all the necessary information about the LLP removal/installation so that the Operator may update its records (see also paragraph 3.20 "Exchange of information").~~

~~1.12 Supply of Parts.~~

~~The contract should specify whether a particular type of material or component comes from the operator's or the CAR-145 approved organisation's store, which type of component is pooled, etc...Attention should be paid on the fact that it is the CAR-145 competence and responsibility to be in any case satisfied that the component in question meets the approved data/standard and to ensure that the aircraft component is in a satisfactory condition for fitment. In other words, there is definitely no way for a CAR-145 organisation to accept whatever he receives from the operator. For the certification of parts, additional guidance is provided by 145.A.42.~~

~~1.13 Scheduled Maintenance.~~

~~For planning scheduled maintenance checks, the support documentation to be given to the CAR-145 approved organisation should be specified. This may include, but may not be limited to:~~

- ~~-applicable work package, including job cards;~~
- ~~-scheduled component removal list;~~
- ~~-modifications to be incorporated; etc.~~

~~When the CAR-145 approved organisation determines, for any reason, to defer a maintenance task, it has to be formally agreed by the Operator. If the deferment goes beyond an approved limit, refer to paragraph 3.16: "Deviation from the maintenance Schedule". This should be addressed, where~~

applicable, in the maintenance contract.

~~1.14 Unscheduled Maintenance/Defect Rectification.~~

The contract should specify to which level the CAR-145 approved organisation may rectify a defect without reference to the operator. As a minimum, the approval and incorporation of major repairs should be addressed. The deferment of any defect rectification shall be submitted to the operator and, if applicable, to its DGCA.

~~1.15 Deferred Tasks.~~

See paragraphs 3.13 and 3.14 above and AMC to 145.A.50 (e).

~~1.16 Deviation from the Maintenance Schedule.~~

Deviations have to be requested by the operator to DGCA or granted by the Operator in accordance with the procedure acceptable to DGCA. The contract should specify the support, the CAR-145 approved organisation may provide to the operator in order to substantiate the deviation request.

~~1.17 Test Bench.~~

The contract should specify the acceptability criterion and whether a representative of the operator should witness an engine undergoing test.

~~1.18 Release to Service Documentation.~~

The contract should specify the documentation the CAR-145 approved organisation should provide to the operator upon delivery of the aircraft/engine. This may include but may not be limited to:

- ~~—— Component Release Certificate as appropriate —mandatory,~~
- ~~—— test bench report,~~
- ~~—— list of modifications embodied,~~
- ~~—— list of repairs,~~
- ~~—— list of AD's performed,~~
- ~~—— etc...~~

~~1.19 Maintenance Recording.~~

The Operator may contract the CAR-145 approved organisation to retain some of the maintenance records required by CAR-M Subpart C. It should be ensured that every requirement of CAR-M Subpart C is fulfilled by either the operator or the CAR-145 approved organisation. In such a case, free and quick access to the above mentioned records should be given by the CAR-145 approved organisation to the operator and DGCA representative (in case of two different regulatory authorities involved, see paragraph 3.6 "DGCA involvement").

~~1.20 Exchange of Information.~~

Each time exchange of information between the Operator and the CAR-145 approved organisation is necessary, the contract should specify what

information should be provided and when (i.e. on what occasion or at what frequency), how, by whom and to whom it has to be transmitted.

1.21 Meetings.

In order that DGCA may be satisfied that a good communication system exists between the Operator and the CAR-145 approved organisation, the terms of the maintenance contract should include the provision for a certain number of meetings to be held between both parties.

1.21.1 Contract Review.

Before the contract is applicable, it is very important that the technical personnel of both parties that are involved in the application of the contract meet in order to be sure that every point leads to a common understanding of the duties of both parties

1.21.2 Work scope Planning Meeting.

Workscope planning meetings may be organised so that the tasks to be performed may be commonly agreed.

1.21.3 Technical Meeting

Scheduled meetings may be organised in order to review on a regular basis technical matters such as AD's, SB's, future modifications, major defects found during shop visit, reliability, etc...

1.21.4 Quality Meeting

Quality meetings may be organised in order to examine matters raised by the operator's quality surveillance and to agree upon necessary corrective actions.

1.21.5 Reliability Meeting.

When a reliability programme exists, the contract should specify the Operator's and CAR-145 approved/accepted Organisation's respective involvement in that programme, including the participation to reliability meetings.

4. Aircraft line Maintenance.

This paragraph applies to maintenance contract that includes line maintenance but excludes base maintenance activities.

1.1 Scope of Work.

The type of aircraft subject to the maintenance contract must be specified. It should include the aircraft's registration numbers.

The extent of maintenance to be performed by the CAR-145 approved organisation should be specified unambiguously.

1.2 Location Identified for the Performance of Maintenance/Certificates Held.

The place(s) where line maintenance will be performed should be specified. The certificate held by the maintenance organisation at the place(s) where the maintenance will be performed has to be referred to in the contract.

1.3 Subcontracting.

The maintenance contract should specify under which conditions the CAR-145 approved organisation may subcontract tasks to a third party (whether this third party is CAR-145 approved or not). At least the contract should make reference to CAR-145.75. Additional guidance is provided by the AMC to 145.A.75. In addition the Operator may require the CAR-145 approved organisation to request the operator's approval before subcontracting to a third party. Access should be given to the operator to any information (especially the quality monitoring information) about the CAR-145 approved organisation's subcontractors involved in the contract. It should however be noted that under operators responsibility both the operator and the operator's DGCA are entitled to be fully informed about subcontracting, although the operator's DGCA will normally only be concerned with aircraft, engine and APU subcontracting.

1.4 Quality monitoring.

The fact that the operator's contractor is appropriately approved in accordance with CAR-145, does not preclude the Operator from performing a quality surveillance (including audits) upon the CAR-145 approved organisation.

1.5 Airworthiness data.

The airworthiness data used for the purpose of this contract as well as the authority responsible for the acceptance/approval must be specified. This may include, but may not be limited to:

- aircraft Maintenance Manual;
- aircraft IPC;
- Wiring diagrams;
- Trouble shooting manual;
- Minimum Equipment List (normally on board the aircraft);
- Operations Manual;
- Flight Manual.

1.6 Supply of parts.

The contract should specify whether a particular type of material or component is supplied by the operator or the CAR-145 approved organisation. Attention should be paid on the fact that it is the CAR-145 competence and responsibility to be in any case satisfied that the component in question meets the approved data/standard and to ensure that the aircraft component is in a satisfactory condition for fitment. In other words, there is definitely no way for a CAR-145 organisation to accept whatever he receives from the operator. Storage conditions should also be addressed.

1.7 Pooled parts.

The contract should specify how the subject of pooled parts at line stations should be addressed.

1.8 ~~Unscheduled maintenance/Defect rectification.~~

The contract should specify to which level the CAR-145 approved organisation may rectify a defect without reference to the operator, and what action should be taken in case the defect rectification may not be performed by the CAR-145 approved organisation.

1.9 ~~Deferred tasks.~~

The use of the operator's MEL and the relation with the operator in case of a defect that cannot be rectified at the line station should be addressed.

1.10 ~~Release to service.~~

The release to service has to be performed by the CAR-145 approved organisation in accordance with its MOE procedures. The contract should however specify which support forms have to be used (operator's technical log, etc...).

1.11 ~~Exchange of information.~~

Each time exchange of information between the operator and CAR-145 approved organisation is necessary, the contract should specify what information should be provided and when, how, by whom and to whom it has to be transmitted.

1.12 ~~Meetings.~~

Before the contract is applicable, it may be beneficial that the technical personnel of both parties that are involved in the application of the contract meet in order to be sure that every point leads to a common understanding of both parties' duties.

Appendix -XIII to AMC M.A.712(f) Organisational review

Organisational reviews may replace a full quality system in accordance with the provisions of M.A.712(f) and AMC M.A.712(f) and as described in the continuing airworthiness management exposition (CAME)

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 CAME:

- a. Identification of the person responsible for the organisational review programme:

By default, this person should be the accountable manager, unless he delegates this responsibility to (one of) the M.A.706(c) person(s).

b. Identification and qualification criteria for the person(s) responsible for performing the organisational reviews:

These persons should have a thorough knowledge of the regulations and of the continuing airworthiness management organisation (CAMO) 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 DGCA).

c. Elaboration of the organisational review programme:

- Checklist(s) covering all items necessary to be satisfied that the organisation delivers a safe product and complies with the regulation. All procedures described in the CAME should be addressed.
- A schedule for the accomplishment of the checklist items. Each item should be checked at least every 12 months. The organisation may choose to conduct one full review annually or to conduct several partial reviews.

d. Performance of organisational reviews:

Each checklist item should be answered using an appropriate combination of:

- review of records, documentation, etc.
- sample check of aircraft under contract.
- interview of personnel involved.
- review of discrepancies and difficulty internal reports (e.g., notified difficulties in using current procedures and tools, systematic deviations from procedures, etc.).
- review of complaints filed by customers.

e. Management of findings and occurrence reports:

- All findings should be recorded and notified to the affected persons.
- All level 1 findings, in the sense of M.A.716(a), should be immediately notified to the DGCA and all necessary actions on aircraft in service should be immediately taken.
- All occurrence reports should be reviewed with the aim for continuous improvement of the system by identifying possible corrective and preventive actions. This should be done in order to find prior indicators (e.g., notified difficulties in using current procedures and tools, systematic deviations from procedures, unsafe behaviours, etc.), and dismissed alerts that, had they been recognised and appropriately managed before the event, could have resulted in the undesired event being prevented.
- Corrective and preventive actions should be approved by the person

responsible for the organisational review programme and implemented within a specified time frame.

- Once the person responsible for the organisational review programme is satisfied that the corrective action is effective, closure of the finding should be recorded along with a summary of the corrective action.
- The accountable manager should be notified of all significant findings and, on a regular basis, of the global results of the organisational review programme.

Following is a typical example of a simplified organisational review checklist, to be adapted as necessary to cover the CAME procedures:

1 – Scope of work

- All aircraft under contract are covered in the Form 14.
- The scope of work in the CAME does not disagree with the Form 14.
- No work has been performed outside the scope of the Form 14 and the CAME.
- Is it justified to retain in the approved scope of work aircraft types for which the organisation has no longer aircraft under contract?

2 – 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?

3 – Aircraft maintenance programme

- Check that all revisions to the TC/STC holders Instructions for Continuing Airworthiness, since the last review, have been (or are planned to be) incorporated in the maintenance programme, unless otherwise approved by the DGCA
- Has the maintenance programme been revised to take into account all modifications or repairs impacting the maintenance programme?
- Have all maintenance programme amendments been approved at the right level (DGCA or indirect approval)?
- Does the status of compliance with the maintenance programme reflect the latest approved maintenance programme?
- Has the use of maintenance programme deviations and tolerances been properly managed and approved?

4 – Airworthiness Directives (and other mandatory measures issued by the DGCA)

- 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...? (Sample check on ADs)

5 – Modifications/repairs

- Are all modifications/repairs listed in the corresponding status approved in accordance with M.A.304? (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)

6 – Relations with the owners/operators

- Has a contract (in accordance with Appendix I to Part-M) been signed with each external owner/operator, covering all the aircraft whose airworthiness is managed by the CAMO?
- 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)
 - Are 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.)?
 - Did flights occur with overdue maintenance or with defects not properly rectified or deferred? (sample check from the aircraft records)
 - Has maintenance been performed without notifying the CAMO (sample check from the aircraft records, interview of the owner/operator)?

7 – Personnel

- Check that the current accountable manager and other nominated persons are correctly identified in the approved CAME.
- If the number of personnel has decreased or if the activity has increased, check that the organisation still has sufficient 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,*
 - *DGCA publications,*
 - *the CAME and associated procedures,*
 - *the approved scope of work,*
 - *maintenance data (significant ADs, SBs, ICA amendments, etc.).*

8 – Maintenance contracted

- Sample check of maintenance records:
 - *Existence and adequacy of the work order,*
 - *Data received from the maintenance organisation:*
 - o *Valid CRS including any deferred maintenance*
 - o *List of removed and installed equipment and copy of the associated Form 1 or equivalent.*

- Obtain a copy of the current approval certificate (Form 3) of the maintenance organisations contracted.

9 – Technical records and record-keeping

- Have the certificates (Form 1 and Conformity certificates) been properly collected and recorded?
- Perform a sample check of technical records to ensure completeness and storage during the appropriate periods.
- Is storage of computerised data properly ensured?

10 – Occurrence reporting procedures

- Check that reporting is properly performed,
- Actions taken and recorded.

11 – Airworthiness review