|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Organisation :** |  | | | | | |
| **Application date:** | |  | | **Application Ref.:** |  | |
| **Issue/Rev No:** | | |  | **Issue/Revision Date:** | |  |
| **Reason for Revision:** | | |  | | | |

| **Part 0 General Organisation** | **S** | **NS** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| 0.1-Table of Content |  |  |  |  |
| 0.2- List of Effective Pages |  |  |  |  |
| 0.3-List of Issues/amendments or Record of Revision |  |  |  |  |
| 0.4-Distribution list |  |  |  |  |
| 0.5-Definitions and Abbreviations |  |  |  |  |
| **Part 1 General Description** | | | | |
| 1.1-Statement by accountable manager |  |  |  |  |
| 1.2-General presentation of the organisation |  |  |  |  |
| 1.3-Description and location of the facilities |  |  |  |  |
| 1.4-Scope of work |  |  |  |  |
| 1.5-Exposition amendments and changes to the organisation |  |  |  |  |
| 1.6-Procedure for alternative means of compliance |  |  |  |  |
| 1.7-Management personnel |  |  |  |  |
| 1.8-Organisation chart |  |  |  |  |
| 1.9-Manpower resources |  |  |  |  |
| 1.10-List of certifying staff |  |  |  |  |
| 1.11-List of staff responsible for the development and approval of the aircraft maintenance programme (AMP) |  |  |  |  |
| 1.12-List of airworthiness review staff |  |  |  |  |
| 1.13-List of staff responsible for the issuance of permits to fly |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part 2 General Procedures** | | | | |
| 2.1-Quality (or organisational review) system |  |  |  |  |
| 2.2-Audit plan (or frequency and content of organisational review) |  |  |  |  |
| 2.3-Monitoring of maintenance contracts |  |  |  |  |
| 2.4-Qualification, assessment and training of staff |  |  |  |  |
| 2.5-One-off certification authorisation |  |  |  |  |
| 2.6-Limited certification authorisation |  |  |  |  |
| 2.7-Subcontracting |  |  |  |  |
| 2.8-Maintenance data and continuing airworthiness management data |  |  |  |  |
| 2.9-Records management and retention |  |  |  |  |
| 2.10-Carrying out the airworthiness review |  |  |  |  |
| 2.11-Conformity with approved flight conditions |  |  |  |  |
| 2.12-Issue of the permit to fly |  |  |  |  |
| **Part 3 Maintenance Procedures** | | | | |
| 3.1-Maintenance - general |  |  |  |  |
| 3.2-Work order acceptance |  |  |  |  |
| 3.3-Components, equipment, tools and material (supply, acceptance, segregation, storage, calibration, etc.) |  |  |  |  |
| 3.4-Maintenance facility (selection, organisation, cleanliness and environmental limitations) |  |  |  |  |
| 3.5-Maintenance accomplishment and maintenance standards |  |  |  |  |
| 3.6-Prevention of maintenance error |  |  |  |  |
| 3.7-Critical maintenance tasks and error-capturing method |  |  |  |  |
| 3.8-Fabrication |  |  |  |  |
| 3.9-Certifying staff responsibilities and maintenance release |  |  |  |  |
| 3.10-Defects arising during maintenance |  |  |  |  |
| 3.11-Maintenance away from approved location |  |  |  |  |
| 3.12-Procedure for component maintenance under aircraft or engine rating |  |  |  |  |
| 3.13-Procedure for maintenance on installed engine (or component) under engine (or component) rating |  |  |  |  |
| 3.14-Special procedures (specialised tasks, non-destructive testing (NDT), engine running, etc.) |  |  |  |  |
| 3.15-Issue of airworthiness review certificate (ARC) under maintenance privilege |  |  |  |  |
| **Part 4 Continuing Airworthiness Management Procedures** | | | | |
| 4.1-Continuing airworthiness management — general |  |  |  |  |
| 4.2-Minimum equipment list (MEL) (and configuration deviation list (CDL)) application |  |  |  |  |
| 4.3-AMP development, control and periodic review |  |  |  |  |
| 4.4-Airworthiness directives and other mandatory airworthiness requirements |  |  |  |  |
| 4.5-Modifications and repairs |  |  |  |  |
| 4.6-Pre-flight inspection |  |  |  |  |
| 4.7-Defects |  |  |  |  |
| 4.8-Establishment of contracts and work orders for the maintenance |  |  |  |  |
| 4.9-Coordination of maintenance activities |  |  |  |  |
| 4.10-Mass and balance statement |  |  |  |  |
| 4.11-Issue of ARC or ARC recommendation |  |  |  |  |
| 4.12-ARC extension |  |  |  |  |
| 4.13-Maintenance check flights |  |  |  |  |
| **Part 5 Supporting Documents** | | | | |
| 5.1-Sample documents |  |  |  |  |
| 5.2-List of subcontracted organisations |  |  |  |  |
| 5.3-List of organisations contracted by the CAO |  |  |  |  |
| 5.4-Aircraft technical log system (if applicable) |  |  |  |  |
| 5.5-List of the currently approved alternative means of compliance |  |  |  |  |
| 5.6-Copy of contracts for subcontracted continuing airworthiness tasks |  |  |  |  |

| **Inspected by** | **Signature** | **Date** | |
| --- | --- | --- | --- |
|  |  | |  |

**S:** Satisfactory **N:** Not satisfactory **N/A:** Not Applicable