

## **Civil Aviation Authority**

## **ARC FORM 15a EXTENSION GUIDANCE**

## **Extension of the CAA issued ARC (Form 15a)**

- CAMOs that are already approved to issue and extend the validity of Airworthiness Review Certificates (Form 15b) may utilise their approved "controlled environment" verification process and the nominated signatories to extend the ARC (Form 15a) as issued by the CAA.
  - To facilitate the extension privilege a revised format Form 15a is available upon request. A verification statement has been prepared by the CAA and is available via the website www.caa.co.uk/touchitonce.
- CAMOs that are not approved to issue an ARC may be granted the privilege to extend the ARC (Form 15a) issued by the CAA for those aircraft that are in the "controlled environment" by establishing and submitting the following to their assigned Regional Office (RO) for approval.

In order to acquire the privilege the CAMO should:

- Develop procedures to verify the aircraft has been in a "controlled environment" (M.A.901(b)). A sample verification statement is available on the CAA website www.caa.co.uk/touchitonce
- Detail the retention method for these records
- Nominate (Form 4) an acceptable person to be authorised to perform the verification exercise and sign the extension of the ARC (Form 15s)
- Develop a procedure that follows the "Touch-it-once" instructions to notify the CAA when the ARC has been extended
- Amend the CAME to include the above procedures and submit to the RO for approval.
- To facilitate the extension privilege a revised format Form 15a is available upon request. A verification statement has been prepared by the CAA and is available via the website www.caa.co.uk/touchitonce.

## Definition of Controlled Environment: -

"an aircraft continually managed during the previous 12 months by a unique M.A. Subpart G approved continuing airworthiness management organisation (CAMO) and which is maintained by approved maintenance organisations."

Further information can be found on the CAA website www.caa.co.uk/arc and www.caa.co.uk/touchitonce