

Chapter A8-24 Approval of Organisations Responsible for Maintenance of Non EASA Aircraft below 5700kg, or Single Engined Helicopters, not used for Commercial Air Transport or State purposes – Group M2

1 Scope (*M.A.601*)

- 1.1 This Requirement applies only to aircraft and associated parts, that are *not* required to comply with European Regulation (EC) No. 216/2008, i.e. Non-EASA Aircraft. It establishes the procedure for the approval of Non-EASA Aircraft maintenance organisations and rules governing the rights and obligations of applicants for, and holders of, such approvals. Any organisation involved with the maintenance of EASA Aircraft and/or associated parts, should refer to the appropriate European regulations; see Note 1 below.

- NOTES:**
- 1) The European Aviation Safety Agency (EASA) as established in European Regulation (EC) No. 1592/2002 (superseded by 216/2008) commenced operation on 28 September 2003. European Commission Regulation (EC) No. 2042/2003, laying down implementing rules for the continued airworthiness of aircraft, entered into force on the 20 November 2003. For ease of reference, aircraft that are required to comply with Regulation (EC) No. 216/2008 are commonly described as "EASA Aircraft".
 - 2) BCAR A8-24 has been derived from Part M Subpart F. It references the corresponding Part M Subpart F paragraph after each subtitle. Part M is an annex to European Commission Regulation (EC) No. 2042/2003.
 - 3) Definitions and lists of EASA and Non-EASA aircraft can be found in the CAA publication, CAP 747, 'Mandatory Requirements for Airworthiness'.
 - 4) This requirement only applies to aircraft required to hold a Certificate of Airworthiness.

2 Application (*Part M.A.602*)

- 2.1 Each application for a maintenance organisation approval shall be made in a form and manner established by the CAA and shall include an outline of the terms of approval and associated privileges requested.

3 Issue of approval (*Part M.A.603*)

- 3.1 An organisation shall be entitled to have a maintenance organisation approval issued by the CAA when it has demonstrated compliance with this Requirement.

4 Terms of approval (*Part M.A.603*)

- 4.1 The organisation shall specify the scope of work deemed to constitute the approval in an exposition or a maintenance organisation manual.

5 Extent of approval (*Part M.A.603*)

- 5.1 An approved maintenance organisation may fabricate, in conformity with maintenance data, a restricted range of parts for the use in the course of undergoing work within its own facilities, as identified in the maintenance organisation manual.

6 Maintenance organisation manual (*Part M.A.604*)

- 6.1 The maintenance organisation shall provide a manual (see Appendix 3 to this Chapter A8-24) containing at least the following information:

- a) a statement signed by the accountable manager to confirm that the organisation will continuously work in accordance with this BCAR Chapter A8-24 and the manual at all times; and
- b) the organisation's scope of work; and
- c) the title(s) and name(s) of person(s) referred to in paragraph 8.2; and
- d) an organisation chart showing associated chains of responsibility between the person(s) referred to in paragraph 8.2; and
- e) a list of certifying staff with their scope of approval; and
- f) a list of locations where maintenance is carried out, together with a general description of the facilities; and
- g) procedures specifying how the maintenance organisation ensures compliance with this Requirement; and
- h) the maintenance organisation manual amendment procedure(s).

- 6.2 The maintenance organisation manual and its amendments shall be approved by the CAA.

- 6.3 Notwithstanding paragraph 6.2, minor amendments to the manual may be approved through a procedure (hereinafter called indirect approval).

7 Facilities (*Part M.A.605*)

The organisation shall ensure that:

- a) facilities are provided for all planned work, specialised workshops and bays are segregated as appropriate, to ensure protection from contamination and the environment;
- b) office accommodation is provided for the management of all planned work including in particular, the completion of maintenance records;
- c) secure storage facilities are provided for components, equipment, tools and material. Storage conditions shall ensure segregation of unserviceable components and material from all other components, material, equipment and tools. Storage conditions shall be in accordance with the manufacturers' instructions and access shall be restricted to authorised personnel.

8 Personnel requirements (*Part M.A.606*)

- 8.1 The organisation shall appoint an accountable manager, who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by this Chapter A8-24.
- 8.2 A person or group of persons shall be nominated with the responsibility of ensuring that the organisation is always in compliance with this paragraph 8. Such person(s) shall be ultimately responsible to the accountable manager.
- 8.3 All paragraph 8.2 persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft and/or component maintenance.
- 8.4 The organisation shall have appropriate staff for the normal expected contracted work. The use of temporarily sub-contracted staff is permitted in the case of higher than normally expected contracted work and only for personnel not issuing a certificate of release to service.
- 8.5 The qualification of all personnel involved in maintenance shall be demonstrated and recorded.
- 8.6 Personnel who carry out specialised tasks such as welding, non-destructive testing/inspection other than colour contrast shall be qualified in accordance with an officially recognised standard.
- 8.7 The maintenance organisation shall have sufficient certifying staff to issue certificates of release to service for aircraft and components. They shall comply with the requirements of BCAR Section L or Part 66.
- 8.8 By derogation from paragraph 8.7, the organisation may use certifying staff qualified in accordance with the following provisions when providing maintenance support to operators involved in commercial operations, subject to appropriate procedures to be approved as part of the organisation's manual:

- a) for a repetitive pre-flight airworthiness directive, which specifically states that the flight crew may carry out such an airworthiness directive, the organisation may issue a limited certifying staff authorisation to the aircraft commander on the basis of the flight crew licence held, provided that the organisation ensures that sufficient practical training has been carried out to ensure that such a person can accomplish the airworthiness directive to the required standard;
- b) in the case of aircraft operating away from a supported location, the organisation may issue a limited certifying staff authorisation to the aircraft commander on the basis of the flight crew licence, provided that the organisation ensures that sufficient practical training has been carried out to ensure that such a person can accomplish the task to the required standard.

9 Certifying staff (*Part M.A.607*)

9.1 In addition to paragraph 8.7, certifying staff can only exercise their privileges, if the organisation has ensured:

- a) that certifying staff can demonstrate that they are in compliance with this Requirement; and
- b) in the preceding two-year period they have, either had six months of maintenance experience in accordance with the privileges granted by the aircraft maintenance licence or, met the provision for the issue of the appropriate privileges; and
- c) are able to read, write and communicate to an understandable level in the language(s) in which the technical documentation and procedures necessary to support the issue of the certificate of release to service are written; and
- d) that certifying staff have an adequate understanding of the relevant aircraft and/or aircraft component(s) to be maintained, together with the associated organisation procedures.

9.2 In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff is available, the maintenance organisation contracted to provide maintenance support may issue a one-off certification authorisation:

- a) to one of its employees holding type qualifications on aircraft of similar technology, construction and systems; or

- b) to any person with not less than three years maintenance experience, and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification, provided there is no organisation appropriately approved under this Requirement at that location, and the contracted organisation obtains and holds on file evidence of the experience and the licence of that person.

All such cases must be reported to the CAA within seven days of the issuance of 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.

- 9.3 The approved maintenance organisation shall record all details concerning certifying staff and maintain a current list of all certifying staff together with their scope of approval, as part of the organisation's manual pursuant to sub-paragraph 6.1e).

10 Components, equipment and tools (*Part M.A.608*)

- 10.1 The organisation shall:

- a) hold the equipment and tools specified in the maintenance data described in paragraph 11, or verified equivalents as listed in the maintenance organisation manual, as necessary for day-to-day maintenance within the scope of the approval; and
- b) demonstrate that it has access to all other equipment and tools used only on an occasional basis.

- 10.2 Tools and equipment shall be controlled and calibrated to an officially recognised standard. Records of such calibrations and the standard used shall be kept by the organisation.

- 10.3 The organisation shall inspect, classify and appropriately segregate all incoming components.

11 Maintenance data (*Part M.A.609 & M.A.401*)

- 11.1 The organisation shall have access to and use only applicable current maintenance data in the performance of maintenance, including modifications and repairs. In the case of customer provided maintenance data, it is only necessary to have such data when the work is in progress.

- 11.2 For the purposes of this Requirement, applicable maintenance data is:

- a) any applicable requirement, procedure, standard or information issued by the CAA;
 - b) any applicable airworthiness directive;
 - c) applicable instructions for continuing airworthiness, issued by type certificate holders, supplementary type certificate holders and any other organisation that publishes such data in accordance with Part 21 or Chapter A8-21;
 - d) any applicable data issued in accordance with A8-23, (Group M1), paragraph 9.4.
- 11.3 The organisation shall ensure that all applicable maintenance data is current and readily available for use when required. The organisation shall establish a work card or worksheet system to be used, and shall either transcribe accurately the maintenance data onto such work cards or worksheets, or make precise reference to the particular maintenance task or tasks contained in such maintenance data.
- 12 Maintenance work orders** (*Part M.A.610*)
- 12.1 Before the commencement of maintenance a written work order shall be agreed between the organisation and the organisation requesting maintenance to clearly establish the maintenance to be carried out.
- 13 Performance of maintenance** (*Part M.A.402*)
- 13.1 All maintenance shall be performed by qualified personnel, following the methods, techniques, standards and instructions specified in the maintenance data. Furthermore, an independent inspection shall be carried out after any flight safety sensitive maintenance task, unless otherwise specified by the CAA.
- 13.2 All maintenance shall be performed using the tools, equipment and material specified in the maintenance data unless otherwise specified by the CAA. Tools and equipment shall be controlled in accordance with the requirements of paragraph 10.2.
- 13.3 The area in which maintenance is carried out shall be well organised and clean in respect of dirt and contamination.
- 13.4 All maintenance shall be performed within any environmental limitations specified in the maintenance data.
- 13.5 In case of inclement weather or lengthy maintenance, proper facilities shall be used.

- 13.6 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.

14 Component maintenance (*Part M.A.502*)

- 14.1 The maintenance of components shall be performed by maintenance organisations appropriately approved in accordance with this Requirement, or as agreed in writing by the CAA.
- 14.2 By derogation from paragraph 14.1, maintenance of a component in accordance with aircraft maintenance data or, if agreed by the CAA, in accordance with component maintenance data, may be performed by an "A rated" organisation approved in accordance with this Requirement, only whilst such components are fitted to the aircraft. Nevertheless, such an organisation may temporarily remove this component for maintenance, in order to improve access to the component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph. Component maintenance performed in accordance with this paragraph is not eligible for the issuance of a UK CAA Approved Certificate and shall be subject to the aircraft release requirements.
- 14.3 By derogation from paragraph 14.1, maintenance of an engine/Auxiliary Power Unit (APU) component in accordance with engine/APU maintenance data or, if agreed by the CAA, in accordance with component maintenance data, may be performed by a "B rated" organisation approved in accordance with this Requirement only whilst such components are fitted to the engine/APU. Nevertheless, such B rated organisation may temporarily remove this component for maintenance, in order to improve access to the component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph.

15 Aircraft defects (*Part M.A.403*)

- 15.1 Any aircraft defect that seriously hazards flight safety shall be rectified before further flight.
- 15.2 Only appropriately authorised certifying staff, using approved maintenance data, can decide whether an aircraft defect seriously hazards flight safety and therefore when and which rectification action shall be taken before further flight and which defect rectification can be deferred. However, this does not apply when:
- a) the approved minimum equipment list, as mandated by the CAA, is used by the pilot; or
 - b) aircraft defects are defined as being acceptable by the CAA.

15.3 Any aircraft defect that would not seriously hazard flight safety shall be rectified as soon as practicable, within any limits specified in the maintenance data.

15.4 Any defect not rectified before flight shall be recorded in the aircraft maintenance record system or operator's technical log system as applicable.

16 Aircraft certificate of release to service (*Part M.A.612 & M.A.801*)

16.1 At the completion of all required aircraft maintenance in accordance with this Requirement an aircraft certificate of release to service shall be issued by appropriate certifying staff on behalf of the maintenance organisation.

16.2 By derogation from paragraph 16.1, in the case of unforeseen situations, when an aircraft is grounded at a location where no appropriately approved maintenance organisation and no appropriate certifying staff are available, the owner may authorise any person, with not less than three years of appropriate maintenance experience and holding the proper qualifications, to maintain according to the standards set out in this Requirement and release the aircraft. The owner shall in that case:

- a) obtain and keep in the aircraft records details of all the work carried out and of the qualifications held by that person issuing the certification; and
- b) ensure that any such maintenance is rechecked and released by an organisation approved in accordance with this Requirement at the earliest opportunity but within a period not exceeding seven days; and
- c) notify the organisation responsible for the continuing airworthiness management of the aircraft when contracted, or the CAA in the absence of such a contract, within seven days of the issuance of such certification authorisation.

16.3 A certificate of release to service shall contain as a minimum:

- a) basic details of the maintenance carried out; and
- b) the date such maintenance was completed; and
- b) the identity of the organisation issuing the release to service, including:
 - i) the approval reference of the maintenance organisation and the certifying staff issuing the certificate; or
 - ii) in the case of a certificate of release to service described under paragraph 16.2, the identity and licence number of the certifying staff issuing such a certificate; and

- c) the limitations to airworthiness or operations, if any.
- 16.4 By derogation from paragraph 16.1 and notwithstanding the provisions of paragraph 16.5, when the maintenance prescribed cannot be completed, a certificate of release to service may be issued within the approved aircraft limitations. Such fact together with any applicable limitations of the airworthiness or the operations shall be entered in the aircraft certificate of release to service before its issue as part of the information required in sub-paragraph 16.3d).
- 16.5 A certificate of release to service shall not be issued in the case of any known non-compliance that endangers flight safety.
- 16.6 The certificate of release to service should relate to the task specified in the relevant maintenance data and contain the following statement:

'The work recorded above has been carried out in accordance with the requirements of the Air Navigation Order for the time being in force and in that respect the aircraft/equipment is considered fit for release to service.'

17 Component certificate of release to service (Part M.A.613)

- 17.1 At the completion of all required component maintenance, in accordance with this Requirement, a component certificate of release to service, UK CAA Approved Certificate, shall be issued. This document constitutes the component certificate of release to service; except when such maintenance on aircraft components has been performed in accordance with paragraph 14.2, or the components have been fabricated in accordance with paragraph 5.1, in which case the aircraft release procedures in accordance with paragraph 16 are applicable.
- 17.2 The component certificate release to service document, UK CAA Approved Certificate, may be generated from a computer database.

18 Maintenance records (Part M.A.614)

- 18.1 The approved maintenance organisation shall record all details of work carried out. Records necessary to prove all requirements have been met for issuance of the certificate of release to service including the sub-contractor's release documents shall be retained.
- 18.2 The approved maintenance organisation shall provide a copy of each certificate of release to service to the aircraft owner, together with a copy of any specific approved repair/modification data used for repairs/modifications carried out.

- 18.3 The approved maintenance organisation shall retain a copy of all maintenance records and any associated maintenance data for three years from the date the aircraft, or aircraft component to which the work relates, was released from the approved maintenance organisation, and:
- a) the records shall be stored in a manner that ensures protection from damage, alteration and theft.
 - b) all computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.
 - c) where an approved maintenance organisation terminates its operation, all retained maintenance records covering the last three years shall be distributed to the last owner or customer of the respective aircraft or component, or shall be stored as specified by the CAA.

19 Privileges of the organisation (Part M.A.615)

- 19.1 The maintenance organisation approved in accordance with this BCAR A Chapter A8-24, may:
- a) maintain any aircraft and/or component for which it is approved at the locations specified in the approval certificate and the Maintenance Organisation Manual;
 - b) arrange for the performance of specialised services under the control of the maintenance organisation at another organisation appropriately qualified, subject to appropriate procedures being established as part of the Maintenance Organisation Manual approved by the CAA directly;
 - c) maintain any aircraft and/or component for which it is approved at any location subject to the need of such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional maintenance, subject to the conditions specified in the Maintenance Organisation Manual;
 - d) issue certificates of release to service on completion of maintenance, in accordance with paragraphs 16 and 17.

20 Organisational review (Part M.A.616)

- 20.1 To ensure that the approved maintenance organisation continues to meet these requirements, it shall organise, on a regular basis, organisational reviews.

21 Changes to the approved maintenance organisation (Part M.A.617)

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

- a) the name of the organisation;
- b) the location of the organisation;
- c) additional locations of the organisation;
- d) the accountable manager;
- e) any of the persons specified in paragraph 8.2;
- f) the facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the approval.

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

22 Continued validity of approval (*Part M.A.618*)

22.1 An approval shall be issued for an unlimited duration. It shall remain valid subject to:

- a) the organisation remaining in compliance with this Chapter, in accordance with the provisions related to the handling of findings as specified under paragraph 23; and
- b) the CAA being granted access to the organisation to determine continued compliance with this Chapter; and
- c) the approval not being surrendered or revoked.

22.2 Upon surrender or revocation, the approval certificate shall be returned to the CAA.

23 Findings by the CAA (*Part M.A.619*)

23.1 When objective evidence is found showing non-compliance of the holder of an organisation approval with the applicable requirements, the finding shall be classified as follows:

- a) a level one finding is any non-compliance with the applicable requirements, which lowers the safety standard and hazards flight safety;
- b) a level two finding is any non-compliance with the applicable requirements, which is not classified as level one.

23.2 After receipt of notification of findings:

- a) the holder of the approval shall define the corrective action plan and demonstrate corrective action to the satisfaction of the CAA, and within a period agreed with the CAA;
- b) for level one findings, immediate action may be taken by the CAA to revoke, limit or suspend in whole or in part, the organisation approval, until successful corrective action has been taken by the organisation;
- c) for level two findings, the corrective action period granted by the CAA will be appropriate to the nature of the finding and initially will not be more than 3 months. In certain circumstances, the CAA may extend the 3 month period, subject to the nature of the finding and the demonstration of a satisfactory corrective action plan;
- d) action will be taken by the CAA to suspend in whole or in part the organisation approval in case of failure to comply within the agreed timescales.

23.3 In the case of level one or level two findings, the organisation approval may be subject to a partial or full suspension or revocation. The holder of the organisation approval shall provide confirmation of receipt of the notice of suspension or revocation of the organisation approval in a timely manner.

Supplement 1 to A8-24

1 United Kingdom Civil Aviation Authority		UK CAA APPROVED CERTIFICATE			3 Form Tracking Number	
4 Approved Organisation Name and Address					5 Work Order / Contract / Invoice	
6 Item	7 Description	8 Part No.	9 Qty	10 Serial No	11 Status/Work	
12 Remarks						
13a Certifies that the items identified above were manufactured in conformity to: <input type="checkbox"/> approved design data and are in a condition for safe operation <input type="checkbox"/> non-approved design data specified in block 12			14a Certifies that the work specified, except as otherwise specified in block 12, was carried out in accordance with the Air Navigation Order for the time being in force and in respect to that work the aircraft/aircraft component is considered ready for release to service			
13b Authorised Signature		13c Approval No.		14b Authorised Signature		14c Approval No.
13d Name		13e Date (dd/mmm/yyyy)		14d Name		14e Date (dd/mmm/yyyy)

Issue 2

USER/INSTALLER RESPONSIBILITIES

NOTE:

1. This certificate does not automatically constitute authority to install the item(s).
2. Where the user/installer performs work in accordance with the regulations of another airworthiness authority it is essential that the user/installer ensure that his/her airworthiness authority accepts items from the UK CAA.
3. Statement 13a and 14a do not constitute installation certification. In all cases aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.

APPROVED CERTIFICATE

Completion Instructions

These instructions relate only to the use of the UK CAA Approved Certificate for maintenance purposes. Attention is drawn to (Supplement 1 to A8-21) which cover the use of the UK CAA Approved Certificate for production purposes.

1. PURPOSE AND SCOPE

A primary purpose of the Certificate is to declare the airworthiness of maintenance work undertaken on products, parts and appliances (hereafter referred to as 'item(s)').

The Certificate can serve as an official certificate for the delivery of items to users. The Certificate is not, however, a delivery or shipping note.

It may only be issued by organisations certificated by the CAA, within the scope of such an approval. Aircraft are not to be released using the Certificate. The Certificate is NOT to be used for the certification of maintenance work on Products, Parts or Appliances for aircraft that are the responsibility of the European Aviation Safety Agency (EASA).

The Certificate does not constitute approval to install the item on a particular aircraft, engine, or propeller but helps the end user determine its airworthiness approval status.

A mixture of production released and maintenance released items is not permitted on the same Certificate.

2. GENERAL FORMAT

The Certificate must comply with the format attached including block numbers and the location of each Block. The size of each Block may however be varied to suit the individual application, but not to the extent that would make the Certificate unrecognisable. The overall size of the Certificate may be significantly increased or decreased so long as the Certificate remains recognisable and legible. The Certificate must be in 'Portrait' rather than 'Landscape' to help differentiate it from the EASA Form 1. If in doubt consult the CAA.

Please note that the user responsibility statements can be placed on either the reverse or front of this Certificate.

All printing must be clear and legible to permit easy reading and be in English.

The Certificate may either be pre-printed or computer generated but in either case the printing of lines and characters must be clear and legible. Pre-printed wording is permitted in accordance with the attached model but no other certification statements are permitted.

The details to be entered on the Certificate may be either machine/computer printed or hand-written using block letters, permit easy reading and be in English. Abbreviations must be restricted to a minimum.

The space remaining on the reverse side of the Certificate may be used by the originator for any additional information but must not include any certification statement.

The original Certificate must accompany the items and correlation must be established between the Certificate and the item(s). A copy of the Certificate must be retained by the organisation that manufactured the item. Where the Certificate format and the data is entirely computer generated, subject to acceptance by the CAA, it is permissible to retain the Certificate format and data on a secure database.

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

The Certificate that accompanies the item may be attached to the item by being placed in an envelope for durability.

Correlation must be established between the Certificate and the item(s).

3. COMPLETION OF THE CERTIFICATE BY THE ORIGINATOR

Except as otherwise stated, there must be an entry in all Blocks to make the document a valid certificate.

- Block 1 Pre-printed 'United Kingdom Civil Aviation Authority'.
- Block 2 Pre-printed 'UKCAA Approved Certificate'.
- Block 3 A unique number must be pre-printed in this Block for Certificate control and traceability purposes except that in the case of a computer generated document, the unique number need not be pre-printed where the computer is programmed to produce the number.
- Block 4 Enter the full name and address of the approved organisation releasing the work covered by this Certificate. Logos, etc., are permitted if the logo can be contained within the block.
- Block 5 To help facilitate customer traceability of the item(s), enter the work order number, contract number, invoice number, or similar reference. The use of the Block for such traceability is mandatory in the absence of item Serial Numbers or batch numbers in Block 10. When not used, state N/A.
- Block 6 The Block is provided for the convenience of the organisation issuing the Certificate to permit easy cross-reference to the 'Remarks' Block 12 by the use of line item numbers. Block 6 must be completed where there is more than one line item.
- Where a number of items are to be released on the Certificate, it is permissible to use a separate listing cross-referring Certificate and list to each other.
- Block 7 Enter the name or description of the item. Preference should be given to the term used in the instructions for continued airworthiness or maintenance data (e.g. Illustrated Parts Catalogue, Aircraft Maintenance Manual, Service Bulletin).
- Block 8 Enter the part number as it appears on the item or tag/packaging. In case of an engine or propeller the type designation may be used.
- Block 9 State the quantity of items being released
- Block 10 State the items Serial Number or Batch Number if applicable. If neither is applicable, state 'N/A'.
- Block 11 The following table describes the permissible entries for block 11. Enter only one of these terms – where more than one may be applicable, use the one that most accurately describes the majority of the work performed and/or the status of the article.

Entry	Meaning
Overhauled	A process that ensures the item is in complete conformity with the applicable service tolerances specified in the type certificate (or equivalent) holder's, or equipment manufacturer's instructions for continued airworthiness, or in the data that is approved or accepted by the CAA. The item will be at least disassembled, cleaned, inspected, repaired as necessary, reassembled and tested in accordance with the above specified data.
Repaired	Rectification of defect(s) using an applicable standard.*
Inspected/Tested	Examination, measurement, etc. in accordance with an applicable standard* (e.g. visual inspection, functional testing, bench testing and operational checks). The results shall be described or referenced in block 11.
Modified	Alteration of an item to conform to an applicable standard.*

* Applicable standard means a manufacturing/design/maintenance/quality norm, method, technique or practice approved by or acceptable to the CAA. The Applicable Standard shall be described in block 12.

Block 12 State any information in this block, either directly or by reference to supporting documentation, necessary for the user or installer to determine the airworthiness of the item in relation to the work being certified. If necessary a separate sheet may be used and referenced from the main Certificate. Each statement must be clearly identified as to which item in block 6 it relates. If there is no statement, state 'None'.

Examples of statements in block 12 are:

Maintenance documentation used, including the revision status.

Compliance with airworthiness directives or service bulletins.

Repairs carried out.

Modifications carried out.

Replacement parts installed.

Life limited parts status.

Deviations from the customer work order.

Release statements to satisfy a foreign CAA maintenance requirement.

Blocks 13a-13e General Requirements for blocks 13a to 13e:

Not used for maintenance release. Shade, darken, or otherwise mark to preclude inadvertent or unauthorised use.

Block 14a Pre-printed certification statement.

The certification statement 'except as otherwise specified in block 12' is intended to address the following situations;

(a) The case where the maintenance could not be completed.

(b) The case where the maintenance deviated from the standard required by A8-24.

(c) The case where the maintenance was carried out in accordance with a non A8-24 requirement.

Whichever case or combination of cases shall be specified in block 12.

- Block 14b The hand-written normal signature of a person who has written authority from the approved maintenance organisation to make Certifications in respect of maintenance. Use of a stamp instead of a signature is not permitted, but the authorised person may add a stamp impression to his or her signature to aid recognition. Subject to the agreement of the CAA in any particular case, computer-generated signatures are permitted if it can be demonstrated that an equivalent level of control, traceability and accountability exists.
- Block 14c State the full authorisation reference given by the CAA to the maintenance organisation releasing the items.
- Block 14d The name of the person signing Block 14b, printed, typed, or written in a legible form.
- Block 14e The date on which Block 14b is signed, in the format day/month/year. The month must be stated in letters (sufficient letters must be used so there can be no ambiguity as to the month intended).

Supplement 2 to A8-24 **Class and Ratings System for the Approval of A8-24 Maintenance Organisations**

- 1 Except as stated otherwise for the smallest organisations in paragraph 12, the table referred to in point 13 provides the standard system for the approval of maintenance organisations under A8-24. An organisation must be granted an approval ranging from a single class and rating with limitations to all classes and ratings with limitations.
- 2 In addition to the table referred to in point 13, the approved maintenance organisation is required to indicate its scope of work in its maintenance organisation manual/exposition. See also paragraph 11.
- 3 Within the approval class(es) and rating(s) granted by the CAA, the scope of work specified in the maintenance organisation manual defines the exact limits of approval. It is therefore essential that the approval class(es) and rating(s) and the organisations scope of work are matching.
- 4 A 'category A' class rating means that the approved maintenance organisation may carry out maintenance on the aircraft and any component (including engines and/or Auxiliary Power Units (APUs)), in accordance with aircraft maintenance data or, if agreed by the CAA, in accordance with component maintenance data, only whilst such components are fitted to the aircraft. Nevertheless, such an 'A rated' approved maintenance organisation may temporarily remove a component for maintenance, in order to improve access to that component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph. This will be subject to a control procedure in the maintenance organisation exposition to be approved by the CAA. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval.
- 5 A 'category B' class rating means that the approved maintenance organisation may carry out maintenance on the uninstalled engine and/or APU and engine and/or APU components, in accordance with engine and/or APU maintenance data or, if agreed by the CAA, in accordance with component maintenance data, only whilst such components are fitted to the engine and/or APU. Nevertheless, such a 'B rated' approved maintenance organisation may temporarily remove a component for maintenance, in order to improve access to that component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A maintenance organisation approved with a 'category B' class rating may also carry out maintenance on an installed engine during 'base' and 'line' maintenance subject to a control procedure in the maintenance organisation exposition to be approved by the CAA. The maintenance organisation exposition scope of work shall reflect such activity where permitted by the CAA.
- 6 A 'category C' class rating means that the approved maintenance organisation may carry out maintenance on uninstalled components (excluding engines and APUs) intended for fitment to the aircraft or engine/APU. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A maintenance organisation approved with a category C class rating may also carry out maintenance on an installed component during base and line maintenance, or at an engine/APU maintenance facility, subject to a control procedure in the maintenance organisation exposition to be approved by the CAA. The maintenance organisation exposition scope of work shall reflect such activity where permitted by the CAA.
- 7 A 'category D' class rating is a self contained class rating not necessarily related to a specific aircraft, engine or other component. The D1 - Non Destructive Testing (NDT) rating is only necessary for an approved maintenance organisation that carries out NDT as a

- particular task for another organisation. A maintenance organisation approved with a class rating in A or B or C category may carry out NDT on products it is maintaining subject to the maintenance organisation exposition containing NDT procedures, without the need for a D1 class rating.
- 8 In the case of maintenance organisations approved in accordance with A8-23 Group M1, 'category A' class ratings are subdivided into 'Base' or 'Line' maintenance. Such an organisation may be approved for either 'Base' or 'Line' maintenance or both. It should be noted that a 'Line' facility located at a main base facility requires a 'Line' maintenance approval.
 - 9 The limitation section is intended to give the CAA the flexibility to customise the approval to any particular organisation. Ratings shall be mentioned on the approval only when appropriately limited. The table referred to in point 13 specifies the types of limitation possible. Whilst maintenance is listed last in each class rating it is acceptable to stress the maintenance task rather than the aircraft or engine type or manufacturer, if this is more appropriate to the organisation (an example could be avionics systems installations and related maintenance). Such mention in the limitation section indicates that the maintenance organisation is approved to carry out maintenance up to and including this particular type/task.
 - 10 When reference is made to 'series', 'type' and 'group' in the limitation section of class A and B:
 - 'series' means a specific type series such as: Douglas DC-3, or Douglas DC-6 series, or Auster series.
 - 'type' means a specific type or model such as Douglas DC-3C-R-1830-90C type; any number of series or types may be quoted;
 - 'group' means for example, Aeronca single piston engine aircraft or Walter Minor 6-III Series piston engines.
 - 11 When a lengthy capability list is used which could be subject to frequent amendment, then such amendment may be in accordance with the indirect approval procedure.
 - 12 A maintenance organisation that employs only one person to both plan and carry out all maintenance can only hold a limited scope of approval rating. The maximum permissible limits are:

CLASS	RATING	LIMITATION
AIRCRAFT	A2 AEROPLANES 5700 KG AND BELOW	PISTON ENGINE 5700 KG AND BELOW
AIRCRAFT	A3 HELICOPTERS	SINGLE PISTON ENGINE 3175 KG AND BELOW
AIRCRAFT	A4 AIRCRAFT OTHER THAN A1, A2 AND A3	NO LIMITATION
ENGINES	B2 PISTON	LESS THAN 450 HP
COMPONENTS RATING OTHER THAN COMPLETE ENGINES OR APU'S.	C1 TO C22	AS PER CAPABILITY LIST
SPECIALISED	D1 NDT	NDT METHOD(S) TO BE SPECIFIED.

It should be noted that such an organisation may be further limited by the CAA in the scope of approval dependent upon the capability of the particular organisation.

13. Table

CLASS	RATING	LIMITATION	BASE	LINE
AIRCRAFT	A1 Aeroplanes above 5700 kg	<i>Rating reserved to Maintenance Organisations approved in accordance with A8-23 Group M1. Shall state aeroplane manufacturer or group or series or type and/or the maintenance tasks Example: Douglas DC-3 Series</i>	YES/ NO	YES/ NO
	A2 Aeroplanes 5700 kg and below	<i>Shall state aeroplane manufacturer or group or series or type and/or the maintenance tasks Example: Auster Series</i>	YES/ NO	YES/ NO
	A3 Helicopters	<i>Shall state helicopter manufacturer or group or series or type and/or the maintenance task(s) Example: Bell 47 Series</i>	YES/ NO	YES/ NO
	A4 Aircraft other than A1, A2 and A3	<i>Shall state aircraft series or type and/or the maintenance task(s).</i>	YES/ NO	YES/ NO
ENGINES	B1 Turbine	<i>Shall state engine series or type and/or the maintenance task(s) Example: Arriel Series II Series</i>		
	B2 Piston	<i>Shall state engine manufacturer or group or series or type and/or the maintenance task(s)</i>		
	B3 APU	<i>Shall state engine manufacturer or series or type and/or the maintenance task(s)</i>		
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press	<i>Shall state aircraft type or aircraft manufacturer or component manufacturer or the particular component and/or cross-refer to a capability list in the exposition and/or the maintenance task(s). Example: PT6A Fuel Control</i>		
	C2 Auto Flight			
	C3 Comms and Nav			
	C4 Doors - Hatches			
	C5 Electrical Power & Lights			
	C6 Equipment			
	C7 Engine - APU			
	C8 Flight Controls			
	C9 Fuel			
	C10 Helicopter - Rotors			
	C11 Helicopter - Trans			
	C12 Hydraulic Power			
	C13 Indicating - recording system			
	C14 Landing Gear			
	C15 Oxygen			
	C16 Propellers			
	C17 Pneumatic & Vacuum			
	C18 Protection ice/rain/fire			

	C19 Windows	
	C20 Structural	
	C21 Water ballast	
	C22 Propulsion Augmentation	
SPECIALISED SERVICES	D1 Non Destructive Testing	<i>Shall state particular NDT method(s)</i>