

19 March 2014
FOIA reference: F0001835

Dear XXXX

I am writing in respect of your recent request of 19 February 2014, for the release of information held by the Civil Aviation Authority (CAA).

Your request:

"I would like to initiate an FOI request with respect to obtaining "Q-pulse system forms with regards to audit checklists".

Our response:

In assessing your request in line with the provisions of the Freedom of Information Act 2000 (FOIA), we are pleased to be able to attach the information requested.

If you are not satisfied with how we have dealt with your request in the first instance you should approach the CAA in writing at:-

Mark Stevens
External Response Manager
Civil Aviation Authority
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

mark.stevens@caa.co.uk

The CAA has a formal internal review process for dealing with appeals or complaints in connection with Freedom of Information requests. The key steps in this process are set in the attachment.

Should you remain dissatisfied with the outcome you have a right under Section 50 of the Freedom of Information Act to appeal against the decision by contacting the Information Commissioner at:-

Information Commissioner's Office
FOI/EIR Complaints Resolution
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.gov.uk/complaints.aspx

Should you wish to make further Freedom of Information requests, please use the e-form at <http://www.caa.co.uk/foi>.

Yours sincerely

Rick Chatfield
Information Rights and Enquiries Officer

CAA INTERNAL REVIEW & COMPLAINTS PROCEDURE

- The original case to which the appeal or complaint relates is identified and the case file is made available;
- The appeal or complaint is allocated to an Appeal Manager, the appeal is acknowledged and the details of the Appeal Manager are provided to the applicant;
- The Appeal Manager reviews the case to understand the nature of the appeal or complaint, reviews the actions and decisions taken in connection with the original case and takes account of any new information that may have been received. This will typically require contact with those persons involved in the original case and consultation with the CAA Legal Department;
- The Appeal Manager concludes the review and, after consultation with those involved with the case, and with the CAA Legal Department, agrees on the course of action to be taken;
- The Appeal Manager prepares the necessary response and collates any information to be provided to the applicant;
- The response and any necessary information is sent to the applicant, together with information about further rights of appeal to the Information Commissioners Office, including full contact details.

Surveillance Record

A8-20 - M5 Stage 3 Checklist

Questions

Question

1

A8-20 Para 2 Application

Guidance

Response

Question

2 A8-20 Para 3.1 Nominated persons

Guidance

Response

Question

3 A8-20 Para 3.2 Sub-contract personnel

Guidance

Response

Question

4 A8-20 Para 3.3 Organisation Exposition

Guidance

Response

Question

5 A8-20 Para 3.4 Organisation Co-ordination

Guidance

Response

Question

6

A8-20 Para 3.5 Quality system

Guidance

Response

Question

7

A8-20 Para 3.6 Accomodation

Guidance

Response

Question

8

A8-20 Para 3.7 Equipment

Guidance

Response

Question

9

A8-20 Para 3.8 Publications and information

Guidance

Response

Question

10

A8-20 Para 4 Continuation of approval

Guidance

Response

Question

11

Appendix 1 to A8-20 Exposition general guide

Guidance

Response

Question

12

Supplement 1 to A8-20 Requirements for Grant of approval

Guidance

Response

Question

13

Supplement 3 to A8-20 Additional requirements

Guidance

Response

Surveillance Record

Part MG Stage 3 Checklist (Lite)

Questions

Question

1

Audit Summary

Guidance

To be completed after the audit, giving a brief description of the audit, including an overall view of the organisation.

Response

Question

2 Opening Meeting

Guidance

(1) Audit agenda (2) Time-scales (3) Changes (4) Hot topics Hot topic 1 - The organisation must respond to any findings well before the due date, to ensure the CAA has adequate time for the findings to be closed. Typically 21 days before for a 3 month finding. Hot topic 2 - The CAME & all associated procedures must be supplied to the CAA in an electronic format (.pdf if possible).

Response

Question

3 M.A.201 Responsibilities

Guidance

M.A.201(a) - The owner is responsible for the CAW of the aircraft which shall be maintained in an airworthy condition iaw an AMP, operational/emergency equipment fitted is serviceable (or clearly identified as unserviceable) & the airworthiness certificate remains valid. M.A.201(e), (f) - Review contracts in place for managed aircraft. M.A.201(h)1 - Review any subcontracted CAW tasks for CAT operators.

Response

Question

4 M.A.202 Occurrence reporting

Guidance

M.A.202(a), (b), (d) - Review any external reports sent to CA, TCH or STC holder. Have reports been submitted within 72 hours? M.A.202(c) - Review any internal reports raised by the contracted maintenance organisation & sent to the owner/operator/CAMO.

Response

Question

5 M.A.301 Continuing Airworthiness Tasks

Guidance

M.A.301-3 - Has all maintenance been carried out within time limits prescribed by the AMP? AMC M.A.301-3 - For large aircraft or CAT. Does the CAMO have a system for reviewing the effectiveness & amending the AMP accordingly? M.A.301-5 - Have all AD's, operational directives & other AW requirements been complied with? M.A.301-6 - Have all mods & repairs been accomplished iaw M.A.304? AMC M.A.301-7 - For large aircraft & CAT. Review procedure for non-mandatory mods / SB's / inspections assessment.

Response

Question

6

M.A.302 Aircraft maintenance programme

Guidance

AMC M.A.302 - Each aircraft being managed should be maintained to one AMP only. Has the AMP been reviewed at least annually?M.A.302(c) - Review organisation's AMP indirect approval (if applicable).

Response

Question

7

M.A.303 Airworthiness Directives

Guidance

M.A.303 - Have all AD's (or AMOC's) been complied with for the managed fleet?

Response

Question

8

M.A.304 Data for modification or repairs

Guidance

AMC M.A.304 - Has all aircraft damage been assessed & repaired iaw approved repair data? If damage was out or limits or beyond the scope of the approved data then has technical support been obtained from the TCH / Part 21.J / EASA?

Response**Question**

9

M.A.305 Aircraft continuing airworthiness record system

Guidance

M.A.305(a) - Have CAW records been regularly updated?M.A.305(d) - Review CAW records for current status (including: AD listing, mods/repairs, AMP compliance, service life components, mass & balance report).M.A.305(e) - Have all components (engine, propeller or life limited component) been recorded correctly in the applicable logbook / record system?M.A.305(g) - Are all entries in the records correct, clear & accurate?M.A.305(h) - Are records retained for the correct retention period?AMC M.A.305(h) - The owner / CAMO is responsible for the records even if held by the maintenance organisation. Are the records held in a safe way with regard to damage, alteration & theft? Are computer systems updated at least every 24 hours?

Response

Question

10

M.A.306 Operator's technical log system

Guidance

M.A.306(a) - Review Tech Log records.M.A.306(b) - Is the Tech Log & any amendments approved by the competent authority?M.A.306(c) - Are the Tech Log pages retained for 36 months after the date of the last entry?

Response

Question

11

M.A.307 Transfer of aircraft continuing airworthiness records

Guidance

M.A.307(b) - Has the owner transferred all the AW records to the CAMO?

Response

Question

12

M.A.403 Aircraft defects

Guidance

M.A.403(d) - Have all defects not rectified before flight been recorded in the M.A.305 record system or Technical Log as applicable?

Response

Question

13

M.A.503 Service life limited components

Guidance

M.A.503(a) - Have all installed service life limited components been removed from the aircraft before or at the AMP / AD life limit?

Response

Question

14

M.A.702 Application

Guidance

AMC M.A.702 - Have all applications for an issue or change been made on an EASA Form 2 to the competent authority for approval?

Response

Question

15

M.A.703 Extent of approval

Guidance

M.A.703(a) - Does the organisations approval certificate (EASA Form 14) scope reflect the scope of work listed in the organisation's CAME?

Response

Question

16

M.A.704 Continuing airworthiness management exposition

Guidance

Does the CAME reflect the key elements detailed in AMC M.A.704? M.A.704(b) - Is the latest CAME revision approved by the competent authority? M.A.704(c) - Does the organisation have an approved CAME indirect approval for minor amendments & a procedure of its use?

Response**Question**

17

M.A.705 Facilities

Guidance

AMC M.A.705 - Is the office accommodation suitable / appropriate for personnel? Sufficient space for staff is required to carry out their tasks without undue disturbance in a manner that contributes to good standards. Office space should also include an adequate technical library / room for document review.

Response

Question

18

M.A.706 Personnel requirements

Guidance

M.A.706(a), (b) - Has an accountable manager been appointed who has corporate authority for ensuring that all CAMO activities can be financed & carried out in law Part M? M.A.706(c), (d) - Review CAW staff reporting to the accountable manager. M.A.706(f) - Does the organisation have sufficient suitably qualified staff for the expected work? (Appendix XII to AMC - fuel tank safety training). M.A.706(g) - Review nominated staff relevant knowledge, background & experience related to CAW. M.A.706(h) - Review qualification records of nominated persons. AMC M.A.706(i) - Review ARC extension staff. They should be listed in the CAME as formal acceptance by competent authority. AMC M.A.706(k) - Large aircraft & CAT. Adequate initial & recurrent training should be provided & recorded to ensure continued competence.

Response

Question

19

Accountable Manager Interview

Guidance

Response

Question

20

M.A.707 Airworthiness review staff

Guidance

AMC M.A.707(a) - Review AW review staff qualification.AMC M.A.707(b) - Have AW staff been formally accepted by the competent authority with a Form 4?AMC M.A.707(c) - Have AW staff bee involved in CAW management for at least 6 months in every 2 year period or conducted at least 1 AW review in the previous 12 months?AMC M.A.707(e) - Review records for minimum content for AW staff.

Response

Question

21

M.A.708 Continuing airworthiness management

Guidance

M.A.708(b) - Sample following areas: AMP (control & development), mods, repairs, AD compliance, defect management, scheduled maintenance coordination, record management & archiving, mass & balance reflects current status of aircraft.M.A.708(c) - For CAT. Review required contracts between operator & Part 145 maintenance organisation.

Response

Question

22

M.A.709 Documentation

Guidance

AMC M.A.709 - Ensure CAMO is using current data. Review baseline or generic Maint Prog.M.A.709(a) - Does the organisation hold & use applicable current maintenance data?M.A.709(b) - For non CAT. Does the CAMO developed baseline or generic maintenance programmes to allow for initial approval or extension of scope?

Response**Question**

23

M.A.710 Airworthiness review

Guidance

M.A.710(a), (b), (c) - Sample recent AW review & physical survey carried out by organisation.M.A.710(f) - Copies of any ARC's issued or extended shall be sent to the comp. auth'y within 10 days.M.A.710(g) - AW review tasks shall not be subcontracted.M.A.710(h) - Inconclusive results from an AW review should be notified to the competent authority within 72 hours.

Response

Question

24

M.A.711 Privileges of the organisation

Guidance

M.A.711(a) - CAMO can only manage aircraft types listed on approval certificate except CAT aircraft unless CAMO also has types listed on it's AOC. Are any subcontracted organisations carrying out CAW tasks listed on the approval certificate? M.A.711(b) - Is the organisation approved to carry out AW reviews & issue & extend ARC's under M.A.901(c) 2 or (e) 2? M.A.711(c) - Is the organisation approved to issue a Permit to Fly iaw 21.A.711(d)

Response

Empty response box

Question

25

M.A.712 Quality system

Guidance

M.A.712(a) - Review quality system to ensure procedures held are current & reflect best practice within the organisation. Review feedback system including bi-annual meetings between the quality manager & accountable manager. M.A.712(b) - Does the quality system monitor that all M.A Subpart G activities are being performed iaw approved procedures? Does the audit plan include all aspects of applicable Part M requirements & contracted maintenance is carried out iaw the contract? Are the audits independant & represent an objective overview of the CAMO's activities? M.A.712(c) - quality records shall be stored for at least 2 years. M.A.712(f) - small (non CAT) organisations can carry out an organisational review instead of a quality system if approved by the competant authority.

Response

Question

26

M.A.713 Changes to the approved continuing airworthiness organisation

Guidance

Have any proposed changes been notified to the competant authority before such change takes place?

Response

Question

27

M.A.714 Record-keeping

Guidance

AMC M.A.714 1 - the CAMO should ensure that it receives a CRS from the approved maintenance organisation &/or pilot maintenance o the records can be retained.M.A.714(d) - all records shall be retained until 2 years after the aircraft has been permanently withdrawn from service.M.A.714(e) - records shall be stored in a manner to ensure protection form damage, alteration & theft.M.A.714(g)(h) - all retained records will be transferred to another organisation/owner if the CAW of the aircraft changes or if the CAMO terminates its operation.

Response

Question

28

M.A.715 Continued validity of approval

Guidance

M.A.715(a) - the approval will remain valid subject to the organisation remaining in compliance with Part M, the competent authority being granted access to the organisation, the approval not being surrendered or revoked.

Response

Question

29

M.A.716 Findings

Guidance

M.A.716(c) - an organisation shall define & demonstrate a corrective action plan to the satisfaction of the competent authority within an agreed period.

Response

Question

30

M.A.801 Aircraft certificate of release to service

Guidance

M.A.801(b) - a CRS will be issued at the completion of any maintenance.M.A.801(f) - minimum details contained on a CRS.

Response

Question

31

M.A.803 Pilot owner authorisation

Guidance

AMC M.A.803 - privately operated aircraft only. Pilot / owner may only issue a CRS for maintenance they have performed themselves. A list of joint owners should be listed in the AMP.M.A.803(a) - definition of a pilot / owner.M.A.803(c) - scope of pilot / owner maintenance shall be specified in the AMP.M.A.803(d) - CRS logbook entry requirements.

Response**Question**

32

M.A.901 Aircraft airworthiness review Including, but not limited to; M.A.901(b) Aircraft airworthiness review(b) controlled environment.

Guidance

M.A.901(a) - An ARC is issued on completion of a satisfactory AW review. ARC is valid for one year.M.A.901(b) - controlled environment definition.M.A.901(c) - CAT & aircraft above 2730kg. ARC can be issued /extended iaw M.A.710 if the organisation is approved to do so.M.A.901(e) - Non CAT & aircraft below 2730kg.M.A.901(k) - an ARC cannot be issued nor extended if there is evidence or reason to beleive that the aircraft is not airworthy.

Response

Question

33

M.A.902 Validity of the airworthiness review certificate

Guidance

M.A.902(a) - the ARC will become invalid if the airworthiness certificate is suspended or revoked, the aircraft is not on the register of a Member State or the type certificate is suspended or revoked. M.A.902(c) - upon surrender or revocation the ARC shall be returned to the competent authority.

Response**Question**

34

M.A.903 Transfer of aircraft registration within the EU

Guidance

M.A.903(a) - (aircraft within the EU) - inform the former Member State in which Member State it will be registered. Apply to new Member State for a new ARC iaw Part 21. M.A.903(b) - the former ARC will remain valid until its expiry date for a Member State registered aircraft. M.A.904(a) - (aircraft imported into the EU) - the applicant shall apply to the Member State for the issue of a airworthiness certificate iaw Part 21, carry out an airworthiness review iaw M.A.901 for used aircraft & have all maintenance carried out iaw the AMP (M.A.302).

Response

Question

35

M.A.905 Findings

Guidance

M.A.905(c) - the organisation receiving findings from the competent authority shall define a corrective action plan & demonstrate appropriate corrective action to the competent authority within an agreed period to prevent reoccurrence of the finding & its root cause.

Response

Question

36

Closing Meeting

Guidance

1) Summarise the audit detailing any raised findings.2) State purpose of the issuing, closing & extension of findings.3) Organisation must respond well before the due date to ensure adequate time for the findings to be reviewed & closed (typically 21 days before a 3 month finding).

Response

Surveillance Record

Part MG Stage 2 Checklist

Questions

Question

1

M.A.701 Scope

Guidance

Response

Question

1.1 M.A.701 Has the organisation made application for Aircraft Types as specified in EASA Part 66?

Guidance

Response

Question

2 M.A.702 Application

Guidance

Response

Question

2.1 AMC M.A.702 Has the application been made on an EASA Form 2?

Guidance

Response

Question

2.2 AMC.M.A.702 Has the application been made through notification from CAA Flight Operations Department, as part of a AOC application?

Guidance

Response

Question

3 M.A.704 Continued Airworthiness Management ExpositionA typical CAME should contain the following:

Guidance

Response

Question

4 AMC M.A.704 Continued Airworthiness Management ExpositionA typical CAME should contain the following:

Guidance

Response

Question

4.1 Part 0 - General organisation

Guidance

Response

Question

4.1.1 0.1 Corporate commitment by the accountable manager.

Guidance

Response

Question

4.1.2

0.2 General information.

Guidance

Response

Question

4.1.3

0.3 Management personnel.

Guidance

Response

Question

4.1.4

0.4 Management organisation chart.

Guidance

Response

Question

4.1.5

0.5 Notification procedure to the competent authority regarding changes to the organisation's activities / approval / location / personnel.

Guidance

Response

Question

4.1.6 0.6 Exposition amendment procedures.

Guidance

Response

Question

4.2 Part 1 Continuing airworthiness management procedures

Guidance

Response

Question

4.2.1

1.1 Aircraft technical log utilisation and MEL application (commercial air transport) / Aircraft continuing airworthiness record system utilisation (non commercial air transport).

Guidance

Response

Question

4.2.2

1.2 Aircraft maintenance programmes – development amendment and approval.

Guidance

Response

Question

4.2.3

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

Guidance

Response

Question

4.2.4

1.4 Accomplishment and control of airworthiness directives.

Guidance

Response

Question

4.2.5

1.5 Analysis of the effectiveness of the maintenance programme(s).

Guidance

Response

Question

4.2.6

1.6 Non mandatory modification embodiment policy.

Guidance

Response

Question

4.2.7

1.7 Major modification standards.

Guidance

Response

Question

4.2.8

1.8 Defect reports.

Guidance

Response

Question

4.2.9

1.9 Engineering activity.

Guidance

Response

Question

4.2.10

1.10 Reliability programmes.

Guidance

Response

Question

4.2.11

1.11 Pre-flight inspections.

Guidance

Response

Question

4.2.12

1.12 Aircraft weighing.

Guidance

Response

Question

4.2.13

1.13 Check flight procedures.

Guidance

Response

Question

4.3

Part 2 Quality system

Guidance

Response

Question

4.3.1 2.1 Continuing airworthiness quality policy, plan and audits procedure.

Guidance

Response

Question

4.3.2 2.2 Monitoring of continuing airworthiness management activities.

Guidance

Response

Question

4.3.3

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

Guidance

Response

Question

4.3.4

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

Guidance

Response

Question

4.3.5

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

Guidance

Response

Question

4.3.6

2.6 Quality audit personnel.

Guidance

Response

Question

4.4 Part 3 Contracted Maintenance

Guidance

Response

Question

4.4.1 3.1 Maintenance contractor selection procedure.

Guidance

Response

Question

4.4.2

3.2 Quality audit of aircraft.

Guidance

Response

Question

4.5

Part 4 Airworthiness review procedures

Guidance

Response

Question

4.5.1

4.1 Airworthiness review staff.

Guidance

Response

Question

4.5.2

4.2 Review of aircraft records.

Guidance

Response

Question

4.5.3

4.3 Physical survey.

Guidance

Response

Question

4.5.4

4.4 Additional procedures for recommendations to competent authorities for the import of aircraft.

Guidance

Response

Question

4.5.5

4.5 Recommendations to competent authorities for the issue of ARC.

Guidance

Response

Question

4.5.6

4.6 Issuance of ARC.

Guidance

Response

Question

4.5.7

4.7 Airworthiness review records, responsibilities, retention and access.

Guidance

Response

Question

4.6

Part 4B Permit to fly procedures

Guidance

Response

Question

4.6.1 4B.1 Conformity with approved flight conditions;

Guidance

Response

Question

4.6.2 4B.2 Issue of the permit to fly under the CAMO privilege;

Guidance

Response

Question

4.6.3 4B.3 Permit to fly authorised signatories;

Guidance

Response

Question

4.6.4 4B.4 Interface with the local authority for the flight;

Guidance

Response

Question

4.6.5 4B.5 Permit to fly records, responsibilities, retention and access.

Guidance

Response

Question

4.7 Part 5 Appendices

Guidance

Response

Question

4.7.1

5.1 Sample documents.

Guidance

Response

Question

4.7.2

5.2 List of airworthiness review staff.

Guidance

Response

Question

4.7.3 5.3 List of sub-contractors as per AMC M.A.201(h)1 and M.A.711(a)3.

Guidance

Response

Question

4.7.4 5.4 List of approved maintenance organisations contracted.

Guidance

Response

Question

4.7.5 5.5 Copy of contracts for sub-contracted work (Appendix II to AMC M.A.201(h)1).

Guidance

Response

Question

4.7.6 5.6 Copy of contracts with approved maintenance organisations.

Guidance

Response

Question

4.7.7

M.A.704(c) Has the organisation sought, and had approved an indirect approval privilege for minor changes?

Guidance

Response

Question

5

M.A.705 Facilities

Guidance

Response

Question

5.1 M.A.705 Has the continuing airworthiness management organisation provided suitable office accommodation at appropriate locations for the personnel?

Guidance

Response

Question

5.2 AMC M.A.705 Does the CAMO's office accommodation include an adequate technical library and room for document consultation?

Guidance

Response

Question

6

M.A.706 Personnel requirements

Guidance

Response

Question

6.1

M.A.706(a) Has the organisation appointed an accountable manager?

Guidance

Response

Question

6.2 M.A.706(c) Has the CAMO nominated a group of persons to ensure compliance with this subpart?

Guidance

Response

Question

6.3 M.A.706(d) For commercial air transport, has the accountable manager designated a nominated post holder responsible for the management and supervision of continued airworthiness activities?

Guidance

Response

Question

6.4 M.A.706(i) For organisations extending ARC's IAW M.A.711(a)4 and M.A.901(f) has the CAMO nominated persons to do subject to CAA approval on a EASA Form 4

Guidance

Response

Question

7 M.A.707 Airworthiness Review Staff

Guidance

Response

Question

7.1 AMC M.A.707(b) Has the CAMO requested formal acceptance of airworthiness review staff through submission of EASA Form 4(s)

Guidance

Response

Question

7.2 AMC M.A.707(a) Have the nominated airworthiness review staff demonstrated appropriate skills/qualification/experience to comply with this part?

Guidance

Response

Question

7.3 M.A.707(d)(e) Does the CAMO's CAME identify each airworthiness review staff and their reference?

Guidance

Response

Question

8 M.A.711 Privileges of the Organisation

Guidance

Response

Question

8.1 M.A.711(a)1 Will the organisation manage the continued airworthiness of non AOC aircraft?

Guidance

Response

Question

8.2 M.A.711(a)2 Will the organisation manage the continued airworthiness of AOC aircraft as listed on its AOC certificate?

Guidance

Response

Question

8.3 M.A.711(a)3 Will the organisation arrange to carry out limited continuing airworthiness tasks with any contracted organisation, working under its quality system and listed on the approval certificate?

Guidance

Response

Question

8.4 M.A.711(a)4 Will the organisation arrange to carry perform airworthiness review extensions under the conditions of point M.A.901(f). Does the CAME outline specific procedures and processes with appropriate staff to perform such functions?

Guidance

Response

Question

8.5 M.A.711(b)1,2 Has the CAMO been approved or applied to be approved to carry out Airworthiness reviews in accordance with M.A.A710 and issue the related ARC and extend under the conditions M.A.901(c)2 or M.A.901(e)2 and issue a recommendation for the airworthiness review to the competent authority?

Guidance

Response

Question

8.6 M.A.711(b)1,2 If so, does the CAME outline specific procedures and processes with appropriate staff to perform such functions?

Guidance

Response

Question

8.7 M.A.711(c) Has the CAMO been approved or applied for privileges to issue a permit to fly in accordance with part 21.A.711d)?

Guidance

Response

Question

8.8 M.A.711(c) If so, does the CAME outline specific procedures and processes with appropriate staff to perform such functions?

Guidance

Response

Question

9

M.A.712 Quality System

Guidance

Response

Question

9.1

M.A.712(a) Has the CAMO established a Quality System with a dedicated Quality Manager?

Guidance

Response

Question

9.2 AMC M.A.712 (b)2 Is the quality system independent

Guidance

Response

Question

9.3 M.A.712(f) In the case of small organisations not managing the continued airworthiness of aircraft in CAT has the organisation requested the quality system is replaced by regular organisational reviews?

Guidance

Response

Question

10

M.A.713 Changes to the approved continuing airworthiness organisation

Guidance

Response

Question

10.1

M.A.713 Has the organisation presented a CAME amendment procedure?

Guidance

Response

Surveillance Record

Part MF Stage 3 Checklist

Questions

Question

1

Audit Summary

Guidance

To be completed after the audit, giving a brief description of the audit, including an overall view of the organisation.

Response

Question

2

Opening Meeting

Guidance

(1) Audit agenda (2) Time-scales (3) Changes (4) Hot-topics

Response

Question

3

M.A.401 Maintenance data

Guidance

Response

Question

4 M.A.402 Performance of maintenance Including, but not limited to; M.A.402 (a) independant inspectionsM.A.402(b) toolins and equipmentM.A.402(f) Verification at end of maintenance

Guidance

Response

Question

5 M.A.403 Aircraft defects

Guidance

Response

Question

6

M.A.602 Application

Guidance

Response

Question

7

M.A.603 Extent of approval Including, but not limited to; M.A.603 (a) Extent of approvalM.A.603 (c) Fabrication of parts

Guidance

Response

Question

8

M.A.604 Maintenance organisation manual Including, but not limited to; M.A.604 MOM

Guidance

Response

Question

9

M.A.605 Facilities

Guidance

Response

Question

10

M.A.606 Personnel requirements Including, but not limited to; M.A.606 (h) Pre-flight AD inspections

Guidance

Response

Question

11

M.A.607 Certifying staff requirements Including, but not limited to; M.A.607(a) Certfying staff M.A.607(b) one-off certification

Guidance

Response

Question

12

M.A.608 Components, equipment and tools

Guidance

Response

Question

13

M.A.609 Maintenance data

Guidance

Response

Question

14

M.A.610 Maintenance work orders

Guidance

Response

Question

15

M.A.611 Maintenance standards Including, but not limited to; M.A.611 Maintenance standards in accordance with subpart D

Guidance

Response

Question

16 M.A.612 Aircraft certificate of release to service Including, but not limited to; M.A.612 Aircraft certificate of release to service shall be issued according to M.A.801.

Guidance

Response

Question

17 M.A.613 Component certificate of release to service Including, but not limited to; M.A.613 At the completion of component maintenance, a release to service shall be issued in accordance with point M.A.802. M.A.613 EASA Form 1 shall be issued except for those components maintained in accordance with points M.A.502(b), M.A.502(d) or M.A.502(e) and components fabricated in accordance with point M.A.603(c)

Guidance

Response

Question

18 M.A.614 Maintenance records Including, but not limited to; M.A.614(a) Maintenance records Details of all work carried out shall be recorded

Guidance

Response

Question

19 M.A.615 Privileges of the organisation

Guidance

Response

Question

20 M.A.616 Organisational review Including, but not limited to; M.A.616 Organisational review Appendix VIII to M.A.616 for small organisations

Guidance

Response

Question

21 M.A.617 Changes to the approved maintenance organisation

Guidance

Response

Question

22

M.A.618 Continued validity of approval

Guidance

Response

Question

23

M.A.619 Findings

Guidance

Response

Question

24 M.A.801 Aircraft certificate of release to service Including, but not limited to; M.A.801(a) Aircraft certificate of release to service. Except for aircraft released to service by a maintenance organisation approved in accordance with Annex II (Part-145), the certificate of release to service shall be issued according to this Subpart;

Guidance

Response

Question

25 M.A.802 Component certificate of release to service Including, but not limited to; M.A.802(a) A certificate of release to service shall be issued at the completion of any maintenance carried out on an aircraft component in accordance with point M.A.502.

Guidance

Response

Question

26

M.A.501 Installation

Guidance

Response

Question

27

M.A.502 Component maintenance

Guidance

Response

Question

28 M.A.503 Service life limited components Including, but not limited to; M.A.503(a) Service life limited components. Installed service life limited components shall not exceed approved life limit.

Guidance

Response

Question

29 M.A.504 Control of unserviceable components

Guidance

Response

Question

30 M.A.202 Occurrence reporting Including, but not limited to; M.A.202(a) Occurrence Reporting Any person or organisation responsible in accordance with point M.A.201 shall report to the competent authority designated by the State of Registry, the organisation responsible for the type design or supplemental type design and, if applicable, the Member State of operator, any identified condition of an aircraft or component which endangers flight safety.

Guidance

Response

Question

31 Closing meeting

Guidance

(1) Summarise the audit, detailing any findings (2) Clearly state the process for the Issuing, Closing and extension of findings (3) The Organisation must respond well before the due date, to ensure the CAA has adequate time for the findings to be closed.

Response

Surveillance Record

Part MF Stage 2 Checklist

Questions

Question

1

M.A.601 Scope

Guidance

Response

Question

2 M.A.601 Has the organisation presented a MOM containing scope of work relevant to the extent of the approval/application?

Guidance

Response

Question

3 M.A.602 Application

Guidance

Response

Question

4

AMC M.A.602 Has the application been made on an EASA Form 2?

Guidance

Response

Question

5

M.A.603 Extent of Approval

Guidance

Response

Question

6 AMC M.A.603(a) Is the scope of approval sought/held consistent with AMC M.A.603(a)

Guidance

Response

Question

7 M.A.604 - Maintenance Organisation ManualAMC M.A.604 - A typical MOM should contain the following:

Guidance

Response

Question

8

Part A - General

Guidance

Response

Question

9

Table of content

Guidance

Response

Question

10 List of effective pages

Guidance

Response

Question

11 Record of amendments

Guidance

Response

Question

12

Amendment Procedure▪ Drafting▪ Amendments requiring direct approval by the competent authority▪ Approval

Guidance

Response

Question

13

Distribution▪ Name & title of each person holding a copy of the manual

Guidance

Response

Question

14 Accountable Manager Statement ▪ Approval of the manual▪ Statement that the MOM & any incorporated document identified therein reflect the organisations means of compliance with Part M▪ Commitment to work according to the manual▪ Commitment to amend the manual when necessary

Guidance

Response

Question

15 Part B - Description

Guidance

Response

Question

16 Organisations scope of work• Description of the work carried out by the organisation (type of product, type of work) and subcontracted work• Identification of the level of work which can be performed at each facility

Guidance

Response

Question

17 General presentation of the organisation• Legal name and social status

Guidance

Response

Question

18 Name and title of management personnel▪ Accountable manager▪ Senior Managers▪ Duties and responsibilities

Guidance

Response

Question

19 Organisational chart

Guidance

Response

Question

20 Certifying staff▪ Minimum qualification and experience▪ List of authorised certifying staff, their scope of qualification and their personal authorisation reference

Guidance

Response

Question

21 Personnel▪ Technical personnel (number, qualifications and experience)▪ Administrative personnel (number)

Guidance

Response

Question

22

General description of the facility▪ Geographical location (map)▪ Plan of hangar(s)▪ Specialised workshops▪ Office accommodation▪ Stores▪ Availability of leased facilities

Guidance

Response

Question

23

Tools, equipment and material▪ List of tools, equipment and material used (including access to tools used on occasional basis) ▪ Test apparatus▪ Calibration frequencies

Guidance

Response

Question

24

Maintenance data▪ List of maintenance data used in accordance with M.A.402, and appropriate amendment subscription information (including access to data used on occasional basis).

Guidance

Response

Question

25

Part C - General Procedures

Guidance

Response

Question

26

Organisational review▪ Purpose (to insure that the approved maintenance organisation continues to meet the requirements of Part-M)▪ Responsibility▪ Organisation, frequency, scope and content (including processing of authority’s findings)▪ Planning and performance of the review▪ Organisational review checklist and forms▪ Processing and correction of review findings▪ Reporting▪ Review of subcontracted work

Guidance

Response

Question

27

Training▪ Description of the methods used to ensure compliance with the personnel qualification and training requirements (certifying staff training, specialised training)▪ Description of the personnel records to be retained

Guidance

Response

Question

28 Subcontracting of specialised services▪ Selection criteria and control▪ Nature of subcontracted work▪ List of subcontractors▪ Nature of arrangements▪ Assignment of responsibilities for the certification of the work performed

Guidance

Response

Question

29 One time authorisations▪ Maintenance checks▪ Certifying staff

Guidance

Response

Question

30

Part D - Working Procedures

Guidance

Response

Question

31

Work order acceptance

Guidance

Response

Question

32 Preparation and issue of the work package• Control of the work order• Preparation of the planned work• Work package content (copy of forms, work cards, procedure for their use, distribution)• Responsibilities and signatures needed for the authorisation of the work

Guidance

Response

Question

33 Logistics• Persons/functions involved• Criteria for choosing suppliers• Procedures used for incoming inspection and storage of parts, tools and materials• Copy of forms and procedure for their use and distribution

Guidance

Response

Question

34 Execution▪ Persons/functions involved and respective role▪ Documentation (work package and work cards)▪ Copy of forms and procedure for their use and distribution▪ Use of work cards or manufacturer's documentation▪ Procedures for accepting components from stores including eligibility check▪ Procedures for returning unserviceable components to stores

Guidance

Response

Question

35 Release to Service – Certifying staff▪ Authorised certifying staff functions and responsibilities

Guidance

Response

Question

36

Release to Service - Supervision Detailed description of the system used to ensure that all maintenance tasks, applicable to the work requested of the approved maintenance organisation, have been completed as required. • Supervision content • Copy of forms and procedure for their use and distribution • Control of the work package

Guidance

Response

Question

37

Release to Service – Certificate of release to service • Procedure for signing the CRS (including preliminary actions) • Certificate of release to service wording and standardised form • Completion of the aircraft continuing airworthiness record system • Completion of EASA Form 1 • Incomplete maintenance • Check flight authorisation • Copy of CRS and EASA Form 1

Guidance

Response

Question

38 Records

Guidance

Response

Question

39 Special proceduresSuch as specialised tasks, disposal of unsalvageable components, re-certification of parts not having an EASA Form 1, etc.

Guidance

Response

Question

40 Occurrence reporting▪ Occurrences to be reported▪ Timeframe of reports▪ Information to be reported▪ Recipients

Guidance

Response

Question

41 Management of indirect approval of the manual▪ Amendments content eligible for indirect approval▪ Responsibility▪ Traceability▪ Information to the competent authority▪ Final validation

Guidance

Response

Question

42

Part E - Appendices

Guidance

Response

Question

43

Sample of all documents used.

Guidance

Response

Question

44

List of maintenance locations.

Guidance

Response

Question

45

List of Part 145 or M.A. Subpart F organisations.

Guidance

Response

Question

46

List of subcontracted specialised services.

Guidance

Response

Question

47

M.A.606 - Personnel requirements

Guidance

Response

Question

48

M.A.606(a) Has the organisation appointed an Accountable Manager?

Guidance

Response

Question

49

M.A.606(b) Has the organisation nominated a Quality Manager / Monitor?

Guidance

Response

Question

50 M.A.606(b) Has the organisation nominated a group of managers, on EASA Form 4, responsible for the functions specified in this part?

Guidance

Response

Question

51 M.A.606(b) Has the organisation nominated a group of managers, with which have direct access to the Accountable Manager?

Guidance

Response

Question

52

M.A.606(C) Have the nominated post holders demonstrated relevant knowledge, background and appropriate experience related to aircraft and/or component maintenance?

Guidance

Response

Question

53

M.A.607 Certifying Staff

Guidance

Response

Question

54 AMC M.A.607 Does the MOM detail the assessment of prospective certifying staff for competence, qualification and capability?

Guidance

Response

Question

55 M.A.608 Components, equipment and tools

Guidance

Response

Question

56

M.A.6008(b) Do MOM procedures detail the organisations control and calibration of tools and equipment

Guidance

Response

Question

57

M.A.616 Organisational Review

Guidance

Response

Question

58

M.A.616 Has the organisation organised on a regular basis organisation reviews?

Guidance

Response

Question

59

AMC M.A.616 For organisations with more than 10 maintenance staff, dependant on the complexity has the quality system of Part 145 been adopted?

Guidance

Response

Question

60

M.A.617 Changes to the approved maintenance organisation

Guidance

Response

Question

61

AMC M.A.617 Has the organisation presented a MOM containing an MOM amendment procedure?

Guidance

Response

Surveillance Record

Part 21G Stage 3 Checklist (Lite)

Questions

Question

1

Audit Summary

Guidance

To be completed after the audit, giving a brief description of the audit, including an overall view of the Organisation.

Response

Question

2 Opening Meeting

Guidance

(1) Audit agenda (2) Time-scales (3) Changes (4) Hot topics Hot topic 1 - The organisation must respond to any findings well before the due date, to ensure the CAA has adequate time for the findings to be closed. Typically 21 days before for a 3 month finding. Hot topic 2 - The POE & all associated procedures must be supplied to the CAA in an electronic format (.pdf if possible).

Response

Question

3 Design Links 1 – Are there appropriate (AMC No. 2) arrangements with a DOA addressing :-

Guidance

21.A.133 b/c (AMC 1) Timely transfer of airworthiness and design data; POA responsibility for developing & validating manufacturing data against design data supplied; Assistance to the DOA with airworthiness matters (traceability, retrofit, technical info, deviations etc.) Assistance to the DOA in showing compliance prior to type certification 21.A.133 b/c (AMC 1) Identification of responsible personnel/offices controlling the arrangement/data 21.A.133 b/c (AMC 1) Is Part 21G referenced, particularly 21.A.145 b); 21.A.165 (c), (f) and (g).

Response

Question

4

Design Links 2 – Do the arrangements control data from the DOA/EASA ?

Guidance

21.A.145 b1 (AMC) Receipt of airworthiness, noise, fuel venting & exhaust data
21.A.145 b2 (AMC) Correct incorporation of airworthiness/design data into production data
21.A.145 b2 (AMC) Procedure to verify production data with applicable airworthiness/design data
21.A.145 b2 (AMC) Procedure to define traceability of such data to each product, part or appliance to ensure condition for safe operation and conformity when certifying
21.A.145 b3 Is airworthiness, noise, fuel venting & exhaust data up to date & available to staff

Response

Empty response box

Question

5

Design Links 3 - Has the POA established procedures to support the arrangements defining:-

Guidance

21.A.133 b/c (AMC) Procedure for dealing with non-conforming parts - 21.A.139 b) 1)21.A.133 b/c (AMC) Procedure for config. control to determine conformity or airworthiness release21.A.133 b/c (AMC) Transfer of design data eligibility and approval status (21.A.4).21.A.133 b/c (AMC) Identification of "approved" or "unapproved" design data on the basis of Certification Authority approval to support the correct EASA Form 1 release.21.A.133 b/c (AMC) Any agreement relating to Direct Delivery Authorisation (21.A.4).21.A.165 e Proceduralised internal occurrence reporting system to extract reportable MORs/IORs 21.A.165 c (AMC 1) Test specimens & prototypes made under controlled conditions21.A.804 Subpart Q & EPA part marking requirements incorporated in design data

Response

Question

6 Design links 4 – Does the POA have effective procedures for reporting to the DOA to ensure:-

Guidance

21.A.165 f1 Released parts with deviations from design data are reported to the Type Certificate or Design Approval Holder in a timely manner, and :-21.A.165 f2 & 21.A.3b any released parts with deviations that could lead to an unsafe condition are reported to CAA (MOR) & Agency (IORS) within 72 hours, and21.A.165 f3 when acting as a supplier to another POA, deviations above are reported to that POA.21.A.165 g provision of assistance to the Design Holder in continuing airworthiness problems.

Response

Question

7 Exposition 1 – Has a POE been received by CAA and verified (checklist) for compliance to ensure:-

Guidance

21.A.143 it reflects all activities applicable to the production scope21.A.143 b is amended up to date to remain an up to date description of the organisation21.A.143 b amendments are supplied to CAA

Response

Question

8 Exposition 2 – Does the POE contain provisions to ensure changes are notified to CAA (21.A.147a)

Guidance

21.A.147 a (AMC) CAA to be notified as soon as practicable including Structure, Accountable Manager, Form 4 nominated posts, Quality System or significant change to production capacity, methods or systems (including significant subcontractors).

Response

Question

9 Exposition 3 – Is the POE used as a basic working document 21.A.165(a) - is the POE

Guidance

21.A.165 a (AMC)made available to staff who require it, supported by a distribution list, are sub-tier procedures circulated to the level required for use, are staff found to be familiar with the POE & associated documents applicable to their tasks
21.A.165 b Is the Organisation maintained in accordance with approved data & procedures

Response

Question

10

Quality System 1 – Has the POA established a Quality System applicable to scope which:-

Guidance

21.A.139 a (AMC 1) is documented in a form making it easily available to personnel who need it
21.A.139 a (AMC 1) identifies the manager responsible for ensuring implementation
21.A.139 b1 defines adequate procedures for document issue, approval and change
21.A.139 b1 establishes procedures for work at location other than the approved facilities
21.A.139 b1 establishes procedures for controls of any critical parts

Response

Question

11

Quality System 2 – Is there an independent QA function to monitor compliance and adequacy

Guidance

21.A.139 b2 (AMC 1 & 2) Is the QA function independent from the monitored functions
21.A.139 b2 (AMC 1 & 2) are staff able to work with no tech reliance on monitored function
21.A.139 b2 (AMC 1 & 2) does the QA function perform planned continuing & systematic evaluations or audits of factors that affect conformity, airworthiness and safety
21.A.139 b2 (AMC 1 & 2) does the evaluation include all elements of the Quality System to show compliance with Part 21 Subpart G.
21.A.139 b2 (AMC 1 & 2) are audit findings fed back to manager responsible for the function
21.A.139 b2 (AMC 1 & 2) are QA results fed back to Accountable. Mgr. to ensure corrective action

Response

Question

12

Quality System 3 - Records Retention

Guidance

21.A.139 b1 Are there effective procedures for the completion & retention of records
21.A.165 d (AMC) Are records kept of all work in a form acceptable to the CAA
21.A.165 h (AMC) Are there adequate procedures for instituting an archive system (including suppliers/partners/sub-contractors data) used for the purposes of conformity release and continued airworthiness

Response

Question

13

Personnel 1 – Accountable Manager

Guidance

21.A.145 c1 (AMC) Has an Accountable Manager been identified
21.A.145 c1 (AMC) Are they aware of their responsibility to maintain the organisation in accordance with the data & procedures in the Exposition
21.A.145 c1 (AMC) Has the authority been delegated in writing to another person
21.A.145 c1 (AMC) Do they have responsibility & authority to ensure production is performed to the required standard
21.A.145 c1 (AMC) Do they ensure that all resources are available and properly used to produce in accordance with Part 21 Subpart G
21.A.145 c1 (AMC) Do they have the knowledge/authority to respond to CAA on production matters

Response

Question

14

Additional notes

Guidance**Response****Question**

15

Personnel 2 – Management Personnel

Guidance

21.A.145 c2 (AMC) Has a group of managers been identified responsible to the Accountable Manager for ensuring the organisation is in compliance with the approval requirements
21.A.145 c2 (AMC) Do they report to or have direct access to Accountable Manager
21.A.145 c2 (AMC) Have their responsibilities & authority been identified & detailed in procedures to other staff
21.A.145 c2 (AMC) Have their details been made available on EASA Form 4s
21.A.145 c2 (AMC) Is their knowledge, background & experience appropriate to their responsibilities
21.A.145 c2 (AMC) Does the Manager responsible for monitoring compliance with Part 21G (Quality Manager) have direct access to the Accountable Manager

Response

Question

16

Personnel 3 – Staffing and Resources

Guidance

21.A.145 a (AMC) Are there sufficient competent personnel available21.A.145 c3 Do procedures clearly identify the appropriate authority of staff at all levels21.A.145 c3 Is there full & effective co-ordination between staff relating to airworthiness, noise, fuel venting and exhaust matters21.A.139 b1 & 21.A.145 a (AMC) Are there adequate resources & procedures with regard to personnel competence & qualification (part of the quality system)

Response

Question

17

Certifying Staff 1 – Are Certifying Staff (EASA Form 1 Signatories) identified, is their:-

Guidance

21.A.145 d1 (AMC) Background & experience adequate to discharge responsibilities21.A.145 d1 (AMC) Number sufficient with regard to complexity of the part & production rate21.A.145 d1 (AMC) Knowledge & experience of the production processes adequate21.A.145 d1 (AMC) Knowledge of the approval requirements adequate to make releases21.A.145 d1 (AMC) Has adequate training been provided for the certifying staff21.A.145 d1 (AMC) Is training updated with changes in the org/technology & required staff retrained

Response

Question

18

Certifying Staff 2 – Certifying Staff Records

Guidance

21.A.145 d2 (AMC) Are records available of all certifying staff detailing: Name, D of B, basic, specific & continued training standards, experience, scope of authorisation, date of first issue, expiry date, identification number of authorisation; 21.A.145 d2 (AMC) Are certifying staff records detailed in a procedure in the Quality System 21.A.145 d2 (AMC) Is access to records restricted to prevent alteration 21.A.145 d2 (AMC) Can certifying staff access their own records upon request 21.A.145 d2 (AMC) Are records maintained for 2 years after cessation of authorisation 21.A.145 d3 (AMC) Does the document style make clear the scope of the authorisation 21.A.145 d3 (AMC) Are authorisation documents made available in a reasonable time

Response

Question

19

A/W Certification 1 - Have procedures been established for EASA Form 1 issue to ensure:-

Guidance

21.A.139 b1 & 163c that EASA Form 1s are completed iaw Part 21 Appendix I
21.A.163 c (AMC) that EASA Form 1s are only signed by certifying staff
21.A.163 c (AMC) that copies of EASA Form 1 are held on file
21.A.165 c2 (GM 2 & 4) Is it ensured that each product, part or appliance is complete & conforms to approved design data & is in condition for safe operation prior to issue of EASA Form 1
NEW 21.A.165 c2 (GM 2 & 4) Where the release is to non-approved design data/PROTOTYPE is the justification for the release stated in Bock 122
1.A.165 c2 (GM 2 & 4) In the case of engines, is it determined that emissions requirements current at the date of manufacture are complied with when raising an EASA Form 1

Response

[Empty response box]

Question

20

Additional notes

Guidance

[Empty guidance box]

Response

[Empty response box]

Question

21

Supplier Control 1 – Are there adequate procedures for vendor/subcontractor assessment /control

Guidance

21.A.139 a (AMC 2) Are external suppliers identified in the Quality System
21.A.139 a (AMC2) Are external suppliers controlled using the following AS APPROPRIATE:- Qualification & audit of the suppliers system
Evaluation of capability to establish conformity to applicable design data
First article inspection (FAI) to verify conformity to applicable data
Incoming inspection & test (where appropriate)
A vendor rating system which gives confidence in performance & reliability
Additional work (including inspection & checks needed to enable parts to be delivered as spares), which are not included in the normal production cycle
Supplier personnel confirmed as satisfying competency standards of the prime Quality System
Quality measurements identified by supplier
Supplier records & reports showing conformity available for review & audit,
Is control of buyer furnished equipment included in the Quality System

Response

Empty response box

Question

22

Supplier Control 2 – Verification of Incoming Material

Guidance

21.A.139 b 1 Are there effective procedures for the verification of incoming materiel against applicable design data 21.A.139a (AMC2) Does the POA Holder rely on suitable documentation from suppliers with a POA (EASA Form 1) – how are these suppliers identified and are appropriate releases received.21.A.139 b 1 Have adequate procedures been established for handling, storage & packaging (by suppliers & internally)

Response

Question

23

Additional notes

Guidance

Response

Question

24

Production 1 - Procedures

Guidance

21.A.139 b1 Have effective procedures been established for identification & traceability
21.A.139 b1 Have effective procedures been established for control of manufacturing processes
21.A.139 b1 Have effective procedures been established for inspection & test (including production flight test if applicable)
21.A.139 b1 & 21.A.145 a (AMC) Have effective procedures been established for calibration of tools, jigs, test equipment (traceable to national standards) & have the procedures been implemented (calibration databases, recall logs).

Response

Question

25

Aircraft Production 1 – If the POA Holder does not release complete aircraft then N/A

Guidance

21.A.163 b If the applicant produces a complete aircraft, do they have adequate & effective procedures for production of an EASA Form 52 to obtain C of A & Noise Certificate
21.A.163 d & 21.A.139 b1 (AMC 2) 21.A.163 d If applicable, are procedures available supporting the privilege to maintain a complete aircraft (after completion but prior to delivery) under the Subpart G approval
21.A.163 d (AMC) Do the procedures clearly state the limitation to maintenance prior to operational rules (after which maintenance is required by an approved MRO)
21.A.165 c (AMC 2) Is it ensured that each completed aircraft conforms to the type design & is in a condition for safe operation before issuing a Statement of Conformity (S of C)
21.A.165 c (AMC 3) Is ensured that items listed in GM No 3 are in place prior to S of C issue.
21.A.165 i Where a CRS is issued, is it determined that the aircraft has had all maintenance & is in a condition for safe operation
Appendix VII Are Statements of Conformity completed in accordance with Part 21 Appendix VII

Response

[Empty response box]

Question

26

Production 2 - Facilities

Guidance

21.A.145 a (AMC) Are adequate resources available for carrying out production under the scope of approval with regard to:-
Accommodation & working environment
Equipment and tools
Special processes & associated materials
NDT
Welding equipment & facilities
Competent personnel
21.A.145 a (AMC) Is there access & evidence of effective co-ordination between & within departments

Response

Question

27

Permit to Fly – If the POA does not hold PtF privileges then N/A

Guidance

21.A.139 b does the Quality system include adequate procedures for issue of Permit to Fly (Pt F) & associated approval of flight conditions.
21.A.709 Are adequate procedures in place to ensure that application for approval of flight conditions is made prior of issue of (P of F)
21.A.710 Is evidence of receipt of approval of flight conditions from DOA or EASA available where applicable.
21.A.711 b Are adequate procedures in place to ensure compliance with 21.A.709 & 710 prior to PtF issue
21.A.713 & 21.A.725 Are procedures in place to ensure changes & renewals to P of F are controlled i.a.w. 21.A.709, 710 & 711
21.A.723 If applicable, are P of F issued for limited periods of time (except i.a.w. 21.A.701 b 1 xvii)

Response

Question

28

Product Sample

Guidance

Select an EASA Form 1 (or Part scheduled for release). Confirm sampled part addressed by design/production interface requirement. Back trace to evidence of conformity to the design data such as First Article Inspection FAI Report and Product Acceptance (PAT) Testing. Further potential techniques dependent on scope of audit - Review product traveller/routing job card for traceability recording of parts and materials used and evidence of production/inspection stage sign-offs. Use signatures to sample operator/inspector competence and training records. Use traceability evidence of supplied parts to sample effectiveness of goods inwards verification/ supplier records

Response

Question

29

Additional Notes

Guidance

Response

Question

30

Closing Meeting

Guidance

(1) Summarise the audit detailing any findings (2) Clearly state the process for the Issuing, closing and extension of findings.
(3) The Organisation must respond well before the due date, to ensure the CAA has adequate time for the findings to be closed. (21 days before for typical 3 month finding)

Response

Surveillance Record

Part 21G Stage 2 TSO Assessment

Questions

Question

1 TSO Checklist

Guidance

Response

Question

2 Application

Guidance

Response

Question

2.1 4-Has the organisation made application for POA in a form and manner established by the CAA ?

Guidance

Has the organisation completed the on-line application form and provided enough information for the task to be passed to a Surveyor for detail investigation.

Response

Question

2.2 4-Did the application include an outline of the information required by 21.A.143 ?

Guidance

Company name and registration retails, number of sites and their locations, approximate numbers of personnel involved, main point of contact, generic scope of production work and the design organisations providing the design data.

Response

Question

2.3 4-Did the application include the terms of approval requested to be issued under 21.A.151 ?

Guidance

Scope and Categories as defined in GM 21.A.51 - Axx Aircraft, Bx Engines, Cx Parts and Appliances, Dx Maintenance and Permits to Fly.

Response

Question

3 Exposition EASA Form 56 Part 3

Guidance

Level 3 Tick list

Response

Question

3.1 25-Has the organisation submitted a Production Organisation Exposition (POE) which includes the content required by 21.A.143(a) ?

Guidance

Response

Question

3.2 65- Accountable Manager statement that the POE and any associated manuals to show compliance with Part 21 Subpart G will be complied with at all times

Guidance

Response

Question

3.3 43- Right of Access statement that the POA Holder will allow the UK CAA to make any investigations, including partners and subcontractors, necessary to determine compliance with Part 21

Guidance

Response

Question

3.4 66- Title and Names of EASA Form 4 Nominated Managers

Guidance

Response

Question

3.5 66 - Title and Names of EASA Form 4 Nominated Managers

Guidance

Response

Question

3.6 67- Duties and Responsibilities of the Nominated Managers, including matters on which they may deal directly with the CAA on behalf of the organisation

Guidance

Response

Question

3.7 67- Duties and responsibilities of the Nominated Managers, including matters on which they may deal directly with the CAA on behalf of the the organisation

Guidance

Response

Question

3.8 68-- Organisation Chart with chains of responsibility for Accountable Manager and Nominated Managers

Guidance

Response

Question

3.9 68 - Organisation Chart with chains of responsibility for Accountable Manager and Nominated Manager

Guidance

Response

Question

3.10

68 - Organisation Chart with chains of responsibility for Accountable Manager and Nominated Manager

Guidance

Response

Question

3.11

69- List of Certifying Staff (or reference to separate document)

Guidance

Response

Question

3.12 69- List of Certifying Staff (or referencne to separate document)

Guidance

Response

Question

3.13 70- General description of manpower resources.

Guidance

Response

Question

3.14 71-- General description of the facilities located at each address specified on the Certificate of Approval.

Guidance

Response

Question

3.15 72-- General description of the Scope of Work relevant to the Terms of Approval.

Guidance

Response

Question

3.16

73--

Procedure for the notification of organisational changes to the CAA.

Guidance

Response

Question

3.17

74--

Procedure for amendment of the POE.

Guidance

Response

Question

3.18

75- Description of the quality system and the procedures required by 21.A.139b1.

Guidance

Response

Question

3.19

75- Description of the quality system and the procedures required by 21.A.139b1

Guidance

Response

Question

3.20

76- List of Outside Parties referred to in 21.A.139a (or reference to separate document)

Guidance

Response

Question

3.21

76- List of Outside Parties referred to in the 21.A.139a (for reference to separate document)

Guidance

Response

Question

4 Design Links

Guidance

Response

Question

4.1 1-Has the organisation justified the need to hold a Part 21 Subpart G approval to show conformity with a specific design; and

Guidance

If the application is for ground-based equipment, tooling, standard parts, raw materials, services, consumables, processes or manufacturing activity under the sub-contract control of another POA holder then Part 21 approval is not required. GM21.A.133a refers. In case of doubt refer to POA Manager.

Response

Question

4.2 2-Is the organisation the holder of (or applicant for) the approval for the specific design ?

Guidance

If the organisation is not the owner of the design, then an interface arrangement is required with the Design Holder (see below).

Response

Question

4.3 3-Does the applicant have suitably documented arrangements (see AMC No 2 to 21A133b&c) with a DOA to ensure satisfactory co-ordination ?

Guidance

TSO to establish that a design/production interface(or at the very least a formal letter of intent from the design holder to establish) is in place prior to passing to Surveyor for review.

Response

Surveillance Record

Part 145 Stage 3 Checklist (Lite)

Questions

Question

1

Audit Summary

Guidance

To be completed after the audit, giving a brief description of the audit, including an overall view of the Organisation.

Response

Question

2

Opening Meeting

Guidance

(1) Audit agenda (2) Time-scales (3) Changes (4) Hot-topics
Hot-topic 1 - Human factors was launched with high expectations. Over time it has become just another compliance item. Discuss with the organisation, what they are doing to keep Human factors visible and relevant. Hot-topic 2 - The Organisation must respond well before the due date, to ensure the CAA has adequate time for the findings to be closed. Typically 21 days before for a 3 month finding. Hot-topic 3 - The MOE and all associated procedures must be supplied to the CAA in an electronic format (.pdf if possible)

Response

Question

3

145.A.10 Scope

Guidance

AMC 145.A.10 (1) Are the limitations of each line station fully defined. A clear distinction between line and base maintenance. AMC 145.A.10(2) Does the MOE clearly define in detail all satellite facilities, sub contractors, line stations etc and contains procedures to control them.

Response

Question

4 145.A.15 Application

Guidance

Are all applications for the issue or change to the approval made on an EASA form 2 (Appendix III to pt 145)

Response

Question

5 145.A.20 Terms of approval

Guidance

Does the MOE clearly specify the scope of work deemed to constitute the approval (Appendix IV Part-M). Do the ATA chapters for each C rating in the Scope and capability list correspond to those defined in (AMC145.A.20).

Response

Question

6

145.A.25 Facility Requirements

Guidance

145.A.25(a) Are facilities appropriate/sufficient for all planned work. Ensuring; weather protection, segregation (to prevent contamination). 145.A.25(b) Office accommodation for the management of planned work and for certifying staff. 145.A.25(c) The working environment must be such that the effectiveness of personnel is not impaired: Temperature, dust/contamination, lighting, noise, specific environmental conditions specified in Maintenance data. 145.A.25(d) Secure (restricted access) & segregated storage facilities for components, equipment, tools and material

Response

Question

7

145.A.30 Personnel requirements 1 - Accountable manager and nominated personnel

Guidance

145.A.30(a) Appointed accountable manager shall ensure: necessary resources to support approval, establish/promote safety/Quality policy and demonstrate a basic understanding of pt 145. 145.A.30(b) Nominated personnel (Hold Form4) and be detailed in MOE (Clear who deputises for who) 145.A.30(c) Appoint Quality Manager who has direct access to the Accountable manager to ensure he is informed about quality/compliance issues

Response

Question

8

145.A.30 Personnel requirements 2 - Man-hour planning/Competence/Human factors (High priority)

Guidance

Due to recent Issues/Trends please review in detail 145.A.30(d) Maintenance man-hour plan/procedure showing sufficient staff to plan, perform, supervise, inspect and Quality monitor (plan reviewed a minimum of every 3 months) (25% deviation in a month reported to Q/M)(Max 50% contractors in any shift/area)145.A.30(e) The organisation shall establish and control the competence of all staff IAW approved procedures. Including initial & continuation Human factors training (Every 2 years)ref (GM 145.A.30(e)) syllabus

Response

Empty response box

Question

9 145.A.30 Personnel requirements 3 - NDT/A/B1/B2/C certifying staff

Guidance

145.A.30(f) Organisation shall ensure that personnel who carry out/ control a Non-destructive test are appropriately qualified IAW the European or equivalent standard (EN4179) NDT written practice approved part of MOE (CAA must hold a copy)
145.A.30(g) Appropriate type rated B1/B2/B3 staff and cat A certifying staff
145.A.30(h) Does maintenance of large aircraft, have appropriate type rated cat C staff.
145.A.30(i) Component certifying staff comply with pt-66
145.A.30(j) Organisations outside the community territory certifying staff may be qualified IAW the national regulations of that state (Appendix IV part 145)
Aircraft operating away from a supported base may issue an authoration to the commander/ft Eng.

Response

Question

10 Accountable Manager or nominated personnel (F4) Interview

Guidance

1/ What are your organisations top Risks/Safety Issues
2/ Are the necessary resources available
3/ Have you established and do you promote a safety policy
4/ Basic Pt145 Knowledge
5/ Are you aware of the significant Issues arising from audits
6/ Do you understand the significance of your approval
7/ Discuss the importance of Human Factors

Response

Question

11

145.A.35 Certifying staff and support staff 1 (High Priority)

Guidance

145.A.35(a) Do Certifying staff and support staff have an adequate and up to date understanding of the aircraft/components maintained, including procedures. Does the Organisation retain copies of documents attesting to Qualifications and recent experience. 145.A.35(b) Does the organisation issue an authorisation when satisfied that the appropriate paragraphs of part 145 & pt 66 have been complied with. 145.A.35(c) Do Certifying staff and support staff have 6 months of actual relevant maintenance experience in a 2 year period.

Response

Question

12

145.A.35 Certifying staff and support staff 2 (High Priority) continuation training

Guidance

145.A.35(d) Have Certifying staff and support staff recieved sufficient continuation training in a 2 year period (Up to date with technology, procedures,* Human factors*) 145.A.35(e) Is there an established continuation training programme, including procedures to ensure compliance with 145.A.35/Pt66 as a basis for issuing certification authorisations. (EASA Accreditation finding - [EASA Orgs UG.CAO.00024-001] – MOE 3.4, 3.5, 3.6, 3.7, 3.8, 3.11)

Response

Question

13

145.A.35 Certifying staff and support staff 3 Authorisations

Guidance

145.A.35(f) Except in unforeseen cases, any prospective Certifying staff will be assessed IAW MOE procedures for competence, qualification and capability prior to the issue or re-issue of authorisation. 145.A.35(g) When in compliance with the requirements the organisation will issue an authorisation that specifies the scope and limits. Continued compliance required for continued validity. 145.A.35(h) Does the authorisation document make its scope clear to the certifying staff and to you?

Response**Question**

14

145.A.35 Certifying staff and support staff 4

Guidance

145.A.35(i) Is the person responsible for the Quality system overall responsible for issuing authorisations to certifying staff. 145.A.35(j) Are records of all certifying staff maintained and retained for a minimum of 3 years after staff member leaves the organisation. 145.A.35(k) Has the certifying staff been supplied a copy of their authorisation. 145.A.35(l) Can the certifying staff produce their authorisation to an authorised person within 24 hours. 145.A.35(m) Minimum age for B1/B2 support staff is 21 years.

Response

Question

15

145.A.40 Equipment, tools and material

Guidance

145.A.40(a) Does the organisation have available and use the Necessary (manufacture specified) equipment, tools, access platforms/docking to perform the approved scope of work. The use of alternate tooling/equipment may be used via procedures approved in the MOE. 145.A.40(b) Are all tools, equipment and test equipment, as appropriate controlled and calibrated according to officially recognised standards. (Records/Traceability retained)

Response

Question

16

145.A.42 Acceptance of Components

Guidance

145.A.42(a) Are all components classified and appropriately segregated. 145.A.42(b) Is the eligibility of components reviewed Prior to installation (Mods/ADs etc) 145.A.42(c) Does the MOE contain procedures detailing the Fabrication of parts IAW approved data, detailing the scope and any limitations. 145.A.42(d) Are parts that have reached their certified life limit or contain non-repairable defects classified as unsalvageable and not permitted to re-enter the supply chain. (MOE procedures)

Response

Question

17

Additional notes

Guidance**Response****Question**

18

145.A.45 Maintenance Data

Guidance

145.A.45(a) Does the organisation hold and use applicable current maintenance data in the performance of maintenance. 145.A.45(b) Applicable maintenance data [AMC 145.A.45(b)] 145.A.45(c) Does the MOE contain procedures to notify/correct any incomplete/ambiguous procedure, practice, maintenance instruction. 145.A.45(d) Does the MOE contain procedures to modify maintenance instructions, informing the TC holder and demonstrating equivalence. 145.A.45(e) Does the organisation provide a common work card or worksheet (Transcribe accurately or reference to AMM etc) 145.A.45(f) Is all required maintenance data readily available 145.A.45(g) Does the MOE contain a procedure to ensure maintenance data is kept up to date.

Response

Question

19

145.A.47 Production planning (High Priority)

Guidance

145.A.47(a) Are systems in place appropriate to the complexity to ensure the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities. 145.A.47(b) Does planning & organisation of shifts take into Human factors (performance limitations) 145.A.47(c) Are adequate hand-overs carried out, ensuring effective communication.

Response

Question

20

Additional notes

Guidance

Response

Question

21

145.A.50 certification of maintenance

Guidance

145.A.50(a) Are CRS's Issued when all MX is complete, IAW procedures, using approved data and no non-compliance that endangers flight safety. 145.A.50(b) Has a CRS been issued before flight at the completion of any maintenance. 145.A.50(c)(e) Are procedures in place for notifying the operator of new defects or incomplete maintenance orders post maintenance. 145.A.50(d) when removed from Aircraft, has a form 1 been issued for Component maintenance (N/R if internal to Org). Sample completed Form 1 and procedures against Appendix II of Annex I (Part-M) & (GM 145.A.50(d)) 145.A.50(f) When an aircraft is grounded away from a main base, an eligible component may be installed for a maximum of 30 flight hours without the appropriate release certificate.

Response

[Empty response box]

Question

22

145.A.55 Maintenance records

Guidance

145.A.55(a) Are the records of maintenance carried out retained (CRS/Sub contractors release etc) 145.A.55(b) Has a copy of each CRS been provided to the operator, together with repair/modification data. 145.A.55(c) Are records protected from damage, alteration and theft. Computer records backed up. retained for a minimum of 3 years.

Response

[Empty response box]

Question

23

145.A.60 Occurrence reporting

Guidance

145.A.60(a)(d)(e)(External Reporting) Are procedures in place and used for a unsafe condition (AMC20-8)/endangering flight safety to be reported to the competent authority, state of registry, TC holder(or responsible org) and operator (CAT) within 72 hours.145.A.60(c)(Internal Reporting) are the procedures detailed in the MOE (closed loop, promote free and frank reporting in a just culture). Sample some internal reports, are they monitored for trends/issues.

Response

Question

24

FAA and/or TCCA or Additional notes

Guidance

FAA Supplement 7 review to consider special conditions during audit (FAR / 145 differences - MAG section C)

Response

Question

25

145.A.65 Safety and Quality policy 1.

Guidance

145.65(a) Has the organisation produced a safety and quality (policy) procedure in the MOE (Para 1.2) including statements that
1) Recognise safety as a prime consideration at all times 2) Apply Human factors principles 3) Encourage personnel to report maintenance related errors/incidents 4) Recognise that compliance with procedures, quality standards, safety standards and regulation is the duty of all personnel 5) Recognise the need for all personnel to cooperate with the quality auditors.

Response

Question

26

145.A.65 Safety and Maintenance procedures 2

Guidance

145.A.65(b) Are the MOE procedures current, agreed by the competent authority and take into account human factors and human performance to ensure good maintenance practices. 1. Do they apply to 145.A.25 to 145.A.95.2. Does the MOE cover all aspects of carrying out the maintenance, including the provision and control of specialised services and lay down the standards to which the organisation intends to work. 3. Are procedures established to minimise the risk of multiple errors and capture errors on critical systems. (MOE para 2.24 & 2.25) 4. Does MOE para 2.9 & 2.12 state Damage is assessed and modifications and repairs are carried using data specified in point M.A.304/consider CDCCLs/Bi-Laterals

Response

Question

27

145.A.65 Safety and Quality system 3

Guidance

145.A.65(c) Has the Organisation established a quality system that includes the following: 1. Independent audits in order to monitor compliance with required aircraft/aircraft component standards, adequacy of the procedures to ensure that such procedures invoke good maintenance practices. One product audit on each product line every 12 months. 2. A quality feedback reporting system to the person or group of persons specified in 145.A.30(b) and ultimately to the accountable manager (Min every 6 months) that ensures proper and timely corrective action is taken in response to reports resulting from the independent audits established to meet paragraph (1).

Response

Question

28

145.A.70 Maintenance organisation exposition 1

Guidance

145.A.70(a) Does the MOE contain the following information: (Ref (EASA Orgs UG.CAO.00024-001))1.1 Accountable manager statement 1.2 Safety and quality policy 1.3 Management personnel 1.4 Duties and responsibilities of the management personnel 1.5 Management organisation chart 1.6 List of certifying staff & support staff 1.7 Manpower resources1.8 Description of the facilities at each address 1.9 scope of work 1.10 Notification procedure of changes 1.11 Exposition amendment procedures including, if applicable, delegated procedures

Response

Question

29

145.A.70 Maintenance organisation exposition 2

Guidance

145.A.70(b)(c) EASA Accreditation finding Indirect/Direct approval of MOE and associated procedures 145.A.70 & (EASA Orgs UG.CAO.00024-001)(1) MOE 1.11 should contain a list of all MOE associated documents, for example; Certifying staff list, caps list, NDT written practise etc. (2) The method/procedure for amendment should be clearly stated. (3) The CAA should retain copies of the MOE and all associated procedures.

Response

Question

30

145.A.70 Maintenance organisation exposition 3

Guidance

If required does the MOE contain procedures for: MOE Para 3.15 On-the Job training ref Section 6 Appendix III to pt-66MOE
Para 3.16 Issue of a recommendation to the CAA for the issue of a Part-66 license IAW 66.B.105

Response

Question

31

145.A.75 privileges of the organisation/145.A.80 Limitations on the organisation

Guidance

Response

Question

32

145.A.85 Changes to the organisation/145.A.90 Continued Validity

Guidance

Response

Question

33

145.A.90 Continued Validity/145.A.95 Findings

Guidance

Response

Question

34

M.A.402 – Performance of maintenance/M.A.403 – Aircraft defects

Guidance

Response

Question

35

M.A.501/502/504 – Component Installation/Maintenance/Control

Guidance

Response

Question

36

Closing Meeting

Guidance

(1) Summarise the audit detailing any findings (2) Clearly state the process for the Issuing, closing and extension of findings.
(3) The Organisation must respond well before the due date, to ensure the CAA has adequate time for the findings to be closed. typically 21 days before for a 3 month finding.

Response

Surveillance Record

Part 145 Stage 2 Para-Technical Checklist

Questions

Question

1 Part 145 Post 1149-2011 & 2012-004-R

Guidance

Response

Question

1.1 Scope

Guidance

Response

Question

1.1.1 AMC 145.A.10(2) Are all approved locations, whether within or outside the Member State, listed in MOE?

Guidance

Response

Question

1.2 Application

Guidance

Response

Question

1.2.1 145.A.15 Has the application for initial approval or change been made on an EASA Form 2?

Guidance

Response

Question

1.3 Terms of Approval

Guidance

Response

Question

1.3.1 145.A.20 Is the scope of the approval sought/held consistent with the Aircraft type definitions (Decision 2011/03R as amended) for aircraft ratings and the tables of the AMC145.A.20 for component ratings?

Guidance

Response

Question

1.4 Personnel

Guidance

Response

Question

1.4.1 145.A.30(a) Has the organisation appointed an Accountable Manager?

Guidance

Response

Question

1.4.2

145.A.30(b)1,2 Has the organisation nominated a group of Managers, on EASA Form 4, responsible for the functions specified in this Part?

Guidance

Response

Question

1.4.3

145.A.30(b)3 Have the nominated post holders demonstrated relevant technical knowledge, background, experience and knowledge of this Part?

Guidance

Response

Question

1.4.4

145.A.30(c) Has the Accountable Manager appointed a Quality Manager?

Guidance

Response

Question

1.4.5

145.A.30(e) Do MOE level procedures reflect the organisations control of competence with respect to human factors & fuel tank safety?

Guidance

Response

Question

1.4.5.1 AMC145.A.30(e)6,7,8,9,10 Do MOE level procedures reflect the need for an HF TNA, HF initial training within 6 months of joining iaw GM145.A.30(e) & HF continuation training?

Guidance

Response

Question

1.4.5.2 AMC145.A.30(e)11 Do MOE level procedures reflect the need for Fuel tank safety and CDCCL initial & continuation training iaw Appendix IV?

Guidance

Response

Question

1.4.6

145.A.30(f) Does the organisation conduct any 'in house' or external NDT?

Guidance

Response

Question

1.4.7

AMC145.A.30(f)9 Are the referenced standards, methods, training and procedures referenced in the MOE?

Guidance

Response

Question

1.5 Certifying Staff

Guidance

Response

Question

1.5.1 145.A.35(i) Is the Quality Manager identified as responsible for the certifying staff authorisation process, or is this delegated at MOE level?

Guidance

Response

Question

1.6 Equipment, Tools & Material

Guidance

Response

Question

1.6.1 145.A.40(a)1 Where use of alternate tooling, material and equipment are proposed, is there an MOE level procedure defining how this is to be controlled?

Guidance

Response

Question

1.6.2

145.A.40(a)2 Where tooling, material and equipment are unavailable is there an MOE level procedure defining how availability is controlled?

Guidance

Response

Question

1.7

Acceptance of Components

Guidance

Response

Question

1.7.1

AMC145.A.42(c)1 Do MOE level procedures document the responsibilities, processes, privileges and limitations for the fabrication of parts?

Guidance

Response

Question

1.8

Maintenance Data

Guidance

Response

Question

1.8.1

145.A.45(c) Do MOE level procedures define the need for reporting of erroneous or ambiguous data?

Guidance

Response

Question

1.8.2

145.A.45(d) Do MOE level procedures define the responsibilities and controls for the modification of maintenance accomplishment instructions and for reporting modifications to the TC Holder?

Guidance

Response

Question

1.9 Certification of Maintenance

Guidance

Response

Question

1.9.1 AMC No.2 145.A.50(d) 2.2 Do procedures exist in the MOE which define and control the release of parts, consistent with the approval ratings, on a EASA Form 1?

Guidance

Response

Question

1.10

Occurrence Reporting

Guidance

Response

Question

1.10.1

145.A.60(a) Do procedures reflect the need to report occurrences (ref: AMC20-8) to the competent authority, state of registry & type certificate holder?

Guidance

Response

Question

1.10.2

145.A.60(b) Does the Exposition contain an internal procedure for reporting, evaluation, trending & feedback of occurrences?

Guidance

Response

Question

1.11

Safety & quality policy, maintenance procedures & quality system

Guidance

Response

Question

1.11.1

145.A.65(a) Does the Exposition contain an appropriate safety and quality policy?

Guidance

Response

Question

1.11.2

145.A.65(b) Do the procedures of the organisation ensure good maintenance practises and conformance with this part?

Guidance

Response

Question

1.12

Maintenance Organisation Exposition

Guidance

Response

Question

1.12.1

145.A.70(a) Has the organisation presented an MOE containing the required scope, management structure and procedures

Guidance

Response

Question

1.12.2

145.A.70(a)1 Has the organisation presented an MOE containing an accountable manager statement of compliance?

Guidance

Response

Question

1.12.3

145.A.70(a)2 Has the organisation presented an MOE containing the required safety and quality policy?

Guidance

Response

Question

1.12.4

145.A.70(a)3 Has the organisation presented an MOE identifying the required nominated persons (& NDT level III-recommended)?

Guidance

Response

Question

1.12.5

145.A.70(a)4 Has the organisation presented an MOE containing the duties and responsibilities of nominated persons

Guidance

Response

Question

1.12.6

145.A.70(a)5 Has the organisation presented an MOE containing an organisation chart including the nominated persons?

Guidance

Response

Question

1.12.7

145.A.70(a)6 Has the organisation presented an MOE containing the list of Certifying Staff and Support staff (B Licensed)?

Guidance

Response

Question

1.12.8

145.A.70(a)7 Has the organisation presented an MOE containing a general description of manpower resources?

Guidance

Response

Question

1.12.9

145.A.70(a)8 Is there a general description of the facilities at each location included in the MOE?

Guidance

Response

Question

1.12.10 145.A.70(a)9 Has the organisation presented an MOE containing a scope of work relevant to the extent of the approval?

Guidance

Response

Question

1.12.11 145.A.70(a)10 Does the MOE contain a procedure to notify those changes specified in 145.A.85?

Guidance

Response

Question

1.12.12 145.A.70(a)11 Has the organisation presented an MOE containing an MOE amendment procedure?

Guidance

Response

Question

1.12.13 145.A.70(a)12 Has the organisation presented an MOE containing a the procedures required to comply with all of Part 145?

Guidance

Response

Question

1.12.14 145.A.70(a)13 Has the organisation presented an MOE containing a list of commercial operators to which it provides an aircraft maintenance service?

Guidance

Response

Question

1.12.15 145.A.70(a)14 Has the organisation presented an MOE containing a list of sub-contractors?

Guidance

Response

Question

1.12.16 145.A.70(a)15 Has the organisation presented an MOE containing a list of line stations?

Guidance

Response

Question

1.12.17 145.A.70(a)16 Has the organisation presented an MOE containing a list of contracted organisations?

Guidance

Response

Question

1.12.18 145.A.70(b) Has the organisation kept the MOE up-to-date & have all amendments been approved?

Guidance

Response

Question

1.12.19 145.A.70(c) Has the organisation sought, & had approved, an indirect approval privilege for minor changes?

Guidance

Response

Question

1.13

Safety & quality policy, maintenance procedures & quality system

Guidance

Response

Surveillance Record

NPTF Renewal – Level 3 checklist

Questions

Question

1

Record details of the aircraft physical survey

Guidance

Response

Question

2 Have the airframe, engine and propeller flying hours and associated flight cycles been properly recorded?

Guidance

Response

Question

3 Is the Pilots Operating Handbook, Flight Manual or Permit Flight Conditions applicable to the aircraft configuration and reflects the latest revision status?

Guidance

Response

Question

4 Has all the maintenance due on the aircraft according to the approved/accepted maintenance programme been carried out?

Guidance

Response

Question

5 Have all known defects been corrected?

Guidance

Response

Question

6 Have all applicable MPDs, ADs and GRs,GCs as appropriate, including components or equipment as may be fitted to the aircraft, been applied and properly recorded?

Guidance

Response

Question

7 Have all the modifications and repairs applied to the aircraft been recorded and approved according to the relevant Chapters of BCAR Section A?

Guidance

Response

Question

8 Have all service life limited components installed on the aircraft been properly identified, recorded and have not exceeded their approved service life limit?

Guidance

Response

Question

9 Has all maintenance been released in accordance with the relevant Chapters of BCAR Section A?

Guidance

Response

Question

10

Does the aircraft comply with the latest revision of its TCDS/AAN, including a physical inspection of the aircraft, its equipment and any required placards and markings, and there is no evident defect and no inconsistencies between aircraft and records?

Guidance

Response

Question

11

Is the weight and balance current and valid?

Guidance

Response

Question

12 Record the date of the last Check Flight, AFTS No and issue.

Guidance

Response

Question

13 Is Towing/Parachuting/other special equipment installed?

Guidance

Response

Surveillance Record

NPTF Renewal – Level 2 checklist

Questions

Question

1

Identify Airworthiness Directives applicable to Airframe, Engines and Propellers

Guidance

Response

Question

2 Identify Mandatory Permit Directives applicable to Airframe, Engines and Propellers

Guidance

Response

Question

3 Review the Airworthiness Approval Notes for applicability to the aircraft

Guidance

Response

Question

4 Has the check flight been completed within the previous 90 days?

Guidance

Response

Question

5 If Answer above is no, does the aircraft require a Permit for Test?

Guidance

Response

Question

6

Does the aircraft require a new Permit to Fly?

Guidance

Response

Question

7

Have details of the valid permit Maintenance Release been provided?

Guidance

Response

Surveillance Record

National Permit to Fly Issue-Stage 2 Checklist

Questions

Question

1

Is an appropriately approved organisation presenting a recommendation to the CAA?

Guidance

In accordance with BCAR A3-7 in all cases the CAA surveyor will carry out a survey, however in cases where the surveyor is presented with a recommendation from an approved organisation, their level of sampling may be less.

Response

Question

2 Aircraft Type and Serial Number

Guidance

Response

Question

3 Engine designation

Guidance

Ensure that this is designation has been approved for this aircraft type.

Response

Question

4 Propeller designation

Guidance

Ensure that this is designation has been approved for this aircraft type.

Response

Question

5 Maximum Take Off Weight

Guidance

Review against AAN or equivalent document

Response

Question

6 Maximum Landing Weight

Guidance

Review against AAN or equivalent document

Response

Question

7 Maximum Occupancy

Guidance

Review against AAN or equivalent document

Response

Question

8 Certification Status

Guidance

Please confirm the Certification status of the aircraft.

Response

Question

9 Does the aircraft require an Approved Maintenance Programme?'

Guidance

Permit aircraft are not required to have approved Maintenance Programme unless specified by the CAA.
If yes, they must supply a reference and the application should stay on hold until supplied.

Response

Question

10

Flight Manual Reference

Guidance

The aircraft may have a Pilots Operating Handbook or Aircraft Flight Manual. Provide reference to operating limitations document if no AFM / POH

Response

Question

11

Has the applicant declared modifications are installed?

Guidance

confirm that the modifications are appropriately approved.

Response

Question

12

Has the check flight been completed within the previous 90 days?

Guidance

Response

Question

13

If Answer above is no, does the aircraft require a Permit for Test?

Guidance

Response

Question

14

Confirmation that the aircraft has been maintained by an individual holding a Permit Maintenance Release Authorisation

Guidance

For an M3 organisation they will hold a CAA issued PMR, for M5 organisations this will be an authorisation issued by the company. Confirm details against the record in ERM. Attach a copy of the relevant authorisation to the Stage 3 Event.

Response

Question

15

Additional Information

Guidance

Please include any additional information which is relevant to the application/aircraft

Response

Question

16

Identify applicable MPDs/ ADs for the aircraft airframe, engine, propellers

Guidance

Ensure the list is attached to the Stage 3 Audit event

Response

Surveillance Record

National and EASA Permit Issue Stage 3 checklist Final

Questions

Question

1 Have the airframe, engine and propleller flying hours and associated flight cycles been properly recorded?

Guidance

Response

Question

2 Is the Pilots Operating Handbook, Flight Manual or Permit Flight Conditions applicable to the aircraft configuration and reflecting the latest revision status?

Guidance

Response

Question

3 Has all the maintenance due on the aircraft according to the approved/accepted maintenance programme been carried out?

Guidance

Response

Question

4 Have all known defects been corrected?

Guidance

Response

Question

5 Is the releasing engineer authorised by the UK CAA?

Guidance

Response

Question

6 Have all Mandatory Permit Directives or Airworthiness Directives or Generic Requirements or GC'S, as appropriate, to the Aircraft, components or equipment, been applied and properly recorded?

Guidance

Response

Question

7 Have all modifications and repairs applied to the aircraft been recorded and approved according to the relevant Chapters of BCAR Section A?

Guidance

Response

Question

8 Have all service life limited components installed on the aircraft been properly identified, recorded and have not exceeded their approved service life limit?

Guidance

Response

Question

9 Has all maintenance been released in accordance with the relevant Chapters of BCAR Section A?

Guidance

Response

Question

10 Does the aircraft comply with the latest revision of its CAA type Approval, Airworthiness Approval Note or TCDS, including a physical inspection of the aircraft, its equipment and any required placards and markings, and there is no evident defect and no inconsistencies between aircraft and records? Does the aircraft conform to the aircraft specification or Type Certificate Datasheet?

Guidance

Response

Question

11 Is the weight and balance current and valid?

Guidance

Response

Question

12 Record the date of the last Flight Test, AFTS No and Issue.

Guidance

Response

Question

13 Is Towing/Parachuting/other special equipment installed?

Guidance

Response

Surveillance Record

Export C of A Surveyor Involvement Stage 2 Checklist

Questions

Question

1

Confirm Aircraft Reg, Type & Serial Number

Guidance

Check against data held in AIS and that it corresponds with all documentation received

Response

Question

2 Certification status of the aircraft

Guidance

For EASA aircraft: Review the EASA website to confirm the TCDS or equivalent the aircraft should be in compliance with. For Annex II aircraft: Refer to CAP 747. Please note that this may be an AAN.

Response

Question

3 Aircraft Engine Designation

Guidance

Ensure the engine has been approved for the aircraft type

Response

Question

4 Propeller designation

Guidance

Ensure the propeller designation has been approved for the aircraft type.

Response

Question

5 Are the aircraft weights correct?

Guidance

Review against the applicable TCDS or equivalent document

Response

Question

6

Current C of A details

Guidance

Response

Question

7

ARC/NARC details

Guidance

Response

Question

8 Country the aircraft is being exported to:

Guidance

Response

Question

9 TCDS and special requirements of the importing authority.

Guidance

Response

Question

10

Has the applicant declared any exceptions to either the EASA/UK or importing countries requirements?

Guidance

Response

Question

11

if yes, have the exceptions been accepted

Guidance

If yes, please list

Response

Question

12 If the aircraft is not being exported to the EASA/CAA accepted standard, applicant should be advised to submit a request for a temporary permit to fly

Guidance

Response

Question

13 Does the organisation presenting the aircraft hold the appropriate privilege and the aircraft type on their approval?

Guidance

For a UK organisation please refer to the TOAD database to confirm the correct approval and aircraft type. For an overseas organisation, please request a copy of their approval certificate. If the applicant is not suitable, advise applicant and place on hold.

Response

Question

14

Additional Information

Guidance

Please add any further information that you feel is relevant to this application/aircraft.

Response

Question

15

Raise Certificates as appropriate

Guidance

Response

Surveillance Record

Export C of A stage 3 Checklist

Questions

Question

1

Audit Preparation (Review Instructions)

Guidance

Review the Instructions issued by the tech team, note any additional requirements of the importing state, which may differ from the EASA/UK standards (TCDS, A/Ds etc). Review any applicable exceptions and review any relevant bi-lateral agreements.

Response

Question

2

Survey Details 1.1-Aircraft Registration1.2-Aircraft Serial number1.3-Aircraft Type & Engine Type1.4-Location of Audit1.5-Part M'G' Organisation1.6-Maintenance Programme reference/issue/rev1.7-Flight manual reference/Issue/rev1.8-Hours1.9-Landings1.10-Mass & Balance Report/Schedule date/Issue/Rev

Guidance

Enter Survey details in the Response Box (No Area of Standard Required)

Response

Question

3

Survey Summary

Guidance

Enter a brief overall summary of the audit.

Response

Question

4 A.1 Type Design and Change to the Type Design

Guidance

Does the aircraft conform to a type design approved under a Type Certificate and any supplemental type certificate [STC]? For C of A Export to USA, EU/US Bilateral TIP para 5.1.9[a] refers. For C of A Export to Canada, TCCA/EU Bilateral TIP para 5.2 refers. The Area of Standard must be selected from the Aircraft Survey drop down only, available options; A.1 Type Design and Change to the Type Design M.A.304 Data for Modifications and Repairs M.A.305 Aircraft Continuing Airworthiness Record System M.A.401 Maintenance data M.A.710(a)10 Complies with TCDS Other Regulation

Response

Question

5 A.2 Airworthiness Limitations

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options; A.2 Airworthiness Limitations M.A.302 Maintenance Programme M.A.305 Continuing Airworthiness records system M.A.710(a)7 All service Life limited Components Other Regulation

Response

Question

6

A.3 Airworthiness Directives

Guidance

For C of A Export to USA, EU/US Bilateral TIP para 5.1.9[a] refers. For C of A Export to Canada, TCCA/EU Bilateral TIP para 5.2 refers. Have applicable CAA Generic Requirements and Generic Concessions been complied with? The Area of Standard must be selected from the Aircraft Survey drop down only, available options; A.3 Airworthiness Directives M.A.201 Responsibilities M.A.303 Airworthiness Directives M.A.305(d) Airworthiness Records M.A.305(h) Airworthiness Records retention M.A.401(a) Current maintenance data M.A.401(b) Applicable Airworthiness Directive M.A.501(b) Prior to Installation M.A.503(a) Service Life M.A.504(a) 2 Non Compliance M.A.708(b) 5 Apply Airworthiness Directive M.A.708(b) 8 Coordinate Scheduled Maintenance M.A.710(a) 5 Airworthiness Directives applied M.A.709(a) Maintenance data M.A.801 Aircraft certificate of release to service Other Regulation

Response

Question

7 B.3 Mass & Balance

Guidance

Does the aircraft weight and balance data accurately reflect the aircraft's configuration? (For C of A Export to USA, EU/US Bilateral TIP para 5.5.1[c] refers).The Area of Standard must be selected from the Aircraft Survey drop down only, available options;B.3 Mass & BalanceM.A.305(d)5 Current M&B ReportM.A.708(b)10 Manage Mass & BalanceM.A.710(a)9 Valid M & B StatementOther Regulation

Response

Question

8 B.4 Markings & Placards

Guidance

Are the manuals, placards, listings and instrument markings presented in the english language?Do the aircraft's markings comply with the Air Navigation Order?CAP523. For C of A Export to USA, EU/US Bilateral TIP para 5.5.1[a] refers.Has the aircraft been identified in accordance with Part 21 subpart Q? The Area of Standard must be selected from the Aircraft Survey drop down only, available options;B.4 Markings & PlacardsM.A.501 ComponentsM.A.710(c) Required Markings & Placards Other Regulation

Response

Question

9 B.5 Operational requirements

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;B.5 Operational requirementsM.A.201(a)2 operational EquipmentOther Regulation

Response

Question

10 B.6 Defect Management

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;B.6 Defect ManagementM.A.301(2) Rectification of DefectsM.A.403 Aircraft DefectsM.A.710(a)4 DefectsOther Regulation

Response

Question

11

C.1 Aircraft Maintenance Programme

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;C.1 Aircraft Maintenance ProgrammeM.A.302 Maintenance Programme M.A.708(b)1 Develop/Control M/PM.A.708(b)2 Approved M/PM.A.708(b)4 MX IAW M/POther Regulation

Response

Question

12

C.2 Component Control

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;C.2 Component ControlM.A.305 Aircraft Continuing Airworthiness Record SystemM.A.501 ComponentsM.A.302 Maintenance ProgrammeM.A.503 Service Life Limited ComponentsM.A.710 Airworthiness ReviewOther Regulation

Response

Question

13

C.3 Repairs

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;C.3 RepairsM.A.304 Data for Modifications and RepairsM.A.305 Aircraft Continuing Airworthiness Record SystemM.A.401 Maintenance dataOther Regulation

Response

Question

14

C.4 Records

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;C.4 RecordsM.A.305 Aircraft Continuing Airworthiness Record SystemM.A.306 Operators Tech Log SystemM.A.307 Transfer of RecordsM.A.801 Aircraft Certificate of Release to ServiceM.A.708(b)9 Manage CAW RecordsOther Regulation

Response

Question

15 Physical Survey

Guidance

Heading

Response

Question

16 D.1 Engines

Guidance

Findings should only be raised against physical survey if none of the other KRE's (A1-C4) apply
The Area of Standard must be selected from the Aircraft Survey drop down only, available options; D.1 Engines M.A.403 Aircraft Defects Other Regulation

Response

Question

17

D.2 Wings

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.2 WingsM.A.403 Aircraft DefectsOther Regulation

Response

Question

18

D.3 Fuselage

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.3 FuselageM.A.403 Aircraft DefectsOther Regulation

Response

Question

19

D.4 Tail

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.4 TailM.A.403 Aircraft DefectsOther Regulation

Response

Question

20

D.5 Landing Gear

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.5 Landing GearM.A.403 Aircraft DefectsOther Regulation

Response

Question

21

D.6 Flight Deck

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.6 Flight DeckM.A.403 Aircraft DefectsOther Regulation

Response

Question

22

D.7 Cabin

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.7 CabinM.A.403 Aircraft DefectsOther Regulation

Response

Question

23

D.8 Rotors

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.8 RotorsM.A.403 Aircraft DefectsOther Regulation

Response

Question

24

Additional Items

Guidance

Response

Question

25

Has a flight test been conducted?

Guidance

Required for SHINE aircraft

Response

Question

26

Has the aircraft survey revealed any undeclared exceptions?

Guidance

For C of A Export to the USA, EU/US TIP para 5.3 refers. For C of A Export to Canada TCCA/EU Bilateral TIP para 5.2.1 refers. Question

Response

Question

27 Has a copy for Export of the Certificate of Airworthiness been retained for CAA Records and has a statement been made to the effect that the Mode S and ELT address must be changed when the aircraft is deregistered?

Guidance

Response

Question

28 Have all findings, regardless of whether they were addressed at the time of the audit been raised in Q-Pulse.

Guidance

Response

Surveillance Record

EASA Temporary PtF Checklist Final

Questions

Question

1

Aircraft Registration

Guidance

Response

Question

2

Aircraft Type Designation

Guidance

Response

Question

3

Aircraft Serial Number

Guidance

Response

Question

4 Reason/Purpose for the request for the issue of an EASA Temporary Permit to Fly and/or approval of non design related flight conditions

Guidance

Response

Question

5 Justification for issue of an EASA Temporary Permit to Fly and/or approval of non design related flight conditions

Guidance

Response

Question

6

Non Conformities

Guidance

Response

Surveillance Record

EASA Permanent Permit to Fly Issue Stage 2 Checklist Final

Questions

Question

1

Aircraft Type and Serial Number

Guidance

Response

Question

2 Engine designation

Guidance

Ensure that this is designation has been approved for this aircraft type.

Response

Question

3 Propeller designation

Guidance

Ensure that this is designation has been approved for this aircraft type.

Response

Question

4

Maximum Take Off Weight

Guidance

Review against manufacturer document

Response

Question

5

Maximum Landing Weight

Guidance

Review against manufacturer document

Response

Question

6 Maximum Occupancy

Guidance

Review against manufacturer document

Response

Question

7 Certification Status

Guidance

For EASA aircraft they may have EASA Approved Flight Conditions

Response

Question

8 Flight Manual Reference

Guidance

The aircraft may have a Pilots Operating Handbook.

Response

Question

9 Has the application been made by the Registered Owner

Guidance

Review the registered owner details in ERM. Application must be resubmitted if not made by registered owner

Response

Question

10

Has a copy of the valid 18b Flight conditions document, signed and approved by EASA been received (with any supporting documentation)?

Guidance

Application must have a valid 18b, if not, place on hold and request a copy.

Response

Question

11

Has a copy of the Manufacturers Approval of Flight Conditions document been received (with any supporting documentation)?

Guidance

Application must have a copy of the manufacturers flight conditions, if not, place on hold and request a copy.

Response

Question

12 Has the applicant declared modifications are installed?

Guidance

confirm that the modifications are appropriately approved.

Response

Question

13 Has the check flight been completed within the previous 90 days?

Guidance

Response

Question

14

If Answer above is no, does the aircraft require a Temporary EASA Permit to Fly?

Guidance

Application should be made by the Registered owner on EASA Form 21 (UK), (which is available on the CAA website)

Response

Question

15

Identify applicable MPDs/ ADs for the aircraft airframe, engine, propellers

Guidance

Ensure the list is attached to the Stage 3 Audit event

Response

Question

16

Confirmation that the aircraft has been maintained by an individual hold a Permit Maintenance Release Authorisation

Guidance

Confirm details against the record in ERM. Attach a copy of the relevant authorisation to the Stage 3 Event.

Response

Question

17

Additional Information

Guidance

Please include any additional information which is relevant to the application/aircraft

Response

Surveillance Record

EASA PTF Renewal Stage 2 checklist

Questions

Question

1

Aircraft Type and Serial Number

Guidance

Response

Question

2 Engine designation

Guidance

Ensure that this designation has been approved for this aircraft type (may be TCDS/STC)

Response

Question

3 Propeller designation

Guidance

Ensure that this designation has been approved for this aircraft type (may be TCDS/STC)

Response

Question

4 Maximum Take Off Weight

Guidance

Review against manufacturer document. May be subject to conditions on EASA Form 18b.

Response

Question

5 Maximum Landing Weight

Guidance

Review against manufacturer document. May be subject to conditions on EASA Form 18b.

Response

Question

6 Maximum Occupancy

Guidance

Review against manufacturer document. May be subject to conditions on EASA Form 18b.

Response

Question

7 Certification Status

Guidance

For EASA aircraft they may have EASA Approved Flight Conditions or an AAN

Response

Question

8 Flight Manual Reference

Guidance

The aircraft may have a Pilots Operating Handbook.

Response

Question

9 Has the application been made by the Registered Owner?

Guidance

Review the registered owner details in ERM. Application must be resubmitted if not made by registered owner

Response

Question

10 Has a copy of the valid 18b Flight conditions document, signed and approved by EASA been received (with any supporting documentation)?

Guidance

Application must have a valid 18b, if not, place on hold and request a copy. The 18b should have 12 months validity remaining otherwise Permit cannot be issued for 12 months

Response

Question

11 Has the check flight been completed within the previous 90 days?

Guidance

Application should be made by the Registered owner on EASA Form 21 (UK), (which is available on the CAA website) only if the current permit has expired.

Response

Question

12

If Answer above is no, does the aircraft require a Temporary EASA Permit to Fly?

Guidance

Response

Question

13

Confirmation that the aircraft has been maintained by an individual holding a Permit Maintenance Release Authorisation

Guidance

Confirm details against the record in ERM. Attach a copy of the relevant authorisation to the Stage 3 Event.

Response

Question

14

Additional Information

Guidance

Please include any additional information which is relevant to the application/aircraft

Response

Surveillance Record

CofA Surveyor Involvement Stage 2 Checklist

Questions

Question

1 Confirm Aircraft Reg, Type & Serial Number

Guidance

Check against data held in AIS and that it corresponds with all documentation received

Response

Question

2 Certification status of the aircraft

Guidance

For EASA aircraft: Review the EASA website to confirm the TCDS or equivalent the aircraft should be in compliance with. For Annex II aircraft: Refer to CAP 747. Please note that an AAN may be required

Response

Question

3 Aircraft Engine Designation

Guidance

Ensure the engine has been approved for the aircraft type

Response

Question

4 Propeller designation

Guidance

Ensure the propeller designation has been approved for the aircraft type.

Response

Question

5 Are the aircraft weights correct?

Guidance

Review against the applicable TCDS or equivalent document

Response

Question

6 Is the maximum aircraft occupancy correct?

Guidance

Review against the applicable TCDS or equivalent document

Response

Question

7 Does the aircraft require a noise certificate?

Guidance

For EASA aircraft types: review the EASA Noise database. For Annex II aircraft types: please refer to Aircraft Certification Dept.

Response

Question

8 Has the applicant supplied acceptable transfer documentation to support the application?

Guidance

Please note that there is both an EASA and National requirement of a 60 day acceptance period for an Export Certificate. For National Cof A aircraft a current Certificate of Airworthiness issued or renewed within the previous 12 months is acceptable.

Response

Question

9 Flight Manual Reference

Guidance

If no flight manual reference is supplied, review application as aircraft may require a C of A with Conditions

Response

Question

10

Has the applicant declared modifications are installed?

Guidance

Please note that for EASA aircraft, EASA approval of modifications must be demonstrated. This shall either be an EASA Approval Reference or for modifications approved pre September 2003 - demonstration of approval within an EASA Member State. Annex II major mods will usually be approved by an AAN, minor mods by a minor mod approval.

Response

Question

11

Has a Maintenance Programme reference been supplied?

Guidance

Review ERM to confirm that aircraft has been added to, or amendment has been supplied for adding the aircraft. If unable to locate information refer to the organisations RO surveyor

Response

Question

12

Has the an ARC recommendation been supplied?

Guidance

An (N)AR C recommendation can be supplied by an Approved CAMO or an Approved ELA 1 engineer. Review content and query any discrepancies with the applicant. Not required for Direct Issue or ARC revalidation.

Response**Question**

13

Does the organisation presenting the aircraft hold the appropriate privilege and the aircraft type on their approval?

Guidance

For a UK organisation please refer to the TOAD database to confirm the correct approval and aircraft type. For an overseas organisation, please request a copy of their approval certificate. If the applicant is no suitable, advise applicant and place on hold.

Response

Question

14

Is the aircraft eligible for a SHINE Flight test?

Guidance

Second Hand Import Non EASA

Response

Question

15

Additional Information

Guidance

Please add any further information that you feel is relevant to this application/aircraft.

Response

Question

16

Raise the applicable certificates

Guidance

e.g. CofA, ARC/NARC, Noise certificates

Response

Empty response box

Surveillance Record

CofA Issue Surveyor Involvement Stage 3

Questions

Question

1 Weight and Balance

Guidance

Response

Question

1.1 Does the latest Weight and Centre of Gravity Schedule/Report reflect the current status of the aircraft

Guidance

Response

Question

1.2 is the base line weighing data reconciled with the latest Weight Schedule/Report.

Guidance

BCAR/EU-OPS/JAR OPS/Air Ops requirements

Response

Question

2 Flight Manual

Guidance

Response

Question

2.1 Is the Flight Manual correct for this particular aircraft?

Guidance

Is the Flight Manual fit for purpose [condition and legibility]? Is it at correct revision status?.

Response

Question

3 Historical Records

Guidance

Response

Question

3.1 Are log books kept for the aircraft, engine[s], VP Propeller[s] as applicable?

Guidance

Response

Question

3.2

Do the aircraft's historical records establish the production, modification and maintenance standard?

Guidance

Response

Question

4

C of A/Restricted C of A and ARC recommendation.

Guidance

Response

Question

4.1 Has a recommendation been made by an appropriately approved Part M subpart G organisation or BCAR A8-25 approved organisation ?

Guidance

Response

Question

5 Language

Guidance

Response

Question

5.1

Are the manuals, placards, listings and instrument markings presented in the english language?

Guidance

Response

Question

6

Aircraft Identification

Guidance

Response

Question

6.1 Has the aircraft been identified in accordance with Part 21 subpart Q?

Guidance

Response

Question

6.2 Do the aircraft's registration markings comply with the Air Navigation Order?

Guidance

CAP523.

Response

Question

6.3

Do the aircraft's exit and break-in markings comply with the Air Navigation Order?

Guidance

Response

Question

7

Issue of Certificate of Airworthiness or Restricted Certificate of Airworthiness.

Guidance

Response

Question

7.1 Does the aircraft conform to a type design approved under a Type Certificate or Specific Airworthiness Specification?

Guidance

Response

Question

7.2 Does the aircraft conform to any Supplemental Type Certificate, change [Modification] or repair approved in accordance with Part 21 or BCAR A8-21?

Guidance

Response

Question

7.3 Has the aircraft been maintained in accordance with the requirements of Part M/A8-25/A6-1?

Guidance

Confirm as per Maintenance Programme declared on Level 2 checklist.

Response

Question

7.4 Has the aircraft been inspected in accordance with the requirements of Part M/A8-25/A6-1?

Guidance

Response

Question

7.5 Have applicable Airworthiness Directives been complied with?

Guidance

Response

Question

7.6 Have applicable CAA Generic Requirements and Generic Concessions been complied with?

Guidance

Response

Question

7.7 Has a flight test been conducted?

Guidance

Required for SHINE aircraft

Response

Question

7.8 Is the aircraft in a condition for safe operation?

Guidance

Response

Question

8 Record Keeping

Guidance

Response

Question

8.1 Have copies of the Certificate of Airworthiness and Airworthiness Review Certificate been retained for CAA Records?

Guidance

Response

Question

9

Additional Information

Guidance

Response

Question

9.1

Please add any further information that you feel is relevant to this Survey Report.

Guidance

Response

Surveillance Record

C of A Issue stage 3 Checklist

Questions

Question

1 Audit Preparation (Review Instructions)

Guidance

Review the Instructions issued by the tech team, note any additional requirements.

Response

Question

2 Survey Details 1.1-Aircraft Registration1.2-Aircraft Serial number1.3-Aircraft Type & Engine Type1.4-Location of Audit1.5-Part M'G' Organisation1.6-Maintenance Programme reference/issue/rev1.7-Flight manual reference/Issue/rev1.8-Hours1.9-Landings1.10-Mass & Balance Report/Schedule date/Issue/Rev

Guidance

Enter Survey details in the Response Box (No Area of Standard Required)

Response

Question

3 Survey Summary

Guidance

Enter a brief overall summary of the audit.

Response

Question

4 A.1 Type Design and Change to the Type Design

Guidance

Does the aircraft conform to a type design approved under a Type Certificate and any supplemental type certificate [STC].The Area of Standard must be selected from the Aircraft Survey drop down only, available options; A.1 Type Design and Change to the Type DesignM.A.304 Data for Modifications and RepairsM.A.305 Aircraft Continuing Airworthiness Record SystemM.A.401 Maintenance dataM.A.710(a)10 Complies with TCDSOther Regulation

Response

[Empty response box]

Question

5 A.2 Airworthiness Limitations

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;A.2 Airworthiness LimitationsM.A.302 Maintenance ProgrammeM.A.305 Continuing Airworthiness records systemM.A.710(a)7 All service Life limited ComponentsOther Regulation

Response

[Empty response box]

Question

6

A.3 Airworthiness Directives

Guidance

Have applicable CAA Generic Requirements and Generic Concessions been complied with? The Area of Standard must be selected from the Aircraft Survey drop down only, available options;A.3 Airworthiness DirectivesM.A.201 ResponsibilitiesM.A.303 Airworthiness DirectivesM.A.305(d) Airworthiness RecordsM.A.305(h) Airworthiness Records retentionM.A.401(a) Current maintenance dataM.A.401(b) Applicable Airworthiness DirectiveM.A.501(b) Prior to InstallationM.A.503(a) Service LifeM.A.504(a)2 Non Compliance M.A.708(b)5 Apply Airworthiness Directive M.A.708(b)8 Coordinate Scheduled MaintenanceM.A.710(a)5 Airworthiness Directives appliedM.A.709(a) Maintenance dataM.A.801 Aircraft certificate of release to serviceOther Regulation

Response

Question

7

B.3 Mass & Balance

Guidance

Does the aircraft weight and balance data accurately reflect the aircraft's configuration? .The Area of Standard must be selected from the Aircraft Survey drop down only, available options;B.3 Mass & BalanceM.A.305(d)5 Current M&B ReportM.A.708(b)10 Manage Mass & BalanceM.A.710(a)9 Valid M & B StatementOther Regulation

Response

Question

8 B.4 Markings & Placards

Guidance

Are the manuals, placards, listings and instrument markings presented in the english language?Do the aircraft's markings comply with the Air Navigation Order?CAP523. The Area of Standard must be selected from the Aircraft Survey drop down only, available options;B.4 Markings & PlacardsM.A.501 ComponentsM.A.710(c) Required Markings & Placards Other Regulation

Response

[Empty response box for question 8]

Question

9 B.5 Operational requirements

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;B.5 Operational requirementsM.A.201(a)2 operational EquipmentOther Regulation

Response

[Empty response box for question 9]

Question

10

B.6 Defect Management

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;B.6 Defect ManagementM.A.301(2) Rectification of DefectsM.A.403 Aircraft DefectsM.A.710(a)4 DefectsOther Regulation

Response

Question

11

C.1 Aircraft Maintenance Programme

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;C.1 Aircraft Maintenance ProgrammeM.A.302 Maintenance Programme M.A.708(b)1 Develop/Control M/PM.A.708(b)2 Approved M/PM.A.708(b)4 MX IAW M/POther Regulation

Response

Question

12

C.2 Component Control

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;C.2 Component ControlM.A.305 Aircraft Continuing Airworthiness Record SystemM.A.501 ComponentsM.A.302 Maintenance ProgrammeM.A.503 Service Life Limited ComponentsM.A.710 Airworthiness ReviewOther Regulation

Response

Question

13

C.3 Repairs

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;C.3 RepairsM.A.304 Data for Modifications and RepairsM.A.305 Aircraft Continuing Airworthiness Record SystemM.A.401 Maintenance dataOther Regulation

Response

Question

14

C.4 Records

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;C.4 RecordsM.A.305 Aircraft Continuing Airworthiness Record SystemM.A.306 Operators Tech Log SystemM.A.307 Transfer of RecordsM.A.801 Aircraft Certificate of Release to ServiceM.A.708(b)9 Manage CAW RecordsOther Regulation

Response

Question

15

Physical Survey

Guidance

Heading

Response

Question

16

D.1 Engines

Guidance

Findings should only be raised against physical survey if none of the other KRE's (A1-C4) apply
The Area of Standard must be selected from the Aircraft Survey drop down only, available options;
D.1 Engines
M.A.403 Aircraft Defects
Other Regulation

Response

Question

17

D.2 Wings

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;
D.2 Wings
M.A.403 Aircraft Defects
Other Regulation

Response

Question

18

D.3 Fuselage

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.3 FuselageM.A.403 Aircraft DefectsOther Regulation

Response

Question

19

D.4 Tail

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.4 TailM.A.403 Aircraft DefectsOther Regulation

Response

Question

20

D.5 Landing Gear

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.5 Landing GearM.A.403 Aircraft DefectsOther Regulation

Response

Question

21

D.6 Flight Deck

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.6 Flight DeckM.A.403 Aircraft DefectsOther Regulation

Response

Question

22

D.7 Cabin

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.7 CabinM.A.403 Aircraft DefectsOther Regulation

Response

Question

23

D.8 Rotors

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.8 RotorsM.A.403 Aircraft DefectsOther Regulation

Response

Question

24

Additional Items

Guidance

Response

Question

25

Has a flight test been conducted?

Guidance

Required for SHINE aircraft

Response

Question

26

Is the aircraft in a condition for safe operation?

Guidance

Response

Question

27

Has a copy for Export of the Certificate of Airworthiness been retained for CAA Records and has a statement been made to the effect that the Mode S and ELT address must be changed when the aircraft is deregistered?

Guidance

Response

Question

28 Have all findings, regardless of whether they were addressed at the time of the audit been raised in Q-Pulse.

Guidance

Response

Surveillance Record

CofA ARC Revalidation Stage 2 Checklist Final

Questions

Question

1

Confirm Aircraft Reg, Type & Serial Number

Guidance

Check against data held in AIS and that it corresponds with all documentation received

Response

Question

2 Certification status of the aircraft

Guidance

For EASA aircraft: Review the EASA website to confirm the TCDS or equivalent the aircraft should be in compliance with. For Annex II aircraft: Refer to CAP 747. Please note that an AAN may be required

Response

Question

3 Aircraft Engine Designation

Guidance

Ensure the engine has been approved for the aircraft type

Response

Question

4 Propeller designation

Guidance

Ensure the propeller designation has been approved for the aircraft type.

Response

Question

5 Are the aircraft weights correct?

Guidance

Review against the applicable TCDS or equivalent document

Response

Question

6 Is the maximum aircraft occupancy correct?

Guidance

Review against the applicable TCDS or equivalent document

Response

Question

7 Does the aircraft require a noise certificate?

Guidance

For EASA aircraft types: review the EASA Noise database. For Annex II aircraft types: please refer to Aircraft Certification Dept.

Response

Question

8 Has the applicant supplied acceptable transfer documentation to support the application?

Guidance

Please note that there is both an EASA and National requirement of a 60 day acceptance period for an Export Certificate. For National Cof A aircraft a current Certificate of Airworthiness issued or renewed within the previous 12 months is acceptable.

Response

Question

9 Flight Manual Reference

Guidance

If no flight manual reference is supplied, review application as aircraft may require a C of A with Conditions

Response

Question

10

Has the applicant declared modifications are installed?

Guidance

Please note that for EASA aircraft, EASA approval of modifications must be demonstrated. This shall either be an EASA Approval Reference or for modifications approved pre September 2003 - demonstration of approval within an EASA Member State. Annex II major mods will usually be approved by an AAN, minor mods by a minor mod approval.

Response

Question

11

Has a Maintenance Programme reference been supplied?

Guidance

Review ERM to confirm that aircraft has been added to, or amendment has been supplied for adding the aircraft. If unable to locate information refer to the organisations RO surveyor. Please note that if the aircraft is operated on LAMP - a copy of the front and signature page are required. If the aircraft is to be operate on a BGA MP, an email confirming this is required from the BGA.

Response

Question

12

Is the aircraft fully Registered?

Guidance

Aircraft must be registered - not Allocated in order to issue certificates.

Response

Question

13

Has the applicant declared compliance to CAP 747?

Guidance

Confirmation may be received in an email or on the application form.

Response

Question

14 Send AD1011 RVSM declaration to the applicant

Guidance

Only applicable to RVSM capable aircraft

Response

Question

15 Send AOC/Non AOC Letter to the applicant

Guidance

Send correct letter as applicable

Response

Question

16 AD1011 RVSM declaration received

Guidance

Send RVSM declaration to Flight Operations Policy Department

Response

Question

17 Original ARC has been received

Guidance

Take a copy, sign and stamp copy as "True Certified Copy of the Original"

Response

Question

18

Print Noise Certificate, C of A, Revalidate ARC

Guidance

Revalidating ARC - TSS to complete - cross out old registration, write new registration, date and sign and stamp

Response

Question

19

Update AIS

Guidance

Update workflow and close case

Response

Question

20

ERM: ARC Copy of Before and after re-validation (yyyymmddAircraftRegistrationCountryARC15a/b)
ERM Non UK C of A (yyyymmddAircraft RegistrationCountryCofA) ERM: UK C of A
(yyyymmddAircraftRegistrationCofAnnn)ERM: Noise (yyyymmddAircraftRegistrationNCnnnnn)

Guidance

Ensure all documents are place in ERM filing

Response

Question

21

Send / arrange pickup of Certificates - Enclose a Certificate Letter to Applicant

Guidance

Confirm with applicant where they would like the documents sent and whether they wish to use recorded delivery

Response

Question

22

E-mail 'ACAM Inbox' aircraft to be proposed for inclusion in ACAM Programme.

Guidance

Response

Question

23

Pass to Ops to update AIS and ERM all docs

Guidance

Response

Surveillance Record

Aircraft Survey Checklist Iss4

Questions

Question

1 Survey Details 1.1-Aircraft Registration1.2-Aircraft Serial number1.3-Aircraft Type & Engine Type1.4-Location of Audit1.5-Part M'G' Organisation1.6-Maintenance Organisation1.7-Owner/Operator1.8-Hours1.9-Landings

Guidance

Enter Survey details in the Response Box (No Area of Standard Required)

Response

Question

2 Survey Summary

Guidance

Enter a brief overall summary of the audit.

Response

Question

3 A.1 Type Design and Change to the Type Design

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options; A.1 Type Design and Change to the Type DesignM.A.304 Data for Modifications and RepairsM.A.305 Aircraft Continuing Airworthiness Record SystemM.A.401 Maintenance dataM.A.710(a)10 Complies with TCDSOther Regulation

Response

Question

4

A.2 Airworthiness Limitations

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;A.2 Airworthiness LimitationsM.A.302 Maintenance ProgrammeM.A.305 Continuing Airworthiness records systemM.A.710(a)7 All service Life limited ComponentsOther Regulation

Response

Question

5

A.3 Airworthiness Directives

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;A.3 Airworthiness DirectivesM.A.201 ResponsibilitiesM.A.303 Airworthiness DirectivesM.A.305(d) Airworthiness RecordsM.A.305(h) Airworthiness Records retentionM.A.401(a) Current maintenance dataM.A.401(b) Applicable Airworthiness DirectiveM.A.501(b) Prior to InstallationM.A.503(a) Service LifeM.A.504(a)2 Non Compliance M.A.708(b)5 Apply Airworthiness Directive M.A.708(b)8 Coordinate Scheduled MaintenanceM.A.710(a)5 Airworthiness Directives appliedM.A.709(a) Maintenance dataM.A.801 Aircraft certificate of release to serviceOther Regulation

Response

Question

6

B.1 Aircraft Documents

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;B.1 Aircraft DocumentsM.A.201(a)2 EquipmentM.A.801 Aircraft Certificate of Release to ServiceOther Regulation

Response

Question

7

B.2 Flight Manual

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;B.2 Flight ManualM.A.305 Aircraft Continuing Airworthiness Record SystemM.A.710(a)2 Applicable Flight Manual M.A.710(c)2 Complies with Flight ManualOther Regulation

Response

Question

8 B.3 Mass & Balance (Priority item)

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;B.3 Mass & BalanceM.A.305(d)5 Current M&B ReportM.A.708(b)10 Manage Mass & BalanceM.A.710(a)9 Valid M & B StatementOther Regulation

Response

Question

9 B.4 Markings & Placards

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;B.4 Markings & PlacardsM.A.501 ComponentsM.A.710(c) Required Markings & Placards Other Regulation

Response

Question

10

B.5 Operational requirements

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;B.5 Operational requirementsM.A.201(a)2 operational EquipmentOther Regulation

Response

Question

11

B.6 Defect Management

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;B.6 Defect ManagementM.A.301(2) Rectification of DefectsM.A.403 Aircraft DefectsM.A.710(a)4 DefectsOther Regulation

Response

Question

12

C.1 Aircraft Maintenance Programme

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;C.1 Aircraft Maintenance ProgrammeM.A.302 Maintenance Programme M.A.708(b)1 Develop/Control M/PM.A.708(b)2 Approved M/PM.A.708(b)4 MX IAW M/POther Regulation

Response

Question

13

C.2 Component Control

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;C.2 Component ControlM.A.305 Aircraft Continuing Airworthiness Record SystemM.A.501 ComponentsM.A.302 Maintenance ProgrammeM.A.503 Service Life Limited ComponentsM.A.710 Airworthiness ReviewOther Regulation

Response

Question

14

C.3 Repairs

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;C.3 RepairsM.A.304 Data for Modifications and RepairsM.A.305 Aircraft Continuing Airworthiness Record SystemM.A.401 Maintenance dataOther Regulation

Response

Question

15

C.4 Records

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;C.4 RecordsM.A.305 Aircraft Continuing Airworthiness Record SystemM.A.306 Operators Tech Log SystemM.A.307 Transfer of RecordsM.A.801 Aircraft Certificate of Release to ServiceM.A.708(b)9 Manage CAW RecordsOther Regulation

Response

Question

16

Physical Survey

Guidance

Heading

Response

Question

17

D.1 Engines

Guidance

Findings should only be raised against physical survey if none of the other KRE's (A1-C4) apply
The Area of Standard must be selected from the Aircraft Survey drop down only, available options; D.1 Engines M.A.403 Aircraft Defects Other Regulation

Response

Question

18

D.2 Wings

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.2 WingsM.A.403 Aircraft DefectsOther Regulation

Response

Question

19

D.3 Fuselage

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.3 FuselageM.A.403 Aircraft DefectsOther Regulation

Response

Question

20

D.4 Tail

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.4 TailM.A.403 Aircraft DefectsOther Regulation

Response

Question

21

D.5 Landing Gear

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.5 Landing GearM.A.403 Aircraft DefectsOther Regulation

Response

Question

22

D.6 Flight Deck

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.6 Flight DeckM.A.403 Aircraft DefectsOther Regulation

Response

Question

23

D.7 Cabin

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.7 CabinM.A.403 Aircraft DefectsOther Regulation

Response

Question

24

D.8 Rotors

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.8 RotorsM.A.403 Aircraft DefectsOther Regulation

Response

Question

25

Quality check

Guidance

Please ensure the following items are completed prior to the closing of the Q-Pulse Audit:1/ Enter the registration next to the Org name (G-TBA)2/ Adding aircraft type to the scope if required and Ticking all completed Scope items3/ Have all findings been raised using the Aircraft Survey area of standard.4/ Complete accepted by, closing meeting on, Accepted on - fields.5/ Have the following documents been retained in ERM*Checklist* Nil finding/Findings letter as appropriate* Organisations response (Findings)* Closure letter

Response

Surveillance Record

Aircraft Survey Checklist (BCAR) Iss1

Questions

Question

1 Survey Details 1.1-Aircraft Registration1.2-Aircraft Serial number1.3-Aircraft Type & Engine Type1.4-Location of Audit1.5-Part M'G' Organisation1.6-Maintenance Organisation1.7-Owner/Operator1.8-Hours1.9-Landings

Guidance

Enter Survey details in the Response Box (No Area of Standard Required)

Response

Question

2 Survey Summary

Guidance

Enter a brief overall summary of the audit.

Response

Question

3 A.1 Type Design and Change to the Type Design

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options; A.1 Type Design and Change to the Type Design
A6/B6-1-7 Data for Modifications and Repairs
A6/B6-1-8 Aircraft Continuing Airworthiness Record System
A6/B6-1-11 Maintenance data
A6/B6-1-10 Complies with TCDS
Other Regulation

Response

Question

4

A.2 Airworthiness Limitations

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;A.2 Airworthiness LimitationsA6/B6-1-5 Maintenance ProgrammeA6/B6-1-8 Continuing Airworthiness records systemA6/B6-1-10 All service Life limited ComponentsOther Regulation

Response

Question

5

A.3 Airworthiness Directives

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;A.3 Airworthiness DirectivesA6/B6-1-2 ResponsibilitiesA6/B6-1-6 Airworthiness DirectivesA6/B6-1-8 Airworthiness RecordsA6/B6-1-8 Airworthiness Records retentionA6/B6-1-11 Current maintenance dataA6/B6-1-11 Applicable Airworthiness Directive????? Prior to Installation????? Service Life????? Non Compliance A6/B6-1-8 Apply Airworthiness Directive A6/B6-1-8 Coordinate Scheduled MaintenanceA6/B6-1-10 Airworthiness Directives appliedA6/B6-1-9 Maintenance dataA6/B6-1-11 Aircraft certificate of release to serviceOther Regulation

Response

Question

6 B.1 Aircraft Documents

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;B.1 Aircraft DocumentsA6/B6-1-2 EquipmentA6/B6-1-11 Aircraft Certificate of Release to ServiceOther Regulation

Response

Question

7 B.2 Flight Manual

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;B.2 Flight ManualM.A.305 Aircraft Continuing Airworthiness Record SystemM.A.710(a)2 Applicable Flight Manual M.A.710(c)2 Complies with Flight ManualOther Regulation

Response

Question

8 B.3 Mass & Balance

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;B.3 Mass & BalanceA6/B6-1-8 Current M&B ReportA6/B6-1-10 Manage Mass & BalanceA6/B6-1-10 Valid M & B StatementOther Regulation

Response

Question

9 B.4 Markings & Placards

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;B.4 Markings & Placards????? ComponentsA6/B6-1-10 Required Markings & Placards Other Regulation

Response

Question

10

B.5 Operational requirements

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;B.5 Operational requirementsA6/B6-1-2 Operational EquipmentOther Regulation

Response

Question

11

B.6 Defect Management

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;B.6 Defect ManagementA6/B6-1-4 Rectification of DefectsA6/B6-1-15 Aircraft DefectsA6/B6-1-10 DefectsOther Regulation

Response

Question

12

C.1 Aircraft Maintenance Programme

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;C.1 Aircraft Maintenance ProgrammeA6/B6-1-5 Maintenance Programme A6/B6-1-8 Develop/Control M/PA6/B6-1-8 Approved M/PA6/B6-1-8 MX IAW M/POther Regulation

Response

Question

13

C.2 Component Control

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;C.2 Component ControlA6/B6-1-8 Aircraft Continuing Airworthiness Record System????? ComponentsA6/B6-1-5 Maintenance Programme????? Service Life Limited ComponentsA6/B6-1-10 Airworthiness ReviewOther Regulation

Response

Question

14

C.3 Repairs

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;C.3 RepairsA6/B6-1-7 Data for Modifications and RepairsA6/B6-1-8 Aircraft Continuing Airworthiness Record SystemA6/B6-1-11 Maintenance dataOther Regulation

Response

Question

15

C.4 Records

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;C.4 RecordsA6/B6-1-8 Aircraft Continuing Airworthiness Record SystemA6/B6-1-9 Operators Tech Log SystemA6/B6-1-10 Transfer of RecordsA6/B6-1-11 Aircraft Certificate of Release to ServiceA6/B6-1-8 Manage CAW RecordsOther Regulation

Response

Question

16

Physical Survey

Guidance

Heading

Response

Question

17

D.1 Engines

Guidance

Findings should only be raised against physical survey if none of the other KRE's (A1-C4) apply
The Area of Standard must be selected from the Aircraft Survey drop down only, available options; D.1 Engines M.A.403 Aircraft Defects Other Regulation

Response

Question

18

D.2 Wings

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.2 WingsA6/B6-1-15 Aircraft DefectsOther Regulation

Response

Question

19

D.3 Fuselage

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.3 FuselageA6/B6-1-15 Aircraft DefectsOther Regulation

Response

Question

20

D.4 Tail

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.4 TailA6/B6-1-15 Aircraft DefectsOther Regulation

Response

Question

21

D.5 Landing Gear

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.5 Landing GearA6/B6-1-15 Aircraft DefectsOther Regulation

Response

Question

22

D.6 Flight Deck

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.6 Flight DeckA6/B6-1-15 Aircraft DefectsOther Regulation

Response

Question

23

D.7 Cabin

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.7 CabinA6/B6-1-15 Aircraft DefectsOther Regulation

Response

Question

24

D.8 Rotors

Guidance

The Area of Standard must be selected from the Aircraft Survey drop down only, available options;D.8 RotorsA6/B6-1-15
Aircraft DefectsOther Regulation

Response

Surveillance Record

A8-26 - Stage 3 Checklist

Questions

Question

1

Audit Summary

Guidance

To be completed after the audit, giving a brief description of the audit, including an overall view of the Organisation.

Response

Question

2

Opening Meeting

Guidance

(1) Audit agenda (2) Time-scales (3) Changes (4) Hot-topics
Hot-topic 1 - The Organisation must respond well before the due date, to ensure the CAA has adequate time for the findings to be closed. Typically 21 days before for a 3 month finding.
Hot-topic 2 - The exposition and any associated documents should be supplied to the CAA in an electronic format (PDF if possible).

Response

Question

3

Para 2 Extent of Approval

Guidance

Response

Question

4

Para 3 Application

Guidance

Response

Question

5

Para 4 Issue of Approval

Guidance

Response

Question

6

Para 5 Continuing Airworthiness

Guidance

Response

Question

7

Para 6 Flight test functions

Guidance

Response

Question

8 Para 7 Exposition

Guidance

Response

Question

9 Para 8 Assurance System of the approval

Guidance

Response

Question

10 Para 9 Personnel requirements

Guidance

Response

Question

11 Para 10 Findings by CAA

Guidance

Response

Question

12 Para 11 Authorisation system for Inspecting personnel

Guidance

Response

Question

13 Para 12 Changes to the approved Organisation

Guidance

Response

Question

14

Closing Meeting

Guidance

(1) Summarise the audit detailing any findings (2) Clearly state the process for the Issuing, closing and extension of findings.
(3) The Organisation must respond well before the due date, to ensure the CAA has adequate time for the findings to be closed. typically 21 days before for a 3 month finding.

Response

Surveillance Record

A8-25 - Stage 3 Checklist

Questions

Question

1

Audit Summary

Guidance

To be completed after the audit, giving a brief description of the audit, including an overall view of the Organisation.

Response

Question

2

Opening Meeting

Guidance

(1) Audit agenda (2) Time-scales (3) Changes (4) Hot-topics
Hot-topic 1 - The Organisation must respond well before the due date, to ensure the CAA has adequate time for the findings to be closed. Typically 21 days before for a 3 month finding.
Hot-topic 2 - The exposition and any associated documents should be supplied to the CAA in an electronic format (PDF if possible).

Response

Question

3

Para 1 Scope (M.A.701) /Para 2 Application (Part M.A.702)/Para 3 Extent of Approval (Part M.A.703)

Guidance

Response

Question

4

Para 4 Continuing Airworthiness Management Exposition (Part M.A.704)

Guidance

4.1 The Continuing Airworthiness Management Organisation shall provide a Continuing Airworthiness Management Exposition containing the following information: a) a statement signed by the accountable manager to confirm that the organisation will work in accordance with this Chapter A8-25 and the exposition at all times; b) scope of work; c) the title(s) and name(s) of person(s) referred to in paragraphs 6.1, 6.3, 6.4 and 6.8; d) an organisation chart showing associated chains of responsibility; e) a list of airworthiness review staff; f) a general description and location of the facilities; g) CAMO procedures & CAME amendment procedures; h) list of approved AMP & 'generic' and 'baseline' maintenance programmes.

Response

Question

5

Para 5 Facilities (Part M.A.705)

Guidance

Response

Question

6 Para 6 Personnel Requirements (Part M.A.706)

Guidance

Response

Question

7 Para 7 Airworthiness Review Staff (Part M.A.707)

Guidance

Response

Question

8 Para 8 Continuing Airworthiness Management (Part M.A.708)

Guidance

Response

Question

9 Para 9 Documentation (Part M.A.709)

Guidance

Response

Question

10 Para 10 Airworthiness Review (Part M.A.710)

Guidance

Response

Question

11 Para 12 Quality System (Part M.A.712)

Guidance

Response

Question

12

Para 13 Changes to the Approved Continuing Airworthiness Organisation (Part M.A.713)

Guidance

Response

Question

13

Para 14 Record-keeping (Part M.A.714)

Guidance

Response

Question

14 Para 11 Privileges of the Organisation (Part M.A.711) /Para 15 Continued Validity of Approval (Part M.A.715) / Para 16 Findings by the CAA (Part M.A.716)

Guidance

Response

Question

15 Closing Meeting

Guidance

(1) Summarise the audit detailing any findings (2) Clearly state the process for the Issuing, closing and extension of findings.
(3) The Organisation must respond well before the due date, to ensure the CAA has adequate time for the findings to be closed. typically 21 days before for a 3 month finding.

Response

Surveillance Record

A8-24 - Stage 3 Checklist

Questions

Question

1

Audit Summary

Guidance

To be completed after the audit, giving a brief description of the audit, including an overall view of the Organisation.

Response

Question

2 Opening Meeting

Guidance

(1) Audit agenda (2) Time-scales (3) Changes (4) Hot-topics
Hot-topic 1 - Human factors was launched with high expectations. Over time it has become just another compliance item. Discuss with the organisation, what they are doing to keep Human factors visible and relevant. Hot-topic 2 - The Organisation must respond well before the due date, to ensure the CAA has adequate time for the findings to be closed. Typically 21 days before for a 3 month finding. Hot-topic 3 - The exposition and any associated documents should be supplied to the CAA in an electronic format (PDF if possible).

Response

Question

3 Para 1 Scope (M.A.601) /Para 2 Application (Part M.A.602)/Para 3 Issue of Approval (Part M.A.603)/Para4 Terms of Approval (Part M.A.603)

Guidance

Response

Question

4 Para 5 Extent of Approval (Part M.A.603)

Guidance

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.

Response

Question

5 Para 6 Maintenance Organisation Manual (Part M.A.604)

Guidance

6.1 The maintenance organisation shall provide a manual (see Appendix 1 to CAP553 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 Chapter A8-24 and the manual at all times; b) scope of work; c) the title(s) and name(s) of person(s) referred to in paragraph 8.2; d) organisation chart showing associated chains of responsibility; e) a list of certifying staff with their scope of approval; f) a list of locations/ description of the facilities; g) procedures; h) MOM amendment procedure(s).

Response

Question

6 Para 7 Facilities (Part M.A.605)

Guidance

Response

Question

7 Para 8 Personnel Requirements (Part M.A.606)

Guidance

Response

Question

8

Para 9 Certifying Staff (Part M.A.607)

Guidance

Response

Question

9

Para 10 Components, Equipment and Tools (Part M.A.608)

Guidance

Response

Question

10 Para 11 Maintenance Data (Part M.A.609 & M.A.401)

Guidance

Response

Question

11 Para 12 Maintenance Work Orders (Part M.A.610)

Guidance

Response

Question

12 Para 13 Performance of Maintenance (Part M.A.402)

Guidance

Response

Question

13 Para 14 Component Maintenance (Part M.A.502)

Guidance

Response

Question

14

Para 15 Aircraft Defects (Part M.A.403)

Guidance

Response

Question

15

Para 16 Aircraft Certificate of Release to Service (Part M.A.612 & M.A.801)

Guidance

Response

Question

16

Para 17 Component Certificate of Release to Service (Part M.A.613)

Guidance

Response

Question

17

Para 18 Maintenance Records (Part M.A.614)

Guidance

Response

Question

18 Para 19 Privileges of the Organisation (Part M.A.615) /Para 22 22 Continued Validity of Approval (Part M.A.618) /
Para 23 Findings by the CAA (Part M.A.619)

Guidance

Response

Question

19 Para 20 Organisational Review (Part M.A.616)

Guidance

Response

Question

20

Closing Meeting

Guidance

(1) Summarise the audit detailing any findings (2) Clearly state the process for the Issuing, closing and extension of findings.
(3) The Organisation must respond well before the due date, to ensure the CAA has adequate time for the findings to be closed. typically 21 days before for a 3 month finding.

Response

Surveillance Record

A8-23 - Stage 3 Checklist

Questions

Question

1

Audit Summary

Guidance

To be completed after the audit, giving a brief description of the audit, including an overall view of the Organisation.

Response

Question

2

Opening Meeting

Guidance

(1) Audit agenda (2) Time-scales (3) Changes (4) Hot-topics
Hot-topic 1 - Human factors was launched with high expectations. Over time it has become just another compliance item. Discuss with the organisation, what they are doing to keep Human factors visible and relevant. Hot-topic 2 - The Organisation must respond well before the due date, to ensure the CAA has adequate time for the findings to be closed. Typically 21 days before for a 3 month finding. Hot-topic 3 - The exposition and any associated documents should be supplied to the CAA in an electronic format (PDF if possible).

Response

Question

3

Para 1 Scope (Part 145.A.10) /Para 2 Application (Part 145.A.15)/Para 3 Issue of Approval/Para 4 Terms of Approval (Part 145.A.20)

Guidance

Response

Question

4 Para 5 Facility Requirements (Part 145.A.25)

Guidance

Response

Question

5 Para 6 Personnel Requirements (Part 145.A.30)

Guidance

Response

Question

6 Para 7 Certifying Staff and Support Staff (Part 145.A.35)

Guidance

Response

Question

7 Para 8 Equipment, Tools & Material (Part 145.A.40)

Guidance

Response

Question

8

Para 9 Acceptance of Components (Part 145.A.42)

Guidance

Response

Question

9

Para 10 Maintenance Data (Part 145.A.45)

Guidance

Response

Question

10

Para 11 Work Planning (Part 145.A.47)

Guidance

Response

Question

11

Para 12 Certification of Maintenance (Part 145.A.50)

Guidance

Response

Question

12

Para 13 Maintenance Records (Part 145.A.55)

Guidance

Response

Question

13

Para 14 Occurrence Reporting (Part 145.A.60)

Guidance

Response

Question

14

Para 15 Safety and Quality Policy, Maintenance Procedures & Quality System (Part 145.A.65)

Guidance

Response

Question

15

Para 16 Maintenance Organisation Exposition (Part 145.A.70)

Guidance

16.1 The organisation shall submit to the CAA an Exposition (see Appendix 1 to this Chapter A8-23) containing the following information: a) a statement signed by the accountable manager, confirming that the exposition and any associated manuals which define the organisation's compliance with this Requirement will be complied with at all times; b) safety and quality policy; c) the title(s), name(s) duties of the persons nominated under paragraph 6.2; d) an organisation chart showing associated chains of responsibility f) a list of certifying and support staff; g) manpower resources; h) list of locations / descriptions of facilities; i) scope of work; j) procedures; k) amendment procedures; l) the quality system and associated procedures; m) list of commercial operators supported; n) list of subcontracters; o) list of line stations; p) contracted organisations.

Response

Question

16 Para 17 Privileges of the Organisation (Part 145.A.75) / Para 18 Limitations on the Organisation (Part 145.A.80)

Guidance

Response

Question

17 Para 19 Changes to the Organisation (Part 145.A.85) / Para 20 Continued Validity (Part 145.A.90) / Para 21 Findings by the CAA (Part 145.A.95)

Guidance

Response

Question

18

Closing Meeting

Guidance

(1) Summarise the audit detailing any findings (2) Clearly state the process for the Issuing, closing and extension of findings.
(3) The Organisation must respond well before the due date, to ensure the CAA has adequate time for the findings to be closed. typically 21 days before for a 3 month finding.

Response

Surveillance Record

A8-21 - Stage 3 Checklist (Production)

Questions

Question

1

Audit Summary

Guidance

To be completed after the audit, giving a brief description of the audit, including an overall view of the Organisation.

Response

Question

2

Opening Meeting

Guidance

(1) Audit agenda (2) Time-scales (3) Changes (4) Hot-topics
Hot-topic 1 - Human factors was launched with high expectations. Over time it has become just another compliance item. Discuss with the organisation, what they are doing to keep Human factors visible and relevant. Hot-topic 2 - The Organisation must respond well before the due date, to ensure the CAA has adequate time for the findings to be closed. Typically 21 days before for a 3 month finding. Hot-topic 3 - The exposition and any associated documents should be supplied to the CAA in an electronic format (PDF if possible).

Response

Question

3

Para 1 Scope (Part 21A.131)/Para 2 Eligibility (Part 21A.133)/Para 3 Application (Part 21A.134)/Para4 Issue of Approval (Part 21A.135)

Guidance

Response

Question

4 Para 6 Production Quality System (Part 21A.139)

Guidance

Response

Question

5 Para 7 Exposition (part 21A.143)

Guidance

6.1 The organisation shall provide an expositionI (see Appendix 1 to CAP553 Chapter A8-21 Appendix 3) 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 Chapter A8-24 and the manual at all times;b) the organisation's scope of work;c) the title(s) and name(s) of person(s) referred to in paragraph 8.2;d) an organisation chart showing associated chains of responsibility between the person(s) referred to in paragraph 8.2;e) a list of certifying staff with their scope of approval;f) a list of locations where maintenance is carried out, together with a general description of the facilities;g) procedures specifying how the maintenance organisation ensures compliance with this Requirement; andh) the maintenance organisation manual amendment procedure(s).

Response

Question

6

Para 8 Approval Requirements (Part 21A.145)

Guidance

Response

Question

7

Para 9 Changes to the approved organisation (Part 21 A.147 & .148)

Guidance

Response

Question

8

Para 10 Trasferability (Part 21A.149)

Guidance

Response

Question

9

Para 11 Terms of approval (Part21A.151)

Guidance

Response

Question

10 Para 12 Changes to the terms of approval (Part 21A.153)

Guidance

Response

Question

11 Para 13 Investigation (Part 21A.157)

Guidance

Response

Question

12 Para 14 Findings (Part 21A.158)

Guidance

Response

Question

13 Para 15 Duration and continued Validity (Part 21A.159)

Guidance

Response

Question

14

Para 17 Production Privileges (Part 21A.163)

Guidance

Response

Question

15

Para 18 Obligations of the holder (Part 21A.165)

Guidance

Response

Question

16

Closing Meeting

Guidance

(1) Summarise the audit detailing any findings (2) Clearly state the process for the Issuing, closing and extension of findings.
(3) The Organisation must respond well before the due date, to ensure the CAA has adequate time for the findings to be closed. typically 21 days before for a 3 month finding.

Response

Surveillance Record

A8-21 - Stage 3 Checklist (Design)

Questions

Question

1

Audit Summary

Guidance

To be completed after the audit, giving a brief description of the audit, including an overall view of the Organisation.

Response

Question

2

Opening Meeting

Guidance

(1) Audit agenda (2) Time-scales (3) Changes (4) Hot-topics
Hot-topic 1 - Human factors was launched with high expectations. Over time it has become just another compliance item. Discuss with the organisation, what they are doing to keep Human factors visible and relevant. Hot-topic 2 - The Organisation must respond well before the due date, to ensure the CAA has adequate time for the findings to be closed. Typically 21 days before for a 3 month finding. Hot-topic 3 - The exposition and any associated documents should be supplied to the CAA in an electronic format (PDF if possible).

Response

Question

3

Para 1 Scope (Part 21A.231)/Para 2 Eligibility (Part 21A.233)/Para 3 Application (Part 21A.234)/Para 4 Issue of Approval (Part 21A.235)

Guidance

Response

Question

4 Para 5 Design Assurance System (Part 21A.239)

Guidance

Response

Question

5 Para 7 Exposition (part 21A.243)

Guidance

6.1 The organisation shall provide an expositionI (see Appendix 1 to CAP553 Chapter A8-21 Appendix 3) 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 Chapter A8-24 and the manual at all times;b) the organisation's scope of work;c) the title(s) and name(s) of person(s) referred to in paragraph 8.2;d) an organisation chart showing associated chains of responsibility between the person(s) referred to in paragraph 8.2;e) a list of certifying staff with their scope of approval;f) a list of locations where maintenance is carried out, together with a general description of the facilities;g) procedures specifying how the maintenance organisation ensures compliance with this Requirement; andh) the maintenance organisation manual amendment procedure(s).

Response

Question

6 Para 8 Approval Requirements (Part 21A.245)

Guidance

Response

Question

7 Para 9 Changes to the approved organisation (Part 21 A.247)

Guidance

Response

Question

8

Para 10 Trasferability (Part 21A.249)

Guidance

Response

Question

9

Para 11 Terms of approval (Part21A.251)

Guidance

Response

Question

10

Para 12 Changes to the terms of approval (Part 21A.253)

Guidance

Response

Question

11

Para 13 Investigation (Part 21A.257)

Guidance

Response

Question

12

Para 14 Findings (Part 21A.258)

Guidance

Response

Question

13

Para 15 Duration and continued Validity (Part 21A.259)

Guidance

Response

Question

14 Para 16 Design Privileges (Part 21A.263)

Guidance

Response

Question

15 Para 18 Obligations of the holder (Part 21A.265)

Guidance

Response

Question

16

Closing Meeting

Guidance

(1) Summarise the audit detailing any findings (2) Clearly state the process for the Issuing, closing and extension of findings.
(3) The Organisation must respond well before the due date, to ensure the CAA has adequate time for the findings to be closed. typically 21 days before for a 3 month finding.

Response

Surveillance Record

A8-21 - Stage 3 Checklist (Combined D & P)

Questions

Question

1

Audit Summary

Guidance

To be completed after the audit, giving a brief description of the audit, including an overall view of the Organisation.

Response

Question

2 Opening Meeting

Guidance

(1) Audit agenda (2) Time-scales (3) Changes (4) Hot-topics
Hot-topic 1 - Human factors was launched with high expectations. Over time it has become just another compliance item. Discuss with the organisation, what they are doing to keep Human factors visible and relevant. Hot-topic 2 - The Organisation must respond well before the due date, to ensure the CAA has adequate time for the findings to be closed. Typically 21 days before for a 3 month finding. Hot-topic 3 - The exposition and any associated documents should be supplied to the CAA in an electronic format (PDF if possible).

Response

Question

3 Para 1 Scope (Part 21A.131 & .231)/Para 2 Eligibility (Part 21A.133 & .233)/Para 3 Application (Part 21A.134 & .234)/Para4 Issue of Approval (Part 21A.135 & .235)

Guidance

Response

Question

4 Para 5 Design Assurance System (Part 21A.239)

Guidance

Response

Question

5 Para 6 Production Quality System (Part 21A.139)

Guidance

Response

Question

6 Para 7 Exposition (part 21A.143 & .243)

Guidance

6.1 The organisation shall provide an expositionl (see Appendix 1 to CAP553 Chapter A8-21 Appendix 3) 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 Chapter A8-24 and the manual at all times;b) the organisation's scope of work;c) the title(s) and name(s) of person(s) referred to in paragraph 8.2;d) an organisation chart showing associated chains of responsibility between the person(s) referred to in paragraph 8.2;e) a list of certifying staff with their scope of approval;f) a list of locations where maintenance is carried out, together with a general description of the facilities;g) procedures specifying how the maintenance organisation ensures compliance with this Requirement; andh) the maintenance organisation manual amendment procedure(s).

Response

Question

7 Para 8 Approval Requirements (Part 21A.145 & 245)

Guidance

Response

Question

8

Para 9 Changes to the approved organisation (Part 21 A.147, .148 & .247)

Guidance

Response

Question

9

Para 10 Trasferability (Part 21A.149 & .249)

Guidance

Response

Question

10

Para 11 Terms of approval (Part21A.151 & .251)

Guidance

Response

Question

11

Para 12 Changes to the terms of approval (Part 21A.153 &.253)

Guidance

Response

Question

12

Para 13 Investigation (Part 21A.157 & .257)

Guidance

Response

Question

13

Para 14 Findings (Part 21A.158 & .258)

Guidance

Response

Question

14

Para 15 Duration and continued Validity (Part 21A.159 & .259)

Guidance

Response

Question

15

Para 16 Design Privileges (Part 21A.263)

Guidance

Response

Question

16

Para 17 Production Privileges (Part 21A.163)

Guidance

Response

Question

17

Para 18 Obligations of the holder (Part 21A.165 & .265)

Guidance

Response

Question

18

Closing Meeting

Guidance

(1) Summarise the audit detailing any findings (2) Clearly state the process for the Issuing, closing and extension of findings.
(3) The Organisation must respond well before the due date, to ensure the CAA has adequate time for the findings to be closed. typically 21 days before for a 3 month finding.

Response

Question

14

Ref A3-7 Issue and renewal of national permit to fly

Guidance

Response