

19 March 2014
FOIA reference: F0001836

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 obtain the following forms / documents.

*Audit number BCAR-82
M3 stage 3 checklist
NARC/ARC recommendations stage 3 checklist
AD459 recommendations for NARC privileges".*

Our response:

We have assessed your request in line with the provisions of the Freedom of Information Act 2000 (FOIA).

BCAR.82 is a reference to a specific audit rather than a particular form or document, but copies of the other three forms you have requested have been provided.

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

Civil Aviation Authority

Aviation House GW Gatwick Airport South Crawley West Sussex England RH6 0YR www.caa.co.uk
Telephone 01293 768512 rick.chatfield@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.

CIVIL AVIATION AUTHORITY

Safety Regulation Group

INITIAL/CHANGE/CONTINUATION RECOMMENDATION FOR AN ORGANISATION APPROVED TO BCAR SUB-SECTION A8

Name of Organisation: _____

Approval Ref:

Group(s)

Address(es) for which approval is sought/held:

Telephone No:

E-mail:

Chief Executive:

Co-ordinator:

Contact/Tel. No. for visits:

Exposition Reference:

Issue:

Amendment:

This AD459 is raised to:

Surveyor(s) Signature _____ Name _____ Date _____

Quality Check Signature _____ Name _____ Date _____

Head Office Use Only

DB Updated

Surveyor Comments

OK to File

Checklist

Audit Details	
Audit Number	Audit
Audit Scheduled Start 15/01/2014	

Checklist			
Title	Description	Completed By	Completed Date
A8-15 - M3 Stage 3 Checklist	Imported on 12/04/2013		

Questions

1	A8-15 para 3.1. Personnel
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Guidance	
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Response	
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2	A8-15 Para 3.2 Organisation and procedures
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Guidance	
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Response	
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3 A8-15 Para 3.3 Accomodation

Guidance

Response

4 A8-15 Para 3.4 Equipment

Guidance

Response

5 A8-15 Para 3.5 Publications and information

Guidance

Response

6 A8-15 Para 4 Continuation of approval

Guidance

Response

7	A8-15 Para 5 Findings
Guidance	
Response	

8	Appendix 1 to A8-15
Guidance	
Response	

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

10	Ref A6-1 Maintenance and continuing airworthiness of non EASA aircraft
Guidance	
Response	

Checklist

Audit Details	
Audit Number	Audit
Audit Scheduled Start	

Checklist			
Title	Description	Completed By	Completed Date
NARC/ARC Recommendation Stage 3 checklist	Imported 27-06-2013		

Questions

1 Aircraft Registration

Guidance

Response

2 Manufacturer & Designation

Guidance

Response

3 Serial number

Guidance

Response

4 MTOW

Guidance

Response

5 Details of previous ARC

Guidance

Response

6 Record review

Guidance Record Hours flown and cycles (Current and up to 31st Dec)

Response

7 Physical Survey

Guidance

Response

8 Proposed aircraft operation

Guidance

Response

9 Contact Details

Guidance

Response

10 Metrics

Guidance

Response

11 Aircraft Continuing Airworthiness record system

Guidance

Response

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

Guidance Review Log Book entries for Clarity , accuracy and currency

Response

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

Guidance Review Modification/ Log book listing: Service Bulletin Listing: STC Listing: Work Packages: Maintenance data

Response

11.3 Is the maintenance history/status of the aircraft and its components up to date and complete ?

Guidance Review component release documentation

Response

11.4	Are log books kept for the aircraft, engine[s], VP Propeller[s] & APU Operators technical/journey log as applicable?
Guidance	Review Log Book entries for Clarity, accuracy and currency
Response	
11.5	Are the registration papers correct and valid for the aircraft?
Guidance	
Response	
12	Flight Manual
Guidance	
Response	
12.1	Is the Flight Manual applicable to the aircraft configuration and reflects the latest revision status?
Guidance	Is the Flight Manual fit for purpose: [condition and legibility]? :Is it at correct revision status?.: Approved by EASA/CAA: Does it contain the correct supplements/AD for the aircrafts configuration.:
Response	

13 Maintenance

Guidance

Response

13.1 Has all the maintenance due on the aircraft according to the approved maintenance programme been carried out?

Guidance Review work packs: Care and Maintenance has been carried out if the aircraft has been in storage.: STC/repair Instructions for continued airworthiness complied with: Correct maintenance data.:

Response

13.2 List scheduled maintenance since the last ARC review

Guidance List scheduled maintenance carried out during the review period.

Response

14 Defects

Guidance

Response

14.1 Have all known defects been corrected or, when applicable, carried forward in a controlled manner?

Guidance Review: Technical log: log book entries: MEL: CDL:

Response

15 Airworthiness Directives

Guidance

Response

15.1 Have all applicable airworthiness directives have been applied and properly registered ?

Guidance Review: Aircraft AD Status:

Response

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

Guidance

Response

16 Modifications and repairs

Guidance

Response

16.1 Have all modifications and repairs applied to the aircraft suitably approved?

Guidance Review: Modification/ Log book listing: Ensure ICAs for STCs & Repairs are current and have been complied.: Review modification and repair approval sheets:

Response

16.2 Does the aircraft conform to any Supplemental Type Certificate, change or repair appropriately approved?

Guidance

Response

17 Type Design

Guidance

Response

17.1 Does the aircraft comply with the latest revision of its type design appropriately approved?

Guidance Review any limitations

Response

18 Service Life Limited Components

Guidance

Response

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

Guidance Review Component log cards/records

Response

19 Maintenance release

Guidance

Response

19.1 Has all maintenance has been released in accordance with appropriate regulation?

Guidance

Response

20 Mass & Balance statement

Guidance

Response

20.1 Does the current mass and balance statement reflect the configuration of the aircraft and is valid ?

Guidance

Response

20.2 Review last Weigh report & equipment list

Guidance

Response

21 Noise Certificate

Guidance

Response

21.1 If required, the aircraft holds a noise certificate corresponding to the current configuration ?

Guidance

Response

22 Aircraft Survey Markings & Placards

Guidance

Response

22.1 Are the required markings and placards properly installed ?

Guidance As per: AFM: AMM: STC / MOD /AD: ANO:

Response

22.2	Are the markings, placards, listings and instrument markings presented in the English language?
Guidance	
Response	

22.3	Do the aircraft's markings comply with the Air Navigation Order?
Guidance	
Response	

23	Aircraft Survey Approved Documentation
Guidance	
Response	

23.1	Does the aircraft comply with the approved documentation?
Guidance	To ensure compliance the physical survey may include relevant sample checks of items.: Check Airframe / Engine data plates: Check Fireproof plate: Review aircraft C of R, Cof A & Radio Licence documentation:
Response	

24	Aircraft Survey Defects
Guidance	
Response	

24.1	Have all evident defects, that can be found, been addressed according to Part M.A.403?
Guidance	Review deferred defects: MEL: CDL:
Response	

25	Aircraft Survey Flight Test
Guidance	
Response	

25.1	Has a flight test been conducted?
Guidance	Required Annex II Aircraft: 1 year requirement: 3 year requirement: Fleet programme:
Response	

26	Aircraft Survey consistent with the record?
Guidance	
Response	

26.1	Are there any inconsistencies between the aircraft and the documented review of the records that were checked in items 1-11
Guidance	Operational requirements RVSM, etc: Compass compensation: Emergency equipment Cabin configuration (LOPA):
Response	

27	Aircraft Survey Areas Inspected
Guidance	
Response	

27.1	List the compartments/ area's / parts that have been inspected and their status
Guidance	
Response	

28	Aircraft Survey Part 66 Support
Guidance	
Response	

28.1	Is a suitably Licensed holder assisting with survey?
Guidance	Ensure the licence holder is suitably qualified and has a type licence applicable to the survey aircraft.
Response	

29	Additional Information
Guidance	
Response	

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