Course Syllabus

Revision 04.12.2008

Continuing Airworthiness Requirements
(For Aircraft not involved in Commercial Air Transport)

Part-M (Non CAT)

Detailed Course

Contents:

A. THE EU LEGAL FRAMEWORK - PRINCIPLES

The Community being a supranational organisation, Member States may no more:

- Deviate from common rules.
- impose additional requirements or
- Conclude arrangements with third countries.

Legislative powers

The Legislator, through the Basic Regulation:

- Defines the scope of powers transferred to the Community (the products, organizations and personnel that will be regulated by the Community to protect public interest)
- Adopts the essential requirements specifying the objectives to be met (the obligations and means to reach the desired level of protection)
- Distributes the executive tasks among the executive agents
- Establishes the means of judicial control when executive powers are given to Community bodies

Executive powers

Certification is carried out:

- By the Agency (when centralized action is more efficient);
- By the National Aviation Authorities (Commission oversight through the Agency) – This is the case for Continuing Airworthiness Management Organisations.

Judicial powers

Oversight and enforcement are carried out by the national systems, under the supervision of national Courts
The interpretation of Community law is made by the Court of Justice of the European Community.

THE AGENCY:

- Drafts common rules (EASA Regulation and implementing rules)
- Adopts material for the implementation of common rules (airworthiness codes, interpretation and guidance material)
- Issues type certificates (TC, STC,…), approves organisations (DOA and, outside the European territory, POA, MOA…), ensures their continued oversight
- Oversees the application of rules by the Member States and recommends the necessary enforcement actions to the Commission
- Acts as a focal point for third countries and international organizations for the harmonisation of rules and the recognition / validation of certificates

THE MEMBER STATES (NAAS):

- Provide expertise as appropriate for rulemaking tasks
- Develop national administrative rules for the implementation and enforcement of common rules (administrative procedures)
- May take action on a case by case basis if so required to ensure safety or appropriate operational flexibility (safeguards)
- Approve organisations in their territory (except DOs)
- Issue certificates for individual products on their registry
- Issue personnel licences for aircraft maintenance certifying staff (Part-66)

B. STRUCTURE OF THE EU REGULATORY SYSTEM

a) TREATY ESTABLISHING THE EUROPEAN COMMUNITY

Article 80

2. The Council may, acting by a qualified majority, decide whether, to what extent and by what procedure appropriate provisions may be laid down for sea and air transport. The procedural provisions of Article 71 shall apply.

Article 71

1. For the purpose of implementing Article 70, and taking into account the distinctive features of transport, the Council shall, acting i.a.w. the procedure referred to in Article 251 and after consulting the Economic and Social Committee and the Committee of the Regions, lay down:

(a) common rules applicable to international transport to or from the territory of a Member State or passing across the territory of one or more Member States;

(b) the conditions under which non-resident carriers may operate transport services within a Member State;

(c) measures to improve transport safety;

(d) Any other appropriate provisions.

b) BASIC REGULATION

- The Parliament and the Council define the Scope of Powers transferred from the Member States to the Community
- They adopt the Essential Requirements specifying the objectives to be met
- The Basic Regulation was adopted by the European Parliament and the Council, according to the co-decision procedure
- It defines the scope of Community competence
- It establishes the objectives and principles of Community action
- It establishes the division of regulatory and executive powers between the Agency, the European Institutions and the Member States

c) IMPLEMENTING RULES

The Commission adopts standards for implementing the essential requirements
The Implementing Rules were adopted by the Commission, according to the commitology procedure
They establish common standards in the fields of airworthiness, continuing airworthiness and environmental protection that:

- Fulfil the objectives and principles established in the Essential Requirements
- Are in compliance with ICAO SARPs

They define the Competent Authority for the executive functions and establish rules and procedures for its implementation

d) ACCEPTABLE MEANS OF COMPLIANCE

M.B.103 Acceptable means of compliance

The Agency shall develop acceptable means of compliance that the Member States may use to establish compliance with this Part. When the acceptable means of compliance are complied with, the related requirements of this Part shall be considered as met.

C. REGULATION (EC) NO 216/2008			
Chapter I Principles			
Article 1	**Scope**	**Applicability of the Basic Regulation** to **products, parts and appliances** This Regulation shall apply to: (a) the design, production, maintenance and operation of aeronautical products, parts and appliances, as well as personnel and organisations involved in the design, production and maintenance of such products, parts and appliances (b) Personnel and organisations involved in the operation of aircraft.	
Chapter II Substantive requirements			
Article 4	**Basic principles and applicability**	1. Aircraft, including any installed product, part and appliance, which are: (a) designed or manufactured by an organisation for which the Agency or a Member State ensures safety oversight; or (b) registered in a Member State, unless their regulatory safety oversight has been delegated to a third country and they are not used by a Community operator; or (c) registered in a third country and used by an operator for which any Member State ensures oversight of operations, or used into, within or out of the Community by an operator established or residing in the Community; or (d) registered in a third country, or registered in a Member State which has delegated their regulatory safety oversight to a third country, and used by a third country operator into, within or out of the Community shall comply with this Regulation. (j) Paragraph 1 shall not apply to aircraft referred to in Annex II.	

Article 5	**Airworthiness**	1. Aircraft referred to in Article 4(1) (a), (b) and (c) shall comply with the essential requirements for airworthiness laid down in Annex I. 2. Compliance of aircraft referred to in Article 4(1)(b), and of products, parts and appliances mounted thereon shall be established in accordance with the following. (d) Organisations responsible for the maintenance of products, parts and appliances shall demonstrate their capability and means to discharge the responsibilities associated with their privileges. Unless otherwise accepted these capabilities and means shall be recognised through the issuance of an organisation approval. The privileges granted to the approved organisation and the scope of the approval shall be specified in the terms of approval. 5. The measures designed to amend non-essential elements of this Article, by supplementing it, shall be adopted in accordance with the regulatory procedure with scrutiny referred to in Article 65(4). Those measures shall specify in particular: (f) conditions to issue, maintain, amend, suspend or revoke organisation approvals i.a.w. § 2(d), (e) and (g) and conditions under which such approvals need not be requested; Responsibilities of the holders of certificates.	
Article 11	**Recognition of certificates**	1. Member States shall, without further technical requirements or evaluation, recognise the certificates issued in accordance with this Regulation. When the original recognition is for a particular purpose, or purposes, any subsequent recognition shall cover only the same purpose or purpose(s). *Note: such an "automatic mutual recognition" is possible, provided that the State issuing the certificates is fully compliant with the provisions of the Basic Regulation. If that is not the case (i.e. new Member States accessing the European Union), then this article shall not apply (Refer to Regulation 1962/2006 for a practical example).*	

		2. The Commission, on its own initiative or at the request of a Member State or of the Agency, may initiate the procedure referred to in Article 65(7) to decide whether a certificate issued in accordance with this Regulation effectively complies with this Regulation and its implementing rules. In case of non-compliance or ineffective compliance, the Commission shall require the issuer of a certificate to take appropriate corrective action and safeguard measures, such as limitation or suspension of the certificate. Moreover, the provisions of paragraph 1 shall cease to apply to the certificate from the date of the notification of the Commission's decision to the Member States. 3. When the Commission has sufficient evidence that appropriate corrective action has been taken by the issuer referred to in paragraph 2 to address the case of non-compliance or ineffective compliance and that the safeguard measures are no longer necessary, it shall decide that the provisions of paragraph 1 apply again to this certificate. These provisions shall apply as from the date of the notification of this decision to the Member States.	
Article 14	**Flexibility provisions**	(k) Member States may grant exemptions in the event of unforeseen urgent operational circumstances or operational needs of a limited duration, provided the level of safety is not adversely affected thereby. Appropriate notification.	
Article 18	**Agency measures**	The Agency shall, where appropriate: (a) issue opinions addressed to the Commission; (b) issue recommendations addressed to the Commission for the application of Art. 14; (c) issue certification specifications, including airworthiness codes and acceptable means of compliance, as well as any guidance material for the application of this Regulation and its implementing rules.	

ANNEX I			
Essential requirements For airworthiness referred to in Article 5	**3. Organisations**	3.a. Organisation approvals must be issued when the following conditions are met: 3.a.1. the organisation must have all the means necessary for the scope of work. These means comprise, but are not limited to, the following: facilities, personnel, equipment, tools and material, documentation of tasks, responsibilities and procedures, access to relevant data and record-keeping; 3.a.2. the organisation must implement and maintain a management system to ensure compliance with these essential requirements for airworthiness, and aim for continuous improvement of this system; 3.a.3. the organisation must establish arrangements with other relevant organisations, as necessary, to ensure continuing compliance with these essential requirements for airworthiness; 3.a.4. the organisation must establish an occurrence reporting and/or handling system, which must be used by the management system under point 3.a.2 and the arrangements under point 3.a.3, in order to contribute to the aim of continuous improvement of the safety of products.	
ANNEX II	**Aircraft referred to in Article 4(4)**	Art. 4(1), (2) & (3) do not apply to aircraft falling in one or more of the categories below. (a) historic aircraft meeting the criteria below: (i) non complex aircraft whose: – initial design was established before 1.1.1955 and (l) production has been stopped before 1.1.1975 or (m) aircraft having a clear historical relevance, related to: (n) a participation in a noteworthy historical event; or – a major step in the development of aviation; or – a major role played into the armed forces of a Member State.	

		(o) aircraft specifically designed or modified for research, experimental or scientific purposes, and likely to be produced in very limited numbers. I aircraft of which at least 51% is built by an amateur, or a non profit making association of amateurs, for their own purposes and without any commercial objective. (d) Aircraft that have been in the service of military forces, unless the aircraft is of a type for which a design standard has been adopted by the Agency. (e) aeroplanes, helicopters and powered parachutes having no more than two seats, a maximum take-off mass, as recorded by the Member States, of no more than: (i) 300 kg for a land plane/helicopter, single seater; or (ii) 450 kg for a land plane/helicopter, two seater; or (iii) 330 kg for an amphibian or floatplane/helicopter single seater; or (iv) 495 kg for an amphibian or floatplane/helicopter two seater, provided that, where operating both as a floatplane/helicopter and as a land plane/helicopter, it falls below both MTOM limits, as appropriate; (v) 472,5 kg for a land plane, two seater equipped with an airframe mounted total recovery parachute system; (vi) 315 kg for a land plane single-seater equipped with an airframe mounted total recovery parachute system; and, for aeroplanes, having the stall speed or the minimum steady flight speed in landing configuration not exceeding 35 knots calibrated air speed (CAS). (f) Single and two-seater gyroplanes with a maximum take off mass ≤ 560 kg. (g) Gliders with a maximum empty mass, of no more than 80 kg when single seater or 100 kg when two seater, including those which are foot launched. (h) Replicas of aircraft meeting the criteria of (a) or (d) above, for which the structural design is similar to the original aircraft.	

		(i) Unmanned aircraft with an operating mass of no more than 150 kg. (j) Any other aircraft which has a maximum empty mass, including fuel, ≤ 70 kg.	
D. ICAO REFERENCE MATERIAL			
ICAO Doc 7300 Convention on International Civil Aviation			
Chapter 6	**International Standards and Recommended Practices**	**Article 37: Adoption of international standards and practices** To this end ICAO shall adopt and amend from time to time, as may be necessary, international standards and recommended practices and procedures	
ICAO Annex 6			
Chapter 8	**Aeroplane Maintenance**	**8.7: Approved maintenance organization**	
E. COMMISSION REGULATION (EC) No. 2042/2003 + 707/2006			
Article 1	**Objective and scope**	1. This Regulation establishes **common technical requirements and administrative procedures for ensuring the continuing airworthiness of aircraft,** including any component for installation thereto, which are: (a) **registered in a Member State**; or (b) registered in a third country and **used by an operator for which a Member State ensures oversight of operations**. 2. Paragraph 1 **shall not apply to aircraft** the regulatory safety oversight of which has been transferred to a third country and which are not used by a Community operator, or to aircraft referred to in Annex II to the basic Regulation. 3. The provisions of this Regulation related to **commercial air transport** are applicable to **licensed air carriers as defined by Community law – See below**	

[DEFINITIONS OF COMMERCIAL AIR TRANSPORT and of LICENSED AIR CARRIERS]

1) COUNCIL REGULATION (EEC) NO 2407/1992

Article 1

1. This Regulation concerns requirements for the granting and maintenance of operating licences by Member States in relation to air carriers established in the Community.
2. The carriage by air of passengers, mail and/or cargo, performed by non-power driven aircraft and/or ultra-light power driven aircraft, as well as local flights not involving carriage between different airports, are not subject to this Regulation. In respect of these operations, national law concerning operating licences, if any, and Community and national law concerning the air operator's certificate (AOC) shall apply.

Article 2

For the purposes of this Regulation:

(a) 'undertaking' means any natural person, any legal person, whether profit-making or not, or any official body whether having its own legal personality or not;

(b) 'air carrier' means an air transport undertaking with a valid operating licence;

(c) 'operating licence' means an authorization granted by the Member State responsible to an undertaking, permitting it to carry out carriage by air of passengers, mail and/or cargo, as stated in the operating licence, for remuneration and/or hire;

(d) 'air operator's certificate (AOC)' means a document issued to an undertaking or a group of undertakings by the competent authorities of the Member States which affirms that the operator in question has the professional ability and organization to secure the safe operation of aircraft for the aviation activities specified in the certificate;

2) JOINT AVIATION REQUIREMENTS

JAR–1 Definitions and Abbreviations

'Commercial Air Transportation' means the transportation by air of passengers, cargo or mail for remuneration or hire.
(See IEM 1.1, Commercial Air Transportation.)

IEM 1.1 Commercial Air Transportation

Commercial Air Transportation is not intended to cover Aerial Work or Corporate Aviation. 'Aerial Work' means an aircraft operation in which an aircraft is used for specialised services such as agriculture, construction, photography, surveying, observation and patrol, search and rescue, aerial advertisement, etc.

JAR-OPS 1 SUBPART A - GENERAL

JAR-OPS 1.001 Applicability

(a) JAR-OPS Part 1 prescribes requirements applicable to the operation of any civil aeroplane for the purpose of commercial air transportation by any operator whose principal place of business and, [if any, its registered office] is in a JAA Member State.

JAR-OPS 1 does not apply:
(1) to aeroplanes when used in military, customs and police services;

nor

(2) to parachute dropping and fire-fighting flights, and to associated positioning and return flights in which the persons carried are those who would normally be carried on parachute dropping or fire-fighting;

nor

(3) to flights immediately before, during, or immediately after an aerial work activity provided these flights are connected with that aerial work activity and in which, excluding crew members, no more than 6 persons indispensable to the aerial work activity are carried.

JAR-OPS 1 SUBPART C – OPERATOR CERTIFICATION AND SUPERVISION

JAR–OPS 1.175 General rules for Air Operator Certification

(a) An operator shall not operate an aeroplane for the purpose of commercial air transportation otherwise than under, and i.a.w. , the terms and conditions of an Air Operator Certificate (AOC).

3) ICAO DEFINITIONS

Operator - A person, organization or enterprise engaged in or offering to engage in an aircraft operation

Commercial Air Transport Operation - An aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire

Air operator certificate (AOC) - A certificate authorizing an operator to carry out specified commercial air transport operations

General aviation operation - An aircraft operation other than a commercial air transport operation or an aerial work operation

Aerial work - An aircraft operation in which an aircraft is used for specialized services such as agriculture, construction, photography, surveying, observation and patrol, search and rescue, aerial advertisement, etc.

COMMISSION REGULATION (EC) No. 2042/2003			
Article 2	**Definitions**	(a) '**aircraft**' (c) '**component**' (d) '**continuing airworthiness'** (g) 'large aircraft' (h) **'maintenance'** (i) '**organisation**' (j) '**pre-flight inspection'**	

[OTHER DEFINITIONS (ICAO)]

Master minimum equipment list (MMEL) - A list established for a particular aircraft type by the organization responsible for the type design with the approval of the State of Design containing items, one or more of which is permitted to be unserviceable at the commencement of a flight. The MMEL may be associated with special operating conditions, limitations or procedures

Minimum equipment list (MEL) - A list which provides for the operation of aircraft, subject to specified conditions, with particular equipment inoperative, prepared by an operator in conformity with, or more restrictive than, the MMEL established for the aircraft type

Configuration deviation list (CDL) - A list established by the organization responsible for the type design with the approval of the State of Design which identifies any external parts of an aircraft type which may be missing at the commencement of a flight, and which contains, where necessary, any information on associated operating limitations and performance correction

Maintenance programme - A document which describes the specific scheduled maintenance tasks and their frequency of completion and related procedures, such as a reliability programme, necessary for the safe operation of those aircraft to which it applies

Maintenance release - A document which contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner, either i.a.w. the approved data and the procedures described in the maintenance organization's procedures manual or under an equivalent system

COMMISSION REGULATION (EC) No. 2042/2003			
Article 2	**Definitions**	Within the scope of the basic Regulation, the following definitions shall apply: (a) "**Aircraft**" means any machine that can derive support in the atmosphere from the reactions of the air other than reactions of the air against the earth's surface. (b) "**Certifying staff**" means personnel responsible for the release of an aircraft or a component after maintenance. (c) "**Component**" means any engine, propeller, part or appliance. (d) "**Continuing airworthiness**" means all of the processes ensuring that, at any time in its operating life; the aircraft complies with the airworthiness requirements in force and is in a condition for safe operation. (e) "**JAA**" means "Joint Aviation Authorities". (f) "**JAR**" means "Joint Aviation Requirements". (g) "**Large aircraft**" means an aircraft, classified as an aeroplane with a maximum take-off mass of more than 5700 kg, or a multi-engined helicopter. (h) "**Maintenance**" means any one or combination of overhaul, repair, inspection, replacement, modification or defect rectification of an aircraft or component, with the exception of pre-flight inspection. (i) "**Organisation**" means a natural person, a legal person or part of a legal person. Such an organisation may be established at more than one location whether or not within the territory of the Member States. (j) "**Pre-flight inspection**" means the inspection carried out before flight to ensure that the aircraft is fit for the intended flight. (k) "**ELA1 aircraft**" means the following European Light Aircraft: (i) An aeroplane, sailplane or powered sailplane with a Maximum Take-off Mass (MTOM) less than 1 000 kg that is not classified as complex motor powered aircraft.	

		(ii) a balloon with a maximum design lifting gas or hot air volume of not more than 3 400 m3 for hot air balloons, 1 050 m3 for gas balloons, 300 m3 for tethered gas balloons. (iii) an airship designed for not more than two occupants and a maximum design lifting gas or hot air volume of not more than 2 500 m3 for hot air airships and 1 000 m3 for gas airships. (l) "**LSA aircraft**" means a light sport aeroplane which has all of the following characteristics: (i) A Maximum Take-off Mass (MTOM) of not more than 600 kg. (ii) a maximum stalling speed in the landing configuration (VS0) of not more than 45 knots Calibrated Airspeed (CAS) at the aircraft's maximum certificated take-off mass and most critical centre of gravity. (iii) A maximum seating capacity of no more than two persons, including the pilot. (iv) A single, non-turbine engine fitted with a propeller. (v) A non-pressurised cabin.	
Article 3	**Continuing airworthiness requirements**	1. The continuing airworthiness of aircraft and components shall be ensured i.a.w. the provisions of Annex I. 2. Organisations and personnel involved in the continuing airworthiness of aircraft and components, including maintenance, shall comply with the provisions of Annex I and where appropriate those specified in Articles 4 and 5. [Article 4 = Maintenance organisation approvals (Part-145); Article 5 = Certifying staff (Part-66)] 3. By derogation from paragraph 1, the continuing airworthiness of aircraft holding a permit to fly shall, without prejudice to Community law, be ensured on the basis of the national regulations of the State of registry.	

		4. For aircraft not used in commercial air transport, any airworthiness review certificate or equivalent document issued in accordance with the Member State requirements and valid on 28 September 2008 shall be valid until its expiration date or until 28 September 2009, whichever comes first. After the expiration of its validity, the competent authority may further re-issue or extend one time the airworthiness review certificate or equivalent document for one year, if allowed by the Member State requirements. Upon further expiration, the competent authority may further re-issue or extend one more time the airworthiness review certificate or equivalent document for one year, if allowed by the Member State requirements. No further re-issuance or extension is allowed. If the provisions of this point have been used, when transferring the registration of the aircraft within the EU, a new airworthiness review.	
Article 4		**Maintenance organisation approvals** 1. Organisations involved in the maintenance of large aircraft or of aircraft used for commercial air transport, and components intended for fitment thereto, shall be approved in accordance with the provisions of Annex II. 2. Maintenance approvals issued or recognised by a Member State in accordance with the JAA requirements and procedures and valid before the entry into force of this Regulation shall be deemed to have been issued in accordance with this Regulation. For this purpose, by derogation from the provisions of 145.B.50(2) under Annex II, level 2 findings associated with the differences between JAR 145 and Annex II may be closed within one year. Certificates of release to service and authorised release certificates issued by an organisation approved under JAA requirements during that one-year period shall be deemed to have been issued under this Regulation.	

		3. Personnel qualified to carry out and/or control a continued airworthiness non-destructive test of aircraft structures and/or components, on the basis of any standard recognised by a Member State prior to the entry into force of this Regulation as providing an equivalent level of qualification, may continue to carry out and/or control such tests. 4. Certificates of release to service and authorised release certificates issued before the date of entry into force of this Regulation by a maintenance organisation approved under the Member State requirements shall be deemed equivalent to those required under points M.A.801 and M.A.802 of Annex I (Part-M) respectively.	
Article 5	**Certifying staff**	1. Certifying staff shall be qualified in accordance with the provisions of Annex III, except as provided for in points M.A.606(h), M.A.607(b), M.A.801(d) and M.A.803 of Annex I and in point 145.A.30(j) of Annex II (Part 145) and Appendix IV to Annex II (Part 145).' 2. Any aircraft maintenance licence and if any, the technical limitations associated with that licence, issued or recognised by a Member State in accordance with the JAA requirements and procedures and valid at the time of entry into force of this Regulation, shall be deemed to have been issued in accordance with this Regulation.	
Article 7	**Entry into force** (1), (2), (3)	1. This Regulation shall enter into force on the day following that of its publication in the Official Journal of the European Union. 2. By way of derogation from paragraph 1: (a) the provisions of Annex I, except for points M.A.201(h)(2) and M.A.708(c), shall apply from 28 September 2005; (b) point M.A.201(f) of Annex I shall apply to aircraft not involved in commercial air transport operated by third country carriers as from 28 September 2009.	

		3. By way of derogation from paragraph 1 and 2, Member States may elect not to apply: (a) The provisions of Annex I to aircraft not involved in commercial air transport, until 28 September 2009. (b) The provisions of Annex I(I) to aircraft involved in commercial air transport, until 28 September 2008. (g) For aircraft not involved in commercial air transport other than large aircraft, the need to comply with Annex III (Part 66) in the following provisions, until 28 September 2010: • M.A.606(g) and M.A.801(b)2 of Annex I(Part-M), • 145.A.30(g) and (h) of Annex II (Part-145).	

F. GENERAL OVERVIEW OF PART-M

- **Main principles of Part-M**
- **Basis of Part-M contents**
- **Legal basis of Part-M**
- **Reference codes and related material**
- **General contents of Part-M for Commercial Air Operations**
- **Brief description of Part-M Sections and Subparts**

1. Main principles of Part-M

Part-M addresses the issue of the continuing airworthiness of all aircraft (large and non-large, used in commercial or non-commercial air operations) by:

- Defining responsibilities
- Describing what is necessary to manage the continuing airworthiness of aircraft
- Regulating aircraft maintenance
- Mandating a release to service after maintenance
- Setting forth a control process through an airworthiness review resulting in the issue of a certificate validating the airworthiness certificate

2. Basis of Part-M contents

Text has been drafted on the basis of:

- JAR-M Draft 3 and 4
- Existing national regulations from the Member States
- Subpart-M of JAR-OPS (OPS 1 and 3)

Concerning in service continuing airworthiness

3. Legal Basis of Part-M

Text is based upon Regulation (EC) 1592/2002 and in particular, the following articles thereof:

A) Article 5.2(c) – Certificate of airworthiness
B) Article 5.4(f) – Condition of issue, maintain, etc., organisation approvals
C) Article 5.4(g) – Condition of issue, maintain, etc., personnel certificates
D) Article 5.4(h) – Responsibilities of the holders of certificates
E) Article 5.2(c) – Free movements of persons, recognition of licenses
F) Article 10 – Flexibility provisions

4. Reference codes and related material

JARs: JAR-OPS Subpart-M and related TGLs (Temporary Guidance Leaflets) - Comment: These requirements applied only to aircraft used for commercial air transport and did not address the issue of airworthiness certificates as required by Regulation 1592/02

JAR M project - Comment: Continuing airworthiness criteria of all aircraft and their airworthiness certificates

National regulations (for non-commercial air transport) - Comment: Continuing airworthiness criteria of all aircraft and their airworthiness certificates and furthermore the issue of approved organisations commonly existing in Europe for the maintenance or the continuing airworthiness management of aircraft not used for commercial air transport

5. General contents of Part-M for Commercial Air Operations

For all aircraft used in commercial air operations it is specified:

- Responsibilities
- Continuing Airworthiness Management
- Maintenance
- Release to service
- Airworthiness Review Certificate - ARC

Responsibilities (commercial air transport)

- The operator of an aircraft is responsible for the airworthiness of the aircraft
- It must also be approved for the management of the continuing airworthiness of the aircraft
- The requirements to be met to obtain such a continuing airworthiness management approval are described in Part-M Subpart G
- The aircraft must be maintained by a Part 145 approved maintenance organisation

Continuing airworthiness management (commercial air transport)

- The management must be carried out through the operator's continuing airworthiness management approval following adequate procedures

Maintenance (commercial air transport)

- All maintenance must be carried out by a Part 145 approved organisation

Release to service (commercial air transport)

- After maintenance, the operator must ensure that a certificate of release to service is issued for the maintenance requested by a person authorised by a Part 145 maintenance organisation approved for the work accomplished

Airworthiness Review Certificate (commercial air transport)

- Every year, or every 3 years for aircraft in a "controlled environment" the operator must organise for the aircraft's airworthiness to be controlled through a full review of the aircraft records and a survey of the aircraft carried out by an organisation approved for this activity
- If no problems are found, an Airworthiness Review Certificate is issued by the authority based on a recommendation sent by an organisation approved for the management of continuing airworthiness
- When the aircraft is in a "controlled environment", this airworthiness review certificate is issued directly by the organisation approved for the management of continuing airworthiness managing the aircraft

6. Brief description of Part-M Sections and Subparts

Section A (Technical Requirements)

Subpart A: General
Subpart B: Accountability
Subpart C: Continuing airworthiness
Subpart D: Maintenance standards
Subpart E: Components
Subpart F: Maintenance organisation
Subpart G: Continuing airworthiness management organisation
Subpart H: Certificate of release to service
Subpart I: Continuing validity of airworthiness certificates

Subpart A: General

This Subpart describes the scope of Part-M as the continuing airworthiness of aircraft and components, including maintenance

Subpart B: Accountability

This Subpart enumerates the different responsibilities of persons and organisations involved in continuing airworthiness; it is based on the prescriptions of

- ICAO Annex 6 and
- JAR-OPS 1/3

for commercial air transport.
It also makes it compulsory for large aircraft and for aircraft operating commercially and given the equivalent of an AOC by a Member State (aerial work…) to carry out all the continuing airworthiness tasks including maintenance in approved organisations.
It also regulates occurrence reporting

Subpart C: Continuing airworthiness

This Subpart defines the tasks that constitute maintaining airworthiness; it mandates
- A Maintenance Programme
- Airworthiness Directives and
- The approvals of all Modifications and Repairs according to Part 21
- A Recording System and the transfer of this data with the aircraft

Subpart D: Maintenance standards

This Subpart defines what is understood as maintenance It lists:
- what data
- what qualifications
- what tools and
- what facilities

are necessary to carry out maintenance.

Treatment of aircraft **defects** is regulated.

Subpart E: Components

This Subpart applies to:
- The installation of components
- Their continuing airworthiness including maintenance and
- Their control when unserviceable

Subpart F: Maintenance organisation

This Subpart applies to organisations approved for the maintenance of small aircraft, not used for commercial air transport.
It is a simplified Part 145 approval. Two main differences with Part 145: the quality system and line maintenance (both do not exist in this Subpart).

Subpart G: Continuing airworthiness management organisation

This Subpart defines organisations approved for the management of the Continuing Airworthiness of aircraft.
- This Subpart requires facilities, data and competent staff.
- It also describes the tasks for which these organisations are approved for.
- It gives the general rules for record keeping.

For commercial air transport:
- This Subpart introduces the requirements of JAR-OPS Subpart-M - the approval is part of the operator's air operator certificate.
- Aircraft maintenance shall be performed by Part-145 approved organisations.

For aircraft not used in commercial air transport, this Subpart introduces the main requirements of JAR-OPS Subpart-M.

Any organisation approved to this Subpart may also have the privilege to carry out **airworthiness reviews**. These periodic reviews are carried out to ensure the aircraft's continuing airworthiness has been properly carried out and that the aircraft can be considered as airworthy at the time of the inspection. The content of these reviews is incorporated in this Subpart.

Subpart H: Certificate of release to service

This Subpart determines:
- Those who may release an aircraft to service
- When and how it shall be done.

It authorises, dependant on the aircraft involved:
- Part 145 approved maintenance organisations
- Subpart F approved maintenance organisations, and
- Licensed engineers holding a Part 66 license

The pilot-owner may also releaser an aircraft, after very limited maintenance.

Subpart I: Continuing validity of airworthiness certificates

This Subpart mandates periodical inspections known as Airworthiness Reviews.
This leads to the issuing of an Airworthiness Review Certificate - ARC either:

- By the Competent Authority (state of registry) or
- By the approved continuing airworthiness management organisation - CAMO managing the aircraft

This Subpart defines

- When a Certificate of Airworthiness - CoA is valid and
- What technical problems forbid an aircraft from flying

Finally, this Subpart deals with the airworthiness review of used aircraft imported into the EU

Section B (Procedures for Competent Authorities)

Subpart A: General
Subpart B: Accountability
Subpart C: Continuing airworthiness
Subpart F: Maintenance organisation
Subpart G: Continuing airworthiness management organisation
Subpart I: Continuing validity of airworthiness certificates

Subpart A: General
This subpart describes the scope of this section of Part-M. It places requirements on the competent authorities:

- On their organisation and
- On their record-keeping

The Agency is tasked with publishing acceptable means of compliance to facilitate uniform application of the requirements included in this Part.

Furthermore, the Member States are also required to exchange information.

Subpart B: Accountability

This subpart enumerates the principle of responsibility of competent authorities for the oversight of the different Subparts of Part-M

Subpart C: Continuing airworthiness

This Subpart describes the approval procedure for Maintenance Programmes and deals with the management of exemptions granted by a competent authority.

It also requires competent authorities to develop a survey programme to monitor the airworthiness of aircraft. This programme is described.

Subpart F: Maintenance organisation

This Subpart describes the approval procedure for maintenance organisations (for maintaining non-large/small aircraft used in non-commercial air operations).
It closely resembles the requirements laid out in Part 145.

Subpart G: Continuing airworthiness management organisation

This Subpart describes the approval procedure for continuing airworthiness management organisations - CAMO.
For commercial air transport, this Subpart introduces the requirements of the approval of the maintenance management system as previously prescribed in JAR-OPS Subpart-M; for other aircraft, this Subpart introduces the main requirements of JAR-OPS Subpart-M.

Subpart I: Continuing validity of airworthiness certificates

This Subpart describes how competent authorities shall:

- Assess recommendations issued by Continuing Airworthiness Management Organisations after an Airworthiness Review
- Carry out Airworthiness Reviews directly.

G. CROSS-REFERENCE BETWEEN PART-M REQUIREMENTS AND SYLLABUS' CONTENTS		
COMMISSION REGULATION (EC) No. 2042/2003		
ANNEX I – Part-M		
Paragraph	**Subject**	**F = Full contents O = Overview X = Not Relevant**
M.1	**Competent Authority**	**§ 1, 3, 4**
SECTION A	**TECHNICAL REQUIREMENTS**	
SUBPART A	**GENERAL**	
M.A.101	**Scope**	**F**
SUBPART B	**ACCOUNTABILITY**	
M.A.201 (a)	**Responsibilities**	**F**
M.A.201 (b)	**Responsibilities**	**F**
M.A.201 (c)	**Responsibilities**	**F**
M.A.201 (d)	**Responsibilities**	**F**
M.A.201 (e)	**Responsibilities**	**F**
M.A.201 (f)	**Responsibilities**	**F**
M.A.201 (g)	**Responsibilities**	**F**
M.A.201 (h)	**Responsibilities**	**F**
M.A.201 (i)	**Responsibilities**	**F**
M.A.201 (j)	**Responsibilities**	**F**
Appendix I to Part M	*Continuing Airworthiness Arrangement*	*X*
AMC M.A.201 (h)	**Responsibilities**	**F**
AMC M.A.201 (h) 1	**Responsibilities**	**F**
Appendix II to AMC M.A.201 (h) 1	**Sub-contracting of C.A. Management Tasks**	**F**
AMC M.A.201 (h) 2	*Responsibilities*	*X*

M.A.202 (a)	**Occurrence reporting**	**F**
M.A.202 (b)	**Occurrence reporting**	**F**
M.A.202 (c)	**Occurrence reporting**	**F**
M.A.202 (d)	**Occurrence reporting**	**F**
AMC M.A.202 (a)	**Occurrence reporting**	**F**
AMC M.A.202 (b)	**Occurrence reporting**	**F**
SUBPART C CONTINUING AIRWORTHINESS		
M.A.301	**Continuing airworthiness tasks**	**F**
AMC M.A.301 -1-	*Continuing airworthiness tasks*	*X*
AMC M.A.301 -2-	*Continuing airworthiness tasks*	*X*
AMC M.A.301 -3-	**Continuing airworthiness tasks**	**F**
AMC M.A.301 -4-	*Continuing airworthiness tasks*	*X*
AMC M.A.301 -5-	*Continuing Airworthiness Tasks*	*X*
AMC M.A.301 -7-	*Continuing airworthiness tasks*	*X*
M.A.302 (a)	**Maintenance programme**	**F**
M.A.302 (b)	**Maintenance programme**	**F**
M.A.302 (c)	**Maintenance programme**	**F**
M.A.302 (d)	**Maintenance programme**	**F**
M.A.302 (e)	**Maintenance programme**	**F**
M.A.302 (f)	**Maintenance programme**	**F**
M.A.302 (g)	**Maintenance programme**	**F**
AMC M.A.302	**Maintenance programme**	**F**
Appendix I to AMC M.A.302 & AMC M.B.301 (b)	**Content of the maintenance programme**	**O**
AMC M.A.302 (c)	*Maintenance programme compliance*	*X*
AMC M.A.302 (d)	*Maintenance programme - reliability programmes*	*X*
M.A.303	**Airworthiness directives**	**F**
M.A.304	**Data for modifications and repairs**	**F**
AMC M.A.304	**Data for modifications and repairs**	**F**

M.A.305 (a)	**Aircraft continuing airworthiness record system**	**F**
M.A.305 (b)	**Aircraft continuing airworthiness record system**	**F**
M.A.305 (c)	**Aircraft continuing airworthiness record system**	**F**
M.A.305 (d)	**Aircraft continuing airworthiness record system**	**F**
M.A.305 (e)	**Aircraft continuing airworthiness record system**	**F**
M.A.305 (f)	**Aircraft continuing airworthiness record system**	**F**
M.A.305 (g)	**Aircraft continuing airworthiness record system**	**F**
M.A.305 (h)	**Aircraft continuing airworthiness record system**	**F**
AMC M.A.305 (d)	**Aircraft continuing airworthiness record system**	**O**
AMC M.A.305 (h)	**Aircraft continuing airworthiness record system**	**F**
AMC M.A.305 (h) 6	**Aircraft continuing airworthiness record system**	**F**
M.A.306 (a)	*Operator's technical log system*	*X*
M.A.306 (b)	*Operator's technical log system*	*X*
M.A.306 (c)	*Operator's technical log system*	*X*
AMC M.A.306 (a)	*Operators technical log system*	*X*
AMC M.A.306 (b)	*Operators technical log system*	*X*
M.A.307 (a)	**Transfer of aircraft continuing airworthiness records**	**F**
M.A.307 (b)	**Transfer of aircraft continuing airworthiness records**	**F**
M.A.307 (c)	**Transfer of aircraft continuing airworthiness records**	**F**
AMC M.A.307 (a)	**Transfer of aircraft continuing airworthiness records**	**F**
SUBPART D MAINTENANCE STANDARDS		
M.A.401 (a)	**Maintenance data**	**F**
M.A.401 (b)	**Maintenance data**	**F**
M.A.401 (c)	**Maintenance data**	**F**
AMC M.A.401 (b)	**Maintenance data**	**F**
AMC M.A.401 (c)	**Maintenance data**	**F**
M.A.402 (a)	**Performance of maintenance**	**F**
M.A.402 (b)	**Performance of maintenance**	**F**

M.A.402 (c)	**Performance of maintenance**	**F**
M.A.402 (d)	**Performance of maintenance**	**F**
M.A.402 (e)	**Performance of maintenance**	**F**
M.A.402 (f)	**Performance of maintenance**	**F**
AMC M.A.402 (a)	**Performance of maintenance**	**F**
AMC M.A.402 (b)	**Performance of maintenance**	**F**
AMC M.A.402 (d)	**Performance of maintenance**	**F**
AMC M.A.402 (e)	**Performance of maintenance**	**F**
M.A.403 (a)	**Aircraft defects**	**F**
M.A.403 (b)	**Aircraft defects**	**F**
M.A.403 (c)	**Aircraft defects**	**F**
M.A.403 (d)	**Aircraft defects**	**F**
AMC M.A.403 (b)	**Aircraft defects**	**F**
AMC M.A.403 (d)	**Aircraft defects**	**F**
SUBPART E	**COMPONENTS**	
M.A.501 (a)	**Installation**	**F**
M.A.501 (b)	**Installation**	**F**
M.A.501 (c)	**Installation**	**F**
M.A.501 (d)	**Installation**	**F**
AMC M.A.501 (a)	**Installation**	**F**
AMC M.A.501 (b)	**Installation**	**F**
AMC M.A.501 (c)	**Installation**	**F**
AMC M.A.501 (d)	**Installation**	**F**
M.A.502 (a)	**Component maintenance**	**F**
M.A.502 (b)	**Component maintenance**	**F**
M.A.503	**Service life limited components**	**F**
M.A.504 (a)	**Control of unserviceable components**	**F**
M.A.504 (b)	**Control of unserviceable components**	**F**
M.A.504 (c)	*Control of unserviceable components*	**F**
M.A.504 (d)	*Control of unserviceable components*	**F**

M.A.504 (e)	*Control of unserviceable components*	**F**
AMC M.A.504 (a)	*Control of unserviceable components*	**F**
AMC M.A.504 (b)	*Control of unserviceable components*	**F**
AMC M.A.504 (c)	*Control of unserviceable components – unsalvageable components*	**F**
AMC M.A.504 (d) 2	*Control of unserviceable components*	**F**
AMC M.A.504 (e)	*Control of unserviceable components*	**F**
SUBPART F MAINTENANCE ORGANISATION		
M.A.601	**Scope**	**F**
AMC M.A.601	**Scope**	**F**
M.A.602	**Application**	**F**
AMC M.A.602	**Application**	**F**
Appendix IX to AMC M.A.602	**EASA Form 2**	**F**
M.A.603 (a)	**Extent of approval**	**F**
M.A.603 (b)	**Extent of approval**	**F**
Appendix V to Part M	**Approval Certificate Part-M Section A Subpart F AMO**	**F**
AMC M.A.603 (a)	**Extent of Approval**	**F**
AMC M.A.603 (b)	**Extent of approval**	**F**
M.A.604 (a)	**Maintenance organisation manual**	**F**
M.A.604 (b)	**Maintenance organisation manual**	**F**
M.A.604 (c)	**Maintenance organisation manual**	**F**
AMC M.A.604	**Maintenance organisation manual**	**F**
Appendix IV to AMC M.A.604	**Maintenance Organisation Manual**	**F**
M.A.605 (a)	**Facilities**	**F**
M.A.605 (b)	**Facilities**	**F**
M.A.605 (c)	**Facilities**	**F**

AMC M.A.605 (a)	**Facilities**	**F**
AMC M.A.605 (b)	**Facilities**	**F**
AMC M.A.605 (c)	**Facilities**	**F**
M.A.606 (a)	**Personnel requirements**	**F**
M.A.606 (b)	**Personnel requirements**	**F**
M.A.606 (c)	**Personnel requirements**	**F**
M.A.606 (d)	**Personnel requirements**	**F**
M.A.606 (e)	**Personnel requirements**	**F**
M.A.606 (f)	**Personnel requirements**	**F**
M.A.606 (g)	**Personnel requirements**	**F**
AMC M.A.606 (a)	**Personnel requirements**	**F**
AMC M.A.606 (b)	**Personnel requirements**	**F**
AMC M.A.606 (c)	**Personnel requirements**	**F**
AMC M.A.606 (d)	**Personnel requirements**	**F**
AMC M.A.606 (e)	**Personnel requirements**	**F**
AMC M.A.606 (f)	**Personnel requirements**	**F**
Appendix X to AMC	**EASA Form 4**	**F**
M.A.607 (a)	**Certifying staff**	**F**
M.A.607 (b)	**Certifying staff**	**F**
M.A.607 (c)	**Certifying staff**	**F**
AMC M.A.607	**Certifying staff**	**F**
AMC M.A.607 (c)	**Certifying staff**	**F**
M.A.608 (a)	**Components, equipment and tools**	**F**
M.A.608 (b)	**Components, equipment and tools**	**F**
M.A.608 (c)	**Components, equipment and tools**	**F**
AMC M.A.608 (a)	**Components, equipment and tools**	**F**
AMC M.A.608 (b)	**Components, equipment and tools**	**F**
M.A.609	**Maintenance data**	**F**
AMC M.A.609	**Maintenance Data**	**F**

M.A.610	**Maintenance work orders**	**F**
M.A.611	**Maintenance standards**	**F**
M.A.612	**Aircraft certificate of release to service**	**F**
M.A.613 (a)	**Component certificate of release to service**	**F**
M.A.613 (b)	**Component certificate of release to service**	**F**
AMC M.A.613 (a)	**Component certificate of release to service**	**F**
M.A.614 (a)	**Maintenance records**	**F**
M.A.614 (b)	**Maintenance records**	**F**
M.A.614 (c)	**Maintenance records**	**F**
Appendix II to Part M	**EASA Form 1**	**F**
AMC M.A.614 (a)	**Maintenance records**	**F**
AMC M.A.614 (c)	**Maintenance records**	**F**
M.A.615	**Privileges of the organisation**	**F**
M.A.616	**Organisational review**	**F**
AMC M.A.616	**Organisational review**	**F**
Appendix VIII to AMC M.A.616	**Organisational Review**	**F**
M.A.617	**Changes to the approved maintenance organisation**	**F**
AMC M.A.617	**Changes to the approved maintenance organisation**	**F**
M.A.618 (a)	**Continued validity of approval**	**F**
M.A.618 (b)	**Continued validity of approval**	**F**
M.A.619 (a)	**Findings**	**F**
M.A.619 (b)	**Findings**	**F**
M.A.619 (c)	**Findings**	**F**
Appendix IV to Part M	**Approval Ratings**	**F**

SUBPART G	**Continuing Airworthiness Management Organisation**	
M.A.701	**Scope**	**F**
M.A.702	**Application**	**F**
M.A.703 (a)	**Extent of approval**	**F**
M.A.703 (b)	*Extent of approval*	X
M.A.703 (c)	**Extent of approval**	**F**
Appendix VI to Part M	**Approval Certificate Part-M Section A Subpart G CAMO**	**F**
M.A.704 (a)	**Continuing airworthiness management exposition**	**F**
M.A.704 (b)	**Continuing airworthiness management exposition**	**F**
AMC M.A.704	**Continuing airworthiness management exposition**	**F**
Appendix V to AMC M.A.704	**CAMO Exposition**	**F**
M.A.705	**Facilities**	**F**
AMC M.A.705	**Facilities**	**F**
M.A.706 (a)	**Personnel requirements**	**F**
M.A.706 (b)	*Personnel requirements*	X
M.A.706 (c)	**Personnel requirements**	**F**
M.A.706 (d)	**Personnel requirements**	**F**
M.A.706 (e)	**Personnel requirements**	**F**
M.A.706 (f)	**Personnel requirements**	**F**
M.A.706 (g)	**Personnel requirements**	**F**
M.A.706 (h)	**Personnel requirements**	**F**
M.A.706 (i)	**Personnel requirements**	**F**
M.A.706 (j)	**Personnel requirements**	**F**
AMC M.A.706	**Personnel requirements**	**F**
AMC M.A.706 (e)	**Personnel requirements**	**F**
Appendix X to AMC	**EASA Form 4**	**F**

M.A.707 (a)	**Airworthiness review staff**	**F**
M.A.707 (b)	**Airworthiness review staff**	**F**
M.A.707 (c)	**Airworthiness review staff**	**F**
M.A.707 (d)	**Airworthiness review staff**	**F**
M.A.707 (e)	**Airworthiness review staff**	**F**
AMC M.A.707 (a)	**Airworthiness review staff**	**F**
M.A.708 (a)	**Continuing airworthiness management**	**F**
M.A.708 (b)	**Continuing airworthiness management**	**F**
M.A.708 (c)	*Continuing airworthiness management*	*X*
AMC M.A.708 (c)	*Continuing airworthiness management*	X
AMC M.A.708 (c) (1)	*Continuing airworthiness management – Unscheduled maintenance*	X
Appendix XI to AMC M.A.708 (c)	*Contracted Maintenance*	*X*
M.A.709	**Documentation**	**F**
M.A.710 (a)	**Airworthiness review**	**F**
M.A.710 (b)	**Airworthiness review**	**F**
M.A.710 (c)	**Airworthiness review**	**F**
M.A.710 (d)	**Airworthiness review**	**F**
M.A.710 (e)	**Airworthiness review**	**F**
M.A.710 (f)	**Airworthiness review**	**F**
M.A.710 (g)	**Airworthiness review**	**F**
M.A.710 (h)	**Airworthiness review**	**F**
AMC M.A.710 (a)	**Airworthiness review**	**F**
AMC M.A.710 (b) and (c)	**Airworthiness review**	**F**
AMC M.A.710 (e)	**Airworthiness review**	**F**
M.A.711 (a)	**Privileges of the organisation**	**F**
M.A.711 (b)	**Privileges of the organisation**	**F**
M.A.711 (c)	**Privileges of the organisation**	**F**
AMC M.A.711 (b)	**Privileges of the organisation**	**F**
M.A.712 (a)	**Quality system**	**F**

M.A.712 (b)	**Quality system**	**F**
M.A.712 (c)	**Quality system**	**F**
M.A.712 (d)	**Quality system**	**F**
M.A.712 (e)	*Quality system*	X
M.A.712 (f)	**Quality system**	**F**
AMC M.A.712 (a)	**Quality system**	**F**
AMC M.A.712 (b)	**Quality System**	**F**
AMC M.A.712 (f)	**Quality system**	**F**
M.A.713	**Changes to the approved continuing airworthiness organisation**	**F**
AMC M.A.713	**Changes to the approved continuing airworthiness organisation**	**F**
M.A.714 (a)	**Record-keeping**	**F**
M.A.714 (b)	**Record-keeping**	**F**
M.A.714 (c)	**Record-keeping**	**F**
M.A.714 (d)	**Record-keeping**	**F**
M.A.714 (e)	**Record-keeping**	**F**
M.A.714 (f)	**Record-keeping**	**F**
M.A.714 (g)	**Record-keeping**	**F**
AMC M.A.714	**Record-keeping**	**F**
M.A.715 (a)	**Continued validity of approval**	**F**
M.A.715 (b)	**Continued validity of approval**	**F**
M.A.716 (a)	**Findings**	**F**
M.A.716 (b)	**Findings**	**F**
M.A.716 (c)	**Findings**	**F**
SUBPART H CERTIFICATE OF RELEASE TO SERVICE — CRS		
M.A.801 (a)	**Aircraft certificate of release to service**	**F**
M.A.801 (b)	**Aircraft certificate of release to service**	**F**
M.A.801 (c)	**Aircraft certificate of release to service**	**F**

M.A.801 (d)	**Aircraft certificate of release to service**	**F**
M.A.801 (e)	**Aircraft certificate of release to service**	**F**
M.A.801 (f)	**Aircraft certificate of release to service**	**F**
Appendix VII to Part M	**Complex Maintenance Tasks**	**F**
AMC M.A.801 (b)	**Aircraft certificate of release to service**	**F**
AMC M.A.801 (d)	**Aircraft certificate of release to service**	**F**
AMC M.A.801 (e)	**Aircraft certificate of release to service**	**F**
AMC M.A.801 (f)	**Aircraft certificate of release to service**	**F**
M.A.802 (a)	**Component certificate of release to service**	**F**
M.A.802 (b)	**Component certificate of release to service**	**F**
AMC M.A.802	**Component certificate of release to service**	**F**
M.A.803 (a)	**Pilot-owner authorisation**	**F**
M.A.803 (b)	**Pilot-owner authorisation**	**F**
M.A.803 (c)	**Pilot-owner authorisation**	**F**
M.A.803 (d)	**Pilot-owner authorisation**	**F**
Appendix VIII to Part M	**Limited Pilot Owner Maintenance**	**F**
AMC M.A.803	**Pilot-owner authorisation**	**F**
SUBPART I AIRWORTHINESS REVIEW CERTIFICATE		
M.A.901 (a)	**Aircraft airworthiness review**	**F**
M.A.901 (b)	**Aircraft airworthiness review**	**F**
M.A.901 (c)	**Aircraft airworthiness review**	**F**
M.A.901 (d)	**Aircraft airworthiness review**	**F**
M.A.901 (e)	**Aircraft airworthiness review**	**F**
Appendix III to Part M	**Airworthiness Review Certificate**	**F**
AMC M.A.901 (a)	**Aircraft airworthiness review**	**F**
AMC M.A.901 (b)	**Aircraft airworthiness review**	**F**
AMC M.A.901 (c) 2	**Aircraft airworthiness review**	**F**

AMC M.A.901 (d)	**Aircraft airworthiness review**	**F**
AMC M.A.901 (e)	**Aircraft airworthiness review**	**F**
M.A.902 (a)	**Validity of the airworthiness review certificate**	**F**
M.A.902 (b)	**Validity of the airworthiness review certificate**	**F**
M.A.902 (c)	**Validity of the airworthiness review certificate**	**F**
M.A.903 (a)	**Transfer of aircraft registration within the EU**	**F**
M.A.903 (b)	**Transfer of aircraft registration within the EU**	**F**
AMC M.A.903 (a)	**Transfer of aircraft registration within the EU**	**F**
AMC M.A.903 (b)	**Transfer of aircraft registration within the EU**	**F**
M.A.904 (a)	**Airworthiness review of aircraft imported into the EU**	**F**
M.A.904 (b)	**Airworthiness review of aircraft imported into the EU**	**F**
M.A.904 (c)	**Airworthiness review of aircraft imported into the EU**	**F**
M.A.904 (d)	**Airworthiness review of aircraft imported into the EU**	**F**
M.A.904 (e)	**Airworthiness review of aircraft imported into the EU**	**F**
AMC M.A.904 (a) -1	**Airworthiness review of aircraft imported into the EU**	**F**
AMC M.A.904 (a) -2	**Airworthiness review of aircraft imported into the EU**	**F**
AMC M.A.904 (b)	**Airworthiness review of aircraft imported into the EU**	**F**
M.A.905 (a)	Findings	**F**
M.A.905 (b)	Findings	**F**
M.A.905 (c)	Findings	**F**
SECTION B PROCEDURE FOR COMPETENT AUTHORITIES		
SUBPART A GENERAL		
M.B.101	Scope	*X*
M.B.102 (a)	Competent authority	*X*
M.B.102 (b)	Competent authority	*X*
M.B.102 (c)	Competent authority	*X*
M.B.102 (d)	Competent authority	*X*

AMC M.B.102 (a)	*Competent authority - General*	*X*
AMC M.B.102 (c)	*Competent authority – Qualification and training*	*X*
AMC M.B.102 (d)	*Competent authority organisation - Procedures*	*X*
M.B.103	**Acceptable means of compliance**	**F**
M.B.104 (a)	Record-keeping	*X*
M.B.104 (b)	Record-keeping	*X*
M.B.104 (c)	Record-keeping	*X*
M.B.104 (d)	Record-keeping	*X*
M.B.104 (e)	Record-keeping	*X*
M.B.104 (f)	Record-keeping	*X*
AMC M.B.104 (a)	*Record-keeping*	*X*
AMC M.B.104 (f)	*Record-keeping*	*X*
M.B.105 (a)	Mutual exchange of information	*X*
M.B.105 (b)	Mutual exchange of information	*X*
AMC M.B.105 (a)	*Mutual exchange of information*	*X*
SUBPART B ACCOUNTABILITY		
M.B.201	Responsibilities	*X*
SUBPART C CONTINUING AIRWORTHINESS		
M.B.301 (a)	**Maintenance programme**	**F**
M.B.301 (b)	**Maintenance programme**	**F**
M.B.301 (c)	**Maintenance programme**	**F**
M.B.301 (d)	**Maintenance programme**	**F**
AMC M.B.301 (a)	*Maintenance programme*	*X*
AMC M.B.301 (b)	*Maintenance programme*	*X*
AMC M.B.301 (c)	*Maintenance Programme*	*X*
AMC M.B.301 (d)	*Maintenance programme*	*X*
M.B.302	*Exemptions*	*X*

M.B.303 (a)	**Aircraft continuing airworthiness monitoring**	**F**
M.B.303 (b)	**Aircraft continuing airworthiness monitoring**	**F**
M.B.303 (c)	**Aircraft continuing airworthiness monitoring**	**F**
M.B.303 (d)	**Aircraft continuing airworthiness monitoring**	**F**
M.B.303 (e)	**Aircraft continuing airworthiness monitoring**	**F**
M.B.303 (f)	**Aircraft continuing airworthiness monitoring**	**F**
M.B.303 (g)	**Aircraft continuing airworthiness monitoring**	**F**
M.B.303 (h)	**Aircraft continuing airworthiness monitoring**	**F**
M.B.303 (i)	**Aircraft continuing airworthiness monitoring**	**F**
AMC M.B.303 (b)	**Aircraft continuing airworthiness monitoring**	**F**
AMC M.B.303 (c)	**Aircraft continuing airworthiness monitoring**	**F**
AMC M.B.303 (d)	**Aircraft continuing airworthiness monitoring**	**F**
Appendix III to AMC M.B.303 (d)	**Aircraft Continued Airworthiness Monitoring**	**F**
M.B.304 (a)	**Revocation, suspension and limitation**	**F**
M.B.304 (b)	**Revocation, suspension and limitation**	**F**
SUBPART D MAINTENANCE STANDARDS		
SUBPART E COMPONENTS		
SUBPART F MAINTENANCE ORGANISATION		
M.B.601	**Application**	**F**
M.B.602 (a)	**Initial Approval**	**F**
M.B.602 (b)	**Initial Approval**	**F**
M.B.602 (c)	**Initial Approval**	**F**
M.B.602 (d)	**Initial Approval**	**F**
M.B.602 (e)	**Initial Approval**	**F**
M.B.602 (f)	**Initial Approval**	**F**
M.B.602 (g)	**Initial Approval**	**F**
AMC M.B.602 (a)	*Initial approval*	*X*
AMC M.B.602 (b)	*Initial approval*	*X*
AMC M.B.602 (c)	*Initial approval*	*X*

AMC M.B.602 (e)	*Initial approval*	*X*
AMC M.B.602 (f)	*Initial approval*	*X*
AMC M.B.602 (g)	*Initial approval*	*X*
Appendix VI to AMC M.B.602 (f)	*EASA Form 6F*	*X*
M.B.603 (a)	**Issue of approval**	**F**
M.B.603 (b)	**Issue of approval**	**F**
M.B.603 (c)	**Issue of approval**	**F**
AMC M.B.603 (a)	*Issue of approval*	*X*
AMC M.B.603 (c)	*Issue of approval*	*X*
M.B.604 (a)	**Continuing oversight**	**F**
M.B.604 (b)	*Continuing oversight*	*X*
M.B.604 (c)	*Continuing oversight*	*X*
M.B.604 (d)	*Continuing oversight*	*X*
M.B.604 (e)	*Continuing oversight*	*X*
AMC M.B.604 (b)	*Continuing oversight*	*X*
M.B.605 (a)	**Findings**	**F**
M.B.605 (b)	**Findings**	**F**
AMC M.B.605 (b) 1	**Findings**	**F**
M.B.606 (a)	**Changes**	**F**
M.B.606 (b)	**Changes**	**F**
M.B.606 (c)	**Changes**	**F**
AMC M.B.606	**Changes**	**F**
M.B.607 (a)	**Revocation, suspension and limitation of an approval**	**F**
M.B.607 (b)	**Revocation, suspension and limitation of an approval**	**F**
SUBPART G Continuing Airworthiness Management Organisation		
M.B.701 (a)	**Application**	**F**
M.B.701 (b)	**Application**	**F**

AMC M.B.701 (a)	Application	F
M.B.702 (a)	**Initial approval**	**F**
M.B.702 (b)	**Initial approval**	**F**
M.B.702 (c)	**Initial approval**	**F**
M.B.702 (d)	**Initial approval**	**F**
M.B.702 (e)	**Initial approval**	**F**
M.B.702 (f)	**Initial approval**	**F**
M.B.702 (g)	**Initial approval**	**F**
AMC M.B.702 (a)	*Initial approval*	*X*
AMC M.B.702 (b)	*Initial approval*	*X*
AMC M.B.702 (c)	*Initial approval*	*X*
AMC M.B.702 (e)	*Initial approval*	*X*
AMC M.B.702 (f)	*Initial approval*	*X*
AMC M.B.702 (g)	*Initial approval*	*X*
Appendix VII to AMC M.B.702 (f)	*EASA Form 13*	*X*
M.B.703 (a)	**Issue of approval**	**F**
M.B.703 (b)	**Issue of approval**	**F**
M.B.703 (c)	**Issue of approval**	**F**
M.B.703 (d)	**Issue of approval**	**F**
AMC M.B.703 (a)	*Issue of approval*	*X*
AMC M.B.703 (c)	*Issue of approval*	*X*
AMC M.B.703 (d)	*Issue of Approval*	*X*
M.B.704 (a)	**Continuing oversight**	**F**
M.B.704 (b)	**Continuing oversight**	**F**
M.B.704 (c)	**Continuing oversight**	**F**
M.B.704 (d)	**Continuing oversight**	**F**
M.B.704 (e)	**Continuing oversight**	**F**
M.B.704 (f)	**Continuing oversight**	**F**
AMC M.B.704 (b)	*Continuing oversight*	*X*
M.B.705 (a)	**Findings**	**F**
M.B.705 (b)	**Findings**	**F**

AMC M.B.705 (b) 1	**Findings**	**F**
M.B.706 (a)	**Changes**	**F**
M.B.706 (b)	**Changes**	**F**
M.B.706 (c)	**Changes**	**F**
AMC M.B.706	**Changes**	**F**
M.B.707 (a)	**Revocation, suspension and limitation of an approval**	**F**
M.B.707 (b)	**Revocation, suspension and limitation of an approval**	**F**
SUBPART H CERTIFICATE OF RELEASE TO SERVICE — CRS		
SUBPART I AIRWORTHINESS REVIEW CERTIFICATE		
M.B.901	**Assessment of recommendations**	**F**
AMC M.B.901	**Assessment of recommendations**	**F**
M.B.902 (a)	*Airworthiness review by the competent authority*	*X*
M.B.902 (b)	*Airworthiness review by the competent authority*	*X*
M.B.902 (c)	*Airworthiness review by the competent authority*	*X*
M.B.902 (d)	**Airworthiness review by the competent authority**	**O**
AMC M.B.902 (b)	*Airworthiness review by the competent authority*	*X*
AMC M.B.902 (c)	*Airworthiness review by the competent authority*	*X*
M.B.903	**Findings**	**F**

M.1	**Competent Authority** **§ 1, 2, 3, 4**	For the purpose of this Part, the competent authority shall be: 1. for the oversight of the continuing airworthiness of individual aircraft and the ssue of airworthiness review certificates the authority designated by the Member State of registry, 2. for the oversight of a maintenance organisation as specified in M.A. Subpart F, (i) The authority designated by the Member State where that organisation's principle place of business is located. (ii) The Agency if the organisation is located in a third country. 3. for the oversight of a continuing airworthiness management organisation as specified in M.A. Subpart G, (i) the authority designated by the Member State where that organisation's principle place of business is located if the approval is not included in an air operator's certificate. (ii) the authority designated by the Member State of the operator if the approval is included in an air operator's certificate. (iii) the Agency if the organisation is located in a third country, 4. for the approval of maintenance programmes, (i) The authority designated by the Member State of registry. (iii) By derogation from paragraph 4(i), when the continuing airworthiness of an aircraft not used in commercial air transport is managed by a continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Annex (Part M) not subject to the oversight of the Member	

		State of registry, and only if agreed with the Member State of registry prior to the approval of the maintenance programme: (a) the authority designated by the Member State responsible for the oversight of the continuing airworthiness management organisation, or (b) The Agency if the continuing airworthiness management organisation is located in a third country.	
GENERAL			
M.A.101	**Scope**	Definition of the scope of Part-M, Subpart A	*Full contents*
ACCOUNTABILITY			
M.A.201	**Responsibilities**	(a) The owner is responsible for the continuing airworthiness of an aircraft and shall ensure that no flight takes place unless: 1. The aircraft is maintained in an airworthy condition. and 2. Any operational and emergency equipment fitted is correctly installed and serviceable or clearly identified as unserviceable. and 3. The airworthiness certificate remains valid. and 4. The maintenance of the aircraft is performed in accordance with the approved maintenance programme as specified in M.A.302. (b) When the aircraft is leased, the responsibilities of the owner are transferred to the lessee if:	

		1. the lessee is stipulated on the registration document. or 2. Detailed in the leasing contract. When reference is made in this Part to the 'owner', the term owner covers the owner or the lessee, as applicable. (c) Any person or organisation performing maintenance shall be responsible for the tasks performed. (d) The pilot-in-command shall be responsible for the satisfactory accomplishment of the pre-flight inspection. This inspection must be carried out by the pilot or another qualified person but need not be carried out by an approved maintenance organisation or by Part-66 certifying staff. (e) In order to satisfy the responsibilities of paragraph (a), (i) The owner of an aircraft may contract the tasks associated with continuing airworthiness to a continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Annex (Part M). In this case, the continuing airworthiness management organisation assumes responsibility for the proper accomplishment of these tasks. (ii) An owner who decides to manage the continuing airworthiness of the aircraft under its own responsibility, without a contract in accordance with Appendix I, may nevertheless make a limited contract with a continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Annex (Part M), for the development of the maintenance programme and its approval in accordance with point M.A.302. In that case, the limited contract transfers the responsibility for the development and approval of the maintenance programme to the contracted continuing airworthiness management organisation.	

		f) In the case of large aircraft, in order to satisfy the responsibilities of paragraph (a) the owner of an aircraft shall ensure that the tasks associated with continuing airworthiness are performed by an approved continuing airworthiness management organisation. A written contract shall be made in accordance with Appendix I. In this case, the continuing airworthiness management organisation assumes responsibility for the proper accomplishment of these tasks. (g) Maintenance of large aircraft, aircraft used for commercial air transport and components thereof shall be carried out by a Part-145 approved maintenance organisation. (i) When an operator is requested by a Member State to hold a certificate for commercial operations, other than for commercial air transport, it shall: 1. Be appropriately approved, pursuant to M.A. Subpart G, for the management of the continuing airworthiness of the aircraft it operates or contract such an organisation. and 2. Be appropriately approved in accordance with M.A. Subpart F or Part-145, or contract such organisations. and 3. Ensure that paragraph (a) is satisfied. (j) The owner/operator is responsible for granting the competent authority access to the organisation/aircraft to determine continued compliance with this Part.	

Regulation (EC) 1702/2003			
Elements from Part-21 Subpart H (Airworthiness Certificates)	**21.A.172,** **21.A.173,** **21.A.181,** **21.A.183,** **21.B.325,** **21.B.330**	To clarify M.A.201 (a) (3) with regard to responsibility for the airworthiness certificate of an aircraft to remain valid, the following elements of Part-21 Subpart H shall be summarised: **21A.172** Eligibility Any natural or legal person under whose name an aircraft is registered or will be registered in a Member State (Member State of Registry), **21A.173** Classification Certificates of airworthiness - Standard EASA Form 25, **21A.181** Duration and continued validity An airworthiness certificate shall be issued for an unlimited duration - list of conditions, **21A.183** Issue of certificates of airworthiness The competent authority of the State of Registry shall issue a certificate of airworthiness for new aircraft and for used aircraft: in the second case, documentation required by 21A.174(b)(3) demonstrating that the aircraft conforms to a type design approved under a type-certificate and any supplemental type-certificate, change or repair approved i.a.w. this Part, and to applicable airworthiness directives, the aircraft has been inspected i.a.w. the applicable provisions of Part M, **21B.325** Issue of airworthiness certificates The competent authority of the Member State of registry shall, as applicable, issue, or amend a Certificate of Airworthiness (EASA Form 25); In addition to an airworthiness certificate for a new aircraft or used aircraft originating from a non-member State, the competent authority of the Member State of registry shall issue an initial airworthiness review certificate EASA Form 15a,	

		21B.330 Suspension and revocation of airworthiness certificates Upon evidence that any of the conditions specified in 21A.181(a) (Duration and continued validity is not met, the competent authority of the Member State of registry shall suspend or revoke an airworthiness certificate.	
Part M cont.			
M.A.202	**Occurrence reporting** **+ ED DECISION 2003/12/RM (AMC-20) – AMC 20-8 Occurrence Reporting** **+ DIRECTIVE 2003/42/EC On occurrence reporting in civil aviation**	(a) Any person or organisation responsible under M.A.201 shall report to 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 that hazards seriously the flight safety. (b) Reports shall be made in a manner established by the Agency and contain all pertinent information about the condition known to the person or organisation. (c) Where the person or organisation maintaining the aircraft is contracted by an owner or an operator to carry out maintenance, the person or the organisation maintaining the aircraft shall also report to the owner, the operator or the continuing airworthiness management organisation any such condition affecting the owner's or the operator's aircraft or component. (d) Reports shall be made as soon as practicable, but in any case within 72 hours of the person or organisation identifying the condition to which the report relates.	*Full contents* + *Overview* + *Overview*
AMC M.A.202	**Occurrence Reporting**	(a) 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.	*Full contents*

		(b) Reports shall be made in a manner established by the Agency and contain all pertinent information about the condition known to the person or organisation. (c) Where the person or organisation maintaining the aircraft is contracted by an owner or an operator to carry out maintenance, the person or the organisation maintaining the aircraft shall also report to the owner, the operator or the continuing airworthiness management organisation any such condition affecting the owner's or the operator's aircraft or component. (d) Reports shall be made as soon as practicable, but in any case within 72 hours of the person or organisation identifying the condition to which the report relates.	
AMC M.A.202 (b)	**Occurrence Reporting**	Reports may be transmitted by any method. Minimum information to be included.	*Full contents*
CAMO			
M.A.701	**Scope**	Definition of the scope of Part-M, Subpart G	*Full contents*
M.A.708	**Continuing airworthiness management § (a)**	All continuing airworthiness management shall be carried out according to the prescriptions of M.A Subpart C.	
M.A.301	**Continuing airworthiness tasks**	The aircraft continuing airworthiness and the serviceability of both operational and emergency equipment shall be ensured by: 1. The accomplishment of pre-flight inspections. 2. The rectification to an officially recognised standard of any defect and damage affecting safe operation taking into account, for all large aircraft or aircraft used for commercial air transport, the minimum equipment list and configuration deviation list if	*Full contents*

		applicable to the aircraft type. 3. The accomplishment of all maintenance, in accordance with the M.A.302 approved aircraft maintenance programme; 4. For all large aircraft or aircraft used for commercial air transport the analysis of the effectiveness of the M.A.302 approved maintenance programme. 5. The accomplishment of any applicable: (i) airworthiness directive, (ii) operational directive with a continuing airworthiness impact, (iii) continued airworthiness requirement established by the Agency, (iv) measures mandated by the competent authority in immediate reaction to a safety problem. 6. The accomplishment of modifications and repairs in accordance with M.A.304. 7. For non-mandatory modifications and/or inspections, for all large aircraft or aircraft used for commercial air transport the establishment of an embodiment policy. 8. Maintenance check flights when necessary.	
AMC M.A.301 (3)	**Continuing airworthiness tasks**	CAMO should have a system to ensure that all aircraft maintenance checks are performed within the limits prescribed by the approved aircraft maintenance programme and that, whenever a maintenance check cannot be performed within the required time limit, its postponement is allowed in accordance with a procedure agreed by the appropriate competent authority.	*Full contents*

Subpart D Maintenance standards			
M.A.401	**Maintenance data**	(a) The person or organisation maintaining an aircraft shall have access to and use only applicable current maintenance data in the performance of maintenance including modifications and repairs. (b) For the purposes of this Part, applicable maintenance data is: 1. any applicable requirement, procedure, standard or information issued by the competent authority, 2. any applicable airworthiness directive, 3. applicable instructions for continuing airworthiness, issued by type certificate holders, supplementary type certificate holders and any other organisation that publishes such data in accordance with Part 21. 4. Any applicable data issued in accordance with 145.A.45(d). (c) The person or organisation maintaining an aircraft shall ensure that all applicable maintenance data is current and readily available for use when required. The person or organisation shall establish a work card or worksheet system to be used and shall either transcribe accurately the maintenance data onto such work cards or worksheets or make precise reference to the particular maintenance task or tasks contained in such maintenance data.	*Full contents*
AMC M.A.401 (b)	**Maintenance data**	1. Except as specified in sub-paragraph 2, each person or organisation performing aircraft maintenance should have access to and use: (a) all maintenance related Parts and associated AMC's, together with the maintenance related guidance material, (b) all applicable maintenance requirements and notices such as competent authority standards and specifications that have not been superseded by a requirement, procedure or directive,	

		(c) all applicable airworthiness directives, (d) the appropriate sections of the aircraft maintenance programme, aircraft maintenance manual, repair manual, supplementary structural inspection document, corrosion control document, service bulletins, service sheets modification leaflets, non destructive inspection manual, parts catalogue, type certificate data sheets as required for the work undertaken and any other specific document issued by the type certificate or supplementary type certificate holder's maintenance data, except that in the case of operator or customer provided maintenance data it is not necessary to hold such provided data when the work order is completed. 2. In addition to sub-paragraph 1, for components each organisation performing aircraft maintenance should hold and use the appropriate sections of the vendor maintenance and repair manual, service bulletins and service letters plus any document issued by the type certificate holder as maintenance data on whose product the component may be fitted when applicable, except that in the case of operator or customer provided maintenance data it is not necessary to hold such provided data when the work order is completed.	
AMC M.A.401(c)	**Maintenance data**	1. Data being made available to personnel maintaining aircraft means that the data should be available in close proximity to the aircraft or component being maintained, for mechanics and certifying staff to perform maintenance. 2. Where computer systems are used, the number of computer terminals should be sufficient in relation to the size of the work programme to enable easy access, unless the computer system can produce paper copies. Where microfilm or microfiche readers/printers are used, a similar requirement is applicable. 3. Maintenance tasks should be transcribed onto the work cards or worksheets and subdivided into clear stages to ensure a record	*Full contents*

		of the accomplishment of the maintenance task. Of particular importance is the need to differentiate and specify, when relevant, disassembly, accomplishment of task, reassembly and testing. In the case of a lengthy maintenance task involving a succession of personnel to complete such task, it may be necessary to use supplementary work cards or worksheets to indicate what was actually accomplished by each individual person. A worksheet or work card system should refer to particular maintenance tasks. 4. Maintenance data should be kept up to date by: • Subscribing to the applicable amendment scheme. • Checking that all amendments are being received. • Monitoring the amendment status of all data.	
M.A.402	**Performance of maintenance**	(a) All maintenance shall be performed by qualified personnel, following the methods, techniques, standards and instructions specified in the M.A.401 maintenance data. Furthermore, an independent inspection shall be carried out after any flight safety sensitive maintenance task unless otherwise specified by Part-145 or agreed by the competent authority. (b) All maintenance shall be performed using the tools, equipment and material specified in the M.A.401 maintenance data unless otherwise specified by Part-145. Where necessary, tools and equipment shall be controlled and calibrated to an officially recognised standard. (c) The area in which maintenance is carried out shall be well organised and clean in respect of dirt and contamination. (d) All maintenance shall be performed within any environmental limitations specified in the M.A.401 maintenance data. (e) In case of inclement weather or lengthy maintenance, proper facilities shall be used.	*Full contents*

		(f) After completion of all maintenance a general verification must be carried out to ensure the aircraft or component is clear of all tools, equipment and any other extraneous parts and material, and that all access panels removed have been refitted.	
AMC M.A.402 (a)	**Performance of maintenance**	1. When working outside the scope of an approved maintenance organisation personnel not authorised to issue a CRS should work under the supervision of certifying personnel. They may only perform maintenance that their supervisor is authorised to release, if the supervisor personally observes the work being carried out to the extent necessary to ensure that it is being done properly and if the supervisor is readily available, in person, for consultation. In this case licensed engineers should ensure that each person maintaining an aircraft or component has had appropriate training or relevant previous experience and is capable of performing the task required, and that personnel who carry out specialised tasks such as welding are qualified in accordance with an officially recognised standard. 2. In the case of limited pilot owner maintenance as specified in M.A.803, any person maintaining an aircraft should have had appropriate training or relevant previous experience as accepted by the competent authority and be capable of performing the task required. 3. The general maintenance and inspection standards applied to individual maintenance tasks should meet the recommended standards and practises of the organisation responsible for the type design which are normally published in the maintenance manuals. In the absence of maintenance and inspection standards published by organisation responsible for the type design maintenance personnel should refer to the relevant aircraft	*Full contents*

		airworthiness standards and procedures published or used as guidance by the Agency or the competent authority. The maintenance standards used should contain methods, techniques and practises acceptable to the Agency or competent authority for the maintenance of aircraft and its components. 4. Independent inspections. 4.1 The manufactures instructions for continued airworthiness should be followed when determining the need for an independent inspection. 4.2 In the absence of maintenance and inspection standards published by organisation responsible for the type design, maintenance tasks that involve the assembly or any disturbance of a control system that, if errors occurred, could result in a failure, malfunction, or defect endangering the safe operation of the aircraft should be considered as flight safety sensitive maintenance tasks needing an independent inspection. A control system is an aircraft system by which the flight path, attitude, or propulsive force of the aircraft is changed, including the flight, engine and propeller controls, the related system controls and the associated operating mechanisms. 4.3 Independent inspections should be carried out by at least two persons, to ensure correct assembly, locking and sense of operation. A technical record of the inspections should contain the signatures of both persons before the relevant CRS is issued. 4.3.1 An independent inspection is an inspection first made by an authorised person signing the maintenance release who assumes full responsibility for the satisfactory completion of the work, before being subsequently inspected by a second independent competent person who attests to the satisfactory completion of the work recorded and that no deficiencies have been found. 4.3.2 The second independent competent person is not issuing a maintenance release therefore is not required to hold	

		certification privileges. However they should be suitably qualified to carry out the inspection. 4.4 When work is being done under the control of an approved maintenance organisation the organisation should have procedures to demonstrate that the signatories have been trained and have gained experience on the specific control systems being inspected. 4.5. When work is being undertaken by an independent M.A.801 (b) 2 certifying staff, the qualifications and experience of the second independent competent person should be directly assessed by the person certifying for the maintenance, taking into account the individual's training and experience. It should not be acceptable for the certifying staff signing the release to show the person performing the independent inspection how to perform the inspection at the time the work is completed. 4.6 In summary the following maintenance tasks should primarily be considered when inspecting aircraft control systems that have been disturbed: • Installation, rigging and adjustment of flight controls. • Installation of aircraft engines, propellers and rotors. • Overhaul, calibration or rigging of components such as engines, propellers, transmissions and gearboxes. Consideration should also be given to: • Previous experience of maintenance errors, depending on the consequences of the failure. • information arising from an 'occurrence reporting system' 4.7 When checking control systems that have undergone maintenance the person signing the maintenance release and the person performing the independent check should consider the following points independently:	

		• All those parts of the system that have actually been disconnected or disturbed should be inspected for correct assembly and locking. • The system as a whole should be inspected for full and free movement over the complete range. • Cables should be tensioned correctly with adequate clearance at secondary stops. • The operation of the control system as a whole should be observed to ensure that the controls are operating in the correct sense. • If the control system is duplicated to provide redundancy, each system should be checked separately. If different control systems are interconnected so that they affect each other, all the interactions should be checked through the full range of the applicable controls.	
AMC M.A.402 (b)	**Performance of maintenance**	When performing maintenance, personnel are required to use the tools, equipment and test apparatus necessary to ensure completion of work in accordance with accepted maintenance and inspection standards. Inspection, service or calibration on a regular basis should be in accordance with the equipment manufacturers' instructions. All tools requiring calibration should be traceable to an acceptable standard. In this context officially recognised standard means those standards established or published by an official body whether having legal personality or not, which are widely recognised by the air transport sector as constituting good practice. If the organisation responsible for the type design involved recommends special equipment or test apparatus, personnel should use the recommended equipment or apparatus or equivalent equipment accepted by the competent authority.	*Full contents*

		All work should be performed using materials of such quality and in a manner, that the condition of the aircraft or its components after maintenance will be at least equal to its original or modified condition (with regard to aerodynamic function, structural strength, resistance to vibration, deterioration and any other qualities affecting airworthiness).	
AMC M.A.402 (d)	**Performance of maintenance**	The working environment should be appropriate for the maintenance task being performed such that the effectiveness of personnel is not impaired. (a) Temperature should be maintained such that personnel can perform the required tasks without undue discomfort. (b) Airborne contamination (e.g. dust, precipitation, paint particles, filings) should be kept to a minimum to ensure aircraft/components surfaces are not contaminated, if this is not possible all susceptible systems should be sealed until acceptable conditions are re-established. (c) Lighting should be adequate to ensure each inspection and maintenance task can be performed effectively. (d) Noise levels should not be allowed to rise to the level of distraction for inspection staff or if this is not possible inspection staff should be provided with personnel equipment to reduce excessive noise.	*Full contents*
AMC M.A.402 (e)	**Performance of maintenance**	Facilities should be provided appropriate for all planned maintenance. This may require aircraft hangars that are both available and large enough for the planned maintenance. Aircraft component workshops should be large enough to accommodate the components that are planned to be maintained. Protection from inclement weather means the hangar or component workshop structures should be to a standard that prevents the ingress of rain, hail, ice, snow, wind and dust etc.	

M.A.403	**Aircraft defects**	(a) Any aircraft defect that hazards seriously the flight safety shall be rectified before further flight. (b) Only the authorised certifying staff, according to points M.A.801(b)1, M.A.801(b)2, M.A.801(c), M.A.801(d) or Annex II (Part-145) can decide, using M.A.401 maintenance data, whether an aircraft defect hazards seriously the flight safety and therefore decide when and which rectification action shall be taken before further flight and which defect rectification can be deferred. However, this does not apply when: 1. the approved minimum equipment list as mandated by the competent authority is used by the pilot; or, 2. aircraft defects are defined as being acceptable by the competent authority. (c) Any aircraft defect that would not hazard seriously the flight safety shall be rectified as soon as practicable, after the date the aircraft defect was first identified and within any limits specified in the maintenance data. Any defect not rectified before flight shall be recorded in the M.A.305 aircraft maintenance record system or M.A.306 operator's technical log system as applicable.	*Full contents*
AMC M.A.403 (b)	**Aircraft defects**	An assessment of cause and potentially hazardous effect of any defect that could affect flight safety should be made in order to initiate further investigation and analysis necessary to identify the root cause of the defect.	*Full contents*
AMC M.A.403 (d)	**Aircraft defects**	All deferred defects should be made known to the pilot/flight crew, whenever possible, prior to their arrival at the aircraft. Deferred defects should be transferred on to worksheets at the next appropriate maintenance check, and any deferred defect which is not rectified during the maintenance check, should be	*Full contents*

		re-entered on to a new deferred defect record sheet. The original date of the defect should be retained. The necessary components or parts needed for the rectification of defects should be made available or ordered on a priority basis, and fitted at the earliest opportunity.	
Suppart E Components			
M.A.501	**Installation**	(a) No component may be fitted unless it is in a satisfactory condition, has been appropriately released to service on an EASA Form 1 or equivalent and is marked in accordance with Part 21 Subpart Q, unless otherwise specified in Annex (Part-21) to Regulation (EC) No 1702/2003, Annex II (Part-145) or Subpart F, Section A of Annex I to this Regulation. (b) Prior to installation of a component on an aircraft the person or approved maintenance organisation shall ensure that the particular component is eligible to be fitted when different modification and/or airworthiness directive configurations may be applicable. (c) Standard parts shall only be fitted to an aircraft or a component when the maintenance data specifies the particular standard part. Standard parts shall only be fitted when accompanied by evidence of conformity traceable to the applicable standard. (d) Material being either raw material or consumable material shall only be used on an aircraft or a component when the aircraft or component manufacturer states so in relevant maintenance data or as specified in Part-145. Such material shall only be used when the material meets the required specification and has appropriate traceability. All material must be accompanied by documentation clearly relating to the particular material and containing conformity to specification statement plus both the manufacturing and supplier source.	*Full contents*

AMC M.A.501 (a)	**Installation**	1. To ensure a component is in a satisfactory condition, the person referred to under M.A.801 or the approved maintenance organisation should perform checks and verifications. 2. Performance of above checks and verifications should take place before the component is installed on the aircraft. 3. The following list, though not exhaustive, contains typical checks to be performed: (a) Verify the general condition of components and their packaging in relation to damages that could affect the integrity of the components; (b) Verify that the shelf life of the component has not expired. (c) Verify that items are received in the appropriate package in respect of the type of component: e.g. correct ATA 300 or electrostatic sensitive devices packaging, when necessary. (d) Verify that component has all plugs and caps appropriately installed to prevent damage or internal contamination. Tape should not be used to cover electrical connections or fluid fittings/openings because adhesive residues can insulate electrical connections and contaminate hydraulic or fuel units. 4. The purpose of the EASA Form 1 (see also Part-M Appendix II) is to release components after manufacture and to release maintenance work carried out on such components under the approval of a competent authority and to allow components removed from one aircraft/component to be fitted to another aircraft/ component.	*Full contents*

		5. For the purpose of Part-M, a document equivalent to an EASA Form 1 may be: (a) A release document issued by an organisation under the terms of a bilateral agreement signed by the European Community. (b) A release document issued by an organisation approved under the terms of a JAA maintenance bilateral agreement until superseded by the corresponding agreement signed by the European Community. (c) A JAA Form One issued prior to 28 September 2004 by a JAR 145 organisation approved by a JAA Full Member State. (d) In the case of new aircraft components that were released from manufacturing prior to the Part--21 compliance date the component should be accompanied by a JAA Form One issued by a JAR 21 organisation approved by a JAA Full Member Authority and within the JAA mutual recognition system. (f) A JAA Form One issued prior to 28 September 2005 by a production organisation approved by a competent authority in accordance with its national regulations. (g) A JAA Form One issued prior to 28 September 2008 by a maintenance organisation approved by a competent authority in accordance with its national regulations. (h) A release document acceptable to a competent authority according to the provisions of a bilateral agreement between the competent authority and a third country until superseded by the corresponding agreement signed by the European Community. This provision is valid provided the above agreements between the competent authority and a third country are notified to the Commission and to the other competent authorities in	

		accordance with Article 9 of Regulation (EC) No 1592/2002. (i) Paragraphs (f) and (g) do not apply to the Part-145 maintenance environment. 6. Any item in storage without an EASA Form 1 or equivalent cannot be installed on aircraft registered in a Member State unless an EASA Form 1 is issued for such item by an appropriately approved maintenance organisation in accordance with AMC M.A.613 (a).	
AMC M.A.501 (b)	**Installation**	1. The EASA Form 1 identifies the airworthiness and eligibility status of an aircraft component. Block 13 "Remarks" on the EASA Form 1 in some cases contains vital airworthiness related information (see also Part-M Appendix II) which may need appropriate and necessary actions. 2. The fitment of a replacement components/material should only take place when the person referred to under M.A.801 or the M.A. Subpart F maintenance organisation is satisfied that such components/material meet required standards in respect of manufacture or maintenance, as appropriate. 3. The person referred to under M.A.801 or the M.A. Subpart F approved maintenance organisation should be satisfied that the component in question meets the approved data/standard, such as the required design and modification standards. This may be accomplished by reference to the TC holder or manufacturer's parts catalogue or other approved data (i.e. Service Bulletin). Care should also be exercised in ensuring compliance with applicable ADs and the status of any service life limited parts fitted to the aircraft component as well as compliance with Critical Design Configuration Control Limitations. AMC M.A.501(b) updated per ED 2007/001/R	*Full contents*

AMC M.A.501(c)	**Installation**	1. Standard parts are: (a) Parts manufactured in complete compliance with an established industry, Agency, competent authority or other Government specification which includes design, manufacturing, test and acceptance criteria, and uniform identification requirements. The specification should include all information necessary to produce and verify conformity of the part. It should be published so that any party may manufacture the part. Examples of specifications are National Aerospace Standards (NAS), Army-Navy Aeronautical Standard (AN), Society of Automotive Engineers (SAE), SAE Sematec, Joint Electron Device Engineering Council, Joint Electron Tube Engineering Council, and American National Standards Institute (ANSI), EN Specifications etc… (b) For sailplanes and powered sailplanes, non-required instruments and/or equipment certified under the provision of CS 22.130(b), if those instruments or equipment, when installed, functioning, functioning improperly or not functioning at all, do not in itself, or by its effect upon the sailplane and its operation, constitute a safety hazard. "Required" in the term "non-required" as used above means required by the applicable airworthiness code (CS 22.1303, 22.1305 and 22.1307) or required by the relevant operating regulations and the applicable Rules of the Air or as required by Air Traffic Management (e.g. a transponder in certain controlled airspace). Examples of equipment which can be considered standard parts are electrical variometers, bank/slip indicators ball type, total energy probes, capacity bottles (for variometers), final glide calculators, navigation computers, data logger / barograph / turnpoint camera, bug-wipers and anti-collision systems. Equipment which must be approved in accordance to [with] the airworthiness code shall comply with the applicable ETSO or equivalent and is not considered a standard part (e.g. oxygen equipment).	*Full contents*

		2. To designate a part as a standard part the TC holder may issue a standard parts manual accepted by the competent authority of original TC holder or may make reference in the parts catalogue to a national/international specification (such as a standard diode/capacitor etc) not being an aviation only specification for the particular part. 3. Documentation accompanying standard parts should clearly relate to the particular parts and contain a conformity statement plus both the manufacturing and supplier source. Some material is subject to special conditions such as storage condition or life limitation etc. and this should be included on the documentation and / or material packaging. 4. An EASA Form 1 or equivalent is not normally issued and therefore none should be expected.	
AMC M.A.501 (d)	**Installation**	1. Consumable material is any material which is only used once, such as lubricants, cements, compounds, paints, chemicals dyes and sealants etc. 2. Raw material is any material that requires further work to make it into a component part of the aircraft such as metals, plastics, wood, fabric etc. 3. Material both raw and consumable should only be accepted when satisfied that it is to the required specification. To be satisfied, the material and or its packaging should be marked with the specification and where appropriate the batch number. 4. Documentation accompanying all material should clearly relate to the particular material and contain a conformity statement plus both the manufacturing and supplier source. Some material is subject to special conditions such as storage condition or life limitation etc. and this should be included on the documentation and / or material packaging.	*Full contents*

		5. EASA form 1 or equivalent is not normally issued for such material and therefore none should be expected. The material specification is normally identified in the TC holder's data except in the case where the Agency or the competent authority has agreed otherwise. 6. Items purchased in batches (fasteners etc.) should be supplied intact in the original equipment manufacturer (OEM) package. Packaging should state the P/N, batch number and the quantity specified in the package. The documentation accompanying the material should contain P/N, lot number and the supplied quantity, and the manufacturing sources. If the material is acquired from different lots, acceptance documentation for each lot should be supplied. 7. When using raw or consumable material on an aircraft or component near, or adjacent to, or that directly impacts an identified Critical Design Configuration Control Limitation item, it should be ensured that the CDCCL has not been compromised.	
M.A.502	**Component maintenance**	(a) The maintenance of components shall be performed by maintenance organisations appropriately approved in accordance with Section A, Subpart F of this Annex (Part M) or with Annex II (Part-145). (b) By derogation from paragraph (a), maintenance of a component in accordance with aircraft maintenance data or, if agreed by the competent authority, in accordance with component maintenance data, may be performed by an A rated organisation approved in accordance with Section A, Subpart F of this Annex (Part M) or with Annex II (Part-145) as well as by certifying staff referred to in point M.A.801(b)2 only whilst such components are fitted to the aircraft. Nevertheless, such organisation or certifying staff may temporarily remove this component for maintenance, in order to improve access to the component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph.	*Full contents*

		Component maintenance performed in accordance with this paragraph is not eligible for the issuance of an EASA Form 1 and shall be subject to the aircraft release requirements provided for in point M.A.801. (c) By derogation from paragraph (a), maintenance of an engine/Auxiliary Power Unit (APU) component in accordance with engine/APU maintenance data or, if agreed by the competent authority, in accordance with component maintenance data, may be performed by a B rated organisation approved in accordance with Section A, Subpart F of this Annex (Part M) or with Annex II (Part-145) only whilst such components are fitted to the engine/APU. Nevertheless, such B rated organisation may temporarily remove this component for maintenance, in order to improve access to the component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph. (d) By derogation from paragraph (a) and point M.A.801(b)2, maintenance of a component while installed or temporarily removed from an ELA1 aircraft not used in commercial air transport and performed in accordance with component maintenance data, may be performed by certifying staff referred to in point M.A.801(b)2, except for: 1. Overhaul of components other than engines and propellers. and 2. Overhaul of engines and propellers for aircraft other than CS-VLA, CS-22 and LSA. Component maintenance performed in accordance with paragraph (d) is not eligible for the issuance of an EASA Form 1 and shall be subject to the aircraft release requirements provided for in point M.A.801.	

M.A.503	**Service life limited components**	Installed service life limited components shall not exceed the approved service life limit as specified in the approved maintenance programme and airworthiness directives, except as provided for in point M.A.504(c).	*Full contents*
M.A.504	**Control of unserviceable components**	(a) A component shall be considered unserviceable in any one of the following circumstances: 1. Expiry of the service life limit as defined in the maintenance program. 2. Non-compliance with the applicable airworthiness directives and other continued airworthiness requirement mandated by the Agency. 3. Absence of the necessary information to determine the airworthiness status or eligibility for installation. 4. Evidence of defects or malfunctions. 5. Involvement in an incident or accident likely to affect its serviceability. (b) Unserviceable components shall be identified and stored in a secure location under the control of an approved maintenance organisation until a decision is made on the future status of such component. Nevertheless, for aircraft not used in commercial air transport other than large aircraft, the person or organisation that declared the component unserviceable may transfer its custody, after identifying it as unserviceable, to the aircraft owner provided.	*Full contents*

		(c) Components which have reached their certified life limit or contain a non-repairable defect shall be classified as unsalvageable and shall not be permitted to re-enter the component supply system, unless certified life limits have been extended or a repair solution has been approved according to M.A.304. (d) Any person or organisation accountable under Part-M shall, in the case of a paragraph (c) unsalvageable components: 1. Retain such component in the paragraph (b) location or 2. Arrange for the component to be mutilated in a manner that ensures that it is beyond economic salvage or repair before relinquishing responsibility for such component. (e) Notwithstanding paragraph (d) a person or organisation accountable under Part-M may transfer responsibility of components classified as unsalvageable to an organisation for training or research without mutilation.	
AMC M.A.504 (a)	**Control of unserviceable components**	A component continues to be unserviceable until a decision is taken pursuant to AMC M.A.605 (c) 6	*Full contents*
AMC M.A.504 (b)	**Control of unserviceable components**	1. M.A.801(b)(2) certifying staff or the Section A Subpart F approved maintenance organisation performing maintenance should ensure proper identification of any unserviceable components. 2. The unserviceable status of the component should be clearly declared on a tag together with the component identification data and any information useful to define actions necessary to be taken. Such information should state, as applicable, in service times, maintenance status, preservation status, failures, defects or malfunctions reported or detected exposure to adverse	*Full contents*

		environmental conditions, if the component has been involved in or affected by an accident/incident. Means should be provided to prevent unwanted separation of this tag from the component. 3. M.A.801(b)(2) certifying staff performing aircraft maintenance should send, with the agreement of the aircraft owner/lessee, any unserviceable component to a maintenance organisation approved under Section A Subpart F or Part-145 for controlled storage.	
AMC M.A.504 (c)	**Control of unserviceable components – unsalvageable components**	1. The following types of components should typically be classified as unsalvageable: (a) Components with non-repairable defects, whether visible or not to the naked eye. (b) Components that do not meet design specifications, and cannot be brought into conformity with such specifications. (c) Components subjected to unacceptable modification or rework that is irreversible. (d) Certified life-limited parts that have reached or exceeded their certified life limits, or have missing or incomplete records. (e) Components that cannot be returned to airworthy condition due to exposure to extreme forces, heat or adverse environment. (f) Components for which conformity with an applicable airworthiness directive cannot be accomplished. (g) Components for which continuing airworthiness records and/or traceability to the manufacturer can not be retrieved.	*Full contents*

		2. It is common practice for possessors of aircraft components to dispose of unsalvageable components by selling, discarding, or transferring such items. In some instances, these items have reappeared for sale and in the active parts inventories of the aviation community. Misrepresentation of the status of components and the practice of making such items appear serviceable has resulted in the use of unsalvageable nonconforming components. Therefore organisations disposing of unsalvageable aircraft components should consider the possibility of such components later being misrepresented and sold as serviceable components. Caution should be exercised to ensure that unsalvageable components are disposed of in a manner that does not allow them to be returned to service.	
AMC M.A.504 (d) 2	**Control of unserviceable components**	1. Mutilation should be accomplished in such a manner that the components become permanently unusable for their original intended use. Mutilated components should not be able to be reworked or camouflaged to provide the appearance of being serviceable, such as by re-plating, shortening and re-threading long bolts, welding, straightening, machining, cleaning, polishing, or repainting. 2. Mutilation may be accomplished by one or a combination of the following procedures: (a) grinding, (b) burning, (c) removal of a major lug or other integral feature, (d) permanent distortion of parts, (e) cutting a hole with cutting torch or saw, (f) melting, (g) sawing into many small pieces, (h) Any other method accepted by the competent authority or the Agency on a case by case basis.	*Full contents*

		3. The following procedures are examples of mutilation that are often less successful because they may not be consistently effective: (a) stamping or vibro-etching, (b) spraying with paint, (c) small distortions, incisions or hammer marks, (d) identification by tag or markings, (e) drilling small holes, (f) Sawing in two pieces only. 4. Since manufacturers producing approved aircraft components should maintain records of serial numbers for "retired" certified life-limited or other critical components, the organisation that mutilates a component should provide the original manufacturer with the data plate and/or serial number and final disposition of the component.	
AMC M.A.504 (e)	**Control of unserviceable components**	A maintenance organisation may choose, in agreement with the component's owner, to release an unsalvageable component for legitimate non-flight uses, such as for training and education, research and development. In such instances, mutilation may not be appropriate. The following methods should be used to prevent the component re-entering the aviation supply system: (a) Permanently marking or stamping the component, as "NOT SERVICEABLE." (Ink stamping is not an acceptable method); (b) Removing original part number identification. (c) Removing data plate identification. (d) Maintaining a tracking or accountability system, by serial number or other individualised data, to record transferred unsalvageable aircraft component.	*Full contents*

		(e) Including written procedures concerning disposal of such components in any agreement or contract transferring such components. NOTE: Unsalvageable components should not be released to any person or organisation that is known to return unsalvageable components back into the aviation supply system, due to the potential safety threat.	
Subpart F Maintenance organisation			
M.A.601	**Scope**	This Subpart establishes the requirements to be met by an organisation to qualify for the issue or continuation of an approval for the maintenance of aircraft and components not listed in point M.A.201(g).	*Full contents*
AMC M.A.601	**Scope**	An approved maintenance organisation may be approved to maintain aircraft/aircraft components not type certificated by the Agency.	*Full contents*
M.A.602	**Application**	An application for issue or variation of a maintenance organisation approval shall be made on a form and in a manner established by the competent authority.	*Full contents*
AMC M.A.602	**Application**	An application should be made on an EASA Form 2 (Appendix IX) or equivalent acceptable to the competent authority.	*Full contents*
M.A.603	**Extent of approval**	(a) The grant of approval is indicated by the issue of a certificate (included in Appendix 5) by the competent authority. The M.A.604 approved maintenance organisation's manual must specify the scope of work deemed to constitute approval. The Appendix 4 to this Part defines all classes and ratings possible under M.A. Subpart F. (b) An approved maintenance organisation may fabricate, in	*Full contents*

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</td><td></td></tr>
<tr><td>AMC
M.A.603 (b)</td><td>Extent of approval</td><td>1. The agreement by the competent authority for the fabrication of parts by the approved maintenance organisation should be formalised through the approval of a detailed procedure in the maintenance organisation manual.

This AMC contains principles and conditions to be taken into account for the preparation of an acceptable procedure.</td><td>Full contents</td></tr>
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		2. Fabrication, inspection, assembly and test should be clearly within the technical and procedural capability of the approved maintenance organisation. 3. The approved data necessary to fabricate the part are those approved either by the competent authority, the TC holder, Part-21 design organisation approval holder, or STC holder. 4. Items fabricated by an approved maintenance organisation may only be used by that organisation in the course of overhaul, maintenance, modifications, or repair of aircraft or components undergoing work within its own facility. The permission to fabricate does not constitute approval for manufacture, or to supply externally and the parts do not qualify for certification on EASA Form 1. This also applies to the bulk transfer or surplus inventory, in that locally fabricated parts are physically segregated and excluded from any delivery certification. 5. Fabrication of parts, modification kits etc for onward supply and/or sale may not be conducted under a M.A. Subpart F approval. 6. The data specified in paragraph 3 may include repair procedures involving the fabrication of parts. Where the data on such parts is sufficient to facilitate fabrication, the parts may be fabricated by an approved maintenance organisation. Care must be taken to ensure that the data include details of part numbering, dimensions, materials, processes, and any special manufacturing techniques, special raw material specification or/and incoming inspection requirement and that the approved organisation has the necessary capability. That capability should be defined by way of maintenance organisation manual content. Where special processes or inspection procedures are defined in the approved data which are not available at the approved maintenance organisation, that organisation can not fabricate the part unless the TC/STC-holder gives an approved alternative.	

		7. Examples of fabrication under the scope of an M.A. Subpart F approval can include but are not limited to the following: (a) fabrication of bushes, sleeves and shims, (b) fabrication of secondary structural elements and skin panels, (c) fabrication of control cables, (d) fabrication of flexible and rigid pipes, (e) fabrication of electrical cable looms and assemblies, (f) formed or machined sheet metal panels for repairs. Note: It is not acceptable to fabricate any item to pattern unless an engineering drawing of the item is produced which includes any necessary fabrication processes and which is accepted to the competent authority. 8. Where a TC-holder or an approved production organisation is prepared to make available complete data which is not referred to in aircraft manuals or service bulletins but provides manufacturing drawings for items specified in parts lists, the fabrication of these items is not considered to be within the scope of an M.A. Subpart F approval unless agreed otherwise by the competent authority in accordance with a procedure specified in the maintenance organisation manual. 9. Inspection and Identification Any locally fabricated part should be subject to an inspection stage before, separately, and preferably independently from, any inspection of its installation. The inspection should establish full compliance with the relevant manufacturing data, and the part should be unambiguously identified as fit for use by stating conformity to the approved data. Adequate records should be maintained of all such fabrication processes including heat treatment and the final inspections. All parts, excepting those with inadequate space, should carry a part number which clearly	

		relates it to the manufacturing/inspection data. Additional to the part number the approved.	
M.A.604	**Maintenance organisation manual**	(a) The maintenance organisation shall provide a manual containing at least the following information: 1. A statement signed by the accountable manager to confirm that the organisation will continuously work in accordance with Part-M and the manual at all times. and 2. The organisation's scope of work. and 3. The title(s) and name(s) of person(s) referred to in M.A.606(b). and 4. An organisation chart showing associated chains of responsibility between the person(s) referred to in M.A.606(b). and 5. A list of certifying staff with their scope of approval. and 6. A list of locations where maintenance is carried out, together with a general descriptions of the facilities. and 7. Procedures specifying how the maintenance organisation ensures compliance with this Part.	*Full contents*

		and 8. The maintenance organisation manual amendment procedure(s). (b) The maintenance organisation manual and its amendments shall be approved by the competent authority. (c) Notwithstanding paragraph (b) minor amendments to the manual may be approved through a procedure (hereinafter called indirect approval).	
AMC M.A.604	**Maintenance organisation manual** **(see Appendices to Part M - Appendix IV to AMC M.A.604)**	1. Appendix IV to this AMC provides an outline of the format of an acceptable maintenance organisation manual for a small organisation with less than 10 maintenance staff. 2. The maintenance organisation exposition as specified in Part-145 provides an outline of the format of an acceptable maintenance organisation manual for larger organisations with more than 10 maintenance staff, dependent upon the complexity of the organisation.	*Full contents*
M.A.605	**Facilities**	The organisation shall ensure that: (a) Facilities are provided for all planned work, specialised workshops and bays are segregated as appropriate, to ensure protection from contamination and the environment. (b) Office accommodation is provided for the management of all planned work including in particular, the completion of maintenance records. (c) Secure storage facilities are provided for components, equipment, tools and material. Storage conditions shall ensure segregation of unserviceable components and material from all other components, material, equipment and tools. Storage conditions shall be in accordance with the manufacturers'	*Full contents*

		instructions and access shall be restricted to authorised personnel.	
AMC M.A.605 (a)	**Facilities**	1. Where a hangar is not owned by the M.A. Subpart F organisation, it may be necessary to establish proof of tenancy. In addition, sufficiency of hangar space to carry out planned maintenance should be demonstrated by the preparation of a projected aircraft hangar visit plan relative to the aircraft maintenance programme. The aircraft hangar visit plan should be updated on a regular basis. 2. Protection from the weather elements relates to the normal prevailing local weather elements that are expected throughout any twelve-month period. Aircraft hangar and aircraft component workshop structures should be to a standard that prevents the ingress of rain, hail, ice, snow, wind and dust etc. Aircraft hangar and aircraft component workshop floors should be sealed to minimise dust generation. 3. Aircraft maintenance staff should be provided with an area where they may study maintenance instructions and complete continuing airworthiness records in a proper manner.	*Full contents*
AMC M.A.605 (b)	**Facilities**	It is acceptable to combine any or all of the office accommodation requirements into one office subject to the staff having sufficient room to carry out assigned tasks.	*Full contents*
AMC M.A.605 (c)	**Facilities**	1. Storage facilities for serviceable aircraft components should be clean, well-ventilated and maintained at an even dry temperature to minimise the effects of condensation. Manufacturer's storage recommendations should be followed for those aircraft components identified in such published recommendations. 2. Adequate storage racks should be provided and strong enough to hold aircraft components and provide sufficient support for large aircraft components such that the component is not damaged during storage.	*Full contents*

		3. All aircraft components, wherever practicable, should remain packaged in their protective material to minimise damage and corrosion during storage. A shelf life control system should be utilised and identity tags used to identify components. 4. Segregation means storing unserviceable components in a separate secured location from serviceable components. 5. Segregation and management of any unserviceable component should be ensured according to the pertinent procedure approved to that organisation. 6. Procedures should be defined by the organisation describing the decision process for the status of unserviceable components. This procedure should identify at least the following: • Role and responsibilities of the persons managing the decision process. • Description of the decision process to chose between maintaining, storing or mutilating a component. • Traceability of decision. 7. Once unserviceable components or materials have been identified as unsalvageable in accordance with M.A.504 (c), the organisation should establish secure areas in which to segregate such items and to prevent unauthorised access. Unsalvageable components should be managed through a procedure to ensure that these components receive the appropriate final disposal according to M.A.504 (d) or (e). The person responsible for the implementation of this procedure should be identified.	
M.A.606	**Personnel requirements**	(a) The organisation shall appoint an accountable manager, who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by this Part.	*Full contents*

		(b) A person or group of persons shall be nominated with the responsibility of ensuring that the organisation is always in compliance with this Subpart. Such person(s) shall be ultimately responsible to the accountable manager. (c) All paragraph (b) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft and/or component maintenance. (d) The organisation shall have appropriate staff for the normal expected contracted work. The use of temporarily sub-contracted staff is permitted in the case of higher than normally expected contracted work and only for personnel not issuing a certificate of release to service. (e) The qualification of all personnel involved in maintenance shall be demonstrated and recorded. (f) Personnel who carry out specialised tasks such as welding, non-destructive testing/inspection other than colour contrast shall be qualified in accordance with an officially recognised standard. (g) The maintenance organisation shall have sufficient certifying staff to issue M.A.612 and M.A.613 certificates of release to service for aircraft and components. They shall comply with the requirements of Part-66. (h) By derogation from paragraph (g), the organisation may use certifying staff qualified in accordance with the following provisions when providing maintenance support to operators involved in commercial operations, subject to appropriate procedures to be approved as part of the organisation's manual: 1. For a repetitive pre-flight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive, the organisation may issue a limited certifying staff authorisation to the aircraft commander on the basis of the flight crew licence held, provided that the organisation ensures that sufficient practical training has been	

		carried out to ensure that such person can accomplish the airworthiness directive to the required standard; 2. In the case of aircraft operating away from a supported location the organisation may issue a limited certifying staff authorisation to the aircraft commander on the basis of the flight crew licence, provided that the organisation ensures that sufficient practical training has been carried out to ensure that such person can accomplish the task to the required standard.	
AMC M.A.606 (a)	**Personnel requirements**	With regard to the accountable manager, it is normally intended to mean the chief executive officer of the maintenance organisation approved under M.A. Subpart F, who by virtue of position has overall (including in particular financial) responsibility for running the organisation. The accountable manager may be the accountable manager for more than one organisation and is not required to be necessarily knowledgeable on technical matters. When the accountable manager is not the chief executive officer, the competent authority will need to be assured that such an accountable manager has direct access to chief executive officer and has a sufficiency of maintenance funding allocation.	*Full contents*
AMC M.A.606 (b)	**Personnel requirements**	1. Dependent upon the size of the organisation, the functions may be subdivided under individual managers or combined in any number of ways. 2. The maintenance organisation should have, dependent upon the extent of approval, an aircraft maintenance manager, a workshop manager all of whom should report to the accountable manager. In small maintenance organisations any manager may also be the accountable manager, and may also be the aircraft maintenance manager or the workshop manager. 3. The aircraft maintenance manager is responsible for ensuring that all maintenance required to be carried out, plus any defect rectification carried out during aircraft maintenance, is carried out	*Full contents*

		to the design and quality standards specified in this Part. The aircraft maintenance manager is also responsible for any corrective action resulting from the M.A.616 organisational review. 4. The workshop manager is responsible for ensuring that all work on aircraft components is carried out to the standards specified in this Part and also responsible for any corrective action resulting from the M.A.616 organisational review. 5. Notwithstanding the example sub-paragraphs 2 - 4 titles, the organisation may adopt any title for the foregoing managerial positions but should identify to the competent authority the titles and persons chosen to carry out these functions.	
AMC M.A.606(c)	**Personnel requirements**	1. All nominated persons should, in the normal way, be expected to satisfy the competent authority that they possess the appropriate experience and qualifications which are listed in paragraphs 2.1 to 2.5 below. 2. All nominated persons should have: 2.1. Practical experience and expertise in the application of aviation safety standards and safe maintenance practices. 2.2. comprehensive knowledge of: (a) Part-M and any associated requirements and procedures. (b) The maintenance organisation manual. 2.3. Five years aviation experience of which at least three years should be practical maintenance experience. 2.4. Knowledge of the relevant type(s) of aircraft or components maintained.	*Full contents*

		2.5. Knowledge of maintenance standards.	
AMC M.A.606 (d)	**Personnel requirements**	1. All staff are subjected to compliance with the organisation's procedures specified in the maintenance organisation manual relevant to their duties. 2. To have sufficient staff means that the approved maintenance organisation employs or contracts staff directly, even on a volunteer basis, for the anticipated maintenance workload. 3. Temporarily sub-contracted means the person is employed by another organisation and contracted by that organisation to the approved maintenance organisation.	
AMC M.A.606(e)	**Personnel requirements**	1. Personnel involved in maintenance should be assessed for competence by 'on the job' evaluation and/or by examination relevant to their particular job role within the organisation before unsupervised work is permitted. 2. Adequate initial and recurrent training should be provided and recorded to ensure continued competence.	*Full contents*
AMC M.A.606 (f)	**Personnel requirements**	1. Continued airworthiness non-destructive testing means such testing specified by the type certificate holder of the aircraft, engine or propeller in the M.A.304 (b) maintenance data for in service aircraft/aircraft components for the purpose of determining the continued fitness of the product to operate safely. 2. Appropriately qualified means to level 1, 2 or 3 as defined by European Standard EN 4179 dependant upon the non-destructive testing function to be carried out. 3. Notwithstanding the fact that level 3 personnel may be qualified via EN 4179 to establish and authorise methods, techniques, etc., this does not permit such personnel to deviate	*Full contents*

		from methods and techniques published by the type certificate holder/manufacturer in the form of continued airworthiness data, such as in non-destructive test manuals or service bulletins, unless the manual or service bulletin expressly permits such deviation. 4. Notwithstanding the general references in EN 4179 to a national aerospace NDI board, all examinations should be conducted by personnel or organisations under the general control of such a board. In the absence of a national aerospace NDI board, examinations should be conducted by personnel or organisations under the general control of the NDI board of a Member State designated by the competent authority. 5. Particular non-destructive test means any one or more of the following: dye penetrant, magnetic particle, eddy current, ultrasonic and radiographic methods including X ray and gamma ray. 6. In addition it should be noted that new methods are and will be developed, such as, but not limited to thermography and shearography, which are not specifically addressed by EN 4179. Until such time as an agreed standard is established such methods should be carried out in accordance with the particular equipment manufacturers' recommendations including any training and examination process to ensure competence of the personnel with the process. 7. Any approved maintenance organisation that carries out continued airworthiness non-destructive testing should establish qualification procedures for non-destructive testing. 8. Boroscoping and other techniques such as delamination coin tapping are non-destructive inspections rather than non-destructive testing. Notwithstanding such differentiation, approved maintenance organisation should establish a procedure to ensure that personnel who carry out and interpret such inspections are properly trained and assessed for their competence with the process. Non-destructive inspections, not being considered as non-destructive testing by M.A. Subpart F are	

		not listed in Appendix IV to Part-M under class rating D1. 9. The referenced standards, methods, training and procedures should be specified in the maintenance organisation manual. 10. Any such personnel who intend to carry out and/or control a non-destructive test for which they were not qualified prior to the effective date of Part-M should qualify for such non-destructive test in accordance with EN 4179. 11. In this context officially recognised standard means those standards established or published by an official body whether having legal personality or not, which are widely recognised by the air transport sector as constituting good practice.	
M.A.607	**Certifying staff**	(a) In addition to M.A.606(g), certifying staff can only exercise their privileges, if the organisation has ensured: 1. That certifying staff can demonstrate that they meet the requirements of point 66.A.20(b) of Annex III (Part 66), except when Annex III (Part 66) refers to Member State regulation, in which case they shall meet the requirement of such regulation. and 2. That certifying staff have an adequate understanding of the relevant aircraft and/or aircraft component(s) to be maintained together with the associated organisation procedures. (b) In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff is available, the maintenance organisation contracted to provide maintenance support may issue a one-off certification authorisation: 1. to one of its employees holding type qualifications on aircraft of similar technology, construction and Systems.	*Full contents*

		or 2. to any person with not less than three years maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification provided there is no organisation appropriately approved under this Part at that location and the contracted organisation obtains and holds on file evidence of the experience and the licence of that person. All such cases must be reported to the competent authority within seven days of the issuance of such certification authorisation. The approved maintenance organisation issuing the one-off certification authorisation shall ensure that any such maintenance that could affect flight safety is re-checked. (c) The approved maintenance organisation shall record all details concerning certifying staff and maintain a current list of all certifying staff together with their scope of approval as part of the organisation's manual pursuant to point M.A.604(a)5.	
AMC M.A.607	**Certifying staff**	1. Adequate understanding of the relevant aircraft and/or aircraft component(s) to be maintained together with the associated organisation procedures means that the person has received training and has relevant maintenance experience on the product type and associated organisation procedures such that the person understands how the product functions, what are the more common defects with associated consequences. 2. All prospective certifying staff are required to be assessed for competence, qualification and capability related to intended certifying duties. Competence and capability can be assessed by having the person work under the supervision of another certifying person for sufficient time to arrive at a conclusion. Sufficient time could be as little as a few weeks if the person is fully exposed to relevant work. The person need not be assessed against the complete spectrum of intended duties. When the person has been recruited from another approved maintenance organisation and was a certifying person in that organisation then it is reasonable to accept a written confirmation from the previous organisation.	*Full contents*

		3. The organisation should hold copies of all documents that attest to qualification, and to recent experience. 4. Relevant maintenance experience should be understood to mean that the person has worked in an aircraft or component maintenance environment and has either exercised the privileges of the certification authorisation and/or has actually carried out maintenance on at least some of the aircraft type systems specified in the particular certification authorisation.	
AMC M.A.607 (c)	**Certifying staff**	1. The following minimum information as applicable should be kept on record in respect of each certifying person: (a) Name. (b) Date of birth. (c) Basic training. (d) Type training. (e) Recurrent training. (f) Specialised training. (g) Experience. (h) Qualifications relevant to the approval. (i) Scope of the authorisation. (j) Date of first issue of the authorisation. (k) If appropriate - expiry date of the authorisation. 2. Persons authorised to access the system should be maintained at a minimum to ensure that records cannot be altered in an unauthorised manner or that such confidential records become accessible to unauthorised persons. 3. The competent authority should be granted access to the records upon request.	*Full contents*

M.A.608	**Components, equipment and tools**	(a) The organisation shall: 1. Hold the equipment and tools specified in the maintenance data described in point M.A.609 or verified equivalents as listed in the maintenance organisation manual as necessary for day-to-day maintenance within the scope of the approval. and 2. Demonstrate that it has access to all other equipment and tools used only on an occasional basis. (b) Tools and equipment shall be controlled and calibrated to an officially recognised standard. Records of such calibrations and the standard used shall be kept by the organisation. (c) The organisation shall inspect, classify and appropriately segregate all incoming components.	*Full contents*
AMC M.A.608 (a)	**Components, equipment and tools**	1. Once the applicant for M.A. Subpart F approval has determined the intended scope of approval for consideration by the competent authority, it will be necessary to show that all tools and equipment as specified in the maintenance data can be made available when needed. 2. All such tools should be clearly identified and listed in a control register including any personal tools and equipment that the organisation agrees can be used. 3. For tools required on an occasional basis, the organisation should ensure that they are controlled in terms of servicing or calibration as required.	*Full contents*
AMC M.A.608 (b)	**Components, equipment and tools**	1. The control of these tools and equipment requires that the organisation has a procedure to inspect/service and, where appropriate, calibrate such items on a regular basis and indicate	*Full contents*

		to users that the item is within any inspection or service or calibration time-limit. A clear system of labelling all tooling, equipment and test equipment is therefore necessary giving information on when the next inspection or service or calibration is due and if the item is unserviceable for any other reason where it may not be obvious. A register should be maintained for all the organisation's precision tooling and equipment together with a record of calibrations and standards used. 2. Inspection, service or calibration on a regular basis should be in accordance with the equipment manufacturers' instructions except where the M.A. Subpart F organisation can show by results that a different time period is appropriate in a particular case. 3. In this context officially recognised standard means those standards established or published by an official body whether having legal personality or not, which are widely recognised by the air transport sector as constituting good practice.	
M.A.609	**Maintenance data**	The approved maintenance organisation shall hold and use applicable current maintenance data specified in M.A.401 in the performance of maintenance including modifications and repairs. In the case of customer provided maintenance data, it is only necessary to have such data when the work is in progress.	*Full contents*
AMC M.A.609	**Maintenance Data**	When an organisation uses customer provided maintenance data, the scope of approval indicated in the maintenance organisation manual should be limited to the individual aircraft covered by the contracts signed with those customers unless the organisation also holds its own complete set of maintenance data for that type of aircraft.	*Full contents*
M.A.610	**Maintenance work orders**	Before the commencement of maintenance a written work order shall be agreed between the organisation and the organisation requesting maintenance to clearly establish the maintenance to be carried out.	*Full contents*

M.A.611	**Maintenance standards**	All maintenance shall be carried out in accordance with the requirements of M.A. Subpart D.	*Full contents*
M.A.612	**Aircraft certificate of release to service**	At the completion of all required aircraft maintenance in accordance with this Subpart an aircraft certificate of release to service shall be issued according to M.A.801.	*Full contents*
M.A.613	**Component certificate of release to service**	(a) At the completion of all required component maintenance in accordance with this Subpart a component certificate of release to service shall be issued in accordance with point M.A.802. EASA Form 1 shall be issued except for those components maintained in accordance with points M.A.502(b) and M.A.502(d) and components fabricated in accordance with point M.A.603(b). (b) The component certificate release to service document, EASA Form 1 may be generated from a computer database.	*Full contents*
AMC M.A.613 (a)	**Component certificate of release to service**	1. An aircraft component which has been maintained off the aircraft requires the issue of a certificate of release to service for such maintenance and another CRS to service in regard to being installed properly on the aircraft when such action occurs. 2. In the case of components in storage prior to Part-145, Part-M and Part-21 and not released on an EASA Form 1 or equivalent in accordance with M.A.501(a) or removed serviceable from active aircraft which have been withdrawn from service, this paragraph provides additional guidance regarding the conditions under which an EASA Form 1 may be issued . 2.1 An EASA Form 1 may be issued for an aircraft component which has been: • Released without an EASA Form 1 or equivalent. • Used on an aircraft and removed in a serviceable condition. Examples include leased and loaned aircraft components.	*Full contents*

		• Removed from aircraft which have been withdrawn from service, or from aircraft which have been involved in abnormal occurrences such as accidents, incidents, heavy landings or lightning strikes. • Components maintained by an unapproved organisation. 2.2. An appropriately rated M.A. Subpart F maintenance organisation may issue an EASA Form 1 as detailed in this AMC sub-paragraph 2.5 to 2.9, as appropriate, in accordance with procedures detailed in the manual as approved by the competent authority. The appropriately rated M.A. Subpart F maintenance organisation is responsible for ensuring that all reasonable measures have been taken to ensure that only approved and serviceable aircraft components are issued an EASA Form 1 under this paragraph. 2.3. For the purposes of this paragraph 2 only, appropriately rated means an organisation with an approval class rating for the type of component or for the product in which it may be installed. 2.4. An EASA Form 1 issued in accordance with this paragraph 2 should be issued by signing in block 20 and stating "Inspected" in block 12. In addition, block 13 should specify: 2.4.1. when the last maintenance was carried out and by whom; 2.4.2. if the component is unused, when the component was manufactured and by whom with a cross reference to any original documentation which should be included with the Form; 2.4.3. A list of all airworthiness directives, repairs and modifications known to have been incorporated. If no airworthiness directives or repairs or modifications are known to be incorporated then this should be so stated 2.4.4. detail of life used for service life limited parts being any combination of fatigue, overhaul or storage life; 2.4.5. For any aircraft component having its own maintenance	

		history record, reference to the particular maintenance history record as long as the record contains the details that would otherwise be required in block 13. The maintenance history record and acceptance test report or statement, if applicable, should be attached to the EASA Form 1. 2.5. New / unused aircraft components 2.5.1 Any unused aircraft component in storage without an EASA Form 1 up to the effective date(s) for Part-21 that was manufactured by an organisation acceptable to the competent authority at the time may be issued an EASA Form 1 by an appropriately rated maintenance organisation approved under M.A. Subpart F. The EASA Form 1 should be issued in accordance with the following subparagraphs which should be included in a procedure within the maintenance organisation manual. Note 1: It should be understood that the release of a stored but unused aircraft component in accordance with this paragraph represents a maintenance release under M.A. Subpart F and not a production release under Part-21. It is not intended to bypass the production release procedure agreed by the Member State for parts and subassemblies intended for fitment on the manufacturers own production line. (a) An acceptance test report or statement should be available for all used and unused aircraft components that are subjected to acceptance testing after manufacturing or maintenance as appropriate. (b) The aircraft component should be inspected for compliance with the manufacturer's instructions and limitations for storage and condition including any requirement for limited storage life, inhibitors, controlled climate and special storage containers. In addition or in the absence of specific storage instructions the aircraft component should be inspected for damage, corrosion and leakage to ensure good condition.	

		(c)The storage life used of any storage life limited parts should be established. 2.5.2. If it is not possible to establish satisfactory compliance with all applicable conditions specified in subparagraph 2.5.1 (a) to (c) inclusive the aircraft component should be disassembled by an appropriately rated organisation and subjected to a check for incorporated airworthiness directives, repairs and modifications and inspected/tested in accordance with the manufacturers maintenance instructions to establish satisfactory condition and, if relevant, all seals, lubricants and life limited parts replaced. On satisfactory completion after reassembly an EASA Form 1 may be issued stating what was carried out and the reference of the manufacturers maintenance instructions included. 2.6. Used aircraft components removed from a serviceable aircraft. 2.6.1. Serviceable aircraft components removed from a Member State registered aircraft may be issued an EASA Form 1 by an appropriately rated organisation subject to compliance with this subparagraph. (a). The organisation should ensure that the component was removed from the aircraft by an appropriately qualified person. (b). The aircraft component may only be deemed serviceable if the last flight operation with the component fitted revealed no faults on that component/related system. (c). The aircraft component should be inspected for satisfactory condition including in particular damage, corrosion or leakage and compliance with any additional manufacturer's maintenance instructions.	

		(d). The aircraft record should be researched for any unusual events that could affect the serviceability of the aircraft component such as involvement in accidents, incidents, heavy landings or lightning strikes. Under no circumstances may an EASA Form 1 be issued in accordance with this paragraph 2.6 if it is suspected that the aircraft component has been subjected to extremes of stress, temperatures or immersion which could effect its operation. (e). A maintenance history record should be available for all used serialised aircraft components. (f). Compliance with known modifications and repairs should be established. (g). The flight hours/cycles/landings as applicable of any service life limited parts including time since overhaul should be established. (h). Compliance with known applicable airworthiness directives should be established. (i). Subject to satisfactory compliance with this subparagraph. 2.6.1 an EASA Form 1 may be issued and should contain the information as specified in paragraph 2.4 including the aircraft from which the aircraft component was removed. 2.6.2. Serviceable aircraft components removed from a non Member State registered aircraft may only be issued an EASA Form 1 if the components are leased or loaned from the maintenance organisation approved under M.A. Subpart F who retains control of the airworthiness status of the components. An EASA Form 1 may be issued and should contain the information as specified in paragraph 2.4 including the aircraft from which the aircraft component was removed.	

		2.7. Used aircraft components removed from an aircraft withdrawn from service. Serviceable aircraft components removed from a Member State registered aircraft withdrawn from service may be issued an EASA Form 1 by a maintenance organisation approved under M.A. Subpart F subject to compliance with this sub paragraph. (a). Aircraft withdrawn from service are sometimes dismantled for spares. This is considered to be a maintenance activity and should be accomplished under the control of an organisation approved under M.A. Subpart F, employing procedures approved by the competent authority. (b). To be eligible for installation components removed from such aircraft may be issued with an EASA Form 1 by an appropriately rated organisation following a satisfactory assessment. (c). As a minimum the assessment will need to satisfy the standards set out in paragraphs 2.5 and 2.6 as appropriate. This should where known, include the possible need for the alignment of scheduled maintenance that may be necessary to comply with the maintenance programme applicable to the aircraft on which the component is to be installed. (d). Irrespective of whether the aircraft holds a certificate of airworthiness or not, the organisation responsible for certifying any removed component should satisfy itself that the manner in which the components were removed and stored are compatible with the standards required by M.A. Subpart F. (e). A structured plan should be formulated to control the aircraft disassembly process. The disassembly is to be carried out by an appropriately rated organisation under	

		the supervision of certifying staff, who will ensure that the aircraft components are removed and documented in a structured manner in accordance with the appropriate maintenance data and disassembly plan. (f). All recorded aircraft defects should be reviewed and the possible effects these may have on both normal and standby functions of removed components are to be considered. (g). Dedicated control documentation is to be used as detailed by the disassembly plan, to facilitate the recording of all maintenance actions and component removals performed during the disassembly process. Components found to be unserviceable are to be identified as such and quarantined pending a decision on the actions to be taken. Records of the maintenance accomplished to establish serviceability are to form part of the component maintenance history. (h). Suitable M.A. Subpart F facilities for the removal and storage of removed components are to be used which include suitable environmental conditions, lighting, access equipment, aircraft tooling and storage facilities for the work to be undertaken. While it may be acceptable for components to be removed, given local environmental conditions, without the benefit of an enclosed facility subsequent disassembly (if required) and storage of the components should be in accordance with manufacturer's recommendations. 2.8. Used aircraft components maintained by organisations not approved in accordance with M.A. Subpart F. For used components maintained by a maintenance organisation unapproved under M.A. Subpart F, due care should be exercised before acceptance of such components. In such cases an appropriately rated maintenance organisation approved under part-145 should establish satisfactory conditions by:	

		(a) dismantling the component for sufficient inspection in accordance with the appropriate maintenance data, (b) replacing of all service life limit components when no satisfactory evidence of life used is available and/or the components are in an unsatisfactory condition, (c) reassembling and testing as necessary the component, (d) completing all certification requirements as specified in M.A.613 2.9. Used aircraft components removed from an aircraft involved in an accident or incident. Such components should only be issued with an EASA Form 1 when processed in accordance with paragraph 2.7 and a specific work order including all additional necessary tests and inspections made necessary by the accident or incident. Such a work order may require input from the TC holder or original manufacturer as appropriate. This work order should be referenced in block 13. 3. A certificate should not be issued for any component when it is known that the component is unserviceable except in the case of an component undergoing a series of maintenance processes at several approved maintenance organisations and the component needs a certificate for the previous maintenance process carried out for the next approved maintenance organisation to accept the component for subsequent maintenance processes. A clear statement of limitation should be endorsed in block 13. 4. The certificate is to be used for export/import purposes, as well as for domestic purposes, and serves as an official certificate for components from the manufacturer/maintenance organisation to users. The certificate is not a delivery or shipping note. It should only be issued by organisations approved by a competent authority or the Agency as applicable within the scope of the approval.	

M.A.614	**Maintenance records**	(a) The approved maintenance organisation shall record all details of work carried out. Records necessary to prove all requirements have been met for issuance of the certificate of release to service including the sub-contractor's release documents shall be retained. (b) The approved maintenance organisation shall provide a copy of each certificate of release to service to the aircraft owner, together with a copy of any specific approved repair/modification data used for repairs/modifications carried out. (c) The approved maintenance organisation shall retain a copy of all maintenance records and any associated maintenance data for three years from the date the aircraft or aircraft component to which the work relates was released from the approved maintenance organisation. 1. The records shall be stored in a manner that ensures protection from damage and theft. 2. All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition. 3. Where an approved maintenance organisation terminates its operation, all retained maintenance records covering the last two years shall be distributed to the last owner or customer of the respective aircraft or component or shall be stored as specified by the competent authority.	
AMC M.A.614 (a)	**Maintenance records**	1. Properly executed and retained records provide owners, operators and maintenance personnel with information essential in controlling unscheduled and scheduled maintenance, and trouble shooting to eliminate the need for re-inspection and rework to establish airworthiness. The prime objective is to have secure and easily retrievable records with comprehensive and legible contents. The aircraft	*Full contents*

		record should contain basic details of all serialised aircraft components and all other significant aircraft components installed, to ensure traceability to such installed aircraft component documentation and associated M.A.304 maintenance data. 2. The maintenance record can be either a paper or computer system or any combination of both. The records should remain legible throughout the required retention period. 3. Paper systems should use robust material which can withstand normal handling and filing. 4. Computer systems may be used to control maintenance and/or record details of maintenance work carried out. Computer systems used for maintenance should have at least one backup system which should be updated at least within 24 hours of any maintenance. Each terminal is required to contain programme safeguards against the ability of unauthorised personnel to alter the database.	
M.A.615	**Privileges of the organisation**	The maintenance organisation approved in accordance with Section A, Subpart F of this Annex (Part M), may: (a) Maintain any aircraft and/or component for which it is approved at the locations specified in the approval certificate and the maintenance organisation manual. (b) Arrange for the performance of specialized services under the control of the maintenance organisation at another organisation appropriately qualified, subject to appropriate procedures being established as part of the Maintenance Organisation Manual approved by the competent authority directly. (c) Maintain any aircraft and/or component for which it is approved at any location subject to the need of such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional maintenance, subject to the conditions specified in the Maintenance Organisation Manual.	*Full contents*

		(d) Issue certificates of release to service on completion of maintenance, in accordance with point M.A.612 or point M.A.613.	
M.A.616	**Organisational review**	To ensure that the approved maintenance organisation continues to meet the requirements of this Subpart, it shall organise, on a regular basis, organisational reviews.	*Full contents*
AMC M.A.616	**Organisational review** **(see Appendices to Part M - Appendix VIII to AMC M.A.616)**	1. The primary objectives of the organisational review are to enable the approved maintenance organisation to ensure that it can deliver a safe product and that approved maintenance organisation remains in compliance with the requirements. 2. The approved maintenance organisation should identify. 2.1. The person responsible for the organisational review. and 2.2. The frequency of the reviews. and 2.3. The scope and content of the reviews. and 2.4. The persons accomplishing the reviews. and 2.5. The procedure for planning, performing and processing review findings. 2.6. The procedure for ensuring corrective actions are carried out in the appropriate time frame.	*Full contents*

		3. The organisation quality system as specified in Part-145 provides an acceptable basic structure for the organisational review system for organisations with more than 10 maintenance staff, dependent upon the complexity of the organisation. 4. Appendix VIII should be used to manage the organisational reviews.	
M.A.617	**Changes to the approved maintenance organisation**	In order to enable the competent authority to determine continued compliance with this Part, the approved maintenance organisation shall notify it of any proposal to carry out any of the following changes, before such changes take place: 1. The name of the organisation. 2. The location of the organisation. 3. Additional locations of the organisation. 4. The accountable manager. 5. Any of the persons specified in paragraph M.A.606(b). 6. The facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the approval. In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.	*Full contents*
AMC M.A.617	**Changes to the approved maintenance organisation**	The competent authority should be given adequate notification of any proposed changes in order to enable the maintenance organisation to remain approved if agreed by the competent authority during negotiations about any of the specified changes. Without this paragraph the approval would automatically be suspended.	*Full contents*
M.A.618	**Continued validity of approval**	(a) An approval shall be issued for an unlimited duration. It shall remain valid subject to:	*Full contents*

		1. The organisation remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under M.A.619. and 2. The competent authority being granted access to the organisation to determine continued compliance with this Part. and 3. The approval not being surrendered or revoked. (b) Upon surrender or revocation, the approval certificate shall be returned to the competent authority.	
M.A.619	**Findings**	(a) A level 1 finding is any significant non-compliance with Part-M requirements which lowers the safety standard and hazards seriously the flight safety. (b) A level 2 finding is any non-compliance with the Part-M requirements which could lower the safety standard and possibly hazard the flight safety. (c) After receipt of notification of findings according to M.B.605, the holder of the maintenance organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the competent authority within a period agreed with this authority.	

CONTINUING AIRWORTHINESS			
M.A.302	**Aircraft Maintenance Programme**	(a) Maintenance of each aircraft shall be organised in accordance with an aircraft maintenance programme. (b) The aircraft maintenance programme and any subsequent amendments shall be approved by the competent authority. (c) When the continuing airworthiness of the aircraft is managed by a continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Annex (Part M), the aircraft maintenance programme and its amendments may be approved through an indirect approval procedure. (i) In that case, the indirect approval procedure shall be established by the continuing airworthiness management organisation as part of the Continuing Airworthiness Management Exposition and shall be approved by the competent authority responsible for that continuing airworthiness management organisation. (ii) The continuing airworthiness management organisation shall not use the indirect approval procedure when this organisation is not under the oversight of the Member State of Registry, unless an agreement exists in accordance with point M.1, paragraph 4(ii) or 4(iii), as applicable, transferring the responsibility for the approval of the aircraft maintenance programme to the competent authority responsible for the continuing airworthiness management organisation. (d) The aircraft maintenance programme must establish compliance with: (i) Instructions issued by the competent authority. (ii) instructions for continuing airworthiness issued by the holders of the type certificate, restricted typecertificate,	*Full contents*

		supplemental type-certificate, major repair design approval, ETSO authorisation or any other relevant approval issued under Regulation (EC) No 1702/2003 and its Annex (Part-21). (iii) additional or alternative instructions proposed by the owner or the continuing airworthiness management organisation once approved in accordance with point M.A.302, except for intervals of safety related tasks referred in paragraph (e), which may be escalated, subject to sufficient reviews carried out in accordance with paragraph (g) and only when subject to direct approval in accordance with point M.A.302(b). (e) The aircraft maintenance programme shall contain details, including frequency, of all maintenance to be carried out, including any specific tasks linked to the type and the specificity of operations. (f) For large aircraft, when the maintenance programme is based on maintenance steering group logic or on condition monitoring, the aircraft maintenance programme shall include a reliability programme. (g) The aircraft maintenance programme shall be subject to periodic reviews and amended accordingly when necessary. These reviews shall ensure that the programme continues to be valid in light of the operating experience and instructions from the competent authority whilst taking into account new and/or modified maintenance instructions promulgated by the type certificate and supplementary type certificate holders and any other organisation that publishes such data in accordance with Annex (Part-21) to Regulation (EC) No 1702/2003.	
Regulation (EC) 1702/2003			
Part-21 Subpart B	**Type Certificates and Restricted Type Certificates**	To clarify M.A.302 (g) with regard to documents issued by the TC holder to comply with Part 21A.61, the requirements of 21.A.61 (Instructions for continued airworthiness), items (a) and (b) shall	*Overview*

21.A.61		be summarised: Complete instructions for continued airworthiness, comprising descriptive data and accomplishment instructions prepared in accordance .with the applicable type-certification basis Changes to the instructions for continued airworthiness shall be made available	
Part M cont.			
M.B.301	**Maintenance programme**	(a) The competent authority shall verify that the maintenance programme is in compliance with M.A.302. (b) Except where stated otherwise in M.A.302(c) the maintenance programme and its amendments shall be approved directly by the competent authority. (c) In the case of indirect approval, the maintenance programme procedure shall be approved by the competent authority through the continuing airworthiness management exposition. (d) In order to approve a maintenance programme according to paragraph (b), the competent authority shall have access to all the data required in M.A.302(e) and (f).	*Full contents*
AMC M.A.302	**Maintenance programme**	Clarification of the terms "maintenance programme" and "maintenance schedule". The aircraft should only be maintained to one approved MP at a given point in time. When changing from one approved MP to another, a transfer check or inspection may need to be performed. The MP details should be reviewed at least annually. As a minimum revisions of documents affecting the MP basis need to be considered for inclusion in the MP during the annual review. Applicable mandatory requirements for compliance with Part-21 should be incorporated into the MP as soon as possible.	*Full contents*

		Preface of the MP, defining MP contents, inspection standards, permitted variations to task frequencies and where applicable, any procedure to manage the evolution of established check or inspection intervals. Repetitive maintenance tasks derived from modifications and repairs should be incorporated into the approved MP.	
Appendix I to AMC M.A.302 and AMC M.B.301	**(b)**	Overview of the following elements related to the content of a MP: 1 General requirements 2 Programme basis 3 Amendments 4 Permitted variations to maintenance periods 5 Periodic review of maintenance programme contents 6 Reliability programmes	*Overview*
MAINTENANCE REVIEW BOARD REPORT			
	MAINTENANCE REVIEW BOARD REPORT	Overview of the MRB and of the MSG standards. The MRB report outlines the initial minimum maintenance requirements to be used in the development of an approved maintenance programme for the aeroplane and its major components (airframe, engine, systems and other components). The MRB report is approved by the State of Design. MRB is based on Maintenance Steering Group (MSG) logic. The process of developing maintenance programmes for new aeroplanes has evolved from operator proposed programmes to one in which the regulatory authority and aviation industry work together to develop initial minimum maintenance requirements	*KEY ELEMENTS*

		for new aeroplanes. Subsequent development of initial scheduled maintenance requirements revealed that a programme of effective maintenance tasks could be developed through the use of logical analysis of possible aircraft system failures and their consequences. The decision logic and analysis procedures were contained in a document entitled "Airline/manufacturer Maintenance Program Plan Document" (MSG-1). The aviation industry and the State of Design's regulatory authority to develop initial minimum maintenance recommendations for the B-747 aeroplanes used these procedures. Through experience gained from this logic, procedures were updated to produce a universal document which could be applied to future newly certificated aeroplanes. This effort resulted in the MSG-2 document. The MSG-2 logic was used to develop initial minimum maintenance procedures during the 1970s. In 1980, with the combined efforts of aeroplane and engine manufacturers, airlines, aviation interest groups and regulatory authorities worldwide, new decision logic and analysis procedures were generated in a document called MSG-3. In 1987, after using MSG-3 analysis procedures on a number of aeroplanes, industry felt that the benefits of the experience gained should be used to improve the document for future applications. Thus Revision 1 (r1) to MSG-3 was developed. MSG-3 has been in use since 1988. In 1993, MSG-3r2 was developed and is now used in developing aeroplanes "initial" maintenance programmes.	
M.A.303	**Airworthiness directives**	Obligation to carry out any applicable AD within the requirements of that AD, unless otherwise specified by the Agency.	*Full contents*

Regulation (EC) 1702/2003 Part-21 Subpart A General Provisions			
21.A.3B	**Airworthiness Directives**	To clarify M.A.303 with regard to the obligation to carry out any applicable AD, the requirements of 21.A.3B (Airworthiness Directives) shall be summarised: (a) in detail, (b) overview, (c) in detail (items 1 ÷ 5) What an AD is When an AD shall be issued Responsibilities of the TC / STC holder Minimum contents of an AD: identification of the unsafe condition, identification of the affected aircraft, action(s) required, compliance time for the required action(s), date of entry into force.	*Overview*
Part M cont.			
M.A.304	**Data for modifications and repairs**	Obligation to assess damages and to carry out modifications and repairs using data **approved** by the Agency or by an approved Part-21 design organisation, as appropriate.	*Full contents*
AMC M.A.304	**Data for modifications and repairs**	Organisations repairing an aircraft or component should assess the damage against published approved repair data and the action to be taken if the damage is beyond the limits or outside the scope of such data, i.e. repair by replacement of damaged parts requesting technical support from the TC holder requesting technical support from a Part-21 approved organisation agency approval of the particular repair data.	*Full contents*

Regulation (EC) 1702/2003			
Part-21 Subpart D (Changes to type-certificates and restricted type-certificates) **Part-21 Subpart E** (STCs) **Part-21 Subpart M** (Repairs)	**21.A.107: To be described in details due to its influence to the aircraft continuing airworthiness (CAMO has to consider these additional data).**	To clarify M.A.304 requirements, the following elements of Part-21 Subpart D, Subpart E and Subpart M shall be summarised: **21.A.91** Classification of changes in type design (Changes in type design are classified as minor and major. Minor change definition) **21.A.435** Classification of repairs (A repair may be 'major' or 'minor' - ref. to 21A.9; a repair shall be classified 'major' or 'minor' either by the Agency, or by an appropriately approved design organisation under a procedure agreed with the Agency) **21.A.92** Eligibility (Only the TC holder may apply for approval of a major change to a type design under this Subpart; all other applicants for a major change to a type design shall apply under Subpart E) **21.A.107** Instructions for continued airworthiness (The holder of a minor change approval to type design shall furnish at least one set of the associated variations, if any, to the instructions for continued airworthiness of the product on which the minor change is to be installed; changes to those variations of the instructions for continued airworthiness shall be made available to all known operators of a product incorporating the minor change and shall be made available, on request, to any person required to comply with any of those instructions) **21.A.111** Scope (STC) (This Subpart establishes the procedure for the approval of major changes to the type design under supplemental type certificate procedures, and establishes the rights and obligations of the applicants for, and holders of, those certificates. Note: Compare with the 21A.92 Eligibility)	*Selected elements* *+ overview*

	21.A.120: To be described in details due to its influence to the aircraft continuing airworthiness (CAMO has to consider these additional data).	**21.A.120** Instructions for continued airworthiness (The holder of the STC shall furnish at least one set of the associated variations, if any, to the instructions for continued airworthiness of the product on which the minor change is to be installed, changes to those variations of the instructions for continued airworthiness shall be made available to all known operators of a product incorporating the minor change and shall be made available, on request, to any person required to comply with any of those instructions). **21.A.431** Scope (Repairs) (This Subpart establishes the procedure for the approval of repair design, and establishes the rights and obligations of the applicants for, and holders of, those approvals; Definition of a "repair" = elimination of damage and/or restoration to an airworthy condition following initial release into service by the manufacturer of any product, part or appliance; Elimination of damage by replacement of parts or appliances without the necessity for design activity shall be considered as a maintenance task and shall therefore require no approval under this Part) **21.A.432** Eligibility (Any natural or legal person that has demonstrated, or is in the process of demonstrating, its capability under 21A.432 B shall be eligible as an applicant for a major repair design approval under the conditions laid down in this Subpart) **21A.432B** Demonstration of capability (DOA or alternative procedure to demonstrate its capability - An applicant for a major repair design approval shall demonstrate its capability by holding a design organisation approval, issued by the Agency i.a.w. Subpart J; by way of derogation, as an alternative procedure to demonstrate its capability, an applicant may seek Agency agreement for the use of procedures setting out the specific design practices, resources and sequence of activities necessary to comply with this Subpart). **21.A.437** Issue of a repair design approval (by the Agency, or by an appropriately approved organisation that is also the type-	

		certificate or the supplemental type-certificate holder, under a procedure agreed with the Agency, or for minor repairs only, by an appropriately approved design organisation under a procedure agreed with the Agency) **21.A.439** Production of repair parts (Under Subpart F of Part-21, or by an organisation appropriately approved i.a.w. Subpart G of Part-21, or by an appropriately approved maintenance organisation. (ref. Scope of the approval of this organisation) **21.A.441** Repair embodiment (The embodiment of a repair shall be made by an appropriately approved maintenance organisation, or by a production organisation appropriately approved i.a.w. Subpart G, under 21A.163 privilege. The design organisation shall transmit to the organisation performing the repair all the necessary installation instructions) **21.A.443** Limitations (A repair design may be approved subject to limitations, in which case the repair design approval shall include all necessary instructions and limitations. These instructions and limitations shall be transmitted by the repair design approval holder to the operator i.a.w. a procedure agreed with the Agency).	
	21.A.445 (Un-repaired damage): To be described in details due to its influence to the aircraft continuing airworthiness (CAMO has to consider these additional data) **21.A.449: To be described in details due to its influence to the aircraft continuing airworthiness (CAMO has to consider these additional data)**	**21.A.445** Unrepaired damage (When a damaged product, part or appliance, is left un-repaired, the evaluation of the damage for its airworthiness consequences may only be made by the Agency, or by an appropriately approved design organisation under a procedure agreed with the Agency). **21.A.447** Record keeping (Responsibility of the repair design approval holder) **21.A.449** Instructions for continued airworthiness (The holder of the repair design approval shall furnish at least one complete set of those changes to the instructions for continued airworthiness which result from the design of the repair, comprising descriptive data and accomplishment instructions prepared i.a.w. the applicable requirements, to each operator of aircraft incorporating the repair. The repaired product, part or appliance may be	

		released into service before the changes to those instructions have been completed, but this shall be for a limited service period, and in agreement with the Agency. Those changes to the instructions shall be made available on request to any other person required to comply with any of the terms of those changes to the instructions. The availability of some manual or portion of the changes to the instructions for continued airworthiness, dealing with overhaul or other forms of heavy maintenance, may be delayed until after the product has entered into service, but shall be available before any of the products reaches the relevant age or flight — hours/cycles. If updates to those changes to the instructions for continued airworthiness are issued by the holder of the repair design approval after the repair has been first approved, these updates shall be furnished to each operator and shall be made available on request to any other person required to comply with any of the terms of those changes to the instructions. A programme showing how updates to the changes to the instructions for continued airworthiness are distributed shall be submitted to the Agency)	
Part M cont.			
M.A.305	**Aircraft continuing airworthiness record system**	(a) At the completion of any maintenance, the associated M.A.801 certificate of release to service shall be entered in the aircraft continuing airworthiness records. Each entry shall be made as soon as practicable but in no event more than 30 days after the day of maintenance action. (b) The aircraft continuing airworthiness records shall consist of: 1. An aircraft logbook, engine logbook(s) or engine module log cards, propeller logbook(s) and log cards for any service life limited component as appropriate. and 2. When required in point M.A.306 for commercial air	*Full contents*

		transport or by the Member State for commercial operations other than commercial air transport, the operator's technical log. (c) The aircraft type and registration mark, the date, together with total flight time and/or flight cycles and/or landings, as appropriate, shall be entered in the aircraft logbooks. (d) The aircraft continuing airworthiness records shall contain the current: 1. Status of airworthiness directives and measures mandated by the competent authority in immediate reaction to a safety problem. 2. Status of modifications and repairs. 3. Status of compliance with maintenance programme. 4. Status of service life limited components. 5. Mass and balance report. 6. List of deferred maintenance. (e) In addition to the authorised release document, EASA Form 1 or equivalent, the following information relevant to any component installed shall be entered in the appropriate engine or propeller logbook, engine module or service life limited component log card: 1. Identification of the component. and 2. The type, serial number and registration of the aircraft to which the particular component has been fitted, along with the reference to the installation and removal of the component. and	

		3. The particular component accumulated total flight time and/or flight cycles and/or landings and/or calendar time, as appropriate. and 4. The current paragraph (d) information applicable to the component. (f) The person responsible for the management of continuing airworthiness tasks pursuant to M.A. Subpart B, shall control the records as detailed in this paragraph and present the records to the competent authority upon request. (g) All entries made in the aircraft continuing airworthiness records shall be clear and accurate. When it is necessary to correct an entry, the correction shall be made in a manner that clearly shows the original entry. (h) An owner or operator shall ensure that a system has been established to keep the following records for the periods specified: 1. All detailed maintenance records in respect of the aircraft and any lifelimited component fitted thereto, at least 24 months after the aircraft or component was permanently withdrawn from service. and 2. The total time and flight cycles as appropriate, of the aircraft and all lifelimited components, at least 12 months after the aircraft or component has been permanently withdrawn from service. and 3. the time and flight cycles as appropriate, since last scheduled maintenance of the component subjected to a service life limit, at least until the component scheduled maintenance has been superseded by another scheduled maintenance of equivalent work scope and detail.	

		and 4. The current status of compliance with maintenance programme such that compliance with the approved aircraft maintenance programme can be established, at least until the aircraft or component scheduled maintenance has been superseded by other scheduled maintenance of equivalent work scope and detail. and 5. The current status of airworthiness directives applicable to the aircraft and components, at least 12 months after the aircraft or component has been permanently withdrawn from service. and 6. Details of current modifications and repairs to the aircraft, engine(s), propeller(s) and any other component vital to flight safety, at least 12 months after they have been permanently withdrawn from service.	
AMC M.A.305 (d)	**Aircraft continuing airworthiness record system**	Additional details related to information and data to be entered in the M.A.305 continuing airworthiness record system.	*Overview*
AMC M.A.305 (h)	**Aircraft continuing airworthiness record system**	When an operator arranges for the maintenance organisation to retain copies of the continuing airworthiness records on their behalf, the operator will continue to be responsible for the retention of records. If it ceases to be the operator of the aircraft, they also remain responsible for the transferring the records to any other entity who becomes the owner/operator of the aircraft. Clarification of "keeping continuing airworthiness records in a form acceptable to the competent authority". Acceptable storage methods for records.	*Full contents*

		Clarification of "details of current modifications and repairs". Requirements related to protection of continuing airworthiness records. How to manage reconstruction of lost or destroyed records.	
AMC M.A.305 (h) 6	**Aircraft continuing airworthiness record system**	Clarification of "component vital to flight safety" with regard to M.A.305.	*Full contents*
M.A.307	**Transfer of aircraft continuing airworthiness records - § (a), (c)**	Responsibility to transfer the M.A.305 continuing airworthiness records and the M.A.306 operator's technical log when an aircraft is permanently transferred from one operator to another. The time periods prescribed for the retention of records shall continue to apply to the new operator.	
AMC M.A.307 (a)	**Transfer of aircraft continuing airworthiness records**	Management of continuing airworthiness records when an operator terminates his operation. Management of records in case of dry lease-out for less than 6 months.	*Full contents*
M.A.403	**Aircraft defects**	(a) Any aircraft defect that hazards seriously the flight safety shall be rectified before further flight. (b) Only the authorised certifying staff, according to M.A.801(b)1, M.A.801(b)2 or Part-145 can decide, using M.A.401 maintenance data, whether an aircraft defect hazards seriously the flight safety and therefore decide when and which rectification action shall be taken before further flight and which defect rectification can be deferred. However, this does not apply when: 1. the approved minimum equipment list as mandated by the competent authority is used by the pilot; or, 2. aircraft defects are defined as being acceptable by the competent authority.	

		(c) Any aircraft defect that would not hazard seriously the flight safety shall be rectified as soon as practicable, after the date the aircraft defect was first identified and within any limits specified in the maintenance data. (d) Any defect not rectified before flight shall be recorded in the M.A.305 aircraft maintenance record system or M.A.306 operator's technical log system as applicable.	
Subpart G Continuing Airworthiness management Organisation			
M.A.701	**Scope**	This Subpart establishes the requirements to be met by an organisation to qualify for the issue or continuation of an approval for the management of aircraft continuing airworthiness.	*Full contents*
M.A.702	**Application**	An application for issue or variation of a continuing airworthiness management organisation approval shall be made on a form and in a manner established by the competent authority.	*Full contents*
M.A.703	**Extent of approval**	(a) The approval is indicated on a certificate included in Appendix VI issued by the competent authority. (c) The scope of work deemed to constitute the approval shall be specified in the continuing airworthiness management exposition in accordance with point M.A.704.	*Full contents*
CAME			
M.A.704	**Continuing airworthiness management exposition**	(a) The continuing airworthiness management organisation shall provide a continuing airworthiness management exposition containing the following information: 1. A statement signed by the accountable manager to confirm that the organisation will work in accordance with this Part and the exposition at all times.	*Full contents*

		and 2. The organisation's scope of work. and 3. The title(s) and name(s) of person(s) referred to in points M.A.706(a), M.A.706(c), M.A.706(d) and M.A.706(i). and 4. An organisation chart showing associated chains of responsibility between the person(s) referred to in M.A.706(b) and M.A.706(c). and 5. A list of M.A.707 airworthiness review staff. and 6. A general description and location of the facilities. and 7. Procedures specifying how the continuing airworthiness management organisation ensures compliance with this Part. and 8. The continuing airworthiness management exposition amendment procedures. and 9. The list of approved aircraft maintenance programmes, or, for aircraft not involved in commercial air transport, the list of "generic" and "baseline" maintenance programmes. (b) The continuing airworthiness management exposition and its	

		amendments shall be approved by the competent authority. (c) Notwithstanding paragraph (b), minor amendments to the exposition may be approved indirectly through an indirect approval procedure. The indirect approval procedure shall define the minor amendment eligible, be established by the continuing airworthiness management organisation as part of the exposition and be approved by the competent authority responsible for that continuing airworthiness management organisation.	
AMC M.A.704	**Continuing airworthiness management exposition** (see Appendices to Part M – Appendix V to AMC M.A.704)	1. The purpose of the continuing airworthiness management exposition is to set forth the procedures, means and methods of the M.A. Subpart G organisation. Compliance with its contents will assure compliance with Part-M requirements. 2. A continuing airworthiness management exposition should comprise: Part 0 General organisation Part 1 Continuing airworthiness procedures Part 2 Quality system or organisational review (as applicable) Part 3 Contracted maintenance (for operators) – management of maintenance (liaison with maintenance organisations in the case of non commercial air transport) Part 4 Airworthiness review procedures (if applicable)	*Full contents*

		3. Where a M.A. Subpart G organisation is also approved to another Part, the exposition or manual required by the other Part may form the basis of the continuing airworthiness management exposition in a combined document. Follows the example for a combined Part-145 and M.A. Subpart G organisation: **Part-145 Exposition** **Part 1** Management **Part 2** Maintenance procedures **Part L2** Additional line maintenance procedures **Part 3** Quality system and/or organisational review (as applicable) **Part 4** Contracts with owners/operators **Part 5** Appendices (sample of documents) **Part 7** FAA supplement (if applicable) **Part 8** TCCA supplement (if applicable) **Part 3** should also cover the functions specified by M.A.712 quality system. Part 4 should also cover contracted maintenance (for operators) – Management of maintenance (liaison with maintenance organisations in the case of non commercial air transport) Additional parts should be introduced covering the following: **Part 0** General organisation **Part 6** Continuing airworthiness procedures **Part 9** Airworthiness review procedures (if applicable) 4. Personnel should be familiar with those parts of the exposition that are relevant to their tasks. 5. The M.A. Subpart G organisation should specify in the exposition who is responsible for the amendment of the document. 6. Unless otherwise agreed by the approving competent authority, the person responsible for the management of the quality system or for the organisational review should be	

		responsible for monitoring and amending the exposition, including associated procedures manuals, and the submission of proposed amendments to the approving competent authority. The approving competent authority may agree a procedure, which will be stated in the amendment control section of the exposition, defining the class of amendments which can be incorporated without the prior consent of the competent authority. 7. The operator may use electronic data processing (EDP) for publication of the continuing airworthiness management exposition. The continuing airworthiness management exposition should be made available to the approving competent authority in a form acceptable to the competent authority. Attention should be paid to the compatibility of EDP publication systems with the necessary dissemination of the continuing airworthiness management exposition, both internally and externally. 8. Part 0 "General organisation" of the continuing airworthiness management exposition should include a corporate commitment by the M.A Subpart G organisation, signed by the accountable manager confirming that the continuing airworthiness management exposition and any associated manuals define the organisation compliance with Part-M and will be complied with at all times. 9. The accountable manager's exposition statement should embrace the intent of the following paragraph and in fact this statement may be used without amendment. Any modification to the statement should not alter the intent: This exposition defines the organisation and procedures upon which the competent authority* M.A. Subpart G continuing airworthiness management approval is based. These procedures are approved by the undersigned and should be complied with, as applicable, in order to ensure that all continuing airworthiness tasks of..... (Quote operators's name)..... fleet of aircraft and/or of all aircraft under contract in accordance with M.A.201 (e) with..... (Quote organisation's name)..... are carried out on time to an approved standard.	

		It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published from time to time where these new or amended regulations are in conflict with these procedures. It is understood that the competent authority* will approve this organisation whilst the competent authority * is satisfied that the procedures are being followed and the work standard maintained. It is understood that the competent authority* reserves the right to suspend, vary or revoke the M.A. Subpart G continuing airworthiness management approval of the organisation or the air operators certificate, as applicable, if the competent authority* has evidence that the procedures are not followed and the standards not upheld. Signed ..... Dated ..... Accountable Manager and ...(quote position)..... For and on behalf of .....(quote organisation's name)..... " * Where it states competent authority please insert the actual name of the approving competent authority organisation or administration delivering the M.A. Subpart G continuing airworthiness management approval or the air operators certificate. 10. Whenever the accountable manager is changed it is important to ensure that the new accountable manager signs the paragraph 9 statement at the earliest opportunity as part of the acceptance by the approving competent authority. Failure to carry out this action invalidates the M.A. Subpart G continuing airworthiness management approval or the air operators certificate. Appendix V contains an example of an exposition lay-out. 11. The exposition should contain information as applicable, on how the continuing airworthiness management organisation	

		complies with CDCCL instructions	
CAMO			
M.A.705	**Facilities**	Obligation to provide suitable office accommodation at appropriate locations. Reference to AMC M.A.705.	*Full contents*
AMC M.A.705	**Facilities**	Office accommodation such that staff can carry out designated tasks in a manner that contributes to good standards. One office may be enough for smaller organisations, provided there is sufficient space and each task can be carried out without disturbance. Need for an adequate technical library and room for document consultation.	*Full contents*
M.A.706	**Personnel requirements** **+** **Appendix X to AMC - EASA Form 4**	(a) The organisation shall appoint an accountable manager, who has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with this Part. (c) A person or group of persons shall be nominated with the responsibility of ensuring that the organisation is always in compliance with this Subpart. Such person(s) shall be ultimately responsible to the accountable manager. (d) For commercial air transport, the accountable manager shall designate a nominated post holder. This person shall be responsible for the management and supervision of continuing airworthiness activities, pursuant to paragraph (c). (e) The nominated post holder referred to in paragraph (d) shall not be employed by a Part-145 approved organisation under contract to the operator, unless specifically agreed by the competent authority.	*Full contents* + *Overview*

		(f) The organisation shall have sufficient appropriately qualified staff for the expected work. (g) All paragraph (c) and (d) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft continuing airworthiness. (h) The qualification of all personnel involved in continuing airworthiness management shall be recorded. (i) For organisations extending airworthiness review certificates in accordance with points M.A.711(a)4 and M.A.901(f), the organisation shall nominate persons authorised to do so, subject to approval by the competent authority. (j) The organisation shall define and keep updated in the continuing airworthiness management exposition the title(s) and name(s) of person(s) referred to in points M.A.706(a), M.A.706(c), M.A.706(d) and M.A.706(i).'	
AMC M.A.706	**Personnel requirements**	Guidance about the "person or group of persons" prescribed in M.A.706 (c) Actual number of persons to be employed and their necessary qualifications is dependent upon the tasks to be performed, the size and complexity of the organisation, and the amount and complexity of maintenance contracting. A simple formula covering the whole range of possibilities is not feasible. The organisation should • make an analysis of the tasks to be performed, • define the way in which it intends to divide and/or combine these tasks,	*Full contents*

		• specify how it intends to assign responsibilities • establish the number of man/hours and the qualifications needed In order to enable the competent authority to accept the number of persons and their qualifications. Such analysis should be updated in case of significant changes. Thorough description of all detailed requirements related to the nominated person or group of persons.	
AMC M.A.706	**Personnel requirements (e)**	1. The competent authority of the operator should only accept that the nominated post holder be employed by the organisation approved under Part-145 when it is manifest that he/she is the only available competent person in a position to exercise this function, within a practical working distance from the operator's offices. 2. This paragraph only applies to contracted maintenance and therefore does not affect situations where the organisation approved under Part-145 and the operator are the same organisation.	*Full contents*
AMC M.A.706 (f)	**Personnel requirements**	Additional training in fuel tank safety as well as associated inspection standards and maintenance procedures should be required of continuing airworthiness management organisations' technical personnel, especially those technical support staff involved with the management of CDCCL, Service Bulletin assessment, work planning and maintenance programme management. EASA guidance is provided for training to Continuing Airworthiness Management Organisations' continuing airworthiness personnel in Appendix XII to AMC to MA 706(f) and M.B.102(c).	*Full contents*

M.A.707	**Airworthiness review staff**	(a) To be approved to carry out airworthiness reviews, an approved continuing airworthiness management organisation shall have appropriate airworthiness review staff to issue airworthiness review certificates or recommendations referred to in Subpart I, Section A. 1. For all aircraft used in commercial air transport, and aircraft above 2 730 kg MTOM, except balloons, these staff shall have acquired: (a) At least five years experience in continuing airworthiness. and (b) an appropriate licence in compliance with Annex III (Part-66) or a nationally recognized maintenance personnel qualification appropriate to the aircraft category (when Annex III (Part-66) refers to national rules) or an aeronautical degree or equivalent. and (c) Formal aeronautical maintenance training. and (d) A position within the approved organisation with appropriate responsibilities. (e) Notwithstanding points "a" to "d", the requirement laid down in point M.A.707(a)1b may be replaced by five years of experience in continuing airworthiness additional to those already required by point M.A.707(a)1a. 2. For aircraft not used in commercial air transport of 2 730 kg MTOM and below, and balloons, these staff shall have acquired:	*Full contents*

		(a) At least three years experience in continuing airworthiness. and (b) an appropriate licence in compliance with Annex III (Part-66) or a nationally recognized maintenance personnel qualification appropriate to the aircraft category (when Annex III (Part-66) refers to national rules) or an aeronautical degree or equivalent. and (c) Appropriate aeronautical maintenance training. and (d) a position within the approved organisation with appropriate responsibilities; (e) Notwithstanding points "a" to "d", the requirement laid down in point M.A.707(a)2b may be replaced by four years of experience in continuing airworthiness additional to those already required by point M.A.707(a)2a. (b) Airworthiness review staff nominated by the approved continuing airworthiness organisation can only be issued an authorisation by the approved continuing airworthiness organisation when formally accepted by the competent authority after satisfactory completion of an airworthiness review under supervision. (c) The organisation shall ensure that aircraft airworthiness review staff can demonstrate appropriate recent continuing airworthiness management experience. (d) Airworthiness review staff shall be identified by listing each person in the continuing airworthiness management exposition	

		together with their airworthiness review authorisation reference. (e) The organisation shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training and a copy of the authorisation. This record shall be retained until two years after the airworthiness review staff have left the organisation.	
AMC M.A.707 (a)	**Airworthiness review staff**	1. Airworthiness review staff are only required if the M.A. Subpart G organisation wants to be granted M.A.711 (b) airworthiness review privileges. 2. A person qualified to the AMC M.A.706 subparagraph 4.5 should be considered as holding the equivalent to an aeronautical degree. 3. An appropriate Part-66 licence is a category B or C licence in the sub-category of the aircraft reviewed. It is not necessary to satisfy the experience requirements of Part-66 at the time of the review. 4. To hold a position with appropriate responsibilities means the airworthiness review staff should have a position in the organisation independent from the airworthiness management process or with overall authority on the airworthiness management process of complete aircraft.	*Full contents*
M.A.708	**continuing airworthiness management § (b), (c)**	(a) All continuing airworthiness management shall be carried out according to the prescriptions of M.A Subpart C. (b) For every aircraft managed, the approved continuing airworthiness management organisation shall: 1. develop and control a maintenance programme for the aircraft managed including any applicable reliability programme,	*Full contents*

		2. Present the aircraft maintenance programme and its amendments to the competent authority for approval, unless covered by an indirect approval procedure in accordance with point M.A.302(c), and provide a copy of the programme to the owner of aircraft not involved in commercial air transport. 3. Manage the approval of modification and repairs. 4. Ensure that all maintenance is carried out in accordance with the approved maintenance programme and released in accordance with M.A. Subpart H. 5. Ensure that all applicable airworthiness directives and operational directives with a continuing airworthiness impact are applied. 6. Ensure that all defects discovered during scheduled maintenance or reported are corrected by an appropriately approved maintenance organisation. 7. Ensure that the aircraft is taken to an appropriately approved maintenance organisation whenever necessary. 8. Coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts, and component inspection to ensure the work is carried out properly. 9. Manage and archive all continuing airworthiness records and/or operator's technical log. 10. Ensure that the mass and balance statement reflects the current status of the aircraft.	
AMC M.A.708 (b) 3	**Continuing Airworthiness Management**	When managing the approval of modifications or repairs the organisation should ensure that Critical Design Configuration	

		Control Limitations are taken into account.	
AMC M.A.708 (c) (1)	**Continuing airworthiness management – unscheduled maintenance**	Clarification of the intent of M.A.708 (c) 1. Even where base maintenance is ordered on a case-by-case basis, there should be a written maintenance contract.	*Full contents*
Appendix XI to AMC M.A.708(c)	**CONTRACTED MAINTENANCE**	Overview of the main technical points that should be addressed, when applicable, in a maintenance contract between an Operator and a Part-145 approved organisation. When maintenance is contracted to more than one Part-145 approved organisation, attention should be paid to the consistency of the different maintenance contracts. Need to establish organisational responsibility, procedures and routines in the Operator's M.A.Subpart G & Part-145 organisations to ensure that any person involved is informed about his responsibility and the procedures which apply. These procedures and routines can be included/appended to the operator's CAME and maintenance organisation's MOE or consist in separate procedures. Procedures and routines should reflect the conditions of the contract. Structure of a maintenance contract including base/line maintenance: 2. Aircraft maintenance 2.1. Scope of work 2.2. Locations identified for the performance of maintenance/Certificates held 2.3. Subcontracting 2.4. Maintenance programme 2.5. Quality monitoring 2.6. Competent authority involvement 2.7. Airworthiness data	*Overview* ***?***

		2.8. Incoming Conditions 2.9. Airworthiness Directives and Service Bulletin/Modifications 2.10. Hours & Cycles control. 2.11. Life limited parts 2.12. Supply of parts. 2.13. Pooled parts at line stations. 2.14. Scheduled maintenance 2.15. Unscheduled maintenance/Defect rectification. 2.16. Deferred tasks. 2.17. Deviation from the maintenance schedule. 2.18. Test flight. 2.19. Release to service documentation. 2.20. Maintenance recording. 2.21. Exchange of information. 2.22. Meetings. 2.22.1. Contract review. 2.22.2. Workscope planning meeting. 2.22.3. Technical meeting. 2.22.4. Quality meeting. 2.22.5. Reliability meeting. Structure of an engine shop maintenance contract: 3. Engine maintenance. 3.1. Scope of work. 3.2. Location identified for the performance of maintenance/Certificates held. 3.3. Subcontracting. 3.4. Maintenance Programme. 3.5. Quality monitoring. 3.6. Competent authority involvement 3.7. Airworthiness data. 3.8. Incoming Conditions. 3.9. Airworthiness Directives and Service Bulletin/Modifications 3.10. Hours & Cycles control. 3.11. Life Limited Parts.	

		3.12. Supply of parts. 3.13. Scheduled maintenance. 3.14. Unscheduled maintenance/Defect rectification. 3.15. Deferred tasks. 3.16. Deviation from the Maintenance Schedule. 3.17. Test bench. 3.18. Release to service documentation. 3.19. Maintenance recording. 3.20 Exchange of information. 3.21. Meetings. 3.21.1. Contract review. 3.21.2. Workscope planning meeting. 3.21.3. Technical meeting 3.21.4. Quality meeting 3.21.5. Reliability meeting. Structure of a maintenance contract including only line maintenance: 4. Aircraft line maintenance. 4.1. Scope of work. 4.2. Location identified for the performance of maintenance/Certificates held. 4.3. Subcontracting. 4.4. Quality monitoring. 4.5. Airworthiness data. 4.6. Supply of parts. 4.7. Pooled parts. 4.8. Unscheduled maintenance/Defect rectification. 4.9. Deferred tasks. 4.10. Release to service. 4.11. Exchange of information. 4.12. Meetings.	
Appendix II to AMC M.A.201 (h) 1	**Sub-contracting of continuing airworthiness management tasks**	Obligation to ensure active control of sub-contracted continuing airworthiness management tasks. Means to ensure active control of the standards of the sub-contracted organisation.	*Full contents*

		Need to employ a person or group of persons, trained and competent, to be responsible for determining what maintenance is required, when it has to be performed and by whom and to what standard, in order to ensure the continued airworthiness of the aircraft being operated. The pre-contract audit and its purpose. Verifications that the operator should perform with regard to the sub-contracted organisation. Procedures to ensure management control of sub-contracted continuing airworthiness management tasks, to be included in the CAME. The contract between the operator and the sub-contracted organisation. Contents of the contract, including responsibilities of both parties. Procedures of the sub-contracted organisation and compatibility with the operator's CAME; access and acceptance by the competent authority. Responsible person for continued monitoring and acceptance of the sub-contracted organisation procedures and their amendments. Controls used to fulfil this function. Access to all relevant data by the operator's continuing airworthiness management personnel in order to fulfil their responsibilities. Authority to override where necessary any recommendation of the sub-contracted organisation. Need to ensure that the sub-contracted organisation continues to have qualified technical expertise and sufficient resources to perform the subcontracted tasks while in compliance with the relevant procedures. Competent authority monitoring to be specified in the contract. Responsibilities to ensure that any findings arising from the competent authority monitoring will be closed satisfactorily. Detailed description of topics which may be applicable in a sub-	?

		contract arrangement and of related requirements / responsibilities: o Scope of work o Maintenance programme development and amendment o Maintenance programme effectiveness and reliability monitoring o Permitted variations to maintenance programme o Scheduled maintenance o Quality monitoring o Access by the competent authority o Maintenance data o Airworthiness directives o Service bulletin/modifications o Service life limit controls & component control/removal forecast. o Engine health monitoring o Defect control o Mandatory occurrence reporting o Continuing airworthiness records o Check flight procedures o Communication between the operator and sub-contracted organisation	
M.A.709	**Documentation**	(a) The approved continuing airworthiness management organisation shall hold and use applicable current maintenance data in accordance with point M.A.401 for the performance of continuing airworthiness tasks referred to in point M.A.708. This data may be provided by the owner or the operator, subject to an appropriate contract being established with such an owner or operator. In such case, the continuing airworthiness management organisation only needs to keep such data for the duration of the contract, except when required by point M.A.714. (b) For aircraft not involved in commercial air transport, the approved continuing airworthiness management organisation may develop "baseline" and/or "generic" maintenance programmes in order to allow for the initial approval and/or the	*Full contents*

		extension of the scope of an approval without having the contracts referred to in Appendix I to this Annex (Part M). These "baseline" and/or "generic" maintenance programmes however do not preclude the need to establish an adequate Aircraft Maintenance Programme in compliance with point M.A.302 in due time before exercising the privileges referred to in point M.A.711.	
M.A.712	**Quality system** **§ (a), (b), (c), (d), (f)**	(a) To ensure that the approved continuing airworthiness management organisation continues to meet the requirements of this Subpart, it shall establish a quality system and designate a quality manager to monitor compliance with, and the adequacy of, procedures required to ensure airworthy aircraft. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary. (b) The quality system shall monitor M.A. Subpart G activities. It shall at least include the following functions: 1. Monitoring that all M.A. Subpart G activities are being performed in accordance with the approved procedures. and 2. monitoring that all contracted maintenance is carried out in accordance with the contract and 3. Monitoring the continued compliance with the requirements of this Part. (c) The records of these activities shall be stored for at least two years. (d) Where the approved continuing airworthiness management organisation is approved in accordance with another Part, the quality system may be combined with that required by the other Part.	*Full contents*

		(f) In the case of a small organisation not managing the continuing airworthiness of aircraft used in commercial air transport, the quality system may be replaced by regular organisational reviews subject to the approval of the competent authority, except when the organisation issues airworthiness review certificates for aircraft above 2 730 kg MTOM other than balloons. In the case where there is no quality system, the organisation shall not contract continuing airworthiness management tasks to other parties.'	
AMC M.A.712 (a)	**Quality system**	1. Procedures should be held current such that they reflect best practice within the organisation. It is the responsibility of all employees to report any difficulties with the procedures via their organisation's internal occurrence reporting mechanisms. 2. All procedures, and changes to the procedures, should be verified and validated before use where practicable. 3. The feedback part of the system should address who is required to rectify any non-compliance in each particular case and the procedure to be followed if rectification is not completed within appropriate timescales. The procedure should lead to the accountable manager specified in M.A.706. 4. The independent quality audit reports referenced in AMC M.A.712 (b) should be sent to the relevant department for rectification action giving target rectification dates. Rectification dates should be discussed with such department before the quality department or nominated quality auditor confirms such dates in the report. The relevant department is required to rectify findings and inform the quality manager or the quality auditor of such rectification. 5. The accountable manager should hold regular meetings with staff to check progress on rectification except that in the large organisations such meetings may be delegated on a day to day basis to the quality manager subject to the accountable manager meeting at least twice per year with the senior staff involved to	*Full contents*

		review the overall performance and receiving at least a half yearly summary report on findings of non-compliance.	
AMC M.A.712 (b)	**Quality system**	1. The primary objectives of the quality system are to enable the M.A. Subpart G organisation to ensure airworthy aircraft and to remain in compliance with the Part-M requirements. 2. An essential element of the quality system is the independent audit. 3. The independent audit is an objective process of routine sample checks of all aspects of the M.A. Subpart G organisation's ability to carry out continuing airworthiness management to the required standards. It includes some product sampling as this is the end result of the process. 4. The independent audit represents an objective overview of the complete continuing airworthiness management related activities. It is intended to complement the M.A.902 requirement for an airworthiness review to be satisfied that all aircraft managed by the organisation remain airworthy. 5. The independent audit should ensure that all aspects of M.A. Subpart G compliance are checked anually, including all the sub-contracted activities, and may be carried out as a complete single exercise or subdivided over the year period in accordance with a scheduled plan. The independent audit does not require each procedure to be checked against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been checked every year without resultant findings. Where findings have been identified, the particular procedure should be rechecked against other product lines until the findings have been rectified after which the independent audit procedure may revert back to year for the particular procedure.	*Full contents*

		Provided that there are no safety related findings, the audit time periods specified in this AMC may be increased by up to 100% subject to agreement by the competent authority. 6. Where the organisation has more than one location approved the quality system should describe how these are integrated into the system and include a plan to audit each location every year. 7. A report should be raised each time an audit is carried out describing what was checked and the resulting findings against applicable requirements, procedures and products. 8 The independence of the audit should be established by always ensuring that audits are carried out by personnel not responsible for the function, procedure or products being checked. 9. An organisation should establish a quality plan acceptable to the competent authority of approval to show when and how often the activities as required by M.A. Subpart G will be audited.	
AMC M.A.712 (f)	**Quality system**	A small organisation is an organisation managing less than 10 aircraft. This number should be decreased by 50% in the case of large aircraft. The combination of aircraft and aircraft types, the utilisation of the aircraft and the number of approved locations of the organisations should also be considered before replacing the quality system by an organisational review.	*Full contents*
M.A.714	**Record-keeping**	(a) The continuing airworthiness management organisation shall record all details of work carried out. The records required by M.A.305 and if applicable M.A.306 shall be retained. (b) If the continuing airworthiness management organisation has the privilege referred to in point M.A.711(b), it shall retain a copy of each airworthiness review certificate and recommendation issued or, as applicable, extended, together with all supporting documents. In addition, the organisation shall retain a copy of any airworthiness review certificate that it has extended under	*Full contents*

		the privilege referred to in point M.A.711(a)4. (c) The continuing airworthiness management organisation shall retain a copy of all records listed in paragraph (b) until two years after the aircraft has been permanently withdrawn from service. (d) The records shall be stored in a manner that ensures protection from damage, alteration and theft. (e) All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition. (f) Where continuing airworthiness management of an aircraft is transferred to another organisation or person, all retained records shall be transferred to the said organisation or person. The time periods prescribed for the retention of records shall continue to apply to the said organisation or person. (g) Where a continuing airworthiness management organisation terminates its operation, all retained records shall be transferred to the owner of the aircraft.	
AMC M.A.714	**Record-keeping**	1.The M.A. Subpart G organisation should ensure that it always receives a complete CRS from the approved maintenance organisation such that the required records can be retained. The system to keep the continuing airworthiness records should be described in the organisation continuing airworthiness management exposition. 2. When an organisation arranges for the relevant maintenance organisation to retain copies of the continuing airworthiness records on its behalf, it will nevertheless continue to be responsible for the records under M.A.714 relating to the preservation of records. If it ceases to be the organisation of the aircraft, it also remains responsible for transferring the records to any other person or organisation managing continuing airworthiness of the aircraft.	*Full contents*

		3. Keeping continuing airworthiness records in a form acceptable to the competent authority means in paper form or on a computer database or a combination of both methods. Records stored in microfilm or optical disc form are also acceptable. The record should remain legible throughout the required retention period. 4. Paper systems should use robust material which can withstand normal handling and filing. 5. Computer systems should have at least one backup system which should be updated within 24 hours of any new entry. Each terminal is required to contain programme safeguards against the ability of unauthorised personnel to alter the database. 6. Microfilming or optical storage of continuing airworthiness records may be carried out at any time. The records should be as legible as the original record and remain so for the required retention period.	
Subpart H Certificate of Release to Service - CRS			
M.A.801	**Aircraft certificate of release to service**	(a) 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. (b) No aircraft can be released to service unless a certificate of release to service is issued at the completion of any maintenance, when satisfied that all maintenance required has been properly carried out, by: 1. Appropriate certifying staff on behalf of the maintenance organisation approved in accordance with Section A, Subpart F of this Annex (Part M). or 2. Certifying staff in compliance with the requirements laid down in Annex III (Part-66), except for complex maintenance tasks listed in Appendix VII to this Annex for	*Full contents*

		which point 1 applies. or 3. by the Pilot-owner in compliance with point M.A.803. (c) By derogation from point M.A.801(b)2 for ELA1 aircraft not used in commercial air transport, aircraft complex maintenance tasks listed in Appendix VII may be released by certifying staff referred to in point M.A.801(b)2. (d) By derogation from point M.A.801(b), in the case of unforeseen situations, when an aircraft is grounded at a location where no approved maintenance organisation appropriately approved under this Annex or Annex II (Part-145) and no appropriate certifying staff are available, the owner may authorise any person, with not less than three years of appropriate maintenance experience and holding the proper qualifications, to maintain according to the standards set out in Subpart D of this Annex and release the aircraft. The owner shall in that case: 1. Obtain and keep in the aircraft records details of all the work carried out and of the qualifications held by that person issuing the certification. and 2. ensure that any such maintenance is rechecked and released by an appropriately authorised person referred to in point M.A.801(b) or an organisation approved in accordance with Section A, Subpart F of this Annex (Part M), or with Annex II (Part-145) at the earliest opportunity but within a period not exceeding seven days. and 3. Notify the organisation responsible for the continuing airworthiness management of the aircraft when contracted in accordance with point M.A.201(e), or the competent	

		authority in the absence of such a contract, within seven days of the issuance of such certification authorisation. (e) In the case of a release to service in accordance with point M.A.801(b)2 or point M.A.801(c), the certifying staff may be assisted in the execution of the maintenance tasks by one or more persons subject to his/her direct and continuous control; (f) A certificate of release to service shall contain as a minimum: 1. Basic details of the maintenance carried out. and 2. the date such maintenance was completed. and 3. the identity of the organisation and/or person issuing the release to service, including: (i) The approval reference of the maintenance organisation approved in accordance with Section A, Subpart F of this Annex (Part M) and the certifying staff issuing such a certificate. or (ii) In the case of point M.A.801(b)2 or M.A.801(c) certificate of release to service, the identity and if applicable licence number of the certifying staff issuing such a certificate. 4. The limitations to airworthiness or operations, if any. (g) By derogation from paragraph (b) and notwithstanding the provisions of paragraph (h), when the maintenance prescribed cannot be completed, a certificate of release to service may be issued within the approved aircraft limitations. Such fact together with any applicable limitations of the airworthiness or the	

		operations shall be entered in the aircraft certificate of release to service before its issue as part of the information required in paragraph (f)4; (h) A certificate of release to service shall not be issued in the case of any known non-compliance which endangers flight safety.	
AMC M.A. 801 (b)	**Aircraft certificate of release to service**	A certificate of release to service is necessary before flight, at the completion of any defect rectification, whilst the aircraft operates a flight between scheduled maintenance checks.	*Full contents*
AMC M.A.801 (d)	**Aircraft certificate of release to service**	1. The aircraft certificate of release to service should contain the following statement: (a) 'Certifies that the work specified except as otherwise specified was carried out in accordance with Part-M and in respect to that work the aircraft is considered ready for release to service'. (b) For a Pilot-owner a certificate of release to service should contain the following statement: 'Certifies that the limited pilot-owner maintenance specified except as otherwise specified was carried out in accordance with Part M and in respect to that work the aircraft is considered ready for release to service'. 2. The certificate of release to service should relate to the task specified in the manufacturer's or operator's instruction or the aircraft maintenance programme which itself may cross-refer to a manufacturer's/operator's instruction in a maintenance manual, service bulletin etc. 3. The date such maintenance was carried out should include when the maintenance took place relative to any life or overhaul limitation in terms of date/flying hours/cycles/Iandings etc., as appropriate.	*Full contents*

		4. When extensive maintenance has been carried out, it is acceptable for the certificate of release to service to summarise the maintenance so long as there is a unique cross-reference to the work-pack containing full details of maintenance carried out. Dimensional information should be retained in the work-pack record. 5. The person issuing the certificate of release to service should use his normal signature except in the case where a computer release to service system is used. In this latter case the competent authority will need to be satisfied that only the particular person can electronically issue the release to service. One such method of compliance is the use of a magnetic or optical personal card in conjunction with a personal identity number (PIN) known only to the individual, which is keyed into the computer. A certification stamp is optional. 6. At the completion of all maintenance, owners, certifying staff, operators and maintenance organisations should ensure they have a clear, concise, legible record of the work performed. 7. In the case of an M.A.801 (b) 2 release to service, certifying staff should retain all records necessary to prove that all requirements have been met for the issuance of a certificate of release to service.	
AMC M.A.801 (e)	**Aircraft certificate of release to service**	1. Being unable to establish full compliance with sub-paragraph M.A.801 (b) means that the maintenance required by the aircraft owner or M.A. Subpart G organisation could not be completed due either to running out of available aircraft maintenance downtime for the scheduled check or by virtue of the condition of the aircraft requiring additional maintenance downtime. 2. The aircraft owner or M.A. Subpart G organisation is responsible for ensuring that all required maintenance has been carried out before flight. Therefore an aircraft owner or M.A. Subpart G organisation should be informed and agree to the deferment of full compliance with M.A. 801(b). The certificate of release to service may then be issued subject to details of the	*Full contents*

		deferment, including the aircraft owner or M.A. Subpart G organisation authorisation, being endorsed on the certificate. 3. If a certificate of release to service is issued with incomplete maintenance a record should be kept stating what action the mechanic, supervisor and certifying staff should take to bring the matter to the attention of the relevant aircraft owner or M.A. Subpart G organisation so that the issue may be discussed and resolved with the aircraft owner or M.A. Subpart G organisation.	
AMC M.A.801 (f)	**Aircraft certificate of release to service**	`**Hazard seriously the flight safety'** means any instance where safe operation could not be assured or which could lead to an unsafe condition. It typically includes, but is not limited to, significant cracking, deformation, corrosion or failure of primary structure, any evidence of burning, electrical arcing, significant hydraulic fluid or fuel leakage and any emergency system or total system failure. An airworthiness directive overdue for compliance is also considered a hazard to flight safety.	*Full contents*
M.A.802	**Component certificate of release to service**	(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. (b) The authorised release certificate identified as EASA Form 1 constitutes the component certificate of release to service, except when such maintenance on aircraft components has been performed in accordance with point M.A.502(b) or point M.A.502(d), in which case the maintenance is subject to aircraft release procedures in accordance with point M.A.801.	*Full contents*
AMC M.A.802	**Component certificate of release to service**	When an approved organisation maintains an aircraft component for use by the organisation an EASA Form 1 may not be necessary depending upon the organisation's internal release procedures, however all the information normally required for the EASA Form 1 should be adequately detailed in the certificate of release to service.	*Full contents*

M.A.803	**Pilot-owner authorisation**	(a) To qualify as a Pilot-owner, the person must: 1. Hold a valid pilot licence (or equivalent) issued or validated by a Member State for the aircraft type or class rating. and 2. own the aircraft, either as sole or joint owner; that owner must be: (i) one of the natural persons on the registration form. or (ii) a member of a non-profit recreational legal entity, where the legal entity is specified on the registration document as owner or operator, and that member is directly involved in the decision making process of the legal entity and designated by that legal entity to carry out Pilot-owner maintenance. (b) For any privately operated non-complex motor-powered aircraft of 2 730 kg MTOM and below, sailplane, powered sailplane or balloon, the Pilot-owner may issue a certificate of release to service after limited Pilotowner maintenance as specified in Appendix VIII. (c) The scope of the limited Pilot-owner maintenance shall be specified in the aircraft maintenance programme referred to in point M.A.302. (d) The certificate of release to service shall be entered in the logbooks and contain basic details of the maintenance carried out, the maintenance data used, the date on which that maintenance was completed and the identity, the signature and pilot licence number of the Pilot-owner issuing such a certificate.	*Full contents*

AMC M.A.803	**Pilot-owner authorisation**	1. The pilot–owner should hold a valid pilot license issued or validated by a member state for the aircraft type being maintained. 2. Privately operated means the aircraft is not operated pursuant to M.A.201 (h) and (i). 3. A pilot owner should only issue a certificate of release to service for maintenance performed by the pilot owner and after demonstrating the competence to carry out such maintenance tasks.	*Full contents*
CAME			
M.A.704	**CAME**	Purpose of the CAME. What a CAME should comprise (Part 0 ÷ Part 4). Possibility to combine CAME with other exposition or manual required by another Part; example for a combined Part-145 and CAMO (Part 0 ÷ Part 9). Personnel to be familiar with those parts of the CAME that are relevant to their tasks. CAME to specify responsibilities for its amendment. Unless otherwise agreed by the competent authority, the quality manager should be responsible for monitoring and amending the CAME, associated procedures manuals, and the submission of proposed amendments to the competent authority. Possibility of an "indirect approval" procedure defining amendments which can be incorporated without the prior consent of the competent authority. Use electronic data processing (EDP) for publication of the CAME; compatibility of EDP systems with the necessary internal and external dissemination of the CAME. Need to made the CAME available to the competent authority in a form acceptable.	*Full contents*

		The corporate commitment signed by the accountable manager. Sample corporate commitment. Need to ensure signature of such statement at the earliest opportunity whenever the accountable manager is changed; failure invalidates the CAMO approval and therefore the air operators certificate. Appendix V to M.A.704 contains an example of an exposition lay-out.	
AMC M.A.704	**CAME**	Obligation to provide a CAME. Minimum contents of the CAME (items 1 ÷ 8). Approval of the CAME and its amendments by the competent authority. Approval of minor amendments through a CAME procedure (indirect approval).	*Full contents*
Appendix V to AMC M.A.704	**CAMO Exposition**	Overview of the example provided (generic CAME lay-out): Part 0 ÷ Part 5.	*Overview*
CAMO APPROVAL			
M.A.702	**Application**	Application for issue or variation of a CAMO approval to be made on a form and in a manner established by the competent authority.	*Full contents*
M.B.701	**Application**	(a) For commercial air transport the competent authority shall receive for approval with the initial application for the air operator's certificate and where applicable any variation applied for and for each aircraft type to be operated: 1. The continuing airworthiness management exposition. 2. The operator's aircraft maintenance programmes.	

		3. The aircraft technical log. 4. Where appropriate the technical specification of the maintenance contracts between the operator and Part-145 approved maintenance organisation. (b) Where facilities are located in more than one Member State the investigation and continued oversight of the approval shall be carried out in conjunction with the competent authorities designated by the Member States in whose territory the other facilities are located.	
AMC M.B.701 (a)	**Application**	1. The competent authority should not expect the documents listed in M.B.701 (a) to be submitted in a completed state with the initial application for grant or change since each may require approval in its own right and may be subject to amendment as a result of competent authority assessment during the technical investigations. Draft documents should be submitted at the earliest opportunity so that investigation of the application can begin. Grant or change cannot be achieved until the competent authority is in possession of completed documents. 2. This information is required to enable the competent authority to conduct its investigation, to assess the volume of maintenance work necessary and the locations at which it will be accomplished. 3. The applicant should inform the competent authority where base and scheduled line maintenance is to take place and give details of any contracted maintenance which is in addition to that provided in response to M.A.201 (h) 2 or M.A.708 (c). 4. At the time of application, the operator should have arrangements for all base and scheduled line maintenance in place for an appropriate period of time, as accepted to the competent authority. The operator should establish further arrangements in due course before the maintenance is due. Base maintenance contracts for high-life time checks may be based on one time contracts, when the competent authority considers that this is compatible with the operator's fleet size.	*Full contents*

Findings			
M.A.716	**Findings**	(a) A level 1 finding is any significant non-compliance with Part-M requirements which lowers the safety standard and hazards seriously the flight safety. (b) A level 2 finding is any non-compliance with the Part-M requirements which could lower the safety standard and possibly hazard the flight safety. (c) After receipt of notification of findings according to M.B.705, the holder of the continuing airworthiness management organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the competent authority within a period agreed with this authority.	*Full contents*
M.B.705	**Findings**	(a) When during audits or by other means evidence is found showing non-compliance to the Part-M requirement, the competent authority shall take the following actions: 1. For level 1 findings, immediate action shall be taken by the competent authority to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the continuing airworthiness management organisation approval, until successful corrective action has been taken by the organisation. 2. For level 2 findings, the competent authority shall grant a corrective action period appropriate to the nature of the finding that shall not be more than three months. In certain circumstances, at the end of this first period, and subject to the nature of the finding the competent authority can extend the three month period subject to a satisfactory corrective action plan. (b) Action shall be taken by the competent authority to suspend in whole or part the approval in case of failure to comply within the timescale granted by the competent authority.	*Full contents*

Revocation, suspension and limitation of an approval			
M.B.707	**Revocation, suspension and limitation of an approval**	The competent authority shall: • Suspend an approval on reasonable grounds in the case of potential safety threat. or • Suspend, revoke or limit an approval pursuant to M.B.705 (findings).	*Full contents*
Extent of approval			
M.A.703	**Extent of approval** **+** **Appendix VI to Part M**	The grant of approval is indicated by the issue of the certificate included in Appendix VI by the competent authority. CAME must specify the scope of work deemed to constitute approval. For CAT the approval shall be part of the AOC issued by the competent authority, for the aircraft operated. Overview of Appendix VI – Approval Certificate	*Full contents* + *Overview*
Initial approval			
M.B.702	**Initial approval**	(a) Provided the requirements of M.A.706(a), (c), (d) and M.A.707 are complied with, the competent authority shall formally indicate its acceptance of the M.A.706(a), (c), (d) and M.A.707 personnel to the applicant in writing. (b) The competent authority shall establish that the procedures specified in the continuing airworthiness management exposition comply with Part-M.A. Subpart G and ensure the accountable manager signs the commitment statement. (c) The competent authority shall verify the organisation's compliance with M.A. Subpart G requirements.	*Full contents*

		(d) A meeting with the accountable manager shall be convened at least once during the investigation for approval to ensure that he/she fully understands the significance of the approval and the reason for signing the exposition commitment of the organisation to compliance with the procedures specified in the continuing airworthiness management exposition. (e) All findings shall be confirmed in writing to the applicant organisation. (f) The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations. (g) For initial approval all findings shall be corrected by the organisation and closed by the competent authority before the approval can be issued.	
Issue of approval			
M.B.703	**Issue of approval**	(a) The competent authority shall issue to the applicant an EASA Form 14 approval certificate (Appendix VI) which includes the extent of approval, when the continuing airworthiness management organisation is in compliance with M.A. Subpart G. (b) The competent authority shall indicate the validity of the approval on the EASA Form 14 approval certificate. (c) The reference number shall be included on the Form 14 approval certificate in a manner specified by the Agency. (d) In the case of commercial air transport, the information contained on an EASA Form 14 will be included on the air operator's certificate.	*Full contents*

M.A.715	**Continued validity of approval**	(a) An approval shall be issued for an unlimited duration. It shall remain valid subject to: 1. the organisation remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under M.B.705. and 2. the competent authority being granted access to the organisation to determine continued compliance with this Part. and 3. the approval not being surrendered or revoked. (b) Upon surrender or revocation, the approval certificate shall be returned to the competent authority.	
CAMO PRIVILEGES			
M.A.711	**Privileges of the organisation**	(a) A continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Annex (Part M) may: 1. Manage the continuing airworthiness of non-commercial air transport aircraft as listed on the approval certificate. 2. Manage the continuing airworthiness of commercial air transport aircraft when listed both on its approval certificate and on its Air Operator Certificate (AOC). 3. Arrange to carry out limited continuing airworthiness tasks with any contracted organisation, working under its quality system, as listed on the approval certificate. 4. Extend, under the conditions of point M.A.901(f), an airworthiness review certificate that has been issued by the competent authority or by another continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Annex (Part	*Full contents*

		M). (b) An approved continuing airworthiness management organisation registered in one of the Member States may, additionally, be approved to carry out airworthiness reviews referred to in point M.A.710 and: 1. Issue the related airworthiness review certificate and extend it in due time under the conditions of points M.A.901(c)2 or M.A.901(e)2. and 2. Issue a recommendation for the airworthiness review to the competent authority of the Member State of registry.	
AMC M.A.711 (b)	**Privileges of the organisation**	No need of being approved to carry out airworthiness reviews. This can be contracted to an approved organisation. In this case, the airworthiness review should be carried out every year, and the ARC issued by the competent authority following a recommendation.	*Full contents*
M.A.715	**Continued validity of approval**	Approvals to be issued for an unlimited duration, and to remain valid subject to: • the organisation remaining in compliance with this Part, i.a.w. the provisions related to the handling of findings (see M.B.705); • the competent authority being granted access to determine continued compliance with this Part; • the approval not being surrendered or revoked. Approval certificate to be returned to the competent authority in case of surrender or revocation.	*Full contents*

CAMO OVERSIGHT			
M.B.704	**Continuing oversight**	(a) The competent authority shall keep and update a program listing for each M.A. Subpart G approved continuing airworthiness organisations under its supervision, the dates when audit visits are due and when such visits were carried out. (b) Each organisation shall be completely audited at periods not exceeding 24 months. (c) A relevant sample of the aircraft managed by the M.B. Subpart G approved organisation shall be surveyed in every 24 month period. The size of the sample will be decided by the competent authority based on the result of prior audits and earlier product surveys. (d) All findings shall be confirmed in writing to the applicant organisation. (e) The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations. (f) A meeting with the accountable manager shall be convened at least once every 24 months to ensure he/she remains informed of significant issues arising during audits.	*Full contents*
M.B.303	**Aircraft continuing airworthiness monitoring**	(a) Every competent authority shall develop a survey programme to monitor the airworthiness status of the fleet of aircraft on its register. (b) The survey programme shall include sample product surveys of aircraft. (c) The programme shall be developed taking into account the number of aircraft on the register, local knowledge and past surveillance activities.	*Full contents*

		(d) The product survey shall focus on a number of key risk airworthiness elements and identify any findings. Furthermore, the competent authority shall analyse each finding to determine its root cause. (e) All findings shall be confirmed in writing to the person or organisation accountable according to M.A.201. (f) The competent authority shall record all findings, closure actions and recommendations. (g) If during aircraft surveys evidence is found showing non-compliance to a Part-M requirement, the competent authority shall take actions in accordance with M.B.903. (h) If the root cause of the finding identifies a non-compliance with any Subpart or with another Part, the non-compliance shall be dealt with as prescribed by the relevant Part. (i) In order to facilitate appropriate enforcement action, competent authorities shall exchange information on non-compliances identified in accordance with paragraph (h).	
CHANGES			
M.A.713	**Changes to the approved continuing airworthiness organisation**	In order to enable the competent authority to determine continued compliance with this Part, the approved continuing airworthiness management organisation shall notify it of any proposal to carry out any of the following changes, before such changes take place: 1. The name of the organisation. 2. The location of the organisation. 3. Additional locations of the organisation. 4. The accountable manager. 5. Any of the persons specified in M.A.706(c). 6. The facilities, procedures, work scope and staff that could affect the approval.	*Full contents*

		In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.	
AMC M.A.713	**Changes to the approved continuing airworthiness organisation**	1. This paragraph covers scheduled changes to the continuing airworthiness organisation's approval. Whilst the requirements relating to air operator certificates, including their issue, variation and continued validity, are prescribed in the appropriate regulation, operators should be aware this paragraph is included in Part M and may affect continued acceptance of the continuing airworthiness management. 2. The primary purpose of this paragraph is to enable the continuing airworthiness organisation to remain approved if agreed by the competent authority during negotiations about any of the specified changes. Without this paragraph the approval would automatically be suspended in all cases.	*Full contents*
M.B.706	**Changes**	Management of amendments to the CAME in the case of: • Direct approval • Indirect approval The competent authority shall prescribe the conditions under which the CAMO may operate during such changes.	*Full contents*
AMC M.B.706	**Changes** **Overview**	Competent authority to have adequate control over any changes to the personnel specified in M.A.706 (a), (b), (c) and (d). Such changes will require an amendment to the exposition. Competent authority should define the class of amendments to the exposition which may be incorporated through indirect approval. A procedure should be stated in the amendment section of the approved CAME. CAMO to submit each CAME amendment to the competent authority whether it be an amendment for competent authority approval or an indirectly approved amendment. Subsequent actions by the competent authority.	

		List of changes to the approval which should not be subject to the indirect approval procedure.	
Subpart I AIRWORTHINESS REVIEW CERTIFICATE			
M.A.901	**Aircraft airworthiness review** **+** **Appendix III - Overview**	To ensure the validity of the aircraft airworthiness certificate an airworthiness review of the aircraft and its continuing airworthiness records shall be carried out periodically. (a) An airworthiness review certificate is issued in accordance with Appendix III (EASA Form 15a or 15b) on completion of a satisfactory airworthiness review. The airworthiness review certificate is valid one year. (b) An aircraft in a controlled environment is an aircraft (i) continuously managed during the previous 12 months by a unique continuing airworthiness management organisation approved in accordance with Section A, Subpart G, of this Annex (Part M), and (ii) which has been maintained for the previous 12 months by maintenance organisations approved in accordance with Section A, Subpart F of this Annex (Part M), or with Annex II (Part 145). This includes maintenance tasks referred to in point M.A.803(b) carried out and released to service in accordance with point M.A.801(b)2 or point M.A.801(b)3. (c) For all aircraft used in commercial air transport, and aircraft above 2 730 kg MTOM, except balloons, that are in a controlled environment, the organisation referred to in (b) managing the continuing airworthiness of the aircraft may, if appropriately approved, and subject to compliance with paragraph (k): 1. Issue an airworthiness review certificate in accordance with point M.A.710. and	*Full contents*

		2. for the airworthiness review certificates it has issued, when the aircraft has remained within a controlled environment, extend twice the validity of the airworthiness review certificate for a period of one year each time. (d) For all aircraft used in commercial air transport and aircraft above 2 730 kg MTOM, except balloons, that (i) are not in a controlled environment, or (ii) which continuing airworthiness is managed by a continuing airworthiness management organisation that does not hold the privilege to carry out airworthiness reviews, the airworthiness review certificate shall be issued by the competent authority upon satisfactory assessment based on a recommendation made by a continuing airworthiness management organisation appropriately approved in accordance with Section A, Subpart G of this Annex (Part M) sent together with the application from the owner or operator. This recommendation shall be based on an airworthiness review carried out in accordance with point M.A.710. (e) For aircraft not used in commercial air transport of 2 730 kg MTOM and below, and balloons, any continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Annex (Part M) and appointed by the owner or operator may, if appropriately approved and subject to paragraph (k): 1. issue the airworthiness review certificate in accordance with point M.A.710. and 2. for airworthiness review certificates it has issued, when the aircraft has remained within a controlled environment under its management, extend twice the validity of the airworthiness review certificate for a period of one year each time. (f) By derogation from points M.A.901(c)2 and M.A.901(e)2, for aircraft that are in a controlled environment, the organisation referred to in (b) managing the continuing airworthiness of the aircraft, subject to compliance with paragraph (k), may extend	

		twice for a period of one year each time the validity of an airworthiness review certificate that has been issued by the competent authority or by another continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Annex (Part M). (g) By derogation from points M.A.901(e) and M.A.901(i)2, for ELA1 aircraft not used in commercial air transport and not affected by point M.A.201(i), the airworthiness review certificate may also be issued by the competent authority upon satisfactory assessment, based on a recommendation made by certifying staff formally approved by the competent authority and complying with provisions of Annex III (Part-66) as well as requirements laid down in point M.A.707(a)2(a), sent together with the application from the owner or operator. This recommendation shall be based on an airworthiness review carried out in accordance with point M.A.710 and shall not be issued for more than two consecutive years. (h) Whenever circumstances reveal the existence of a potential safety threat, the competent authority shall carry out the airworthiness review and issue the airworthiness review certificate itself. (i) In addition to paragraph (h), the competent authority may also carry out the airworthiness review and issue the airworthiness review certificate itself in the following cases: 1. For aircraft not involved in commercial air transport when the aircraft is managed by a continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Annex (Part M) located in a third country. 2. For all balloons and any other aircraft of 2 730 kg MTOM and below, if it is requested by the owner. (j) When the competent authority carries out the airworthiness review and/or issues the airworthiness review certificate itself, the owner or operator shall provide the competent authority with:	

		1. The documentation required by the competent authority. and 2. Suitable accommodation at the appropriate location for its personnel. and 3. When necessary, the support of personnel appropriately qualified in accordance with Annex III (Part-66) or equivalent personnel requirements laid down in point 145.A.30(j)(1) and (2) of Annex II (Part 145). (k) An airworthiness review certificate cannot be issued nor extended if there is evidence or reason to believe that the aircraft is not airworthy.	
AMC M.A.901 (a)	**Aircraft airworthiness review**	EASA Form 15a is issued by competent authorities while EASA Form 15b is issued by a M.A. Subpart G organisation.	*Full contents*
AMC M.A.901 (b)	**Aircraft airworthiness review**	1. If the continuing airworthiness of the aircraft is not managed according to a Part-M appendix I arrangement between the owner and the M.A. Subpart G organisation, the aircraft should be considered to be outside a controlled environment. 2. The fact that limited pilot-owner maintenance as defined in M.A.803 (b) is not carried out and released by an approved maintenance organisation does not change the status of an aircraft in a controlled environment providing the M.A. Subpart G organisation under contract has been informed of any such maintenance carried out.	*Full contents*
AMC M.A.901 (c) 2	**Aircraft airworthiness review**	When the aircraft has remained within a controlled environment, the extension of the validity of the ARC does not require an airworthiness review but only a verification of the continuous compliance with M.A.902 (b).	*Full contents*

AMC M.A.901 (d)	**Aircraft airworthiness review Overview**	The recommendation sent to the competent authority should contain at least the items described below. (a) General information • M.A. Subpart G organisation information • owner/lessee information • date and place the document review and the aircraft survey were carried out • period and place the aircraft can be seen if required by the competent authority (b) Aircraft information • registration • type • manufacturer • serial number • flight manual reference • weight and centre of gravity data • maintenance programme reference (c) Documents accompanying the recommendation • copy of registration papers • copy of the owners request for a new airworthiness review certificate (d) Aircraft status • aircraft total time and cycles • list of persons or organisations having carried out continuing airworthiness activities including maintenance tasks on the aircraft and its components since the last airworthiness review certificate (e) Aircraft survey • a precise list of the areas of the aircraft that were surveyed and their status (f) Findings a list of all the findings made during the airworthiness review with the corrective action carried out	*Full contents*

		(g) Statement A statement signed by the airworthiness review staff recommending the issue of an airworthiness review certificate. The statement should confirm that the aircraft in its current configuration complies with the following: • Airworthiness directives up to the latest published issue. and • Type certificate datasheet. and • Maintenance programme. and • Component service life limitations. and • The valid weight and centre of gravity schedule reflecting the current configuration of the aircraft. and • Part 21 for all modifications and repairs. and • The current flight manual including supplements. and • Operational requirements.	

		The above items should clearly state the exact reference of the data used in establishing compliance; for instance the number and issue of the type certificate data sheet used should be stated. The statement should also confirm that all of the above is properly entered and certified in the aircraft continuing airworthiness record system and/or in the operator's technical log.	
AMC M.A.901 (e)	**Aircraft airworthiness review**	Suitable accommodation should include: a) an office with normal office equipment such as desks, telephones, photocopying machines etc. whereby the continuing airworthiness records can be reviewed. b) a hangar when needed for the physical survey. The support of personnel appropriately qualified in accordance with Part-66 is necessary when the competent authority's airworthiness review staff is not appropriately qualified.	*Full contents*
SUBPART G CAMO AIRWORTHINESS REVIEW			
M.A.710	**Airworthiness review**	(a) To satisfy the requirement for an M.A.902 airworthiness review of an aircraft, a full documented review of the aircraft records shall be carried out by the approved continuing airworthiness management organisation in order to be satisfied that: 1. Airframe, engine and propeller flying hours and associated flight cycles have been properly recorded. and 2. The flight manual is applicable to the aircraft configuration and reflects the latest revision status.	*Full contents*

		and 3. All the maintenance due on the aircraft according to the approved maintenance programme has been carried out. and 4. All known defects have been corrected or, when applicable, carried forward in a controlled manner. and 5. All applicable airworthiness directives have been applied and properly registered. and 6. All modifications and repairs applied to the aircraft have been registered and are approved according to Part-21. and 7. All service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit. and 8. All maintenance has been released in accordance with this Part. and 9. The current mass and balance statement reflects the configuration of the aircraft and is valid. and 10. The aircraft complies with the latest revision of its type design approved by the Agency.	

		(b) The approved continuing airworthiness management organisation's airworthiness review staff shall carry out a physical survey of the aircraft. For this survey, airworthiness review staff not appropriately qualified to Part-66 shall be assisted by such qualified personnel. (c) Through the physical survey of the aircraft, the airworthiness review staff shall ensure that: 1. All required markings and placards are properly installed. and 2. The aircraft complies with its approved flight manual. and 3. The aircraft configuration complies with the approved documentation. and 4. No evident defect can be found that has not been addressed according to M.A.404. and 5. No inconsistencies can be found between the aircraft and the paragraph (a) documented review of records. (d) By derogation to M.A.902(a) the airworthiness review can be anticipated by a maximum period of 90 days without loss of continuity of the airworthiness review pattern, to allow the physical review to take place during a maintenance check. (e) An M.A.902 airworthiness review certificate (EASA Form 15b) or a recommendation is issued by appropriately authorised M.A.707 airworthiness review staff on behalf of the approved continuing airworthiness management organisation when satisfied that the airworthiness review has been properly carried out.	

		(f) A copy of any airworthiness review certificate issued or extended for an aircraft shall be sent to the Member State of Registry of that aircraft within 10 days. (g) Airworthiness review tasks shall not be sub-contracted. (h) Should the outcome of the airworthiness review be inconclusive, the competent authority shall be informed.	
AMC M.A.710 (a)	**Airworthiness review**	1. A full documented review is a check of at least the following categories of documents: - registration papers - M.A.305 aircraft continuing airworthiness record system - M.A.306 operator's technical log system - list of deffered defects, minimum equipment list and configuration deviation list if applicable - aircraft flight manual including aircraft configuration - aircraft Maintenance programme - maintenance Data - relevant work packages - AD status - modification and SB status - modification and repair approval sheets - list of service life limited component - relevant EASA Form 1 or equivalent - mass and balance report and equipment list - aircraft, engine and propeller TC Data Sheets As a minimum, sample checks within each document category should be carried out. The M.A. Subpart G organisation should develop procedures for the airworthiness review staff to produce a compliance report that confirms the above have been reviewed and found in compliance with Part-M.	*Full contents*

AMC M.A.710 (b) and (c)	**Airworthiness review**	1. The physical survey could require actions categorised as maintenance (e.g. operational tests, tests of emergency equipment, visual inspections requiring panel opening etc.). In this case, after the airworthiness review a release to service should be issued in accordance with Part-M. 2. The physical survey may include verifications to be carried out during flight. 3. The M.A. Subpart G organisation should develop procedures for the airworthiness review staff to produce a compliance report that confirms the physical survey has been carried out and found satisfactory. 4. To ensure compliance the physical survey may include relevant sample checks of items.	*Full contents*
AMC M.A.710 (e)	**Airworthiness review**	A copy of both physical survey and document review compliance reports stated above should be sent to the competent authority together with any recommendation issued.	*Full contents*
M.A.902	**Validity of the airworthiness review certificate**	(a) An airworthiness review certificate becomes invalid if: 1. suspended or revoked. or 2. the airworthiness certificate is suspended or revoked. or 3. the aircraft is not on the aircraft register of a Member State. or 4. the type certificate under which the airworthiness certificate was issued is suspended or revoked.	*Full contents*

		(b) An aircraft must not fly if the airworthiness certificate is invalid or if: 1. the continuing airworthiness of the aircraft or any component fitted to the aircraft does not meet the requirements of this Part. or 2. the aircraft does not remain in conformity with the type design approved by the Agency. or 3. the aircraft has been operated beyond the limitations of the approved flight manual or the airworthiness certificate, without appropriate action being taken. or 4. the aircraft has been involved in an accident or incident that affects the airworthiness of the aircraft, without subsequent appropriate action to restore airworthiness; or 5. a modification or repair has not been approved in accordance with Part-21. (c) Upon surrender or revocation, the airworthiness review certificate shall be returned to the competent authority	
M.A.707	**Airworthiness review staff**	To be approved to carry out airworthiness reviews, a CAMO shall have appropriate airworthiness review staff to issue M.A. Subpart I airworthiness review certificates or recommendations. Detailed description of additional requirements applicable to such staff in addition to M.A.706 requirements. Airworthiness review staff can only be issued an authorisation by the CAMO when formally accepted by the competent authority	*Full contents*

		after satisfactory completion of an airworthiness review under supervision. Aircraft airworthiness review staff shall demonstrate appropriate recent continuing airworthiness management experience. Airworthiness review staff shall be identified by listing each person in the CAME together with their airworthiness review authorisation reference. CAMO shall maintain a record of all airworthiness review staff. Details to be recorded by the CAMO. Minimum preservation period.	
AMC M.A.707 (a)	**Airworthiness review staff**	Airworthiness review staff only required if the CAMO wants to be granted airworthiness review privileges. Guidance about fulfilment of personnel requirements defined in M.A.707.	*Full contents*
M.A.903	**Transfer of aircraft registration within the EU**	(a)When transferring an aircraft registration within the EU, the applicant shall: 1. inform the former Member State in which Member State it will be registered. then 2. apply to the new Member State for the issuance of a new airworthiness certificate in accordance with Part 21. (b) Notwithstanding M.A.902(a)(3), the former airworthiness review certificate shall remain valid until its expiry date.	*Full contents*
AMC M.A.903 (a)	**Transfer of aircraft registration within the EU**	The applicant should notify to the competent authority within the former Member State of registry so as to allow the proper transfer of information between the two competent authorities during the aircraft transfer process.	*Full contents*

AMC M.A.903 (b)	**Transfer of aircraft registration within the EU**	In case of transfer of aircraft registration within EU, the aircraft owner/ operator should verify that the competent authority of the new Member State of registry has entered the new aircraft registration on the existing airworthiness review certificate and validated the change.	*Full contents*
M.A.904	**Airworthiness review of aircraft imported into the EU**	(a) When importing an aircraft onto a Member State register from a third country, the applicant shall: 1. Apply to the Member State of registry for the issuance of a new airworthiness certificate in accordance with the Annex (Part-21) to Regulation (EC) No 1702/2003. and 2. for aircraft other than new, have a airworthiness review carried out satisfactorily in accordance with point M.A.901. and 3. Have all maintenance carried out to comply with the approved maintenance programme in accordance with point M.A.302. (b) When satisfied that the aircraft is in compliance with the relevant requirements, the continuing airworthiness management organisation, if applicable, shall send a documented recommendation for the issuance of an airworthiness review certificate to the Member State of registry. (c) The owner shall allow access to the aircraft for inspection by the Member State of registry. (d) A new airworthiness certificate will be issued by the Member State of registry when it is satisfied the aircraft complies with the prescriptions of Part-21.	*Full contents*

		(e) The Member State shall also issue the airworthiness review certificate valid normally for one year unless the Member State has safety reason to limit the validity.	
AMC M.A.904 (a) 1	**Airworthiness review of aircraft imported into the EU**	In order to allow for possible participation of authority personnel, the applicant should inform the competent authority at least 10 working days in advance of the time and location of the airworthiness review.	*Full contents*
AMC M.A.904 (a) 2	**Airworthiness review of aircraft imported into the EU**	1. When performing an airworthiness review of aircraft imported into the EU the aircraft and the relevant records should be reviewed to determine the work to be undertaken to establish the airworthiness of the aircraft. 2. In determining the work to be undertaken during the airworthiness review on the aircraft, the following should be taken into consideration: (a) The information from third country authorities such as export certificates, primary authority information. and (b) The information on aircraft maintenance history such as continuing airworthiness records, aircraft, engine, propeller, rotor and life limited part log books or cards as appropriate, tech log / flight log / cabin log, list of deferred defects, total flight times and cycles, times and cycles since last maintenance, accident history, former maintenance schedule, former AD compliance status. and (c) The information on aircraft such as aircraft, engine and propeller type certificate datasheets, noise and emission certificate data sheets, flight manual and supplements	*Overview*

		and (d) The aircraft continuing airworthiness status such as the aircraft and component AD status, the SB status, the maintenance status, the status of all service life limited components, weight and centre of gravity schedule including equipment list. and (e) The modification and repair status of the aircraft detailing elements such as owner/operator designed modifications and repairs, STCs, and parts needing European parts approval (EPA). and (f) The aircraft cabin configuration such as emergency equipment fitted, cockpit configuration, placards, instrument limitations, cabin layout. and (g) The maintenance needed for import, such as embodiment of modifications needed to comply with the EASA type certificate, bridging check to comply with the new maintenance programme. and (h) The avionics such as, but not limited to, radio and navigation equipment, instrument flight rules (IFR) equipment, digital flight data recorder (DFDR) / cockpit voice recorder (CVR) test, ELT 406 MHz code and identification and (i) The compass compensation.	

		and (j) Special operating rules such as extended twin-engine operations (ETOPS)/ long range operations (LROPS), reduced vertical separation minima (RVSM), MNPS, all weather operations (AWOPS), RNAV. and (k) The aircraft survey including verification of conformity with the flight manual and the datasheet, presence of fire proof identification plates, conformity of markings including registration, presence and serviceability of emergency equipment, internal and external lighting systems. and (l) Check flight including check of control system / cockpit ground check / engine run up. 3. If there is no M.A. Subpart G organisation approved for the specific aircraft type available, the competent authority may carry out the airworthiness review in accordance with this paragraph and the provisions M.A.902 (e) and M.B.902. In this case, the airworthiness review should be requested to the competent authority with a 30-day notice.	
AMC M.A.904 (b)	**Airworthiness review of aircraft imported into the EU Overview**	The recommendation sent to the competent authority should contain at least the items described below. (a) All the information set forth by AMC M.A 902(d) (b) Aircraft information: • aircraft assigned registration • state of manufacturer • previous registration • export certificate number	

		• TC and TC data sheet numbers • noise and emissions TC and TC data sheet numbers • comparison of prior maintenance programme with the proposed new maintenance programme. (c) Documents accompanying the recommendation : • Copy of the application. and • Original export certificate. and • Copy of the approvals of the flight manual and its supplements. and • List of ADs incorporated up to the latest published issue. and • Proposed new maintenance programme. and • Status of all service life limited components. and • The valid weight and centre of gravity schedule reflecting the current configuration of the aircraft. and • Part-21 approval reference for all modifications and repairs.	

		(d) Maintenance: a copy of the work packages requested by the subpart G organisation including details of any bridging check to ensure all the necessary maintenance has been carried out. (e) Aircraft check flight: a copy of the check flight report	
M.A.905	**Findings**	(a) A level 1 finding is any significant non-compliance with Part-M requirements which lowers the safety standard and hazards seriously the flight safety. (b) A level 2 finding is any non-compliance with the Part-M requirements which could lower the safety standard and possibly hazard the flight safety. (c) After receipt of notification of findings according to M.B.303, the person or organisation accountable according to M.A.201 shall define a corrective action plan and demonstrate corrective action to the satisfaction of the competent authority within a period agreed with this authority including appropriate corrective action to prevent reoccurrence of the finding and its root cause.	*Full contents*
M.B.901	**Assessment of recommendations**	Upon receipt of an application and associated airworthiness review certificate recommendation in accordance with M.A.902(d): 1. Appropriate qualified personnel from the competent authority shall verify that the compliance statement contained in the recommendation demonstrates that a complete M.A.710 airworthiness review has been carried out. 2. The competent authority shall investigate and may request further information to support the assessment of the recommendation.	*Overview*

AMC M.B.901	**Assessment of recommendations**	1. The result of the verification and the investigation of a recommendation should be sent to the applicant within 30 days. If corrective action has been requested before the issuance of an airworthiness review certificate, the competent authority may decide a further period for the assessment of the requested corrective action. 2. The verification of the compliance statement required by M.B.901 does not mean repeating the airworthiness review itself. However the competent authority should verify that the M.A. Subpart G organisation has carried out a complete and accurate assessment of the airworthiness of the aircraft. 3. Depending on the content of the recommendation, the history of the particular aircraft, and the knowledge of the M.A.Subpart G organisation making the recommendation in terms of experience, number and correction of findings and previous recommendations the extent of the investigation will vary. Therefore, whenever possible the person carrying out the investigation should be involved in the oversight of the M.A.Subpart G organisation making the recommendation. 4. In some cases, the inspector may decide that it is necessary to organise: • a physical survey of the aircraft. or • a full or partial airworthiness review. In this case, the inspector should inform the M.A.Subpart G organisation making the recommendation with sufficient notice so that it may organise itself according to M.A.901 (e). Furthermore, this part of the investigation should be carried out by appropriate airworthiness review staff in accordance with M.B.902(b).	*Overview*

		5. Only when satisfied the aircraft is airworthy, should the inspector issue an airworthiness review certificate.	
M.B.902	**Airworthiness review by the competent authority** **§ (d)**	(a) When the competent authority carries out the airworthiness review and issues the airworthiness review certificate EASA Form 15a (Appendix III), the competent authority shall carry out an airworthiness review in accordance with point M.A.710. (b) The competent authority shall have appropriate airworthiness review staff to carry out the airworthiness reviews. 1. For all aircraft used in commercial air transport, and aircraft above 2 730 kg MTOM, except balloons, these staff shall have acquired: (a) At least five years experience in continuing airworthiness. and (b) an appropriate licence in compliance with Annex III (Part-66) or a nationally recognized maintenance personnel qualification appropriate to the aircraft category (when Annex III (Part-66) refers to national rules) or an aeronautical degree or equivalent. and (c) formal aeronautical maintenance training. and (d) a position with appropriate responsibilities. Notwithstanding the points "a" to "d" above, the requirement laid down in point M.B.902(b)1b may be replaced by five years of experience in continuing airworthiness additional to those already required by point M.B.902(b)1a.	*Overview*

		2. For aircraft not used in commercial air transport of 2 730 kg MTOM and below, and balloons, these staff shall have acquired: (a) at least three years experience in continuing airworthiness. and (b) an appropriate licence in compliance with Annex III (Part-66) or a nationally recognized maintenance personnel qualification appropriate to the aircraft category (when Annex III (Part-66) refers to national rules) or an aeronautical degree or equivalent, and (c) appropriate aeronautical maintenance training, and (d) a position with appropriate responsibilities. Notwithstanding the points "a" to "d" above, the requirement shown in point M.B.902(b)2b may be replaced by four years of experience in continuing airworthiness additional to those already required by point M.B.902(b)2a. (c) The competent authority shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training. (d) The competent authority shall have access to the applicable data as specified in points M.A.305, M.A.306 and M.A.401 in the performance of the airworthiness review. (e) The staff that carries out the airworthiness review shall issue a Form 15a after satisfactory completion of the airworthiness review.	

M.B.903	**Findings**	If during aircraft surveys or by other means evidence is found showing non-compliance to a Part-M requirement, the competent authority shall take the following actions: 1. For level 1 findings, the competent authority shall require appropriate corrective action to be taken before further flight and immediate action shall be taken by the competent authority to revoke or suspend the airworthiness review certificate. 2. For level 2 findings, the corrective action required by the competent authority shall be appropriate to the nature of the finding.	*Full contents*
M.B.304	**Revocation, suspension and limitation**	The competent authority shall: (a) Suspend an airworthiness review certificate on reasonable grounds in the case of potential safety threat. or (b) Suspend, revoke or limit an airworthiness review certificate pursuant to M.B.303(g).	*Full contents*
CERTIFICATE OF RELEASE TO SERVICE			
Subpart H	**To be mentioned only**	Subpart is not applicable to CAT, as maintenance of CAT aircraft shall always be performed by a Part 145 approved maintenance organisation.	

SECTION B - PROCEDURE FOR COMPETENT AUTHORITIES			
Sobpart A - General			
M.B.101	**Scope**	This Section establishes the administrative requirements to be followed by the competent authorities in charge of the application and the enforcement of Section A of this Part.	
M.B.103	**Acceptable means of compliance**	The Agency shall develop acceptable means of compliance that the Member States may use to establish compliance with this Part. When the acceptable means of compliance are complied with, the related requirements of this Part shall be considered as met.	
M.B.302	**Exemptions**	All exemptions granted in accordance with Article 14(4) of the basic Regulation shall be recorded and retained by the competent authority.	
Subpart F Maintenance Organisation			
M.B.601	**Application**	Where maintenance facilities are located in more than one Member State the investigation and continued oversight of the approval shall be carried out in conjunction with the competent authorities designated by the Member States in whose territory the other maintenance facilities are located.	
M.B.602	**Initial Approval**	(a) Provided the requirements of M.A.606(a) and (b) are complied with, the competent authority shall formally indicate its acceptance of the M.A.606(a) and (b) personnel to the applicant in writing. (b) The competent authority shall establish that the procedures specified in the maintenance organisation manual comply with M.A Subpart F and ensure the accountable manager signs the commitment statement.	

		(c) The competent authority shall verify that the organisation is in compliance with the Part-M.A Subpart F requirements. (d) A meeting with the accountable manager shall be convened at least once during the investigation for approval to ensure that he/she fully understands the significance of the approval and the reason for signing the commitment of the organisation to compliance with the procedures specified in the manual. (e) All findings shall be confirmed in writing to the applicant organisation. (f) The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations. (g) For initial approval all findings shall be corrected by the organisation and closed by the competent authority before the approval can be issued.	
M.B.603	**Issue of approval**	(a) The competent authority shall issue to the applicant an EASA Form 3 approval certificate (Appendix V) which includes the extent of approval, when the maintenance organisation is in compliance with the applicable paragraphs of this Part. (b) The competent authority shall indicate the conditions attached to the approval on the EASA Form 3 approval certificate. (c) The reference number shall be included on the EASA Form 3 approval certificate in a manner specified by the Agency.	
M.B.604	**Continuing oversight**	(a) The competent authority shall keep and update a program listing for each M.A Subpart F approved maintenance organisations under its supervision, the dates when audit visits are due and when such visits were carried out.	

		(b) Each organisation shall be completely audited at periods not exceeding 24 months. (c) All findings shall be confirmed in writing to the applicant organisation. (d) The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations. (e) A meeting with the accountable manager shall be convened at least once every 24 months to ensure he/she remains informed of significant issues arising during audits.	
M.B.605	**Findings**	(a) When during audits or by other means evidence is found showing non-compliance to the Part-M requirement, the competent authority shall take the following actions: 1. For level 1 findings, immediate action shall be taken by the competent authority to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the maintenance organisation approval, until successful corrective action has been taken by the organisation. 2. For level 2 findings, the competent authority shall grant a corrective action period appropriate to the nature of the finding that shall not be more than three months. In certain circumstances, at the end of this first period and subject to the nature of the finding, the competent authority can extend the three month period subject to a satisfactory corrective action plan. (b) Action shall be taken by the competent authority to suspend in whole or part the approval in case of failure to comply within the timescale granted by the competent authority.	

AMC M.B.605 (b) 1	**Findings**	For a level 1 finding it may be necessary for the competent authority to ensure that further maintenance and re-certification of all affected products is accomplished, dependent upon the nature of the finding.	
M.B.606	**Changes**	(a) The competent authority shall comply with the applicable elements of the initial approval for any change to the organisation notified in accordance with point M.A.617. (b) The competent authority may prescribe the conditions under which the approved maintenance organisation may operate during such changes, unless it determines that the approval should be suspended due to the nature or the extent of the changes. (c) For any change to the maintenance organisation manual: 1. In the case of direct approval of changes in accordance with point M.A.604(b), the competent authority shall verify that the procedures specified in the manual are in compliance with this Annex (Part-M) before formally notifying the approved organisation of the approval. 2. In the case an indirect approval procedure is used for the approval of the changes in accordance with point M.A.604(c), the competent authority shall ensure (i) that the changes remain minor and (ii) that it has an adequate control over the approval of the changes to ensure they remain in compliance with the requirements of this Annex (Part-M).	
AMC M.B.606	Changes	1. Changes in nominated persons The competent authority should have adequate control over any changes to personnel specified in M.A.606 (a) and (b). Such changes will require an amendment to the manual. 2. It is recommended that a simple manual status sheet is maintained which contains information on when an amendment	

		was received by the competent authority and when it was approved. 3. The competent authority should define the class of amendments to the manual which may be incorporated through indirect approval. In this case a procedure should be stated in the amendment section of the maintenance organisation manual. 4. The approved maintenance organisation should submit each manual amendment to the competent authority whether it be an amendment for competent authority approval or an indirectly approved amendment. Where the amendment requires competent authority approval, the competent authority when satisfied, should indicate its approval in writing. Where the amendment has been submitted under the indirect approval procedure the competent authority should acknowledge receipt in writing. 5.The following changes to the M.A. Subpart F approval should not be subject to the indirect approval procedure: • Name change • Change of accountable manager • Address change • Approval scope and rating • New facility • Any other change to the approval designated by the competent authority	
M.B.607	**Revocation, suspension and limitation of an approval**	The competent authority shall: (a) suspend an approval on reasonable grounds in the case of potential safety threat. or (b) suspend, revoke or limit an approval pursuant to M.B.605.	

SUBPART G - CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION			
M.B.706	**Changes**	(a) The competent authority shall comply with the applicable elements of the initial approval for any change to the organisation notified in accordance with point M.A.713. (b) The competent authority may prescribe the conditions under which the approved continuing airworthiness management organisation may operate during such changes unless it determines that the approval should be suspended due to the nature or the extent of the changes. (c) For any change to the continuing airworthiness management exposition: 1. In the case of direct approval of changes in accordance with M.A.704(b), the competent authority shall verify that the procedures specified in the exposition are in compliance with this Annex (Part-M) before formally notifying the approved organisation of the approval. 2. In the case an indirect approval procedure is used for the approval of the changes in accordance with point M.A.704(c), the competent authority shall ensure (i) that the changes remain minor and (ii) that it has an adequate control over the approval of the changes to ensure they remain in compliance with the requirements of this Annex (Part-M).	
AMC M.B.706	Changes	1. Changes in nominated persons The competent authority should have adequate control over any changes to the personnel specified in M.A.706 (a), (b), (c) and (d). Such changes will require an amendment to the exposition. 2. It is recommended that a simple exposition status sheet is maintained which contains information on when an amendment was received by the competent authority and when it was	

		approved. 3. The competent authority should define the class of amendments to the exposition which may be incorporated through indirect approval. In this case a procedure should be stated in the amendment section of the approved continuing airworthiness organisation exposition. 4. The approved continuing airworthiness organisation should submit each exposition amendment to the competent authority whether it be an amendment for competent authority approval or an indirectly approved amendment. Where the amendment requires competent authority approval, the competent authority when satisfied, should indicate its approval in writing. Where the amendment has been submitted under the indirect approval procedure the competent authority should acknowledge receipt in writing. 5. The following changes to the M.A. Subpart G approval should not be subject to the indirect approval procedure: • Name change • Change of accountable manager • Address change • Approval scope and rating • New facility • Any other change to the approval designated by the competent authority.	
M.B.707	**Revocation, suspension and limitation of an approval**	The competent authority shall: (a) suspend an approval on reasonable grounds in the case of potential safety threat. or (b) suspend, revoke or limit an approval pursuant to M.B.705.	