

AMC Part-M

Revised AMC to Annex I (Part-M) of Regulation (EC) No 2042/2003 as last amended by Regulation (EC) No 1056/2008

AMC M.1

A competent authority may be a ministry, a national aviation authority or any aviation body designated by the Member State and located within that Member State. A Member State may designate more than one competent authority to cover different areas of responsibility, as long as the designation decision contains a list of the competencies of each authority and there is only one competent authority responsible for each given area of responsibility.

AMC M.A.201(e) Responsibilities

The limited contract for the development and approval of the aircraft maintenance programme should cover the responsibilities related to M.A.302(d) and (g). This contract may also entitle the M.A. Subpart G organisation to use the indirect approval procedure described in M.A.302(c).

AMC M.A.202(a) Occurrence reporting

Accountable persons or organisations should ensure that the type certificate (TC) holder receives adequate reports of occurrences for that aircraft type, to enable it to issue appropriate service instructions and recommendations to all owners or operators.

Liaison with the TC holder is recommended to establish whether published or proposed service information will resolve the problem or to obtain a solution to a particular problem.

An approved continuing airworthiness management or maintenance organisation should assign responsibility for co-ordinating action on airworthiness occurrences and for initiating any necessary further investigation and follow-up activity to a suitably qualified person with clearly defined authority and status.

In respect of maintenance, reporting a condition ~~which that could seriously hazard the aircraft endangers flight safety~~ is normally limited to:

- serious cracks, permanent deformation, burning or serious corrosion of structure found during scheduled maintenance of the aircraft or component.
- Failure of any emergency system during scheduled testing.

AMC M.A.302 Aircraft Maintenance Programme

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AMC M.A.302(a) Aircraft Maintenance Programme

A maintenance programme may indicate that it applies to several aircraft registrations as long as the maintenance programme clearly identifies the effectivity of the tasks and procedures that are not applicable to all of the listed registrations.

AMC M.A.302(e)(d) Aircraft Maintenance Programme compliance

1. An owner or operator's maintenance programme should normally be based upon the maintenance review board (MRB) report where applicable, the maintenance planning document (MPD), the relevant chapters of the maintenance manual or any other maintenance data containing information on scheduling. Furthermore, an owner or

operator's maintenance programme should also take into account any maintenance data containing information on scheduling for components.

2. Instructions issued by the competent authority can encompass all types of instructions from a specific task for a particular aircraft to complete recommended maintenance schedules for certain aircraft types that can be used by the owner/operator directly. These instructions may be issued by the competent authority in the following cases:
 - in the absence of specific recommendations of the Type Certificate Holder.
 - to provide alternate instructions to those described in the subparagraph 1 above, with the objective of providing flexibility to the operator.
3. Where an aircraft type has been subjected to the MRB report process, an operator should normally develop the initial operator's aircraft maintenance programme based upon the MRB report.
4. Where an aircraft is maintained in accordance with an aircraft maintenance programme based upon the MRB report process, any associated programme for the continuous surveillance of the reliability, or health monitoring of the aircraft should be considered as part of the aircraft maintenance programme.
5. Aircraft maintenance programmes for aircraft types subjected to the MRB report process should contain identification cross reference to the MRB report tasks such that it is always possible to relate such tasks to the current approved aircraft maintenance programme. This does not prevent the approved aircraft maintenance programme from being developed in the light of service experience to beyond the MRB report recommendations but will show the relationship to such recommendations.
6. Some approved aircraft maintenance programmes, not developed from the MRB process, utilise reliability programmes. Such reliability programmes should be considered as a part of the approved maintenance programme.
7. Alternate and/or additional instructions to those defined in paragraphs M.A.302(d)(i) and (ii), proposed by the owner or the operator, may include but are not limited to the following:
 - Escalation of the interval for certain tasks based on reliability data or other supporting information. Appendix I recommends that the maintenance programme contains the corresponding escalation procedures. The escalation of these tasks is directly approved by the competent authority, except in the case of ALIs (Airworthiness Limitations), which are approved by the Agency.
 - More restrictive intervals than those proposed by the TC holder as a result of the reliability data or because of a more stringent operational environment.
 - Additional tasks at the discretion of the operator.

AMC M.A.302(e)(f) Aircraft Maintenance Programme – reliability programmes

1. Reliability programmes should be developed for aircraft maintenance programmes based upon maintenance steering group (MSG) logic or those that include condition monitored components or that do not contain overhaul time periods for all significant system components.
2. Reliability programmes need not be developed for aircraft not considered as large aircraft or that contain overhaul time periods for all significant aircraft system components.
3. The purpose of a reliability programme is to ensure that the aircraft maintenance programme tasks are effective and their periodicity is adequate.
4. The reliability programme may result in the escalation or deletion of a maintenance task, as well as the de-escalation or addition of a maintenance task

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5. A reliability programme provides an appropriate means of monitoring the effectiveness of the maintenance programme.
6. Appendix 1 to AMC M.A.302 and M.B.301 (d) gives further guidance.

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 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. The workcard/worksheet system may take the form of, but is not limited to, the following:
 - a format where the mechanic writes the defect and the maintenance action taken together with information of the maintenance data used, including its revision status,
 - an aircraft log book that contains the reports of defects and the actions taken by authorised personnel together with information of the maintenance data used, including its revision status,
 - for maintenance checks, the checklist issued by the manufacturer (i.e., 100H checklist, Revision 5, Items 1 through 95).
5. -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

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 which they own or jointly own, provided they hold a valid pilot licence with the appropriate type or class rating, may perform the limited Pilot-owner

maintenance tasks in accordance with Appendix VIII of Annex I (Part-M) of Regulation (EC) No 2042/2003. ~~should have had appropriate training or relevant previous experience as accepted by the competent authority and be capable of performing the task required~~

- 3. ...
- 4.1. ...
- 4.2. ...
- 4.3. ...
- 4.4. ...
- 4.5. ...
- 4.6. ...
- 4.7. ...

AMC M.A.501 (a) – Installation

- 1. ...
- 2. ...
- 3. ...
- 4. ...
- 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 **November** 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)~~(e) 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)~~(f) 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)~~(g) 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.
 - (h) a release document issued under the conditions described in Article 4, point 4 of Regulation (EC) No 2042/2003;
 - (i) paragraphs (f) and (g) do not apply to the Part-145 maintenance environment.

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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.502 Component maintenance

Component removal from and installation on an aircraft is considered to be aircraft maintenance and not component maintenance. As a consequence, M.A.502 requirements do not apply to this case.

AMC M.A.502(b) and (c) Component maintenance

M.A.502(b) and (c) allow the performance of certain component maintenance, in accordance with component maintenance data, to maintenance organisations not holding the corresponding B/C rating and to independent certifying staff, subject to the agreement of:

- The authority responsible for the oversight of the maintenance organisation (refer to M.1, paragraph 2 for M.A. Subpart F maintenance organisations, or to 145.1 for Part-145 maintenance organisations), or,
- The authority of the Member State of registry in the case of maintenance performed by independent certifying staff.

This should only be permitted by the competent authority in the case of simple component maintenance, where the competent authority is satisfied that the certifying staff are appropriately qualified and the proper tooling and facilities are available. It is important to note that for more complex component maintenance, special qualifications may be required and it is not enough with holding a Part-66 aircraft maintenance licence.

AMC M.A.504(b) Control of unserviceable components

1. M.A.801(b)(2) and M.A.801(c) certifying staff or the Section A Subpart F/Part-145 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 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) and M.A.801(c) 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, or transfer the custody of the component to the owner itself under the conditions specified in M.A.504(b).

“A secure location under the control of an approved maintenance organisation” means a secure location for which security is the responsibility of the approved maintenance organisation. This may include facilities established by the approved maintenance organisation at locations different from the main maintenance facilities. These locations should be identified in the relevant procedures of the approved maintenance organisation.

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AMC M.A.602 Application

An application should be made on an EASA Form 2 (Appendix IX) or equivalent acceptable to the competent authority.

The EASA Form 2 is valid for the application for both M.A. Subpart F and M.A. Subpart G organisations. Organisations applying for both approvals may do it using a single EASA Form 2.

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.

For balloons and airships a hangar may not be required where maintenance of the envelope and bottom end equipment can more appropriately be performed outside, providing all necessary maintenance can be accomplished in accordance with M.A.402. For complex repairs or component maintenance requiring an EASA Form 1, suitable approved workshops should be provided. The facilities and environmental conditions required for inspection and maintenance should be defined in the Maintenance Organisation Manual.

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.

AMC M.A.606(c) Personnel requirements

1. ...
2. ...
 - 2.1. ...
 - 2.2. ...
 - 2.3. ...
 - 2.4. knowledge of the relevant type(s) of aircraft or components maintained. This knowledge may be demonstrated by documented evidence or by an assessment performed by the competent authority. This assessment should be recorded.

Training courses should be as a minimum at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation, and could be imparted by a Part-147 organisation, by the manufacturer, or by any other organisation accepted by the competent authority.

- 2.5. knowledge of maintenance standards.

AMC M.A.606(h)2 Personnel requirements

1. For the issue of a limited certification authorisation the commander should hold either a valid air transport pilot license (ATPL), or commercial pilots license (CPL), or a national equivalent acceptable to the competent authority on the aircraft type. In addition, the limited certification authorisation is subject to the maintenance organisation manual containing procedures to address the following:

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- a. Completion of adequate maintenance airworthiness regulation training.
- b. Completion of adequate task training for the specific task on the aircraft. The task training should be of sufficient duration to ensure that the individual has a thorough understanding of the task to be completed and should involve training in the use of associated maintenance data.
- c. Completion of the procedural training.

The above procedures should be specified in the maintenance organisation manual and be accepted by the competent authority.

2. Typical tasks that may be certified and/or carried out by the commander holding an ATPL or CPL are minor maintenance or simple checks included in the following list:
 - a. Replacement of internal lights, filaments and flash tubes.
 - b. Closing of cowlings and refitment of quick access inspection panels.
 - c. Role changes, e.g., stretcher fit, dual controls, FLIR, doors, photographic equipment etc.
 - d. Any check/replacement involving simple techniques consistent with this AMC and as agreed by the competent authority.
3. The authorisation should have a finite life of twelve months subject to satisfactory recurrent training on the applicable aircraft type.

AMC M.A.607 Certifying staff

1. ...
2. ...
3. ...
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) ...
 - (b) ...
 - (c) ...
 - (d) ...
 - (e) ...
 - (f) ...
 - (g) ...
 - (h) ...
 - (i) scope of the authorisation and personal authorisation reference
 - (j) ...
 - (k) ...

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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.

AMC M.A.610 Maintenance work orders

"A written work order" may take the form of, but not limited to, the following:

- A formal document or form specifying the work to be carried out. This form may be provided by the continuing airworthiness management organisation managing the aircraft, or by the maintenance organisation undertaking the work, or by the owner/operator himself.
- An entry in the aircraft log book specifying the defect that needs to be corrected.

AMC M.A.613(a) Component certificate of release to service

1. ...
2. ...
 - 2.1. ...
 - 2.2. ...
 - 2.3. ...
 - 2.4. ...
 - 2.5. ...
 - 2.6. ...
 - 2.7. ...
 - 2.8. Used aircraft components maintained by organisations not approved in accordance with M.A. Subpart F or Part-145.

For used components maintained by a maintenance organisation unapproved under M.A. Subpart F or Part-145, due care should be exercised before acceptance of such components. In such cases an appropriately rated maintenance organisation approved under M.A. Subpart F or 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

In the case of used components maintained by an FAA Part-145 repair station (USA) or by TCCA CAR573 approved maintenance organisations (Canada) that does not hold an EASA Part-145 or M.A. Subpart F approval, the conditions (a) through (d) described above may be replaced by the following conditions:

- (a) availability of an 8130-3 (FAA) or TCCA 24-0078 (TCCA) certificate of release to service.
- (b) verification of compliance with all applicable airworthiness directives, and
- (c) verification that the component does not contain repairs or modifications that have not been approved in accordance with Part-21.

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(d) inspection for satisfactory condition including in particular damage, corrosion or leakage.

(e) issuance of a Form 1 in compliance with paragraphs 2.2, 2.3 and 2.4.

These alleviated requirements are based on the fact that credit can be taken for their technical capabilities and their competent authority oversight, as attested by the following documents:

- BASA/MIP-G Maintenance Implementation Procedures Guidance (USA)
- AAM-G Administrative Arrangement on Maintenance Guidance (Canada)

2.9. ...

3. ...

4. ...

AMC M.A.615(b) Privileges of the organisation

M.A.615(b) refers to work carried out by another organisation which is not appropriately approved under M.A. Subpart F or Part-145 to carry out such tasks.

The intent is to permit the acceptance of specialised maintenance services, such as, but not limited to, non-destructive testing, surface treatment, heat-treatment, welding, fabrication of specified parts for minor repairs and modifications, etc., without the need of Subpart F approval for those tasks.

The requirement that the organisation performing the specialised services must be "appropriately qualified" means that it should meet an officially recognised standard or, otherwise, it should be acceptable to the competent authority (through the approval of the Maintenance Organisation Manual).

"Under the control of the Subpart F organisation" means that the Subpart F organisation should investigate the capability of the subcontracted organisation (including qualifications, facilities, equipment and materials) and ensure that such organisation:

- Receives appropriate maintenance instructions and maintenance data for the task to be performed.
- Properly records the maintenance performed in the Subpart F airworthiness records.
- Notifies the Subpart F organisation for any deviation or non-conformity, which has arisen during such maintenance.

The certificate of release to service may be issued either at the subcontractors or at the organisation facility by authorised certifying staff, and always under the M.A. Subpart F organisation reference. Such staff would normally come from the M.A. Subpart F organisation but may otherwise be a person from the subcontractor who meets the M.A. Subpart F organisation certifying staff standard which itself is approved by the competent authority via the Maintenance Organisation Manual.

Subcontracted specialised services organisations should be listed in the Maintenance Organisation Manual of the Subpart F organisation together with their qualifications, and the associated control procedures.

AMC M.A.702 Application

An application should be made on an EASA Form 2 (Appendix IX) or equivalent acceptable to the competent authority.

The EASA Form 2 is valid for the application for both M.A. Subpart F and M.A. Subpart G organisations. Organisations applying for both approvals may do it using a single EASA Form 2.

AMC M.A.704 Continuing airworthiness management exposition

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)
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 **(see equivalent paragraphs in AMC 145.A.70(a))**

- 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 **(see equivalent paragraphs in Appendix V to AMC M.A.704, which may have a different numbering system):**

- Part 0 General organisation
- Part 6 Continuing airworthiness **management** procedures
- Part 9 Airworthiness review procedures (if applicable)

Example for a combined M.A. Subpart F and M.A. Subpart G organisation:

M.A. Subpart F Maintenance Organisation Manual (see equivalent paragraphs in Appendix IV to AMC M.A.604, which have a different numbering system)

Part 1 General

Part 2 Description

Part 3 General Procedures

Part 4 Working Procedures. This Part contains, among other things, procedures for Organisational Reviews.

Part 5 Appendixes

Part 4 should also cover the functions specified by M.A.712 quality system (or organisation review, as applicable).

Additional parts should be introduced covering the following (***see equivalent paragraphs in Appendix V to AMC M.A.704, which may have a different numbering system***):

Part 0 General organisation

Part 6 Continuing airworthiness management procedures

Part 7 Airworthiness review procedures (if applicable)

4. ...
5. ...
6. ...
7. ...
8. ...
9. ...
10. ...

AMC M.A.706 Personnel requirements

1. ...
2. ...
3. ...
4. ...
 - 4.1. ...
 - 4.2. ...
 - 4.3. ...
 - 4.4. ...

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- 4.5. a relevant engineering degree or an aircraft maintenance technician qualification with additional education acceptable to the approving competent authority. "Relevant engineering degree" means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components.

The above recommendation may be replaced by 5 years of experience additional to those already recommended by paragraph 4.4 above. These 5 years should cover an appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management (engineering) and/or surveillance of such tasks.

- 4.6. thorough knowledge with the organisation's continuing airworthiness management exposition.
- 4.7. knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation and could be imparted by a Part-147 organisation, by the manufacturer, or by any other organisation accepted by the competent authority.

"Relevant sample" means that these courses should cover typical systems embodied in those aircraft being within the scope of approval.

For all balloons and any other aircraft of 2730 Kg MTOM and below the formalised training courses may be replaced by demonstration of knowledge. This knowledge may be demonstrated by documented evidence or by an assessment performed by the competent authority. This assessment should be recorded.

- 4.8. knowledge of maintenance methods.
- 4.9. knowledge of applicable regulations.

AMC M.A.706(i) Personnel requirements

The approval by the competent authority of the exposition, containing in M.A.704(a)3 the list of M.A.706(i) personnel, constitutes their formal acceptance by the competent authority and also their formal authorisation by the organisation.

Airworthiness review staff are automatically recognised as persons with authority to extend an airworthiness review certificate in accordance with M.A.711(a)4 and M.A.901(f).

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. "experience in continuing airworthiness" means any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management (engineering) and/or surveillance of such tasks.
3. A person qualified to the AMC M.A.706 subparagraph 4.5 should be considered as holding the equivalent to an aeronautical degree.
4. An appropriate licence in compliance with Annex III (Part-66) 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.
5. 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.

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Independence from the airworthiness management process may be achieved, among other ways, by:

- Being authorised to perform airworthiness reviews only on aircraft for which the person has not participated in their management. For example, performing airworthiness reviews on a specific model line, while being involved in the airworthiness management of a different model line.
- M.A. Subpart G organisations with Part-145/M.A. Subpart F approval, may nominate maintenance personnel from their Part-145/M.A. Subpart F organisation as airworthiness review staff, as long as they are not involved in the airworthiness management of the aircraft. These personnel should not have been involved in the release to service of that particular aircraft (other than maintenance tasks performed during the physical survey of the aircraft or performed as a result of findings discovered during such physical survey) to avoid possible conflict of interests.
- Nominating as airworthiness review staff personnel from the Quality Department of the continuing airworthiness management organisation.

Overall authority on the airworthiness management process of complete aircraft may be achieved, among other ways, by:

- Nominating as airworthiness review staff the Accountable Manager or the Maintenance Postholder.
- Being authorised to perform airworthiness reviews only on those particular aircraft for which the person is responsible for the complete continuing airworthiness management process.
- In the case of one-man organisations, this person has always overall authority. This means that this person can be nominated as airworthiness review staff.

AMC M.A.707 (a)(1) Airworthiness review staff

For all aircraft used in commercial air transport and any other aircraft, other than balloons, above 2730 kg MTOM, formal aeronautical maintenance training means training (internal or external) supported by evidence on the following subjects:

- Relevant parts of initial and continuing airworthiness regulations.
- Relevant parts of operational requirements and procedures, if applicable.
- The organisation's continuing airworthiness management exposition.
- Knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation and could be imparted by a Part-147 organisation, by the manufacturer, or by any other organisation accepted by the competent authority.

"Relevant sample" means that these courses should cover typical systems embodied in those aircraft being within the scope of approval.

- Maintenance methods.

AMC M.A.707 (a)(2) Airworthiness review staff

For all balloons and any other aircraft of 2730 Kg MTOM and below, not used in commercial air transport:

1. "experience in continuing airworthiness" can be full-time or part-time, either as professional or on a voluntary basis.

2. Appropriate aeronautical maintenance training means demonstrated knowledge of the following subjects:

- Relevant parts of initial and continuing airworthiness regulations.
- Relevant parts of operational requirements and procedures, if applicable.
- The organisation's continuing airworthiness management exposition.
- Knowledge of a relevant sample of the type(s) of aircraft gained through training and/or work experience. Such knowledge should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation and could be imparted by a Part-147 organisation, by the manufacturer, or by any other organisation accepted by the competent authority.

"Relevant sample" means that these courses should cover typical systems embodied in those aircraft being within the scope of approval

- Maintenance methods.

This knowledge may be demonstrated by documented evidence or by an assessment performed by the competent authority or by other airworthiness review staff already authorised within the organisation in accordance with approved procedures. This assessment should be recorded.

AMC M.A.707 (b) Airworthiness review staff

The formal acceptance by the competent authority of the airworthiness review staff is granted through the corresponding EASA Form 4.

An airworthiness review "under supervision" means under the supervision of the competent authority. If the organisation has already properly authorised airworthiness review staff, the competent authority may accept that the supervision be performed by this existing airworthiness review staff in accordance with an approved procedure. In such case, evidence of the airworthiness review performed under supervision should be provided to the competent authority together with the EASA Form 4. If satisfied, the competent authority will issue the formal acceptance through the EASA Form 4.

Once the airworthiness review staff have been accepted by the competent authority, the inclusion of their name in the exposition (refer to M.A.704(a)5) constitutes the formal authorisation by the organisation.

AMC M.A.707 (c) Airworthiness review staff

In order to keep the validity of the airworthiness review staff authorisation, the airworthiness review staff should have either:

- been involved in continuing airworthiness management activities for at least six months in every two year period, or
- conducted at least one airworthiness review in the last twelve month period.

In order to restore the validity of the authorisation, the airworthiness review staff should conduct at a satisfactory level an airworthiness review under the supervision of the competent authority or, if accepted by the competent authority, under the supervision of another currently valid authorised airworthiness review staff of the concerned continuing airworthiness management organisation in accordance with an approved procedure.

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AMC M.A.707(e) Airworthiness review staff

The minimum content of the airworthiness review staff record should be:

- Name,
- Date of Birth,
- Basic Education,
- Experience,
- Aeronautical Degree and/or Part-66 qualification and/or nationally-recognised maintenance personnel qualification,
- Initial Training received,
- Type of Training received,
- Continuation Training received,
- Experience in continuing airworthiness and within the organisation,
- Responsibilities of current role in the organisation,
- Copy of the authorisation.

AMC M.A.709 Documentation

When using maintenance data provided by the customer, the continuing airworthiness management organisation is responsible for ensuring that this data is current. As a consequence, it should establish appropriate procedures or provisions in the contract with the customer.

The sentence "..., except when required by point M.A.714", means, in particular, the need to keep a copy of the customer data which was used to perform continuing airworthiness activities during the contract period.

"Baseline" maintenance programme: it is a maintenance programme developed for a particular aircraft type following, where applicable, the maintenance review board (MRB) report, the type certificate holder's maintenance planning document (MPD), the relevant chapters of the maintenance manual or any other maintenance data containing information on scheduling.

"Generic" maintenance programme: it is a maintenance programme developed to cover a group of similar types of aircraft. These programmes should be based on the same type of instructions as the baseline maintenance programme. Examples of "generic" maintenance programmes could be Cessna 100 Series (covering Cessna 150, 172, 177, etc.).

"Baseline" and "generic" maintenance programmes are not applicable to a particular aircraft registration mark, but to an aircraft type or group of types, and should be available to the competent authority prior to the initial approval and prior to the extension of the scope of an existing organisation approval. The intent is that the competent authority is aware of the scope and complexity of tasks that will be managed before granting an organisation approval or change of approval.

After this initial approval, when an owner/operator is contracted, the baseline or generic maintenance programme, as applicable, may be used to establish the M.A.302 aircraft maintenance programme, incorporating the additional maintenance tasks and indicating those which are not applicable to a particular aircraft registration mark. This may be achieved by adding an Annex to the baseline/generic maintenance programme for each aircraft registration, specifying which tasks are added and which are not applicable. This will result in an aircraft maintenance programme specific for each customer.

However, this does not mean that this adaptation must be performed for each contracted aircraft registration. The reason is that the customer may already have an approved aircraft

maintenance programme, which in that case should be used by the continuing airworthiness management organisation to manage the continuing airworthiness of such aircraft.

Continuing airworthiness management organisations may seek authorisation for indirect approval in order to amend the aircraft maintenance programme mentioned above in accordance with M.A.302(c). The indirect approval procedure should include provisions to notify to the competent authority that an aircraft maintenance programme specific for a customer has been created. The reason is that, according to M.A.704(a)9, for aircraft not involved in commercial air transport the Continuing Airworthiness Management Exposition (CAME) only needs to include the reference to the baseline/generic maintenance programme.

AMC M.A.710(b) and (c) Airworthiness review

1. The physical survey could require actions categorised as maintenance (e.g. operational tests, test 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.

When the airworthiness review staff are not appropriately qualified to Part-66 in order to release such maintenance, M.A.710(b) requires them to be assisted by such qualified personnel. However, the function of such Part-66 personnel is limited to perform and release the maintenance actions requested by the airworthiness review staff, it not being their function to perform the physical survey of the aircraft. As stated in M.A.710(b), the airworthiness review staff shall carry out the physical survey of the aircraft, and this survey includes the verification that no inconsistencies can be found between the aircraft and the documented review of records.

This means that the airworthiness review staff who are going to sign the airworthiness review certificate or the recommendation should be the one performing both the documented review and the physical survey of the aircraft, it not being the intent of the rule to delegate the survey to Part-66 personnel who are not airworthiness review staff. Furthermore, the provision of M.A.710(d) allowing a 90 days anticipation for the physical survey provides enough flexibility to ensure that the airworthiness review staff are present.

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.

AMC M.A.710(d) Airworthiness review

“Without loss of continuity of the airworthiness review pattern” means that the new expiration date is set up one year after the previous expiration date. As a consequence, when the airworthiness review is anticipated, the validity of the airworthiness review certificate is longer than one year (up to 90 days longer).

This anticipation of up to 90 days also applies to the 12 month requirements shown in M.A.901(b), which means that the aircraft is still considered as being in a controlled environment if it has been continuously managed by a single organisation and maintained by appropriately approved organisations, as stated in M.A.901(b), from the date when the last airworthiness review certificate was issued until the date when the new airworthiness review is performed (this can be up to 90 days less than 12 months).

AMC M.A.711(b) Privileges of the organisation

~~It is not necessary for an organisation to be approved to carry out airworthiness reviews.~~

An organisation may be approved for the privileges of M.A.711(a) only, without the privilege to carry out airworthiness reviews. This can be contracted to another appropriately approved organisation. In such a case, it is not mandatory that the contracted organisation is linked to an AOC holder, being possible to contract an appropriately approved independent continuing airworthiness management organisation which is approved for the same aircraft type. ~~In this case, the airworthiness review should be carried out every year and the ARC issued by the competent authority following a recommendation.~~

In order to be approved for the privileges of M.A.711(b) for a particular aircraft type, it is necessary to be approved for the privileges of M.A.711(a) for that aircraft type. As a consequence, the normal situation in this case is that the organisation will be performing continuing airworthiness management tasks and performing airworthiness reviews on every aircraft type contained in the approval certificate.

Nevertheless, this does not necessarily mean that the organisation needs to be currently managing an aircraft type in order to be able to perform airworthiness reviews on that aircraft type. The organisation may be performing only airworthiness reviews on an aircraft type without having any customer under contract for that type.

Furthermore, this situation should not necessarily lead to the removal of the aircraft type from the organisation approval. As a matter of fact, since in most cases the airworthiness review staff are not involved in continuing airworthiness management activities, it cannot be argued that these airworthiness review staff are going to lose their skills just because the organisation is not managing a particular aircraft type. The important issue in relation to maintaining a particular aircraft type in the organisation approval is whether the organisation continuously fulfils all the Subpart G requirements (facilities, documentation, qualified personnel, quality system, etc.) required for initial approval.

AMC M.A.712 (f) Quality system

A small organisation is considered to be an organisation with up to 5 full-time staff (including all M.A.706 personnel) or equivalent proportional number when using part-time staff, ~~managing less than 10 aircraft. This number should be decreased by 50% in the case of large aircraft.~~ The complexity of the organisation, combination of aircraft and aircraft types, the utilisation of the aircraft and the number of approved locations of the organisation should also be considered before replacing the quality system by an organisational review.

Appendix XIII should be used to manage the organisational reviews.

The following activities should not be considered as subcontracting and, as a consequence, they may be performed without a Quality System, although they need to be described in the continuing airworthiness management exposition and be approved by the competent authority:

- Subscription to a technical publisher that provides maintenance data (Aircraft Maintenance Manuals, Illustrated Parts Catalogues, Service Bulletins, etc.), which may be applicable to a wide range of aircraft. These data may include maintenance schedules recommended by different manufacturers that can be afterwards used by the continuing airworthiness management organisation in order to produce customised maintenance programmes.
- Contracting the use of a software tool for the management of continuing airworthiness data and records, under the following conditions (in addition to M.A.714(d) and (e)):
 - If the tool is used by several organisations, each organisation should have access to its own data only.
 - Introduction of data can only be performed by personnel of the continuing airworthiness management organisation.

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- o The data can be retrieved at any time.

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, M.A.801(b)(2) certifying staff and/or from the Pilot-owner 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. ...
3. ...
4. ...
5. ...
6. ...

AMC M.A.801~~(e)~~(f) Aircraft certificate of release to service

1. The aircraft certificate of release to service should contain the following statement:
...

AMC M.A.801~~(e)~~(g) Aircraft certificate of release to service

1. Being unable to establish full compliance ...
...

AMC M.A.801~~(f)~~(h) Aircraft certificate of release to service

"~~Hazard~~ seriously the Endangers flight safety" means ...

AMC M.A.801(d) Aircraft certificate of release to service

1. "3 years of appropriate maintenance experience" means 3 years working in an aircraft maintenance environment on at least some of the aircraft type systems corresponding to the aircraft endorsed on the aircraft maintenance license or on the certifying staff authorisation that the person holds.
2. "Holding the proper qualifications" means holding either:
 - a. a valid ICAO Annex 1 compliant maintenance license for the aircraft type requiring certification, or;
 - b. a certifying staff authorisation valid for the work requiring certification, issued by an ICAO Annex 6 approved maintenance organisation.
3. A release in accordance with this paragraph does not affect the controlled environment of the aircraft as long as the M.A.801(d)2 recheck and release has been carried out by an approved maintenance organisation.

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.~~

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1. 2- Privately operated means the aircraft is not operated pursuant to M.A.201 (h) and (i).
2. 3- A pilot-owner should ~~may~~ only issue a certificate of release to service for maintenance he/she has performed. ~~by the pilot-owner. and after demonstrating the competency to carry out such maintenance tasks.~~
3. In the case of a jointly-owned aircraft, the maintenance programme should list:
 - The names of all Pilot-owners competent and designated to perform Pilot-owner maintenance in accordance with the basic principles described in Appendix VIII of Part-M. An alternative would be the maintenance programme to contain a procedure to ensure how such a list of competent Pilot-owners should be managed separately and kept current.
 - The limited maintenance tasks they may perform.
4. An equivalent valid Pilot-owner license may be any document attesting a pilot qualification recognised by the Member State. It does not have to be necessarily issued by the competent authority, but it should in any case be issued in accordance with the particular Member State's system, awaiting the European pilot licensing system. In such a case, the equivalent certificate or qualification number should be used instead of the pilot's licence number for the purpose of the M.A.801(b)3 (certificate of release to service).

AMC M.A.901 Aircraft airworthiness review

In order to ensure the validity of the aircraft airworthiness certificate, M.A.901 requires performing periodically an airworthiness review of the aircraft and its continuing airworthiness records, which results in the issuance of an airworthiness review certificate valid for one year.

Any airworthiness review certificate or equivalent document issued in accordance with the Member State requirements and valid on the date of entry into force of Part-M, Subpart I, is considered to attest the validity of the aircraft airworthiness certificate until its expiration or until one year after the entry into force of Part-M, Subpart I, whichever comes first. As a consequence, it is not necessarily required for the competent authority to re-issue all national airworthiness review certificates on the date of entry into force of Part-M, Subpart-I, being possible to wait until the limit mentioned above. However, when transferring the registration of the aircraft within the EU, this national airworthiness review certificate may not be recognised by the importing authority, and a new airworthiness review certificate may need to be issued in accordance with M.A.904.

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. Nevertheless, such arrangement is not necessary when the operator and the M.A. Subpart G organisation are the same organisation.
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.

AMC M.A.901(c)2, (e)2 and (f) Aircraft airworthiness review

When the aircraft has remained within a controlled environment, the extension of the validity of the airworthiness review certificate does not require an airworthiness review but only a verification of the continuous compliance with ~~M.A.902 (b)~~ M.A.901 (b).

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It is acceptable to anticipate the extension of the airworthiness review certificate by a maximum of 30 days without a loss of continuity of the airworthiness review pattern, which means that the new expiration date is set up one year after the previous expiration date. This anticipation of up to 30 days also applies to the 12 month requirements shown in M.A.901(b), meaning that the aircraft is still considered as being in a controlled environment if it has been continuously managed by a single organisation and maintained by appropriately approved organisations, as stated in M.A.901(b), from the date when the last airworthiness review certificate was issued until the date when the extension is performed (this can be up to 30 days less than 12 months).

It is also acceptable to perform the extension of an airworthiness review certificate after its expiration date, as long as all the conditions for the extension are met. However, this means the following:

- The aircraft could not fly since the airworthiness review certificate expired until it is extended, and
- The new expiration date (after extension) is set one year after the previous expiration date (not one year after the extension is performed).

AMC M.A.901 (d) & (g) Aircraft airworthiness review

The recommendation sent by a continuing airworthiness management organisation (CAMO) or by M.A.901(g) certifying staff to the competent authority of the Member State of registry should be, at least, in English when the Member State of registry is different from the CAMO's Member State. Otherwise it can be completed in the official language(s) of the CAMO's Member State.

The recommendation sent to the competent authority should contain at least the items described below.

(a) General information

...

AMC M.A.901(g) Aircraft airworthiness review

The words "certifying staff" mean that the personnel meet at the time of the airworthiness review all the Part-66 requirements to be certifying staff for the aircraft subject to review (including also continuing experience requirements), which in some cases may refer to national rules.

The formal acceptance of the certifying staff by the competent authority should only be granted after verification of the qualifications and after the satisfactory performance of an airworthiness review under supervision of the competent authority.

The sentence "shall not be issued for more than two consecutive years" means that every three years the airworthiness review has to be performed by the competent authority or by an appropriately approved M.A. Subpart G organisation.

AMC M.A.901 ~~(e)~~(j) Aircraft airworthiness review

Suitable accommodation should include:

...

AMC M.A.903(a)-1 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

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authorities during the aircraft transfer process. The transfer of information should include, if applicable, notification that the airworthiness review certificate of the aircraft being transferred was issued in accordance with Member State requirements as allowed by (EC) 2042/2003, Article 3.4.

AMC M.A.904(b) Airworthiness review of aircraft imported into the EU

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)~~ M.A.901(d) & (g)
- (b) ...
- (c) ...
- (d) ...
- (e) ...

AMC M.B.102(c) Competent authority – Qualification and training

1.5.

1.6. knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation.

“Relevant sample” means that these courses should cover typical systems embodied in those aircraft being within the scope of approval.

1.7.

AMC M.B.301(b) Maintenance programme

...

3. A competent authority may elect to publish a proposed maintenance schedule for a piston engined aircraft type or a group of piston engined aircraft types below 2730Kgs maximum take off mass (MTOM) or for a sailplane, powered sailplane or balloon type or for a group of sailplanes, powered sailplanes or balloons types. When owners/operators of piston engined aircraft below 2730Kgs MTOM of the aircraft mentioned above elect to use a competent authority proposed maintenance schedule, all the out of phase manufacturer recommendations should be incorporated into the final maintenance programme in order for it to be approved.

...

AMC M.B.303 Aircraft continuing airworthiness monitoring

The competent authority may create an adapted airworthiness survey programme for the aircraft for which it performs the airworthiness review.

AMC M.B.604(b) Continuing oversight

...

5. When performing the oversight of organisations that hold both M.A. Subpart F and M.A. Subpart G approvals, the competent authority should arrange the audits to cover both approvals avoiding duplicated visit of a particular area.

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~~ **minor** 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.

Changes notified in accordance with M.A.617 are not considered minor.

For all cases other than minor, the applicable part(s) of the EASA Form 6F should be used for the change.

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~~

AMC M.B.702(a) Initial approval

1. "Formally indicate in writing" means that an EASA Form 4 should be used for this activity. With the exception of the accountable manager, an EASA Form 4 should be completed for each person nominated to hold a position required by M.A.706**(b)**, (c), ~~and~~ (d) **and M.A.707.**
2. In the case of the accountable manager, approval of the continuing airworthiness exposition containing the accountable manager's signed commitment statement constitutes formal acceptance, once the authority has conducted a meeting with the accountable manager and is satisfied with its results.

AMC M.B.703 Issue of approval

The table shown for the Approval Schedule in EASA Form 14 includes a field designated as "Aircraft type/series/group".

The intention is to give maximum flexibility to the competent authority to customise the approval to a particular organisation.

Possible alternatives to be included in this field are the following:

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- A specific type designation that is part of a type certificate, such as Airbus 340-211 or Cessna 172R.
- A type rating (or series) as listed in Part-66 Appendix I to AMC, which may be further subdivided, such as Boeing 737-600/700/800, Boeing 737-600, Cessna 172 Series.
- An aircraft group such as Cessna single piston engined aircraft.

Reference to the engine type installed in the aircraft may or may not be included, as necessary.

In all cases, the competent authority should be satisfied that the organisation has the capability to manage the requested types/groups/series.

AMC M.B.704(b) Continuing oversight

...

4. Credit may be claimed by the competent authority Surveyor(s) for specific item audits completed during the preceding ~~11~~ 23 month period subject to four conditions:

...

d the specific item audit being granted a back credit should be audited not later than ~~12~~ 24 months after the last audit of the item.

5. When an operator sub-contracts continuing airworthiness management tasks all sub-contracted organisations should also be audited by the competent authority of operator at periods not exceeding ~~12~~ 24 months (credits per paragraph 4 above are permitted) to ensure they fully comply with M.A. Subpart G. For these audits, the competent authority auditing surveyor should always ensure that he/she is accompanied throughout the audit by a senior technical member of the operator. All findings should be sent to and corrected by the operator.

6. When performing the oversight of organisations that hold both M.A. Subpart F and M.A. Subpart G approvals, the competent authority should arrange the audits to cover both approvals avoiding duplicated visit of a particular area.

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 minor 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 management organisation exposition.

Changes notified in accordance with M.A.713 are not considered minor.

For all cases other than minor, the applicable part(s) of the EASA Form 13 should be used for the change.

4. The approved continuing airworthiness management 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.

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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~~

AMC M.B.901 Assessment of recommendations

...

3. Depending on the content of the recommendation, the history of the particular aircraft, and the knowledge of the M.A. Subpart G organisation or M.A.901(g) certifying staff 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 or M.A.901(g) certifying staff making the recommendation with sufficient notice so that it may organise itself according to M.A.901(e)(j).

Furthermore, this part of the investigation should be carried out by appropriate airworthiness review staff in accordance with M.B.902(b).

5. Only when satisfied the aircraft is airworthy, should the inspector issue an airworthiness review certificate.

AMC M.B.902(b) Airworthiness review by the competent authority

1. A person qualified in accordance with AMC M.B.102 (c) subparagraph 1.5 should be considered as holding the equivalent to an aeronautical degree.

2. "experience in continuing airworthiness" means any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management (engineering) and/or surveillance of such tasks.

~~2-3.~~ 3. An appropriate licence in compliance with Annex III (Part-66) Part-66 licence is a category B or C licence in the subcategory of the aircraft reviewed. It is not necessary to satisfy the recent experience requirements of Part-66 at the time of the review nor to hold the type rating on the particular aircraft.

~~3-4.~~ 4. To hold a position with appropriate responsibilities means the airworthiness review staff should have a position within the competent authority that authorises that person to sign on behalf that competent authority.

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4- 5. A person in the competent authority carrying out airworthiness reviews or airworthiness certificate renewal inspections in a Member State, prior to the date of entry into force of Part-M should be considered as complying with M.B.902(b).

AMC M.B.902(b)(1) Airworthiness review by the competent authority

For all aircraft used in commercial air transport and any other aircraft, other than balloons, above 2730 kg MTOM, formal aeronautical maintenance training means training (internal or external) supported by evidence on the following subjects:

- Relevant parts of continuing airworthiness regulations.
- Relevant parts of operational requirements and procedures, if applicable.
- Knowledge of the internal procedures for continuing airworthiness.
- Knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation.

“Relevant sample” means that these courses should cover typical systems embodied in those aircraft being within the scope of approval

AMC M.B.902(b)(2) Airworthiness review by the competent authority

For all balloons and any other aircraft of 2730 Kg MTOM and below, not used in commercial air transport, appropriate aeronautical maintenance training means demonstrated knowledge of the following subjects:

- Relevant parts of continuing airworthiness regulations.
- Relevant parts of operational requirements and procedures, if applicable.
- Knowledge of the internal procedures for continuing airworthiness.
- Knowledge of a relevant sample of the type(s) of aircraft gained through training and/or work experience. Such knowledge should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation.

“Relevant sample” means that these courses should cover typical systems embodied in those aircraft being within the scope of approval.

This knowledge may be demonstrated by documented evidence or by an assessment performed by the competent authority. This assessment should be recorded.

AMC to Appendix VII “Complex Maintenance Tasks”

The sentence “suitably approved or authorised welder” contained in Appendix VII, paragraph 3(c), means that the qualification should meet an officially recognised standard or, otherwise, should be accepted by the competent authority.

AMC to Appendix VIII “Limited Pilot Owner Maintenance”

1. The lists here below specify items that can be expected to be completed by an owner who holds a current and valid pilot licence for the aircraft type involved and who meets the competence and responsibility requirements of Appendix VIII to Part-M.
2. The list of tasks may not address in a detailed manner the specific needs of the various aircraft categories. In addition, the development of technology and the nature of the operations undertaken by these categories of aircraft cannot be always adequately considered.

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3. Therefore, the following lists are considered to be the representative scope of limited Pilot-owner maintenance referred to in M.A.803 and Appendix VIII:

- Part A applies to aeroplanes;
- Part B applies to rotorcraft;
- Part C applies to sailplanes and powered sailplanes;
- Part D applies to balloons and airships.

4. Inspection tasks/checks of any periodicity included in an approved maintenance programme can be carried out providing that the specified tasks are included in the generic lists of Parts A to D of this AMC and remains compliant with Part-M Appendix VIII basic principles.

The content of periodic inspections/checks as well as their periodicity is not regulated or standardised in an aviation specification. It is the decision of the manufacturer/Type Certificate Holder (TCH) to recommend a schedule for each specific type of inspection/check.

For an inspection/check with the same periodicity for different TCHs, the content may differ, and in some cases may be critically safety-related and may need the use of special tools or knowledge and thus would not qualify for Pilot-owner maintenance. Therefore, the maintenance carried out by the Pilot-owner cannot be generalised to specific inspections such as 50 Hrs, 100 Hrs or 6 Month periodicity.

The Inspections to be carried out are limited to those areas and tasks listed in this AMC to Appendix VIII; this allows flexibility in the development of the maintenance programme and does not limit the inspection to certain specific periodic inspections. A 50 Hrs/6 Month periodic inspection for a fixed wing aeroplane as well as the one-year inspection on a glider may normally be eligible for Pilot-owner maintenance.

TABLES

Note: Tasks in Part A or Part B shown with ** exclude IFR operations following Pilot-owner maintenance. For these aircraft to operate under IFR operations, these tasks should be released by an appropriate licensed engineer.

Part A/PILOT-OWNER MAINTENANCE TASKS for POWERED AIRCRAFT (AEROPLANES)

ATA	Area	Task	Aeroplanes ≤2730 kg
09	Towing	Tow release unit and tow cable retraction mechanism – Cleaning, lubrication and tow cable replacement (including weak links).	Yes
		Mirror –Installation and replacement of mirrors.	Yes
11	Placards	Placards, Markings – Installation and renewal of placards and markings required by AFM and AMM.	Yes
12	Servicing	Lubrication – Those items not requiring a disassembly other than of non-structural items such as cover plates, cowlings and fairings.	Yes
20	Standard Practices	Safety Wiring – Replacement of defective safety wiring or cotter keys, excluding those in engine controls, transmission controls and flight control systems.	Yes
		Simple Non-Structural Standard Fasteners – Replacement and adjustment, excluding the replacement of receptacles and anchor nuts requiring riveting.	Yes

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21	Air Conditioning	Replacement of flexible hoses and ducts.	Yes
23	Communication.	Communication devices – Remove and replace self contained, instrument panel mount communication devices with quick disconnect connectors, excluding IFR operations.	Yes**
24	Electrical power	Batteries – Replacement and servicing, excluding servicing of Ni-Cd batteries and IFR operations.	Yes**
		Wiring – Repairing broken circuits in non critical equipment, excluding ignition system, primary generating system and required communication, navigation system and primary flight instruments.	Yes
		Bonding – Replacement of broken bonding cable.	Yes
		Fuses – Replacement with the correct rating.	Yes
25	Equipment	Safety Belts – Replacement of safety belts and harnesses excluding belts fitted with airbag systems.	Yes
		Seats – Replacement of seats or seat parts not involving disassembly of any primary structure or control system.	Yes
		Non-essential instruments and/or equipment - Replacement of self contained, instrument panel mount equipment with quick disconnect connectors.	Yes
		Oxygen System – Replacement of portable oxygen bottles and systems in approved mountings, excluding permanently installed bottles and systems.	Yes
		ELT – Removal/Reinstallation.	Yes
27	Flight controls	Removal or reinstallation of co-pilot control column and rudder pedals where provision for quick disconnect is made by design.	Yes
28	Fuel System	Fuel Filter elements – Cleaning and/or replacement.	Yes
30	Ice and Rain Protection	Windscreen Wiper – Replacement of wiper blade.	Yes
31	Instruments	Instrument Panel – Removal and reinstallation provided this it is a design feature with quick disconnect connectors, excluding IFR operations.	Yes**
		Pitot Static System – Simple sense and leak check, excluding IFR operations.	Yes**
		Drainage – Drainage of water drainage traps or filters within the Pitot Static system excluding IFR operations.	Yes**
		Instruments – Check for legibility of markings and those readings are consistent with ambient conditions.	Yes
32	Landing Gear	Wheels – Removal, replacement and servicing, including replacement of wheel bearings and lubrication.	Yes
		Servicing – Replenishment of hydraulic fluid	Yes
		Shock Absorber – Replacement of elastic cords or rubber dampers.	Yes
		Shock Struts – Replenishment of oil or air.	Yes
		Skis – Changing between wheel and ski landing gear.	Yes
		Landing skids – Replacement of landing skids and skid shoes.	Yes
		Wheel fairings (spats) – Removal and reinstallation.	Yes
		Mechanical brakes – Adjustment of simple cable operated systems.	Yes
Brake – Replacement of worn brake pads.	Yes		
33	Lights	Lights – Replacement of internal and external bulbs, filaments, reflectors and lenses.	Yes

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34	Navigation	Software – Updating self contained, instrument panel mount navigational software databases, excluding automatic flight control systems and transponders.	Yes
		Navigation devices – Removal and replacement of self contained, instrument panel mount navigation devices with quick disconnect connectors, excluding automatic flight control systems, transponders, primary flight control system and IFR operations.	Yes**
		Self contained data logger – Installation, data restoration.	Yes
51	Structure	Fabric patches – Simple patches extending over not more than one rib and not requiring rib stitching or removal of structural parts or control surfaces.	Yes
		Protective Coating – Applying preservative material or coatings where no disassembly of any primary structure or operating system is involved.	Yes
		Surface finish - Minor restoration where no disassembly of any primary structure or operating system is involved This includes application of signal coatings or thin foils as well as registration markings.	Yes
		Fairings – Simple repairs to non-structural fairings and cover plates which do not change the contour.	Yes
52	Doors and Hatches	Doors - Removal and reinstallation.	Yes
53	Fuselage	Upholstery, furnishing – Minor repairs which do not require disassembly of primary structure or operating systems, or interfere with control systems.	Yes
56	Windows	Side Windows - Replacement if it does not require riveting, bonding or any special process.	Yes
61	Propeller	Spinner – Removal and reinstallation.	Yes
71	Powerplant installation	Cowling – Removal and reinstallation not requiring removal of propeller or disconnection of flight controls.	Yes
		Induction System – Inspection and replacement of induction air filter.	Yes
72	Engine	Chip detectors – Removal, checking and reinstallation provided the chip detector is a self-sealing type and not electrically indicated.	Yes
73	Engine fuel	Strainer or Filter elements – Cleaning and/or replacement.	Yes
		Fuel - Mixing of required oil into fuel.	Yes
74	Ignition	Spark Plugs – Removal, cleaning, adjustment and reinstallation.	Yes
75	Cooling	Coolant - Replenishment of coolant fluid.	Yes
77	Engine Indicating	Engine Indicating – Removal and replacement of self contained, instrument panel mount indicators that have quick-release connectors and do not employ direct reading connections.	Yes
79	Oil System	Strainer or filter elements – Cleaning and/or replacement.	Yes
		Oil – Changing or replenishment of engine oil and gearbox fluid.	Yes

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Part B/PILOT-OWNER MAINTENANCE TASKS for ROTORCRAFT

ATA	Area	Task	Single Engine Rotorcraft ≤ 2730 kg
11	Placards	Placards, Markings – Installation and renewal of placards and markings required by AFM and AMM.	Yes
12	Servicing	Fuel, oil, hydraulic, de-iced and windshield liquid replenishment.	Yes
		Lubrication – Those items not requiring a disassembly other than of non-structural items such as cover plates, cowlings and fairings.	Yes
20	Standard Practices	Safety Wiring – Replacement of defective safety wiring or cotter keys, excluding those in engine controls, transmission controls and flight control systems.	Yes
		Simple non-structural standard fasteners – Replacement and adjustment, excluding latches and the replacement of receptacles and anchor nuts requiring riveting.	Yes
21	Air Conditioning	Replacement of flexible hoses and ducts.	Yes
23	Communication	Communication devices – Remove and replace self contained, instrument panel mount communication devices with quick disconnect connectors, excluding IFR operations.	Yes**
24	Electrical power	Batteries – Replacement and servicing, excluding servicing of Ni-Cd batteries and IFR operations.	Yes**
		Wiring – Repairing broken circuits in noncritical equipment, excluding ignition system, primary generating system and required communication, navigation system and primary flight instruments.	Yes
		Bonding – Replacement of broken bonding cable excluding bonding on rotating parts and flying controls.	Yes
		Fuses – Replacement with the correct rating.	Yes
25	Equipment	Safety Belts - Replacement of safety belts and harnesses excluding belts fitted with airbag systems.	Yes
		Seats – Replacement of seats or seat parts not involving disassembly of any primary structure or control system excluding flight crew seats.	Yes
		Removal/installation of emergency flotation gears with quick disconnect connectors.	Yes
		Non-essential instruments and/or equipment - Replacement of self contained, instrument panel mount equipment with quick disconnect connectors.	Yes
		ELT - Removal/Reinstallation.	Yes
30	Ice and rain protection	Windshield wiper replacement	Yes
31	Instruments	Instrument Panel– Removal and reinstallation provided this it is a design feature with quick disconnect connectors, excluding IFR operations.	Yes**
		Pitot Static System – Simple sense and leak check, excluding IFR operations.	Yes**
		Drainage – Drainage of water drainage traps or filters within the Pitot Static system excluding IFR operations.	Yes**
		Instruments – Check for legibility of markings and those readings are consistent with ambient conditions.	Yes

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32	Landing Gears	Wheels – Removal, replacement and servicing, including replacement of wheel bearings and lubrication.	Yes
		Replacement of skid wear shoes.	Yes
		Fit and remove snow landing pads.	Yes
		Servicing – Replenishment of hydraulic fluid.	Yes
		Brake – Replacement of worn brake pads.	Yes
33	Lights	Lights – replacement of internal and external bulbs, filaments, reflectors and lenses.	Yes
34	Navigation	Software – Updating self contained, instrument panel mount navigational software databases, excluding automatic flight control systems and transponders.	Yes
		Navigation devices – Remove and replace self contained, instrument panel mount navigation devices with quick disconnect connectors, excluding automatic flight control systems, transponders, primary flight control system and IFR operations.	Yes**
		Self contained data logger – Installation, data restoration.	Yes
51	Structure	Protective Coating – Applying preservative material or coatings where no disassembly of any primary structure or operating system is involved.	Yes
		Surface finish - Minor restoration where no disassembly of any primary structure or operating system is involved, excluding intervention on main and tail rotors. This includes application of signal coatings or thin foils as well as Registration markings.	Yes
		Fairings – Simple repairs to non-structural fairings and cover plates which do not change the contour.	Yes
52	Doors	Doors - Removal and reinstallation.	Yes
53	Fuselage	Upholstery, furnishing – Minor repairs which do not require disassembly of primary structure or operating systems, or interfere with control systems.	Yes
56	Windows	Side Windows - Replacement if it does not require riveting, bonding or any special process.	Yes
62	Main rotor	Removal/installation of main rotor blades that are designed for removal where special tools are not required (tail rotor blades excluded) limited to installation of the same blades previously removed refitted in the original position.	Yes
63 65	Transmission	Chip detectors – Remove, check and replace provided the chip detector is a self-sealing type and not electrically indicated.	Yes
67	Flight control	Removal or reinstallation of co-pilot cyclic and collective controls and yaw pedals where provision for quick disconnect is made by design.	Yes
71	Powerplant installation	Cowlings - Removal and re-fitment.	Yes
72	Engine	Chip detectors –removal, checking and reinstallation provided the chip detector is a self sealing type and not electrically indicated.	Yes
79	Oil System	Filter elements – Replacement, provided that the element is of the “spin on/off” type.	Yes
		Oil - Changing or replenishment of engine oil.	Yes

Part C/PILOT-OWNER MAINTENANCE TASKS for SAILPLANES AND POWERED SAILPLANES

Abbreviations applicable to this Part:

N/A not applicable for this category

SP sailplane

SSPS self-sustained powered sailplane

SLPS/TM self-launching powered sailplane/touring motorglider

ATA	Area	Task	SP	SSPS	SLPS/ TM
08	Weighing	Recalculation – Small changes of the Trim plan without needing a reweighing.	Yes	Yes	Yes
09	Towing	Tow release unit and tow cable retraction mechanism – Cleaning, lubrication and tow cable replacement (including weak links).	Yes	Yes	Yes
		Mirror - Installation and replacement of mirrors.	Yes	Yes	Yes
11	Placards	Placards, Markings – Installation and renewal of placards and markings required by AFM and AMM.	Yes	Yes	Yes
12	Servicing	Lubrication – Those items not requiring a disassembly other than of non-structural items such as cover plates, cowlings and fairings.	Yes	Yes	Yes
20	Standard Practices	Safety Wiring – Replacement of defective safety wiring or cotter keys, excluding those in engine controls, transmission controls and flight control systems.	Yes	Yes	Yes
		Simple Non-Structural Standard Fasteners – Replacement and adjustment, excluding the replacement of receptacles and anchor nuts requiring riveting.	Yes	Yes	Yes
		Free play – Measurement of the free play in the control system and the wing to fuselage attachment including minor adjustments by simple means provided by the manufacturer.	Yes	Yes	Yes
21	Air Conditioning	Replacement of flexible hoses and ducts.	Yes	Yes	Yes
23	Communication	Communication devices – Remove and replace self contained, instrument panel mount communication devices with quick disconnect connectors.	Yes	Yes	Yes
24	Electrical power	Batteries and solar panels – Replacement and servicing.	Yes	Yes	Yes
		Wiring - Installation of simple wiring connections to the existing wiring for additional non-required equipment such as electric variometers, flight computers but excluding required communication, navigation systems and engine wiring.	Yes	Yes	Yes
		Wiring – Repairing broken circuits in landing light and any other wiring for non-required equipment such as electrical variometers or flight computers, excluding ignition system, primary generating system and required communication, navigation system and primary flight instruments.	Yes	Yes	Yes
		Bonding – Replacement of broken bonding cable.	Yes	Yes	Yes
		Switches – This includes soldering and crimping of non-required equipment such as electrical variometers or flight computers, but excluding ignition system, primary generating system and required communication, navigation system and primary flight instruments.	Yes	Yes	Yes

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		Fuses – Replacement with the correct rating.	Yes	Yes	Yes
25	Equipments	Safety Belts – Replacement of safety belt and harnesses.	Yes	Yes	Yes
		Seats – Replacement of seats or seat parts not involving disassembly of any primary structure or control system.	Yes	Yes	Yes
		Non-essential instruments and/or equipments - Replacement of self contained, instrument panel mount equipment with quick disconnect connectors.	Yes	Yes	Yes
		Removal and installation of non-required instruments and/or equipment.	Yes	Yes	Yes
		Wing Wiper, Cleaner – Servicing, removal and reinstallation not involving disassembly or modification of any primary structure, control.	Yes	Yes	Yes
		Static Probes – Removal or reinstallation of variometer static and total energy compensation probes.	Yes	Yes	Yes
		Oxygen System – Replacement of portable oxygen bottles and systems in approved mountings, excluding permanently installed bottles and systems.	Yes	Yes	Yes
		Air Brake Chute – Installation and servicing	Yes	Yes	Yes
		ELT – Removal / Reinstallation.	Yes	Yes	Yes
26	Fire Protection	Fire Warning – Replacement of sensors and indicators.	N/A	Yes	Yes
27	Flight Control	Gap Seals – Installation and servicing if it does not require complete flight control removal.	Yes	Yes	Yes
		Control System – Measurement of the control system travel without removing the control surfaces.	Yes	Yes	Yes
		Control Cables – Simple optical Inspection for Condition.	Yes	Yes	Yes
		Gas Dampener – Replacement of Gas Dampener in the Control or Air Brake System.	Yes	Yes	Yes
		Co-pilot stick and pedals - Removal or reinstallation where provision for quick disconnect is made by design.	Yes	Yes	Yes
28	Fuel System	Fuel lines – Replacement of prefabricated fuel lines fitted with self-sealing couplings.	N/A	Yes	NO
		Fuel Filter – Cleaning and/or replacement.	N/A	Yes	Yes
31	Instruments	Instrument Panel– Removal and reinstallation provided this is a design feature with quick disconnect, excluding IFR operations.	Yes	Yes	Yes
		Pitot Static System – Simple sense and leak check.	Yes	Yes	Yes
		Instrument Panel vibration damper/shock absorbers- Replacement.	Yes	Yes	Yes
		Drainage – Drainage of water drainage traps or filters within the Pitot static system.	Yes	Yes	Yes
		Flexible tubes - Replacement of damaged tubes.	Yes	Yes	Yes
32	Landing Gear	Wheels – Removal, replacement and servicing, including replacement of wheel bearings and lubrication.	Yes	Yes	Yes
		Servicing – Replenishment of hydraulic fluid	Yes	Yes	Yes
		Shock Absorber – Replacement or servicing of elastic cords or rubber dampers.	Yes	Yes	Yes
		Shock Struts – Replenishment of oil or air.	Yes	Yes	Yes
		Landing gear doors - Removal or reinstallation and repair including operating straps.	Yes	Yes	Yes
		Skis – Changing between wheel and ski landing gear.	Yes	Yes	Yes

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		Skids – Removal or reinstallation and servicing of main, wing and tail skids.	Yes	Yes	Yes
		Wheels fairing (spats) – Removal and reinstallation.	Yes	Yes	Yes
		Mechanical brakes – Adjustment of simple cable operated systems.	Yes	Yes	Yes
		Brake – Replacement of worn brake pads.	Yes	Yes	Yes
		Springs – Replacement of worn or aged springs.	Yes	Yes	Yes
		Gear Warning –Removal or reinstallation of simple gear warning systems.	Yes	Yes	Yes
33	Lights	Lights – Replacement of internal and external bulbs, filaments, reflectors and lenses.	N/A	N/A	Yes
34	Navigation	Software – Updating self contained, instrument panel mount navigational software databases, excluding automatic flight control systems and transponders and including update of non-required instruments/equipments.	Yes	Yes	Yes
		Navigation devices – Removal and replacement of self contained, instrument panel mount navigation devices with quick disconnect connectors, excluding automatic flight control systems, transponders, primary flight control system.	Yes	Yes	Yes
		Self contained data logger – Installation, data restoration.	Yes	Yes	Yes
51	Structure	Fabric patches – Simple patches extending over not more than one rib and not requiring rib stitching or removal of structural parts or control surfaces.	Yes	Yes	Yes
		Protective Coating – Applying preservative material or coatings where no disassembly of any primary structure or operating system is involved.	Yes	Yes	Yes
		Surface finish - Minor restoration of paint or coating where the underlying primary structure is not affected. This includes application of signal coatings or thin foils as well as Registration markings.	Yes	Yes	Yes
		Fairings – Simple repairs to non-structural fairings and cover plates which do not change the contour.	Yes	Yes	Yes
52	Doors	Doors - Removal and reinstallation.	Yes	Yes	Yes
53	Fuselage	Upholstery, furnishing – Minor repairs which do not require disassembly of primary structure or operating systems, or interfere with control systems.	Yes	Yes	Yes
56	Windows	Side Windows - Replacement if it does not require riveting, bonding or any special process.	Yes	Yes	Yes
		Canopies - Removal and re-fitment.	Yes	Yes	Yes
		Gas dampener – Replacement of Canopy Gas dampener.	Yes	Yes	Yes
57	Wings	Wing Skids – Removal or reinstallation and service of lower wing skids or wing roller including spring assembly.	Yes	Yes	Yes
		Water ballast – Removal or reinstallation of flexible tanks.	Yes	Yes	Yes
		Turbulator and sealing tapes – Removal or reinstallation of approved sealing tapes and turbulator tapes.	Yes	Yes	Yes
61	Propeller	Spinner – Removal and reinstallation.	N/A	Yes	Yes
71	Powerplant installation	Removal or installation of Powerplant unit including engine and propeller.	N/A	Yes	NO
		Cowling - Removal and reinstallation not requiring removal of propeller or disconnection of flight controls.	N/A	Yes	Yes
		Induction System – Inspection and replacement of induction air filter.	N/A	Yes	Yes

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72	Engine	Chip detectors – Removal, checking and reinstallation provided the chip detector is a self sealing type and not electrically indicated.	N/A	Yes	Yes
73	Engine fuel	Strainer or Filter elements – Cleaning and/or replacement.	N/A	Yes	Yes
		Fuel - Mixing of required oil into fuel.	N/A	Yes	Yes
74	Ignition	Spark Plugs – Removal, cleaning, adjustment and reinstallation.	N/A	Yes	Yes
75	Cooling	Coolant – Replenishment of coolant fluid.	N/A	Yes	Yes
76	Engine Controls	Controls – Minor adjustments of non-flight or propulsion controls whose operation is not critical for any phase of flight.	N/A	Yes	NO
77	Engine Indicating	Engine Indicating – Removal and replacement of self contained instrument panel mount indicators that have quick-release connectors and do not employ direct reading connections.	N/A	Yes	Yes
79	Oil System	Strainer or Filter elements – Cleaning and/or replacement.	N/A	Yes	Yes
		Oil – Changing or replenishment of engine oil and gearbox fluid.	N/A	Yes	Yes

Part D/PILOT-OWNER MAINTENANCE TASKS for BALLOONS/AIRSHIPS

Area and Task	Hot Air Airship	Hot Air Balloon	Gas Balloon
A) ENVELOPE			
1- Fabric repairs - excluding complete panels (as defined in, and in accordance with, Type Certificate holders' instructions) not requiring load tape repair or replacement.	Yes	Yes	NO
2- Nose line - Replacement	Yes	N/A	N/A
3- Banners - fitment, replacement or repair (without sewing).	Yes	Yes	Yes
4- Melting link (temperature flag) - replacement.	Yes	Yes	N/A
5- Temperature transmitter and temperature indication cables - removal or reinstallation.	Yes	Yes	N/A
6- Crown line - replacement (where permanently attached to the crown ring).	No	Yes	N/A
7- Scoop or skirt-replacement or repair of (including fasteners).	Yes	Yes	N/A
B) BURNER			
8- Burner - cleaning and lubrication.	Yes	Yes	N/A
9- Piezo igniters - adjustment.	Yes	Yes	N/A
10- Burner jets - cleaning and replacement.	Yes	Yes	N/A
11- Burner frame corner buffers - replacement or reinstallation.	Yes	Yes	N/A
12- Burner Valves - adjustment of closing valve not requiring special tools or test equipment.	Yes	Yes	N/A
C) BASKET AND GONDOLA			
13- Basket/gondola frame trim - repair or replacement.	Yes	Yes	Yes

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14- Basket/gondola runners (including wheels) - repair or replacement.	Yes	Yes	Yes
15- External rope handles - repair.	Yes	Yes	Yes
16- Replacement of seat covers - upholsteries and safety belts.	Yes	Yes	Yes
D) FUEL CYLINDER			
17- Liquid valve - replacement of O-rings in the outlet.	Yes	Yes	No
E) INSTRUMENTS AND EQUIPMENT			
18- Batteries - replacement of for self contained instruments and communication equipment.	Yes	Yes	Yes
19- Communication, navigation devices, instruments and/or equipment – Remove and replace self contained, instrument panel mounted communication devices with quick disconnect connectors.	Yes	Yes	Yes
F) ENGINES			
20- Cleaning and Lubrication not requiring disassembly other than removal of non-structural items such as cover plates, cowlings and fairings.	Yes	N/A	N/A
21- Cowling-removal and re-fitment not requiring removal of the propeller	Yes	N/A	N/A
22- Fuel and oil strainers and/or filter elements - Removal, cleaning and/or replacement	Yes	N/A	N/A
23- Batteries - replacing and servicing (excluding servicing of Ni-Cd batteries).	Yes	N/A	N/A
24- Propeller Spinner – removal and installation for inspection.	Yes	N/A	N/A
25- Powerplant - Removal or installation of powerplant unit including engine and propeller.	Yes	N/A	N/A
26- Engine- Chip detectors – remove, check and replace.	Yes	N/A	N/A
27- Ignition Spark Plug – removal or installation and adjustment including gap clearance.	Yes	N/A	N/A
28- Coolant fluid - replenishment.	Yes	N/A	N/A
29- Engine Controls - minor adjustments of non-flight or propulsion controls whose operation is not critical for any phase of flight.	Yes	N/A	N/A
30- Engine instruments - removal and replacement.	Yes	N/A	N/A
31- Lubrication oil – changing or replenishment of engine oil and gearbox fluid.	Yes	N/A	N/A
32- Fuel lines - replacement of prefabricated hoses with self-sealing couplings.	Yes	N/A	N/A
33- Air filters (if installed) – removal, cleaning and replacement.	Yes	N/A	N/A

Appendix IV to AMC M.A.604 Maintenance Organisation Manual

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Part B – Description

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- **Certifying staff**

- Minimum qualification and experience
- List of authorised certifying staff, their scope of qualification and the personal authorisation reference

...

Part C – General Procedures

- **Organisational review**

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- **Training**

....

- **Contracting Subcontracting of specialised services**

- Selection criteria and control
- Nature of contracted subcontracted work
- List of contractors subcontractors
- Nature of arrangements
- Assignment of responsibilities for the certification of the work performed

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Part E – Appendices

- **Sample of all documents used.**

- **List of maintenance locations.**

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

- **List of subcontracted specialised services.**

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Appendix VIII to AMC M.A.616

This is only applicable to organisations with less than 10 maintenance staff members. For larger organisations, the principles and practices of an independent quality system should be used.

Depending on the complexity of the small organisation (number and type of aircraft, number of different fleets, subcontracting of specialised services, etc.), the organisational review system may vary from a system using the principles and practices of a quality system (except for the requirement of independence) to a simplified system adapted to the low complexity of the organisation and the aircraft managed.

As a core minimum, the organisational review system should have the following features, which should be described in the Maintenance Organisation Manual (MOM):

a. Identification of the person responsible for the organisational review programme.

By default, this person should be the accountable manager, unless he delegates this responsibility to (one of) the M.A.606(b) person(s).

b. Identification and qualification criteria for the person(s) responsible for performing the organisational reviews.

These persons should have a thorough knowledge of the regulations and of the maintenance organisation procedures. They should also have knowledge of audits, acquired through training or through experience (preferably as an auditor, but also possibly because they actively participated in several audits conducted by the competent authority).

c. Elaboration of the organisational review programme:

- Checklist(s) covering all items necessary to be satisfied that the organisation delivers a safe product and complies with the regulation. All procedures described in the MOM should be addressed.
- A schedule for the accomplishment of the checklist items. Each item should be checked at least every 12 months. The organisation may choose to conduct one full review annually or to conduct several partial reviews.

d. Performance of organisational reviews

Each checklist item should be answered using an appropriate combination of:

- review of records, documentation, etc.
- sample check of aircraft under contract or being maintained under a work order.
- interview of personnel involved.
- review of discrepancies and difficulty internal reports (e.g. notified difficulties in using current procedures and tools, systematic deviations from procedures, etc.).
- review of complaints filed by customers after delivery.

e. Management of findings and occurrence reports.

- All findings should be recorded and notified to the affected persons.
- All level 1 findings, in the sense of M.A.619(a), should be immediately notified to the competent authority and all necessary actions on aircraft in service should be immediately taken.
- All occurrence reports should be reviewed with the aim for continuous improvement of the system by identifying possible corrective and preventive actions. This should be done in order to find prior indicators (e.g., notified difficulties in using current procedures and tools, systematic deviations from procedures, unsafe behaviours, etc.), and dismissed alerts that, had they been recognised and appropriately managed before the event, could have resulted in the undesired event being prevented.

- Corrective and preventive actions should be approved by the person responsible for the organisational review programme and implemented within a specified time frame.
- Once the person responsible for the organisational review programme is satisfied that the corrective action is effective, closure of the finding should be recorded along with a summary of the corrective action.
- The accountable manager should be notified of all significant findings and, on a regular basis, of the global results of the organisational review programme.

Following is a typical example of a simplified organisational review checklist, **to be adapted as necessary to cover the MOM procedures:**

1 – Scope of work

Check that:

- All aircraft and components under maintenance or under contract are covered in the Form 3.
- The scope of work in the MOM does not disagree with the Form 3.
- No work has been performed outside the scope of the Form 3 and the MOM.

2 - Maintenance data

- Check that maintenance data to cover the aircraft in the scope of work of the MOM are present and up-to-date.
- Check that no change has been made to the maintenance data from the TC holder without being notified.

3 – Equipment and Tools

- Check the equipment and tools against the lists in the MOM and check if still appropriate to the TC holder's instructions.
- Check tools for proper calibration (sample check).

4 – Stores

- Do the stores meet the criteria in the procedures of the MOM?
- Check by sampling some items in the store for presence of proper documentation any overdue items.

5 – Certification of maintenance

- Has maintenance on products and components been properly certified?
- Have implementation of modifications/repairs been carried out with appropriate approval of such modifications/repairs (sample check).

6 – Relations with the owners/operators

- Has maintenance been carried out with suitable work orders?
- When a contract has been signed with an owner/operator, has the obligations of the contracts been respected on each side?

7 – Personnel

- Check that the current accountable manager and other nominated persons are correctly identified in the approved MOM.
- If the number of personnel has decreased or if the activity has increased, check that the staff are still adequate to ensure a safe product.
- Check that the qualification of all new personnel (or personnel with new functions) has been appropriately assessed.

- Check that the staff have been trained, as necessary, to cover changes in:
 - o regulations,
 - o competent authority publications,
 - o the MOM and associated procedures,
 - o the products in the scope of work,
 - o maintenance data (significant ADs, SBs, etc.).

8 – Maintenance contracted

- Sample check of maintenance records:
 - o Existence and adequacy of the work order,
 - o Data received from the maintenance organisation:
 - Valid CRS including any deferred maintenance,
 - List of removed and installed equipment and copy of the associated Form 1 or equivalent.
- Obtain a copy of the current approval certificate (Form 3) of the maintenance organisations contracted.

9 – Maintenance sub-contracted

- Check that subcontractors for specialised services are properly controlled by the organisation;

10 – Technical records and record-keeping

- Have the maintenance actions been properly recorded?
- Have the certificates (Form 1 and Conformity certificates) been properly collected and recorded?
- Perform a sample check of technical records to ensure completeness and storage during the appropriate periods.
- Is storage of computerised data properly ensured?

11 – Occurrence reporting procedures

- Check that reporting is properly performed.
- Actions taken and recorded.

Appendix XIII to AMC M.A.712(f)

Organisational reviews may replace a full quality system in accordance with the provisions of M.A.712(f) and AMC M.A.712(f) and as described in the continuing airworthiness management exposition (CAME)

Depending on the complexity of the small organisation (number and type of aircraft, number of different fleets, privilege to perform airworthiness reviews, etc.), the organisational review system may vary from a system using the principles and practices of a quality system (except for the requirement of independence) to a simplified system adapted to the low complexity of the organisation and the aircraft managed.

As a core minimum, the organisational review system should have the following features, which should be described in the CAME:

a. Identification of the person responsible for the organisational review programme:

By default, this person should be the accountable manager, unless he delegates this responsibility to (one of) the M.A.706(c) person(s).

b. Identification and qualification criteria for the person(s) responsible for performing the organisational reviews:

These persons should have a thorough knowledge of the regulations and of the continuing airworthiness management organisation (CAMO) procedures. They should also have knowledge of audits, acquired through training or through experience (preferably as an auditor, but also possibly because they actively participated in several audits conducted by the competent authority).

c. Elaboration of the organisational review programme:

- Checklist(s) covering all items necessary to be satisfied that the organisation delivers a safe product and complies with the regulation. All procedures described in the CAME should be addressed.
- A schedule for the accomplishment of the checklist items. Each item should be checked at least every 12 months. The organisation may choose to conduct one full review annually or to conduct several partial reviews.

d. Performance of organisational reviews:

Each checklist item should be answered using an appropriate combination of:

- review of records, documentation, etc.
- sample check of aircraft under contract.
- interview of personnel involved.
- review of discrepancies and difficulty internal reports (e.g., notified difficulties in using current procedures and tools, systematic deviations from procedures, etc.).
- review of complaints filed by customers.

e. Management of findings and occurrence reports:

- All findings should be recorded and notified to the affected persons.
- All level 1 findings, in the sense of M.A.716(a), should be immediately notified to the competent authority and all necessary actions on aircraft in service should be immediately taken.
- All occurrence reports should be reviewed with the aim for continuous improvement of the system by identifying possible corrective and preventive actions. This should be done in order to find prior indicators (e.g., notified difficulties in using current procedures and tools, systematic deviations from procedures, unsafe behaviours, etc.),

and dismissed alerts that, had they been recognised and appropriately managed before the event, could have resulted in the undesired event being prevented.

- Corrective and preventive actions should be approved by the person responsible for the organisational review programme and implemented within a specified time frame.
- Once the person responsible for the organisational review programme is satisfied that the corrective action is effective, closure of the finding should be recorded along with a summary of the corrective action.
- The accountable manager should be notified of all significant findings and, on a regular basis, of the global results of the organisational review programme.

Following is a typical example of a simplified organisational review checklist, **to be adapted as necessary to cover the CAME procedures:**

1 – Scope of work

- All aircraft under contract are covered in the Form 14.
- The scope of work in the CAME does not disagree with the Form 14.
- No work has been performed outside the scope of the Form 14 and the CAME.
- Is it justified to retain in the approved scope of work aircraft types for which the organisation has no longer aircraft under contract?

2 – Airworthiness situation of the fleet

- Does the continuing airworthiness status (AD, maintenance programme, life limited components, deferred maintenance, ARC validity) show any expired items? If so, are the aircraft grounded?

3 – Aircraft maintenance programme

- Check that all revisions to the TC/STC holders Instructions for Continuing Airworthiness, since the last review, have been (or are planned to be) incorporated in the maintenance programme, unless otherwise approved by the Competent Authority.
- Has the maintenance programme been revised to take into account all modifications or repairs impacting the maintenance programme?
- Have all maintenance programme amendments been approved at the right level (competent authority or indirect approval)?
- Does the status of compliance with the maintenance programme reflect the latest approved maintenance programme?
- Has the use of maintenance programme deviations and tolerances been properly managed and approved?

4 – Airworthiness Directives (and other mandatory measures issued by the competent authority)

- Have all ADs issued since the last review been incorporated into the AD status?
- Does the AD status correctly reflect the AD content: applicability, compliance date, periodicity...? (sample check on ADs)

5 – Modifications/repairs

- Are all modifications/repairs listed in the corresponding status approved in accordance with M.A.304? (sample check on modifications/repairs).

- Have all the modifications/repairs which have been installed since the last review been incorporated in the corresponding status? (sample check from the aircraft/component logbooks).

6 – Relations with the owners/operators

- Has a contract (in accordance with Annex I to Part M) been signed with each external owner/operator, covering all the aircraft whose airworthiness is managed by the CAMO?
- Have the owners/operators under contract fulfilled their obligations identified in the contract? As appropriate:
 - Are the pre-flight checks correctly performed? (interview of pilots)
 - Are the technical log or equivalent correctly used (record of flight hours/cycles, defects reported by the pilot, identification of what maintenance is next due etc.)?
 - Did flights occur with overdue maintenance or with defects not properly rectified or deferred? (sample check from the aircraft records)
 - Has maintenance been performed without notifying the CAMO (sample check from the aircraft records, interview of the owner/operator)?

7 – Personnel

- Check that the current accountable manager and other nominated persons are correctly identified in the approved CAME.
- If the number of personnel has decreased or if the activity has increased, check that the organisation still has sufficient staff.
- Check that the qualification of all new personnel (or personnel with new functions) has been appropriately assessed.
- Check that the staff has been trained, as necessary, to cover changes in:
 - regulations,
 - competent authority publications,
 - the CAME and associated procedures,
 - the approved scope of work,
 - maintenance data (significant ADs, SBs, ICA amendments, etc.).

8 – Maintenance contracted

- Sample check of maintenance records:
 - Existence and adequacy of the work order,
 - Data received from the maintenance organisation:
 - Valid CRS including any deferred maintenance
 - List of removed and installed equipment and copy of the associated Form 1 or equivalent.
- Obtain a copy of the current approval certificate (Form 3) of the maintenance organisations contracted.

9 – Technical records and record-keeping

- Have the certificates (Form 1 and Conformity certificates) been properly collected and recorded?
- Perform a sample check of technical records to ensure completeness and storage during the appropriate periods.

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- Is storage of computerised data properly ensured?

10 – Occurrence reporting procedures

- Check that reporting is properly performed,
- Actions taken and recorded.

11 – Airworthiness review