

**Annex I to ED Decision 2020/002/R**  
**Acceptable Means of Compliance (AMC) and Guidance Material (GM)**  
**to Annex I (Part-M) to Commission Regulation (EU) No 1321/2014**  
**Issue 2 — Amendment 3**

Annex I to Decision 2015/029/R is amended as follows:

The text of the amendment is arranged to show deleted text, new or amended text as shown below:

- deleted text is ~~struck through~~;
- new or amended text is highlighted in **blue**;
- an ellipsis '[...]' indicates that the remaining text is unchanged in front of or following the reflected amendment.

## SECTION A TECHNICAL REQUIREMENTS

[...]

### SUBPART B — ACCOUNTABILITY

[...]

#### GM M.A.201 Responsibilities

##### Quick summary table

Select your type of operation and your category of aircraft		Complex motor-powered aircraft		Other-than-complex motor-powered aircraft (aircraft subject to Part ML are excluded here)		
		Is a CAMO or CAO required for the management of continuing airworthiness?	Is maintenance by a maintenance organisation required?	Is a CAMO or CAO required for the management of continuing airworthiness?	Is maintenance by a maintenance organisation required?	
Commercial operations	CAT	Air carriers licensed in accordance with Regulation <del>(EU)</del> (EC) No 1008/2008	Yes, a CAMO is required and it shall be part of the AOC (M.A.201(e))	Yes, maintenance by a Part-145 organisation is required (M.A.201(e))	Yes, a CAMO is required and it shall be part of the AOC (M.A.201(e))	Yes, maintenance by a Part-145 organisation is required (M.A.201(e))
		CAT other than air carriers licensed in accordance with Regulation <del>(EU)</del> (EC) No 1008/2008	Yes, a CAMO is required (M.A.201(f))	Yes, maintenance by a Part-145 organisation is required (M.A.201(f))	Yes, a CAMO or CAO is required (M.A.201(h))	Yes, maintenance by a Subpart F, by a Part-CAO or by a Part-145 organisation is required (M.A.201(h))
	Commercial operations other than CAT	Commercial specialised operations	Yes, a CAMO is required (M.A.201(f))	Yes, maintenance by a Part-145 organisation is required (M.A.201(f))	Yes, a CAMO or CAO is required (M.A.201(h))	Yes, maintenance by a Subpart F, by a Part-CAO or by a Part-145 organisation is required (M.A.201(h))
		Commercial training organisations (ATOs)	Yes, a CAMO is required (M.A.201(f))	Yes, maintenance by a Part-145 organisation is required (M.A.201(f))	Yes, a CAMO or CAO is required (M.A.201(h))	Yes, maintenance by a Subpart F, by a Part-CAO or by a Part-145 organisation is required (M.A.201(h))
Other than commercial operations including limited operations as defined in Article 2(p)		Yes, a CAMO is required (M.A.201(g))	Yes, maintenance by a Part-145 organisation is required	No, a CAMO or CAO is not required (M.A.201(i))	No, maintenance by a Subpart F, by a Part-CAO or Part-145	

(M.A.201(g))

organisation is not  
always required

[...]

**GM M.A.201(f) Responsibilities Commercial ATO****COMMERCIAL ATO AND DTO**

'Commercial approved training organisation' (ATO) and 'declared training organisation' (DTO) refer to 'training organisation(s)', as meant in Article 10a of Regulation (EU) No 1178/2011, which operate aircraft for commercial purposes in order to provide Part-FCL training courses.

**GM M.A.201(i), M.A.302(h) and M.A.901(i)****Maintenance programme development and approval (for private aircraft other than complex motor-powered aircraft\*)**

\* This means aircraft for which M.A.201(c), (f), (g), and (h) do not apply.

The following table provides a summary of the provisions contained in M.A.201(i), AMC M.A.201(i)(3), and GM M.A.201(i)(3):

	<b>OPTION 1 (for private aircraft other than complex motor-powered aircraft)</b>	<b>OPTION 2 (for private aircraft other than complex motor-powered aircraft)</b>	<b>OPTION 3 (for ELA2 aircraft not involved in commercial operations)</b>
<b>Development and processing of the approval of the maintenance programme</b>	Performed by the owner	Contracted to a CAMO (whether it is done through a full contract for the continuing airworthiness management of the aircraft or through a limited contract for the development and processing of the maintenance programme)	Contracted to a Part 145 or M.A. Subpart F maintenance organisation (see <u>M.A.201(i)(3)</u> )
<b>Approval/Declaration of the maintenance programme</b>	Direct approval by the NAA  or  Declaration by the owner (only for ELA1 aircraft not involved in commercial operations, see <u>M.A.302(h)</u> )	Direct approval by the NAA  or  Indirect approval by the contracted CAMO  or  Declaration by the owner (only for ELA1 aircraft not involved in commercial operations, see <u>M.A.302(h)</u> )	Direct approval by the NAA  or  Declaration by the owner (only for ELA1 aircraft not involved in commercial operations, see <u>M.A.302(h)</u> )

**Maintenance programme content and airworthiness review (for all aircraft)**

The following table provides a summary of the provisions contained in M.A.302 and AMC M.A.901 in relation to the content of the maintenance programme, its approval and its link with the airworthiness review:

	<b>OPTION 1 (for all aircraft)</b>	<b>OPTION 2 (for ELA1 aircraft not involved in commercial operations)</b>
<b>Basic information used for the maintenance programme</b>	Maintenance data from the Design Approval Holder (complying with <u>M.A.302(d)</u> and <u>(e)</u> )	'Minimum Inspection Programme' (see <u>M.A.302(h)2</u> and <u>M.A.302(i)</u> ) (not applicable to airships)
<b>Customisation to a particular aircraft registration</b>	Complying with <u>M.A.302(e)</u> or Using the template in <u>AMC M.A.302(e)</u> <b>(only for other than complex motor-powered aircraft)</b>	Using the template in <u>AMC M.A.302(e)</u>
<b>Approval/Declaration of the maintenance programme</b>	Direct approval by NAA or Indirect approval by contracted CAMO or Declaration by the owner (see <u>M.A.302(h)</u> ) (only for ELA1 aircraft not involved in commercial operations, see <u>M.A.302(h)</u> )	Direct approval by NAA Or Indirect approval by contracted CAMO Or Declaration by the owner (see <u>M.A.302(h)</u> ) (only for ELA1 aircraft not involved in commercial operations, see <u>M.A.302(h)</u> )
<b>Performance of Airworthiness Review and issue of Airworthiness Review Certificate</b>	CAMO or NAA	NAA Or CAMO Or Part 145/M.A. Subpart F maintenance organisation (when combined with annual inspection, see <u>M.A.901(l)</u> )

[...]

## AMC M.A.201(i)(3) Responsibilities

### LIMITED CONTRACT FOR THE DEVELOPMENT OF THE AMP

The limited contract for the development and, when applicable, processing of the approval of the aircraft maintenance programme should cover the responsibilities related to M.A.302(d), M.A.302(e)(f) and M.A.302(g)(h).

In the case of ELA1 aircraft not involved in commercial operations, the limited contract between the owner and the CAMO/maintenance organisation should cover the following aspects:

- Whether the maintenance programme will be based on the 'Minimum Inspection Programme' described in M.A.302(i);
- The obligation for the CAMO/maintenance organisation to develop and propose to the owner a maintenance programme which:
  1. — identifies the owner and the specific aircraft, engine, and propeller (as applicable);

- ~~2. — includes all mandatory maintenance information and any additional tasks derived from the evaluation of the recommendations issued by the Design Approval Holder;~~
- ~~3. — does not go below the requirements of the Minimum Inspection Programme; and~~
- ~~4. — is customised to the particular aircraft type, configuration and operation, in accordance with M.A.302(h)3.~~
- ~~— Whether the maintenance programme is going to be approved by the competent authority or the owner is going to issue a declaration for the maintenance programme.~~
- ~~5. — In the case of approval by the competent authority, whether indirect approval by the CAMO is permitted or not.~~

~~In the case of declaration by the owner, a statement in the contract making clear that the owner assumes full responsibility for any deviations introduced to the maintenance programme proposed by the CAMO/maintenance organisation.~~

## **GM1 M.A.201(k) Responsibilities**

### **USE OF AIRCRAFT INCLUDED IN AN AOC FOR NCO OR SPO**

As point (k) is not a derogation from the previous points of M.A.201, points M.A.201(f), (g), (h) and (i) are still applicable.

[...]

## SUBPART C — CONTINUING AIRWORTHINESS

### AMC M.A.301(a) ~~(1)~~ Continuing airworthiness tasks

#### PRE-FLIGHT INSPECTIONS

1. With regard to the pre-flight inspection, it is intended to mean all of the actions necessary to ensure that the aircraft is fit to make the intended flight. These should typically include but are not necessarily limited to:

[...]

- (b) an inspection of the aircraft continuing airworthiness record system or the aircraft operators technical log system, as applicable, to ensure that the intended flight is not adversely affected by any outstanding deferred defects and that no required maintenance action shown in the maintenance statement is overdue or will become due during the flight.

[...]

3. In the case of air carriers licensed in accordance with Regulation (EC) No 1008/2008, the CAMO should publish guidance to maintenance and flight personnel and any other personnel performing pre-flight inspection tasks, as appropriate, defining responsibilities for these actions and, where tasks are contracted to other organisations, how their accomplishment is subject to the quality system of M.A.712 or the management system required by CAMO.A.200. It should be demonstrated to the competent authority that pre-flight inspection personnel have received appropriate training for the relevant pre-flight inspection tasks. The training standard for personnel performing the pre-flight inspection should be described in the continuing airworthiness management exposition.

[...]

### AMC M.A.301(b) ~~(2)~~ Continuing airworthiness tasks

[...]

### AMC M.A.301(c) ~~(3)~~ Continuing airworthiness tasks

#### MAINTENANCE IN ACCORDANCE WITH THE AMP

The owner, CAO or CAMO, as applicable, should have a system to ensure that all aircraft maintenance checks are performed within the limits prescribed by the approved aircraft maintenance programme and that, whenever a maintenance check cannot be performed within the required time limit, its postponement is allowed in accordance with a procedure agreed by the appropriate competent authority.

### AMC M.A.301(e) ~~(4)~~ Continuing airworthiness tasks

## AMC M.A.301(f)(5) Continuing Airworthiness Tasks

### OPERATIONAL DIRECTIVES

Operational directives with a continuing airworthiness impact include operating rules such as extended twin-engine operations (ETOPS) / long range operations (LROPS), reduced vertical separation minima (RVSM), MNPS, all-weather operations (AWOPS), RNAV, etc.

Any other ~~continued~~ continuing airworthiness requirement ~~made mandatory~~ established by the Agency includes TC-related requirements such as: certification maintenance requirements (CMR), ~~certification~~ life-limited parts, airworthiness limitations contained in CS-25 Book 1, Appendix H, paragraph H25.4, fuel tank system airworthiness limitations including Critical Design Configuration Control Limitations (CDCCL), etc.

The operator is responsible for the incorporation of operational directives (ODs) and in cases where there is an impact on the continuing airworthiness, the CAMO has to assess this and take appropriate actions to ensure the continuing airworthiness. The process to incorporate the ODs should be detailed in an arrangement or common procedure.

[...]

## AMC M.A.301(7) Continuing airworthiness tasks

~~The CAMO managing the continuing airworthiness of the aircraft should establish and work according to a policy, which assesses non-mandatory information related to the airworthiness of the aircraft. Non-mandatory information such as service bulletins, service letters and other information that is produced for the aircraft and its components by an approved design organisation, the manufacturer, the competent authority or the Agency.~~

[...]

## GM M.A.301(i) Continuing airworthiness tasks

### MAINTENANCE CHECK FLIGHTS (MCFs)

- (a) The definition of and operational requirements for MCFs are laid down in the Air Operations Regulation<sup>1</sup> and are carried out under the control and responsibility of the aircraft operator. During the flight preparation, the flight and the post-flight activities as well as for the aircraft handover, the processes requiring the involvement of the maintenance organisations or their personnel should be agreed in advance with the operator. The operator should consult as necessary with the CAMO in charge of the airworthiness of the aircraft.
- (b) Depending on the aircraft defect and the status of the maintenance activity performed before the flight, different scenarios are possible and are described below:

<sup>1</sup> Commission Regulation (EU) No 965/2012 of 5 October 2012 laying down technical requirements and administrative procedures related to air operations pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council (OJ L 296, 25.10.2012, p. 1) (<https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1568896271265&uri=CELEX:32012R0965>).

(1) The aircraft maintenance manual (AMM), or any other maintenance data issued by the design approval holder, requires that an MCF be performed before completion of the maintenance ordered. In this scenario, a certificate after incomplete maintenance, when in compliance with M.A.801(f) or 145.A.50(e), should be issued by the maintenance organisation and the aircraft can be flown for this purpose under its airworthiness certificate.

Due to incomplete maintenance, for aircraft used in commercial air transport, it is advisable to open a new entry on the aircraft technical log system to identify the need for an MCF. This new entry should contain or refer to, as necessary, data relevant to perform the MCF, such as aircraft limitations and any potential effect on operational and emergency equipment due to incomplete maintenance, maintenance data reference and maintenance actions to be performed after the flight.

After a successful MCF, the maintenance records should be completed, the remaining maintenance actions finalised and the aircraft released to service in accordance with the maintenance organisation's approved procedures.

(2) Based on its own experience and for reliability considerations and/or quality assurance, an operator or CAMO may wish to perform an MCF after the aircraft has undergone certain maintenance while maintenance data does not call for such a flight. Therefore, after the maintenance has been properly carried out, a certificate of release to service is issued and the aircraft airworthiness certificate remains valid for this flight.

(3) After troubleshooting of a system on the ground, an MCF is proposed by the maintenance organisation as confirmation that the solution applied has restored the normal system operation. During the maintenance performed, the maintenance instructions are followed for the complete restoration of the system and therefore a certificate of release to service is issued before the flight. The airworthiness certificate is valid for the flight. An open entry requesting this flight may be recorded in the aircraft technical log.

(4) An aircraft system has been found to fail, the dispatch of the aircraft is not possible in accordance with the maintenance data, and the satisfactory diagnosis of the cause of the fault can only be made in flight. The process for this troubleshooting is not described in the maintenance data and therefore scenario (1) does not apply. Since the aircraft cannot fly under its airworthiness certificate because it has not been released to service after maintenance, a permit to fly issued in accordance with Regulation (EU) No 748/2012 is required.

After the flight and the corresponding maintenance work, the aircraft can be released to service and continue to operate under its original certificate of airworthiness.

(c) For certain MCFs the data obtained or verified in flight will be necessary for assessment or consideration after the flight by the maintenance organisation prior to issuing the maintenance release. For this purpose, when the personnel of the maintenance organisation cannot perform these functions in flight, the maintenance organisation may rely on the crew performing the flight to complete this data or to make statements about in-flight verifications. In this case, the maintenance organisation should appoint the crew personnel to play such a role on their behalf and, before the flight, brief appointed crew personnel on the scope, functions and the detailed process to be followed, including required reporting information after the flight and reporting means, in support of the final release to service to be issued by the certifying staff.

## AMC M.A.302 Aircraft maintenance programme

~~NOTE: This AMC is not applicable to those ELA1 aircraft not involved in commercial operations for which the owner has elected to apply the provisions of M.A.302(h). For those cases, refer to AMC M.A.302(h).~~

### BASIC PRINCIPLES

[...]

6. [Appendix I to AMC M.A.302](#) and [AMC M.B.301\(b\)](#) provides detailed information on the contents of an approved aircraft maintenance programme.

## AMC M.A.302(d) Aircraft maintenance programme

### AMP BASIS AND ASSOCIATED PROGRAMMES

[...]

7. Alternate and/or additional instructions to those defined in paragraphs ~~M.A.302(d)(i) and (ii)~~ [M.A.302\(d\)\(1\) and \(2\)](#), 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 to AMC M.A.302](#) and [AMC M.B.301\(b\)](#) 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) Aircraft maintenance programme

*ED Decision 2015/029/R*

~~Except for complex motor-powered aircraft, the aircraft maintenance programme may take the format of the following standard template:~~

<del>Aircraft Maintenance Programme (for aircraft other than 'complex motor-powered aircraft')</del>		
<del>Aircraft identification</del>		
<del>1</del>	<del>Registration(s):</del>	<del>Type: Serial No (s):</del>
<del>Basis for the Maintenance Programme</del>		
<del>2</del>	<del>This Aircraft Maintenance Programme complies with (tick one option):</del>	
	<del>M.A.302(b), (c), (d), (e) and (g) <input type="checkbox"/> (Complete section 3 below), or</del>	
	<del>M.A.302(h) <input type="checkbox"/> (Only possible for ELA1 aircraft not used in commercial operations)</del>	

<p>For Aircraft Maintenance Programmes complying with <u>M.A.302(h)</u> (see above) the following data is used (tick one option):</p> <p style="text-align: center;">Design Approval Holder Maintenance Data <input type="checkbox"/> (Complete section 3 below), or</p> <p style="text-align: center;">Minimum Inspection Programme as detailed in the latest revision of <u>AMC M.A.302(i)</u> <input type="checkbox"/>, or</p> <p style="text-align: center;">Other Minimum Inspection Programme complying with <u>M.A.302(i)</u> <input type="checkbox"/> (<b>List the tasks in Appendix A to this Aircraft Maintenance Programme</b>)</p>		
<p><b>Design Approval Holder Maintenance Data (not applicable if using Minimum Inspection Programmes)</b></p>		
<b>3</b>	<b>Equipment manufacturer and type</b>	<b>Applicable maintenance data reference (at latest revision)</b>
For aircraft other than balloons		
3a	<b>Aircraft (other than balloons)</b>	
3b	Engine (if applicable)	
3c	Propeller (if applicable)	
For balloons		
3d	<b>Envelope (only for balloons)</b>	
3e	<b>Basket(s) (only for balloons)</b>	
3f	<b>Burner(s) (only for balloons)</b>	
3g	<b>Fuel cylinders (only for balloons)</b>	

<b>Additional maintenance requirements not covered above (applicable to all Aircraft Maintenance Programmes, regardless of whether they are based on Design Approval Holder Data or Minimum Inspection Programmes)</b>			
4	<b>Indicate if any of the following additional maintenance requirements are applicable (when replying 'YES', list the specific requirements in Appendix B to this Aircraft Maintenance Programme)</b>	Yes	No
	Maintenance related to specific equipment and modifications		
	Maintenance related to repairs implemented in the aircraft		
	Maintenance related to life-limited components		
	Maintenance related to Mandatory Continuing Airworthiness Information (ALIs, CMRs, specific requirements in the Type Certificate Data Sheet (TCDS), etc.)		
	Maintenance related to repetitive Airworthiness Directives		
	Maintenance related to specific operational/airspace directives/requirements (altimeter, compass, transponder, etc.)		
5	Maintenance related to the type of operation or to operational approvals such as Reduced Vertical Separation Minima (RVSM), Minimum Navigation Performance Specification (MNPS), Basic Area Navigation (B-NAV).		
	<b>Indicate if there are any specific maintenance recommendations made in Service Bulletins, Service Letters, etc, that are applicable (when replying 'YES', list all the specific recommendations and any deviations in Appendix B to this Aircraft Maintenance Programme)</b>	Yes	No
<b>Pilot-owner maintenance (only for privately operated non-complex motor-powered aircraft of 2 730 kg MTOM and below, sailplanes, powered sailplanes and balloons)</b>			
6	<p>Does the Pilot-owner perform Pilot-owner maintenance (ref. <u>Part M, M.A.803</u>)? If yes, enter the name of the pilot-owner(s) or the alternative procedure described in <u>AMC M.A.803</u> point 3:</p> <p>Pilot-owner name: _____</p> <p>Licence Number: _____</p> <p>Signature: _____ Date: _____</p> <p>If yes, list in Appendix B to this Aircraft Maintenance Programme the deviations to the list of Pilot-owner maintenance tasks contained in the <u>AMC to Appendix VIII to Part M</u> (tasks which are <b>not performed by the Pilot-owner and additional tasks performed</b>)</p>	Yes	No
<b>Record of periodic reviews of the Aircraft Maintenance Programme (in accordance with M.A.302(g) or M.A.302(h)5, as applicable)</b>			
7	<b>Describe whether the review has resulted or not in changes to the Aircraft Maintenance Programme (any changes introduced will be described in field 8 below)</b>	<b>Date and signature</b>	

<b>Revision control of the Aircraft Maintenance Programme</b>			
8	Rev. No	Content of revision	Date and signature
<b>Approval/Declaration of the Maintenance Programme (select the appropriate option)</b>			
9	Declaration by owner: <input type="checkbox"/>	Approval by contracted CAMO (only under 'indirect approval procedure' approved by the competent authority responsible for the Aircraft Maintenance Programme): <input type="checkbox"/>	Approval by Competent Authority: <input type="checkbox"/>
	<del>I hereby declare that this is the maintenance programme applicable to the aircraft referred to in field 1 and I am fully responsible for its content and, in particular, for any deviations from the Design Approval Holder's recommendations'</del> Signature/Name/Date:	Approval Reference No of the CAMO:  Signature/Name/Date:	Competent Authority:  Signature/Name/Date:
<b>Certification statement</b>			
10	<del>I will ensure that the aircraft is maintained in accordance with this maintenance programme and that the maintenance programme will be reviewed and updated as required'</del>  Signed by the person/organisation responsible for the continuing airworthiness of the aircraft according to <u>M.A.201</u> : Owner <input type="checkbox"/> Lessee <input type="checkbox"/> CAMO <input type="checkbox"/>  Name of owner/lessee or CAMO approval number:  Address:  Telephone/fax:  E-mail:  Signature/Date:		
11	Appendices attached:  <del>Appendix A</del> YES <input type="checkbox"/> NO <input type="checkbox"/>  <del>Appendix B</del> YES <input type="checkbox"/> NO <input type="checkbox"/>		

**Appendix A ‘Minimum Inspection Programme’ (only applicable if a Minimum Inspection Programme different from the one described in AMC M.A.302(j) is used) (see Section 2 above)**

*Detail the tasks and inspections contained in the Minimum Inspection Programme being used.*

**Appendix B ‘Additional Maintenance Requirements’ and ‘Pilot-owner maintenance’ (include only if applicable) (see Sections 4, 5 and 6 above)**

<b>Task Description</b>	<b>References</b>	<b>Interval</b>
<b>Maintenance related to specific equipment and modifications</b>		
<b>Maintenance related to repairs implemented in the aircraft</b>		
<b>Maintenance related to life-limited components</b>		
<b>Maintenance related to Mandatory Continuing Airworthiness Instructions (ALIs, CMRs, specific requirements in the TCDS, etc.)</b>		
<b>Maintenance related to repetitive Airworthiness Directives</b>		
<b>Maintenance related to specific operational/airspace directives/requirements (altimeter, compass, transponder, etc.)</b>		
<b>Maintenance related to the type of operation or operational approvals</b>		

Task Description	Recommended interval	Indicate: 'Adopted', or 'Not adopted', or 'Adopted with deviations'	Alternative inspection/task (if adopted with deviations)	Amended interval (if adopted with deviations)
<del>Maintenance recommendations contained in Service Bulletins, Service Letters, etc.</del>				
<del>NOTE: List all the applicable maintenance recommendations, even those for which it has been decided not to accomplish the task or to accomplish it with deviations.</del>				
<del>Task Description (Pilot-owner maintenance)</del>				
<del>Pilot-owner maintenance tasks contained in <u>AMC to Appendix VIII to Part M</u> which are not performed by the Pilot-owner</del>				
<del>Pilot-owner maintenance tasks performed by the Pilot-owner additional to those contained in <u>AMC to Appendix VIII to Part M</u></del>				

[...]

## AMC M.A.302(f) Aircraft maintenance programme

### RELIABILITY PROGRAMMES

[...]

## AMC M.A.302(h) Aircraft maintenance programme

~~NOTE: This AMC is applicable to those ELA1 aircraft not involved in commercial operations for which the owner has elected to apply the provisions of M.A.302(h).~~

- ~~1. The aircraft should only be maintained according to one maintenance programme at a given point in time. Where an owner wishes to change from one programme to another because of a change in the type of operation, a transfer check or inspection may need to be performed to implement the change.~~
- ~~2. The maintenance programme may take the format of the standard template provided in AMC M.A.302(e).~~
- ~~3. During the annual review of the maintenance programme, the following should be taken into consideration:
 
  - ~~1. The results of the maintenance performed during that year, which may reveal that the current maintenance programme is not adequate.~~
  - ~~2. The results of the airworthiness review performed on the aircraft, which may reveal that the current maintenance programme is not adequate.~~
  - ~~3. Revisions introduced in the documents affecting the programme basis, such as the M.A.302(i) 'Minimum Inspection Programme' or the Design Approval Holder data.~~~~

~~4. — Applicable mandatory requirements for compliance with Part 21, such as Airworthiness Directives, Airworthiness Limitations, Certification Maintenance Requirements and specific maintenance requirements contained in the TCDS.~~

~~For the purpose of reviewing the results of the maintenance performed during that year, the airworthiness review staff should request the owner/CAMO to provide the records of all the maintenance performed during that year, including unscheduled maintenance.~~

~~When reviewing the results of the maintenance performed during that year and the results of the airworthiness review, attention should be paid as to whether the defects found may have been prevented by introducing in the maintenance programme certain recommendations from the Design Approval Holder which were initially disregarded by the owner.~~

## **~~GM M.A.302(h) Aircraft maintenance programme~~**

~~Responsibilities associated to maintenance programmes developed in accordance with M.A.302(h):~~

~~— If the owner has contracted an organisation in accordance with M.A.201(i)(1) or M.A.201(i)(3) (whether it covers the full continuing airworthiness management or it is just for the development of the maintenance programme), this organisation is responsible for developing and proposing to the owner a maintenance programme which:~~

- ~~1. — indicates whether the maintenance programme is based on the ‘Minimum Inspection Programme’ described in M.A.302(i);~~
- ~~2. — identifies the owner and the specific aircraft, engine, and propeller (as applicable);~~
- ~~3. — includes all mandatory maintenance information and any additional tasks derived from the assessment of the recommendations issued by the Design Approval Holder;~~
- ~~4. — justifies any deviations from the recommendations issued by the Design Approval Holder;~~
- ~~5. — does not go below the requirements of the Minimum Inspection Programme; and~~
- ~~6. — is customised to the particular aircraft type, configuration and operation, in accordance with paragraph M.A.302(h)3.~~

~~If the maintenance programme is going to be approved by the competent authority, such competent authority is responsible for evaluating the justifications provided in relation to deviations from the recommendations issued by the Design Approval Holder.~~

~~However, when issuing a declaration for the maintenance programme, the owner assumes full responsibility for any deviations introduced to the maintenance programme proposed by the contracted organisation. The organisation which developed the maintenance programme is not responsible for such deviations. These deviations do not need to be justified by the owner.~~

~~— If the owner has not contracted an organisation in accordance with M.A.201(i)(2) and has decided to develop the maintenance programme himself/herself, when issuing a declaration for the maintenance programme, the owner assumes full responsibility for its content, including any deviations introduced to the recommendations issued by the Design Approval Holder. In this case, these deviations do not need to be justified. However, the maintenance programme still needs to comply with the requirements contained in M.A.302(h), in particular with the obligation to not go below the requirements of the ‘Minimum Inspection Programme’ and to comply with the mandatory continuing airworthiness information.~~

~~If the maintenance programme is going to be approved by the competent authority, the owner needs to provide to such competent authority the justification for the deviations from the Design Approval Holder recommendations.~~

- ~~— The content of the declared (by the owner) maintenance programme cannot be initially challenged either by the competent authority, the contracted CAMO, or the contracted maintenance organisation. This declared maintenance programme is the basis for adequate planning of maintenance as well as for the airworthiness reviews and the content of the Aircraft Continuing Airworthiness Monitoring (ACAM) inspections in accordance with M.B.303. Nevertheless, the maintenance programme will be subject to periodic reviews at the occasion of the airworthiness review and the competent authority shall be notified in case of discrepancies linked to deficiencies in the content of the maintenance programme, as described in M.A.302(h)5, M.A.710(ga), M.A.710(h), M.A.901(l)5, and M.A.901(l)7. The owner shall amend the maintenance programme accordingly as required by M.A.302(h)5.~~
- ~~— When the competent authority is notified of deficiencies linked to the content of the declared maintenance programme for a particular aircraft, the competent authority should contact the owner, request a copy of the maintenance programme (if it was declared) and use the information received for the adequate planning of the ACAM programme. Based on the reported deficiencies and the risks identified, the competent authority will adapt the ACAM programme accordingly. This notification will also allow that the competent authority agrees on the changes required to the maintenance programme as required by M.A.302(h)5.~~
- ~~— Although there is no requirement for the owner to send a copy of the declared maintenance programme to the competent authority, this does not prevent the competent authority from requesting a copy to the owner at any time, even if deficiencies have not been reported.~~
- ~~— Since the maintenance programme has to identify the deviations introduced to the recommendations issued by the Design Approval Holder, the airworthiness reviews and ACAM inspections should place emphasis on the inspection of those areas affected by those deviations in order to make sure that the maintenance programme is effective.~~
- ~~— Since the competent authority is not responsible for the content of a declared maintenance programme, the competent authority cannot authorise deviations from its content. In such case, the owner can always declare an amended maintenance programme.~~

## **AMC M.A.302(i) Aircraft maintenance programme**

This AMC contains an acceptable 'Minimum Inspection Programme' for the following categories of ELA1 aircraft not involved in commercial operations:

- ~~— ELA1 aeroplanes;~~
- ~~— ELA1 sailplanes and ELA1 powered sailplanes; and~~
- ~~— ELA1 hot-air balloons.~~

~~Although this AMC does not contain an acceptable 'Minimum Inspection Programme' for gas balloons, the use of a 'Minimum Inspection Programme' is still possible as long as it complies with the requirements established in M.A.302(i).~~

The 'Minimum Inspection Programmes' defined in this AMC already comply with the requirements established in M.A.302(i) and may be used in order to define the basic information for the maintenance programme as required by M.A.302(h)2. However, the maintenance programme must be customised as required by M.A.302(h)3, which may be done by using the standard template contained in AMC M.A.302(e).

It must be noted that using the '1 month' tolerance permitted by M.A.302(i)1 for the annual inspection may result in an expired ARC.

#### **Minimum Inspection Programme for ELA1 aeroplanes not involved in commercial operations**

To be performed every annual/100 h interval, whichever comes first.

A tolerance of one month or 10 h may be applied. However, the next interval shall be calculated from the date/hours originally scheduled (without the tolerance).

Note 1: Use the manufacturer's maintenance manual to accomplish each task/inspection.

Note 2: Proper operation of backup or secondary systems and components should be included for every instance where a check is performed for improper installation/operation.

<b>ELA1 aeroplanes not involved in commercial operations</b>	
<b>System/component/area</b>	<b>Task &amp; Inspection detail</b>
<b>GENERAL</b>	
General	Remove or open all necessary inspection plates, access doors, fairings, and cowlings. Clean the aircraft and aircraft engine as required.
Lubrication/servicing	Lubricate and replenish fluids in accordance with the manufacturer's requirements.
Markings	Check that side and under-wing registration markings are correct. If applicable, check that an exemption for alternate display is approved. Identification plate for National Aviation Authority registered aircraft is present. Other identification markings on fuselage are in accordance with local (national) rules.
Weighing	Review weighing record to establish accuracy against installed equipment. Weigh the aircraft as required by the Part-NCO rules.
<b>AIRFRAME</b>	
Fabric and skin	Inspect for deterioration, distortion, other evidence of failure, and defective or insecure attachment of fittings. NOTE: When checking composite structures, check for signs of impact or pressure damage that may indicate underlying damage.
Fuselage structure	Check frames, formers, tubular structure, braces, and attachments. Inspect for signs of corrosion.
Systems and components	Inspect for improper installation, apparent defects, and unsatisfactory operation.
Pitot/static system	Inspect for security, damage, cleanliness, and condition. Drain any water from condensation drains.
General	Inspect for lack of cleanliness and loose equipment that might foul the controls.
Tow hooks	Inspect for condition of moving parts and wear. Check service life. Carry out operational test.
<b>CABIN AND COCKPIT</b>	
Seats, safety belts and harnesses	Inspect for poor condition and apparent defects. Check for service life.

<b>ELA1-aeroplanes-not-involved-in-commercial-operations</b>	
Windows, canopies and windshields	Inspect for deterioration and damage, and for function of emergency jettison.
Instrument panel assemblies	Inspect for poor condition, mounting, marking, and (where practicable) improper operation. Check markings of instruments in accordance with the Flight Manual.
Flight and engine controls	Inspect for improper installation and improper operation.
Speed/weight/manoeuvre placard	Check that the placard is correct and legible and accurately reflects the status of the aircraft.
All systems	Inspect for improper installation, poor general condition, apparent and obvious defects, and insecurity of attachment.
<b>LANDING GEAR</b>	
Shock-absorbing devices	Inspect for improper fluid level. Inspect for wear and deformation of rubber pads, bungees, and springs.
All units	Inspect for poor condition and insecurity of attachment.
Retracting and locking mechanism	Inspect for improper operation.
Linkages, trusses and members	Inspect for undue or excessive wear fatigue and distortion.
Hydraulic lines	Inspect for leakage. Check service life.
Electrical system	Inspect for chafing and improper operation of switches.
Wheels	Inspect for cracks, defects, and condition of bearings.
Tyres	Inspect for wear and cuts.
Brakes	Inspect for improper adjustment and wear. Carry out operational test.
Floats and skis	Inspect for insecure attachment and apparent defects.
<b>WING AND CENTRE SECTION</b>	
All components	Inspect all components of the wing and centre section assembly for poor general condition, fabric or skin deterioration, distortion, evidence of failure, insecurity of attachment.
Connections	Inspect main connections (e.g. between wings, fuselage, wing tips) for proper fit, play within tolerances, wear or corrosion on bolts and bushings.
<b>FLIGHT CONTROLS</b>	
Control circuit/stops	Inspect control rods and cables. Check that the control stops are secure and make contact.
Control surfaces	Inspect aileron, flap, elevator, air brake and rudder assemblies, hinges, control connections, springs/bungees, tapes and seals. Check and record range of movement and cable tensions, if specified, and check free play.
Trim systems	Inspect trim surfaces, controls, and connections. Check full range of motion.
<b>EMPENNAGE</b>	
All components and systems	Inspect all components and systems that make up the complete empennage assembly for poor general condition, fabric or skin deterioration, distortion, evidence of failure, insecure attachment, improper component installation, and improper component operation.
<b>AVIONICS AND ELECTRICS</b>	
Batteries	Inspect for improper installation, improper charge and spillage and corrosion.
Radio and electronic equipment	Inspect for improper installation and insecure mounting. Carry out ground function test.

<b>ELA1-aeroplanes-not-involved-in-commercial-operations</b>	
Wiring and conduits	Inspect for improper routing, insecure mounting, and obvious defects.
Bonding and shielding	Inspect for improper installation, poor condition, and chafing and wear of insulation.
Antennas	Inspect for poor condition, insecure mounting, and improper operation.
<b>POWERPLANT</b>	
Engine section	Inspect for visual evidence of excessive oil, fuel or hydraulic leaks and sources of such leaks.
Studs and nuts	Inspect for looseness, signs of rotation and obvious defects.
Internal engine	Inspect for cylinder compression (record measures for each cylinder) and for metal particles or foreign matter in oil filter, screens and sump drain plugs. If there is weak cylinder compression, inspect for improper internal condition and improper internal tolerances.
Engine mounts	Inspect for cracks, looseness of mounting, and looseness of the engine to mount attachment.
Flexible vibration dampeners	Inspect for poor condition and deterioration.
Engine controls	Inspect for defects, improper travel, and improper safe tying.
Lines, hoses and clamps	Inspect for leaks, improper condition, and looseness.
Exhaust stacks	Inspect for cracks, defects, and improper attachment.
Turbocharger and intercooler	Inspect for leaks, improper condition, and looseness of connections and fittings.
Liquid cooling systems	Inspect for leaks and proper fluid level.
Electronic engine control	Inspect for signs of chafing and proper electronics and sensor installation.
Accessories	Inspect for apparent defects in security of mounting.
All systems	Inspect for improper installation, poor general condition, defects and insecure attachment.
Cowling	Inspect for cracks and defects. Check cowling flaps.
Cooling baffles and seals	Inspect for defects, improper attachment, and wear.
Fuel tanks	Inspect for improper installation and connection.
<b>CLUTCHES AND GEARBOXES</b>	
Filters, screens, and chip detectors	Inspect for metal particles and foreign matter.
Exterior	Inspect for oil leaks.
Output shaft	Inspect for excessive bearing play and condition.
<b>PROPELLER</b>	
Propeller assembly	Inspect for cracks, nicks, binds, and oil leakage.
Propeller bolts	Inspect for proper installation, looseness, signs of rotation, and lack of safe tying.
Propeller control mechanism	Inspect for improper operation, insecure mounting, and restricted travel.
Anti-icing devices	Inspect for improper operation and obvious defects.
<b>MISCELLANEOUS</b>	
Ballistic rescue system	Inspect for proper installation, unbroken activation mechanism, proper securing while on ground, validity of inspection periods of pyrotechnic devices, and parachute packing intervals.
Other miscellaneous items	Inspect installed miscellaneous items that are not otherwise covered by this listing for improper installation and improper operation.
<b>OPERATIONAL CHECKS</b>	

<b>ELA1 aeroplanes not involved in commercial operations</b>	
Power and revolutions per minute (rpm)	Check that power output, static and idle rpm are within published limits.
Magnetos	Check for normal function.
Fuel and oil pressure	Check they are within normal values.
Engine temperatures	Check they are within normal values.
Engine	For engines equipped with automated engine control (e.g. FADEC), perform the published run-up procedure and check for discrepancies.
Engine	For dry-sump engines and engines with turbochargers and for liquid-cooled engines, check for signs of disturbed fluid circulation.
Pitot-static system	Perform operational check.
Transponder	Perform operational check.

### **Minimum Inspection Programme for ELA1 sailplanes and ELA1 powered sailplanes not involved in commercial operations**

To be performed:

- every annual/100 h interval (for Touring Motor Gliders (TMG)), whichever comes first; or
- every annual interval (for other than TMGs).

A tolerance of one month or 10 h, as applicable, may be applied. However, the next interval shall be calculated from the date/hours originally scheduled (without the tolerance).

Note 1: Use the manufacturer's maintenance manual to accomplish each task/inspection.

Note 2: In the case of TMGs, it is acceptable to control the hours of use of the aircraft, engine and propeller as separate entities. Any maintenance check to be done between two consecutive annual/100 h inspections may be performed separately on the aircraft, engine and propeller depending on when each element reaches the corresponding hours. However, at the time of the annual/100 h inspection, all the elements must be covered.

Note 3: Proper operation of backup or secondary systems and components should be included for every instance where a check is performed for improper installation/operation.

<b>ELA1 sailplanes and ELA1 powered sailplanes not involved in commercial operations</b>	
System/component/area	Task & Inspection detail
<b>GENERAL</b>	
General — all tasks	The aircraft must be clean prior to inspection. Inspect for security, damage, wear, integrity, drain/vent holes clear, signs of overheating, leaks, chafing, cleanliness and condition as appropriate to the particular task. Whilst checking composite structures, check for signs of impact or pressure damage that may indicate underlying damage.
Lubrication/servicing	Lubricate and replenish fluids in accordance with the manufacturer's requirements.
Markings	Check that side and under-wing registration markings are correct. If applicable, check that an exemption for alternate display is approved. Identification plate for National Aviation Authority registered aircraft is present. Other identification markings on fuselage in accordance with local (national) rules.
—Weighing:	Review weighing record to establish accuracy against installed equipment. Weigh the aircraft as required by the Part-NCO rules.
<b>AIRFRAME</b>	

<b>ELA1 sailplanes and ELA1 powered sailplanes not involved in commercial operations</b>	
Fuselage paint/gel coat, including registration markings	Inspect external surface and fairings, gel coat, fabric covering or metal skin, and paintwork. Check that registration marks are correctly applied.
Fuselage structure	Check frames, formers, tubular structure, skin, and attachments. Inspect for signs of corrosion on tubular framework.
Nose fairing	Inspect for evidence of impact with ground or objects.
Release hook(s)	Inspect nose and Centre of Gravity (C of G) release hooks and controls. Check operational life. Carry out operational test. If more than one release hook or control is fitted, check operation of all release hooks from all positions.
Pot pitot/ventilator	Check alignment of probe, check operation of ventilator.
Pitot/static system	Inspect pitot probes, static ports and all accessible tubing for security, damage, cleanliness, and condition. Drain any water from condensation drains.
Bonding/vents drains	Check all bonding leads and straps. Check that all vents and drains are clear from debris.
<b>CABIN AND COCKPIT</b>	
Cleanliness/loose articles	Check under cockpit floor/seat pan and in rear fuselage for debris and foreign items.
Canopy, locks and jettison	Inspect canopy, canopy frame and transparencies for cracks, unacceptable distortion, and discolouration. Check operation of all locks and catches. Carry out an operational test of the canopy jettison system from all positions.
Seat/cockpit floor	Inspect seat(s). Check that all loose cushions are correctly installed and, as appropriate, energy absorbing foam cushions are fitted correctly. Ensure that all seat adjusters fit and lock correctly.
Harness(es)	Inspect all harnesses for condition and wear of all fastenings, webbing, and fittings. Check operation of release and adjustments.
Rudder pedal assemblies	Inspect rudder pedal assemblies and adjusters.
Flight control circuits/stops	Inspect flight controls rods/cables. Check that control stops are secure and make contact. Pay particular attention to wear and security of liners and cables in 'S' tubes. Inspect self-connecting control devices.
Instrument panel assemblies	Inspect instrument panel and all instruments/equipment. Check instrument readings are consistent with ambient conditions. Check marking of all switches, circuit breakers, and fuses. Check operation of all installed equipment, as possible, in accordance with the manufacturer's instructions. Check markings of instruments in accordance with the Flight Manual.
Oxygen system	Inspect oxygen system. Check bottle hydrostatic test date expiry in accordance with the manufacturer's recommendations. Ensure that the bottle is not completely empty (13,8 bars/200 psi minimum) and refill with aviator's oxygen only. Clean masks and regulators with suitable cleaning wipes. Ensure that the oxygen installation is recorded on weight and C of G schedule. <b>CAUTION: OBSERVE ALL SAFETY PRECAUTIONS.</b>
Colour coding of controls	Ensure that controls are colour coded and in good condition, as follows: Tow release: yellow Air Brakes: blue Trimmer: green Canopy normal operation: white Canopy jettison: red Other controls: clearly marked but not using any of the above colours.
Equipment stowed in centre section	Check for security and condition. Check validity of any safety equipment. Check the manufacturer's and the NAA's (if required) data plates.
Speed/weight/ manoeuvre placard	Check that the placard is correct and legible and accurately reflects the status of the aircraft.

<b>ELA1 sailplanes and ELA1-powered sailplanes not involved in commercial operations</b>	
<b>LANDING GEAR</b>	
Front skid/nose wheel and mounts	Inspect for evidence of hard/heavy landings. Check skid wear. Inspect wheel, tyre, and wheel box. Check tyre pressure.
Main wheel and brake assembly	Check for integrity of hydraulic seals and leaks in pipe work. Check life of hydraulic hoses and components if specified by the manufacturer. Remove brake drums, check brake lining wear. Check disk/drum wear. Refit drum. Check brake adjustment. CAUTION: BRAKE DUST MAY CONTAIN ASBESTOS. Check operation of brake. Check level of brake fluid and replenish if necessary. Check tyre pressure. CAUTION: CHECK TYPE OF BRAKE FLUID USED AND OBSERVE SAFETY PRECAUTIONS.
Undercarriage suspension	Check springs, bungees, shock absorbers, and attachments. Check for signs of damage. Service strut if applicable.
Undercarriage retract system and doors	Check retraction mechanism and controls, warning system if fitted, gas struts, doors and linkages/springs, over-centre/locking device. Perform retraction test.
Tail skid/wheel	Inspect for evidence of hard/heavy landings. Check skid wear. Inspect wheel, tyre, and wheel box. Check bond of bonded skids. Check tyre pressure.
Wheel brake control circuit	Inspect wheel brake control rods/cables. If combined with air brake, ensure correct rigging relationship. Check parking brake operation if fitted.
<b>WING AND CENTRE SECTION</b>	
Centre section fairing	Inspect for security, damage, and condition.
Wing attachments	Inspect the wing structural attachments. Check for damage, wear, and security. Check for rigging damage. Check condition of wing attachment pins.
Aileron control circuit/stops	Inspect aileron control rods/cables. Check that control stops are secure and make contact. Inspect self-connecting control devices.
Air brake control circuit	Inspect air brake control rods/cables. Check friction/locking device (if fitted). Inspect self-connecting control devices.
Wing struts/wires	Inspect wing struts for damage and internal corrosion. Re-inhibit wing struts internally every three years or in accordance with the manufacturer's instructions.
Wings including underside registration markings	Check mainplane structure externally and internally as far as possible. Check gel coat, fabric covering, or metal skin. Check that registration marks are correctly applied.
Ailerons and controls	Inspect aileron and flap/aperon assemblies, hinges, control connections, springs/bungees, tapes, and seals. Ensure that seals do not impair full range of movement.
Air brakes/spoilers	Inspect air brake/spoiler panel(s) operating rods, closure springs, and friction devices as fitted.
Flaps	Check flap system and control. Inspect self-connecting control devices.
Control deflections and free play, and record on worksheets	Check and record range of movements and cable tensions, if specified, and check free play.
<b>EMPENNAGE</b>	
Tailplane and elevator	With tailplane de-rigged, check tailplane and attachments, self-connecting and manual control connections. Check gel coat, fabric covering, or metal skin.
Rudder	Check rudder assembly, hinges, attachments, balance weights.
Rudder control circuit/stops	Inspect rudder control rods/cables. Check that control stops are secure and make contact. Pay particular attention to wear and security of liners and cables in 'S' tubes.

<b>ELA1 sailplanes and ELA1-powered sailplanes not involved in commercial operations</b>	
Elevator control circuit/stops	Inspect elevator control rods/cables. Check that control stops are secure and make contact. Inspect self-connecting control devices.
Trimmer control circuit	Inspect trimmer control rods/cables. Check friction/locking device.
Control deflections and free play, and record on worksheets	Check and record range of movements and cable tensions, if specified, and check free play.
<b>AVIONICS AND ELECTRICS</b>	
Electrical installation/fuses	Check all electrical wiring for condition. Check for signs of overheating and poor connections. Check fuses/trips for condition and correct rating.
Battery security and corrosion	Check battery mounting for security and operation of clamp. Check for evidence of electrolyte spillage and corrosion. Check that the battery has the main fuse fitted correctly. It is recommended to carry out battery capacity test on gliders equipped with radio, used for cross-country, controlled airspace, or competition flying.
Radio installations and placards	Check radio installation, microphones, speakers and intercom, if fitted. Check that the call sign placard is installed. Carry out ground function test. Record radio type fitted.
Altimeter datum	Check barometric sub-scale. Maximum error 2 Mb.
Pitot-static system	Perform operational check.
Transponder	Perform operational check.
<b>MISCELLANEOUS</b>	
Removable ballast	Check removable ballast mountings and securing devices (including fin ballast if applicable) for condition. Check that ballast weights are painted with conspicuous colour. Check that provision is made for the ballast on the loading placard.
Drag chute and controls	Inspect chute, packing and release mechanism. Check packing intervals.
Water ballast system	Check water ballast system, wing and tail tanks as fitted. Check filling points, level indicators, vents, dump and frost drains for operation and leakage. If loose bladders are used, check for leakage and expiry date as applicable.
<b>POWERPLANT (when applicable)</b>	
Engine pylons and mountings	Inspect engine and pylon installation. Check engine compartment and fire sealing.
Gas strut	Check gas strut.
Pylon/engine stops	Check limit stops on retractable pylons. Check restraint cables.
Electric actuator	Inspect electric actuator, motor, spindle drive, and mountings.
Electrical wiring	Inspect all electrical wiring. Pay special attention to wiring that is subject to bending during extension and retraction of engine/pylon.
Limit switches	Check operation of all limit switches and strike plates. Make sure that they are not damaged by impact.
Fuel tank(s)	Check fuel tank mountings and tank integrity. Check fuel quantity indication system if fitted.
Fuel pipes and vents	Check all fuel pipes especially those subject to bending during extension and retraction of engine/pylon. Check that vents are clear. Make sure that overboard drains do not drain into engine compartment. Check self-sealing.
Fuel cock or shut off valve	Check operation of fuel cock or shut-off valve and indications.
Fuel pumps and filters	Clean or replace filters as recommended by the manufacturer. Check operation of fuel pumps for engine supply or tank replenishment. Check fuel pump controls and indications.
Decompression valve	Inspect decompression valve and operating control.

<b>ELA1 sailplanes and ELA1-powered sailplanes not involved in commercial operations</b>	
Spark plugs	Carry out spark plug service. It is recommended to replace spark plugs at annual intervals.
Harnesses and Magneto	Inspect low tension and high tension wiring, connectors, spark plug caps. Check magneto to engine timing. Check impulse coupling operation.
Propeller bolts, assembly, mounting, torquing & drive belt	Inspect propeller, hub, folding mechanism, brake, pitch change mechanism, stow sensors.
Doors	Check engine compartment doors, operating cables, rods, and cams.
Safety springs	Check all safety and counterbalance springs.
Extension and retraction	Check that extension and retraction operation times are within limits specified by manufacturer. Check light indications and interlocks for correct operation.
Exhaust	Inspect exhaust system, silencer, shock mounts, and links.
Engine installation	Inspect engine and all accessories. Carry out compression test and record results. Compression test results: No1 (left/front): No2 (right/rear):
Lubrication	Change engine oil and filter. Replenish oil and additive tanks.
Engine instruments	Inspect all engine instruments and controls. Check control unit, mounts, bonding and connections. Carry out internal self test if fitted.
Flexible vibration dampers	Check for poor condition and deterioration.
Engine battery	If separate from airframe battery, inspect battery and mountings. If the main fuse is fitted, check rating and condition. Perform a functional test.
Placards	Check that all placards are in accordance with flight manual and legible.
Oil and fuel leaks	With the engine fully serviced, check the fuel and oil system for leaks.

### **Minimum Inspection Programme for ELA1 hot air balloons not involved in commercial operations**

To be performed every annual interval.

A tolerance of one month may be applied. However, the next interval shall be calculated from the date originally scheduled (without the tolerance).

Note 1: Use the manufacturer's maintenance manual to accomplish each task/inspection.

Note 2: Proper operation of backup or secondary systems and components should be included for every instance where a check is performed for improper installation/operation.

#### **1-Envelope**

<b>System/component/area</b>	<b>Task &amp; Inspection detail</b>
Identification (type/serial number/registration plate)	Check for presence and verify type/serial number installed.
Crown ring and line	In place; not corroded; crown line undamaged and has appropriate length.
Vertical/horizontal load tapes	Check joints with the crown ring, top of the envelope and wires. All load tapes undamaged along their entire length. Inspect base horizontal tape and edge of the envelope top. Inspect joint between base horizontal load tape and vertical load tapes.
Envelope fabric	Inspect the envelope fabric panels (including parachute and rotation vents if fitted) for damage, porosity overheating or weakness. Unrepaired damage is within tolerance given by the manufacturer.

System/component/area	Task & Inspection detail
	If substantial fabric porosity is suspected, then a flight test should be performed, but only after a grab test has demonstrated that the balloon is safe to fly. Perform grab test in accordance with the manufacturer's instructions.
Flying cables	Inspect for damage (particularly heat damage). Kevlar cable — yellow core is not visible
Karabiners	Inspect for damage. Karabiner lock is working properly.
Melting link and Tempilabel	Check maximum temperature indication (flag/'tell tale').
Control system lines	Inspect for damage wear, security of knots. Check proper length. Check lines attachments for damage, wear, security.
Control lines and their attachments	Inspect for damage, wear, security of knots. Check proper length of the lines.
Envelope pulleys	Inspect for damage, wear, free running, contamination, security of attachment.

## 2. Burner

System/component/area	Task & Inspection detail
Identification (type/serial number)	Check for presence and verify type/serial number installed.
Burner frame	Inspect welds for cracking.
	Inspect tubes for distortion/deformation/cuts/gouges.
	Inspect frame for security of fasteners (heat shields, flexi-corners).
	Inspect frame lugs for wear, cracking.
	Inspect general condition (corrosion, heat shields).
Gimballing	Check stiffness, security of fitting manifolds.
Leak check	Perform leak check of the burner.
Hoses	Inspect all hoses for wear, damage, leak, and lifetime limitation. Inspect condition and correct function of the fuel.
Pressure gauges	Check Pressure gauge reads zero when no pressure applied, lens present.
Pilot valves/flame	Check Shut off, free movement, correct function, lubricate if necessary.
Whisper valves/flame	Check Shut off, free movement, correct function, lubricate if necessary.
Main valves/flame	Check Shut off, free movement, correct function, lubricate if necessary.
Coils	Check for damage, distortion, security of fasteners. Inspect welds for cracking.
	Check security of jets, tighten or replace as necessary.
Fuel	Check correct type, check dates (if applicable).

## 3. Basket

System/component/area	Task & Inspection detail
Identification (type/serial number)	Check for presence and verify type/serial number installed.
Basket body	Check the general condition of the basket body. Inspect weave for damage, cracks/holes. No sharp objects inside the basket.
Basket wires	Inspect for damage, check eye rings.
Karabiners	Inspect for damage. Karabiner lock is working properly.
Basket floor	Inspect for damage and cracks.
Runners	Inspect for damage.

System/component/area	Task & Inspection detail
Rawhide	Inspect for damage, wear and attachments to the floor.
Rope handles	Inspect for damage, security of attachment.
Cylinder straps	Inspect for damage, deterioration.
Padded basket edge trim	Inspect for damage and wear.
Burner rods	Inspect for damage, wear and cracking.
Padded burner rod covers	Inspect for damage and wear.
Basket equipment	Check presence and functionality.
Pilot restraint	Inspect for security and condition.
Fire extinguisher	Check expiration date and protection cover.
First-aid kit	Check for completeness and expiration date.

#### 4. Fuel tanks

System/component/area	Task & Inspection detail
Identification (type/serial number)	Check for presence.
Cylinder	Check periodic inspections for each cylinder is valid (date) (e.g. 10 years' inspection).
Cylinder body	Inspect for damage, corrosion.
Liquid valve	Inspect for damage, corrosion, correct operation. Inspect O-ring seals, lubricate/replace as required.
Fixed liquid Level gauge	Inspect for damage, corrosion, correct operation.
Contents Gauge	Inspect for damage, corrosion, freedom of movement.
Vapour valve	Inspect for damage, corrosion, correct operation (including regulator). Inspect Quick Release Coupling for correct operation, sealing.
Padded cover	Inspect for damage.
Pressure relief valve	Does not indicate over pressuring
Assembly	Inspect, leak test all pressure holding joints using leak detector. Functional test

#### 5. Additional equipment

System/component/area	Task & Inspection detail
Instruments	Functional check
Quick release	Functional check and inspect the condition of the latch, bridle and ropes for wear and deterioration. Check that the karabiners are undamaged and operate correctly.
Communication/navigation equipment (radio)	Perform operational check.
Transponder	Perform operational check.

## GM M.A.305 Aircraft continuing airworthiness record system

- (a) The aircraft continuing airworthiness records are the means to assess the airworthiness status of a product and its components. An aircraft continuing airworthiness record system includes the processes to keep and manage those records and should be proportionate to the subject aircraft. Aircraft continuing airworthiness records should provide the owner/CAO/CAMO of an aircraft with the information needed:
- (1) to demonstrate that the aircraft is in compliance with the applicable airworthiness requirements; and
  - (2) to schedule all future maintenance as required by the aircraft maintenance programme based, if any, on the last accomplishment of the specific maintenance as recorded in the aircraft continuing airworthiness records.
- (b) 'Applicable airworthiness limitation parameter' and 'applicable parameter' refer to 'flight hours' and/or 'flight cycles' and/or 'landings' and/or 'calendar time', and/or any other applicable utilisation measurement unit, as appropriate.
- (c) A 'life-limited part' is a part for which the maintenance schedule of the aircraft maintenance programme requires the permanent removal from service when, or before, the specified mandatory life limitation in accordance with Commission Regulation (EU) No 748/2012 if any of the applicable parameters is reached.
- (d) The 'current status' when referring to components of life-limited parts should indicate, for each affected part, the life limitation, the total life accumulated in any applicable parameter (as appropriate) and the remaining life in any applicable parameter before the life limitation is reached.
- (e) The term 'time-controlled components' embraces any component for which the maintenance schedule of the aircraft maintenance programme requires periodically the removal for maintenance to be performed in an appropriate approved organisation for maintenance in components (workshop) to return the component to a specified standard, the replacement of sub-components of the assembly by new ones, or the inspection or test of component's performance, after a service period controlled at component level in accordance with the specified airworthiness limitation defined in accordance with Commission Regulation (EU) No 784/2012, in any of the applicable parameters.
- (f) The 'current status' when referring to time controlled components refers to the current status of compliance with the required periodic maintenance task(s) from the maintenance schedule of the aircraft maintenance programme specific to the time-controlled components. It should include the life accumulated by the affected components in the applicable parameter, as appropriate, since the last accomplishment of scheduled maintenance specified in the maintenance schedule of the aircraft maintenance programme. Any action that alters the periodicity of the maintenance task(s) or changes the parameter of this periodicity should be recorded.
- (g) 'Detailed maintenance records' in this part refers to those records required to be kept by the person or organisation responsible for the aircraft continuing airworthiness in accordance with M.A.201 in order that they may be able to fulfil their obligations under Part M.

These are only a part of the detailed maintenance records required to be kept by a maintenance organisation under M.A.614, CAO.A.090(a) or 145.A.55(c). Maintenance organisations are

required to retain all detailed records to demonstrate that they worked in compliance with their respective requirements and quality procedures.

Not all records need to be transferred from the maintenance organisation to the person or organisation responsible for the aircraft continuing airworthiness in accordance with M.A.201 unless they specifically contain information relevant to aircraft configuration and future maintenance. Thus, incoming certificates of conformity, batch number references and individual task card sign-offs verified by and/or generated by the maintenance organisation are not required to be retained by the person or organisation responsible in accordance with M.A.201. However, dimensional information contained in the task card sign-off or work pack may be requested by the owner/CAO/CAMO in order to verify and demonstrate the effectiveness of the aircraft maintenance programme.

Information relevant to future maintenance may be contained in specific documents related to:

- modifications;
- airworthiness directives;
- repaired and non-repaired damage;
- components referred in M.A.305(d); and
- measurements relating to defects.

(h) An airworthiness limitation is a boundary beyond which an aircraft or a component thereof must not be operated, unless the instruction(s) associated with this airworthiness limitation is (are) complied with.

(i) 'Other maintenance required for continuing airworthiness' refers to unscheduled or out-of-phase maintenance due to abnormal or particular conditions or events with an impact on the continuing airworthiness of the aircraft at the time of its return to service. It is not intended to request every single condition described in the maintenance data, e.g. Aircraft Maintenance Manual Chapter 5, but just those that cannot be captured by other means; for example, when they are not included in the records for repairs. Some abnormal or particular conditions or events that could be kept under this requirement could be lightning strikes, hard landings, long-term storage, propeller or rotor over-speed, over-torque, impact on a main rotor blade, etc.

(j) The term 'in-service history record' embraces records from which the current status of life-limited parts can be determined. The 'in-service history record' template could be adjusted to the relevant characteristics of the life-limited part, e.g. an engine disk being different from a fire extinguisher squib or landing gear sliding tube.

Such records document each time a life-limited part is placed in service or removed from service. They should clearly:

- (1) identify the part by its part number and serial number,
- (2) show the date of installation and removal (i.e. date on/date off),
- (3) show the details of the installation and removal (i.e. type, serial number, weight variant, thrust rating, as appropriate, of the aircraft, engine, engine module, or propeller) at installation and removal of the part when this is necessary to appropriately control the life limitation.
- (4) Show the total in-service life accumulated in any applicable parameter, as appropriate, corresponding to the dates of installation and removal of the part.

Any other events that would affect the life limitation, such as an embodied modification (in accordance with airworthiness directives, service bulletins or any product improvements) that affects the life limitation or changes the limitation parameter, should also be included in the in-service history record. Not all modifications would necessarily be pertinent to the life limitation of the component. Additionally, if a parameter is not relevant to the life of the part, then that parameter does not need to be recorded.

- (k) The term 'permanently withdrawn from service' refers to moving the aircraft or component to a location that is not used for storage and/or future return to service.
- (l) The term 'current status' refers to the data which accurately establishes the level of compliance of an aircraft, engine, propeller or component thereof, with a requirement. Each status should:
  - (1) identify the aircraft, the engine, the propeller or the component it applies to;
  - (2) be dated; and
  - (3) include the relevant total in-service life accumulated in the applicable parameter on the date of the status.

### **AMC M.A.305(a) Aircraft continuing airworthiness record system CERTIFICATE OF RELEASE TO SERVICE**

- (a) The inclusion of the certificate of release to service in the aircraft continuing airworthiness record system means that the date and/or any applicable parameter at which the maintenance was performed, including a unique reference to the certificate of release to service, should be processed in the record system.
- (b) For components with airworthiness limitations, this information should be found on the authorised release certificate (EASA Form 1 or equivalent). For life-limited parts, some relevant information required by M.A.305 may need to be introduced in the in-service history records.

### **AMC M.A.305(b)1 Aircraft continuing airworthiness record system IN-SERVICE LIFE FOR ENGINES, PROPELLERS AND APU'S**

- (a) Some gas turbine engines and propellers are assembled from modules and the total life accumulated in service for the complete engine or propeller may not be kept. When owners and operators wish to take advantage of the modular design, then the total life accumulated in service for each module, as well as in-service history if applicable, and detailed maintenance records for each module, should be maintained. The continuing airworthiness records as specified should be kept with the module and should show compliance with any mandatory requirements pertaining to that module.
- (b) The recording of in-service life accumulation may be necessary also in other measurement units to ensure the continuing airworthiness of the aircraft. For example, a mandatory life limitation measured in cycles of auxiliary power unit (APU) usage may apply to some rotating parts. In such a case, APU cycles need to be recorded.

## AMC M.A.305(c)1 Aircraft continuing airworthiness record system

### AIRWORTHINESS DIRECTIVES

- (a) The current status of ADs, and measures mandated by the competent authority in immediate reaction to a safety problem, should identify the product/component, the applicable ADs including revision or amendment numbers and the date on which the status was updated. For the purpose of assessing the AD status, there is no need to list those ADs which are superseded or cancelled.
- (b) If the AD is generally applicable to the aircraft or component type but is not applicable to the particular aircraft, engine, propeller or component, then this should be identified with the reason why it is not applicable.
- (c) The current status of ADs should include the release to service date on which the AD or measure was accomplished (the date the certificate of release to service was issued), and where the AD or measure is controlled by flight hours and/or flight cycles and/or landings and/or any other applicable parameter, as appropriate, it should include the corresponding total life on that parameter accumulated in service on the date when the AD or measure was accomplished and/or the due limit in the appropriate parameter. For repetitive ADs or measures, only the last and next applications with the reference to the applicable parameter should be recorded in the current status.
- (d) The status should also specify the method of compliance and which part of a multi-part AD or measure has been accomplished, where a choice is available in the AD or measure.
- (e) The current status of AD should be sufficiently detailed to identify any loadable software aircraft part which is used for operating or controlling the aircraft.
- (f) When the AD is multi-part or requests assessments of certain inspections, this information should be shown as well.

## AMC M.A.305(c)2 Aircraft continuing airworthiness record system

### MODIFICATIONS AND REPAIRS

- (a) Status of current modifications and repairs means a list compiled at aircraft level of modifications and repairs currently embodied. It should include the identification of the aircraft, engine(s) or propeller(s), as appropriate, and the date of the certificate of release to service when the modification or repair was accomplished. Where a modification or repair creates the need for the accomplishment of scheduled maintenance tasks, the reference to the applicable tasks should be added to the aircraft maintenance programme. The status should include the reference to the data in accordance with M.A.304 that provides the accomplishment procedure for the modification or repair. It should also specify which part of a multi-part modification or repair has been accomplished and the method of compliance, where a choice is available in the data.
- (b) In addition to the previous applicable information, in respect to structure, the status of the current repairs should contain the description of the repair (e.g. doubler, blend, crack, dent, etc.), its location (e.g. reference to stringers, frames, etc.) and the dimensions. In the case of blend-out repairs, the remaining material should be recorded too.

- (c) The status of modifications should be sufficiently detailed to identify any installed loadable software aircraft part used for operating or controlling the aircraft, the part number of which evolves independently of its associated aircraft hardware component, as identified in the maintenance data of the relevant design approval holders.

Other loadable software parts, such as navigational data bases or entertainment systems, are not considered under this recording requirement.

- (d) For the purpose of this paragraph, a component replaced by a fully interchangeable alternate component is not considered a modification if this condition is published by the design approval holder.

- (e) The status of modifications and repairs should include engine(s), propeller(s) and components subject to mandatory instructions and associated airworthiness limitations, and it is not intended that it should be retained for other components.

## **GM M.A.305(c)(2) Aircraft continuing airworthiness record system**

### **IMPACT OF MODIFICATIONS AND REPAIRS**

- (a) The status of modifications and repairs may include the impact of a specific modification or repair in:

- (1) embodiment instructions;
- (2) mass and balance change data;
- (3) maintenance and repair manual supplements;
- (4) maintenance programme changes and instructions for continuing airworthiness; and/or
- (5) aircraft flight manual supplements.

- (b) When aircraft require a specific loadable software aircraft part configuration in order to operate correctly, a specific listing with this information may be necessary too.

## **AMC M.A.305(c)3 Aircraft continuing airworthiness record system**

### **AIRCRAFT MAINTENANCE PROGRAMME**

- (a) The current status of compliance with the aircraft maintenance programme means the last and next accomplishment data (referring to the applicable parameter) for the tasks specified in the maintenance schedule of the aircraft maintenance programme. It should include:

- (1) an identifier specific enough to allow an easy and accurate identification of the task to be carried out, such as a task reference combined with a task title or short description of the work to be performed;
- (2) the engine, propeller or component identification when the task is controlled at engine, propeller, or component level; and
- (3) the date when the task was accomplished (i.e. the date the certificate of release to service was issued) and for repetitive tasks when it is next due time, as well as when the terminating action is performed.

- (b) Where the task is controlled by flight hours and/or flight cycles and/or landings and/or calendar time and/or any other applicable parameter, the total in-service life accumulated by the aircraft, engine, propeller or component (as appropriate) in the suitable parameter(s) should also be included.

### **AMC M.A.305(d) Aircraft continuing airworthiness record system**

The current status of AD should identify the applicable AD including revision or amendment numbers. Where an AD is generally applicable to the aircraft or component type but is not applicable to the particular aircraft or component, then this should be identified. The AD status includes the date when the AD was accomplished, and where the AD is controlled by flight hours or flight cycles it should include the aircraft or engine or component total flight hours or cycles, as appropriate. For repetitive ADs, only the last application should be recorded in the AD status. The status should also specify which part of a multi-part directive has been accomplished and the method, where a choice is available in the AD.

The status of current modification and repairs means a list of embodied modification and repairs together with the substantiating data supporting compliance with the airworthiness requirements. This can be in the form of a Supplemental Type Certificate (STC), SB, Structural Repair Manual (SRM) or similar approved document.

The substantiating data may include:

- (a) — compliance programme; and
- (b) — master drawing or drawing list, production drawings, and installation instructions; and
- (c) — engineering reports (static strength, fatigue, damage tolerance, fault analysis, etc.); and
- (d) — ground and flight test programme and results; and
- (e) — mass and balance change data; and
- (f) — maintenance and repair manual supplements; and
- (g) — maintenance programme changes and instructions for continuing airworthiness; and
- (h) — aircraft flight manual supplement.

Some gas turbine engines are assembled from modules and a true total time in service for a total engine is not kept. When owners and operators wish to take advantage of the modular design, then total time in service and maintenance records for each module is to be maintained. The continuing airworthiness records as specified are to be kept with the module and should show compliance with any mandatory requirements pertaining to that module.

### **AMC M.A.305(h) Aircraft continuing airworthiness record system**

When an owner/operator arranges for the relevant maintenance organisation to retain copies of the continuing airworthiness records on their behalf, the owner/operator will continue to be responsible for the retention of records. If they cease to be the owner/operator of the aircraft, they also remain responsible for transferring the records to any other person who becomes the owner/operator of the aircraft.

Keeping continuing airworthiness records in a form acceptable to the competent authority normally means in paper form or on a computer database or a combination of both methods. Records stored in microfilm or optical disc form are also acceptable. All records should remain legible throughout the required retention period.

Paper systems should use robust material, which can withstand normal handling and filing.

Computer systems should have at least one backup system, which should be updated at least within 24 hours of any maintenance. Each terminal is required to contain programme safeguards against the ability of unauthorised personnel to alter the database.

Continuing airworthiness records should be stored in a safe way with regard to damage, alteration and theft. Computer backup discs, tapes etc., should be stored in a different location from that containing the current working discs, tapes, etc., and in a safe environment. Reconstruction of lost or destroyed records can be done by reference to other records which reflect the time in service, research of records maintained by repair facilities and reference to records maintained by individual mechanics, etc. When these things have been done and the record is still incomplete, the owner/operator may make a statement in the new record describing the loss and establishing the time in service based on the research and the best estimate of time in service. The reconstructed records should be submitted to the competent authority for acceptance. The competent authority may require the performance of additional maintenance if not satisfied with the reconstructed records.

## GM M.A.305(d) Aircraft continuing airworthiness record system

### LIFE-LIMITED PARTS AND TIME-CONTROLLED COMPONENTS

- (a) A part is to be considered a life-limited part and a time-controlled component when it complies with both definitions given in paragraphs (c) and (e) of GM M.A.305.

For example, the maintenance schedule of the aircraft maintenance programme may include both a mandatory permanent removal for a landing gear sliding tube and a periodic removal for overhaul of the landing gear (including the sliding tube).

- (b) The following table provides a summary of the records' requirements related to life-limited parts and time-controlled components:

Maintenance task from the maintenance schedule of the AMP		Type of component	Continuing airworthiness records
Mandatory instructions (and associated airworthiness limitations) in accordance with Part 21 affecting a component	Permanent removal (replacement)	Life-limited part e.g.: engine HPT disc, landing gear sliding tube	<ul style="list-style-type: none"> <li>Current status (M.A.305(d)(1));</li> <li>In-service history record (M.A.305(e)(3)(i));</li> <li>EASA Form 1 and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance (M.A.305(e)(3)(ii)); and</li> </ul>

			<ul style="list-style-type: none"> <li>• EASA Form 1 and detailed maintenance records for modifications and repairs (M.A.305(e)(2)(ii))</li> </ul>
	<p>Periodic removal for maintenance in an appropriate approved workshop, e.g.:</p> <ul style="list-style-type: none"> <li>• Overhaul of horizontal stabiliser actuator or of a landing gear</li> <li>• Replacement of a U-joint (of a gearbox)</li> </ul>	<p><b>Time-controlled component</b></p> <p>e.g.: horizontal stabiliser actuator, landing gear gearbox</p>	<ul style="list-style-type: none"> <li>• Current status (M.A.305(d)(2));</li> <li>• EASA Form 1 and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance (M.A.305(e)(3)(ii)); and</li> <li>• EASA Form 1 and detailed maintenance records for modifications and repairs (M.A.305(e)(2)(ii)).</li> </ul>

## GM M.A.305(d)(2) Aircraft continuing airworthiness record system

### TASKS CONTROLLED AT COMPONENT LEVEL

- (a) The maintenance schedule of the aircraft maintenance programme may include tasks controlled at component level coming from a mandatory requirement in accordance with Part 21 and to be performed in a workshop, such as:
- (1) the removal of a component for periodic restoration to return the component to a specified standard (e.g. removal of the landing gear for overhaul);
  - (2) the periodic removal of a component for replacement of a sub-component by a new one when it is not possible to restore the item to a specific standard of failure resistance (e.g. discarding of universal joints of a gearbox, batteries of the escape slide/raft, discharge cartridges of fire extinguishers, etc.); and
  - (3) a periodic inspection or test to confirm that a component meets specified performance standards (e.g. functional check of the portable emergency locator transmitter, etc.). The component is left in service (no further maintenance action taken) on the condition that it continues to fulfil its intended purpose within specified performance limits until the next scheduled inspection.

The above tasks apply to 'time-controlled components' as defined in paragraph (e) of GM M.A.305. If a component affected by a task in accordance with (2) and (3) above is controlled at aircraft level by the aircraft maintenance programme and it has not been removed since the task was last accomplished, then its status of compliance with M.A.305(d)2 is already demonstrated by the aircraft records.

Note: The maintenance in accordance:

- with (1) and (2) above assumes a predictable deterioration of the component: the overall reliability invariably decreases with age; and
- with (3) assumes a gradual deterioration of the component: failure resistance can reduce and drop below a defined level.

(b) When a component is affected by a maintenance task contained the aircraft maintenance programme (AMP) that is recommended by the design approval holder (DAH) and controlled at component level, although such component does not qualify as a time-controlled component, the status of the component may be needed to show that all the maintenance due on the aircraft according to the aircraft maintenance programme has been carried out. There is no a specific requirement to keep the EASA Form 1 or equivalent or any other detailed maintenance records.

(c) For aircraft maintenance programmes developed under a primary maintenance process-oriented methodology (e.g. Maintenance Steering Group), the term 'time-controlled component' pertains to 'Hard Time' and 'On-Condition'. The primary maintenance processes are:

(1) Hard Time

This is a preventive process in which known deterioration of a component is limited to an acceptable level by the maintenance actions which are carried out at periods related to time in service (e.g. calendar time, number of cycles, number of landings). The prescribed actions restore the component utility margin to the applicable time limitation.

(2) On-Condition

It is a preventive process in which the component is inspected or tested, at specified periods, to an appropriate standard in order to determine whether it can continue in service. The purpose is to remove the component before its failure in service.

(3) Condition Monitoring

This is a process in which a parameter of a condition in a component (vibration, temperature, oil consumption, etc.) is monitored to identify the development of a fault. The purpose is to remove the component before its failure in service (e.g. due to related repair costs), but they are permitted to remain in service without preventive maintenance until a functional failure occurs.

Note: For components that are not subject to any of these primary maintenance processes, corrective maintenance is carried out after failure detection and is aimed at restoring components to a condition in which they can perform their intended function ('fly-to failure').

(d) The following table provides a summary of the records' requirements related to components subjected to primary maintenance process, including components without an EASA Form 1 in accordance with 21.A.307 (c):

	Primary maintenance process	Continuing airworthiness records
Life-limited part		<ul style="list-style-type: none"> <li>• Current status (M.A.305(d)(1));</li> <li>• In-service history record (M.A.305(e)(3)(i));</li> <li>• EASA Form 1 and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance (M.A.305(e)(3)(ii)), including modifications and repairs (M.A.305(e)(2)(ii)).</li> </ul>
	Hard time	<ul style="list-style-type: none"> <li>• Current status (M.A.305(d)(2));</li> </ul>

<b>Time-controlled component</b>		<ul style="list-style-type: none"> <li>EASA Form 1 and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance (M.A.305(e)(3)(ii)), including modifications and repairs (M.A.305(e)(2)(ii)).</li> </ul>
	<b>On condition</b>	<ul style="list-style-type: none"> <li>Current status (M.A.305(d)(2)); and</li> <li>EASA Form 1 and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance (M.A.305(e)(3)(ii)).</li> </ul> <p>If the task is controlled at aircraft level, the above information could be already contained in the records related to the aircraft maintenance programme (M.A.305(c)(3) and M.A.305(e)(2)(iii)). If the maintenance was performed off wing, the EASA Form 1 needs to be kept.</p>
<b>Condition monitoring</b>		The EASA Form 1 does not need to be kept unless this is the means to fulfil another requirement; for example, an AD compliance.
<b>ELA 2 aircraft : any component that is fitted without an EASA Form 1 in accordance with 21.A.307 (c)</b>		The certificate of release to service and owner's acceptance statement (M.A.305(e)(3)(iii)).

## AMC M.A.305(e) Aircraft continuing airworthiness record system

### INFORMATION TECHNOLOGY (IT) SYSTEMS AND FORM OF RECORDS

- (a) The information that constitutes the aircraft continuing airworthiness records may be entered in an information technology (IT) system and/or documents equivalent in scope and detail.
- IT systems acceptable for supporting the aircraft continuing airworthiness records should:
- (1) include functions so that search of data and production of status is possible;
  - (2) allow a transfer of the aircraft continuing airworthiness records data from one system to another using an industry-wide/worldwide data format or allow printing information;
  - (3) contain safeguards which prevent unauthorised personnel from altering data; and
  - (4) ensure the integrity of the data, including traceability of amendments.
- (b) 'Data equivalent in scope and detail' are included in the airworthiness record system and could be an aircraft logbook, engine logbook(s) or engine module log cards, propeller logbook(s) and log cards for life-limited parts.
- Any logbook/log card should contain:
- (1) identification of the product or component it refers to;

- (2) type, part number, serial number and registration, as appropriate, of the aircraft, engine, propeller, engine module, or component to which the component has been fitted in, along with the reference to the installation and removal;
- (3) the date and the corresponding total in-service life accumulated in any applicable parameter unit, as appropriate; and
- (4) any AD, modification, repair, maintenance or deferred maintenance tasks applicable.

When fulfilling the applicable requirements, a logbook/log card as described above could be a means to comply with the current status and the in-service history record for each life-limited part.

#### (c) Form of records

Producing and/or keeping continuing airworthiness records in a form acceptable to the competent authority normally means in either material/physical or electronic state, or a combination of both.

Retention of records should be done in one of the following formats:

- (1) original paper document or electronic data (via an approved electronically signed form);
- (2) a paper reproduction of a paper document (original or copy); or
- (3) an electronic reproduction of electronic data (original or copy); or
- (4) a printed reproduction of electronic data (original or copy); or
- (5) an electronically digitised reproduction of a paper document (original or copy); or
- (6) a microfilm or scanned reproduction copy of a paper document (original or copy).

Where IT systems are used to retain documents and data, it should be possible to print a paper version of the documents and data kept.

#### (d) Physical (non-digitised) records

All physical records should remain legible throughout the required retention period. Physical records on either paper or microfilm systems should use robust material, which can withstand normal handling, filing and ageing. They should be stored in a safe way with regard to damage, alteration and theft.

#### (e) Digitised records

Digitised records may be created from a paper document (original or copy) or from electronic data.

When created from a paper document:

- (1) the creation date of the digitised record should be stored with the digitised record;
- (2) it is advisable to create an individual digitised record for each document;
- (3) if an organisation creates a large number of digitised records, the use of database technology should ease the future retrieval of the record; and
- (4) digitised records should be legible, including details such as, but not limited to, the date of signature, names, stamps, notes, or drawings.

#### (f) Digitised record retention

Digitised records when created from an original paper record, or as a digital electronic original, should be stored on a system which is secured and kept in an environment protected from damage (e.g. fire, flooding, excessive temperature or accidental erasing). IT systems should have at least one backup system, which should be updated at least within 24 hours of any entry in the primary system. Access to both primary and backup systems is required to be protected against the ability of unauthorised personnel to alter the database and they should preferably be located remotely from the main system.

The system used for retention of digitised records should:

- (1) ensure the integrity, accuracy and completeness of the record;
- (2) ensure that access to the digitised record has safeguards against alteration of the data;
- (3) ensure the authenticity of the record including assurance that the date has not been modified after creation;
- (4) be capable of retrieving individual records within a reasonable time period; and
- (5) be maintained against technological obsolescence which would prevent printing, displaying or retrieval of the digitised records.

Computer backup discs, tapes etc. should be stored in a different location from that containing the current working discs, tapes, etc. and in a safe environment.

Where the competent authority has accepted a system for digitised record-keeping satisfying the above, the paper document may be permanently disposed of.

**(g) Lost or destroyed records**

Reconstruction of lost or destroyed records can be done by reference to other records which reflect the time in service, research of records maintained by maintenance organisations and reference to records maintained by individual mechanics, etc. When reconstruction has been done and the record is still incomplete, the owner/operator may make a statement in the new record describing the loss and establishing the time in service based on the research and the best estimate of time in service. The reconstructed records should be submitted to the competent authority for acceptance. The competent authority may require the performance of additional maintenance if not satisfied with the reconstructed records.

## **GM M.A.305(e)(2) Aircraft continuing airworthiness record system**

'Until such time as the information contained therein is superseded by new information equivalent in scope and detail but not shorter than 36 months' means that during a maximum of 36 months the information and the one superseding it will be kept but, after these 36 months, only the new information must be kept.

For example, for a maintenance task with an interval shorter than 36 months, more than one set of information equivalent in scope and detail should be retained. If the maintenance task interval is longer than 36 months, the last set of information equivalent in scope and detail is retained.

## **AMC M.A.305(e)(1) Aircraft continuing airworthiness record system**

This retention period of 36 months could be extended in the case of an entry in the technical log system requiring an additional period of retention as defined in Part-M.

### AMC M.A.305(e)(2) Aircraft continuing airworthiness record system

- (a) EASA Form 1 and the Certificate of Conformity of the components used to perform a modification/repair are not part of the substantiation data for a modification/repair. These certificates are retained by the maintenance organisation.
- (b) In the case of an AD with several steps or with intermediate assessments during its application, these intermediate steps should be part of the detailed maintenance records.

### AMC M.A.305(e)(3) Aircraft continuing airworthiness record system

- (a) An EASA Form 1 and detailed maintenance records are not required to be kept to support every installation/removal shown in the in-service history records.
- (b) Conservative methods to manage missing historical periods are acceptable to establish the current status of the life-limited part. In case of use of a conservative method, the supporting documents should be endorsed. Recommendations from the design approval holder on the procedures to record or reconstruct the in-service history should be considered.

### GM M.A.305(e)(3) Aircraft continuing airworthiness record system

- (a) EASA Form 1 or equivalent is not required to be kept for the 'condition monitoring' process of components unless this is the means to fulfil another requirement quoted in M.A.305 (e.g. demonstration of AD compliance).
- (b) For components that are not subject to any of the primary maintenance processes described in the GM M.A.305 (d)(2) (i.e. Hard Time, On-Condition, Condition Monitoring), the EASA Form 1 or equivalent is not required to be kept.

### AMC M.A.305(f) Aircraft continuing airworthiness record system

When the owner or organisation responsible for the aircraft continuing airworthiness arranges for the relevant maintenance organisation to retain copies of the continuing airworthiness records on their behalf, the owner or organisation responsible for the aircraft continuing airworthiness will continue to be responsible for the retention of records. If they cease to be the owner or organisation responsible for the aircraft continuing airworthiness of the aircraft, they also remain responsible for transferring the records to the new owner or organisation.

### AMC M.A.305(h) Aircraft continuing airworthiness record system

~~When an owner/operator arranges for the relevant maintenance organisation to retain copies of the continuing airworthiness records on their behalf, the owner/operator will continue to be responsible for the retention of records. If they cease to be the owner/operator of the aircraft, they also remain responsible for transferring the records to any other person who becomes the owner/operator of the aircraft.~~

~~Keeping continuing airworthiness records in a form acceptable to the competent authority normally means in paper form or on a computer database or a combination of both methods. Records stored in microfilm or optical disc form are also acceptable. All records should remain legible throughout the required retention period.~~

~~Paper systems should use robust material, which can withstand normal handling and filing.~~

~~Computer systems should have at least one backup system, which should be updated at least within 24 hours of any maintenance. Each terminal is required to contain programme safeguards against the ability of unauthorised personnel to alter the database.~~

~~Continuing airworthiness records should be stored in a safe way with regard to damage, alteration and theft. Computer backup discs, tapes etc., should be stored in a different location from that containing the current working discs, tapes, etc., and in a safe environment. Reconstruction of lost or destroyed records can be done by reference to other records which reflect the time in service, research of records maintained by repair facilities and reference to records maintained by individual mechanics, etc. When these things have been done and the record is still incomplete, the owner/operator may make a statement in the new record describing the loss and establishing the time in service based on the research and the best estimate of time in service. The reconstructed records should be submitted to the competent authority for acceptance. The competent authority may require the performance of additional maintenance if not satisfied with the reconstructed records.~~

### **AMC M.A.305(h)(6) Aircraft continuing airworthiness record system**

*ED Decision 2015/029/R*

~~For the purpose of this paragraph, a 'component vital to flight safety' means a component that includes certified life limited parts or is subject to airworthiness limitations or a major component such as, undercarriage or flight controls.~~

### **AMC M.A.306(a) Aircraft technical log system**

#### **CONTENT OF INFORMATION ON THE ATL SYSTEM**

For CAT operations, commercial specialised operations and commercial ATO **or commercial DTO** operations, the aircraft technical log is a system for recording defects and malfunctions during the aircraft operation and for recording details of all maintenance carried out on an aircraft between scheduled base maintenance visits. In addition, it is used for recording flight safety and maintenance information the operating crew need to know.

[...]

## SUBPART E — COMPONENTS

### AMC1 M.A.501(a)(1) Classification and installation

#### EASA FORM 1 OR EQUIVALENT

(a) A document equivalent to an [EASA Form 1](#) may be:

[...]

(7) 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 Union. This provision is valid provided the above agreements between the competent authority and a third country are notified to the European Commission and to the other competent authorities in accordance with Article 968 of Regulation ~~(EC) No 1592/2002~~ (EU) 2018/1139;

(8) a release document issued under the conditions described in Article ~~4(4)~~ 4 point 6 of Regulation ~~(EC) No 2042/2003~~; (EU) No 1321/2014);

(b) 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\(a\)](#) or [AMC1 CAO.A.070\(a\)](#) or [AMC2 145.A.50\(d\)](#).

### AMC1 M.A.501(a)(3) Classification and installation

[...]

(d) ~~certified~~ life-limited parts that have reached or exceeded their ~~certified~~ mandatory life limits limitation, or have missing or incomplete records;

[...]

### GM2 M.A.501(b) Classification and installation

#### INSTALLATION OF COMPONENTS

Components, standard parts and materials should only be installed when they are specified in the applicable maintenance data. This could include parts catalogue (IPC), service bulletins (SBs), aircraft maintenance manual (AMM), component maintenance manual (CMM), etc. So, a component, standard part and material can only be installed after having checked the applicable maintenance data. This check should ensure that the part number, modification status, limitations, etc., of the component, standard part or material are the ones specified in the applicable maintenance data of the particular aircraft or component (i.e. IPC, SB, AMM, CMM, etc.) where the component, standard part or material is going to be installed. When the installation is performed outside a maintenance organisation, that is by the persons referred to in [M.A.801\(b\)\(2\)\(1\)](#), [M.A.801\(b\)\(3\)\(2\)](#), or [M.A.801\(c\)-or M.A.801\(d\)](#), then these persons are responsible to perform this check before installation. When the installation is performed by a [Part-M Subpart F](#) organisation or an organisation approved in accordance with Part-CAO, then the organisation has to establish procedures to ensure that this check is performed before installation.

[...]

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

[...]

- 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 [to CAO.1 for Part-CAO 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.

## AMC1 M.A.504 Segregation of components

ED Decision 2019/009/R

- (a) Unserviceable components should be identified and stored in a separate secure location that is managed by the maintenance organisation until a decision is made on the future status of such components. Certifying staff outside maintenance organisations ([M.A.801\(b\)\(2\)](#)), or [M.A.801\(c\)](#) ~~or M.A.801(d)~~ that release aircraft maintenance should send, with the agreement of the aircraft owner/lessee, any unserviceable component to a maintenance organisation for controlled storage. Nevertheless, the person or organisation that declared the component unserviceable may transfer its custody, after identifying it as unserviceable, to the aircraft owner/lessee provided that such transfer is reflected in the aircraft logbook, or engine logbook, or component logbook.

[...]

## SUBPART F — MAINTENANCE ORGANISATION

### AMC M.A.602 Application

An application should be made on an [EASA Form 2](#) ([Appendix IX to AMC M.A.602 and AMC M.A.702](#)) or equivalent acceptable to the competent authority.

The [EASA Form 2](#) is valid for the application for [M.A. Subpart F \(refer to Article 4\(2\)\)](#), [Part-145](#), and [M.A. Subpart G \(refer to Article 4\(2\)\)](#), Part-CAMO and Part-CAO organisations. Organisations applying for several approvals may do so by using a single [EASA Form 2](#).

[...]

### AMC M.A.605(a) Facilities

1.

[...]

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](#) or [ML.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.

[...]

### AMC M.A.605(c) Facilities

[...]

7. Once unserviceable components or materials have been identified as unsalvageable in accordance with [M.A.504\(c\)](#), [M.A.501\(a\)\(3\)](#) or [ML.A.504\(c\)](#), the organisation should establish secure areas in which to segregate such items and to prevent unauthorised access. Unsalvageable components should be managed through a procedure to ensure that these components receive the appropriate final disposal according to [M.A.504\(d\) or \(e\)](#), [M.A.504\(b\)](#) or [ML.A.504\(d\) or \(e\)](#). The person responsible for the implementation of this procedure should be identified.

[...]

### AMC M.A.606(c) Personnel requirements

[...]

2.2. comprehensive knowledge of:

- (a) [Part-M](#) and [Part-ML](#), as applicable, and any associated requirements and procedures;
- (b) the maintenance organisation manual;

[...]

### AMC M.A.606(f) Personnel requirements

1. Non-destructive testing means such testing specified by the type certificate holder of the aircraft, engine or propeller in the ~~M.A.304(b)~~ M.A.401(b) or ML.A.401(b) maintenance data for in service aircraft/aircraft components for the purpose of determining the continued fitness of the product to operate safely.

[...]

### AMC M.A.607(c) Certifying staff and airworthiness review staff

[...]

2. [...]

- (e) qualifications relevant to the approval (knowledge of relevant parts of ~~Part-M~~ Part-ML and knowledge of the relevant airworthiness review procedures);

[...]

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

[...]

- 2.4.4. detail of life used for ~~service-life-limited~~ life-limited parts and time-controlled components being any combination of fatigue, overhaul or storage life;

[...]

- 2.6. Used aircraft components removed from a serviceable aircraft.

- 2.6.1. Serviceable aircraft components removed from a Member State registered aircraft may be issued an EASA Form 1 by an appropriately rated organisation subject to compliance with this subparagraph.

[...]

- (g) The flight hours/cycles/landings as applicable of any ~~service-life-limited~~ life-limited parts and time-controlled components including time since overhaul should be established.

[...]

- 2.8. Used aircraft components maintained by organisations not approved in accordance with M.A. ~~Subpart F~~ or Part-145 or Part-CAO.

[...]

- (b) replacing of all ~~service-life-limited components~~ life-limited parts and time-controlled components when no satisfactory evidence of life used is available and/or the components are in an unsatisfactory condition,

[...]

## AMC M.A.614(a) Maintenance and airworthiness review records

[...]

2. The prime objective is to have secure and easily retrievable records with comprehensive and legible contents. The aircraft record should contain basic details of all serialised aircraft components and all other significant aircraft components installed, to ensure traceability to such installed aircraft component documentation, ~~and~~ associated ~~M.A.304~~ maintenance data and data for modifications and repairs.

[...]

## 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 ~~or~~ Part-CAO to carry out such tasks.

[...]

## SUBPART G — CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION

### AMC M.A.702 Application

An application should be made on an [EASA Form 2](#) ([Appendix IX to AMC M.A.602 and AMC M.A.702](#)) or equivalent acceptable to the competent authority

The [EASA Form 2](#) is valid for the application for [M.A. Subpart F](#), [Part CAO](#), [Part CAMO](#), [Part-145](#) and [M.A. Subpart G](#) organisations. Organisations applying for several approvals may do so using a single [EASA Form 2](#).

### AMC1 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 CAMO. Compliance with its contents will assure compliance with [Part-M](#) and, as applicable, [Part-ML](#) requirements.

[...]

7. [Appendix V to AMC1 M.A.704](#) contains an example of a continuing airworthiness management exposition layout.

### AMC2 M.A.704 Continuing airworthiness management exposition

[...]

#### Part 4 Contracts

This chapter should include:

- the contracts of the CAMO with the owners/operators as per [Appendix I to Part-M](#) or [Appendix I to Part-ML](#);
- the CAMO procedures for the management of maintenance and liaison with maintenance organisations.

[...]

### AMC M.A.704(a)(1)~~(2)~~ Continuing airworthiness management exposition

1. Part 0 'General organisation' of the continuing airworthiness management exposition should include a corporate commitment by the CAMO, signed by the accountable manager, confirming that the continuing airworthiness management exposition and any associated manuals define the organisation's compliance with [Part-M](#) and, as applicable, with [Part-ML](#) and will be complied with at all times.

[...]

## AMC M.A.706(f) Personnel requirements

Additional training in fuel tank safety as well as associated inspection standards and maintenance procedures should be required of CAMO technical personnel, especially the staff involved with the management of CDCCL, Service Bulletin assessment, work planning and maintenance programme management. EASA guidance is provided for training to CAMO personnel in [Appendix XII to AMC M.A.706\(f\)](#) and [AMC1 M.B.102\(c\)](#).

## 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\(f\) or ML.A.901\(c\) as applicable](#).

[...]

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

[...]

5. [...]
- [M.A. Subpart G](#) organisations with [Part-145/M.A Subpart F/Part-CAO](#) approval, may nominate maintenance personnel from their [Part-145/M.A. Subpart F/Part-CAO](#) 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.

[...]

## AMC1 M.A.708(c) Continuing airworthiness management

1. In case of complex motor-powered aircraft, aircraft used for CAT operations, aircraft used for commercial specialised operations and aircraft used by commercial ATO, the provisions of [M.A.201](#) establish that a CAMO is required. This CAMO is in charge of the continuing airworthiness management and this includes the tasks specified in [M.A.301](#) points (b), (c), (f) and (g). If the CAMO does not hold the appropriate maintenance organisation approval (~~Subpart F-organisation approval or a Part-145 approval~~), then the CAMO should conclude a contract with the appropriate organisation(s).

[...]

## GM M.A.710 Airworthiness review

### Responsibilities of airworthiness review staff:

The following is a summary of the requirements contained in [M.A.710](#) as well as the associated AMCs and Appendices, in relation to the responsibilities of the airworthiness review staff:

- Airworthiness review staff are responsible for performing both the documental and the physical survey.
- Procedures must be established by the CAMO in order to perform the airworthiness review, including the depth of samplings (refer to [Appendix V to AMC1 M.A.704](#), paragraphs 4.2 and 4.3).
- Procedures must make very clear that the final word about the depth of the inspections (both documental and physical) belongs to the airworthiness review staff, who can go beyond the depth contained in the CAME if they find it necessary. At the end, it is the responsibility of the airworthiness review staff to be satisfied that the aircraft complies with [Part-M](#) or [Part-ML](#), as applicable, and is airworthy, and the organisation must ensure that no pressure or restrictions are imposed on the airworthiness review staff when performing their duty.

[...]

## AMC M.A.710(a) Airworthiness review

- ~~1. — A full documented review is a check of at least the following categories of documents:
 
  - ~~1. — registration papers~~
  - ~~2. — [M.A.305](#) aircraft continuing airworthiness record system~~
  - ~~3. — [M.A.306](#) aircraft technical log system~~
  - ~~4. — list of deferred defects, minimum equipment list and configuration deviation list if applicable~~
  - ~~5. — aircraft flight manual including aircraft configuration~~
  - ~~6. — aircraft maintenance programme~~
  - ~~7. — maintenance data~~
  - ~~8. — relevant work packages~~
  - ~~9. — AD status~~
  - ~~10. — modification and SB status~~
  - ~~11. — modification and repair approval sheets~~
  - ~~12. — list of service life limited component~~
  - ~~13. — relevant [EASA Form 1](#) or equivalent~~
  - ~~14. — mass and balance report and equipment list~~
  - ~~15. — aircraft, engine and propeller TC Data Sheets~~~~

~~As a minimum, sample checks within each document category should be carried out.~~

2. ~~The CAMO should develop procedures for the airworthiness review staff to produce a compliance report that confirms the above have been reviewed and found in compliance with Part M.~~

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

1. ~~The physical survey could require actions categorised as maintenance (e.g. operational tests, tests of emergency equipment, visual inspections requiring panel opening etc.). In this case, after the airworthiness review a release to service should be issued in accordance with Part M.~~
2. ~~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.~~
3. ~~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.~~
4. ~~The physical survey may include verifications to be carried out during flight.~~
5. ~~The CAMO 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.~~
6. ~~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.710(e) Airworthiness review**

~~A copy of both physical survey and document review compliance reports stated above should be sent to the competent authority together with any recommendation issued.~~

### **AMC M.A.710(ga) Airworthiness review**

~~This review of the maintenance programme is performed by the person who performed the airworthiness review, who could belong to the competent authority, a CAMO or a maintenance organisation or could also be independent certifying staff in accordance with M.A.901(g).~~

~~During the annual review of the maintenance programme, the following should be taken into consideration:~~

- ~~— The results of the maintenance performed during that year, which may reveal that the current maintenance programme is not adequate.~~
- ~~— The results of the airworthiness review performed on the aircraft, which may reveal that the current maintenance programme is not adequate.~~
- ~~— Revisions introduced in the documents affecting the programme basis, such as the M.A.302(i) 'Minimum Inspection Programme' or the Design Approval Holder data.~~
- ~~— Applicable mandatory requirements for compliance with Part-21, such as Airworthiness Directives, Airworthiness Limitations, Certification Maintenance Requirements and specific maintenance requirements contained in the TCDS.~~

~~For the purpose of reviewing the results of the maintenance performed during that year, the airworthiness review staff should request the owner/CAMO to provide the records of all the maintenance performed during that year, including unscheduled maintenance.~~

~~When reviewing the results of the maintenance performed during that year and the results of the airworthiness review, attention should be paid as to whether the defects found may have been prevented by introducing in the maintenance programme certain recommendations from the Design Approval Holder which were initially disregarded by the owner.~~

### **GM M.A.710(h) Airworthiness review**

~~The objective of informing the competent authority when the airworthiness review shows discrepancies linked to deficiencies in the content of the maintenance programme is to allow the competent authority to take it into account when planning the ACAM inspections and to make sure that the competent authority agrees on the amendments required in the maintenance programme as required by M.A.302(h)5.~~

### **AMC M.A.711(c) Privileges of the organisation**

The sentence 'for the particular aircraft for which the organisation is approved to issue the airworthiness review certificate' contained in M.A.711(c) means that:

- For aircraft used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, and for aircraft above 2 730 kg MTOM, ~~except balloons~~, the permit to fly can only be issued for aircraft which are in a controlled environment and are managed by that CAMO.

- ~~For aircraft of 2 730kg MTOM and below not used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, and for all balloons, t~~The permit to fly can be issued for any other aircraft for which the organisation can exercise the privilege in M.A.711(b) aircraft.

[...]

## AMC M.A.712(b) Quality System

1. The primary objectives of the quality system are to enable the CAMO to ensure airworthy aircraft and to remain in compliance with the [Part-M](#) and, as applicable, [Part-ML](#) requirements.

[...]

4. The independent audit represents an objective overview of the complete continuing airworthiness management related activities. It is intended to complement the [M.A.902](#) or [ML.A.902](#) requirement for an airworthiness review to be satisfied that all aircraft managed by the organisation remain airworthy.

[...]

## AMC M.A.714 Record-keeping

1. The CAMO should ensure that it always receives a complete CRS from the approved maintenance organisation, [M.A.801\(b\)\(12\)](#) 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.

[...]

## SUBPART H — CERTIFICATE OF RELEASE TO SERVICE – CRS

### AMC M.A.801 Aircraft certificate of release to service after embodiment of a Standard Change or a Standard Repair (SC/SR)

#### 1. Release to service and eligible persons

Only natural or legal persons entitled to release to service an aircraft after maintenance in accordance with [Part-M](#), [Part-145](#) or [Part-CAO](#) are considered as an eligible installer responsible for the embodiment of a SC/SR when in compliance with applicable requirements.

[...]

Since the design of the SC/SR does not require specific approval, the natural or legal person releasing the aircraft to service after the embodiment of the change or repair takes the responsibility that the applicable Certification Specifications within CS-STAN are fulfilled while being in compliance with [Part-M](#), ~~and/or~~ [Part-145](#) and/or [Part-CAO](#) and not in conflict with TC holders' data. This includes responsibility in respect of an adequate design, the selection/manufacturing of suitable parts and their identification, documenting the change or repair, generation or amendment of aircraft manuals and instructions as needed, embodiment of the change/repair, releasing the aircraft to service and record-keeping.

#### 2. Parts and appliances to be installed as part of a SC/SR

[...]

Eligibility for installation of parts and appliances belonging to a SC/SR is subject to compliance with the Part-21 and [Part-M](#), ~~and~~ [Part-145](#) and [Part-CAO](#) related provisions, and the situation varies depending on the aircraft in/on which the SC/SR is to be embodied, and who the installer is. The need for an EASA Form 1 is addressed in Part-21 and [Part-M](#), ~~while less restrictive rules may, for instance, apply for ELA1 and ELA2 aircraft parts (e.g. 21.A.307) and sailplanes parts (e.g. AMC 21.A.303 of the 'AMC and GM to Part 21')~~. Furthermore, [Part-M](#) Subpart F, [Part-145](#) and [Part-CAO](#) contain provisions (e.g. [M.A.603\(c\)](#), [145.A.42\(c\)](#) and [CAO.A.020\(c\)](#)) allowing maintenance organisations to fabricate certain parts to be installed in/on the aircraft as part of their maintenance activities.

[...]

#### 4. Documenting the SC/SR and declaring compliance with the Certification Specifications

In accordance with [Part-M](#), [Part-CAO](#) or [Part-145](#) (e.g. [AMC M.A.801](#) ~~(#e)~~ and [AMC 145.A.50\(b\)](#)), the legal or natural person responsible for the embodiment of a change or a repair should compile details of the work accomplished. In the case of SCs/SRs, this includes, as necessary, based on its complexity, an engineering file containing drawings, a list of the parts and appliances used for the change or repair, supporting analysis and the results of tests performed or any other evidence suitable to show that the design fulfils the applicable Certification Specifications within CS-STAN together with a statement of compliance and amendments to aircraft manuals, to instructions for continuing airworthiness and to other documents such as aircraft parts list, wiring diagrams, etc., as deemed necessary. ~~The~~ EASA Form 123 is prepared for the purpose of documenting the preparation and embodiment of the SC/SR. The aircraft logbook should contain an entry referring to EASA Form 123; both EASA Form 123 and the release to service required after the embodiment of the SC/SR should be signed by the same person.

[...]

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

### AIRCRAFT GROUNDED AT OTHER LOCATIONS

[...]

3. A release in accordance with this paragraph does not affect the controlled environment, in accordance with point (b) of M.A.901, of the aircraft as long as the M.A.801(d)(c)2 recheck and release has been carried out by an approved maintenance organisation.

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

[...]

7. In the case of an M.A.801(b)21 release to service, certifying staff should retain all records necessary to prove that all requirements have been met for the issuance of a certificate of release to service.

## AMC M.A.801(g)(f) Aircraft certificate of release to service

### INCOMPLETE MAINTENANCE

1. Being unable to establish full compliance with sub-paragraph M.A.801(b) means that the maintenance required by the aircraft owner, CAO or CAMO could not be completed due either to running out of available aircraft maintenance downtime or because the maintenance data requires a flight to be performed as part of the maintenance, as described in paragraph 4.
2. The aircraft owner, CAO or CAMO is responsible for ensuring that all required maintenance has been carried out before flight. Therefore, an aircraft owner, CAO or CAMO should be informed and agree to the deferment of full compliance with M.A.801(b). The certificate of release to service may then be issued subject to details of the deferment, including the aircraft owner, CAO or CAMO authorisation, being endorsed on the certificate.
3. If a CRS is issued with incomplete maintenance a record should be kept stating what action the mechanic, supervisor and certifying staff should take to bring the matter to the attention of the relevant aircraft owner, CAO or CAMO so that the issue may be discussed and resolved with the aircraft owner, CAO or CAMO.
4. Certain maintenance data issued by the design approval holder (e.g. aircraft maintenance manual (AMM)) require that a maintenance task be performed in flight as a necessary condition to complete the maintenance ordered. Within the aircraft limitations, the person authorised to certify the maintenance per M.A.801 should release the incomplete maintenance before this flight. GM M.A.301(i) describes the relations with the aircraft operator, which retains the responsibility for the MCF. After performing the flight and any additional maintenance necessary to complete the maintenance ordered, a certificate of release to service should be issued in accordance with M.A.801.

[...]

## AMC M.A.801(h)(g) Aircraft certificate of release to service

[...]

## AMC M.A.803 Pilot-owner authorisation

*ED Decision 2016/011/R*

[...]

4. An equivalent valid pilot **licence** ~~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. 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\(b\)32](#) (certificate of release to service).

[...]

## SUBPART I — AIRWORTHINESS REVIEW CERTIFICATE

### GM M.A.901 Airworthiness review

#### Responsibilities of airworthiness review staff:

The following is a summary of the requirements contained in M.A.901 as well as the associated AMC and Appendices, in relation to the responsibilities of the airworthiness review staff:

- Airworthiness review staff are responsible for performing both the documental and the physical survey.
- Procedures must be established by the CAMO or CAO in order to perform the airworthiness review, including the depth of samplings.
- Procedures must make very clear that the final word about the depth of the inspections (both documental and physical) belongs to the airworthiness review staff, who can go beyond the depth established in the CAME or CAE if they find it necessary. At the end, it is the responsibility of the airworthiness review staff to be satisfied that the aircraft complies with Part-M and is airworthy, and the organisation must ensure that no pressure or restrictions are imposed on the airworthiness review staff when performing their duty.
- A compliance report must be produced by the airworthiness review staff, detailing all items checked and the outcome of the review.
- Airworthiness review staff are responsible for the items checked during the airworthiness review. However, they do not take over the responsibilities of the CAMO, maintenance organisation, DOA, POA or any other organisations, not being responsible for problems not detected during the airworthiness review or for the possibility that the approved or declared maintenance programme may not include certain recommendations from the design approval holder. Obviously, if the airworthiness review staff are not independent of the airworthiness management process and were nominated on the basis of the option of having overall authority on such a process, they will be responsible for the full continuing airworthiness of such aircraft. Nevertheless, this responsibility will be a consequence of their position in the organisation and not of their function as airworthiness review staff.
- The issuance of the airworthiness review certificate (ARC) by the airworthiness review staff only certifies that the aircraft is considered airworthy in relation to the scope of the airworthiness review performed and the fact that the airworthiness review staff are not aware of instances of non-compliance which endanger flight safety. Furthermore, it only certifies that the aircraft is considered airworthy at the time of the review.

It is the responsibility of the owner or contracted CAMO or CAO to ensure that the aircraft is fully airworthy at any time.

[...]

### AMC GM M.A.901(a) Aircraft airworthiness review

[EASA Form 15a](#) is issued by competent authorities while [EASA Form 15b](#) is issued by a [M.A. Subpart G CAMO or CAO](#) organisation and ~~[EASA Form 15c](#) is issued by a [Part-145](#) or an [M.A. Subpart F maintenance organisation](#).~~

[...]

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

The recommendation sent by a CAMO or CAO ~~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/CAO's Member State. Otherwise, it can be completed in the official language(s) of the CAMO/CAO's Member State.

[...]

#### (g) Statement

A statement signed by the airworthiness review staff recommending the issue of an airworthiness review certificate.

The statement should confirm that the aircraft in its current configuration complies with the following:

- airworthiness directives up to the latest published issue, and;
- type certificate datasheet;
- maintenance programme;
- ~~component service life limitations;~~ limitation for life-limited parts and time-controlled components;

[...]

### 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 CAMO.~~

[...]

### AMC M.A.901(j) Aircraft airworthiness review

[...]

### AMC M.A.901(k) Aircraft airworthiness review

#### FULL DOCUMENTED REVIEW

1. A full documented review is a check of at least the following categories of documents:

- registration papers;
- M.A.305 aircraft continuing airworthiness record system;
- M.A.306 aircraft technical log system;
- list of deferred defects, minimum equipment list and configuration deviation, list if applicable;
- aircraft flight manual including aircraft configuration;
- aircraft maintenance programme;
- maintenance data;
- relevant work packages;
- AD status;
- modification and SB status;
- modification and repair approval sheets;
- status of life-limited parts and time-controlled components;
- relevant EASA Form 1 or equivalent;
- mass and balance report and equipment list;
- aircraft, engine and propeller TC data sheets.

As a minimum, sample checks within each document category should be carried out.

2. The CAMO or CAO should develop procedures for the airworthiness review staff to produce a compliance report that confirms the above have been reviewed and found in compliance with Part-M.

## AMC M.A.901(l) and (m) Aircraft airworthiness review

### PHYSICAL SURVEY

1. The physical survey could require actions categorised as maintenance (e.g. operational tests, tests of emergency equipment, visual inspections requiring panel opening, etc.). In this case, after the airworthiness review, a release to service should be issued.
2. When the airworthiness review staff are not appropriately qualified as per Part-66 in order to release such maintenance, M.A.901(l) requires them to be assisted by such qualified personnel. However, the function of such Part-66 personnel is limited to performing and releasing the maintenance actions requested by the airworthiness review staff, it not being their function to perform the physical survey of the aircraft.
3. This means that the airworthiness review staff who is 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 is not 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.901(n) that allows a 90-day anticipation for the physical survey provides enough flexibility to ensure that the airworthiness review staff (ARS) are present.
4. The physical survey may include verifications to be carried out during flight.

5. The CAMO or CAO should develop procedures for the ARS to produce a compliance report that confirms that the physical survey has been carried out and found satisfactory.

6. To ensure compliance, the physical survey may include relevant sample checks of items.

[...]

### **AMC M.A.901(I)1 Aircraft airworthiness review**

~~Independence from the continuing airworthiness management process of the aircraft means being authorised to perform airworthiness reviews only on aircraft for which the person has not participated in their continuing airworthiness management.~~

~~This may not be relevant for most maintenance organisations (Part 145 or Part M Subpart F). Since these organisations cannot perform the continuing airworthiness management of aircraft (this is a privilege of CAMOs), it needs to be considered by those maintenance organisations (Part 145 or Part M Subpart F) intending to nominate as airworthiness review staff certifying staff who are also employed/contracted by a CAMO and who have been involved in the continuing airworthiness management of the aircraft being reviewed.~~

~~Nevertheless, such independence is not necessary if these airworthiness review staff (who are also employed/contracted by the CAMO) can show ‘overall authority on the continuing airworthiness management process of the complete aircraft’. This may be achieved, among other ways, if this person is:~~

- ~~—— the accountable manager or the nominated postholder of the CAMO.~~
- ~~—— responsible for the complete continuing airworthiness management process of the aircraft being reviewed.~~
- ~~—— the only person employed by an one-man CAMO.~~

### **GM M.A.901(I)5 Aircraft airworthiness review**

~~The EASA Form 15c is only applicable to ELA1 aircraft not involved in commercial operations. As a consequence, a new EASA Form 15a or 15b has to be issued if the operation of the aircraft changes to commercial. This includes the corresponding approval of the maintenance programme and the performance of an airworthiness review.~~

### **GM M.A.901(I)7 Aircraft airworthiness review**

*ED Decision 2015/029/R*

~~The objective of informing the competent authority when the airworthiness review shows discrepancies linked to deficiencies in the content of the maintenance programme is to allow the competent authority to take it into account when planning the ACAM inspections and to make sure that the competent authority agrees on the amendments required in the maintenance programme as required by M.A.302(h)5.~~

[...]

## AMC M.A.901(n) Aircraft airworthiness review

'Without loss of continuity of the airworthiness review pattern' means that the new expiration date is set up 1 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 1 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.901(o) Airworthiness review

A copy of both the physical survey and document review compliance reports stated above should be sent to the competent authority together with any recommendation issued.

[...]

## AMC M.A.904(a)(2) Airworthiness reviews of aircraft imported into the EU

### WORK TO BE UNDERTAKEN TO ESTABLISH AIRWORTHINESS

[...]

- (d) the aircraft continuing airworthiness status such as the aircraft and component AD status, the SB status, the maintenance status, the status of **life-limited parts and time-controlled components** ~~all service life limited components~~, weight and centre of gravity schedule including equipment list;

[...]

- (l) **maintenance** check flight including check of control system/cockpit ground check/engine run up.
3. If there is no CAMO or maintenance organisation approved for the airworthiness review of the specific aircraft type available, the competent authority may carry out the airworthiness review in accordance with this paragraph and the provisions [M.A.901\(h\)\(g\)](#) and [M.B.902](#). In this case, the airworthiness review should be requested to the competent authority with a 30-day notice.

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

### CONTENT OF RECOMMENDATION

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 901\(d\)](#) ~~& (g)~~

[...]

(c) Documents accompanying the recommendation

— [...]

— status of all ~~service-life-limited-components~~ life-limited parts and time-controlled components;

— [...]

[...]

(e) Aircraft maintenance check flight

— a copy of the maintenance check flight report.

[...]

# SECTION B PROCEDURE FOR COMPETENT AUTHORITIES

## SUBPART A — GENERAL

### AMC M.B.102(a) Competent authority — General

1. In deciding upon the required airworthiness organisational structure, the competent authority should review the number of certificates to be issued, the number and size of potential operators, the number of [M.A. Subpart F](#) approved maintenance organisations and CAMOs within that Member State, as well as the level of civil aviation activity, number and complexity of aircraft and the size of the Member State's aviation industry.
2. The competent authority should retain effective control of important inspection functions and not delegate them in such a way that aircraft owners, operators, [M.A. Subpart F](#) approved maintenance organisations and CAMOs, in effect, regulate themselves in airworthiness matters.

[...]

## SUBPART C — CONTINUING AIRWORTHINESS

### AMC M.B.301(c) Maintenance programme

1. Approval of an aircraft maintenance programme through a procedure established by a CAO/CAMO should require the organisation to demonstrate to the competent authority that it has competence, procedures and record keeping provisions, which will enable the organisation to analyse aircraft reliability, TC holder's instructions, and other related operating and maintenance criteria.
  2. [...]
    - (i) owner/maintenance/CAO or CAMO liaison,
- [...]

### ~~AMC M.B.301(d) Maintenance programme~~

~~Programmes and all associated airworthiness data, including that data used for substantiating the escalation of programmes should be made available to the competent authority upon request.~~

[...]

### AMC2 M.B.303(a) Aircraft continuing airworthiness monitoring (ACAM)

- [...]
2. The competent authority may take credit of aircraft airworthiness inspections qualifying for the ACAM programme when these inspections are performed in accordance with the provisions of Regulation (EU) 2018/1139 ~~(EC) No 216/2008~~ and its implementing rules and delegated acts.
- [...]

### GM M.B.303(a) Aircraft continuing airworthiness monitoring (ACAM)

#### COMBINED SURVEYS

- [...]
- product audit in accordance with Part-145, Part-CAO or [Part-M Subpart E](#);
- [...]

### ~~GM M.B.303(b) Aircraft continuing airworthiness monitoring~~ GM1 M.B.303(b) Aircraft continuing airworthiness monitoring (ACAM)

[...]

## SUBPART F — MAINTENANCE ORGANISATION

### AMC M.B.604(b) Continuing oversight

[...]

5. When performing the oversight of an organisations that ~~hold both M.A. Subpart F and M.A. Subpart G approvals~~ holds more than one approval pursuant to this Regulation, the competent authority should arrange the audits to cover both approvals avoiding a duplicated visit of a particular area.

## SUBPART G — CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION

[...]

### AMC M.B.704(b) Continuing oversight

[...]

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

[..]

## SUBPART I — AIRWORTHINESS REVIEW CERTIFICATE

### 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 CAMO ~~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 CAMO 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 CAMO ~~or M.A.901(g) certifying staff~~ making the recommendation with sufficient notice so that it may organise itself according to [M.A.901\(i\)](#).

[...]

### 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.

[...]

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

For ~~all balloons and any other~~ aircraft of 2 730 kg MTOM and below, not used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, appropriate aeronautical maintenance training means demonstrated knowledge of the following subjects:

[...]

## AMC AND GM TO APPENDICES TO PART-M

### GM to Appendix I to Part-M — Continuing airworthiness management contract

An operator should establish adequate coordination between flight operations and the CAO/CAMO to ensure that both will receive all the necessary information on the condition of the aircraft to enable them perform their tasks.

[...]

## APPENDICES TO AMC AND GM

### Appendix I to AMC M.A.302 and AMC M.B.301(b) — Content of the maintenance programme

Note: For the purpose of this Appendix, references to CAMO should be understood as references to CAMO or CAO and references to Part145 organisations should be understood as references to Subpart F or Part-CAO organisations.

[...]

### Appendix II to AMC M.A.711(a)(3) — Sub-contracting of continuing airworthiness management tasks

[...]

- 2.11. **Mandatory life limitation or scheduled maintenance** ~~Service-life limit~~ controls and component control/removal forecast

[...]

- 2.15. Continuing airworthiness records

They may be maintained and kept by the subcontracted organisation on behalf of the CAMO, which remains the owner of these documents. However, the CAMO should be provided with the current status of AD compliance and **life-limited parts and time-controlled** ~~service-life-limited~~ components in accordance with the agreed procedures. The CAMO should also be granted unrestricted and timely access to the original records as and when needed. Online access to the appropriate information systems is acceptable.

[...]

- ~~2.16. Check flight procedures~~

~~Check flights are performed under the control of the CAMO. Check flight requirements from the subcontracted organisation or contracted maintenance organisation should be agreed by the CAMO.~~

- 2.16. **Maintenance check flight (MCF) procedures**

**MCFs are performed under the control of the operator in coordination with the CAMO. MCF requirements from the subcontracted organisation or contracted maintenance organisation should be agreed by the operator/CAMO.**

[...]

## Appendix III to GM1 M.B.303(b) — KEY RISK ELEMENTS

[...]

<b>B.6</b>	<b>Defect management</b>	[...]
<b>Supporting information</b>		<b>Typical inspection items</b>
[...]		[...]
[...]		2. Check that operations outside published approved data have only been performed under a Permit to Fly or under flexibility provisions (Article <del>71</del> 44 of Regulation (EU) 2018/1139 <del>(EC) No 216/2008</del> ). Sample on: [...]
<b>Reference documents: EASA /EU</b>		— <a href="#">M.A.301(<del>2</del>)b</a> — <a href="#">AMC M.A.301-<del>2</del>(b)</a> — <a href="#">[...]</a>

<b>C.1</b>	<b>Aircraft Maintenance Programme</b>	[...]
<b>Supporting information</b>		<b>Typical inspection items</b>
<p>[...]</p> <p>Tasks included in the maintenance programme can originate from:</p> <ul style="list-style-type: none"> <li>— [...]</li> <li>— additional or alternative instructions proposed by the owner or the continuing airworthiness management organisation once approved in accordance with point <a href="#">M.A.302(e)(iii)</a>;</li> </ul> <p>[...]</p>		<p><b>Review of AMP contents:</b></p> <p>[...]</p> <p>2. Check how recommended scheduled maintenance tasks (such as TBO intervals, recommended through Service Bulletins, Service Letters, <a href="#">etc. etc.</a>, the latest source documents' revision) are considered when updating the AMP. <del>If applicable, check embodiment policy as required by <a href="#">M.A.301</a> point 7.</del></p> <p>[...]</p> <p>9. Check approval status of additional or alternative instructions (<a href="#">M.A.302(e)(iii)</a>).</p> <p>[...]</p>
<b>Reference documents: EASA</b>		[...]

C.2	Component control	[...]
<b>Supporting information</b>		<b>Typical inspection items</b>
<p>Depending on each maintenance task, accomplishment is <b>scheduled</b> or <b>unscheduled</b>. Refer to KRE C.1 'Aircraft Maintenance Programme'.</p> <p><del>Components affected by scheduled maintenance:</del></p> <p><del>Life-limited components are of two types:</del></p> <ul style="list-style-type: none"> <li><del>— components subject to a certified life limit;</del></li> <li><del>— components subject to a service life limit.</del></li> </ul> <p>Components with a <del>certified life limit</del> <b>mandatory life limitation</b> must be <b>permanently</b> removed from service when, or before, their operating limitation is exceeded. The life limitation is controlled at the component level (in opposition to aircraft level).</p> <p>Components <b>which are</b> <del>subject to a service life</del> ('time-controlled components') include the following:</p> <ul style="list-style-type: none"> <li>— components for which removal and restoration are scheduled, regardless of their level of failure resistance. Reference is made to hard time components: They are subject to periodic maintenance dealing with a deterioration that is assumed to be <b>predictable</b> (the overall reliability invariably decreases with age): Failure is less likely to occur before restoration is necessary;</li> </ul> <p>[...]</p>		<p>[...]</p> <p>4. Check current status of <b>life-limited parts</b><del>life-limited components</del>. This status can be requested upon each transfer throughout the operating life of the part:</p> <p>[...]</p>
<b>Reference documents: EASA</b>		[...]

<b>C.4</b>	<b>Records</b>	[...]
<b>Supporting information</b>		<b>Typical inspection items</b>
[...]		[...]
<b>Reference documents: EASA</b>		<ul style="list-style-type: none"><li>— <a href="#">[...]</a></li><li>— <a href="#">AMC M.A.305</a></li><li>— <a href="#">AMC M.A.306</a></li><li>— <a href="#">AMC M.A.307</a></li></ul>

## Appendix IV to AMC M.A.604 — Maintenance organisation manual

### 1. Purpose

The maintenance organisation manual is the reference for all the work carried out by the approved maintenance organisation. It should contain all the means established by the organisation to ensure compliance with [Part-M](#) or [Part-ML](#) according to the extent of approval and the privileges granted to the organisation.

[...]

#### Part A. — General

[...]

- Accountable manager statement
  - Approval of the manual
  - Statement that the maintenance organisation manual and any incorporated document identified therein reflect the organisation's means of compliance with [Part-M](#) and [Part-ML](#)

[...]

#### Part B — Description

[...]

- Maintenance data
  - List of maintenance data used in accordance with [M.A.402](#) or [ML.A.402](#), and appropriate amendment subscription information (including access to data used on occasional basis).

#### Part C — General Procedures

- Organisational review
  - Purpose (to insure that the approved maintenance organisation continues to meet the requirements of [Part-M](#) and [Part-ML](#))

[...]

#### Part D — Working Procedures

[...]

- Release to Service – Certificate of release to service

[...]

- [Maintenance](#) check flight authorisation
- Copy of CRS and EASA Form 1
- Records
- Airworthiness review procedures and records for ELA1 aircraft not involved in commercial operations

~~Development and approval processing for maintenance programmes for ELA2 aircraft not involved in commercial operations~~

[...]

#### 4. Continuous compliance with Part-M and Part-ML

When a maintenance organisation manual no longer meets the requirements of this Part-M or Part-ML, whether through a change in Part-M or Part-ML, a change in the organisation or its activities, or through an inadequacy shown to exist by verification inspections conducted under the organisational review, or any other reason that affects the manuals conformity to requirements, the approved maintenance organisation is responsible to prepare and have approved an amendment to its manual.

[...]

## Appendix V to AMC1 M.A.704 — Continuing airworthiness management exposition

The following text provides relevant information for developing a CAME for the particular case of a CAMO working on aircraft subject to Part-M and contracting maintenance to Part M Subpart F and Part 145 organisations.

### CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (CAME)

#### TABLE OF CONTENT

[...]

1.13	Maintenance check flight procedures
------	-------------------------------------

[...]

#### 1.13 Maintenance check flight (MCF) procedures

*(The criteria for performing an MCF are normally included in the aircraft maintenance programme or derived by the scenarios described in GM M.A.301(i). This paragraph should explain how the MCF procedure is established in order to meet its intended purpose (for instance, after a heavy maintenance check, after engine or flight control removal installation, etc.), and the release procedures to authorise such an MCF.)*

[...]

## Appendix VI to AMC M.B.602(f) — EASA Form 6F

[...]

M.A. SUBPART F APPROVAL RECOMMENDATION REPORT		EASA FORM 6F				
<b>Part 2: <a href="#">M.A. Subpart F</a> Compliance Audit Review</b>						
The five columns may be labelled and used as necessary to record the approval product line or facility, including subcontractor's, reviewed. Against each column used of the following <a href="#">M.A. Subpart F</a> subparagraphs please either tick (✓) the box if satisfied with compliance or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.						
Para	Subject					
<a href="#">M.A.603</a>	Extent of approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.604</a>	Maintenance Organisation Manual (see Part 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.605</a>	Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.606</a>	Personnel requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.607</a>	Certifying staff and airworthiness review staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.608</a>	Components, Equipment and tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.609</a>	Maintenance data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.610</a>	Maintenance work orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.611</a>	Maintenance standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.612</a>	Aircraft certificate of release to service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.613</a>	Component certificate of release to service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.614</a>	Maintenance <span style="background-color: #e0ffff;">and airworthiness review</span> records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.615</a>	Privileges of the organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.616</a>	Organisational review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.617</a>	Changes to the approved maintenance organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.619</a>	Findings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competent authority surveyor(s):		Signature(s):				
Competent authority office:		Date of EASA Form 6F part 2 completion:				

M.A. SUBPART F APPROVAL RECOMMENDATION REPORT	EASA FORM 6F
<b>Part 3: Compliance with <a href="#">M.A. Subpart F</a> maintenance organisation manual (MOM)</b>	
Please either tick (✓) the box if satisfied with compliance; or cross (x) if not satisfied with compliance and specify the reference of the Part 4 finding; or enter N/A where an item is not applicable; or N/R when applicable but not reviewed.	
[...]	

M.A. SUBPART F APPROVAL RECOMMENDATION REPORT	EASA FORM 6F
<b>Part 3: Compliance with <a href="#">M.A. Subpart F</a> maintenance organisation manual (MOM)</b>	
Part D	Working Procedures
[...]	
4.10	<input type="checkbox"/> <del>Procedures for the development and approval processing for maintenance programmes for ELA2 aircraft not involved in commercial operations</del> <b>[Reserved]</b>
[...]	
Part E	Appendices
[...]	
5.4	<input type="checkbox"/> List of Part-145, <del>or</del> M.A. Subpart F <b>or Part-CAO</b> organisations
[...]	

[...]

**Appendix VIII to AMC M.A.616 — Organisational Review**

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.

[...]

**5 – Certification of maintenance, and airworthiness review and development and approval processing of maintenance programmes**

[...]

~~— Have maintenance programmes for ELA2 aircraft not involved in commercial operations been properly developed?~~

[...]

**Appendix IX to AMC M.A.602 and AMC M.A.702 — EASA Form 2**

Application for		
Competent authority	Part-M Subpart F Approval* Part-145 Approval* Part-M Subpart G Approval* Part-CAMO approval* Part-CAO approval*	initial <del>grant</del> */ Change* initial <del>grant</del> */ Change* initial <del>grant</del> */ Change* initial */ Change* initial */ Change*
1.	Registered name of applicant:	
2.	Trading name (if different):	
3.	Addresses requiring approval:	
4.	Tel. .... Fax .....	
	E-mail .....	
5.	<del>Scope Terms of approval and scope of work</del> relevant to this application: <del>see page 2 for possibilities in the case of a Subpart F/Part 145 approval:</del>	
6.	Position and name of the (proposed*) Accountable Manager: .....	
7.	Signature of the (proposed*) Accountable Manager: .....	
8.	Place: .....	

9. Date: .....

Note (1): A note giving the address(es) to which the EASA Form(s) should be sent.

Note (2): An optional note to give information on any fees payable.

\* delete as applicable

EASA Form 2 Page 1 of 2 1

<b>SCOPE OF APPROVAL AVAILABLE</b>				
<b>CLASS</b>	<b>RATING</b>	<b>LIMITATION</b>	<b>BASE</b>	<b>LINE</b>
<b>AIRCRAFT</b>	<b>A1 Aeroplanes above 5-700 kg</b>	{Rating reserved to Maintenance Organisations approved in accordance with Annex II (Part 145)} {State aeroplane manufacturer or group or series or type and/or the maintenance tasks} Example: Airbus A320 Series	{YES/NO}*	{YES/NO}*
	<b>A2 Aeroplanes 5-700 kg and below</b>	{State aeroplane manufacturer or group or series or type and/or the maintenance tasks} Example: DHC-6 Twin Otter Series State whether the issue of airworthiness review certificates is requested or not (only possible for ELA1 aircraft covered by Part ML not involved in commercial operations)	{YES/NO}*	{YES/NO}*
	<b>A3 Helicopters</b>	{State helicopter manufacturer or group or series or type and/or the maintenance task(s)} Example: Robinson R44	{YES/NO}*	{YES/NO}*
	<b>A4 Aircraft other than A1, A2 and A3</b>	{State aircraft category (sailplane, balloon, airship, etc.), manufacturer or group or series or type and/or the maintenance task(s).} State whether the issue of airworthiness review certificates is requested or not (only possible for ELA1 aircraft not involved in commercial operations).	{YES/NO}*	{YES/NO}*
<b>ENGINES</b>	<b>B1 Turbine</b>	{State engine series or type and/or the maintenance task(s)} Example: PT6A Series		
	<b>B2 Piston</b>	{State engine manufacturer or group or series or type and/or the maintenance task(s)}		
	<b>B3 APU</b>	{State engine manufacturer or series or type and/or the maintenance task(s)}		
<b>COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs</b>	<b>C1 Air Cond &amp; Press</b>	{State aircraft type or aircraft manufacturer or component manufacturer or the particular component and/or cross refer to a capability list in the exposition and/or the maintenance task(s).}  Example: PT6A Fuel Control		
	<b>C2 Auto Flight</b>			
	<b>C3 Comms and Nav</b>			
	<b>C4 Doors- Hatches</b>			
	<b>C5 Electrical Power &amp; Lights</b>			
	<b>C6 Equipment</b>			
	<b>C7 Engine-APU</b>			
	<b>C8 Flight Controls</b>			
	<b>C9 Fuel</b>			
	<b>C10 Helicopter- Rotors</b>			
	<b>C11 Helicopter- Trans</b>			

	C12-Hydraulic Power	
	C13-Indicating-recording system	
	C14-Landing Gear	
	C15-Oxygen	
	C16-Propellers	
	C17-Pneumatic & Vacuum	
	C18-Protection ice/rain/fire	
	C19-Windows	
	C20-Structural	
	C21-Water ballast	
	C22-Propulsion Augmentation	
SPECIALISED SERVICES	D1-Non-Destructive Testing	

\* Delete as appropriate.

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## Appendix XI to AMC1 M.A.708(c) — Contracted maintenance

### 1. Maintenance contracts

The following paragraphs are not intended to provide a standard maintenance contract, but to provide a list of the main points that should be addressed, when applicable, in a maintenance contract between the CAMO managing aircraft subject to Part-M and a ~~the~~ maintenance organisation approved in accordance with Part-145 or Subpart F of Part M. The following paragraphs only address technical matters and exclude matters such as costs, delay, warranty, etc.

[...]

#### 2.11. ~~Service life-limited components~~ Life-limited parts and time-controlled components

The control of life-limited parts and time-controlled components ~~service life-limited components~~ is the responsibility of the CAMO. The contract should specify whether the CAMO should provide the status of life-limited parts and time-controlled components ~~service life-limited parts~~ to the maintenance organisation, and the information that the approved organisation will have to provide to the CAMO about the removal/installation of the life-limited parts and time-controlled components ~~service life-limited components~~ so that the CAMO may update its records (see also paragraph 2.22 'Exchange of information').

[...]

#### 2.18. ~~Test~~ Maintenance check flight

If any ~~test~~ maintenance check flight is required after aircraft maintenance, it should be performed in accordance with the procedures established in the continuing airworthiness management exposition or the operator's manual.

[...]

## Appendix XIII to AMC M.A.712(f) — Organisational review

The following text provides relevant information for conducting organisational reviews in accordance with M.A.712 for the particular case of a CAMO working on aircraft subject to Part-M.

[...]