Annex I to ED Decision 2015/024/R

Annex I (Acceptable Means of Compliance to Part-M), to Decision 2003/19/RM is amended as follows:

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

(a) deleted text is marked with ~~strikethrough~~;

(b) new or amended text is highlighted in grey;

(c) an ellipsis (…) indicates that the remaining text is unchanged in front of or following the reflected amendment.

AMC M.A.201(e) is amended as follows:

AMC M.A.201(e) Responsibilities

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) and M.A.302(g). ~~This contract may also entitle the M.A. Subpart G organisation to use the indirect approval procedure described in M.A.302(c).~~

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:

- identifies the owner and the specific aircraft, engine, and propeller (as applicable);
- includes all mandatory maintenance information and any additional tasks derived from the evaluation of the recommendations issued by the Design Approval Holder;
- does not go below the requirements of the Minimum Inspection Programme; and
- 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.

- 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.

AMC M.A.302 is amended as follows:

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).

…

AMC M.A.302(d) is amended as follows:

AMC M.A.302(d) Aircraft maintenance programme ~~compliance~~

…

A new AMC M.A.302(e) is introduced as follows:

AMC M.A.302(e) Aircraft maintenance programme

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

<table>
<tr><th colspan="5">Aircraft Maintenance Programme (for aircraft other than 'complex motor-powered aircraft')</th></tr>
<tr><th colspan="5">Aircraft identification</th></tr>
<tr><td>1</td><td colspan="2">Registration(s):</td><td>Type:</td><td>Serial No (s):</td></tr>
<tr><th colspan="5">Basis for the Maintenance Programme</th></tr>
<tr><td>2</td><td colspan="4">This Aircraft Maintenance Programme complies with <u>(tick one option)</u>:
M.A.302(b), (c), (d), (e) and (g) ☐ (Complete section 3 below), or
M.A.302(h) ☐ (Only possible for ELA1 aircraft not used in commercial operations)</td></tr>
<tr><td></td><td colspan="4">For Aircraft Maintenance Programmes complying with M.A.302(h) (see above) the following data is used <u>(tick one option)</u>:
Design Approval Holder Maintenance Data ☐ (Complete section 3 below), or
Minimum Inspection Programme as detailed in the latest revision of AMC M.A.302(i) ☐, or
Other Minimum Inspection Programme complying with M.A.302(i) ☐ (List the tasks in Appendix A to this Aircraft Maintenance Programme)</td></tr>
<tr><th colspan="5">Design Approval Holder Maintenance Data (not applicable if using Minimum Inspection Programmes)</th></tr>
<tr><td>3</td><td colspan="2">Equipment manufacturer and type</td><td colspan="2">Applicable maintenance data reference (at latest revision)</td></tr>
<tr><th colspan="5">For aircraft other than balloons</th></tr>
<tr><td>3a</td><td>Aircraft (other than balloons)</td><td colspan="2"></td><td></td></tr>
<tr><td>3b</td><td>Engine (if applicable)</td><td colspan="2"></td><td></td></tr>
<tr><td>3c</td><td>Propeller (if applicable)</td><td colspan="2"></td><td></td></tr>
<tr><th colspan="5">For balloons</th></tr>
<tr><td>3d</td><td>Envelope (only for balloons)</td><td colspan="2"></td><td></td></tr>
<tr><td rowspan="2">3e</td><td rowspan="2">Basket(s) (only for balloons)</td><td colspan="2"></td><td></td></tr>
<tr><td colspan="2"></td><td></td></tr>
<tr><td></td><td></td><td colspan="2"></td><td></td></tr>
</table>

3f	Burner(s) **(only for balloons)**		
3g	Fuel cylinders **(only for balloons)**		

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)			
4	**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)**	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.)		
	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).		
5	**Indicate if there are any specific maintenance recommendations made in Service Bulletins, Service Letters, etc, that are applicable (when replying 'YES', <u>list all the specific recommendations and any deviations</u> in Appendix B to this Aircraft Maintenance Programme)**	Yes	No
Pilot-owner maintenance (only for privately operated non-complex motor-powered aircraft of 2 730 kg MTOM and below, sailplanes, powered-sailplanes and balloons)			
6	**Does the Pilot-owner perform Pilot-owner maintenance (ref. Part-M, M.A.803)?** If yes, enter the name of the pilot-owner(s) or the alternative procedure described in AMC M.A.803 point 3: Pilot-owner name:_____ Licence Number:_____ Signature: _____ Date: _____ **If yes, list in Appendix B to this Aircraft Maintenance Programme the deviations to the list of Pilot-owner maintenance tasks contained in the AMC to Appendix VIII to Part-M (tasks which are not performed by the Pilot-owner and additional tasks performed)**	Yes	No
Record of periodic reviews of the Aircraft Maintenance Programme (in accordance with M.A.302(g) or M.A.302(h)5, as applicable)			

7	**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)**	**Date and signature**

Revision control of the Aircraft Maintenance Programme			
8	**Rev. No**	**Content of revision**	**Date and signature**

Approval/Declaration of the Maintenance Programme (select the appropriate option)			
9	Declaration by owner: ☐	Approval by contracted CAMO (only under 'indirect approval procedure' approved by the competent authority responsible for the Aircraft Maintenance Programme): ☐	Approval by Competent Authority: ☐
	'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' Signature/Name/Date:	Approval Reference No of the CAMO: Signature/Name/Date:	Competent Authority: Signature/Name/Date:

Certification statement	
10	***'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'*** Signed by the person/organisation responsible for the continuing airworthiness of the aircraft according to M.A.201: Owner ☐ - Lessee ☐ - CAMO ☐ Name of owner/lessee or CAMO approval number: Address: Telephone/fax: E-mail:

	Signature/Date:
11	Appendices attached: — Appendix A YES ☐ NO ☐ — Appendix B YES ☐ NO ☐

Appendix A 'Minimum Inspection Programme' (only applicable if a Minimum Inspection Programme different from the one described in AMC M.A.302(i) 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)

Task Description	**References**	**Interval**
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 Instructions (ALIs, CMRs, specific requirements in the TCDS, etc.)		
Maintenance related to repetitive Airworthiness Directives		

Maintenance related to specific operational/airspace directives/requirements (altimeter, compass, transponder, etc.)				
Maintenance related to the type of operation or operational approvals				
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)**
Maintenance recommendations contained in Service Bulletins, Service Letters, etc. **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.**				
Task Description (Pilot-owner maintenance)				
Pilot-owner maintenance tasks contained in AMC to Appendix VIII to Part-M which are not performed by the Pilot-owner				
Pilot-owner maintenance tasks performed by the Pilot-owner additional to those contained in AMC to Appendix VIII to Part-M				

AMC M.A.302(f) is amended as follows:

AMC M.A.302(f) Aircraft maintenance programme ~~– reliability programmes~~

…

A new AMC M.A.302(h) is introduced as follows:

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:

   — 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.

A new AMC M.A.302(i) is introduced as follows:

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.

ELA1 aeroplanes not involved in commercial operations	
System/component/area	**Task & Inspection detail**
GENERAL	
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.
AIRFRAME	
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.
CABIN AND COCKPIT	
Seats, safety belts and harnesses	Inspect for poor condition and apparent defects. Check for service life.
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.
LANDING GEAR	
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.
WING AND CENTRE SECTION	
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.
FLIGHT CONTROLS	
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.

EMPENNAGE	
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.

AVIONICS AND ELECTRICS	
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.
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.
POWERPLANT	
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.
CLUTCHES AND GEARBOXES	
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.
PROPELLER	
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.
MISCELLANEOUS	

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.
OPERATIONAL CHECKS	
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.

ELA1 sailplanes and ELA1 powered sailplanes not involved in commercial operations	
System/component/area	**Task & Inspection detail**
GENERAL	
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.
AIRFRAME	
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.
CABIN AND COCKPIT	
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. CAUTION: OBSERVE ALL SAFETY PRECAUTIONS.

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.
LANDING GEAR	
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.

WING AND CENTRE SECTION	
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 flaperon 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.
EMPENNAGE	
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.

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.
AVIONICS AND ELECTRICS	
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 correct the main fuse fitted. 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.
MISCELLANEOUS	
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.
POWERPLANT (when applicable)	

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.
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

System/component/area	Task & Inspection detail
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. 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.
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 0-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.

AMC M.A.605(a) is amended as follows:

AMC M.A.605(a) Facilities

1. Where a hangar is not owned by the M.A. Subpart F organisation, it may be necessary to establish proof of tenancy. In addition, sufficiency of hangar space to carry out planned maintenance should be demonstrated by the preparation of a projected aircraft hangar visit plan relative to the aircraft maintenance programme. The aircraft hangar visit plan should be updated on a regular basis.

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

   Depending on the scope of work of the maintenance organisation, it may not be necessary to have a hangar available. For example, an organisation maintaining ELA2 aircraft (when not performing major repairs) may perform the work in alternative suitable facilities (and possibly at remote locations) as agreed by the competent authority.

2. …

3. ...

4. Special case for ELA2 aircraft

   For ELA2 aircraft, it is acceptable not to have access to a hangar or dedicated workshops. Depending on the scope of work, other facilities are acceptable as long as protection is ensured from inclement weather and contamination. This may include, for example, working in the field or in non-aviation premises (closed or not).

These facilities do not need to be individually approved by the competent authority as long as the maintenance organisation manual describes for each type of facility the scope of work, the tooling and equipment available, and the permitted environmental conditions (weather, contamination).

The organisation should include, as part of the periodic internal organisational review, a sampling of the compliance with these conditions during certain maintenance events.

AMC M.A.607 is amended as follows:

AMC M.A.607 Certifying staff and airworthiness review staff

…

AMC M.A.607(c) is amended as follows:

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

1. …

2. The following minimum information, as applicable, should be kept on record in respect of each airworthiness review person:

   (a) name;

   (b) date of birth;

   (c) certifying staff authorisation;

   (d) experience as certifying staff on ELA1 aircraft;

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

   (f) scope of the airworthiness review authorisation and personal authorisation reference;

   (g) date of the first issue of the airworthiness review authorisation; and

   (h) if appropriate, expiry date of the airworthiness review authorisation.

~~2.~~3. Persons authorised to access the system should be maintained at a minimum to ensure that records cannot be altered in an unauthorised manner or that such confidential records become accessible to unauthorised persons.

~~3.~~4. The competent authority should be granted access to the records upon request.

AMC M.A.614(a) is amended as follows:

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

…

AMC M.A.614(c) is amended as follows:

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

…

AMC M.A.707(b) is amended as follows:

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

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

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

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

A new AMC M.A.710(ga) is introduced as follows:

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, an M.A. Subpart G organisation 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.

AMC M.A.803 is amended as follows:

AMC M.A.803 Pilot-owner authorisation

…

5. Not holding a valid medical examination does not invalidate the pilot licence (or equivalent) required under M.A.803(a)1 for the purpose of the Pilot-owner authorisation.

AMC M.A.901(a) is amended as follows:

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

EASA Form 15a is issued by competent authorities while EASA Form 15b is issued by an M.A. Subpart G organisation and EASA Form 15c is issued by a Part-145 or an M.A. Subpart F maintenance organisation.

A new AMC M.A.901(l)1 is introduced as follows:

AMC M.A.901(l)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.

AMC M.A.904(a)(2) is amended as follows:

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

…

3. If there is no M.A. Subpart G organisation 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 of M.A.901(h) and M.B.902. In this case, the airworthiness review should be requested to the competent authority with a 30-day notice.

AMC M.B.301(c) is amended as follows:

AMC M.B.301(c) Maintenance programme

…

3. When the competent authority requests it, the organisation should make provision for the attendance of a representative of the competent authority ~~representative~~ at meetings held to consider maintenance implications arising from reviews of the above provisions.

AMC M.B.603(a) is amended as follows:

AMC M.B.603(a) Issue of approval

1. …

2. …

3. Special case for ELA1 aircraft:

In order to promote standardisation, for this category of aircraft the following approach is recommended:

— Possible ratings to be endorsed in EASA Form 3:

- ELA1 sailplanes;
- ELA1 powered sailplanes and ELA1 aeroplanes;
- ELA1 balloons;
- ELA1 airships.

— Before endorsing any of those ratings (for example, ELA1 sailplanes) in EASA Form 3, the competent authority should audit that the organisation is capable of maintaining at least one aircraft type (for example, one type of sailplanes within the ELA1 category), including the availability of the necessary facilities, equipment, tooling, material, maintenance data, and certifying staff.

— It is acceptable that the detailed scope of work in the Maintenance Organisation Manual (MOM) contains the same ratings endorsed in EASA Form 3 (for example, ELA1 sailplanes),

without a need to further limit them. However, the maintenance organisation will only be able to maintain a certain aircraft type when all the necessary facilities, equipment, tooling, material, maintenance data, and certifying staff are available.

AMC M.B.703 is amended as follows:

AMC M.B.703 Issue of approval

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

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

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

— A specific type designation that is part of a type certificate, such as Airbus 340-211 or Cessna 172R.

— A type rating (or series) as listed in Part-66 Appendix I to AMC, which may be further subdivided, such as Boeing 737-600/700/800, Boeing 737-600, Cessna 172 Series.

— An aircraft group such as, for example, 'all sailplanes and powered sailplanes' or 'Cessna single piston engined aircraft' or 'Group 3 aircraft' (as defined in 66.A.5) or 'aircraft below 2 730 kg MTOM'.

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

It is important to note that the scope of work defined in EASA Form 14 is further limited to the one defined in the Continuing Airworthiness Management Exposition (CAME). It is this scope of work in the CAME which ultimately defines the approval of the organisation. As a consequence, it is possible for a competent authority to endorse in EASA Form 14, for example, a scope of work for Group 3 aircraft while the detailed scope of work defined in the CAME does not include all Group 3 aircraft.

Nevertheless, in all cases, the competent authority should be satisfied that the organisation has the capability to manage the ~~requested~~ types/groups/series endorsed in the EASA Form 14.

Since the activities linked to continuing airworthiness management are mainly process-oriented rather than facility/tooling-oriented, changes to the detailed scope of work defined in the CAME (either directly or through a capability list), within the limits already included in EASA Form 14, may be considered as not affecting the approval and not subject to M.A.713. As a consequence, for these changes the competent authority may allow the use by the M.A. Subpart G organisation of the indirect approval procedure defined in M.A.704(c).

In the example mentioned above, before endorsing the Group 3 in EASA Form 14 for the first time, the competent authority should make sure that the organisation is capable of managing this category of aircraft as a whole. In particular, the competent authority should ensure that Baseline/Generic Maintenance Programmes (see M.A.709) or individual maintenance programmes (for contracted customers) are available for all the aircraft which are intended to be initially included in the scope of work detailed in the CAME. Later on, if changes need to be introduced in the detailed scope of work detailed in the CAME to include new aircraft types (within Group 3), this may be done by the M.A. Subpart G organisation through the use of the indirect approval procedure.

Since, as mentioned above, the competent authority should make sure that the organisation is capable of managing the requested category as a whole, it is not reasonable to grant a full Group 3 approval based on an intended scope of work which is limited to, for example, a Cessna 172 aircraft. However, it may be reasonable to grant such full Group 3 approval, after showing appropriate capability, for an intended scope of work covering several aircraft types or series of different complexity and which are representative of the full Group 3.

Special case for ELA1 aircraft:

In order to promote standardisation, for this category of aircraft the following approach is recommended:

— Possible ratings to be endorsed in EASA Form 14:

- ELA1 sailplanes;
- ELA1 powered sailplanes and ELA1 aeroplanes;
- ELA1 balloons;
- ELA1 airships.

— Before endorsing any of those ratings (for example, ELA1 sailplanes) in EASA Form 14, the competent authority should audit that the organisation is capable of managing at least one aircraft type (for example, one type of sailplanes within the ELA1 category), including the availability of the necessary facilities, data, maintenance programmes, and staff.

— It is acceptable that the detailed scope of work in the CAME contains the same ratings endorsed in EASA Form 14 (for example, ELA1 sailplanes), without a need to further limit them. However, the CAMO will only be able to manage a certain aircraft type when all the necessary facilities, data, maintenance programmes and staff are available.

•

Appendix IV to AMC M.A.604 is amended as follows:

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

1. Purpose

…

2. Content

…

Part A — General

— **Table of contents**

…

Part B — Description

…

— **Certifying staff and airworthiness review staff**

- Minimum qualification and experience

- List of authorised certifying staff and airworthiness review staff, their scope of qualification and the personal authorisation reference

…

Part C — General Procedures

…

Part D — Working Procedures

…

— **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**

— **Special procedures**

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

…

Part E – Appendices

…

3. Approval

…

4. Continuous compliance with Part-M

…

5. Distribution

…

Appendix VI to AMC M.B.602(f) is amended as follows:

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

M.A. SUBPART F APPROVAL RECOMMENDATION REPORT	**EASA FORM 6F**

Part 1: General

Name of organisation:

Approval reference:

Requested approval rating/
EASA Form 3 dated*:

Other approvals held (If app.)

Address of facility audited:

Audit period: from to :

Date(s) of audit(s):

Audit reference(s):

Persons interviewed:

Competent authority surveyor: Signature(s):

Competent authority office: Date of EASA Form 6F part 1 completion:

*delete where applicable

M.A. SUBPART F APPROVAL RECOMMENDATION REPORT **EASA FORM 6F**

Part 2: M.A. Subpart F Compliance Audit Review

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 M.A. Subpart F 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					
M.A.603	Extent of approval					
M.A.604	Maintenance Organisation Manual (see Part 3)					
M.A.605	Facilities					
M.A.606	Personnel requirements					
M.A.607	Certifying staff and airworthiness review staff					
M.A.608	Components, Equipment and tools					
M.A.609	Maintenance data					
M.A.610	Maintenance work orders					
M.A.611	Maintenance standards					

M.A.612	Aircraft certificate of release to service								
M.A.613	Component certificate of release to service								
M.A.614	Maintenance records								
M.A.615	Privileges of the organisation								
M.A.616	Organisational review								
M.A.617	Changes to the approved maintenance organisation								
M.A.619	Findings								

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

PART 3: Compliance with M.A. Subpart F maintenance organisation manual (MOM)

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.

Part A	General	
1.1		Table of content
1.2		List of effective pages

1.3		Record of amendments
1.4		Amendment procedure
1.5		Distribution
1.6		Accountable manager's statement
Part B	Description	
2.1		Organisation's scope of work
2.2		General presentation of the organisation
2.3		Name and title of management personnel
2.4		Organisation chart
2.5		Certifying staff and airworthiness review staff
2.6		Personnel
2.7		General description of the facility
2.8		Tools, equipment and material
2.9		Maintenance data
Part C	General procedures	
3.1		Organisational review
3.2		Training
3.3		~~Contracting~~ Subcontracting of specialised services
3.4		One time authorisations

M.A. SUBPART F APPROVAL RECOMMENDATION REPORT EASA FORM 6F		
PART 3: Compliance with M.A. Subpart F maintenance organisation manual (MOM)		
Part D	Working Procedures	
4.1		Work order acceptance
4.2		Preparation and issue of work package
4.3		Logistics
4.4		Execution
4.5		Release to service – Certifying staff

4.6		Release to service – Supervision
4.7		Release to service – Certificate of release to service
4.8		Records
4.9		Airworthiness review procedures and records for ELA1 aircraft not involved in commercial operations
4.10		Procedures for the development and approval processing for maintenance programmes for ELA2 aircraft not involved in commercial operations
~~4.9~~ 4.11		Special procedures
~~4.10~~ 4.12		Occurrence reporting
~~4.11~~ 4.13		Management of indirect approval of the manual
Part E	Appendices	
5.1		Sample of all documents used
5.2		List of subcontractors.
5.3		List of maintenance locations
5.4		List of Part 145 or M.A. Subpart F organisations

MOM reference: MOM amendment:

Competent authority audit staff: Signature(s):

Competent authority office: Date of EASA Form 6F part 3 completion:

M.A. SUBPART F APPROVAL RECOMMENDATION REPORT **EASA FORM 6F**

Part 4: Findings regarding M.A. Subpart F compliance status

Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for the necessary corrective action.

Part 2 or 3 ref.	Audit reference(s): Findings		Corrective action		
			Date Due	Date Closed	Reference

M.A. SUBPART F APPROVAL RECOMMENDATION REPORT EASA FORM 6F

Part 5: M.A. Subpart F approval or continued approval or change recommendation

Name of organisation:

Approval reference:

Audit reference(s):

The following M.A. Subpart F scope of approval is recommended for this organisation:

Or, it is recommended that the M.A. Subpart F scope of approval specified in EASA Form 3 referenced ..... be continued.

Name of recommending competent authority surveyor:

Signature of recommending competent authority surveyor:

Competent authority office:

Date of recommendation:

EASA Form 6F review (quality check) : Date:

Appendix VIII to AMC M.A.616 is amended as follows:

Appendix VIII to AMC M.A.616

…

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

1 – Scope of work

Check that:

— All aircraft and components under maintenance or under contract are covered in ~~the~~ EASA Form 3.

— The scope of work in the MOM does not disagree with ~~the~~ EASA Form 3.

— No work has been performed outside the scope of ~~the~~ Form 3 and the MOM.

2 - Maintenance data

…

3 – Equipment and Tools

…

4 – Stores

…

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

— Has maintenance on products and components been properly certified?

— Have implementation of modifications/repairs been carried out with appropriate approval of such modifications/repairs (sample check)?.

— Have airworthiness reviews been properly performed and the airworthiness review certificate properly been issued?

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

6 – Relations with the owners/operators

…

7 – Personnel

…

8 – Maintenance contracted

— Sample check of maintenance records:

- Existence and adequacy of the work order,
- Data received from the maintenance organisation:

- Valid CRS including any deferred maintenance,
- List of removed and installed equipment and copy of the associated EASA Form 1 or equivalent.

— Obtain a copy of the current approval certificate (EASA Form 3) of the maintenance organisations contracted.

9 – Maintenance subcontracted

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

10 – Technical records and record-keeping

— Have the maintenance actions been properly recorded?

— Have the certificates (EASA Form 1 and Conformity certificates) been properly collected and recorded?

— Perform a sample check of technical records to ensure completeness and storage during the appropriate periods.

— Is storage of computerised data properly ensured?

11 – Occurrence reporting procedures

— Check that reporting is properly performed.

— Actions taken and recorded.

Appendix IX to AMC M.A.602 and AMC M.A.702 is amended as follows:

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

	Application for	
Competent authority	**Part-M Subpart F Approval***	**initial grant*/ Change***
	Part-145 Approval*	**initial grant*/ Change***
	Part-M Subpart G Approval*	**initial grant*/ Change***

1. **Registered name of applicant**:

2. **Trading name (if different)**:

3. **Addresses requiring approval**:

4. **Tel.**..... **Fax**.....

E-mail.....

5. **Scope of approval relevant to this application: see page 2 for possibilities in the case of a Subpart F/Part-145 approval:**

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

SCOPE OF APPROVAL AVAILABLE

CLASS	RATING	LIMITATION	BASE	LINE
AIRCRAFT	A1 Aeroplanes above 5 700 kg	[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]*
	A2 Aeroplanes 5 700 kg and below	[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 not involved in commercial operations)	[YES/ NO]*	[YES/ NO]*
	A3 Helicopters	[State helicopter manufacturer or group or series or type and/or the maintenance task(s)] *Example: Robinson R44*	[YES/ NO]*	[YES/ NO]*
	A4 Aircraft other than A1, A2 and A3	[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]*
ENGINES	B1 Turbine	[State engine series or type and/or the maintenance task(s)] *Example: PT6A Series*		
	B2 Piston	[State engine manufacturer or group or series or type and/or the maintenance task(s)]		
	B3 APU	[State engine manufacturer or series or type and/or the maintenance task(s)]		
COMPONENTS OTHER THAN COMPLETE	C1 Air Cond & Press C2 Auto Flight C3 Comms and Nav C4 Doors - Hatches	[State aircraft type or aircraft manufacturer or component manufacturer or the particular component and/or cross refer		

CLASS	RATING	LIMITATION	BASE	LINE
ENGINES OR APUs	C5 Electrical Power & Lights	to a capability list in the exposition and/or the maintenance task(s).]		
	C6 Equipment			
	C7 Engine - APU	*Example: PT6A Fuel Control*		
	C8 Flight Controls			
	C9 Fuel			
	C10 Helicopter - Rotors			
	C11 Helicopter - Trans			
	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	[State particular NDT method(s)]		

* **Delete as appropriate.**

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