



CIVIL AVIATION PUBLICATION

AIR 03

MAINTENANCE CONTROL MANUAL (GA)

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AIR 03

MAINTENANCE CONTROL MANUAL (GA)

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**LIST OF ABBREVIATIONS**

AD	Airworthiness Directive
ADD	Acceptable Deferred Defect
AMC	Acceptable Means of compliance
AOG	Aircraft on Ground
CAA-B	Civil Aviation Authority Bahamas
C of A	Certificate of Airworthiness
CAMP	Computerised Maintenance Records and planning system
CDL	Configuration Deviation List
CMR	Certification Maintenance Requirement
CRS	Certificate of Release to Service
MEL	Minimum Equipment List
MMEL	Master Minimum Equipment List
OR	Occurrence Reporting
MM	Maintenance Manual
MPD	Maintenance Planning Document
MP	Maintenance Programme
RIE	Rectification Interval Extension
PIREP	Pilot Report
RPAS	Remotely Piloted Aircraft System
SB	Service Bulletin
SRM	Structural Repair Manual
SRP	Sector Record Page

CHAPTER 1

OPERATOR WHO PERFORMS CONTINUING AIRWORTHINESS MANAGEMENT

1.1 INTRODUCTION

Chapter 1 is applicable to an operator who performs continuing airworthiness management in-house.

Note: When the term “Engineer” is used in this CAP, it applies to an aircraft maintenance (technician/engineer/mechanic) licence.

1.2 AIRCRAFT MANAGED – FLEET COMPOSITION

The continuing airworthiness of the following aircraft types is managed by *(Insert name of Operator/Owner)*, under the control and responsibility of the Airworthiness Coordinator.

Registration Mark	Aircraft Type	Serial No.
C6-		
C6-		
C6-		
C6-		

1.3 AIRWORTHINESS COORDINATOR

The Airworthiness Coordinator’ details are:

Name:

Business Telephone No.

Mobile No.

Email:

The Airworthiness Coordinator is a person employed or contracted by the Operator and has the following responsibilities:

- (a) Establishment and development of continuing airworthiness policy, including the acceptance of the maintenance programme required by the CAA-B;
- (b) Analysis of the effectiveness of the accepted Maintenance Programme;
- (c) Ensuring that all Maintenance Records are kept as required by CAA-B;
- (d) Modifications and repairs are carried out to an approved standard;
- (e) Airworthiness Directives are reviewed and complied with;
- (f) Non mandatory modification embodiment policy;
- (g) Rectification of all defects;



- (h) Line and Base maintenance;
- (i) That the Certificate of Airworthiness remains valid in respect of:
 - (1) the airworthiness of the aeroplane;
 - (2) compliance with the approved maintenance programme;
 - (3) compliance with all mandatory instructions.
- (j) Reporting any occurrences of a maintenance nature to the CAA-B and the aircraft manufacturers/STC holders;
- (k) Review and implementation, as appropriate, of any additional CAA-B requirements;
- (l) Review and amendment of the Maintenance Control Manual as appropriate.

1.4 TRAINING POLICY

The Airworthiness Coordinator will identify any specific training requirements for the organisation. He will ensure that all new developments / amendments which would have an impact on the continuing airworthiness of the aircraft are assimilated into the organisation and where appropriate and necessary training will be undertaken and recorded. This will be an on-going continuous process and include recognition of Human Factors issues. All subcontractors will be required to demonstrate an acceptable equivalent.

1.5 CONTRACTS

The following table provides details for those organisations for which contracts are in place with a maintenance organisation to perform Line and Base Maintenance. If the owner/operator has chosen not to have fixed contracts for Line or Base Maintenance but seeks maintenance on an ad hoc basis with approved organisations, then state N/A in the applicable boxes.

CONTRACTED MAINTENANCE	CONTRACTED COMPANY NAME	CAR 145 OR EQUIVALENT APPROVAL No. AS APPLICABLE
Line Maintenance		
Base Maintenance		
Engine Maintenance (if applicable)		

If the task(s) are performed in-house then state N/A in the applicable boxes.



SUB-CONTRACTED CONTINUING AIRWORTHINESS TASK	SUB-CONTRACTED COMPANY NAME	CONTACT NAME, TELEPHONE NUMBER AND E-MAIL ADDRESS
Maintenance Programme development and review		
Service Information review and recommendations		
Airworthiness Directive review		
Minimum Equipment List review and amendment		
Maintenance Records		
Engine Health Monitoring		

The following table identifies those persons with Validated Engineer’s Licences to perform defect rectification and limited Line Maintenance:

NAME OF CAA-B VALIDATED LICENSED AIRCRAFT ENGINEER	LICENCE NO. AND ISSUING STATE	CAA-B VALIDATION NO.

1.6 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES

The following procedures define the continuing airworthiness management system which is used to ensure compliance with the continuing airworthiness aspects of CAR OPS 2A/H or CAR OPS 4 for RPAS.

1.7 LOG BOOKS

All maintenance is recorded in the aircraft Technical Log, and the Aircraft and Engine Log Books where appropriate. The CAA-B may accept the use of a system in lieu of using Log Books where equivalence is determined.

1.8 AIRCRAFT MAINTENANCE PROGRAMME

The basic maintenance programme consists of the respective Type Certificate Holders recommendations for maintenance and inspections (MPD or MM chapter 5) including all structural inspections, Corrosion Prevention and Control Programme tasks, Electrical Wiring Interconnect Systems tasks and the respective Airworthiness Limitations Sections.

In addition to this, Continuing Airworthiness information produced by Supplemental Type Certificate holders and for the emergency equipment and Buyer Furnished equipment fitted to the aircraft is included. Consideration of Human Factors principles will be applied.

The tasks are all loaded onto the (name the computer system used e.g. CAMP, Flight Docs etc.) system which is used to schedule and record all maintenance and provide reports on the status of the aircraft and its components with respect to the maintenance programme, Airworthiness Directives, repairs and modifications.

1.9 INSPECTION STANDARDS

The Inspection Standards applicable are those published by the Type Certificate Holders of the airframe, engine and equipment.

1.10 MAINTENANCE CERTIFICATION

All maintenance above a pre-flight/daily level will be certified by duly authorised persons through the issuance of a Maintenance Release acceptable to the CAA-B.

1.11 MAINTENANCE PROGRAMME AMENDMENTS

Changes to the Type Certificate Holders published instructions for Continuing Airworthiness are adopted immediately. The Airworthiness Coordinator monitors the Instructions for Continued Airworthiness issued by the Type Certificate Holders. Whenever a change that affects the Maintenance Programme occurs the Airworthiness Coordinator will prepare amendments to the Maintenance Programme to submit to the CAA-B for approval.

1.12 MAINTENANCE PROGRAMME VARIATIONS

[Variations are permitted only when the periods prescribed by this Programme (or documents in support of this Programme) cannot be complied with due to circumstances which could not reasonably have been foreseen by the owner/operator.

If a TC Holder identifies and includes allowable variations, sometimes called alleviations or task tolerances, in the documents referenced, such variations may be utilized by the owner/operator after consultation with, and the agreement of, the Airworthiness Coordinator. Particulars of every such variation made shall be entered in the appropriate Log Book(s).

Any maintenance tasks performed utilizing the TC Holders tolerance, but within the "Allowable Task Tolerance" must have that period subtracted from the interval at which the task was due, in order to keep to the original schedule.

Any variations to the Maintenance Programme beyond that described above must have the approval of the CAA-B.

Where the TC Holder does not identify such variations, alleviations or allowable tolerances in the documents referenced in 1.8 above, then the periods prescribed by this Maintenance Programme may be varied by the owner/operator provided that such variations are within the limits specified below.

It is important to note that following is not applicable to Maintenance Programmes where the TC Holder has included variations, alleviations or allowable tolerances in the base documents identified in 1.8.

(a) Items Controlled by Flying Hours:

- (1) 5000 flying hours or less; 10%;
- (2) More than 5000 flying hours; 500 flying hours.

(b) Items Controlled by Calendar Time:

- (1) 1 year or less 10% or 1 month, whichever is the lesser;
- (2) More than 1 year but not exceeding 3 years; 2 months
- (3) More than 3 years; 3 months.

(c) Items Controlled by Landing/Cycles:

- (1) 500 landings/cycles or less 10% or 25 landings/cycles, whichever is the lesser;
- (2) More than 500 landings/cycles 10% or 500 landings/cycles, whichever is the lesser.

(d) Items Controlled by More Than One Limit For items controlled by more than one limit, e.g. items controlled by flying hours and calendar time or flying hours and landings/cycles, the more restrictive limit shall be applied.

Notes

The variations permitted above do not apply to:

- *Those components for which an ultimate (scrap) or retirement life has been prescribed (e.g. primary structure, components with limited fatigue lives, and high energy rotating parts for which containment is not provided). Details concerning all items of this nature are included in the Type Certificate holder's documents or manuals.*
- *Those tasks included in the Maintenance Programme that have been classified as mandatory by the Type Certificate holder or the CAA-B.*

- *Certification Maintenance Requirements (CMR) unless specifically approved by the manufacturer and agreed by the CAA-B.*

Any variations to the Maintenance Programme beyond that described above must be approved by the CAA-B. These variations will only be requested when circumstances arise which could not reasonably have been foreseen.

1.13 MAINTENANCE RECORDS

Maintenance records, including hours and cycles recording for the Operator's aircraft are the responsibility of the Airworthiness Coordinator. These records include:

- (a) The aircraft Log Books for Airframe, Engine(s) and Propeller(s);
- (b) Modification records;
- (c) Inspection records (Work-packs);
- (d) Component life records;
- (e) Sector record pages (aircraft technical log);
- (f) Overhaul records;
- (g) Repair records;
- (h) Airworthiness Directive compliance records;
- (i) Computerised Maintenance Records system access and reports.

1.14 TECHNICAL LOGBOOK

A Technical Log book is used on a day to day basis to record hours and cycles and any defects and rectifications which occur between scheduled maintenance inspections. Pre-flight/daily inspections are also recorded as are fluid replenishments, de-icing and all deferred defects in accordance with the MEL.

1.15 MONITORING OF MAINTENANE BETWEEN SCHEDULED MAINTENANCE

Maintenance planning and scheduling of tasks is performed using reports generated from the computerised maintenance records system access and reports. The Airworthiness Coordinator updates and monitors the Computerised Maintenance Records system and provides information on what the next scheduled maintenance tasks are required to be performed in either flight hours, flight cycles or calendar time limits before which the tasks must be accomplished.

1.16 ACCESS TO CONTINUING AIRWORTHINESS RECORDS

All of the records may be accessed by the Operator at any reasonable time and remain the property of the Operator at all times.

Access to the records by duly authorised members of the CAA-B will be arranged where this is necessary.

1.17 AIRWORTHINESS DIRECTIVES

The Operator is responsible for ensuring the accomplishment of all applicable Airworthiness Directives. The following mandatory requirements will be checked and accomplished as applicable:

- (a) The Airworthiness Directives or equivalent mandatory continued airworthiness requirements prescribed for the aircraft or product by the State of type certification on which the Type Acceptance Certification rests, and prescribed by the State of certification of an applicable approved design change (normally a modification or repair).
- (b) Airworthiness Directive technical review and implementation tasks are performed by the Airworthiness Coordinator at regular intervals.

1.18 AD CONTROL – RECORDING OF AD COMPLIANCE

The method of compliance and when such compliance was accomplished is recorded in the aircraft airworthiness records (Log Books or equivalent) by the Airworthiness Coordinator. For Airworthiness Directives with a repetitive inspection content then each and every inspection will be recorded on completion in the aircraft log books.

A Maintenance Release will be issued every time the action(s) required by an Airworthiness Directive are complied with. Additionally, the Airworthiness Coordinator will also ensure that the computerised maintenance records system has been updated.

1.19 NON-MANDATORY CHANGES (MODIFICATION) EMBODIMENT POLICY

Non-mandatory changes and modifications will be initiated by the Airworthiness Coordinator. All design changes must comply with the requirements of CAR 21.73.

1.20 SERVICE BULLETINS

All manufacturers' Service Bulletins, Service Letters etc. applicable to the aircraft are reviewed by the Airworthiness Coordinator for applicability. Where compliance with the Service Bulletins' may be seen as beneficial he/she will recommend a course of action for an implementation decision.

1.21 RECORDING OF CHANGES (MODIFICATIONS)

Incorporation of all changes, whether introduced through Service Bulletins or by CAA-B approval or acceptance are recorded in the aircraft's airworthiness records by the Airworthiness Coordinator.

1.22 DEFECT REPORTS

All defects occurring on the aircraft whilst in Service are recorded in the Aircraft Technical Log.



Each defect is reviewed and either rectified with a suitable maintenance release being recorded in the Technical Log, or where acceptable, the defect may be deferred in accordance with the Approved Minimum Equipment List (MEL).

1.23 REPAIRS

All repairs must be accomplished in accordance with Approved Airworthiness Data. The Structural Repair Manual (SRM) is considered Approved Data. Repairs beyond the scope of the Structural Repair Manual must be approved or accepted by the CAA-B.

Full details of Approved Data must be kept as part of the aircraft records when these have been used.

1.24 DEFECT REVIEW AND ANALYSIS

Technical Log Sector Record pages are examined at regular intervals to provide information concerning defects occurring, Pilot's reports, maintenance actions and defects of a repetitive nature and are also reviewed as part of the SMS system. Maintenance input records (work-packs) are reviewed for significant findings which may have airworthiness or operational implications.

The foregoing reviews are part of the system for ensuring the effectiveness of the Maintenance Programme and may result in changes to the Maintenance Programme or modification action.

1.25 PRE-FLIGHT INSPECTIONS

The preparation of the aircraft for flight is the Operator's responsibility. Prior to the first flight of the day the daily/pre-flight inspection will be performed and an entry placed in the Technical Log.

1.26 REVIEW AND AMENDMENT OF THE MAINTENANCE CONTROL MANUAL

The Airworthiness Coordinator is responsible for regularly reviewing the Maintenance Control Manual for aircraft with accepted maintenance arrangements for the certificate of airworthiness validity. This form must be updated and submitted to the CAA-B if any details change. The Maintenance Control Manual must be amended by the owner/operator but is not required to be submitted to the CAA-B.

Form AIR 08 must be completed at the time of the initial certificate of airworthiness issue. After this time the form does not require updating but the Maintenance Control Manual must be amended by the owner/operator if any changes subsequently occur. The Maintenance Control Manual does not have to be submitted to the CAA-B. However it may be requested for review at any time by the CAA-B or their authorized representatives.



CHAPTER 2

OPERATOR WHO CONTRACTS OUT CONTINUING AIRWORTHINESS MANAGEMENT

2.1 INTRODUCTION

Chapter 2 is applicable to an operator who contracts out continuing airworthiness management.

2.2 AIRCRAFT MANAGED – FLEET COMPOSITION

The continuing airworthiness of the following aircraft types is managed by *(Insert name of Operator/Owner)*, under the control and responsibility of the Airworthiness Coordinator but with some continuing airworthiness tasks contracted out.

Registration Mark	Aircraft Type	Serial No.
C6-		
C6-		
C6-		
C6-		

2.3 AIRWORTHINESS COORDINATOR

The Airworthiness Coordinator’ details are:

- Name:
- Business Telephone No.
- Mobile No.
- Email:

The Airworthiness Coordinator will act to ensure that the responsibilities in the following areas are met:

- (a) Establishment and development of continuing airworthiness policy, including the acceptance of the maintenance programme required by the CAA-B;
- (b) Analysis of the effectiveness of the accepted Maintenance Programme;
- (c) Ensuring that all Maintenance Records are kept as required by CAA-B;
- (d) Modifications and repairs are carried out to an approved standard;
- (e) Airworthiness Directives are reviewed and complied with;
- (f) Non mandatory modification embodiment policy;
- (g) Rectification of all defects;
- (h) Line and Base maintenance;



- (i) That the Certificate of Airworthiness remains valid in respect of:
 - (1) the airworthiness of the aeroplane;
 - (2) compliance with the approved maintenance programme;
 - (3) compliance with all mandatory instructions.
- (j) Reporting any occurrences of a maintenance nature to the CAA-B and the aircraft manufacturers/STC holders;
- (k) Review and implementation, as appropriate, of any additional CAA-B requirements;
- (l) Review and amendment of the Maintenance Control Manual as appropriate.

2.4 TRAINING POLICY

The Airworthiness Coordinator will identify any specific training requirements for the organisation. He will ensure that all new developments / amendments which would have an impact on the continuing airworthiness of the aircraft are assimilated into the organisation and where appropriate and necessary training will be undertaken and recorded. This will be an on-going continuous process and include recognition of Human Factors issues. All subcontractors will be required to demonstrate an acceptable equivalent.

2.5 CONTRACTS

The following table provides details for those organisations for which contracts are in place with a maintenance organisation to perform Line and Base Maintenance. If the owner/operator has chosen not to have fixed contracts for Line or Base Maintenance but seeks maintenance on an ad hoc basis with approved organisations, then state N/A in the applicable boxes.

CONTRACTED MAINTENANCE	CONTRACTED COMPANY NAME	CONTACT NAME, TELEPHONE NUMBER AND E-MAIL ADDRESS
Line Maintenance		
Base Maintenance		
Engine Maintenance (if applicable)		

The following table provides details of what, if any, continuing airworthiness tasks are subcontracted and to whom. The name of the organisation and their NAA approval number must be quoted as well. Refer to CAR AIR 1.57 and CAP AIR 02 paragraph 20 for the maintenance arrangements and accepted continuing airworthiness management organisations.



SUB-CONTRACTED CONTINUING AIRWORTHINESS TASK	SUB-CONTRACTED COMPANY	CONTACT NAME, TELEPHONE NUMBER AND E-MAIL ADDRESS
Maintenance Programme development and review		
Service Information review and recommendations		
Airworthiness Directive review		
Minimum Equipment List review and amendment		
Maintenance Records		
Engine Health Monitoring		

The following table identifies those persons with Validated Engineer’s Licences to perform defect rectification and limited Line Maintenance:

NAME OF CAA-B VALIDATED LICENSED AIRCRAFT ENGINEER	LICENCE NO. AND ISSUING STATE	CAA-B VALIDATION NO.

2.6 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES

The following procedures define the continuing airworthiness management system which is used to ensure compliance with the continuing airworthiness aspects of CAR OPS 2A/H and CAR OPS 4 for RPAS.

2.7 LOG BOOKS

All maintenance is recorded in the aircraft Technical Log, and the Aircraft and Engine Log Books where appropriate. The CAA-B may accept the use of an equivalent system in lieu of using paper Log Books.

2.8 AIRCRAFT MAINTENANCE PROGRAMME

The basic maintenance programme consists of the respective Type Certificate Holders recommendations for maintenance and inspections (MPD or MM chapter 5) including all structural inspections, CPCP tasks and the respective Airworthiness Limitations Sections.

In addition to this, Continuing Airworthiness information produced by Supplemental Type Certificate holders and for the emergency equipment and Buyer Furnished equipment fitted to the aircraft is included. Consideration of Human Factors principles will be applied.

The tasks are all loaded onto the (name the computer system used e.g. CAMP, Flight Docs etc.) system which is used to schedule and record all maintenance and provide reports on the status of the aircraft and its components with respect to the maintenance programme, Airworthiness Directives, repairs and modifications.

2.9 INSPECTION STANDARDS

The Inspection Standards applicable are those published by the Type Certificate Holders of the airframe, engine and equipment.

2.10 MAINTENANCE CERTIFICATION

All maintenance above a pre-flight/daily level will be certified by duly authorised persons through the issuance of a Maintenance Release acceptable to the CAA-B.

2.11 MAINTENANCE PROGRAMME AMENDMENTS

Changes to the Type Certificate Holders published instructions for Continuing Airworthiness are adopted immediately. The contracted continuing airworthiness management organisation monitors the Instructions for Continued Airworthiness issued by the Type Certificate Holders and informs the Continuing Airworthiness Coordinator whenever a change that affects the Maintenance Programme occurs. If a change to Boxes 4 and 5 of the 'maintenance programme declaration and acceptance document' are required, the continuing airworthiness management organisation will hand amend the Form AIR 04 to make the amendments. In these cases, a copy to the CAA-B is not required but the Airworthiness Coordinator must be made aware and agree to the changes. If anything other than these Boxes are being amended, then a new Form AIR 04 must be submitted by the Airworthiness Coordinator and to the CAA-B for their acceptance.

2.12 MAINTENANCE PROGRAMME VARIATIONS

The periods prescribed by the approved Maintenance Programme may be varied by the Operator provided that such variations are within the limits specified below. Variations shall be permitted only when the periods prescribed by this Programme (or documents in support of this Programme) cannot be complied with due to circumstances which could not reasonably have been foreseen by the operator. The decision to vary any of the prescribed periods shall be made only by the operator after consultation with the contracted continuing airworthiness management organisation. Particulars of every variation so made shall be entered in the appropriate Log Book(s).



- (a) Items Controlled by Flying Hours
 - (1) 5000 flying hours or less; 10%;
 - (2) More than 5000 flying hours; 500 flying hours.
- (b) Items Controlled by Calendar Time
 - (1) 1 year or less 10% or 1 month, whichever is the lesser;
 - (2) More than 1 year but not exceeding 3 years; 2 months
 - (3) More than 3 years; 3 months.
- (c) Items Controlled by Landing/Cycles
 - (1) 500 landings/cycles or less 10% or 25 landings/cycles, whichever is the lesser;
 - (2) More than 500 landings/cycles 10% or 500 landings/cycles, whichever is the lesser.
- (d) Items Controlled by More Than One Limit For items controlled by more than one limit, e.g. items controlled by flying hours and calendar time or flying hours and landings/cycles, the more restrictive limit shall be applied.

Notes

The variations permitted above do not apply to:

- *Those components for which an ultimate (scrap) or retirement life has been prescribed (e.g. primary structure, components with limited fatigue lives, and high energy rotating parts for which containment is not provided). Details concerning all items of this nature are included in the Type Certificate holder's documents or manuals.*
- *Those tasks included in the Maintenance Programme that have been classified as mandatory by the Type Certificate holder or the CAA-B.*
- *Certification Maintenance Requirements (CMR) unless specifically approved by the manufacturer and agreed by the CAA-B.*

2.13 MAINTENANCE RECORDS

Maintenance records, including hours and cycles recording for the Operator's aircraft are the responsibility of the Airworthiness Coordinator, however, the task of controlling these records are performed by the continuing airworthiness management organisation. These records include:

- (a) The aircraft Log Books for Airframe, Engine(s) and Propeller(s);

- (b) Modification records;
- (c) Inspection records (Work-packs);
- (d) Component life records;
- (e) Sector record pages (aircraft technical log);
- (f) Overhaul records;
- (g) Repair records;
- (h) Airworthiness Directive compliance records;
- (i) Computerised Maintenance Records system access and reports.

The maintenance records held by the contracted continuing airworthiness management organisation are updated using information provided by the Airworthiness Coordinator.

2.14 TECHNICAL LOGBOOK

A Technical Log book is used on a day to day basis to record hours and cycles and any defects and rectifications which occur between scheduled maintenance inspections. Pre-flight / daily inspections are also recorded as are fluid replenishments, de-icing and all deferred defects in accordance with the MEL.

2.15 MONITORING OF MAINTENANE BETWEEN SCHEDULED MAINTENANCE

Maintenance planning and scheduling of tasks is performed using reports generated from the computerised maintenance records system access and reports. The contracted continuing airworthiness management organisation update and monitor the Computerised Maintenance Records system and provide information on what the next scheduled maintenance tasks are required to be performed in either flight hours, flight cycles or calendar time limits before which the tasks must be accomplished.

2.16 ACCESS TO CONTINUING AIRWORTHINESS RECORDS

All of the records may be accessed by the Operator at any reasonable time and remain the property of the Operator at all times. Access to the records by duly authorised members of the CAA-B will be arranged where this is necessary.

2.17 AIRWORTHINESS DIRECTIVES

The Operator is responsible for ensuring the accomplishment of all applicable Airworthiness Directives. The following mandatory requirements will be checked and accomplished as applicable:

- (a) The Airworthiness Directives or equivalent mandatory continued airworthiness requirements prescribed for the aircraft or product by the State of type certification on which the Type Acceptance Certification rests, and prescribed by the State of certification of an applicable approved design change (normally a modification or repair).
- (b) Airworthiness Directive technical review and implementation tasks are contracted to the contracted continuing airworthiness management organisation. The Continuing Airworthiness Coordinator will review this monitoring at regular intervals.

2.18 AD CONTROL – RECORDING OF AD COMPLIANCE

The method of compliance and when such compliance was accomplished is recorded in the aircraft airworthiness records (Log Books or equivalent) by the contracted continuing airworthiness organisation. For Airworthiness Directives with a repetitive inspection content then each and every inspection will be recorded on completion in the aircraft log books. A Maintenance Release will be issued every time the action(s) required by an Airworthiness Directive are complied with.

Additionally, the contracted continuing airworthiness management organisation will also ensure that the computerised maintenance records system has been updated.

2.19 NON-MANDATORY CHANGES (MODIFICATION) EMBODIMENT POLICY

Non-mandatory changes and modifications will be initiated by the Continuing Airworthiness Coordinator in consultation with the contracted continuing airworthiness management organisation. All design changes must comply with the requirements of CAR 21.73.

2.20 SERVICE BULLETINS

All manufacturers' Service Bulletins, Service Letters etc. applicable to the aircraft are reviewed in the first instance by the continuing airworthiness management organisation for applicability. Where compliance with the Service Bulletins' may be seen as beneficial they will recommend a course of action for an implementation decision.

2.21 RECORDING OF CHANGES (MODIFICATIONS)

Incorporation of all changes, whether introduced through Service Bulletins or by CAA-B approval or acceptance are recorded in the aircraft's airworthiness records by the contracted continuing airworthiness organisation.

2.22 DEFECT REPORTS

All defects occurring on the aircraft whilst in Service are recorded in the Aircraft Technical Log. Each defect is reviewed and either rectified with a suitable maintenance release being recorded in the Technical Log, or where acceptable, the defect may be deferred in accordance with the Approved Minimum Equipment List (MEL).



2.23 REPAIRS

All repairs must be accomplished in accordance with Approved Airworthiness Data. The Structural Repair Manual (SRM) is considered Approved Data. Repairs beyond the scope of the Structural Repair Manual must be approved or accepted by the CAA-B. Full details of Approved Data must be kept as part of the aircraft records when these have been used.

2.24 DEFECT REVIEW AND ANALYSIS

Technical Log Sector Record pages are examined at regular intervals to provide information concerning defects occurring, Pilot's reports, maintenance actions and defects of a repetitive nature and are also reviewed as part of the SMS system.

Maintenance input records (work-packs) are reviewed for significant findings which may have airworthiness or operational implications.

The foregoing reviews are part of the system for ensuring the effectiveness of the Maintenance Programme and may result in changes to the Maintenance Programme or modification action.

2.25 PRE-FLIGHT INSPECTIONS

The preparation of the aircraft for flight is the Operator's responsibility. Prior to the first flight of the day the daily/pre-flight inspection will be performed and an entry placed in the Technical Log.

2.26 REVIEW AND AMENDMENT OF THE MAINTENANCE CONTROL MANUAL

The Airworthiness Coordinator is responsible for regularly reviewing the Maintenance Control Manual For aircraft with accepted maintenance arrangements for a 24 or 36 month certificate of airworthiness validity, this form must be updated and submitted to the CAA-B if any details change. The Maintenance Control Manual must be amended by the owner/operator but is not required to be submitted to the CAA-B.

For aircraft with a 12 month certificate of airworthiness validity, Form AIR 08 must be completed only for the initial certificate of airworthiness issue. After this time the form does not require updating but the Maintenance Control Manual must be amended by the owner/operator if any changes subsequently occur. The Maintenance Control Manual does not have to be submitted to the CAA-B.