Appendix C Maintenance Control Manual Option One Supplement Template

(Company)

[Insert text]

Policy & Procedures Supplement

[Insert text]

Name and address of the EASA Part M Subpart G Approved Organization

[Insert text]

EASA Part M Subpart G Organization

[Insert text]

Approval No.: [Insert text]

Date of Supplement: [Insert text]

OTAA Approval No.: [Insert text]

Date of Approval: [Insert text]
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Name: ___________________________
Accountable Manager: ___________________________

Signature: ___________________________
Accountable Manager: ___________________________

Date: ___________________________

3. **Accountable Manager Statement of Commitment**

This manual supplement together with the organizations EASA Part M Continued Airworthiness Management Exposition (CAME) defines the procedures upon which the [OTAA] OTAR 39 approval of the continuing airworthiness management of (...Operators) aircraft is based.

These procedures are approved by the undersigned and should be complied with as applicable, in order to ensure all continuing airworthiness tasks of (...quote operators) aircraft are completed on time and to an approved standard.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that the [OTAA] will approve this manual supplement and maintenance management arrangements whilst the [OTAA] is satisfied that the procedures are being followed and the work standard is maintained. It is also understood that the [OTAA] reserves the right to suspend, vary or revoke this approval if the [OTAA] has evidence that these procedures are not being followed and the standards not upheld.

Signature ...............................  
Accountable Manager  
Dated .................................  
(Organisation).................................
4. **Supplement Control**

The [OTAA] accepts this supplement and amendments by issuing an OTAR 39 Option 1 approval.

5. **Changes to the Approved Maintenance Management Organization**

The responsible person for amendment actions within the approved maintenance management organization is *(Head of Quality Management, Mr.…………………………)*. The procedures for amendments are as specified in the company exposition Part *(………………)*. *(Mr.…………………………)* will notify the [OTAA] of any changes of facilities, equipment, material, procedures, work scope and staff that may affect the organizations approval. Any amendment to this supplement will be submitted to [OTAA] for notification and approval.

6. **Duration of Approval**

[OTAA] approval is valid for 12 months from issue date providing that EASA approval Number *(………………)* remains valid.

Note: The organisation will be subject to an audit by the [OTAA] at a frequency of 24 months.

7. **Approval Limitations and Privileges**

*(………Organisation)* is approved to manage the continuing airworthiness on [OT] registered aircraft for the following aircraft types:-

a. *e.g. Airbus A319, A320, A321. aircraft powered by GE CFM 56 and V2500 engines.*

b. All above aircraft are IAW. CAM Exposition No……………… scope of work.

8. **Major and Minor repairs**

All major and minor repairs will be carried out to the requirements of OTAR Part 21Subpart M and this Organization will forward all supporting documents to [OTAA] for approval and issue of a reference number.

9. **Major and Minor Design Changes (Modifications)**

Approval of all major and minor design changes installed on the aircraft shall comply with the requirements of OTAR Part 21 Subpart C. Any continued airworthiness requirements arising from the changes will be incorporated in the aircraft maintenance program as necessary.

10. **Maintenance Program Approval**

The maintenance program shall be approved by [OTAA] and subject to regular development to ensure effective continued airworthiness of the aircraft and made available to those involved in the maintenance of the aircraft. The maintenance program will be prefaced by the [OTAA] Standard Maintenance Practices document and include an Annual Review.
11. Weight and Balance

The aircraft should be weighed in accordance with the requirements of OTAR 39.81 and records maintained to reflect the approved aircraft configuration.

12. Contracted Maintenance

All contracted maintenance will be carried out by an appropriately approved OTAR Part 145 Organization unless agreed by [OTAA].

13. Certification of Maintenance

All Certificates of Release to Service shall be made as prescribed in OTAR 43.

14. Defects and Discrepancies

Any discrepancy or defect shall be rectified or deferred in accordance with OTAR 91.537 prior to flight and any inoperative equipment shall be identified and carried forward in accordance with an approved Minimum Equipment List (MEL).

15. Mandatory Continued Airworthiness requirements

Arrangements are made to receive all relevant mandatory continuing airworthiness requirements (including Airworthiness Directives) which shall be assessed and complied with within the prescribed period.

16. Reporting Serious Defects

All reportable occurrences should be forwarded to [OTAA] in accordance with the requirements of OTAR Part 13 using CAM Exposition (Part ………………….) reporting procedures.

17. Technical Log

An approved technical log shall be provided which has the provision for recording the requirements of OTAR 39.79

18. Training

It is (Organization…..) responsibility to notify staff assigned to [OTAA] registered aircraft of this supplement during quality manual and continuation training.

19. Audits

[OTAA] auditors have the right to access to (Organisation…) facility at any reasonable time it is requested in coordination and arrangement with (nominated coordinator).
20. **Aircraft Maintenance Records**

   All Continued airworthiness records shall be maintained in accordance with OTAR 39 Subpart D.

21. **[OTAA] certificate of approval**

22. **Maintenance Management Contracts**

   (Organisation…………..) has the following maintenance management contracts in place:-

   1) (Operator/Owner……..)
      
      Technical Coordinator –
      
      Aircraft Registrations -

   2) (Operator/Owner……..)
      
      Technical Coordinator –
      
      Aircraft Registrations –

   3) (Operator/Owner……..)
      
      Technical Coordinator –
      
      Aircraft Registrations -