

Continued Airworthiness Management Approval & Approval of the Maintenance Control Manual

Issue 2

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Effective: on issue

GENERAL

Overseas Territories Aviation Circulars are issued to provide advice, guidance and information on standards, practices and procedures necessary to support Overseas Territory Aviation requirements. They are not in themselves law but may amplify a provision of the Air Navigation (Overseas Territories) Order or provide practical guidance on meeting a requirement contained in the Overseas Territories Aviation Requirements.

PURPOSE

This Circular provides information and guidance regarding application for Continuous Airworthiness Management Approval and the development and approval of the Maintenance Control Manual which forms an integral part of the Continuous Airworthiness Management approval for an aircraft registered in a Territory and granted a Certificate of Airworthiness.

RELATED REQUIREMENTS

This Circular relates to OTAR Part 39.

CHANGE INFORMATION

Additional pages added to Appendix B.

ENQUIRIES

Enquiries regarding the content of this Circular should be addressed to Air Safety Support International at the address on the ASSI website www.airsafety.aero or to the appropriate Overseas Territory Aviation Authority.

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1 Introduction

- 1.1 The objective of this document is to provide guidance for the approval of a Continued Airworthiness Management Organisation and the development and submission for approval of the Maintenance Control Manual (MCM) to the OTAA.
- 1.2 The initial application, approval and administration of a continued airworthiness management approval must be in accordance with the requirements of OTAR Part 39. Furthermore it is the responsibility of the OTAA to ensure that aircraft on its register are effectively maintained in an airworthy condition. The OTAA approval of the Maintenance Control Manual provides a mechanism to record minimum standards of continued airworthiness management that the owner/operator must comply with.
- 1.3 Once approved, the Maintenance Control Manual will define the scope and capability of the organisation ensuring that visibility is maintained to all functional activities.
- 1.4 Some of the subject material in this document may not be applicable to some aircraft that are to be managed, as each application will be considered on a case by case basis by carrying out a detailed assessment. In some cases in order to fully establish compliance with the OTARS, subsections of other OTAR parts may be applicable. Caution should be exercised before assuming that a subject or a subpart of this guidance document is considered 'not applicable'.

2 Application

- 2.1 Initial application for approval of a Continued Airworthiness Management Organisation and approval of the Maintenance Control Manual should be made by Letter, Fax, or E-mail to the OTAA requesting a formal application reference.

The following details must be provided:

- a) Details regarding the applicable aircraft.
 - b) Details regarding the Operator/s.
 - c) An outline of a Project plan to include proposed timescales to aid the investigation for approval.
- 2.2 On receipt and acceptance of the application, the OTAA will provide a unique reference number. Any subsequent correspondence and additional supporting documentation as outlined in this document should quote the allocated reference number. The allocated OTAA inspector would liaise with the applicant in order to agree an investigation plan.
 - 2.3 The applicant should review this guidance document, complete the applications for Continued Airworthiness Management Approval and Approval of the Maintenance Control Manual (Note: template examples of the Application Forms are included in Appendices A, B and C of this document) and submit them together with draft copies of the Maintenance Control Manual, completed compliance document and any supporting documentation and payment of the appropriate application fee.
 - 2.4 The Maintenance Control Manual may be submitted in either hard copy or electronic format.

3 Application liaison

- 3.1 Throughout the application process, the applicant should readily identify to the OTAA the person or organisation that shall be responsible for the initial and subsequent development and control of the MCM; this should include ensuring that the Manual is suitably amended following regular and annual reviews.

4 Approval Options

- 4.1 OTAR Part 39 has two approval options:
- a) **Option One** - Is based on an existing capability defined by an EASA approval under Part M Subpart G of the EASA Regulations.
 - b) **Option Two** - Is a direct approval by the OTAA undertaking a full assessment to the requirements of OTAR Part 39.

5 MCM Templates

- 5.1 There are three templates at Appendices A, B and C of this document.
- a) Appendix A is the Application for Continuous Airworthiness Management approval.
 - b) Appendix B is a full compliance cross reference document principally aimed for Option Two applications; however Option One applicants may find it helpful in identifying how their organisation documents compliance with OTARs. It is recommended that Option One applicants complete this compliance document.
 - c) Appendix C contains a supplement template that is aimed at EASA Part M Subpart G approved organisations. Option One applicants may utilise this document subject to their own verification that full compliance to OTARs is achieved.

6 Human Performance and Fatigue Management

- 6.1 Consideration should be given to human performance and fatigue management within the Maintenance Control Manual; these are ICAO requirements and are a feature of the requirements under OTAR Part 39.

7 Safety and Quality Policy

- 7.1 A quality system is a feature of OTAR Part 39 approvals and achieving compliance under Option One will be wholly reliant on the organisation's quality system being approved by EASA. OTAR compliance will require the organisation's quality monitoring procedures to be extended to include the OTAR differences.
- 7.2 Option Two applicants who are structured as a small organisation may have independent quality oversight arrangements in place, which may be acceptable to the OTAA. Whether and organisation is defined as 'small' will be dependent on various factors such as the experience of the organisation, resources employed, and the complexity and number of aircraft managed and under contract with air operators.

- 7.3 Option Two applicants should liaise with their respective OTAA at an early stage to establish a formal position on the type of quality system required.

8 Accountable Manager

- 8.1 A corporate commitment statement is contained in both MCM templates at Appendices B and C. OTAC 39-7 provides guidance information regarding the Accountable Manager that should also be referred to.

Appendix A Continued Airworthiness Management Approval Application

[OTAA logo]				
<p>Application for Continued Airworthiness Management Approval in accordance with OTAR Part 39 Subpart E</p>				
1	Registered name of applicant (organisation or individual):			
2	Trading name if different from above:			
3	Company Registration Number:			
4	Name and contact details of person responsible for administering this application (principal point of contact): Telephone: Facsimile: Email: Cellular:			
4a	<i>OTAR Part 39 Subpart E approval Option applied for:</i>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">*Option 1</td> <td style="width: 50%;">Option 2</td> </tr> </table>	*Option 1	Option 2
*Option 1	Option 2			
5	<p><i>*OTAR Part 39 Subpart E Option 1 approval</i></p> <p>If applicable details of EASA Part M Subpart G approval: Approval No.: Validity: Scope of Approval (aircraft types): Subpart I and applicable aircraft types:</p>			
6	Address of site to be approved:			
7	Contact details: Telephone: Facsimile: Email:			
8	Scope of Approval: Aircraft Type(s)			
9	Principal Contract Details			
	Name of Operator			
	Type of Operation			
	Maintenance Programme approval reference: *if available			

Appendix B Maintenance Control Manual Template

MAINTENANCE CONTROL MANUAL TEMPLATE OTAR PART 39 SUBPART E OPTION ONE AND TWO

The purpose of this Maintenance Control Manual (MCM) Guidance Document is to assist applicants with a view to ensuring that MCM's submitted to OTAA DCA for approval have been developed in a standardised fashion, have visibility of compliance to OTARs and include the elements required to ensure that the subject aircraft can be effectively maintained in an airworthy condition.

It is intended that this document establishes a standardised format for an MCM, however in developing a MCM the applicant will need to take into account the nature of included material and any operator related material which may be depended on. As a consequence, this may alter the formatting of this document. Where the applicant has deviated from this format, completing and maintaining this document will assist in establishing continued visibility of compliance to OTARs.

It is not intended that this document should constrain or prevent the applicant from including required information. In all cases where the applicant has included additional data or other means of compliance, the applicant should submit with the MCM an explanatory document detailing any such changes.

The columns titled **MCM MP** (Maintenance Programme); references should be entered where appropriate. Where it is determined that the subject is not applicable, is covered by a process in another document, or is dealt with in an alternative way, details of the variance including any cross references should be recorded in the '**Compliance Notes**' column.

The column titled **Section Interpretation** is designed to assist the applicant to develop the text for a particular section/paragraph.

The column titled **compliance** text is intended for the applicant to record the narrative to be utilised in the MCM. If the applicant has already identified this narrative, this document should be only used to identify the cross references to the compliance text in the accompanying MCM.

For small organisations and in the interests of simplicity, compliance sectional text should be combined where appropriate. In such cases cross referencing should be maintained in this guidance document.

Application Details

Operator	
Technical Co-ordinator / AOC Post holder	
AOC NUMBER * where applicable	
Contracted Part 39 Organisation	
MCM Reference / CAME Reference	
MP References	
Application point of contact / Technical Author	

SECTION ONE																														
Introduction, Document Control, Facilities, Resources and Organisation																														
#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation																								
1	39.9(a)				Content Page	A list of the contents by title of; sections/parts and key paragraphs. These should also refer to the page number where they can be found in the MCM.																								
OTAA Inspector Review																														
2	39.59(d)				List of Effective Pages	<p>A tabulated list of pages providing details of amendment status. Example:</p> <p>List of Effective Pages</p> <table border="1"> <thead> <tr> <th>Page Number</th> <th>Revision</th> <th>Dated</th> <th>Page Number</th> <th>Revision</th> <th>Dated</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Page Number	Revision	Dated	Page Number	Revision	Dated	1						2						3					
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OTAA Inspector Review																														

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation									
3	39.59(j)				Amendment Record	A method of identifying the control of amendments, an example: Amendment Record									
						<table border="1"> <thead> <tr> <th>Amendment Number:</th> <th>Date</th> <th>Amendment Details</th> <th>Amended By</th> <th>Date of Inclusion</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Amendment Number:	Date	Amendment Details	Amended By	Date of Inclusion				
Amendment Number:	Date	Amendment Details	Amended By	Date of Inclusion											
OTAA Inspector Review															
4	39.5(d)				Distribution List	<p>The document should include a distribution list to ensure recorded distribution of the exposition that demonstrates to OTAA DCA that all personnel involved in continuing airworthiness have access to the relevant information. This does not mean that all personnel have to be in receipt of the MCM but that a reasonable amount of MCMs are distributed within the organisation(s) so that the appropriate personnel have quick and easy access to this MCM.</p> <p>Accordingly, the MCM should be distributed to:</p> <ul style="list-style-type: none"> the operator's or the organisation's management personnel and any person at a technical level as necessary; and The OTAR Part 145 contracted maintenance organisation(s); and OTAA DCA 									
						OTAA Inspector Review									

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation																																																		
5	39.59(p)				List of Acronyms	<p>There should be a list of all acronyms utilised in the MCM, special attention should be given to those acronyms that have more than one definition. The following list is for guidance only:</p> <table border="1"> <tr><td>AD</td><td>Airworthiness Directive</td></tr> <tr><td>ADD</td><td>Acceptable Deferred Defect</td></tr> <tr><td>AOC</td><td>Air Operator's Certificate</td></tr> <tr><td>AOG</td><td>Aircraft on Ground</td></tr> <tr><td>ASSI</td><td>Air Safety Support International</td></tr> <tr><td>CAA</td><td>Civil Aviation Authority</td></tr> <tr><td>CAME</td><td>Continuing Airworthiness Management Exposition</td></tr> <tr><td>C OF A</td><td>Certificate of Airworthiness</td></tr> <tr><td>CDL</td><td>Configuration Deviation List</td></tr> <tr><td>CRS</td><td>Certificate of Release to Service</td></tr> <tr><td>ETOPS</td><td>Extended Range Twin Operations</td></tr> <tr><td>EASA</td><td>European Aviation Safety Agency</td></tr> <tr><td>FAA</td><td>Federal Aviation Authority</td></tr> <tr><td>MCM</td><td>Maintenance Control Manual</td></tr> <tr><td>MEL</td><td>Minimum Equipment List</td></tr> <tr><td>MNPS</td><td>Minimum Navigation Performance Service</td></tr> <tr><td>MO</td><td>Maintenance Organisation</td></tr> <tr><td>MOE</td><td>Maintenance Organisation Exposition</td></tr> <tr><td>MPD</td><td>Maintenance Planning Document</td></tr> <tr><td>MP</td><td>Maintenance Programme</td></tr> <tr><td>OTAA</td><td>OTAA Dept. of Civil Aviation</td></tr> <tr><td>OTAC</td><td>Overseas Territories Aviation Circular</td></tr> <tr><td>OTAR</td><td>Overseas Territories Aviation Requirement</td></tr> <tr><td>OT</td><td>Overseas Territories</td></tr> <tr><td>SB</td><td>Service Bulletin</td></tr> </table>	AD	Airworthiness Directive	ADD	Acceptable Deferred Defect	AOC	Air Operator's Certificate	AOG	Aircraft on Ground	ASSI	Air Safety Support International	CAA	Civil Aviation Authority	CAME	Continuing Airworthiness Management Exposition	C OF A	Certificate of Airworthiness	CDL	Configuration Deviation List	CRS	Certificate of Release to Service	ETOPS	Extended Range Twin Operations	EASA	European Aviation Safety Agency	FAA	Federal Aviation Authority	MCM	Maintenance Control Manual	MEL	Minimum Equipment List	MNPS	Minimum Navigation Performance Service	MO	Maintenance Organisation	MOE	Maintenance Organisation Exposition	MPD	Maintenance Planning Document	MP	Maintenance Programme	OTAA	OTAA Dept. of Civil Aviation	OTAC	Overseas Territories Aviation Circular	OTAR	Overseas Territories Aviation Requirement	OT	Overseas Territories	SB	Service Bulletin
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#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
6	39.59(c)				Corporate Commitment Policy for Continued Airworthiness Accountable Management	<p>The following is a suggested corporate statement for the accountable manager, any alterations to this statement must not affect the intent of this guidance:</p> <p>This Exposition defines the organisation and procedures upon which this OTAR Part 39 Subpart E approval is based.</p> <p>These procedures are approved by the undersigned and must be complied with, as applicable, in order to ensure that all the continuing airworthiness activities including maintenance for aircraft managed is carried out on time and to an approved standard.</p> <p>It is accepted that these procedures do not override the necessity of complying with any new or amended OTAR or AN (OT)O requirements where these new or amended requirements are in conflict with these procedures.</p> <p>It is understood that the Director of OTAA DCA will approve this organisation whilst he is satisfied that the procedures are being followed. It is further understood that the Director reserves the right to suspend, vary or revoke the OTAR Part 39 Subpart E approval for continuing airworthiness management of this organisation, as applicable, if he has evidence that procedures are not followed and the standards not upheld.</p> <p>It is further understood that for commercial air transport operations the suspension or revocation of the OTAR Part 39 Subpart E approval would invalidate any associated OTAA AOC or International Lease Agreement.</p> <p style="text-align: right;">Signed: Date:</p> <p style="text-align: right;">Name: Title: Accountable Manager,</p>
OTAA Inspector Review						

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
7	39.59(o)				MCM OTAA Approval Reference	A section for the inclusion of the OTAA approval letter and or its reference.
						OTAA Inspector Review
8	39.59(a)				Description of Organisation	This paragraph should clearly identify the general nature of the organisations structure, any other NAA approvals for which the OTAR approval is based on, general history of the organisation and types of operations and aircraft that it has historically supported.
						OTAA Inspector Review
9	39.53(a)(b)(c)				List of Managed Aircraft	List of United Kingdom Overseas Territories Operators, OT AOC holders and/or non commercial, their contact details including applicable technical coordinators and post holders for which the organisation has principal contractual arrangements with.
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
10	39.59(m) 39.59(o) 39.59(n)				Approval	Scope of approval, list of aircraft types and any other ratings the OTAR approval is based on. If the organisation is seeking to be approved to conduct aircraft design review required by OTAR Part 21.175(c), details of the specific capability should be recorded including personnel authorised to make such reviews. Personnel who are authorised to complete and sign the OTAA C of A survey report should be identified
						OTAA Inspector Review
11	39.59(k)				Management Personnel	Management positions should be identified with details of key responsibilities. All personnel including technical who have a responsibility of maintaining compliance in part or total to the requirements of OTAR Part 39 should be referred to. Cross-referencing to the organisational chart is advisable.
						OTAA Inspector Review
12	39.59(k)				Organisational Chart	The organisational chart should replicate the description of the management personnel in line 11, show reporting lines of accountability and any coordinated functionality.
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
13	39.59(e) 39.59(l)				Manpower Resources	Resources can be made from a combination of permanent and contracted personnel. This section should identify measures that are utilised to control an effective resources/workload balance ensuring that the organisation can demonstrate adequate resources to meet the demands of workload. Where contracted personnel are utilised this section should identify the organisations policy and control of contracted personnel.
OTAA Inspector Review						
14	39.59(k)				Technical Team	The organisations primary management team may undertake depending on the size of the organisation the technical functionality of continued airworthiness management. This section should clearly identify the personnel involved in the technical processes of continued airworthiness management.
OTAA Inspector Review						
15	39.59(g)				Quality and safety policy	The organisation shall establish policy and procedures for a quality and safety system taking account of the size of the organisation and any contractual arrangement.
OTAA Inspector Review						

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
16	39.59(e)				Personnel Training Policy	Competency of personnel is key to ensuring that the corporate responsibilities can be discharged. This section should identify the organisations training policy and any competency verification. Developing areas of technology, human factors and safety management systems should feature in the training policy and programme.
						OTAA Inspector Review
17	39.59(j)				Organisation Changes	Changes to Organisation notification procedures
						OTAA Inspector Review
18	39.59(i)				MCM Review	To maintain the effectiveness of the policies and procedures contained in the MCM, to develop a process of continued improvement and to address any adverse indicators, a regular and formal review of the MCM should take place. It is expected that such a review would not exceed a period of twelve months. This section should identify the organisations policy for such a review and who has the responsibility for managing the process.
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
19	39.59(k)(3) 39.55(n)				Computer Systems	It is likely that computer systems are utilised in the process of continued airworthiness management. This paragraph should describe the system/s utilised, measures of protection, security, data backup, manual redundancy and technical support. Procedures should also be in place for the management control and security of aircraft software.
OTAA Inspector Review						
20	39.59(k)(1)				Facilities	The prime facility also known as the principal place of business should be described identifying the resources made available to the technical and managerial personnel. Where the organisation utilises other sites and or subcontracted organisations/individuals for the purpose of maintaining the capability and scope of the approval, these facilities should also be described and form the complete picture of available facilities.
OTAA Inspector Review						
21	39.59(k)(4)				Technical Library	The scope and capability of the approved organisation is dependant of maintaining an adequate technical library. This section should identify the library, the control and distribution of technical data. Where data is acquired from contracted operators, the process of validating this data should be described.
OTAA Inspector Review						

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
22	39.59(k)(4)				Data Subscription Services	Data subscription services are considered part of the technical library, access to this data by the technical personnel should be controlled and managed to ensure ready access at all times, the data is accurate and representative and of the correct revision. This paragraph should identify the process of controls.
OTAA Inspector Review						
23	39.55				C of A	<p>This paragraph should detail the processes and the allocation of responsibility for ensuring the Certificate of Airworthiness remains valid.</p> <p>Procedures should also be made to establish scheduling of the required presentation of documentation and that of the aircraft to the OTAA for subsequent C of A reissues.</p> <p>Procedures should provide for the removal from service any aircraft that does not have a valid and an in force certificate of airworthiness.</p> <p>When an aircraft is removed from service permanently or for an extended period, procedures should be in place to notify the applicable OTAA</p>
OTAA Inspector Review						

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
24	39.79				Aircraft Technical Log	<p>This paragraph should detail the functions of technical log management. These functions should include: data acquisition; and data recording; and data analysis; and control of defects; and despatch deviations; and unscheduled maintenance instructions; and Status of scheduled maintenance.</p> <p>Details of procedural arrangements for communicating technical log data and engineering decisions between the Operator and the Continued Airworthiness Management Organisation should be identified in this paragraph.</p> <p>The utilisation instruction of technical logs utilised should be described, where possible technical log commonality should be encouraged.</p>
OTAA Inspector Review						
25	39.73				Aircraft Log books	<p>The operators log books should be maintained in a manner acceptable to OTAA DCA. These may be in hard copy or electronic or combination of. Appropriate procedures should be developed to control these records.</p>
OTAA Inspector Review						

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
26	39.55(e)				MEL / CDL Procedure	If the operator operates to an approved MEL, the organisation should be familiar with the document sufficiently to provide advice for its utilisation and amendment. Modifications service reliability and mandatory requirements can affect this document. This section should detail appropriate procedures addressing these and any other related issues.
						OTAA Inspector Review
27	39.55				Aircraft Acceptance by the Pilot	These are procedures principally aimed at the operator of the aircraft. Where the organisation is contracted by the operator, any specific operator requirements should be catered for.
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
28	39.55(e)				MEL / CDL Rectification Expiry	The operators MEL will specify rectification requirements. Maintenance planning and operational control of the aircraft should be considered in establishing a rectification environment agreed with the operator that will ensure an MEL related defect is rectified in a timely manner.
						OTAA Inspector Review
29	39.55(e)(3)				Repetitive Defects	Procedures should be established to identify, track and develop where needed in cooperation with the maintenance provider solutions. Where necessary operation constraints should be applied in agreement with the operator.
						OTAA Inspector Review
30	39.55(e)				Deferred Defect policy	Deferred defects should be monitored on a continued basis to provide for effective control of individual defects and rectification and the wider issue of effective maintenance. Any trends resulting from maintenance actions, procurement of spares and functional reliability should be addressed to ensure that the prime responsibility of the Part 39 organisation remains effective.
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
31	39.55(e)				Non Deferrable Defects Away from Base	Procedures should be established to organise working parties or other suitable maintenance resources. In some cases it may be necessary to contact OTAA DCA for extensions to approval ratings.
						OTAA Inspector Review
32	OTAR Part 21 Subpart P				Permit to Fly	When an aircraft is to be operated under a Permit to Fly, it will be incumbent on the applicant for such a certificate to provide robust technical justification to OTAA DCA. Procedures should be established to generate the required technical justification.
						OTAA Inspector Review
33	39.55(b) 39.61				Aircraft Maintenance Programmes	There should be a list of Maintenance Programmes for which the organisation is directly responsible for the ongoing technical development. In a case where this function is undertaken by another organisation, details should be provided of the other organisation and responsibilities for the management of maintenance scheduling.
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
34	39.61				Maintenance Programme Author	List of Maintenance Programmes holders and technical authors should be identified.
						OTAA Inspector Review
35	39.55(j)				Maintenance Programme Review	Analysis of the Effectiveness of the Maintenance Programme is a prime task for the OTAR 39 organisation. The OTAR 39 approved maintenance programme should contain detailed requirements for a regular review. The organisations procedures should ensure these requirements are catered for.
						OTAA Inspector Review
36	36.61(g)				Maintenance Programme Amendment	This section should identify the process for securing an approval for an amendment to the Maintenance Programme in particular the development of the technical justification for any proposed alteration to existing inspection requirements.
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
37	39.61(h)(5)(6)				Maintenance Programme Variations	An applicant for a variation to an approved maintenance programme will be required to provide sufficient technical justification. For maintenance programmes that have been approved with a limited capability these should feature in the organisations procedures. For applications to OTAA DCA, technical justification may need to cater for a larger variance. Additional technical support from agencies the type certificate holder or other organisations may be required.
OTAA Inspector Review						
38	39.61				Pre-Flight Inspections	Pre-Flight inspections should be a feature of the maintenance programme for the purpose of ensuring that the inspections remain effective. The methods and procedures employed during the inspection including training of personnel should be monitored. These inspections are not developed to require certification by maintenance personnel therefore any trend of findings resulting from these inspections will require investigating and possible alteration to the Pre-Flight check. The organisation should develop appropriate review procedures.
OTAA Inspector Review						

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
39	39.55(d)				Pilot Authorisation	Pilots can form part of a maintenance resource. In such circumstances arrangements should be established to ensure that appropriate authorisations are granted supported by appropriated technical training. The scope of any authorisation should be readily identifiable.
						OTAA Inspector Review
40	39.61(h)(8) 39.55(g)				Reliability Programmes	Reliability programmes can be complex, this section should detail any other documents utilised and or any subcontracted resource utilised. The maintenance programme should detail any required programme and details of the systems employed. The organisation should ensure where such programmes are catered for that every opportunity is made in integrating other related functions into the reliability analysis.
						OTAA Inspector Review
41	39.61(h)(8) 39.55(g)				Engine Health Monitoring	This monitoring can be derived from in-flight data logs completed manually or electronically. Other mechanisms such as oil and chip detector analysis are also employed. This section should detail the required methods of sampling and the process of data reduction.
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
42	39.61(f) 39.59(f)				Structural Inspections	The maintenance programme should identify the applicable structural inspection programmes. Where there are reporting functions the procedures should be made available to the contracted maintenance providers and subsequently monitored by the Part 39 organisation. Procedures should be developed to take account of findings raised in the development of the maintenance programme and that of the applicable structural programme.
						OTAA Inspector Review
43	39.61(c)				Inspection Standards	Inspection standards should be a feature of the maintenance programme. Work order contracts with maintenance providers should clearly identify these standards. Procedures should be established to ensure these standards are utilised and remain effective.
						OTAA Inspector Review
44	39.73				Maintenance Records	These records should be reviewed for completeness and any indicators of abnormal findings. The records should be retained in compliance with OTARs.
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
45	39.59(f)				Monitoring Maintenance	A component part of the organisations activities in ensuring the aircraft remain airworthy is to establish a process of review of the effectiveness of scheduled maintenance
						OTAA Inspector Review
46	39.73				Access to Continuing Airworthiness Records	The Part 39 organisation should establish ready access to all continued airworthiness records known to the operator. Appropriate transfer of these records during the service provision should be established and be reflected in the contract with the operator.
						OTAA Inspector Review
47	39.77				Records Transfer	Procedures should be established for the transfer of Continuing Airworthiness Records in the Event of a Sale or other Disposal of the Aircraft
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
48	39.55(q)				Aircraft Leasing	The Part 39 organisation should have clear contractual instructions where an aircraft is subject of lease and any subsequent alterations of.
						OTAA Inspector Review
49	39.55(f)				Mandatory Life Limitations	The maintenance programme should readily identify life limitations and any associated conditions. The organisation should have associated systems procedures and document controls to ensure life limitations are not exceeded.
						OTAA Inspector Review
50	39.59(f) 39.55(f)				Airworthiness Directives	Arrangement should be established for access to applicable airworthiness directives taking account of the build standard of the aircraft. Procedures should be established for the administration and compliance monitoring of these requirements.
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
51	39.73 39.69				Maintaining Mandatory Records of Compliance	Recording of airworthiness directive compliance is an important feature of the organisations responsibilities. Details of the systems and procedures employed should be identified.
						OTAA Inspector Review
52	39.55(g)(3)				Service Bulletins Embodiment Policy	Non-Mandatory Change (Modification) Embodiment Policy should be established in agreement with the operator. Appropriate procedures encompassing operator involvement should be established
						OTAA Inspector Review
53	39.55(i) OTAR Part 21 Subpart C				Design Changes	Major Change (Modification) Standards, Minor Changes, Recording of Changes (Modifications), Repairs. Procedures should be established to ensure appropriate approvals are granted, that the interoperability and compatibility of design changes has been established and any continued airworthiness instructions have been captured.
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
54	39.55(h)				Repair Control	Repairs should be monitored to ensure the structural integrity and any requirement for damage tolerance is not adversely effected. Aging aircraft requirements applicable to the aircraft should be considered particularly where repairs require design approval. Procedures should be developed in line with the nature of the applicable structural and fatigue requirements.
						OTAA Inspector Review
55	39.61(h)(9) 39.55(m)				Special operational approvals	Where an operator has or is seeking to obtain a special operational approval, the organisation should ensure that the airworthiness related issues of such an approval are addressed by the OTAR Part 39 CAMO and where applicable the OTAR Part 145 AMO.
						OTAA Inspector Review
56	39.57				Maintenance Arrangements	Detailed List of Maintenance organisations utilised and the Maintenance Contractor Selection Procedure
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
57	OTAR Part 43 Subpart C				Maintenance Certification	Procedures should be established for the review of maintenance work order instructions to ensure that certifications are made in compliance with OTARs.
						OTAA Inspector Review
58	39.55				Ground Handling	Sub-contracted Ground Handling functions are an operator's responsibility. Where these arrangements affect the airworthiness of the aircraft, arrangements should be made with the operator to ensure that any need to alter the ground handling agreements are addressed.
						OTAA Inspector Review
59	39.55(j)				Liaison Meetings	Arrangements should be established for Maintenance Programme Review, Development and Amendment Maintenance Programme Meetings, Reliability and any other required meetings both internal and external. These meetings should be formalised, recorded and where possible the frequency should be established.
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
60	39.55				Liaison with Manufactures and Regulatory Authorities	Arrangements should be made for appropriate liaison with organisations that support the continued airworthiness of the aircraft. Contact details should be readily available and communications established in order that given any situation requiring addition technical support the Part 39 organisation can elicit such support.
						OTAA Inspector Review
61	39.55(p)				Mandatory Occurrence Reporting	Occurrence reporting should be a feature of the organisation and that of the control of occurrence reports and the subsequent investigations and rectification actions.
						OTAA Inspector Review
62	39.59(f)				Fuelling Policy	Control of Aircraft Refuelling, Quantity/Quality, Contamination Checks, safety procedures should be established and secured with the operator
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
63	OTAR Part 36 39.55				Environmental Protection	Control of Snow, Ice, Dust and Sand Contamination and any noise certificate should be reflected in the organisations procedures
						OTAA Inspector Review
64	39.81				Aircraft Loading	Security of Cargo and Baggage loading should be reviewed to ensure the operator's procedures do not affect the airworthiness of the aircraft.
						OTAA Inspector Review
65	OTAR Part 43 Subpart C				Aircraft Weighing	The operators mass and balance manual should be readily available and procedures established for the production of schedules as required by OTARs
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	Subject	Section Interpretation
66	OTAR Part 21 Subpart E				Check Flight Procedures	The need to undertake a check flight should be established with appropriate justification. Any required data recording identifying approved data should be furnished to the operator.
OTAA Inspector Review						

SECTION TWO Forms and Appendices
Maintenance Contracts
Forms
Maintenance Programme variation
MCM amendment
Principle contract
Mass & Balance
Any other applicable document

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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2. List of effective pages

Supplement Page	Supplement Issue	Supplement Revision	Supplement Issue / Revision Date
1	1	0	
2	1	0	
3	1	0	
4	1	0	
5	1	0	
6	1	0	
7	1	0	
8	1	0	
9	1	0	

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 21 Subpart 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 -