

**Maintenance Data
- OTAR Part 145.111**

**Issue 1
26 August 2005**

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 Overseas Territories Aviation Circular provides information and guidance on maintenance data to those applying for the issue of or maintaining a Maintenance Organisation approval under OTAR Part 145 Subpart D (Option 2).

RELATED REQUIREMENTS

This Circular relates to OTAR Part 145.

CHANGE INFORMATION

First issue.

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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111.1 General

An approved maintenance organisation should hold and use the following minimum maintenance data relevant to the organisation's approval rating. All maintenance related OTARs associated OTACs, a copy of the Air Navigation (Overseas Territories) Order and all applicable Airworthiness Directives.

111.2 Manufacturers' Maintenance Data

An approved maintenance organisation should hold and use the following maintenance data where published that is relevant to the organisation's approval rating. The aircraft maintenance manual, repair manual, supplementary structural inspection document, corrosion control document, appropriate sections of component vendor maintenance and repair manuals, service letters, service instructions, modification leaflets, NDI manual, parts catalogue, type certificate data sheet and any other specific document issued by the type certificate or supplementary type certificate holder as maintenance data.

111.3 Customer Supplied Maintenance Data

Where an operator or customer provides maintenance data, this data should be verified for applicability and revision status. These arrangements should be identified in the works order contract. It is not necessary to continue to hold such provided data when the work order is completed; however records of its use should be retained.

111.4 Maintenance Data Resources

The approved maintenance organisation should retain relevant copies of maintenance data applicable to the scope of approval at approved locations where the maintenance is conducted. This will inevitably mean that certain documents will need to be duplicated where as others need only be made available at particular approved locations.

111.5 Control and Availability

- (a) To keep maintenance data up to date, a procedure should be in place to verify the amendment status of all data and maintain a check that all amendments are being received by having a subscription to a document amendment scheme. Where several copies of a document are held the procedures should ensure that these are all maintained to the correct revision status.
- (b) It is important that maintenance data is made available to personnel maintaining aircraft and that the data should be available in close proximity to the aircraft being maintained for supervisors, mechanics and certifying staff to study. Additionally, consideration should be given to situations where maintenance, repair and or defect rectification is being undertaken away from the approved sites. In these circumstances it may be advisable to ensure that those involved in such maintenance activities have appropriate access to any required data through a person responsible for maintenance data within the organisation. These arrangements should be formalised and be available during the hours of the maintenance activities.

- (c) Where computer systems are used, the number of computer terminals should be sufficient in relation to the size of the work programme to enable easy access, unless the computer system can produce paper copies. Where microfilm or microfiche readers/printers are used, a similar requirement is applicable.

111.6 Complex Maintenance Tasks

Where complex maintenance tasks are undertaken using a workcard system to record the maintenance activity, it is advisable that the maintenance data should be transcribed onto the workcards or worksheets. This should be subdivided into clear stages to ensure a record of the accomplishment of the maintenance task. Of particular importance is the need to differentiate and specify, when relevant, disassembly, accomplishment of task, reassembly and testing. In the case of a lengthy maintenance task involving a succession of personnel to complete such task, it may be necessary to use supplementary workcards or worksheets to indicate what was actually accomplished by each individual person.

111.7 Inaccurate Data

- (a) A procedure should ensure that when maintenance personnel discover inaccurate, incomplete or ambiguous information in the maintenance data they should record the details. The procedure should then ensure that the approved maintenance organisation notifies the problem to the author of the maintenance data in a timely manner. A record of such communications to the author of the maintenance data should be retained by the approved organisation until such time as the type certificate holder has clarified the issue by e.g. amending the maintenance data.
- (b) The procedure in (a) should be specified in the Maintenance Organisation Exposition.
- (c) The procedure should also address the need for a practical demonstration by the engineer to the quality personnel for a proposed modification to the maintenance instruction. The quality personnel should approve (or not approve) the modified maintenance instruction and ensure that the type certificate or supplementary type certificate holder is informed of the modified maintenance instruction. There should be traceability of the complete process from start to finish, ensuring that the relevant maintenance instruction clearly identifies the modification. Modified maintenance instructions should only be used in the following circumstances:
 - (1) Where the type certificate / supplementary type certificate holder's original intent can be carried out in a more practical or more efficient manner;
 - (2) Where the type certificate / supplementary type certificate holder's original intent cannot be achieved by following the maintenance instructions. For example, where a component cannot be replaced following the original maintenance instructions;
 - (3) For the use of alternative tools / equipment.