

United Kingdom Overseas Territories Aviation Circular

OTAC 145-4

Production Planning – OTAR Part 145.113

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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 production planning 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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113.1 Structure and Responsibilities

Depending on the amount and complexity of work generally performed by the maintenance organisation, the planning system/function may range from a very simple procedure to a complex organisational set-up including a dedicated planning personnel in support of the production function. The production planning function includes two principal stages:

- (a) the scheduling of maintenance; and
- (b) during maintenance activities

113.2 Scheduling

Scheduling the maintenance work ahead ensures that it will not adversely interfere with other work as regards the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities. It follows that a detailed knowledge of the operator's maintenance programme is essential to undertake this task. Direct liaison with the operator's technical representative should be undertaken at all relevant stages of this planning function.

113.3 During Maintenance

During maintenance work, organising maintenance teams and shifts and provide all necessary support to ensure the completion of maintenance without undue time pressure specifically on individuals. When establishing the production planning procedure, consideration should be given to the following:

- (a) logistics;
- (b) inventory control;
- (c) size of accommodation;
- (d) man-hours estimation;
- (e) man-hours availability;
- (f) preparation of work;
- (g) hangar availability;
- (h) environmental conditions (access, lighting standards and cleanliness);
- (i) co-ordination with internal and external suppliers, etc;
- (j) scheduling of safety-critical tasks during periods when staff are likely to be most alert.

113.4 Human Performance

Limitations of human performance, in the context of planning safety related tasks, refers to the upper and lower limits, and variations, of certain aspects of human performance (Circadian rhythm / 24 hours body cycle should be one of the considerations) which personnel should be aware of when planning work and shifts. Planning personnel should have an awareness of human performance issues. This can often be enhanced through a close working relationship with maintenance personnel. Additionally it is most important that safety related tasks are identified in the maintenance programme and that these tasks are readably identifiable throughout the planning and maintenance functions.

113.5 Shift – Personnel Handovers

There should be planned shift overlaps sufficient to allow for a process of exchanging information between outgoing and incoming persons and a place for such exchanges to take place.

The primary objective of the changeover information is to ensure effective communication at the point of handing over the continuation or completion of maintenance actions. Effective task and shift handover depends on three basic elements:

- (a) The outgoing person's ability to understand and communicate the important elements of the job or task being passed over to the incoming person.
- (b) The incoming person's ability to understand and assimilate the information being provided by the outgoing person.
- (c) The planning of task orientations and document control for tasks that are likely to overlap shifts should take into consideration the need for effective handovers.