

KINGDOM OF BAHRAIN
Ministry of Transportation
and Telecommunications



مملكة البحرين
وزارة المواصلات والاتصالات

ANTR M

CONTINUING AIRWORTHINESS

FOREWORD

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Bahrain CAA Publication Revisions Highlight Sheet

 ANTR: PART V (ANTR M)

 CAP: ____

 TPM: ____

The following pages have been revised in 4th Edition to Revision 1 based Annual Review conducted during the year 2023.

Item	Paragraph number	Page(s)	Reason
1.	Foreword	i	Amendment to mention current revision status
2.	Index – Subpart I	xiv	Deletion of Appendix to AMC M.B.303(d)
3.			Deletion of Appendix II to GM1 M.B.303(b)
4.			Deletion of Appendix to AMC M.B.702(a) in lieu of Key Management Form No. reference.
5.			Deletion of Appendix to ANTR M.B.702(f) in lieu of Recommendation Form No. reference.
6.			Deletion of Appendix to ANTR M.A.702 in lieu of Application Form No. reference.
7.			Record of Revision
8.	LEP	xvi-xvii	Update on LEP
9.	General	GEN-7	Introduction of M.10 - Certificate of Airworthiness
10.	ANTR M.A.301	C-1	Correction to the AMC reference number against sub-para (8).
11.	ANTR M.A.302	C-2	Correction to the regulation reference number against sub-para (c) (ii) (2) & (d)
12.	ANTR M.A.304	C-3	Deletion of approval provision at Para (a) & Correction to the regulation reference number against Para (c)
13.	ANTR M.A.305	C-3 to C-4	Spell correction at Para(a) & Deletion of irrelevant AMC reference
14.	ANTR M.A.306	C-5	Deletion of irrelevant type of document
15.	ANTR M.A.402	D-1	Deletion of GM reference
16.	ANTR M.A.501	E-1	Correction to the regulation reference number against sub-para (a) (1) and deletion of non-relevant AMC reference
17.	ANTR M.A.502	E-1	Deletion of irrelevant AMC reference

18.	ANTR M.A.504	E-2 - E-3	Deletion of the irrelevant AMC references against sub-para (a) (5), (b) & (c), (d)(2) & (e) and correction to Para number (a)
19.	ANTR M.A.702	G-1	Removal of the Appendix to ANTR M.A.702, the Application Form in lieu of the introduction of Application Form Reference Number
20.	ANTR M.A.704	G-1	Correction to the AMC reference number & regulation reference number correction at (a)4.
21.	ANTR M.A.706	G-3	Correction to the AMC reference number & deletion of irrelevant AMC reference
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24.	ANTR M.A.709	G-5	Introduction of AMC references
25.	ANTR M.A.710	G-5, G-8	Editorial amendment, Correction to the AMC reference number at Para (a) and deletion of duplication of requirements
26.	ANTR M.A.711	G-5 to G-6	Introduction of AMC references and Correction to the sub-para (a)(3), amendment to the reference document.
27.	ANTR M.A.901	I-1 to I-3	Correction to the ANTR & AMC reference number and introduction of part of deleted M.A.710 requirements
28.	ANTR M.A.902	I-3	Introducing the C of A validity period. Correction to the ANTR reference number and adding condition of revocation of C of A. correction to the sub-paragraph numbers
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31.	Appendix I	APP 1-3 – APP 1-6	Correction to the applicable regulation references & EDTO terminology.
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FOREWORD

- 1 The Kingdom of Bahrain Civil Aviation Affairs, known in these regulations as the “Authority” has implemented ANTR M based on the European Aviation Safety Agency EASA Part M with a view to harmonizing legislation with suitable changes to suit BCAA operational environment.
 - 2 The BCAA has adopted associated compliance or interpretative material wherever possible and, unless specifically stated otherwise, clarification will be based on this material or other EASA documentation.
 - 3 Revision may be made by BCAA to the technical requirements and administrative procedures contained in this regulation resulting from any changes to the international standards of recommended practices in the airworthiness related Annexes of ICAO that BCAA wish to adopt.
 - 4 By derogation from paragraph 3, BCAA may however, amend, revise, supersede, revoke or cancel this regulation in part or in whole in accordance with established regulations.
 - 5 Development of the requirements of ANTR M will be in accordance with Notice of Proposed Amendment (NPA) procedures. These procedures allow for the amendment of ANTR M to be harmonized with amendments to EASA and ICAO Annexes in a timely manner.
 - 6 ANTR Volume 1 Part V – Airworthiness Regulations comprises of the following:
 - (a) Part V - General Airworthiness Regulations
 - (b) ANTR M - Continuing Airworthiness
 - (c) ANTR 145 - Approved Maintenance Organisations
 - (d) ANTR 147 - Approved Maintenance Training Organisations
 - (e) ANTR 21 - Certification of Aircraft & Related Products, Parts & Appliances, and of Design & Production Organisations
 - 7 Definitions and abbreviations of terms used in ANTR M that are specific to a Section are normally given in that section concerned or, exceptionally, in the associated compliance or guidance material. See also ANTR Part 1 – Definitions.
 - 8 The editing practices used in this document are as follows:
 - (a) ‘Must / Shall’ is used to indicate a mandatory requirement and may appear in ANTRs.
 - (b) ‘Should’ is used to indicate a recommendation and normally appears in AMCs and GM.
 - (c) ‘May’ is used to indicate discretion by the BCAA, the industry or the applicant, as appropriate.
 - (d) ‘Will’ indicates a mandatory requirement and is used to advise of action incumbent on the BCAA.
- NOTE: The use of the male gender implies the female gender and vice versa.*
- 9 New, amended and corrected text will be indicated with a side bar beside paragraphs, until a subsequent “amendment” is issued.
 - 10 Regulations are presented in Times Roman font and guidance material is presented in Arial font

- 11 In this publication the procedures for the BCAA is derived in Section B.
- 12 This is the 4th Edition Revision 1 to ANTR M dated 16th Jan 2024. This ANTR M comes into force immediately to the new organisations seeking approval under ANTR M and the existing approval holders shall show compliance on or before 31 March 2024.

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END

GENERAL

ANTR M.1 Intent

For the purpose of this ANTR, BCAA shall be the competent authority and establishes common technical requirements to ensure:

1. the oversight of the continuing airworthiness of individual aircraft and the issue of Certificate of Airworthiness.
2. the oversight of a continuing airworthiness management organisation as specified in Subpart G of ANTR-M (CAMO).
3. the approval of aircraft maintenance programmes ('AMP').
 - (i) For aircraft registered in Bahrain.
 - (ii) For aircraft used in commercial transport by Bahrain Operator, if agreed by State of Registry.
 - (iii) If prior to approval of the AMP the state of registry agrees,
 - a. BCAA, in case operator's principle place of business in Bahrain and / or in case operator's principle place of business is not Bahrain, where the operator has its place of establishment or where the operator resides.

BCAA, in case responsible for the oversight of the organisation managing continuing airworthiness of the aircraft.
4. BCAA will ensure that its personnel do not perform oversight activities when there is evidence that this could result directly or indirectly in a conflict of interest, in particular when relating to family or financial interest.
5. Personnel authorised by the BCAA to carry out certification and/or oversight tasks should be empowered to perform, at least, the following tasks:
 - (a) examine the records, data, procedures, and any other material relevant to the certification and/or oversight tasks;
 - (b) take copies of, or extracts from such records, data, procedures, and other material;
 - (c) ask for an oral explanation on site;
 - (d) enter relevant premises, operating sites, or means of transport on a mutually agreed working hours of the organisation, or in a situation when an immediate entry is unavoidable;
 - (e) perform audits, investigations, assessments, inspections, including unannounced inspections; and
 - (f) take or initiate enforcement measures as appropriate.

ANTR M.2 Scope

This ANTR establishes common technical requirements and administrative procedures for ensuring the continuing airworthiness of aircraft, including any component for installation thereto, which are:

- (a) Registered in Bahrain; or
- (b) Registered in a foreign country and used by a Bahraini operator for which BCAA ensures regulatory oversight of operations and / or not delegated with regulatory oversight. The provisions of this ANTR related to commercial air transport are applicable to licensed air operators as defined by Article-9 of Chapter III of General Rules of Aviation of Kingdom of Bahrain (Law No.14 of 2013).

ANTR M.3 Definitions

Within the scope of this ANTR, the following definitions shall apply:

- (a) **‘aircraft’** means any machine that can derive support in the atmosphere from the reactions of the air other than reactions of the air against the earth's surface;
- (b) **‘aeroplane’** means power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.
- (c) **‘airworthy’** means the status of an aircraft, engine, propeller or part when it conforms to its approved design and is in a condition for safe operation
- (d) **‘appropriate airworthiness requirements’** means The comprehensive and detailed airworthiness codes established, adopted or accepted by a Contracting State for the class of aircraft, engine or propeller under consideration.
- (e) **‘approved’** means accepted by BCAA as suitable for a particular purpose.
- (f) **‘certifying staff’** means personnel responsible for the release of an aircraft or a component after maintenance;
- (g) **‘component’** means any engine, propeller, part or appliance;
- (h) **‘continuing airworthiness’** means all of the processes ensuring that, at any time in its operating life, the aircraft complies with the airworthiness requirements in force and is in a condition for safe operation;
- (i) “JAA” means ‘Joint Aviation Authorities’;
- (j) “JAR” means ‘Joint Aviation Requirements’;
- (k) **‘commercial air transport (CAT) operation’** means an aircraft operation to transport passengers, cargo or mail for remuneration.
- (l) **‘human factors principles’** Principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance.
- (m) **‘human performance’** Human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.

- (n) ‘**maintenance**’ means any one or combination of the following activities: overhaul, repair, inspection, replacement, modification or defect rectification of an aircraft or component, with the exception of pre-flight inspection;
- (o) ‘**Modification**. A change to the type design of an aircraft, engine or propeller.
- Note: A modification may also include the embodiment of the modification which is a maintenance task subject to a maintenance release. Further guidance on aircraft maintenance, modification and repair is contained in the Airworthiness Manual (Doc 9760).*
- (p) ‘**organisation**’ means a natural person, a legal person or part of a legal person. Such an organisation may be established at more than one location whether or not within the territory of Bahrain;
- (q) ‘**pre-flight inspection**’ means the inspection carried out before flight to ensure that the aircraft is fit for the intended flight;
- (r) A complex motor-powered aircraft means:
- (1) An aeroplane:
 - (i) Above 5700 Kg MTOM, or
 - (ii) Certificated for more than 19 seated passengers, or
 - (iii) Certificated for operation with at least 2 pilots, or
 - (iv) Equipped with turbojet engine(s) or more than 1 turboprop engine.
 - (2) A helicopter:
 - (i) Above 3175 Kg MTOM, or
 - (ii) Certificated for more than 9 seated passengers, or
 - (iii) Certificated for operation with at least 2 pilots, or
 - (3) A tilt rotor aircraft.
- (s) ‘**principal place of business**’ means the head office or the registered office of the undertaking within which the principal financial functions and operational control of the activities referred to in this Regulation are exercised;
- (t) ‘**critical maintenance task**’ means a maintenance task that involves the assembly or any disturbance of a system or any part on an aircraft, engine or propeller that, if an error occurred during its performance, could directly endanger the flight safety;
- (v) ‘**limited operations**’ means the operations of other-than-complex motor-powered aircraft for:
- (1) cost-shared flights by private individuals, on the condition that the direct cost is shared by all the occupants of the aircraft, pilot included and the number of persons sharing the direct costs is limited to six;
 - (2) competition flights or flying displays, on the condition that the remuneration or any valuable consideration given for such flights is limited to recovery of direct costs and a proportionate contribution to annual costs, as well as prizes of no more than a value specified by the competent authority;

- (3) introductory flights, parachute dropping, sailplane towing or aerobatic flights performed either by a training organisation or by an organisation created with the aim of promoting aerial sport or leisure aviation, on the condition that the aircraft is operated by the organisation on the basis of ownership or dry lease, that the flight does not generate profits distributed outside of the organisation, and that whenever non-members of the organisation are involved, such flights represent only a marginal activity of the organisation;
- (w) **‘maintenance check flight (‘MCF’)’** means a flight of an aircraft with an airworthiness certificate or with a permit to fly which is carried out for troubleshooting purposes or to check the functioning of one or more systems, parts or appliances after maintenance, if the functioning of the systems, parts or appliances cannot be established during ground checks and which is carried out in any of the following situations:
- (1) as required by the aircraft maintenance manual (‘AMM’) or any other maintenance data issued by a design approval holder being responsible for the continuing airworthiness of the aircraft;
 - (2) after maintenance, as required by the operator or proposed by the organisation responsible for the continuing airworthiness of the aircraft;
 - (3) as requested by the maintenance organisation for verification of a successful defect rectification;
 - (4) to assist with fault isolation or troubleshooting;
- (x) **‘State of Design’** means the State having jurisdiction over the organization responsible for the type design.
- (y) **‘State of Manufacture’** means the State having jurisdiction over the organization responsible for the final assembly of the aircraft, engine or propeller.
- (z) **‘State of Registry’** means the State on whose register the aircraft is entered.

Note: In the case of the registration of aircraft of an international operating agency on other than a national basis, the States constituting the agency are jointly and severally bound to assume the obligations which, under the Chicago Convention, attach to a State of Registry. See, in this regard, the Council Resolution of 14 December 1967 on Nationality and Registration of Aircraft Operated by International Operating Agencies which can be found in Policy and Guidance Material on the Economic Regulation of International Air Transport (Doc 9587).

- (aa) **‘State of Design of Modification’** means the state having jurisdiction over the individual or organisation responsible for the design of the modification or repair of an aircraft, engine or propeller.
- (ab) **‘Configuration (as applied to the aeroplane)’** A particular combination of the positions of the moveable elements, such as wing flaps and landing gear, etc., that affect the aerodynamic characteristics of the aeroplane.
- (ac) **‘Maintenance records’** Records that set out the details of the maintenance carried out on an aircraft, engine, propeller or associated part.
- (ad) **‘Maintenance release’** A document which contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner in accordance with appropriate airworthiness requirements.

- (ae) **‘Organization responsible for the type design’** The organization that holds the type certificate, or equivalent document, for an aircraft, engine or propeller type, issued by a Contracting State.
- (af) **‘Repair’** The restoration of an aircraft, engine, propeller or associated part to an airworthy condition in accordance with the appropriate airworthiness requirements after it has been damaged or subjected to wear.
- (ag) **‘Type Certificate’** A document issued by a Contracting State to define the design of an aircraft, engine or propeller type and to certify that this design meets the appropriate airworthiness requirements of that State.

Note: In some Contracting States a document equivalent to a Type Certificate may be issued for an engine or propeller type.

- (ah) **‘Type design’** The set of data and information necessary to define an aircraft, engine or propeller type for the purpose of airworthiness determination.

ANTR M.4 Continuing Airworthiness Requirements

- (a) The continuing airworthiness of aircraft referred to in point (a) & (b) of M.2 and components for installation thereon shall be ensured in accordance with the requirements of Subpart G of ANTR-M.
- (b) In order to be listed in the air operator certificate of an air carrier licensed, in accordance with Article-9 of Chapter III, Part-I and Article-75 of Chapter II, Part-VII of General Rules of Aviation of Kingdom of Bahrain (Law No.14 of 2013), shall comply with all of the following requirements:
 - (i) its aircraft maintenance programme has been approved by BCAA in accordance with point M.A.302;
 - (ii) due maintenance required by the maintenance programme referred to in point (i) has been performed and certified in accordance with point 145.A.48 and 145.A.50 of ANTR-145);
 - (iii) an airworthiness review has been performed and a new Certificate of Airworthiness has been issued in accordance with point M.A.901 of this ANTR.
- (c) By way of derogation from paragraph (a) of M.4, the continuing airworthiness of aircraft referred to in point (a) of M.2, for which a permit to fly has been issued, shall be ensured on the basis of the specific continuing airworthiness arrangements defined in the permit to fly issued in accordance with ANTR-21, Subpart-P & CAP-29.
- (d) Operators shall ensure the continuing airworthiness of aircraft referred to in point (b) of M2 and components for installation thereon are monitored and maintained in accordance with ANTR-M, ANTR-145.
- (e) The continuing airworthiness of aeroplanes with a maximum certificated take-off mass at or below 5,700 kg which are equipped with multiple turboprop engines shall be ensured in accordance with the requirements applicable to other than complex motor-powered aircraft as set out in points M.A.201, M.A.301, and M.A.302, of this ANTR-M, point 145.A.30 of ANTR-145, points 66.A.5, 66.A.30, 66.A.70, Appendix V to ANTR-66, of ANTR-66, to the extent that they apply to other than complex motor-powered aircraft.

ANTR M.5 Approvals for organisations involved in the continuing airworthiness of aircraft

1. Organisations involved in the continuing airworthiness of aircraft and components for installation thereon, including maintenance, shall be approved, upon their request, by BCAA in accordance with the requirements of ANTR-145 and Subpart G (CAMO) of ANTR-M as applicable to the respective organisations.

ANTR M.6 Certifying Staff

1. Certifying staff shall be qualified in accordance with the requirements of ANTR-66, except as provided for in points 145.A.30(j) and Appendix IV to ANTR-145.
2. Certifying staff holding a licence issued in accordance with ANTR-66 in a given category/sub-category are deemed to have the privileges described in point 66.A.20(a) corresponding to such a category/sub-category. The basic knowledge requirements corresponding to these new privileges shall be deemed as met for the purpose of extending such licence to a new category/sub-category.
3. Certifying staff holding a licence including aircraft which do not require an individual type rating may continue to exercise his/her privileges until the first renewal or change, where the licence shall be converted following the procedure described in point 66.B.125 of ANTR-66 to the ratings defined in point 66.A.45.
4. Organisations involved in the training of personnel referred above should be approved in accordance with ANTR-147 to be entitled:
 - (a) to conduct recognised basic training courses; and/or
 - (b) to conduct recognised type training courses; and
 - (c) to conduct examinations; and
 - (d) to issue training certificates.
5. Aircraft Maintenance License and the technical limitations associated with that license if any, issued or recognised by BCAA in accordance with the previous requirements and procedures and valid at the time of entry into force of this Regulation, should be deemed to have been issued in accordance with this Regulation.

ANTR M.7 Airworthiness Review

1. Privilege for the issue of an Airworthiness Review Recommendations by an operator with ANTR-M Subpart-G (CAMO) endorsed in their AOC and or the Subpart-G of ANTR-M organisation after the required airworthiness review is subject to the condition that the organisation is approved specifically for this purpose and exposition procedures approved by BCAA.

ANTR M.8 Maintenance Organisation Approvals

1. Organisations involved in the maintenance of complex motor-powered aircraft or of aircraft used for commercial air transport, operated either passenger or mail or cargo or combination thereof and components intended for fitment thereto, should be approved in accordance with the provisions of ANTR-145.
2. Maintenance organisation approvals should be issued in accordance with the provisions of ANTR-145.
3. The maintenance organisation approved under the provisions of ANTR-145 shall perform and

certify the maintenance of aircraft in accordance with the procedures of approved CAMO / MOE or combined CAME/MOE and defined in the maintenance contract.

ANTR M.9 Exemption or Waiver

1. Exemption or waiver may be issued by BCAA to any technical requirements contained in this Regulation under these provisions, provided that, such an exemption or waiver should only be applicable to that particular technical requirement. When such exemption or waiver is granted, it should be deemed to have been issued under the Civil Aviation legislation and in accordance with the established regulations and ensuing procedures.
2. For the purpose of this provision, no exemption or waiver should be granted pertaining to offences, violations or acts committed against any mandatory provisions of the Civil Aviation Law and from those that prescribed enforcements and penalties.
3. No exemption or waiver should be granted to any provision or requirements of this Regulation that may invalidate any international regulations.

ANTR M.10 Certificate of Airworthiness

1. A document issued by the Civil Aviation Affairs certifying airworthiness of an aircraft for a specific period of time and requiring the operator to comply with its conditions.
2. BCAA adopts the methodology of controlling the continuing airworthiness of the aircraft through an expiring period of validity of the Certificate of Airworthiness.
3. The periodic renewal of the Certificate of Airworthiness is intended to ensure that the BCAA is able to administer its continuing airworthiness responsibilities by imposing a finite calendar life on the certificate's validity, typically for one year
4. . Direct involvement by the BCAA is required in the form of inspections of the aircraft and its supporting documentation, in order to assure itself that the aircraft continues to remain in compliance with the applicable airworthiness requirements. Once satisfied, the BCAA will renew the validity of the certificate for a further period.

SECTION A
TECHNICAL REGULATIONS
SUBPART A
GENERAL

ANTR M.A.101 **Scope**

This Section establishes the measures to be taken to ensure that airworthiness is maintained, including maintenance. It also specifies the conditions to be met by the persons or organisations involved in such continuing airworthiness management. In addition;

- (a) The continuing airworthiness of aircraft and components shall be ensured in accordance with the provisions of ANTR M.
- (b) Organisations and personnel involved in the continuing airworthiness of aircraft and components, including maintenance, shall comply with the provisions of ANTR M and where appropriate those specified in other sections of ANTR Part V – Airworthiness Regulations.

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SUBPART B**ACCOUNTABILITY****ANTR M.A.201 Responsibilities
(GM to ANTR M.A.201)**

- (a) The owner/operator is responsible for the continuing airworthiness of an aircraft and shall ensure that no flight takes place unless all of the following requirements are met:
1. The aircraft is maintained in an airworthy condition;
 2. Any operational and emergency equipment fitted is correctly installed and serviceable or clearly identified as unserviceable;
 3. The airworthiness certificate remains valid;
 4. The maintenance of the aircraft is performed in accordance with the approved maintenance programme as specified in ANTR M.A.302.
 5. The maintenance on the aircraft including any associated engine, propeller, components and parts, is carried out:
 - i) by a maintenance organization complying with this regulation and ANTR-145 that are approved by BCAA.
 - ii) by a person or organization in accordance with procedures that are authorized by BCAA; and
 - iii) maintenance release issued by a maintenance organization, approved by BCAA in relation to the maintenance carried out.
- (b) When the aircraft is leased, the responsibilities of the owner are transferred to the lessee if:
1. the lessee is stipulated on the registration document; or
 2. detailed in the leasing contract.
- When reference is made in this Part to the ‘owner’, the term owner covers the owner or the lessee, as applicable.
- (c) Any person or organisation performing maintenance shall be responsible for the tasks performed.
- (d) The pilot-in-command or, in the case of scheduled commercial air transport / commercial air transport, the operator shall be responsible for the satisfactory accomplishment of the pre-flight inspection. This inspection must be carried out by the pilot or another qualified person but need not be carried out by an approved maintenance organisation or by ANTR 66 certifying staff.
- (e) In the case of aircraft used by Scheduled Commercial Air Transport Operators, the operator shall be responsible for the continuing airworthiness of the aircraft it operates and shall:
- (1) ensure that no flight takes place unless the conditions set out in point (a) are met;

- (2) take the necessary steps to ensure its approval as a continuing airworthiness management organisation (CAMO) pursuant to Subpart G of this ANTR-M, as part of air operator certificate for the aircraft it operates;
 - (3) take the necessary steps to ensure its approval in accordance with ANTR-145 or conclude a written contract in accordance with point M.A.708(c) of this ANTR-M with an organisation which has been approved in accordance with ANTR-145.
- (f) For complex motor-powered aircraft used for commercial operations other than those performed by Scheduled Commercial Air Transport, the operator shall ensure that:
- (1) no flight takes place unless the conditions set out in point (a) are met;
 - (2) the tasks associated with continuing airworthiness are performed by a CAMO approved in accordance with Subpart G of this ANTR-M; when the operator is not a CAMO approved in accordance with Subpart G of this ANTR-M, it shall conclude a written contract as regards the performance of those tasks in accordance with Appendix I to this ANTR with an organisation approved in accordance with Subpart G of this ANTR-M;
 - (3) the CAMO referred to in point (2) is approved in accordance with ANTR-145 as an organisation to qualify for the issue of an approval for the maintenance of aircraft and of components for installation thereon, or that CAMO has concluded a written contract in accordance with point M.A.708(c) of this ANTR-M with organisations approved in accordance with ANTR-145.
- (g) For complex motor-powered aircraft not included in points (e) and (f), or used for limited operations, the owner shall ensure that
- (1) no flight takes place unless the conditions set out in point (a) are met.
 - (2) the tasks associated with continuing airworthiness are performed by a CAMO approved in accordance with Subpart G of this ANTR-M; or
 - (3) attribute the continuing airworthiness tasks referred to in point M.A.301 to a CAMO approved under Subpart-G through a written contract concluded in accordance with Appendix I; and
 - (4) the continuing airworthiness management organisation referred to in (2) is approved in accordance with ANTR-145 for the maintenance of the aircraft and components for installation thereon, or it has established a contract in accordance with M.A.708(c) with such organisations
- (h) For aircraft other than complex motor-powered aircraft used for commercial operations other than those performed by Scheduled Commercial Air Transport, or other than commercial, the operator shall ensure that:
- (1) no flight takes place unless the conditions set out in point (a) are met;
 - (2) the tasks associated with continuing airworthiness are performed by a CAMO approved in accordance with Subpart G of this ANTR-M; when the operator is not a CAMO approved in accordance with Subpart G of this ANTR-M, it shall conclude a written

contract in accordance with Appendix I to this Annex with a CAMO approved in accordance with Subpart G of this ANTR-M.

- (3) the CAMO, Subpart-G organisation referred to in point (2) is approved in accordance with ANTR-145, or that CAMO has concluded a written contract in accordance with point M.A.708(c) of this ANTR-M with organisations approved in accordance with ANTR-145.
- (i) The owner/operator shall ensure that any person authorised by BCAA is granted access to any of its facilities, aircraft or documents related to its activities, including any subcontracted activities, to determine compliance with this ANTR-M.
- (j) Where an aircraft included in an air operator certificate is used for non-commercial operations, the operator shall ensure that the tasks associated with continuing airworthiness are performed by the CAMO approved in accordance with Subpart G of this ANTR-M.
- (k) The owner/operator/subpart G organisation should monitor and assess maintenance and operational experience with respect to continuing airworthiness.
- (l) The owner/operator/subpart G organisation should ensure that it obtain and assess continuing airworthiness information and recommendations from the organisations responsible for the type design.
- (m) The commercial air operator should establish and follow safety management system as per ANTR / Volume-III; Part-19 and the guidelines of ICAO DOC 9859.

ANTR M.A.202 Occurrence reporting

- (a) Without prejudice to the reporting requirements set out in ANTR-145 and ANTR-M, any person or organisation responsible in accordance with point M.A.201 shall report any identified condition of an aircraft or component which endangers flight safety to:
 - (1) BCAA, and, when not registered under BCAA, to the competent authority of State of the operator; (See AMC ANTR M.A.202 (a))
 - (2) to the organisation responsible for the type design or supplemental type design or manufacturer as applicable.
- (b) Reports shall be made in accordance with the BCAA's published Occurrence Reporting Procedure and contain all pertinent information about the condition known to the person or organisation making the report (See AMC ANTR M.A.202 (b)).
- (c) Where the maintenance or the airworthiness review of the aircraft is carried out on the basis of a written contract, the person or the organisation responsible for those activities shall also report any condition referred to in point (a) to the owner and the operator of the aircraft and, when different, to the CAMO concerned.
- (d) The person or organisation shall submit the reports referred to in points (a) and (c) as soon as possible, but no later than 72 hours from the moment when the person or organisation identified the condition to which the report relates, unless exceptional circumstances prevent this.

- (e) The person or organisation shall submit a follow-up report, providing details of actions which that person or organisation intends to take to prevent similar occurrences in the future, as soon as those actions have been identified. The follow-up report shall be submitted in a form and manner established by BCAA.

SUBPART C**CONTINUING AIRWORTHINESS****ANTR M.A.301 Continuing airworthiness tasks**
(See AMC M.A.301)

The aircraft continuing airworthiness and the serviceability of operational and emergency equipment shall be ensured by:

1. the accomplishment of pre-flight inspections (See AMC ANTR M.A.301(1));
2. the rectification in accordance with the data specified in ANTR M.A.304 and/or M.A.401, as applicable, of any defect and damage affecting safe operation taking into account the minimum equipment list and configuration deviation list as applicable to the aircraft type and when they exist (See AMC ANTR M.A.301(2));
3. the accomplishment of all maintenance, in accordance with AMP referred to in ANTR M.A.302 (See AMC ANTR M.A.301(3));
4. for all complex motor-powered aircraft or aircraft used by Commercial Air Transportation, the analysis of the effectiveness of the approved AMP referred to in ANTR M.A.302 (See AMC ANTR M.A.301(4));
5. the accomplishment of any applicable (See AMC ANTR M.A.301(5)):
 - (i) airworthiness directive (AD),
 - (ii) operational directive with a continuing airworthiness impact,
 - (iii) continued airworthiness requirement established by the BCAA,
 - (iv) measures required by the BCAA in immediate reaction to a safety problem;
6. the accomplishment of modifications and repairs in accordance with ANTR M.A.304;
7. delivering to the pilot-in-command or to the operator in the case of Commercial Air Transport Operation, the mass and balance statement reflecting the current configuration of the aircraft;
8. for non-mandatory modifications and/or inspections, the establishment of an embodiment policy (See AMC ANTR M.A.301(8));
9. maintenance check flights when necessary.

ANTR M.A.302 Aircraft Maintenance Programme
(See AMC ANTR M.A.302)

- (a) Maintenance of each aircraft shall be organised in accordance with an Aircraft Maintenance Programme (AMP) (See AMC ANTR M.A.302 (a)).
- (b) The maintenance programme and any subsequent amendments thereto shall be approved by the BCAA.

The CAMO/operator should provide, for the use and guidance of maintenance and operational personnel concerned, a maintenance programme, approved by the BCAA. The design and application of the operator's maintenance programme should observe Human Factors Principles.

Note: Guidance material on the application of Human Factors principles can be found in the Human Factors Training Manual (ICAO Doc 9683).

- (c) The aircraft maintenance programme (AMP) shall demonstrate compliance with (See AMC ANTR M.A.302(c)):
 - (i) Instructions issued by BCAA;
 - (ii) Instructions for continuing airworthiness
 - 1. issued by the holders of type certificate, restricted type certificate, supplementary type certificate, major repair design approval, FAA / ETSO (European Technical Standard Order) authorisation or any other relevant approval issued under respective regulatory authority or an acceptable Part-21, or in accordance with any other Regulation recognised by the BCAA.
 - 2. Included in certification specifications referred to in Subpart M to ANTR-21.
- (d) By derogation to point (c), the owner or the organisation managing the continuing airworthiness of the aircraft may deviate from the instruction referred to in point (c)(ii) except for intervals of safety related tasks and propose escalated intervals and additional or alternative instructions in the AMP, based on data obtained from sufficient reviews carried out in accordance with point (g).
- (e) The aircraft maintenance programme (AMP) shall contain details of all maintenance to be carried out, including frequency; and any specific tasks linked to the type and the specificity of operations.
- (f) For complex motor-powered aircraft when the maintenance programme (AMP) is based on maintenance steering group logic or on condition monitoring, the aircraft maintenance programme (AMP) shall include a reliability programme. (See AMC ANTR M.A. 302 (f)).
- (g) The aircraft maintenance programme (AMP) shall be subject to periodic reviews and amended accordingly when necessary. These reviews will ensure that the programme (AMP) continues to be up to date and valid in light of the operating experience and instructions from the BCAA whilst taking into account new and/or modified maintenance instructions issued by the type certificate and supplementary type certificate holders and any other organisation that publishes such data in accordance with ANTR 21, or any other organisation that publishes such data in accordance with EASA PART 21 / FAR PART 21 / UK PART 21 and recognised by the BCAA.
- (h) The design and application of the operator's maintenance programme shall observe Human Factors principles. Guidance material on the application of Human Factors principles can be found in the Human Factor Training Manual (ICAO DOC 9683)
- (i) Copies of all amendments to the maintenance programme shall be furnished promptly to all organisations or persons to whom the maintenance programme (AMP) has been issued.

ANTR M.A.303 Airworthiness directives

Any applicable airworthiness directive must be carried out within the requirements of that airworthiness directive, unless otherwise specified by the BCAA.

ANTR M.A.304 Data for modifications and repairs

(See AMC ANTR M.A.304)

A person or organisation repairing an aircraft or a component shall assess any damage. Modifications and repairs shall be carried out using, as appropriate, the following data:

- (a) accepted by the BCAA; or
- (b) approved by a design organization / a State of Design of Modification or Repair complying with ANTR-21 / EASA-21 / FAA 21 / UK PART 21 and accepted by BCAA;
- (c) contained in the requirements referred to in Subpart M to ANTR-21 or in accordance with any other Regulation recognised by the BCAA (such as but not limited to FAA or EASA or UK CAA approved design organisation), as appropriate

ANTR M.A.305 Aircraft continuing airworthiness record system

[GM M.A.305, AMC M.A.305(a), AMC M.A.305(b)1, AMC M.A.305(c)1, AMC M.A.305(c)2, GM M.A.305(c)2, GM M.A.305(c)3, GM M.A.305(d), GM M.A.305(d)2, AMC M.A.305(e), AMC M.A.305(e)1, AMC M.A.305(e)2, GM M.A.305(e)2, AMC M.A.305(e)3, GM M.A.305(e)3, AMC M.A.305(f)]

- (a) At the completion of any maintenance, aircraft certificate of release to service (CRS) required by ANTR 145.A.50, as applicable shall be entered in the aircraft continuing airworthiness records system, as soon as practicable and no later than 30 days after the completion of any maintenance.
- (b) The aircraft continuing airworthiness records system shall contain the following;
 - 1. an aircraft logbook, engine logbook(s) or engine module log cards, propeller logbook(s) and log cards, for any service life limited component as appropriate, and
 - 2. the aircraft type and registration mark date of the entry, the total in-service life (hours, calendar time, cycles and landings), of all service life-limited components, accumulated in the applicable parameter for aircraft, engine(s) and/or propeller(s);
 - 3. the aircraft continuing airworthiness records described in points (c) and (d) below together with the supporting detailed maintenance records described in point (e) below.
 - 4. if required by point M.A.306, the aircraft technical log.
- (c) The aircraft continuing airworthiness records shall include the current mass and balance report and the current status of:
 - 1. ADs and measures mandated by the competent authority in immediate reaction to a safety problem;
 - 2. modifications and repairs;

3. compliance with the AMP;
 4. deferred maintenance tasks and deferred defects rectification.
- (d) The aircraft continuing airworthiness records shall include the current status specific to components of:
1. life-limited parts, including the life accumulated by each affected part in relation to the applicable airworthiness limitation parameter; and
 2. time-controlled components, including the life accumulated by the affected components in the applicable parameter, since the last accomplishment of scheduled maintenance, as specified in the AMP.
- (e) An operator / owner shall ensure that a system has been established to keep the following records for the periods specified:
1. the technical log system: the technical log or other data equivalent in scope and detail, covering the 36 months period prior to the last entry,
 2. the CRS and detailed maintenance records:
 - (i) demonstrating compliance to ADs and measures mandated by authority in immediate reaction to a safety problem applicable to aircraft, engine(s), propeller(s) and components fitted thereto, as appropriate until such time as the information contained therein is superseded by new information equivalent in scope and detail but covering a period not shorter than 36 months after the aircraft or component has been released to service, or permanently withdrawn from service; and
 - (ii) demonstrating compliance with applicable data in accordance with M.A.304 for current modification and repairs to the aircraft, engine(s) propeller(s) and any component subject to airworthiness limitations and
 - (iii) of all scheduled maintenance as per maintenance programme or other maintenance required for continuing airworthiness of aircraft, engine(s), propeller(s), as appropriate until such time as the information contained therein is superseded by new information equivalent in scope and detail but covering a period not shorter than 36 months.
 3. data specific to certain components:
 - (i) an in-service history record for each life-limited part based on which the current status of compliance with airworthiness limitations is determined;
 - (ii) the CRS and detailed maintenance records for the last accomplishment of any scheduled maintenance and any subsequent unscheduled maintenance of all life-limited parts and time-controlled components until the scheduled maintenance has been superseded by another scheduled maintenance of equivalent scope and detail but covering a period not shorter than 36 months;
 4. Record-keeping periods when the aircraft is permanently withdrawn from service:
 - (i) the data required by point (b)(1) of point M.A.305 in respect of aircraft, engine(s), and propeller(s) which shall be retained for at least 12 months;

- (ii) the last effective status and reports as identified under points (c) and (d) of point M.A.305 which shall be retained for at least 12 months; and
 - (iii) the most recent CRS(s) and detailed maintenance records as identified under points (e)(2)(ii) and (e)(3)(i) of point M.A.305 which shall be retained for at least 12 months.
- (f) The person or the organisation responsible for the management of continuing airworthiness tasks pursuant to ANTR M.A Subpart B shall comply with the requirements regarding the aircraft continuing airworthiness record system and present the records to the BCAA upon request.
- (g) All entries made in the aircraft continuing airworthiness records system shall be clear and accurate. When it is necessary to correct an entry, the correction shall be made in a manner that clearly shows the original entry and counter signed (with affixing his stamp of designation / signatory details) by the person responsible making such correction.

ANTR M.A.306 Aircraft technical log system

(See AMC ANTR M.A.306 (a))

(See AMC ANTR M.A.306 (b))

- (a) In addition to the requirements of point M.A.305, for Commercial Air Transport operators, the operator shall use a technical log system containing the following information for each aircraft:
1. information about each flight, necessary to ensure continued flight safety, and;
 2. the current aircraft certificate of release to service, and;
 3. the current maintenance statement giving the aircraft maintenance status of what scheduled and out of phase maintenance is next due except that the BCAA may agree to the maintenance statement being kept elsewhere and;
 4. all outstanding deferred defects rectifications that affect the operation of the aircraft, and;
 5. any necessary guidance instructions on maintenance support arrangements.
- (b) The aircraft technical log system and any subsequent amendment shall be approved by the BCAA in accordance with point M1 of this ANTR-M as applicable. (See AMC ANTR M.A.306 (b)).
- (c) An operator shall ensure that the aircraft technical log is retained for 36 months after the date of the last entry.

ANTR M.A.307 Transfer of aircraft continuing airworthiness records

(See AMC ANTR M.A.307 (a))

(See AMC ANTR M.A.307 (b))

- (a) When an aircraft is permanently transferred from one owner or operator to another, the transferring owner or operator shall ensure that the continuing airworthiness records referred to in point M.A.305 and, if applicable the technical log system referred to in point M.A.306, are also transferred.

- (b) When the owner contracts the continuing airworthiness management tasks to a CAMO, the owner shall ensure that the continuing airworthiness records referred to in point M.A.305 are transferred to that contracted organisation.
- (c) The time periods for the retention of records set out in ANTR M.A.305(e) shall continue to apply to the new owner, operator or continuing airworthiness management organisation (CAMO).

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SUBPART D**MAINTENANCE STANDARDS****ANTR M.A.401 Maintenance data**

(See AMC ANTR M.A.401 (b))

(GM1 M.A.401(b)(3) and (b)(4))

(GM1 M.A.401(b)(4))

(AMC ANTR M.A.401(c))

- (a) The person or organisation maintaining an aircraft shall have access to and use only applicable current maintenance data in the performance of maintenance including modifications and repairs.
- (b) For the purposes of ANTR M, applicable maintenance data is:
 - 1. any applicable requirement, procedure, standard or information issued by the competent authority or the BCAA.
 - 2. any applicable airworthiness directive,
 - 3. the applicable instructions for continuing airworthiness, and other maintenance instructions, issued by type certificate holders, supplementary type certificate holders and any other organisation that publishes such data in accordance with ANTR 21, EASA / FAA Part 21 / UK Part 21, or in accordance with any other regulation recognised by the BCAA.
 - 4. for components approved for installation by the design approval holder, the applicable maintenance instructions published by the component manufacturers and acceptable to the design approval holder.
 - 5. any applicable data issued in accordance with ANTR 145.A.45(d).
- (c) The person or organisation maintaining an aircraft shall ensure that all applicable maintenance data is current and readily available for use when required. The person or organisation shall establish a work card or worksheet system to be used and shall either transcribe accurately the maintenance data onto such work cards or worksheets or make precise reference to the particular maintenance task or tasks contained in such maintenance data (See AMC ANTR M.A.401(c)).

ANTR M.A.402 Performance of maintenance

(See AMC ANTR M.A.402(a), AMC M.A.402(c), AMC M.A.402(d), AMC M.A.402(e), AMC M.A.402(f), AMC M.A.402(g), AMC1 M.A.402(h), AMC2 M.A.402(h), GM M.A.402(h))

All maintenance—performed by a maintenance organisation approved in accordance with ANTR 145, organisation performing maintenance shall:

- (a) Be qualified for the tasks performed, as required by this part;
- (b) Ensure that the area in which maintenance is carried out is well organised and clean in respect of dirt and contamination;

- (c) Use the methods, techniques, standard and instructions specified in ANTR M.A.401 maintenance data;
- (d) Use the tools, equipment and material specified in the M.A.401 maintenance data. If necessary, tools and equipment shall be controlled and calibrated to an officially recognised standard;
- (e) Ensure that maintenance is performed within any environmental limitations specified in the M.A.401 maintenance data;
- (f) Ensure that proper facilities are used in case of inclement weather or lengthy maintenance;
- (g) Ensure that the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimized;
- (h) Ensure that an error capturing method is implemented after the performance of any critical maintenance task; and
- (i) Carry out a general verification after completion of maintenance to ensure the aircraft or component is clear of all tools, equipment and any extraneous parts or material, and that all access panels removed have been refitted.
- (j) Ensure that all maintenance performed is properly recorded and documented.

ANTR M.A.403 Aircraft defects

(See AMC M.A.403(b), AMC M.A.403(d))

- (a) Any aircraft defect that hazards seriously the flight safety shall be rectified before further flight.
- (b) Only the authorised certifying staff, according to the ANTR 145 can decide, using ANTR M.A.401 maintenance data, whether an aircraft defect hazards seriously the flight safety and therefore decide when and which rectification action shall be taken before further flight and which defect rectification can be deferred. However, this does not apply when the MEL is used by the pilot or by the authorised certifying staff.
- (c) Any aircraft defect that would not hazard seriously the flight safety shall be rectified as soon as practicable, after the date the aircraft defect was first identified and within any limits specified in the maintenance data or the MEL.
- (d) Any defect not rectified before flight shall be recorded in the aircraft continuing airworthiness record system referred to in point ANTR M.A.305 or if applicable in the aircraft technical log system referred to in ANTR M.A.306. (See AMC ANTR M.A.403 (d)).

SUBPART E**COMPONENTS****ANTR M.A.501 Classification and Installation**

(See AMC1 ANTR M.A.501 (a)(1), GM1 M.A.501(a)(2), GM1 M.A.501(b), GM2 M.A.501(b), AMC1 M.A.501(a)(3), AMC1 M.A.501(a)(4), AMC M.A.501(a)(5))

- (a) All components shall be classified into the following categories:
- (1) Components which are in a satisfactory condition, released on a BCAA / EASA Form 1 / FAA 8130-3 / UK CAA Form 1 or acceptable as equivalent and marked in accordance with respective Part 21.
 - (2) Unserviceable components which shall be maintained in accordance with this Regulation.
 - (3) Components categorised as unsalvageable because they have reached their mandatory life limitation or contain a non-repairable defect.
 - (4) Standard parts used on an aircraft, engine, propeller or other aircraft component when specified in the maintenance data and accompanied by evidence of conformity traceable to the applicable standard.
 - (5) Material both raw and consumable used in the course of maintenance when the organisation is satisfied that the material meets the required specification and has appropriate traceability. All materials must be accompanied by documentation clearly relating to the particular material and containing a conformity to specification statement plus both the manufacturing and supplier source.
- (b) Components, standard parts and material shall only be installed on an aircraft or a component when they are in a satisfactory condition, belong to one of the categories listed in point (a) and the applicable maintenance data specifies the particular component, standard part or material.

ANTR M.A.502 Component maintenance

(See AMC M.A.502, AMC M.A.502 (b) and (c))

- (a) The maintenance of components shall be performed by maintenance organisation appropriately approved in accordance with ANTR 145.
- (b) By derogation from point (a), where a component is fitted to the aircraft, the maintenance of such component may be performed by an aircraft maintenance organisation (A-rated) approved in accordance with ANTR-145. Such maintenance shall be performed in accordance with aircraft maintenance data or in accordance with component maintenance data if agreed BCAA. Such aircraft maintenance organisation or certifying staff may temporarily remove the component for maintenance if this is necessary to improve access to the component, except where additional maintenance is required due to the removal. Component maintenance performed in accordance with this point shall not be eligible for the issuance of an BCAA Form 1.
- (c) By derogation from point (a), where a component is fitted to the engine or auxiliary power unit ('APU'), the maintenance of such component may be performed by an engine maintenance organisation (B-rated) approved in accordance with ANTR-145. Such maintenance shall be performed in accordance with engine or APU maintenance data or in accordance with

component maintenance data if agreed by BCAA. Such (B-rated) organisation may temporarily remove the component for maintenance if this is necessary to improve access to the component, except where additional maintenance is required due to the removal.

- (d) Maintenance of components referred to in point (c) above, where the component is fitted to the aircraft or is temporarily removed to improve access, shall be performed by an aircraft maintenance organisation approved in accordance with ANTR-145. Component maintenance performed in accordance with this point shall not be eligible for the issuance of BCAA Form 1.

ANTR M.A.503 Life-limited parts and time-controlled components

- (a) Installed life limited parts and time-controlled components shall not exceed the approved limitation as specified in the approved aircraft maintenance programme (AMP) and airworthiness directives (ADs), except as provided for in ANTR M.A.504(b).
- (b) The approved life is expressed in calendar time, flight hours, landings or cycles, as appropriate-
- (c) when the approved limitation expires, the component must be removed from the aircraft for maintenance, or for disposal in the case of life-limited parts / components with a certified life limit.

ANTR M.A.504 Control of unserviceable components / Segregation of components

(See AMC1 M.A.504, GM1 C M.A.504)

- (a) A component shall be considered unserviceable in any one of the following circumstances:
 - 1. expiry of the service life limit as defined in the maintenance programme;
 - 2. non-compliance with the applicable airworthiness directives and other continued airworthiness requirement mandated by the BCAA;
 - 3. absence of the necessary information to determine the airworthiness status or eligibility for installation;
 - 4. evidence of defects or malfunctions;
 - 5. involvement in an incident or accident likely to affect its serviceability.
- (b) Unserviceable and unsalvageable components shall be segregated from serviceable components, standards parts and materials. Unserviceable components shall be identified and stored in a secure location under the control of an approved maintenance organisation until a decision is made on the future status of such component. Nevertheless, the person or organisation that declared the component unserviceable may transfer its custody, after identifying it as unserviceable, to the aircraft owner provided that such transfer is reflected in the aircraft logbook or engine logbook or component logbook.
- (c) Components which have reached their certified life limit or contain a non-repairable defect shall be classified as unsalvageable and shall not be permitted to re-enter the component supply system, unless certified life limits have been extended or a repair solution has been approved according to ANTR M.A.304.

- (d) Any person or organisation accountable under ANTR M shall, in the case of a paragraph (c) unsalvageable components:
1. retain such component in the paragraph (b) location, or;
 2. arrange for the component to be mutilated in a manner that ensures that it is beyond economic salvage or repair before relinquishing responsibility for such component.
- (e) Notwithstanding paragraph (d) a person or organisation accountable under ANTR M may transfer responsibility of components classified as unsalvageable to an organisation for training or research without mutilation.

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SUBPART F
MAINTENANCE MANAGEMENT ORGANISATION

RESERVED

SUBPART G**CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION****ANTR M.A.701 Scope**

This Subpart establishes the requirements to be met by an organisation to qualify for the issue or continuation of an approval for the management of aircraft continuing airworthiness.

ANTR M.A.702 Application

An application for issue or change of a continuing airworthiness management organisation approval shall be made on BCAA form ALD/AIR/F156.

ANTR M.A.703 Extent of approval

- (a) The grant of approval is indicated by the issue of the certificate by the BCAA (See Appendix VI).
- (b) Notwithstanding paragraph (a), the approval granted to an operator shall be part of the air operator certificate issued by the BCAA, for the aircraft operated.
- (c) The scope of work deemed to constitute the approval shall be specified in the continuing airworthiness management exposition in accordance with M.A.704.

ANTR M.A.704 Continuing airworthiness management exposition

(See AMC1 ANTR M.A.704 / AMC2 ANTR M.A.704)

- (a) The continuing airworthiness management organisation shall provide a continuing airworthiness management exposition containing the following information:
 - 1. a statement signed by the accountable manager confirming that the organisation will at all times work in accordance with this ANTR-M and the exposition; and
 - 2. the organisation's scope of work; and
 - 3. the title(s) and name(s) of person(s) referred to in ANTR M.A.706(a), M.A.706(c), M.A.706(d) and M.A.706(k); and
 - 4. an organisation chart showing associated chains of responsibility between all the person(s) referred to in ANTR M.A.706(a), M.A.706(c), M.A.706(d) and M.A.706(k); and
 - 5. a list of the airworthiness staff referred to in point M.A.707, specifying, where applicable, and;
 - 6. a general description and location of the facilities; and
 - 7. procedures specifying how the continuing airworthiness management organisation ensures compliance with this ANTR-M; and
 - 8. the continuing airworthiness management exposition amendment procedures; and

9. the list of approved aircraft maintenance programmes.
- (b) The continuing airworthiness management exposition and its amendments shall be approved by the BCAA.
 - (c) Notwithstanding point (b), minor amendments to the exposition may be approved indirectly through an indirect approval procedure. The indirect approval procedure shall define the minor amendment eligible, be established by the continuing airworthiness management organisation as part of the exposition and be approved by BCAA.
 - (d) The design of the manual shall observe Human Factors principles.

Guidance material on the application of Human Factors principles can be found in the Human Factor Training Manual (ICAO DOC 9683)

- (e) The CAMO / Operator shall ensure the continuing airworthiness management exposition amended as necessary to keep the information contained therein up to date. Copies of all amendments to the exposition shall be furnished under controlled copy system promptly to all organizations or persons to whom the manual has been issued.
- (f) The CAMO / operator shall provide the BCAA with a copy of the operator's Continuing Airworthiness Management Exposition (CAME) and the procedure(s) / manual(s) / form(s) referred therein, together with all amendments and/or revisions to it and shall incorporate in it such mandatory material.

ANTR M.A.705 Facilities

(See AMC ANTR M.A.705)

The continuing airworthiness management organisation shall provide suitable office accommodation at appropriate locations for the personnel specified in ANTR M.A.706.

ANTR M.A.706 Personnel requirements

(See AMC ANTR M.A.706)

- (a) The organisation shall appoint an accountable manager, who has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with this ANTR-M.
- (b) In the case of a Commercial Air Transport Operators, the accountable manager as referred in point (a) above shall be the person who also has corporate authority for ensuring that all the operations of the operator can be financed and carried out to the standard required for the issue of an air operator's certificate.
- (c) A person or group of persons shall be nominated with the responsibility of ensuring that the organisation is always in compliance with the applicable continuing airworthiness management, and airworthiness review requirements of this ANTR-M and as priviledged. Such person(s) shall be ultimately responsible to the accountable manager.
- (d) For the Commercial Air Transport Operators the accountable manager shall designate a nominated post holder. This person shall be responsible for the management and supervision of continuing airworthiness activities, pursuant to paragraph (c).

- (e) The nominated post holder referred to in point (d) shall not be employed by an ANTR-145 approved organisation under contract to the operator, unless specifically agreed by BCAA.
- (f) The organisation shall have sufficient appropriately qualified staff for the expected work (See AMC ANTR M.A.706 (f)).
- (g) All paragraph (c) and (d) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft continuing airworthiness.
- (h) The qualification of all personnel involved in continuing airworthiness management shall be recorded.
- (i) For organisations issuing airworthiness review recommendation in accordance with points M.A.711 (b) and M.A.901 of this ANTR-M as applicable, the organisation shall establish the appropriate qualification, training, and competency assessment procedure and nominate person(s) authorised to do so, subject to approval by BCAA.
- (j) The organisation shall define and keep updated in the continuing airworthiness management exposition the title(s) and name(s) of person(s) referred to in ANTR M.A.706(a), M.A.706(c), M.A.706(d) and M.A.706(k).
- (k) For all complex motor-powered aircraft and for aircraft used by the Commercial Air Transport Operators with AOC, the organisation shall establish and control the competence of personnel involved in the continuing airworthiness management, airworthiness review and/or quality audits in accordance with a procedure and to a standard agreed by the BCAA.
- (l) In addition to the necessary competence related to the job function(s), competence must include an understanding of the application of human factors principles and human performance issues appropriate to that person's function(s) and responsibilities in the organisation.

ANTR M.A.707 Airworthiness review staff

(See AMC ANTR M.A.707 (a), AMC ANTR M.A.707 (a)(1), AMC ANTR M.A.707 (b), AMC ANTR M.A.707 (c), AMC ANTR M.A.707 (e))

- (a) To be approved to carry out airworthiness reviews, an approved continuing airworthiness management organisation shall have appropriately qualified airworthiness review staff to issue airworthiness review recommendations referred to in ANTR M.A.711(b)
 1. For all aircraft used in commercial air transport with AOC, and aircraft above 2730 kg MTOM, except balloons, these staff shall have acquired:
 - (i) at least five years experience in continuing airworthiness, and;
 - (ii) an appropriate licence in compliance with ANTR 66 (or a nationally recognized maintenance personnel qualification appropriate to the aircraft category when ANTR 66 refers to national rules) or an aeronautical degree or a national equivalent, as acceptable to BCAA and;
 - (iii) formal aeronautical maintenance training, and;
 - (iv) a position within the approved organisation with appropriate responsibilities.

- (v) Notwithstanding points (i) to (iv), the requirement laid down in ANTR M.A.707(a)1(ii) may be replaced by five years of experience in continuing airworthiness additional to those already required by ANTR M.A.707(a)1(i).
- (b) an Airworthiness review staff nominated by the approved continuing airworthiness organisation can only be issued an authorisation by the approved continuing airworthiness organisation when formally accepted by the BCAA after satisfactory completion of an airworthiness review training and reviews under supervision of BCAA or under the supervision of the organisation's designated airworthiness review staff in accordance with a procedure approved by BCAA.
- (c) The organisation shall ensure that the aircraft airworthiness review staff can demonstrate appropriate recent continuing airworthiness management experience.
- (d) Airworthiness review staff shall be identified by listing each person in the continuing airworthiness management exposition together with their airworthiness review authorisation reference.
- (e) The organisation shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training and a copy of the authorisation. This record shall be retained until two years after the airworthiness review staff have left the organisation.

ANTR M.A.708 Continuing airworthiness management

(See GM to ANTR M.A.708, AMC ANTR M.A.708(b)(3), GM to ANTR M.A.708(b)(4), AMC1 ANTR M.A.708(c), AMC2 ANTR M.A.708(c), GM to ANTR M.A.707(c), AMC ANTR M.A.707(d))

- (a) The organisation must ensure that all continuing airworthiness management is carried out in accordance with Section A, Subpart-C of this ANTR-M.
- (b) For every aircraft managed, the approved continuing airworthiness management organisation shall:
 1. ensure that an aircraft maintenance programme including any reliability programme as required by point M.A.302 of this ANTR-M is developed and controlled,
 2. present the aircraft maintenance programme and its amendments to the BCAA for approval and on approval, provide a copy of the aircraft maintenance programme to the owner or operator responsible in accordance with point M.A.201 of this ANTR-M,
 3. manage the approval of modification and repairs;
 4. ensure that all maintenance is carried out in accordance with the approved maintenance programme and released in accordance with ANTR M.
 5. ensure that all applicable airworthiness directives and operational directives with a continuing airworthiness impact, are applied,
 6. ensure that all defects discovered during scheduled maintenance or reported are corrected by an appropriately approved maintenance organisation,
 7. ensure that the aircraft is taken to an appropriately approved maintenance organisation whenever necessary,

8. coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts, and component inspection to ensure the work is carried out properly,
 9. manage and archive all continuing airworthiness records and/or operator's technical log.
 10. ensure that the mass and balance statement reflects the current status of the aircraft.
- (c) In the case of complex motor-powered aircraft or aircraft used for Commercial Air Transport with AOC, or aircraft used for commercial operation, when the CAMO is not appropriately approved in accordance with ANTR 145, the organisation shall in consultation with the owner /operator, establish a written maintenance contract with an organisation approved in accordance with ANTR 145 or with another operator, detailing the functions specified under ANTR M.A.301-2, M.A.301-3, M.A.301-5 and M.A.301-6, ensuring that all maintenance is ultimately carried out by an ANTR 145 approved maintenance organisation and defining the support of the quality functions referred to in ANTR M.A.712(b) of this ANTR-M.
- (d) Notwithstanding point (c), the contract may be in the form of individual work orders addressed to the ANTR-145 in the case of:
1. an aircraft requiring unscheduled line maintenance,
 2. component maintenance, including engine maintenance.
- (e) The organisation shall ensure that human factors and human performance limitations are taken into account during continuing airworthiness management, including all contracted and subcontracted activities.

ANTR M.A.709 Documentation

(See AMC ANTR M.A.709)

- (a) The approved continuing airworthiness management organisation shall hold and use applicable current maintenance data in accordance with M.A.401 of this ANTR-M for the performance of continuing airworthiness tasks referred in ANTR M.A.708 of this ANTR-M. This data may be provided by the owner or the operator, subject to an appropriate contract being established with such an owner or operator. In such case, the continuing airworthiness management organisation only needs to keep such data for the duration of the contract, except when required by ANTR M.A.714 of this ANTR-M.

ANTR M.A.710 Airworthiness review

- (a) In order for the issue and subsequently to maintain the validity of Certificate of Airworthiness (C of A) of an aircraft, the requirement for an airworthiness review of an aircraft referred to in ANTR M.A.901 shall be carried out by the approved continuing airworthiness management organisation in accordance with M.A.711(b).

ANTR M.A.711 Privileges of the organisation

(See AMC M.A.711(a)(3), AMC ANTR M.A.711(b))

- (a) A continuing airworthiness management organisation approved in accordance with Subpart G of ANTR M may
1. manage the continuing airworthiness of aircraft except those used in Commercial Air Transport operation as listed on the approval certificate.

2. manage the continuing airworthiness of aircraft those used in Commercial Air Transport operation / commercial operation when as listed both on its approval certificate and on its AOC.
 3. arrange to carry out limited continuing airworthiness tasks with any contracted organisation, working under its quality system, as listed on the approval certificate;
- (b) To carry out airworthiness reviews referred to in ANTR M.A.710 & M.A.901 and issue the related airworthiness review report / a recommendation to the BCAA for the issuance/renewal of a Certificate of Airworthiness by BCAA.

ANTR M.A.712 Quality system

- (a) To ensure that the approved continuing airworthiness management organisation continues to meet the requirements of this Subpart, it shall establish a quality system and designate a quality manager to monitor compliance with, and the adequacy of, procedures required to ensure airworthy aircraft. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary (See AMC ANTR M.A.712(a)).
- (b) The quality system shall monitor activities under Section A, Subpart G of this ANTR M. It shall at least include the following functions (See AMC ANTR M.A.712(b)):
1. monitoring that all activities carried out under Section A, Subpart G of this ANTR M are being performed in accordance with the approved procedures, and;
 2. monitoring that all contracted maintenance is carried out in accordance with the contract, and;
 3. monitoring the continued compliance with the requirements of this ANTR M.
- (c) The records of these activities shall be stored for at least two years.
- (d) Where the approved continuing airworthiness management organisation is approved in accordance with another ANTR Part, the quality system may be combined with that required by the other ANTR Part.
- (e) In case of an AOC holder, the ANTR M.A Subpart G quality system shall be an integrated part of the operator's quality system.

ANTR M.A.713 Changes to the approved continuing airworthiness organisation

(See ANTR AMC M.A.713)

In order to enable the BCAA to determine continued compliance with this ANTR, the approved continuing airworthiness management organisation shall notify it of any proposal to carry out any of the following changes, before such changes take place:

1. the name of the organisation.
2. the location of the organisation.
3. additional locations of the organisation.
4. the accountable manager.
5. any of the persons specified in ANTR M.A.706(c).

6. the facilities, procedures, work scope and staff that could affect the approval.

In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.

ANTR M.A.714 Record-keeping

(See ANTR AMC M.A.714)

- (a) The continuing airworthiness management organisation shall record all details of work carried out. The records required by ANTR M.A.305 and if applicable point ANTR M.A.306 shall be retained.
- (b) If the continuing airworthiness management organisation has the privilege referred to in ANTR M.A.711(b), it shall retain a copy of each airworthiness review reports, and recommendation issued together with all supporting documents.
- (c) The continuing airworthiness management organisation shall retain a copy of all records listed in paragraph (b) until two years after the aircraft has been permanently withdrawn from service.
- (d) The records shall be stored in a manner that ensures protection from damage, alteration and theft.
- (e) All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.
- (f) Where continuing airworthiness management of an aircraft is transferred to another organisation or person, all retained records shall be transferred to the said organisation or person. The time periods prescribed for the retention of records shall continue to apply to the said organisation or person.
- (g) Where a continuing airworthiness management organisation terminates its operation, all retained records shall be transferred to the owner/operator of the aircraft.

ANTR M.A.715 Continued validity of approval

- (a) An approval shall be issued for 1 year duration, subject to:
 1. the organisation remaining in compliance with this ANTR, in accordance with the provisions related to the handling of findings as specified under ANTR M.B.705, and;
 2. the BCAA being granted access to the organisation and to their contracted organisation if any to determine continued compliance with this ANTR, and;
 3. the approval not being surrendered or revoked.
- (b) Upon surrender or revocation, the approval certificate shall be returned to the BCAA.

ANTR M.A.716 Findings

- (a) A level 1 finding is any significant non-compliance with ANTR M requirements which lowers the safety standard and hazards seriously the flight safety.

In general, findings which are resulting due to system failure and having direct impact in degradation of safety standard are considered as Level 1. Level 1 finding requires immediate attention and rectification.

- (b) A level 2 finding is any non-compliance with the ANTR M requirements which could lower the safety standard and possibly hazard the flight safety.

- (c) After receipt of notification of findings according to ANTR M.B.705, the holder of the continuing airworthiness management organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the BCAA within a period of 7 days and 60 days for Level-1 and Level-2 findings respectively including appropriate corrective action to prevent recurrence of the finding and its root cause agreeable to BCAA.

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SUBPART H
CERTIFICATE OF RELEASE TO SERVICE (CRS)

RESERVED

SUBPART I**AIRWORTHINESS REVIEW RECOMMENDATION****ANTR M.A.901 Aircraft airworthiness review**

(See AMC ANTR M.A.901 (a), GM to ANTR M.A.901, AMC ANTR M.A.901 (b), , AMC ANTR M.A.901(c), (d) & (e), AMC ANTR M.A.901 (g) 2, AMC ANTR M.A.901 (i), AMC M.A.901 (j) & (k))

To ensure the validity of the aircraft Certificate of Airworthiness, an airworthiness review of the aircraft and its continuing airworthiness records must be carried out annually.

- (a) An aircraft in a controlled environment is an aircraft which, during the preceding 12 months:
 - 1. has had its airworthiness continuously managed by a unique CAMO;
 - 2. has been maintained by a maintenance organisation approved in accordance with ANTR - 145.
- (b) For all aircraft that are in a controlled environment, the organisation referred to in point (a)(1) managing the continuing airworthiness of the aircraft may in accordance with M.A.711(b), and subject to condition that there is evidence or indications that the aircraft is airworthy, issue an airworthiness review recommendation in accordance with point M.A.901;
- (c) The certificate of airworthiness shall be issued by the BCAA upon a satisfactory assessment, consisting of an independent review of the continuing airworthiness records and physical survey of the aircraft by BCAA, based on a recommendation made by a CAMO, sent together with the application and other supporting documents that complies with this ANTR. The recommendation referred here shall be based on an airworthiness review carried out in accordance with point M.A.901 & M.A.904 as applicable.
- (d) The Certificate of Airworthiness (C of A) is renewed by the BCAA on the basis of a recommendation submitted by an approved Continuing Airworthiness Management Organisation holding the privilege of ANTR M.A.711(b) and the results of an independent review of the continuing airworthiness records and physical survey of the aircraft by BCAA.
- (e) Any continuing airworthiness management organisation, if appropriately approved, and subject to compliance with paragraph (b) and when the aircraft is maintained in a controlled environment during the preceeding 12 months, and maintained by a maintenance organisation approved in accordance with ANTR-145 may issue an airworthiness review recommendation to BCAA recommending the renewal of the Certificate of Airworthiness (C of A) after performing an airworthiness review in accordance with this regulation;
- (f) Whenever circumstances reveal the existence of a potential safety threat, BCAA shall carry out an additional airworthiness review for the purpose of ensuring compliance to the requirement of C of A and the continued validity the C of A. Without prejudice to this requirement, BCAA may carry out airworthiness review itself under unforeseen circumstances and issue / renew certificate of airworthiness.
- (g) When the BCAA carries out the airworthiness review, the operator shall provide BCAA with:
 - 1. The documentation in support of tasks referred under this regulation and additional documents as required by the BCAA; and

2. Suitable accommodation at the appropriate location for its personnel (See AMC ANTR M.A.901(g)(2); and
 3. When necessary, the support of personnel appropriately qualified in accordance with ANTR 66 or equivalent personnel requirements laid down in ANTR 145.A.30(j)(1) and (2) of ANTR 145;
- (h) The operator shall not recommend to BCAA, the Airworthiness Review, and BCAA shall not issue or renew the Certificate of Airworthiness if there is evidence or reason to believe that the aircraft is not airworthy and until all findings have been closed.
- (i) The airworthiness review of the aircraft shall include a full documented review of the aircraft records establishing that the following requirements have been met:
1. airframe, engine and propeller flying hours and associated flight cycles have been properly recorded;
 2. the flight manual is applicable to the aircraft configuration and reflects the latest revision status;
 3. all the maintenance due on the aircraft pursuant to the approved AMP has been carried out;
 4. all known defects have been corrected or, when applicable, carried forward in a controlled manner in accordance with ANTR M.A.403;
 5. all applicable ADs have been applied and properly registered; Statement of compliance giving details of all Ads with applicability, compliance status (one time or repetitive, date of compliance, partial or full compliance, action plan for full compliance if partially complied, reason if not applicable, details of airworthiness record where the compliance entered, etc.)
 6. all modifications and repairs applied to the aircraft have been registered and are in compliance with point ANTR M.A.304;
 7. all service life limited components / Life-limited parts and time-controlled components installed on the aircraft are properly identified, registered and have not exceeded their approved limitations as specified in the approved Aircraft Maintenance Programme and Airworthiness Directives, and;
 8. all maintenance has been carried out in accordance with this ANTR;
 9. the current mass and balance statement reflects the current configuration of the aircraft and is valid;
 10. the aircraft complies with the latest revision of its type design;
 11. if required, the aircraft holds a noise certificate corresponding to the current configuration of the aircraft in compliance with Subpart I of ANTR-21.

12. Mandatory requirements of BCAA Advisory/ Aeronautical Circulars affecting airworthiness have been met.
 13. No known condition(s) exists that would adversely affect the aircraft airworthiness, safe operation, or endanger passengers or crew members.
- (j) The airworthiness review and subsequent recommendation shall require a physical survey of the aircraft by an authorized airworthiness review staff / qualified Airworthiness Inspector of BCAA as the case may be. For that survey, airworthiness review staff / BCAA inspector not appropriately qualified in accordance with ANTR-66 shall be assisted by such qualified staff of the CAMO / operator / maintenance organisation.
- (k) Through the physical survey of the aircraft, the airworthiness review staff and BCAA during their respective inspection shall ensure that:
1. all required markings and placards are properly installed;
 2. the aircraft complies with its approved flight manual;
 3. the aircraft configuration complies with the approved documentation;
 4. no evident defect can be found that has not been addressed in accordance with point ANTR M.A.403;
 5. no inconsistencies can be found between the aircraft and the documented review of records referred to in point (k).
- (l) By derogation from point (d), the airworthiness review may be anticipated by a maximum period of 90 days without loss of continuity of the airworthiness review pattern, so as to allow for the physical review to take place during a maintenance check.
- (m) The airworthiness review recommendation ~~by airworthiness review staff~~ (for the purpose of issue / renewal of the certificate of airworthiness) can only be issued
1. by airworthiness review staff appropriately authorised in accordance with ANTR M.A.707 on behalf of the approved continuing airworthiness management organisation; and
 2. when satisfied that the airworthiness review has been completely carried out and that there is no non-compliance which is known to endanger flight safety .
- (n) A copy of an airworthiness review recommendation for an aircraft along with associated airworthiness review documents shall be sent to the BCAA within 30 days prior to the expiry of Certificate of Airworthiness.
- (o) Airworthiness review tasks shall not be sub-contracted.
- (p) Should the outcome of the airworthiness review be inconclusive, or should the review under point M.A.901 shows discrepancies on the aircraft linked to deficiencies in the content of the maintenance programme, the BCAA shall be informed as soon as practicable but in any case within 72 hours of the organisation identifying the condition to which the review relates. The airworthiness review recommendation shall not be issued until all findings have been closed.

ANTR M.A.902 Validity of the Certificate of Airworthiness

- (a) The C of A valid normally for one year, unless the BCAA has safety reason to limit the validity.

- (b) A Certificate of Airworthiness becomes invalid:
1. if it is expired, suspended or revoked; or
 2. if the aircraft is not on the national aircraft register of Kingdom of Bahrain; or
 3. if the type certificate under which the airworthiness certificate was issued is suspended or revoked.
 4. if the aircraft, or such of its equipment as is necessary for the airworthiness of the aircraft, is maintained, overhauled, repaired or modified, or if any part of the aircraft or of such equipment, is removed or is replaced, otherwise than in a manner and with material of a type approved by the BCAA either generally or in relation to a class of aircraft or to the particular aircraft; or
 5. until the completion of any inspection of the aircraft or of any such equipment as aforesaid, being an inspection made for the purpose of ascertaining whether the aircraft remains airworthy and:
 - (1) classified as mandatory by the BCAA;
 - (2) required by a maintenance programme approved by the BCAA in relation to that aircraft; or
 6. until the completion to the satisfaction of the BCAA of any modification of the aircraft or of any such equipment as aforesaid, being a modification required by the BCAA for the purpose of ensuring that the aircraft remains airworthy.
- (c) An aircraft must not fly if the certificate of airworthiness is invalid or if:
1. the continuing airworthiness of the aircraft or any component fitted to the aircraft does not meet the requirements of this ANTR M, or;
 2. the aircraft does not remain in conformity with the type design approved by the State of Design; or
 3. the aircraft has been operated beyond the limitations of the approved flight manual or the airworthiness certificate, without appropriate action being taken; or
 4. the aircraft has been involved in an accident or incident that affects the airworthiness of the aircraft, without subsequent appropriate action to restore airworthiness; or
 5. a modification or repair has not been approved in accordance with ANTR M.A.304.
- (d) Upon surrender or revocation, the C of A shall be returned to the BCAA.

ANTR M.A.903 Transfer of aircraft
(See AMC ANTR M.A.903)

- (a) When the applicant (owner) intends to de-register the aircraft he shall inform the BCAA by submitting a deregistration application, in accordance with the provisions of Article 51 of Civil Aviation Law and Civil Aviation Publication in force.

- (b) When transferring an aircraft registration due to change of ownership, the previous owner and the current owner / the applicant shall:
1. inform the BCAA;
 2. current owner / operator shall apply to the BCAA for the issuance of a new Certificate of Registration and a new C of A in accordance with established requirement / procedure by BCAA, including that of the aircraft maintenance program.

ANTR M.A.904 Airworthiness review of aircraft imported into Bahrain

- (a) When importing an aircraft onto the Bahraini register, the applicant shall:
1. apply to the BCAA for the initial issuance of a certificate of airworthiness in accordance with this ANTR and other guidance if any issued by BCAA (See AMC ANTR M.A.904 (a)-1); upon ensuring compliance to the requirement M.A.901.
- (b) When satisfied that the aircraft is in compliance with the relevant requirements, the continuing airworthiness management organisation, shall send a documented recommendation to the BCAA for the issuance of Certificate of Airworthiness (See AMC ANTR M.A.904(b)) in accordance with the BCAA established procedures.
- (c) The operator shall allow access to the aircraft for inspection by the BCAA.
- (d) An initial Certificate of Airworthiness will be issued by the BCAA when it is satisfied the aircraft complies with the requirements stipulated in subpara (a), (b) & (c) above and other requirements as stipulated by BCAA subsequent to independent airworthiness review including aircraft physical survey as per M.A.901 by BCAA inspector.
- (f) The C of A valid normally for one year, unless the BCAA has safety reason to limit the validity.

ANTR M.A.905 Findings

- (a) A level 1 finding is any finding of significant non-compliance with ANTR M requirements, which lowers the safety standard and hazards seriously endangers flight safety.
- In general findings which are resulting due to system failure and having direct impact in degradation of safety standard are considered as Level 1. Level 1 finding requires immediate attention and rectification.
- (b) A level 2 finding is any finding of non-compliance with the ANTR M requirements which may lower the safety standard and may endanger the flight safety.
- (c) After receipt of notification of findings according to ANTR M.B.903, the person or organisation accountable referred to in point ANTR M.A.201 shall define a corrective action plan and demonstrate corrective action to the satisfaction of the BCAA within a period of 7 days and 60 days for Level-1 and Level-2 findings respectively including appropriate corrective action to prevent reoccurrence of the finding and its root cause agreeable to BCAA.

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APPENDIX I**CONTINUING AIRWORTHINESS MANAGEMENT CONTRACT****Continuing Airworthiness Management Contract**

1. When an owner / operator contracts an M.A. Subpart G organisation in accordance with M.A.201 to carry out continuing airworthiness management tasks, a copy of the contract signed by both parties shall be sent by the owner or operator to BCAA. This contract is considered as an integral element of the respective expositions and a suitable procedures developed by the CAMO to conduct continuing airworthiness management and maintenance between of the owner / operator, ANTR-M Subpart G Organisation and ANTR 145 Maintenance Organisation.

The ANTR 145 organisation(s) provided for in M.A.201 shall be informed that the contracted M.A. Subpart G organisation is responsible for the management of continuing airworthiness according to this contract.

2. The contract shall be developed taking into account the requirements of ANTR M and shall define the obligations of the contracted organisation(s) involved with the continuing airworthiness management of aircraft.

The contract shall clearly identify the procedures governing the responsibilities, obligations, duties, the areas of interface and related necessary lines of communication between organisations involved in the contract. Such procedures can be part of a suitable procedures developed by the CAMO and part of the contracted M.A Subpart G organisation's CAME.

3. It shall contain as a minimum the:
 - (a) Aircraft registrations,
 - (b) Aircraft type,
 - (c) Aircraft serial number,
 - (d) Aircraft owner or registered lessee's name or company details including the address, and contracted M.A Subpart G organisation details including the addresses
 - (e) The type of operation.

4. It shall state the following:

“Although the owner / operator is ultimately responsible and therefore accountable for the airworthiness of its aircraft, the the Owner or operator entrusts the M.A. Subpart G organisation with the management of the continuing airworthiness of the aircraft, the development of AMP that shall be approved by BCAA as detailed in M.1 and the organisation of the maintenance of the aircraft according to the said AMP. There shall be a mutual agreement between the owner / operator and the contracted M.A. Subpart G organisation concerning the selected ANTR 145 organisation(s) as provided for in M.A.201.

The owner / operator and Subpart G organisation according to the present contract, both signatories undertake to follow the respective obligations of the contract.

The owner or operator declares to the best of its knowledge that all the information given to the Subpart G organization concerning the continuing airworthiness of the aircraft is and will be accurate, and that the aircraft will not be altered without prior approval of the Subpart G organization.

In case of any non-conformity with this contract, by either of the signatories, the contract will become null. In such a case, the owner or operator will retain full responsibility for every task linked to the continuing airworthiness of the aircraft, and the owner or operator will inform the BCAA immediately at the earliest available opportunity about such non-conformity with the contract and within 2 weeks the proposed action plan for executing any new continuing airworthiness management contract with other suitable Subpart G organisation and their maintenance arrangements.”

The owner or operator and the Subpart G organisations confirms that a mutual exchange of accurate information concerning the continuing airworthiness of the aircraft will be established to include a system addressing unforeseen airworthiness issues outside of normal working hours (e.g. receipt of an Emergency Airworthiness Directive).

If the terms of the contract are not fulfilled, by either of the signatories, the contract will become invalid. In such a case the AOC / LOA may become invalid and the the owner / operator must undertake to immediately inform all the applicable parties involved in the contractual arrangements and BCAA.”

5. When an Owner / Operator contracts an M.A. Subpart G organisation in accordance with M.A.201, the obligations of each party shall be assigned as follows:

5.1. Obligations of the M.A. Subpart G organisation

1. Have the aircraft type(s) in the scope of its approval;
2. Have a thorough knowledge of the applicable owner / operator’s operational procedures affecting continuing airworthiness and of procedures in the procedures developed by the CAMO.
3. Respect and manage the condition listed below with regard to maintaining the continuing airworthiness of the aircraft:
 - (a) Develop, an AMP (aircraft maintenance programme) for the aircraft, including any reliability programme developed if applicable,
 - (b) Organise the approval of the AMP (aircraft maintenance programme) in coordination with the Owner / Operator of the aircraft,
 - (c) Once it has been approved, provide the owner or operator with a copy of the AMP;
 - (d) Define the content and in coordination with Owner / Operator, organise completion of a bridging inspection with the aircraft prior maintenance programme;
 - (e) In coordination with Owner / Operator, organise for all maintenance to be carried out by an approved maintenance organisation;
 - (f) Ensure compliance with the approved maintenance programme and coordinate with the Owner / Operator for making any request to BCAA for any one time extension to, or any deviation from the maintenance programme interval;
 - (g) Support the Owner / Operator in assessing the effectiveness of the maintenance programme and amending it if necessary.
 - (h) Organise for all applicable ADs (airworthiness directives) to be applied / embodied within the prescribed timeframes,
 - (i) Organise for all defects discovered during scheduled maintenance, airworthiness reviews or reported by owner / operator to be rectified by approved ANTR 145 maintenance organisation(s),

- (j) Coordinate scheduled maintenance, the application of ADs, the replacement of life-limited parts, and component inspection requirements;
 - (k) Ensure Engine health monitoring (if applicable);
 - (l) Organise and coordinate with Owner / Operator for Non-mandatory modifications and/or inspections;
 - (m) Inform the owner / operator each time the aircraft shall be brought to an approved ANTR 145 maintenance organisation;
 - (n) Develop the technical log system and organise its approval;
 - (o) Manage all technical records;
 - (p) Archive all technical records;
4. Coordinate with the Owner / Operator, for the accomplishment of maintenance check flights
 5. Coordinate with the Owner / Operator for the application for a permit to fly and with any applicable organisations (e.g. Part 21 and ANTR 145 organisations responsible for defining flight conditions and implementing them on the aircraft) and BCAA;
 6. Maintain an accurate record of the continuing airworthiness status of the aircraft covered by the contract (whether in hard copy or on a computer database) and provide this to the Owner / Operator as and when required,
 7. Ensure a timely exchange of airworthiness information with the Owner / Operator,
 8. Manage and archive all technical records in coordination with the Owner / Operator (The contract shall define which of the organisations will hold original and copies of the relevant documents),
 9. Update the aircraft records with any relevant information provided by the Owner / Operator organisation including data from the tech log sector record pages, details of all operational defects and rectification action;
 10. Organise the approval / acceptance of any modification to the aircraft in accordance with ANTR PART V / ANTR M / BCAA established guidance & procedures / TC / STC / state of design of modification & repair or as acceptable to BCAA before it is embodied;
 11. Organise the approval of any repair to the aircraft in accordance with ANTR PART V / ANTR M / BCAA established guidance & procedures or design organisation standards or as acceptable to BCAA before it is carried out;
 12. Inform BCAA, whenever the Owner / Operator does not present the aircraft to the ANTR 145 organisation as requested by the approved organisation at the maintenance due time as determined by the ANTR M Subpart G organisation;
 13. Inform BCAA whenever the contractual arrangement has not been complied with or respected or is cancelled / deannounced by either party;
 14. Ensure that the airworthiness review of the aircraft is carried out when necessary, and ensure that the airworthiness review report & recommendation is sent to BCAA;
 15. Carry out all occurrence reporting mandated by the applicable regulations;

16. Provide access to the facilities, the continuing airworthiness records and the quality audit reports to all authorised personnel from BCAA;
17. Coordinate the weighing of aircraft as required by the maintenance programme or following repair/modification/painting and produce a weight and balance report;
18. Provide procedural training for the Owner / Operator staff in order to ensure that they have an understanding of the M.A. Subpart G organisation:
 - Policies and procedures, joint responsibilities, obligations, duties and areas of interface,
 - Lines of communication for (e.g. aircraft records, exchange of accurate airworthiness information in a timely manner),
 - Procedures pertaining specifically to the M.A. Subpart G organisation (e.g. customised software utilisation, reliability monitoring);
19. Establish a written contract with an BCAA approved ANTR 145 maintenance organisation in coordination with the owner / operator of the aircraft for the maintenance of aircraft which is under the contractual agreement for continuing airworthiness management.
20. Develop interface procedures with the Owner / Operator and the ANTR 145 Maintenance Organisation for the conduct of continuing airworthiness management and aircraft maintenance obligations respectively and to prepare the aircraft for the issue and renewal of the C of A as and when due.
21. Establishment of a quality system in conformity with the M.A.712 requirement for the scope of continuing airworthiness management activity contracted.

5.2. Obligations of the owner or operator:

1. Contract an M.A. Subpart G organisation. (The Owner / Operator shall only contract continuing airworthiness management to a single Subpart G organisation per fleet).

Note: In all matters concerning continuing airworthiness the final decision rests with the Owner / Operator.
2. Carry out a pre audit of the selected M.A. Subpart G organisation to ensure that it has the capability and capacity to comply with the contract. The audit report should be submitted to BCAA at the time or prior to the potential Subpart G organisation application to BCAA.
3. Have adequate understanding of the applicable M.A. Subpart G organisation procedures affecting continuing airworthiness and of procedures in the M.A. Subpart G Continuing Airworthiness Management Exposition.
4. Have a general understanding of ANTR M, ANTR 145, ANTR 21 and airworthiness & operational regulations as applicable;
5. Have general understanding of the approved maintenance programme;
6. Coordinate with the M.A. Subpart G organisation in obtaining approval of the maintenance programme;

7. Coordinate with the M.A. Subpart G organisation in assessing the effectiveness of the maintenance programme and amend if necessary.
8. Have general understanding of the aircraft configuration, modification standard including operational equipment, appropriate maintenance data and maintenance status.
9. Establish a regular meeting schedule with the M.A. Subpart G organisation to discuss all aspects of continuing airworthiness management;
10. Coordinate with the M.A. Subpart G organisation and Ensure that all applicable airworthiness directives are embodied within the prescribed timeframes;
11. Coordinate with the Subpart G organisation for establishment of a written contract by them with a BCAA approved ANTR 145 maintenance organisation for the maintenance of aircraft under the contractual agreement for continuing airworthiness management.
12. Ensure that the contracted Subpart G organisation is in possession of appropriate current maintenance data for the performance of continuing airworthiness management task or Provide the M.A. Subpart G organisation with all necessary approved maintenance data as applicable;
13. Present the aircraft to the approved ANTR 145 organisation at the time agreed with the M.A. Subpart G organisation
14. Not modify the aircraft without first consulting the Subpart G organisation (CAMO).
15. Inform BCAA, whenever the aircraft has been operated in an un-airworthy condition;
16. Inform the M.A. Subpart G organisation of any proposal to modify the aircraft and coordinate application for approval of such modification with a BCAA acceptable Part 21 / Type Design / STC / State of Design of Modification or Repair organisation
17. Inform the M.A. Subpart G organisation of all maintenance exceptionally carried out without knowledge and control of the ANTR M Subpart G organisation;
18. Report all defects found during operations to the Subpart G organisation through the logbook;
19. inform BCAA whenever the contractual arrangements are not complied with or is cancelled or the present contract is denounced by either party;
20. Ensure exchange of airworthiness information with the M.A. Subpart G organisation including providing them with copies of all the relevant tech log sector record pages including flying hours, cycles, landings, details of all operational defects and any other utilisation data as agreed with Subpart G organisation on regular basis (or any other relevant information from the operator's flight department);
21. Inform BCAA and contracted Subpart G Organisation whenever the aircraft is sold;
22. Carry out occurrence reporting mandated by the applicable regulations and in coordination with Subpart G organisation as required;
23. When an owner or operator contracts a Subpart G organisation in accordance with point M.A.201, the obligations of each party in respect of mandatory and voluntary occurrence reporting in accordance with M.A.202 shall be clearly specified.

24. Provide access to the facilities, the continuing airworthiness records and the quality audit reports to all authorised personnel from BCAA;
25. Inform the M.A. Subpart G organisation in the case of any new or revised operational requirement to maintain the aircraft in the required configuration in order to perform any intended flight to the operator's requirement (e.g. EDTO, RVSM);
26. Inform the M.A. Subpart G organisation of any non-compliance with operational requirements that may affect the continuing airworthiness of the aircraft;
27. Ensure establishment of a quality system by the subpart G organisation is in conformity with the M.A.712 requirement for the scope of continuing airworthiness management activity contracted.

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APPENDIX II**AUTHORISED RELEASE CERTIFICATE – BCAA FORM 1**

These instructions relate only to the use of the BCAA Form 1 for maintenance purposes.

1. PURPOSE AND USE

- 1.1. The primary purpose of the Certificate is to declare the airworthiness of maintenance work undertaken on products, parts and appliances (hereafter referred to as “item(s)”).
- 1.2. Correlation must be established between the Certificate and the item(s). The originator must retain a Certificate in a form that allows verification of the original data.
- 1.3. The Certificate, based on the EASA Form 1, is acceptable to many airworthiness authorities but may be dependent on the existence of bilateral agreements and/or the policy of the airworthiness authority. The “approved design data” mentioned in this Certificate then means approved by the airworthiness authority of the importing country.
- 1.4. The Certificate is not a delivery or shipping note.
- 1.5. Aircraft are not to be released using the Certificate.
- 1.6. The Certificate does not constitute approval to install the item on a particular aircraft, engine, or propeller but helps the end user determine its airworthiness approval status.
- 1.7. A mixture of production released and maintenance released items is not permitted on the same Certificate.

2. GENERAL FORMAT

- 2.1. The Certificate must comply with the format attached including block numbers and the location of each block. The size of each block may however be varied to suit the individual application, but not to the extent that would make the Certificate unrecognisable.
- 2.2. The Certificate must be in “landscape” format but the overall size may be significantly increased or decreased so long as the Certificate remains recognisable and legible. If in doubt consult BCAA.
- 2.3. The User/Installer responsibility statement can be placed on either side of the form.
- 2.4. All printing must be clear and legible to permit easy reading.
- 2.5. The Certificate may either be pre-printed or computer generated but in either case the printing of lines and characters must be clear and legible and in accordance with the defined format.
- 2.6. The Certificate must be in English.
- 2.7. The details to be entered on the Certificate may be either machine/computer printed or hand-written using block letters and must permit easy reading.
- 2.8. Limit the use of abbreviations to a minimum, to aid clarity.

- 2.9. The space remaining on the reverse side of the Certificate may be used by the originator for any additional information but must not include any certification statement. Any use of the reverse side of the Certificate must be referenced in the appropriate block on the front side of the Certificate

3. COPIES

- 3.1. There is no restriction in the number of copies of the Certificate sent to the customer or retained by the originator.

4. ERROR(S) ON A CERTIFICATE

- 4.1. If an end-user finds an error(s) on a Certificate, he must identify it/them in writing to the originator. The originator may issue a new Certificate only if the error(s) can be verified and corrected.
- 4.2. The new Certificate must have a new tracking number, signature and date.
- 4.3. The request for a new Certificate may be honoured without re-verification of the item(s) condition.

The new Certificate is not a statement of current condition and should refer to the previous Certificate in block 12 by the following statement; “This Certificate corrects the error(s) in block(s) [enter block(s) corrected] of the Certificate [enter original tracking number] dated [enter original issuance date] and does not cover conformity/condition/release to service”. Both Certificates should be retained according to the retention period associated with the first.

5. COMPLETION OF THE CERTIFICATE BY THE ORIGINATOR

Block 1 Approving Competent Authority/Country

“Civil Aviation Affairs of the Kingdom of Bahrain” must be stated.

Block 2 BCAA Form 1 header

“AUTHORISED RELEASE CERTIFICATE - BCAA FORM 1”

Block 3 Form Tracking Number

Enter the unique number established by the numbering system/procedure of the organisation identified in block 4; this may include alpha/numeric characters.

Block 4 Organisation Name and Address

Enter the full name and address of the approved organisation (as appears in organisation’s approval certificate) releasing the work covered by this Certificate. Logos, etc., are permitted if the logo can be contained within the block.

Block 5 Work Order/Contract/Invoice

To facilitate customer traceability of the item(s), enter the work order number, contract number, invoice number, or similar reference number.

Block 6 Item

Enter line item numbers when there is more than one line item. This block permits easy cross-referencing to the Remarks block 12.

Block 7 Description

Enter the name or description of the item. Preference should be given to the term used in the instructions for continued airworthiness or maintenance data (e.g. Illustrated Parts Catalogue, Aircraft Maintenance Manual, Service Bulletin, Component Maintenance Manual).

Block 8 Part Number

Enter the part number as it appears on the item or tag/packaging. In case of an engine or propeller the type designation may be used.

Block 9 Quantity

State the quantity of items.

Block 10 Serial Number

If the item is required by regulations to be identified with a serial number, enter it here. Additionally, any other serial number not required by regulation may also be entered. If there is no serial number identified on the item, enter "N/A".

Block 11 Status/Work

The following describes the permissible entries for block 11. Enter only one of these terms – where more than one may be applicable, use the one that most accurately describes the majority of the work performed and/or the status of the article.

- (i) *Overhauled.* Means a process that ensures the item is in complete conformity with all the applicable service tolerances specified in the type certificate holder's, or equipment manufacturer's instructions for continued airworthiness, or in the data which is approved or accepted by the Authority. The item will be at least disassembled, cleaned, inspected, repaired as necessary, reassembled and tested in accordance with the above specified data.
 - (ii) *Repaired.* Rectification of defect(s) using an applicable standard (*).
 - (iii) *Inspected/Tested.* Examination, measurement, etc. in accordance with an applicable standard (*) (e.g. visual inspection, functional testing, bench testing etc.).
 - (iv) *Modified.* Alteration of an item to conform to an applicable standard (*).
- (*) Applicable standard means a manufacturing/design/maintenance/quality standard, method, technique or practice approved by or acceptable to the Authority. The applicable standard shall be described in block 12.

Block 12 Remarks

Describe the work identified in Block 11, either directly or by reference to supporting documentation, necessary for the user or installer to determine the airworthiness of item(s) in relation to the work being certified. If necessary, a separate sheet may be used and referenced from the main BCAA Form 1. Each statement must clearly identify which item(s) in Block 6 it relates to. Examples of information to be entered in block 12 are:

- (i) Maintenance data used, including the revision status and reference.
- (ii) Compliance with airworthiness directives or service bulletins.
- (iii) Repairs carried out.
- (iv) Modifications carried out.
- (v) Replacement parts installed.
- (vi) Life limited parts status.
- (vii) Deviations from the customer work order.
- (viii) Release statements to satisfy a foreign Civil Aviation Authority maintenance requirement.
- (ix) Information needed to support shipment with shortages or re-assembly after delivery.

If printing the data from an electronic BCAA Form 1, any appropriate data not fit for other blocks should be entered in this block.

Block 13a-13e

General Requirements for blocks 13a-13e: Not used for maintenance release. Shade, darken, or otherwise mark to preclude inadvertent or unauthorised use.

Block 14a

Mark the appropriate box(es) indicating which regulations apply to the completed work. If the box “other regulations specified in block 12” is marked, then the regulations of the other airworthiness authority(ies) must be identified in block 12. At least one box must be marked, or both boxes may be marked, as appropriate.

For all maintenance carried out by maintenance organisations approved in accordance with ANTR 145, the certification statement “unless otherwise specified in block 12” is intended to address the following cases:

- (a) Where the maintenance could not be completed.
- (b) Where the maintenance deviated from the standard required by ANTR 145.
- (c) Where the maintenance was carried out in accordance with a requirement other than that specified in ANTR 145. In this case block 12 shall specify the particular other regulation.

Block 14b Authorised Signature

This space shall be completed with the signature of the authorised person. Only persons specifically authorised under the rules and policies of the Authority are permitted to sign this block. To aid recognition, a unique number identifying the authorised person may be added.

Block 14c Certificate/Approval Number

Enter the Certificate/Approval number/reference. This is the organisation's approval number issued by the Authority.

Block 14d Name

Enter the name of the person signing block 14b in a legible form.

Block 14e Date

Enter the date on which block 14b is signed, the date must be in the format dd = 2 digit day, mmm = first 3 letters of the month, yyyy = 4 digit year

User/Installer Responsibilities

Place the following statement on the Certificate to notify end users that they are not relieved of their responsibilities concerning installation and use of any item accompanied by the form:

“THIS CERTIFICATE DOES NOT AUTOMATICALLY CONSTITUTE AUTHORITY TO INSTALL. WHERE THE USER/INSTALLER PERFORMS WORK IN ACCORDANCE WITH REGULATIONS OF AN AIRWORTHINESS AUTHORITY DIFFERENT THAN THE BCAA AS SPECIFIED IN BLOCK 1, IT IS ESSENTIAL THAT THE USER/INSTALLER ENSURES THAT HIS/HER AIRWORTHINESS AUTHORITY ACCEPTS ITEMS FROM THE BCAA.

STATEMENTS IN BLOCKS 13A AND 14A DO NOT CONSTITUTE INSTALLATION CERTIFICATION. IN ALL CASES AIRCRAFT MAINTENANCE RECORDS MUST CONTAIN AN INSTALLATION CERTIFICATION ISSUED IN ACCORDANCE WITH ANTR 145 BY THE USER/INSTALLER BEFORE THE AIRCRAFT MAY BE FLOWN.”

BCAA FORM 1

1. Kingdom of Bahrain		2. AUTHORISED RELEASE CERTIFICATE BCAA Form 1			3. Form Tracking Number
4. Organisation Name and Address					
6. Item	7. Description	8. Part No.	9. Qty.	10. Serial No.	11. Status/Work
12. Remarks					
13a. Certifies that the items identified above were manufactured in conformity to:		14a. <input type="checkbox"/> ANTR 145.A.50 Release to Service <input type="checkbox"/> Other regulation specified in block 12			
<input type="checkbox"/> approved design data and are in condition for safe operation <input type="checkbox"/> non-approved design data specified in block 12.		Certifies that unless otherwise specified in block 12, the work identified in block 11 and described in block 12, was accomplished in accordance with ANTR 145 and in respect to that work the items are considered ready for release to service.			
13b. Authorised Signature	13c. Approval/Authorisation Number	14b. Authorised Signature		14c. Certificate/Approval Ref. No.	
13d. Name	13e. Date (dd mmm yyyy)	14d. Name		14e. Date (dd mmm yyyy)	
USER/INSTALLER RESPONSIBILITIES					
This certificate does not automatically constitute authority to install the item(s). Where the user/installer performs work in accordance with regulations of an airworthiness authority different that the airworthiness authority specified in block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts items from the airworthiness authority specified in block 1. Statements in blocks 13a and 14a do not constitute installation certification. In all cases the aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.					

AMC to Appendix II to ANTR M Use of the BCAA Form 1 for maintenance

1. **The following formats of an issued BCAA Form 1 or equivalent certificate are acceptable:**
 - A paper certificate bearing a signature (both originals and copies are accepted);
 - A paper certificate generated from an electronic system (printed from electronically stored data) when complying with the following subparagraph 2;
 - An electronic **BCAA** Form 1 or equivalent when complying with the following subparagraph 2.

2. **Electronic signature and electronic exchange of the BCAA Form 1**

a) Submission to the **BCAA**

Any organisation intending to implement an electronic signature procedure to issue **BCAA** Form 1 and/or to exchange electronically such data contained on the **BCAA** Form 1, should document it and submit it to the **BCAA** as part of the documents attached to its exposition.

b) Characteristics of the electronic system generating **BCAA** Form 1

The electronic system should:

- guarantee secure access for each certifying staff;
- ensure integrity and accuracy of the data certified by the signature on the form and be able to show evidence of the authenticity of the **BCAA** Form 1 (recording and record keeping) with suitable security, safeguards and backups;
- be active only at the location where the part is being released with an **BCAA** Form 1;
- not permit to sign a blank form;
- provide a high degree of assurance that the data has not been modified after signature (if modification is necessary after issuance, i.e., re-certification of a part, a new form with a new number and reference to the initial issuance should be made).
- provide for a 'personal' electronic signature, identifying the signatory. The signature should be generated only in presence of the signatory.

An electronic signature means data in electronic form which is attached to or logically associated with other electronic data and which serves as a method of authentication and should meet the following criteria:

- it is uniquely linked to the signatory;
- it is capable of identifying the signatory;
- it is created using means that the signatory can maintain under his sole control.

This electronic signature should be an electronically generated value based on a cryptographic algorithm and appended to data in a way to enable the verification of the data's source and integrity.

The electronic system should be based on a policy and management structure (confidentiality, integrity and availability), such as:

- Administrators, signatories;
- Scope of authorisation, rights;
- Password and secure access, authentication, protections, confidentiality;
- Track changes;
- Minimum blocks to be completed, completeness of information;
- Archives;
- etc.

The electronic system generating the BCAA Form 1 may contain additional data such as;

- Manufacturer code;
- Customer identification code;
- Workshop report;
- Inspection results;
- etc.

c) Characteristics of the BCAA Form 1 generated from the electronic system

To facilitate understanding and acceptance of the BCAA Form 1 released with an electronic signature, the following statement should be in Block 14b: 'Electronic Signature on File'.

In addition to this statement, it is accepted to print or display a signature in any form, such as a representation of the hand-written signature of the person signing (i.e. scanned signature) or a representation of their name.

When printing the electronic form, the BCAA Form 1 should meet the general format as specified in Appendix II to ANTR_M. A watermark-type 'PRINTED FROM ELECTRONIC FILE' should be printed on the document.

When the electronic file contains a hyperlink to data required to determine the airworthiness of the item(s), the data associated to the hyperlink, when printed, should be in a legible format and be identified as a reference from the BCAA Form 1.

Additional information not required by the BCAA Form 1 completion instructions may be added to the printed copies of BCAA Form 1, as long as the additional data do not prevent a person from filling out, issuing, printing, or reading any portion of the BCAA Form 1. This additional data should be provided only in block 12 unless it is necessary to include it in another block to clarify the content of that block.

d) Electronic exchange of the electronic BCAA Form 1

The electronic exchange of the electronic BCAA Form 1 should be accomplished on a voluntary

basis. Both parties (issuer and receiver) should agree on electronic transfer of the BCAA Form 1. For that purpose, the exchange needs to include:

- all data of the BCAA Form 1, including referenced data required by the BCAA Form 1 completion instructions;
- all data required for authentication of the BCAA Form 1. In addition, the exchange may include:
- data necessary for the electronic format;
- additional data not required by the BCAA Form 1 completion instructions, such as manufacturer code, customer identification code.

The system used for the exchange of the electronic BCAA Form 1 should provide:

- A high level of digital security; the data should be protected, not altered or not corrupted;
- Traceability of data back to its source.

Trading partners wishing to exchange BCAA Form 1 electronically should do so in accordance with the means of compliance stated in this document. It is recommended that they use an established, common, industry method such as Air Transport Association (ATA) Spec 2000 Chapter 16.

The receiver should be capable of regenerating the BCAA Form 1 from the received data without alteration; if not, the system should revert back to the paper system.

When the receiver needs to print the electronic form, refer to subparagraph c) here above.

BCAA Form 1 Block 12 'Remarks'

The BCAA Form 1 identifies the airworthiness status of an aircraft component in relation to the work being certified. Block 12 'Remarks' of the BCAA Form 1 in some cases contains vital airworthiness-related information (see also Appendix II to ANTR M) which may need appropriate and necessary actions.

Examples of data to be entered in this block as appropriate:

- Maintenance documentation used, including the revision status, for all work performed and not limited to the entry made in block 11.

A statement such as 'in accordance with the CMM' is not acceptable.

- NDT methods with appropriate documentation used when relevant.
- Compliance with airworthiness directives or service bulletins.
- Repairs carried out.
- Modifications carried out.
- Replacement parts installed.
- Life-limited parts status.
- Shelf life limitations.

- Deviations from the customer work order.
- Release statements to satisfy a foreign Civil Aviation Authority maintenance requirement.
- Information needed to support shipment with shortages or re-assembly after delivery.
- References to aid traceability, such as batch numbers.

APPENDIX III
RESERVED

APPENDIX IV

RESERVED

APPENDIX V
RESERVED

Appendix VI

Continuing Airworthiness Management Organisation Certificate referred to in ANTR-M, Subpart-G (ALD/AIR/F153)

Kingdom of Bahrain

CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION CERTIFICATE

Reference: BCAA.M/8/12.XXXX (ref. AOC XX.XXXX)

Pursuant to Regulation at under the Civil Aviation Law 13 of 2014 for the time being in force and subject to the condition specified below, the BCAA hereby certifies:

[COMPANY NAME AND ADDRESS]

as a continuing airworthiness management organisation in compliance with Section A, Subpart G of ANTR-M of PART-V of Airworthiness Regulation, approved to manage the continuing airworthiness of the aircraft listed in the attached terms of approval and, when stipulated, to issue recommendations and review report after an airworthiness review as specified in point M.A.901 of ANTR-M.

CONDITIONS

- 1. This certificate is limited to that specified in the scope of work section of the approved continuing airworthiness management exposition as referred to in Section A, Subpart G of ANTR-M
2. This certificate requires compliance with the procedures specified in the continuing airworthiness management exposition approved in accordance with Subpart G of ANTR-M.
3. This certificate is valid whilst the approved continuing airworthiness management organisation remains in compliance with ANTR-M.
4. Where the continuing airworthiness management organisation contracts under its Quality System the service of an organisation or several organisations, this certificate remains valid subject to such organisation(s) fulfilling applicable contractual obligations.
5. Subject to compliance with the conditions 1 to 4 above, this certificate shall remain valid, unless the certificate has previously been surrendered, superseded, suspended or revoked.
If this form is also used for Commercial Air Transport Organisations, the Air Operator Certificate (AOC) number shall be added to the reference, in addition to the standard number, and the condition 5 shall be replaced by the following extra conditions 6, 7 and 8:
6. This certificate does not constitute an authorisation to operate the types of aircraft referred in condition 1. The authorisation to operate the aircraft is the AOC.
7. Termination, suspension or revocation of the AOC automatically invalidates this certificate in relation to the aircraft registrations specified in the AOC, unless otherwise explicitly stated by the competent authority.
8. Subject to compliance with conditions 1 to 4, 6 and 7, this certificate shall remain valid unless the certificate has previously been surrendered, superseded, suspended or revoked.

Date of Original Issue:..... Date of this Revision:.....

Revision No: Date of Expiry:

Signed:

For the Competent Authority: BCAA

Kingdom of Bahrain

CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION CERTIFICATE

APPROVAL SCHEDULE

Reference: BCAA.M/8/12.XXXX
(AOC Ref. AOC XX.XXXX)

Organisation: [COMPANY NAME AND ADDRESS]

Aircraft type/series/group	Airworthiness review authorised	Organisation(s) working under quality system
	[YES/NO]	
	[YES/NO]	
	[YES/NO]	
	[YES/NO]	

These terms of approval are limited to that specified in the scope of work contained in the approved Continuing Airworthiness Management Exposition section

Continuing Airworthiness Management Exposition Reference:

Date of Original Issue:..... Date of this Revision:.....

Revision No:

Signed:

For the Competent Authority: BCAA

Page 2 of 2

ALD/AIR/F153

**AMC to Appendix VI to ANTR-M
Continuing Airworthiness Management Organisation Approval referred to in Subpart G**

The following fields on page 2 'Continuing Airworthiness Management Organisation Approval Schedule' of the continuing airworthiness management organisation approval certificate should be completed as follows:

- Date of original issue: It refers to the date of the original issue of the continuing airworthiness management exposition
- Date of this revision: It refers to the date of the last revision of the continuing airworthiness management exposition affecting the content of the certificate. Changes to the continuing airworthiness management exposition which do not affect the content of the certificate do not require the reissuance of the certificate.
- Revision No: It refers to the revision No of the last revision of the continuing airworthiness management exposition affecting the content of the certificate. Changes to the continuing airworthiness management exposition which do not affect the content of the certificate do not require the reissuance of the certificate.
- Date of Expiry: It refers to the validity of the Approval of Maintenance Organisation & the maintenance organisation exposition affecting the content of the certificate. Eg. If the date of expiry printed as 31-12-2020, the validity of the approval stands valid till mid night (23:59:59 Hrs.) of 31-12-2020.

APPENDIX VII

RESERVED

APPENDIX VIII
RESERVED

ACCEPTABLE MEANS OF COMPLIANCE
SECTION A – TECHNICAL REQUIREMENTS
SUBPART A GENERAL
(Reserved)

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SUBPART B
ACCOUNTABILITY

GM to ANTR M.A.201 Responsibilities

Quick Reference Table

Select your type of operation and your category of aircraft		Complex motor-powered aircraft		Other-than-complex motor-powered aircraft		
		Is a CAMO required for the management of continuing airworthiness?	Is maintenance by a maintenance organisation required?	Is a CAMO required for the management of continuing airworthiness?	Is maintenance by a maintenance organisation required?	
Commercial operations	Commercial Air Transport (CAT)	Scheduled Air Service licensed in accordance with Article-9(1) of Chapter-III, Part-I to Civil Aviation Law	Yes, a CAMO is required and it shall be part of the AOC (M.A.201(e))	Yes, maintenance by a ANTR 145 organisation is required (M.A.201(e))	Yes, a CAMO is required and it shall be part of the AOC (M.A.201(e))	Yes, maintenance by a ANTR 145 organisation is required (M.A.201(e))
	Air Service (other than scheduled) licensed in accordance with Article-9(2) of Chapter-III, Part-I to Civil Aviation Law	Yes, a CAMO is required (M.A.201(f))	Yes, maintenance by a ANTR 145 organisation is required (M.A.201(f))	Yes, a CAMO is required (M.A.201(h))	Yes, maintenance by a ANTR 145 organisation is required (M.A.201(h))	
Other than commercial operations		Yes, a CAMO is required (M.A.201(g))	Yes, maintenance by a ANTR 145 organisation is required (M.A.201(g))	Yes, a CAMO is required (M.A.201(h))	Yes, maintenance by a ANTR 145 organisation is required (M.A.201(h))	

GM to ANTR M.A.201(e) Responsibilities

The performance of ground de-icing and anti-icing activities does not require an ANTR-145 maintenance organisation approval. Nevertheless, inspections required to detect and, when necessary, remove de-icing and/or anti-icing fluid residues are considered maintenance. Such inspections may only be carried out by suitably authorised personnel.

GM to ANTR M.A.201(f) *Reserved*

AMC ANTR M.A.201 (e) 2- Responsibilities

1. Scheduled Commercial Air Transport Operators only needs to hold a CAMO approval as part of its air operator certificate (AOC) for the management of the continuing airworthiness of the aircraft listed on its AOC. Shall carry out airworthiness reviews and issue review recommendations / reports as per the approved privilege.

2. ANTR-M does not provide for CAMOs to be independently approved to perform continuing airworthiness management tasks on behalf of Scheduled Commercial Air Transport Operators licensed in accordance with Regulation. The approval of such activity is vested in the AOC.
3. The operator is ultimately responsible and, therefore, accountable for the airworthiness of its aircraft.

GM1 to ANTR M.A.201(k) Responsibilities

USE OF AIRCRAFT INCLUDED IN AN AOC FOR Non-Commercial other than complex motor powered operation

As point (k) is not a derogation from the previous points of M.A.201, points M.A.201(f), (g), and (h) are still applicable.

AMC ANTR M.A.202 (a) Occurrence reporting

Accountable persons or organisations should ensure that the type certificate (TC) holder receives adequate reports of occurrences for that aircraft type, to enable it to issue appropriate service instructions and recommendations to all owners or operators.

Liaison with the TC holder is recommended to establish whether published or proposed service information will resolve the problem or to obtain a solution to a particular problem.

An approved continuing airworthiness management or maintenance organisation should assign responsibility for co-ordinating action on airworthiness occurrences and for initiating any necessary further investigation and follow-up activity to a suitably qualified person with clearly defined authority and status.

In respect of maintenance, reporting a condition that could seriously hazard the aircraft is normally limited to:

- Serious cracks, permanent deformation, burning or serious corrosion of structure found during scheduled maintenance of the aircraft or component.
- Failure of any emergency system during scheduled testing.

AMC ANTR M.A.202 (b) Occurrence reporting

The reports may be transmitted by any method i.e. electronically, by post or by facsimile. Each report should contain at least the following information:

- Reporter or organisations name and approval reference if applicable,
- Information necessary to identify the subject aircraft and or component,
- date and time relative to any life or overhaul limitation in terms of flying hours/cycles/landings etc. as appropriate,
- Details of the occurrence.

SUBPART C**CONTINUING AIRWORTHINESS****AMC ANTR M.A.301 (1) Continuing airworthiness tasks**

1. With regard to the pre-flight inspection it is intended to mean all of the actions necessary to ensure that the aircraft is fit to make the intended flight. These should typically include but are not necessarily limited to:
 - (a) a walk-around type inspection of the aircraft and its emergency equipment for condition including, in particular, any obvious signs of wear, damage or leakage. In addition, the presence of all required equipment including emergency equipment should be established.
 - (b) an inspection of the aircraft continuing airworthiness record system or the operators technical log as applicable to ensure that the intended flight is not adversely affected by any outstanding deferred defects and that no required maintenance action shown in the maintenance statement is overdue or will become due during the flight.
 - (c) a control that consumable fluids, gases etc. uplifted prior to flight are of the correct specification, free from contamination, and correctly recorded.
 - (d) a control that all doors are securely fastened.
 - (e) a control that control surface and landing gear locks, pitot/static covers, restraint devices and engine/aperture blanks have been removed.
 - (f) a control that all the aircraft's external surfaces and engines are free from ice, snow, sand, dust etc. and an assessment to confirm that, as the result of meteorological conditions and de-icing/anti-icing fluids having been previously applied on it, there are no fluid residues that could endanger flight safety. Alternatively, to this pre-flight assessment, when the type of aircraft and nature of operations allow for it, the build-up of residues may be controlled through scheduled maintenance inspections/cleanings identified in the approved maintenance programme.
2. Tasks such as oil and hydraulic fluid uplift and tyre inflation may be considered as part of the pre-flight inspection. The related pre-flight inspection instructions should address the procedures to determine where the necessary uplift or inflation results from an abnormal consumption and possibly requires additional maintenance action by the approved maintenance organisation or certifying staff as appropriate.
3. An operator should publish guidance to maintenance and flight personnel and any other personnel performing pre-flight inspection tasks, as appropriate, defining responsibilities for these actions and, where tasks are contracted to other organisations, how their accomplishment is subject to the quality system of ANTR M.A.712 required by the CAMO. It should be demonstrated to the BCAA that pre-flight inspection personnel have received appropriate training for the relevant pre-flight inspection tasks. The training standard for personnel performing the pre-flight inspection should be described in the operator's continuing airworthiness management exposition.

AMC ANTR M.A.301 (2) Continuing airworthiness tasks

1. The operator should have a system to ensure that all defects affecting the safe operation of the aircraft are rectified within the limits prescribed by the approved minimum equipment list (MEL) or configuration deviation list (CDL) as appropriate. Also that such defect rectification cannot be postponed unless agreed by the operator and in accordance with a procedure approved by the BCAA.

A system of assessment should be in operation to support the continuing airworthiness of an aircraft and to provide a continuous analysis of the effectiveness of the ANTR M Subpart G approved continuing airworthiness organisation's defect control system in use.

2. When deferring or carrying forward a defect rectification, the cumulative effect of a number of deferred or carried forward defects on a given aircraft and any restrictions contained in the MEL should be considered. Whenever possible, deferred defect rectification should be made known to the pilot/flight crew prior to their arrival at the aircraft.
3. In the case of aircraft used by Commercial Air Transport operators in accordance with ANTR OPS 1 and of complex motor-powered aircraft, a system of assessment should be in operation to support the continuing airworthiness of an aircraft and to provide a continuous analysis of the effectiveness of the CAMO defect control system in use.

The system should provide for:

- (a) **Significant incidents and defects:** monitor incidents and defects that have occurred in flight and defects found during maintenance and overhaul, highlighting any that appear significant in their own right.
- (b) **Repetitive incidents and defects:** monitor on a continuous basis defects occurring in flight and defects found during maintenance and overhaul, highlighting any that are repetitive.
- (c) **Deferred and carried forward defects:** Monitor on a continuous basis deferred and carried forward defects. Deferred defects are defined as those defects reported in operational service, which are deferred for later rectification. Carried forward defects are defined as those defects arising during maintenance which are carried forward for rectification at a later maintenance input.
- (d) **Unscheduled removals and system performance:** analyse unscheduled component removals and the performance of aircraft systems for use as part of the maintenance programme efficiency.

AMC ANTR M.A.301 (3) Continuing airworthiness tasks

The operator and the ANTR M Subpart G approved continuing airworthiness management organisation (CAMO) should have a system to ensure that all aircraft maintenance checks are performed within the limits prescribed by the approved aircraft maintenance programme and that, whenever a maintenance check cannot be performed within the required time limit, its postponement is allowed in accordance with a procedure prescribed in the CAME and agreed by the BCAA.

AMC ANTR M.A.301 (4) Continuing airworthiness tasks

The operator and the contracted ANTR M Subpart G approved organisation should have a system to analyse the effectiveness of the maintenance programme, with regard to spares, established defects, malfunctions and damage, and to amend the maintenance programme accordingly.

AMC ANTR M.A.301 (5) Continuing Airworthiness Tasks

Operational directives with a continuing airworthiness impact include operating rules such as Extended Diversion Time Operations (EDTO) / long range operations (LROPS), reduced vertical separation minima (RVSM), MNPS, all weather operations (AWOPS), RNAV, etc.

Any other continued airworthiness requirement made mandatory by the BCAA, includes TC related requirements such as: certification maintenance requirements (CMR), certification life limited parts, airworthiness limitations, including Airworthiness Limitation Items (ALI), Fuel Tank System airworthiness limitations including Critical Design Configuration Limitations (CDCCL), etc.

AMC ANTR M.A.301 (8) Continuing airworthiness tasks

An operator in coordination with its contracted ANTR M Subpart G approved organisation as applicable should establish and work to a policy, which assesses non-mandatory information related to the airworthiness of the aircraft. Non mandatory information such as service bulletins, service letters and other information is that produced for the aircraft and its components by an approved design organisation, the manufacturer, or the BCAA.

GM to ANTR M.A.301(9) Continuing airworthiness tasks**MAINTENANCE CHECK FLIGHTS (MCFs)**

- (a) Maintenance Check Flights are carried out under the control and responsibility of the aircraft operator. During the flight preparation, the flight and the post-flight activities as well as for the aircraft handover, the processes requiring the involvement of the maintenance organisations or their personnel should be agreed in advance with the operator. The operator should consult as necessary with the CAMO in charge of the airworthiness of the aircraft.
- (b) Depending on the aircraft defect and the status of the maintenance activity performed before the flight, different scenarios are possible and are described below:
 - (1) The aircraft maintenance manual (AMM), or any other maintenance data issued by the design approval holder, requires that an MCF be performed before completion of the maintenance ordered. In this scenario, a certificate after incomplete maintenance, when in compliance with ANTR 145.A.50(e), should be issued by the maintenance organisation and the aircraft can be flown for this purpose under its airworthiness certificate. Due to incomplete maintenance, for aircraft used in commercial air transport, it is advisable to open a new entry on the aircraft technical log system to identify the need for an MCF. This new entry should contain or refer to, as necessary, data relevant to perform the MCF, such as aircraft limitations and any potential effect on operational and emergency equipment due to incomplete maintenance, maintenance data reference and maintenance actions to be performed after the flight. After a successful MCF, the maintenance records should be completed, the remaining maintenance actions finalised and the aircraft released to service in accordance with the maintenance organisation's approved procedures.
 - (2) Based on its own experience and for reliability considerations and/or quality assurance, an operator or CAMO may wish to perform an MCF after the aircraft has undergone certain maintenance while maintenance data does not call for such a flight. Therefore, after the maintenance has been properly carried out, a certificate of release to service is issued and the aircraft airworthiness certificate remains valid for this flight.
 - (3) After troubleshooting of a system on the ground, an MCF is proposed by the maintenance organisation as confirmation that the solution applied has restored the normal system operation. During the maintenance performed, the maintenance instructions are followed for the complete restoration of the system and therefore a certificate of release to service is issued before the flight. The airworthiness certificate is valid for the flight. An open entry requesting this flight may be recorded in the aircraft technical log.
 - (4) An aircraft system has been found to fail, the dispatch of the aircraft is not possible in accordance with the maintenance data, and the satisfactory diagnosis of the cause of the fault can only be made in flight. The process for this troubleshooting is not described in the maintenance data and therefore scenario (1) does not apply. Since the aircraft cannot fly under its airworthiness certificate because it has not been released to service after maintenance, a permit to fly issued by BCAA based on Airworthiness Review submitted by the CAMO / Operator or owner. After the flight and the corresponding maintenance work, the aircraft can be released to service and continue to operate under its original certificate of airworthiness.

- (c) For certain MCFs the data obtained or verified in flight will be necessary for assessment or consideration after the flight by the maintenance organisation prior to issuing the maintenance release. For this purpose, when the personnel of the maintenance organisation cannot perform these functions in flight, the maintenance organisation may rely on the crew performing the flight to complete this data or to make statements about in-flight verifications. In this case, the maintenance organisation should appoint the crew personnel to play such a role on their behalf and, before the flight, brief appointed crew personnel on the scope, functions and the detailed process to be followed, including required reporting information after the flight and reporting means, in support of the final release to service to be issued by the certifying staff.
- (d) The contracted continuing airworthiness management organisation shall prepare a maintenance check flight procedure manual covering occasions requiring maintenance check flights, maintenance obligations, certification procedure, release procedures, flight crew requirements, pre flight briefings, post flight briefings, post flight data analysis and aircraft final release to service procedure. This procedure shall be prepared in coordination with the ANTR 145 maintenance organisation / contracted ANTR 145 maintenance organisation and the owner / operator. This procedure must be cross referred to the CAME / MOE .

AMC ANTR M.A.302 Aircraft Maintenance Programme

1. The term “maintenance programme” is intended to include scheduled maintenance tasks, the associated procedures and standard maintenance practices. The term “maintenance schedule” is intended to embrace the scheduled maintenance tasks alone.
2. The aircraft should only be maintained to one approved maintenance programme at a given point in time. Where an owner or operator wishes to change from one approved programme to other, a transfer check or inspection may need to be performed in order to implement the change.
3. The maintenance programme details should be reviewed at least annually. As a minimum revisions of documents affecting the programme basis need to be considered by the owner or operator for inclusion in the maintenance programme during the annual review. Applicable mandatory requirements for compliance with Part 21 as acceptable to BCAA, should be incorporated into the operator’s maintenance programme as soon as possible
4. The aircraft maintenance programme should contain a preface which will define the maintenance programme contents, the inspection standards to be applied, permitted variations to task frequencies and where applicable, any procedure to manage the evolution of established check or inspection intervals. Appendix to AMC M.A.302 provides detailed information on the contents of an approved aircraft maintenance programme.
5. The approved aircraft maintenance programme should reflect applicable mandatory regulatory requirements addressed in documents issued by the TC holder.
6. Repetitive maintenance tasks derived from modifications and repairs should be incorporated into the approved maintenance programme.

GM to ANTR M.A.302(a) Aircraft Maintenance Programme

A maintenance programme may indicate that it applies to several aircraft registrations as long as the maintenance programme clearly identifies the effectivity of the tasks and procedures that are not applicable to all of the listed registrations.

AMC ANTR M.A.302(c) Aircraft Maintenance Programme

1. The operator’s aircraft maintenance programme should normally be based upon the maintenance review board (MRB) report where applicable, the maintenance planning document (MPD), the relevant chapters of the maintenance manual or any other maintenance data containing information

on scheduling. Furthermore, an owner or operator's maintenance programme should also take into account any maintenance data containing information on scheduling for components.

2. Instructions issued by the BCAA can encompass all types of instructions from a specific task for a particular aircraft to complete recommended maintenance schedules for certain aircraft types that can be used by the operator directly. These instructions may be issued by the BCAA in the following cases:
 - in the absence of specific recommendations of the Type Certificate Holder.
 - to provide alternate instructions to those described in the subparagraph 1 above, with the objective of providing flexibility to the operator.
3. Where an aircraft type has been subjected to the MRB report process, an operator should normally develop the initial operator's aircraft maintenance programme based upon the MRB report.
4. Where an aircraft is maintained in accordance with an aircraft maintenance programme based upon the MRB report process, any associated programme for the continuous surveillance of the reliability, or health monitoring of the aircraft should be considered as part of the aircraft maintenance programme.
5. Aircraft maintenance programmes for aircraft types subjected to the MRB report process should contain identification cross reference to the MRB report tasks such that it is always possible to relate such tasks to the current approved aircraft maintenance programme. This does not prevent the approved aircraft maintenance programme from being developed in the light of service experience to beyond the MRB report recommendations but will show the relationship to such recommendations
6. Some approved aircraft maintenance programmes, not developed from the MRB process, utilise reliability programmes. Such reliability programmes should be considered as a part of the approved maintenance programme.
7. Alternate and/or additional instructions to those defined in paragraphs ANTR M.A.302(c)(i) and (ii), proposed by the owner or the operator, may include but are not limited to the following:
 - Escalation of the interval for certain tasks based on reliability data or other supporting information. Appendix to AMC ANTR M.A.302 and AMC ANTR M.B.301 (b) recommends that the maintenance programme contains the corresponding escalation procedures. The escalation of these tasks is directly approved by the competent authority, except in the case of ALLs (Airworthiness Limitations), which are approved by the State of Design.
 - More restrictive intervals than those proposed by the TC holder as a result of the reliability data or because of a more stringent operational environment.
 - Additional tasks at the discretion of the operator.

AMC ANTR M.A.302 (f) Maintenance programme - reliability programmes.

1. Reliability programmes should be developed for aircraft maintenance programmes based upon maintenance steering group (MSG) logic or those that include condition monitored components or that do not contain overhaul time periods for all significant system components.
2. Reliability programmes need not be developed for aircraft not considered as complex motor powered aircraft or that contain overhaul time periods for all significant aircraft system components.
3. The purpose of a reliability programme is to ensure that the aircraft maintenance programme tasks are effective and their periodicity is adequate.

4. The reliability programme may result in the escalation or deletion of a maintenance task, as well as the de-escalation or addition of a maintenance task
5. A reliability programme provides an appropriate means of monitoring the effectiveness of the maintenance programme.
6. Appendix to AMC M.A.302 and AMC M.B.301(b) gives further guidance.

AMC ANTR M.A.304 Data for modifications and repairs

A person or organisation repairing an aircraft or component should assess the damage against published approved repair data and the action to be taken if the damage is beyond the limits or outside the scope of such data. This could involve any one or more of the following options; repair by replacement of damaged parts, requesting technical support from the type certificate holder or from an organisation approved in accordance with FAA / EASA / UK Part-21 design organisation / State of Design of Modification or Repair or in accordance with any other regulation recognized by the BCAA, as appropriate.

And finally acceptance by BCAA for the particular repair data.

GM to ANTR M.A.305 Aircraft continuing airworthiness record system

- (a) The aircraft continuing airworthiness records are the means to assess the airworthiness status of a product and its components. An aircraft continuing airworthiness record system includes the processes to keep and manage those records and should be proportionate to the subject aircraft. Aircraft continuing airworthiness records should provide the owner / CAMO of an aircraft with the information needed:
 - (1) to demonstrate that the aircraft is in compliance with the applicable airworthiness requirements; and
 - (2) to schedule all future maintenance as required by the aircraft maintenance programme based, if any, on the last accomplishment of the specific maintenance as recorded in the aircraft continuing airworthiness records.
- (b) 'Applicable airworthiness limitation parameter' and 'applicable parameter' refer to 'flight hours' and/or 'flight cycles' and/or 'landings' and/or 'calendar time', and/or any other applicable utilisation measurement unit, as appropriate.
- (c) A 'life-limited part' is a part for which the maintenance schedule of the aircraft maintenance programme requires the permanent removal from service when, or before, the specified mandatory life limitation, if any of the applicable parameters is reached.
- (d) The 'current status' when referring to components of life-limited parts should indicate, for each affected part, the life limitation, the total life accumulated in any applicable parameter (as appropriate) and the remaining life in any applicable parameter before the life limitation is reached.
- (e) The term 'time-controlled components' embraces any component for which the maintenance schedule of the aircraft maintenance programme requires, periodically, the removal for maintenance to be performed in an appropriate approved organisation for maintenance in components (workshop) to return the component to a specified standard, the replacement of sub-components of the assembly by new ones, or the inspection or test of component's performance, after a service period controlled at component level, in any of the applicable parameters.

- (f) The 'current status' when referring to time-controlled components refers to the current status of compliance with the required periodic maintenance task(s) from the maintenance schedule of the aircraft maintenance programme specific to the time-controlled components. It should include the life accumulated by the affected components in the applicable parameter, as appropriate, since the last accomplishment of scheduled maintenance specified in the maintenance schedule of the aircraft maintenance programme. Any action that alters the periodicity of the maintenance task(s) or changes the parameter of this periodicity should be recorded.
- (g) 'Detailed maintenance records' in this part refers to those records required to be kept by the person or organisation responsible for the aircraft continuing airworthiness in accordance with ANTR M.A.201 in order that they may be able to fulfil their obligations under ANTR M.

These are only a part of the detailed maintenance records required to be kept by a maintenance organisation under 145.A.55(c). Maintenance organisations are required to retain all detailed records to demonstrate that they worked in compliance with their respective requirements and quality procedures.

Not all records need to be transferred from the maintenance organisation to the person or organisation responsible for the aircraft continuing airworthiness in accordance with ANTR M.A.201 unless they specifically contain information relevant to aircraft configuration and future maintenance. Thus, incoming certificates of conformity, batch number references and individual task card sign-offs verified by and/or generated by the maintenance organisation are not required to be retained by the person or organisation responsible in accordance with ANTR M.A.201. However, dimensional information contained in the task card sign-off or work pack may be requested by the owner / CAMO in order to verify and demonstrate the effectiveness of the aircraft maintenance programme.

Information relevant to future maintenance may be contained in specific documents related to:

- modifications;
 - airworthiness directives;
 - repaired and non-repaired damage;
 - components referred in M.A.305(d); and
 - measurements relating to defects.
- (h) An airworthiness limitation is a boundary beyond which an aircraft or a component thereof must not be operated, unless the instruction(s) associated with this airworthiness limitation is (are) complied with.
- (i) 'Other maintenance required for continuing airworthiness' refers to unscheduled or out-of-phase maintenance due to abnormal or particular conditions or events with an impact on the continuing airworthiness of the aircraft at the time of its return to service. It is not intended to request every single condition described in the maintenance data, e.g. Aircraft Maintenance Manual Chapter 5, but just those that cannot be captured by other means; for example, when they are not included in the records for repairs. Some abnormal or particular conditions or events that could be kept under this requirement could be lightning strikes, hard landings, long-term storage, propeller or rotor over-speed, over-torque, impact on a main rotor blade, etc.
- (j) The term 'in-service history record' embraces records from which the current status of life-limited parts can be determined. The 'in-service history record' template could be adjusted to the relevant characteristics of the life-limited part, e.g. an engine disk being different from a fire extinguisher squib or landing gear sliding tube.

Such records document each time a life-limited part is placed in service or removed from service. They should clearly:

- (1) identify the part by its part number and serial number,

- (2) show the date of installation and removal (i.e. date on/date off),
- (3) show the details of the installation and removal (i.e. type, serial number, weight variant, thrust rating, as appropriate, of the aircraft, engine, engine module, or propeller) at installation and removal of the part when this is necessary to appropriately control the life limitation.
- (4) Show the total in-service life accumulated in any applicable parameter, as appropriate, corresponding to the dates of installation and removal of the part.

Any other events that would affect the life limitation, such as an embodied modification (in accordance with airworthiness directives, service bulletins or any product improvements) that affects the life limitation or changes the limitation parameter, should also be included in the in-service history record. Not all modifications would necessarily be pertinent to the life limitation of the component. Additionally, if a parameter is not relevant to the life of the part, then that parameter does not need to be recorded.

- (k) The term 'permanently withdrawn from service' refers to moving the aircraft or component to a location that is not used for storage and/or future return to service.
- (l) The term 'current status' refers to the data which accurately establishes the level of compliance of an aircraft, engine, propeller or component thereof, with a requirement. Each status should:
 - (1) identify the aircraft, the engine, the propeller or the component it applies to;
 - (2) be dated; and
 - (3) include the relevant total in-service life accumulated in the applicable parameter on the date of the status.

AMC ANTR M.A.305(a) Aircraft continuing airworthiness record system

CERTIFICATE OF RELEASE TO SERVICE

- (a) The inclusion of the certificate of release to service in the aircraft continuing airworthiness record system means that the date and/or any applicable parameter at which the maintenance was performed, including a unique reference to the certificate of release to service, should be processed in the record system.
- (b) For components with airworthiness limitations, this information should be found on the authorised release certificate (BCAA Form 1 or equivalent). For life-limited parts, some relevant information required by M.A.305 may need to be introduced in the in-service history records.

AMC ANTR M.A.305(b)1 Aircraft continuing airworthiness record system

IN-SERVICE LIFE FOR ENGINES, PROPELLERS AND APU'S

- (a) Some gas turbine engines and propellers are assembled from modules and the total life accumulated in service for the complete engine or propeller may not be kept. When owners and operators wish to take advantage of the modular design, then the total life accumulated in service for each module, as well as in-service history if applicable, and detailed maintenance records for each module, should be maintained. The continuing airworthiness records as specified should be kept with the module and should show compliance with any mandatory requirements pertaining to that module.
- (b) The recording of in-service life accumulation may be necessary also in other measurement units to ensure the continuing airworthiness of the aircraft. For example, a mandatory life limitation measured in cycles of auxiliary power unit (APU) usage may apply to some rotating parts. In such a case, APU cycles need to be recorded.

AMC ANTR M.A.305(c)1 Aircraft continuing airworthiness record system**AIRWORTHINESS DIRECTIVES**

- (a) The current status of ADs, and measures mandated by the competent authority in immediate reaction to a safety problem, should identify the product/component, the applicable ADs including revision or amendment numbers and the date on which the status was updated. For the purpose of assessing the AD status, there is no need to list those ADs which are superseded or cancelled.
- (b) If the AD is generally applicable to the aircraft or component type but is not applicable to the particular aircraft, engine, propeller or component, then this should be identified with the reason why it is not applicable.
- (c) The current status of ADs should include the release to service date on which the AD or measure was accomplished (the date the certificate of release to service was issued), and where the AD or measure is controlled by flight hours and/or flight cycles and/or landings and/or any other applicable parameter, as appropriate, it should include the corresponding total life on that parameter accumulated in service on the date when the AD or measure was accomplished and/or the due limit in the appropriate parameter. For repetitive ADs or measures, only the last and next applications with the reference to the applicable parameter should be recorded in the current status.
- (d) The status should also specify the method of compliance and which part of a multi-part AD or measure has been accomplished, where a choice is available in the AD or measure.
- (e) The current status of AD should be sufficiently detailed to identify any loadable software aircraft part which is used for operating or controlling the aircraft.
- (f) When the AD is multi-part or requests assessments of certain inspections, this information should be shown as well.

AMC ANTR M.A.305(c)2 Aircraft continuing airworthiness record system**MODIFICATIONS AND REPAIRS**

- (a) Status of current modifications and repairs means a list compiled at aircraft level of modifications and repairs currently embodied. It should include the identification of the aircraft, engine(s) or propeller(s), as appropriate, and the date of the certificate of release to service when the modification or repair was accomplished. Where a modification or repair creates the need for the accomplishment of scheduled maintenance tasks, the reference to the applicable tasks should be added to the aircraft maintenance programme. The status should include the reference to the data in accordance with ANTR M.A.304 that provides the accomplishment procedure for the modification or repair. It should also specify which part of a multi-part modification or repair has been accomplished and the method of compliance, where a choice is available in the data.
- (b) In addition to the previous applicable information, in respect to structure, the status of the current repairs should contain the description of the repair (e.g. doubler, blend, crack, dent, etc.), its location (e.g. reference to stringers, frames, etc.) and the dimensions. In the case of blend-out repairs, the remaining material should be recorded too.
- (c) The status of modifications should be sufficiently detailed to identify any installed loadable software aircraft part used for operating or controlling the aircraft, the part number of which evolves independently of its associated aircraft hardware component, as identified in the maintenance data of the relevant design approval holders.

Other loadable software parts, such as navigational data bases or entertainment systems, are not considered under this recording requirement.

- (d) For the purpose of this paragraph, a component replaced by a fully interchangeable alternate component is not considered a modification if this condition is published by the design approval holder.
- (e) The status of modifications and repairs should include engine(s), propeller(s) and components subject to mandatory instructions and associated airworthiness limitations, and it is not intended that it should be retained for other components.

GM to ANTR M.A.305(c)2 Aircraft continuing airworthiness record system

IMPACT OF MODIFICATIONS AND REPAIRS

- (a) The status of modifications and repairs may include the impact of a specific modification or repair in:
 - (1) embodiment instructions;
 - (2) mass and balance change data;
 - (3) maintenance and repair manual supplements;
 - (4) maintenance programme changes and instructions for continuing airworthiness; and/or
 - (5) aircraft flight manual supplements.
- (b) When aircraft require a specific loadable software aircraft part configuration in order to operate correctly, a specific listing with this information may be necessary too.

AMC ANTR M.A.305(c)3 Aircraft continuing airworthiness record system

AIRCRAFT MAINTENANCE PROGRAMME

- (a) The current status of compliance with the aircraft maintenance programme means the last and next accomplishment data (referring to the applicable parameter) for the tasks specified in the maintenance schedule of the aircraft maintenance programme. It should include:
 - (1) an identifier specific enough to allow an easy and accurate identification of the task to be carried out, such as a task reference combined with a task title or short description of the work to be performed;
 - (2) the engine, propeller or component identification when the task is controlled at engine, propeller, or component level; and
 - (3) the date when the task was accomplished (i.e. the date the certificate of release to service was issued) and for repetitive tasks when it is next due time, as well as when the terminating action is performed.
- (b) Where the task is controlled by flight hours and/or flight cycles and/or landings and/or calendar time and/or any other applicable parameter, the total in-service life accumulated by the aircraft, engine, propeller or component (as appropriate) in the suitable parameter(s) should also be included.

GM to ANTR M.A.305(d) Aircraft continuing airworthiness record system

LIFE-LIMITED PARTS AND TIME-CONTROLLED COMPONENTS

- (a) A part is to be considered a life-limited part and a time-controlled component when it complies with both definitions given in paragraphs (c) and (e) of GM M.A.305. For example, the maintenance schedule of the aircraft maintenance programme may include both a mandatory permanent removal for a landing gear sliding tube and a periodic removal for overhaul of the landing gear (including the sliding tube).
- (b) The following table provides a summary of the records' requirements related to life-limited parts and time-controlled components:

Maintenance task from the maintenance schedule of the AMP		Type of component	Continuing airworthiness records
Mandatory instructions (and associated airworthiness limitations) in accordance with Part 21 affecting a component	Permanent removal (replacement)	Life-limited part e.g.: engine HPT disc, landing gear sliding tube	<ul style="list-style-type: none"> — Current status (M.A.305(d)(1)); — In-service history record (M.A.305(e)(3)(i)); — BCAA Form 1 and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance (M.A.305(e)(3)(ii)); — BCAA Form 1 and detailed maintenance records for modifications and repairs (M.A.305(e)(2)(ii))
	Periodic removal for maintenance in an appropriate approved workshop, e.g.: <ul style="list-style-type: none"> — Overhaul of horizontal stabiliser actuator or of a landing gear — Replacement of a U-joint (of a gearbox) 	Time-controlled component e.g.: horizontal stabiliser actuator, landing gear gearbox	<ul style="list-style-type: none"> — Current status (M.A.305(d)(2)); — BCAA Form 1 and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance (M.A.305(e)(3)(ii)); and — BCAA Form 1 and detailed maintenance records for modifications and repairs (M.A.305(e)(2)(ii)).

GM to ANTR M.A.305(d)(2) Aircraft continuing airworthiness record system

TASKS CONTROLLED AT COMPONENT LEVEL

- (a) The maintenance schedule of the aircraft maintenance programme may include tasks controlled at component level coming from a mandatory requirement in accordance with ANTR 21 and to be performed in a workshop, such as:
 - (1) the removal of a component for periodic restoration to return the component to a specified standard (e.g. removal of the landing gear for overhaul);
 - (2) the periodic removal of a component for replacement of a sub-component by a new one when it is not possible to restore the item to a specific standard of failure resistance (e.g. discarding of

universal joints of a gearbox, batteries of the escape slide/raft, discharge cartridges of fire extinguishers, etc.); and

- (3) a periodic inspection or test to confirm that a component meets specified performance standards (e.g. functional check of the portable emergency locator transmitter, etc.). The component is left in service (no further maintenance action taken) on the condition that it continues to fulfil its intended purpose within specified performance limits until the next scheduled inspection.

The above tasks apply to 'time-controlled components' as defined in paragraph (e) of GM M.A.305. If a component affected by a task in accordance with (2) and (3) above is controlled at aircraft level by the aircraft maintenance programme and it has not been removed since the task was last accomplished, then its status of compliance with ANTR M.A.305(d)2 is already demonstrated by the aircraft records.

Note: The maintenance in accordance:

- with (1) and (2) above assumes a predictable deterioration of the component: the overall reliability invariably decreases with age; and
 - with (3) assumes a gradual deterioration of the component: failure resistance can reduce and drop below a defined level.
- (b) When a component is affected by a maintenance task contained the aircraft maintenance programme (AMP) that is recommended by the design approval holder (DAH) and controlled at component level, although such component does not qualify as a time-controlled component, the status of the component may be needed to show that all the maintenance due on the aircraft according to the aircraft maintenance programme has been carried out. There is no a specific requirement to keep the BCAA Form 1 or equivalent or any other detailed maintenance records.
- (c) For aircraft maintenance programmes developed under a primary maintenance process-oriented methodology (e.g. Maintenance Steering Group), the term 'time-controlled component' pertains to 'Hard Time' and 'On-Condition'. The primary maintenance processes are:

(1) Hard Time

This is a preventive process in which known deterioration of a component is limited to an acceptable level by the maintenance actions which are carried out at periods related to time in service (e.g. calendar time, number of cycles, number of landings). The prescribed actions restore the component utility margin to the applicable time limitation.

(2) On-Condition

It is a preventive process in which the component is inspected or tested, at specified periods, to an appropriate standard in order to determine whether it can continue in service. The purpose is to remove the component before its failure in service.

(3) Condition Monitoring

This is a process in which a parameter of a condition in a component (vibration, temperature, oil consumption, etc.) is monitored to identify the development of a fault. The purpose is to remove the component before its failure in service (e.g. due to related repair costs), but they are permitted to remain in service without preventive maintenance until a functional failure occurs.

Note: For components that are not subject to any of these primary maintenance processes, corrective maintenance is carried out after failure detection and is aimed at restoring components to a condition in which they can perform their intended function ('fly-to failure').

(d) The following table provides a summary of the records' requirements related to components subjected to primary maintenance process, including components without a BCAA Form 1 in accordance with respective Part 21 regulation:

	Primary maintenance process	Continuing airworthiness records
Life-limited part		<ul style="list-style-type: none"> — Current status (ANTR M.A.305(d)(1)); — In-service history record (ANTR M.A.305(e)(3)(i)); — BCAA Form 1 and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance (ANTR M.A.305(e)(3)(ii)), including modifications and repairs (M.A.305(e)(2)(ii)).
Time-controlled component	Hard time	<ul style="list-style-type: none"> — Current status (ANTR M.A.305(d)(2)); — BCAA Form 1 and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance (ANTR M.A.305(e)(3)(ii)), including modifications and repairs (M.A.305(e)(2)(ii)).
	On condition	<ul style="list-style-type: none"> — Current status (ANTR M.A.305(d)(2)); and — BCAA Form 1 and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance (ANTR M.A.305(e)(3)(ii)) <p>If the task is controlled at aircraft level, the above information could be already contained in the records related to the aircraft maintenance programme (ANTR M.A.305(c)(3) and ANTR M.A.305(e)(2)(iii)). If the maintenance was performed off wing, the BCAA Form 1 needs to be kept.</p>
Condition monitoring		The BCAA Form 1 does not need to be kept unless this is the means to fulfil another requirement; for example, an AD compliance.

AMC ANTR M.A.305(e) Aircraft continuing airworthiness record system

INFORMATION TECHNOLOGY (IT) SYSTEMS AND FORM OF RECORDS

(a) The information that constitutes the aircraft continuing airworthiness records may be entered in an information technology (IT) system and/or documents equivalent in scope and detail.

IT systems acceptable for supporting the aircraft continuing airworthiness records should:

- (1) include functions so that search of data and production of status is possible;
- (2) allow a transfer of the aircraft continuing airworthiness records data from one system to another using an industry-wide/worldwide data format or allow printing information;
- (3) contain safeguards which prevent unauthorised personnel from altering data; and
- (4) ensure the integrity of the data, including traceability of amendments.

(b) 'Data equivalent in scope and detail' are included in the airworthiness record system and could be an aircraft logbook, engine logbook(s) or engine module log cards, propeller logbook(s) and log cards for life-limited parts.

Any logbook/log card should contain:

- (1) identification of the product or component it refers to;
- (2) type, part number, serial number and registration, as appropriate, of the aircraft, engine, propeller, engine module, or component to which the component has been fitted in, along with the reference to the installation and removal;
- (3) the date and the corresponding total in-service life accumulated in any applicable parameter unit, as appropriate; and
- (4) any AD, modification, repair, maintenance or deferred maintenance tasks applicable.

When fulfilling the applicable requirements, a logbook/log card as described above could be a means to comply with the current status and the in-service history record for each life-limited part.

(c) Form of records

Producing and/or keeping continuing airworthiness records in a form acceptable to the competent authority normally means in either material/physical or electronic state, or a combination of both.

Retention of records should be done in one of the following formats:

- (1) original paper document or electronic data (via an approved electronically signed form);
- (2) a paper reproduction of a paper document (original or copy); or
- (3) an electronic reproduction of electronic data (original or copy); or
- (4) a printed reproduction of electronic data (original or copy); or
- (5) an electronically digitised reproduction of a paper document (original or copy); or
- (6) a microfilm or scanned reproduction copy of a paper document (original or copy).

Where IT systems are used to retain documents and data, it should be possible to print a paper version of the documents and data kept.

(d) Physical (non-digitised) records

All physical records should remain legible throughout the required retention period. Physical records on either paper or microfilm systems should use robust material, which can withstand normal handling, filing and ageing. They should be stored in a safe way with regard to damage, alteration and theft.

(e) Digitised records

Digitised records may be created from a paper document (original or copy) or from electronic data. When created from a paper document:

- (1) the creation date of the digitised record should be stored with the digitised record;
- (2) it is advisable to create an individual digitised record for each document;
- (3) if an organisation creates a large number of digitised records, the use of database technology should ease the future retrieval of the record; and
- (4) digitised records should be legible, including details such as, but not limited to, the date of signature, names, stamps, notes, or drawings.

(f) Digitised record retention

Digitised records when created from an original paper record, or as a digital electronic original, should be stored on a system which is secured and kept in an environment protected from damage (e.g. fire, flooding, excessive temperature or accidental erasing). IT systems should have at least one backup system, which should be updated at least within 24 hours of any entry in the primary system. Access to both primary and backup systems is required to be protected against the ability of unauthorised personnel to alter the database and they should preferably be located remotely from the main system.

The system used for retention of digitised records should:

- (1) ensure the integrity, accuracy and completeness of the record;
- (2) ensure that access to the digitised record has safeguards against alteration of the data;
- (3) ensure the authenticity of the record including assurance that the date has not been modified after creation;
- (4) be capable of retrieving individual records within a reasonable time period; and
- (5) be maintained against technological obsolescence which would prevent printing, displaying or retrieval of the digitised records.

Computer backup system / servers, backup discs, tapes etc. should be stored in a different location (geographically) from that containing the current systems / servers, working discs, tapes, etc. and in a safe environment.

Where the competent authority has accepted a system for digitised record-keeping satisfying the above, the paper document may be permanently disposed of.

(g) Lost or destroyed records

Reconstruction of lost or destroyed records can be done by reference to other records which reflect the time in service, research of records maintained by maintenance organisations and reference to records maintained by individual mechanics, etc. When reconstruction has been done and the record is still incomplete, the owner/operator may make a statement in the new record describing the loss and establishing the time in service based on the research and the best estimate of time in service. The reconstructed records should be submitted to the competent authority for acceptance. The competent authority may require the performance of additional maintenance if not satisfied with the reconstructed records.

AMC ANTR M.A.305(e)(1) Aircraft continuing airworthiness record system

This retention period of 36 months could be extended in the case of an entry in the technical log system requiring an additional period of retention as defined in ANTR-M.

AMC ANTR M.A.305(e)(2) Aircraft continuing airworthiness record system

- (a) BCAA Form 1 or equivalent and the Certificate of Conformity of the components used to perform a modification/repair are not part of the substantiation data for a modification/repair. These certificates are retained by the maintenance organisation.
- (b) In the case of an AD with several steps or with intermediate assessments during its application, these intermediate steps should be part of the detailed maintenance records.

GM to ANTR M.A.305(e)(2) Aircraft continuing airworthiness record system

'Until such time as the information contained therein is superseded by new information equivalent in scope and detail but not shorter than 36 months' means that during a maximum of 36 months the information and the one superseding it will be kept but, after these 36 months, only the new information must be kept.

For example, for a maintenance task with an interval shorter than 36 months, more than one set of information equivalent in scope and detail should be retained. If the maintenance task interval is longer than 36 months, the last set of information equivalent in scope and detail is retained.

AMC ANTR M.A.305(e)(3) Aircraft continuing airworthiness record system

- (a) An BCAA Form 1 or equivalent and detailed maintenance records are not required to be kept to support every installation/removal shown in the in-service history records.
- (b) Conservative methods to manage missing historical periods are acceptable to establish the current status of the life-limited part. In case of use of a conservative method, the supporting documents should be endorsed. Recommendations from the design approval holder on the procedures to record or reconstruct the in-service history should be considered.

GM to ANTR M.A.305(e)(3) Aircraft continuing airworthiness record system

- (a) BCAA Form 1 or equivalent is not required to be kept for the 'condition monitoring' process of components unless this is the means to fulfil another requirement quoted in ANTR M.A.305 (e.g. demonstration of AD compliance).
- (b) For components that are not subject to any of the primary maintenance processes described in the GM M.A.305(d)(2) (i.e. Hard Time, On-Condition, Condition Monitoring), the BCAA Form 1 or equivalent is not required to be kept.

AMC ANTR M.A.305(f) Aircraft continuing airworthiness record system

When the owner or organisation responsible for the aircraft continuing airworthiness arranges for the relevant maintenance organisation to retain copies of the continuing airworthiness records on their behalf, the owner or organisation responsible for the aircraft continuing airworthiness will continue to be responsible for the retention of records. If they cease to be the owner or organisation responsible for the aircraft continuing airworthiness of the aircraft, they also remain responsible for transferring the records to the new owner or organisation.

AMC ANTR M.A.306 (a) Operators technical log system

The operator's aircraft technical (including Journey log) log is a system for recording defects and malfunctions during the aircraft operation and for recording details of all maintenance carried out on an aircraft between scheduled base maintenance visits. In addition, it is used for recording flight safety and maintenance information the operating crew need to know.

Cabin or galley defects and malfunctions that affect the safe operation of the aircraft or the safety of its occupants are regarded as forming part of the aircraft log book where recorded by another means.

The operator's aircraft technical log system may range from a simple single section document to a complex system containing many sections but in all cases it should include the information specified for the example used here which happens to use a 5 section document / computer system:

Section 1 should contain details of the registered name and address of the operator the aircraft type and the complete international registration marks of the aircraft.

Section 2 should contain details of when the next scheduled maintenance is due, including, if relevant any out of phase component changes due before the next maintenance check. In addition this section may contain the current certificate of release to service (CRS), for the complete aircraft, issued normally at the end of the last maintenance check.

NOTE: The flight crew do not need to receive such details if the next scheduled maintenance is controlled by other means acceptable to the BCAA.

Section 3 should contain details of all information considered necessary to ensure continued flight safety. Such information includes:

- i. The aircraft type and registration mark.
- ii. The date and place of take-off and landing.
- iii. The times at which the aircraft took off and landed.
- iv. The running total of flying hours, such that the hours to the next schedule maintenance can be determined. The flight crew does not need to receive such details if the next scheduled maintenance is controlled by other means acceptable to the BCAA.
- v. details of any failure, defect or malfunction to the aircraft affecting airworthiness or safe operation of the aircraft including emergency systems, and any failure, defect or malfunctions in the cabin or galleys that affect the safe operation of the aircraft or the safety of its occupants that are known to the commander. Provision should be made for the commander to date and sign such entries, including, where appropriate, the nil defect state for continuity of the record. Provision should be made for a CRS following rectification of a defect or any deferred defect or maintenance check carried out. Such a certificate appearing on each page of this section should readily identify the defect(s) to which it relates or the particular maintenance checks as appropriate.

In the case of maintenance performed by an ANTR-145 maintenance organisation, it is acceptable to use an alternate abbreviated certificate of release to service consisting of the statement 'ANTR-145 release to service' instead of the full certification statement specified in AMC 145.A.50(b) paragraph 1. When the alternate abbreviated certificate of release to service is used, the introductory section of the technical log should include an example of the full certification statement from AMC 145.A.50(b) paragraph 1.

- vi. the quantity of fuel and oil uplifted and the quantity of fuel available in each tank, or combination of tanks, at the beginning and end of each flight; provision to show, in the same units of quantity, both the amount of fuel planned to be uplifted and the amount of fuel actually uplifted; provision for the time when ground de-icing and/or anti-icing was started and the type of fluid applied, including mixture ratio fluid/water and any other information required by the operator's procedures in order to allow the assessment on whether inspections for and/or elimination of de-icing/anti-icing fluid residues that could endanger flight safety are required..
- vii. The pre-flight inspection signature.
In addition to the above it may be necessary to record the following supplementary information:
 - The time spent in particular engine power ranges where use of such engine power affects the life of the engine or engine module. These are two examples thereof:
 - The number of landings where landings affect the life of an aircraft or aircraft component.
 - Flight cycles or flight pressure cycles where such cycles affect the life of an aircraft or aircraft component.

NOTE 1: Where Section 3 is of the multi-sector 'part removable' type then such 'part removable' sections should contain all of the foregoing information where appropriate.

NOTE 2: Section 3 should be designed such that one copy of each page may remain on the aircraft and one other copy may be retained on the ground until completion of the flight to which it relates.

NOTE 3: Section 3 lay-outs should be divided to show clearly what is required to be completed after flight and what is required to be completed in preparation for the next flight.

NOTE4: Technical log instruction should be placed in the log book for personnel guidance.

Section 4 should contain details of all deferred defects that affect or may affect the safe operation of the aircraft and should therefore be known to the aircraft commander. Each page of this section should be pre-printed with the operator's name and page serial number and make provision for recording the following:

- i. a cross reference for each deferred defect such that the original defect can be identified in the particular section 3 sector record page.
- ii. The original date of occurrence of the defect deferred.
- iii. Transfer of defect (s) verbatim from the technical log to the deferment page
- iv. Details of the eventual rectification carried out and it's CRS or a clear cross-reference back to the document that contains details of the eventual rectification.

Section 5 should contain any necessary maintenance support information that the aircraft commander needs to know. Such information would include data on how to contact maintenance engineering if problems arise whilst operating the routes etc.

AMC ANTR M.A.306 (b) Operators technical log system

The aircraft technical log system can be either a paper or computer system or any combination of both methods acceptable to the BCAA.

In case of a computer system, it should contain programme safeguards against the ability of unauthorised personnel to alter the database.

AMC ANTR M.A.307 (a) Transfer of aircraft continuing airworthiness records

Where an owner / operator terminates his operation, all retained continuing airworthiness records should be passed on to the new operator or stored.

A "permanent transfer" does not generally include the dry lease-out of an aircraft when the duration of the lease agreement is less than 6 months. However the BCAA should be satisfied that all continuing airworthiness records necessary for the duration of the lease agreement are transferred to the lessee or made accessible to them.

AMC ANTR M.A.307 (b) Transfer of aircraft continuing airworthiness records

When the owner / operator changes the contracted CAMO, it is the responsibility of the owner to ensure that all the aircraft continuous airworthiness management records pertaining to the affected aircraft are transferred to the newly contracted CAMO in coordination with the previous CAMO. In absence of availability of any suitably qualified person with the owner / operator, he may entrust this responsibility to the CAMO under the obligations of the contract. To accomplish the task of continuous airworthiness records transfer to the newly CAMO in an effective manner, the owner / operator may add a suitable clause in the contract.

SUBPART D**MAINTENANCE STANDARDS****AMC ANTR M.A.401 (b) Maintenance data**

1. Except as specified in sub-paragraph 2, each organisation performing aircraft maintenance should have access to and use:
 - (a) the regulations on continuing airworthiness of aircraft, associated AMC and GM. All maintenance related ANTR Parts and associated AMC's, together with the maintenance related guidance material,
 - (b) All applicable maintenance requirements and notices such as Authority standards and specifications that have not been superseded by a requirement, procedure or directive,
 - (c) All applicable airworthiness directives,
 - (d) the appropriate sections of the aircraft maintenance programme, aircraft maintenance manual, repair manual, supplementary structural inspection document, corrosion control document, service bulletins, service sheets modification leaflets, non destructive inspection manual, parts catalogue, type certificate data sheets as required for the work undertaken and any other specific document issued by the type certificate or supplementary type certificate holder's maintenance data, except that in the case of operator or customer provided maintenance data it is not necessary to hold such provided data when the work order is completed.
2. In addition to sub-paragraph 1, for components each organisation performing aircraft maintenance should hold and use the appropriate sections of the vendor maintenance and repair manual, service bulletins and service letters plus any document issued by the type certificate holder as maintenance data on whose product the component may be fitted when applicable, except that in the case of operator or customer provided maintenance data it is not necessary to hold such provided data when the work order is completed

GM1 to ANTR M.A.401(b)(3) and (b)(4) Maintenance Data

- (a) The maintenance data referred to in M.A.401(b)(3) and (4) may have been prepared by various organisations, but in any case, it needs to be issued by, referenced by, or acceptable to the organisation responsible for the design in accordance with Part 21 (e.g. type certificate holder (TCH), supplemental type certificate holder (STCH), ETSO holder, repair design approval holder).
- (b) Depending on the product or component subject to maintenance and depending on how this maintenance is released, different maintenance data may be needed during the performance of maintenance.
- (c) With respect to aircraft maintenance, applicable maintenance data typically includes the following documents issued by the aircraft TCH or the design approval holder (DAH): manufacturer recommended maintenance programme (e.g. MPD, MRBR), aircraft maintenance manual including the airworthiness limitations section, repair manual, supplemental structural inspection document, corrosion prevention and/or control document, service bulletins, wiring diagram manuals, troubleshooting manual, service letter/instructions, illustrated parts catalogue, and any other specific maintenance instruction issued by the aircraft TCH or by the DAH.
- (d) With respect to engine maintenance, applicable maintenance data typically includes the engine maintenance and/or overhaul manual including the airworthiness limitations section, wiring diagrams, parts catalogue, troubleshooting manual issued by the engine TCH (or aircraft TCH if the engine is certified as part of the aircraft) or by the DAH.

With respect to APU maintenance, applicable maintenance data typically includes APU maintenance and/or overhaul manual, wiring diagrams, parts catalogue, troubleshooting manual issued by the aircraft TCH, or issued by the APU manufacturer and acceptable to the TCH of the aircraft on which it is installed or to the DAH.

When in compliance with M.A.502(b), it is possible to conduct maintenance on the engine or APU while installed on the aircraft or temporarily removed to gain access. In such case, the applicable maintenance data may also include aircraft maintenance data.

- (e) With respect to maintenance of components other than engine/APU, applicable maintenance data typically includes the component maintenance (and/or repair) manual, troubleshooting manual and other maintenance instructions produced by the component manufacturer, when they are acceptable to the TCH of the product in which the component is to be installed or to the DAH, or when they form part of (or are referenced together with) the product ICA. In the case of propellers, maintenance data includes its ICA.

When in compliance with M.A.502(b) or M.A.502(c), it is possible to conduct maintenance on the component while installed on the aircraft or engine or APU, or temporarily removed to gain access. In such case, the applicable maintenance data may also include, as applicable, aircraft maintenance data or engine/APU maintenance data.

- (f) With respect to maintenance considered to be specialised services (such as non-destructive testing (NDT)), applicable maintenance data typically includes non-destructive testing or inspection manual, and all applicable specialised service(s) process instructions issued or specified by the DAH.

GM1 to ANTR M.A.401(b)(4) Maintenance Data

COMPONENT MANUFACTURER MAINTENANCE INSTRUCTIONS

The maintenance instructions published by the component manufacturers may be considered acceptable to the DAH – and hence may be used as maintenance data for maintenance on components approved for installation by the DAH – when they are referenced as additional or optional maintenance information together with the ICA, or when documented by a list by that DAH (GM3 21.A.7(a)).

AMC ANTR M.A.401(c) Maintenance data

1. Data being made available to personnel maintaining aircraft means that the data should be available in close proximity to the aircraft or component being maintained, for mechanics and certifying staff to perform maintenance.
2. 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.
3. Maintenance tasks should be transcribed onto the work cards or worksheets and 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 work cards or worksheets to indicate what was actually accomplished by each individual person. A worksheet or work card system should See particular maintenance tasks.

4. The work card / worksheet system may take the form of, but is not limited to, the following:
 - a format where the mechanic writes the defect and the maintenance action taken together with information of the maintenance data used, including its revision status,
 - an aircraft log book that contains the reports of defects and the actions taken by authorised personnel together with information of the maintenance data used, including its revision status,
 - for maintenance checks, the checklist issued by the manufacturer
5. Maintenance data should be kept up to date by a dedicated person/section on regular basis and the certifying personnel should have access to verify its status.
 - subscribing to the applicable amendment scheme,
 - checking that all amendments are being received,
 - monitoring the amendment status of all data.

AMC ANTR M.A.402(a) Performance of maintenance

1. Maintenance should be performed by persons authorised to issue a certificate of release to service or under the supervision of persons authorised to issue a certificate of release to service. Supervision should be to the extent necessary to ensure that the work is performed properly and the supervisor should be readily available for consultation.
2. The person authorised to issue a certificate of release to service should ensure that:
 - (a) each person working under his/her supervision has received appropriate training or has relevant previous experience and is capable of performing the required task; and
 - (b) each person who performs specialised tasks, such as welding, is qualified in accordance to an officially recognised standard.

AMC ANTR M.A.402 (c) Performance of maintenance

The general maintenance and inspection standards applied to individual maintenance tasks should meet the recommended standards and practices of the organisation responsible for the type design, which are normally published in maintenance manuals. In the absence of maintenance and inspection standards published by the organisation responsible for the type design, maintenance personnel should refer to the relevant aircraft airworthiness standards and procedures published or used as guidance by the Agency or the competent authority. The maintenance standards used should contain methods, techniques and practices acceptable to the Agency or the competent authority for the maintenance of aircraft and its components.

AMC ANTR M.A.402 (d) Performance of maintenance

When performing maintenance, personnel are required to use the tools, equipment and test apparatuses necessary to ensure completion of work in accordance with accepted maintenance and inspection standards. Inspection, service or calibration that is performed on a regular basis should be performed in accordance with the equipment manufacturers' instructions. All tools requiring calibration should be traceable to an acceptable standard.

In this context, 'officially recognised standards' means those standards established or published by an official body, being either a natural or legal person, and which are widely recognised by the air transport sector as constituting good practice.

If the organisation responsible for the type design involved recommends special equipment or test apparatuses, personnel should use the recommended equipment or apparatuses or equivalent equipment accepted by BCAA.

All work should be performed using materials of such quality and in such a manner that the condition of the aircraft or its components after maintenance is at least equal to its or their original or modified condition (with regard to aerodynamic function, structural strength, resistance to vibration, deterioration and any other qualities affecting airworthiness).

AMC ANTR M.A.402 (e) Performance of maintenance

The working environment should be appropriate for the maintenance task being performed such that the effectiveness of personnel is not impaired.

- (a) Temperature should be maintained such that personnel can perform the required tasks without undue discomfort.
- (b) Airborne contamination (e.g. dust, precipitation, paint particles, filings) should be kept to a minimum to ensure aircraft/components surfaces are not contaminated, if this is not possible all susceptible systems should be sealed until acceptable conditions are re-established.
- (c) Lighting should be adequate to ensure each inspection and maintenance task can be performed effectively.
- (d) Noise levels should not be allowed to rise to the level of distraction for inspection staff or if this is not possible inspection staff should be provided with personnel equipment to reduce excessive noise.

AMC ANTR M.A.402 (f) Performance of maintenance

Facilities should be provided appropriate for all planned maintenance. This may require aircraft hangars that are both available and large enough for the planned maintenance.

Aircraft component workshops should be large enough to accommodate the components that are planned to be maintained.

Protection from inclement weather means the hangar or component workshop structures should be to a standard that prevents the ingress of rain, hail, ice, snow, wind and dust etc.

AMC ANTR M.A.402 (g) Performance of maintenance

- (a) To minimise the risk of multiple errors and to prevent omissions, the person or organisation performing maintenance should ensure that:
 - (1) every maintenance task is signed off only after completion;
 - (2) the grouping of tasks for the purpose of sign-off allows critical steps to be clearly identified; and
 - (3) any work performed by personnel under supervision (i.e. temporary staff, trainees) is checked and signed off by an authorised person.
- (b) To minimise the possibility of an error being repeated in identical tasks that involve removal/installation or assembly/disassembly of several components of the same type fitted to more than one system, whose failure could have an impact on safety, the person or

organisation performing maintenance should plan different persons to perform identical tasks in different systems. However, when only one person is available, then this person should perform re-inspection of the tasks as described in AMC2 ANTR M.A.402(h).

AMC1 ANTR M.A.402 (h) Performance of maintenance

CRITICAL MAINTENANCE TASKS

The following maintenance tasks should primarily be reviewed to assess their impact on safety:

- (a) tasks that may affect the control of the aircraft, flight path and attitude, such as installation, rigging and adjustments of flight controls;
- (b) aircraft stability control systems (autopilot, fuel transfer);
- (c) tasks that may affect the propulsive force of the aircraft, including installation of aircraft engines, propellers and rotors; and
- (d) overhaul, calibration or rigging of engines, propellers, transmissions and gearboxes.

AMC2 ANTR M.A.402 (h) Performance of maintenance

INDEPENDENT INSPECTION

- (a) What is an independent inspection

Independent inspection is one possible error-capturing method. It consists of an inspection performed by an 'independent qualified person' of a task carried out by an 'authorised person', taking into account that:

- (1) the 'authorised person' is the person who performs the task or supervises the task and assumes the full responsibility for the completion of the task in accordance with the applicable maintenance data;
- (2) the 'independent qualified person' is the person who performs the independent inspection and attests the satisfactory completion of the task and that no deficiencies have been found. The 'independent qualified person' does not issue a certificate of release to service, therefore he/she is not required to hold certification privileges;
- (3) the certificate of release to service is issued by the 'authorised person' after the independent inspection has been carried out satisfactorily;
- (4) the work card system should record the identification of each person, the date and the details of the independent inspection, as necessary, before the certificate of release to service is issued.

- (b) How should independent inspection be performed

Independent inspection should ensure for example correct assembly, locking and sense of operation. When inspecting control systems that have undergone maintenance, the 'independent qualified person' should consider the following points independently:

- (1) all those parts of the system that have actually been disconnected or disturbed should be inspected for correct assembly and locking;

- (2) the system as a whole should be inspected for full and free movement over the complete range;
 - (3) cables should be tensioned correctly with adequate clearance at secondary stops;
 - (4) the operation of the control system as a whole should be observed to ensure that the controls are operating in the correct sense;
 - (5) if different control systems are interconnected so that they affect each other, all the interactions should be checked through the full range of the applicable controls; and
 - (6) software that is part of the critical maintenance task should be checked, for example version and compatibility with the aircraft configuration.
- (d) What to do in unforeseen cases when only one person is available

REINSPECTION:

- (1) Reinspection is subject to the same conditions as the independent inspection is, except that the 'authorised person' performing the maintenance task is also acting as 'independent qualified person' and performs the inspection.
- (2) For critical maintenance tasks, reinspection should only be used in unforeseen circumstances when only one person is available to carry out the task and perform the independent inspection. The circumstances cannot be considered unforeseen if the person or organisation has not assigned a suitable 'independent qualified person' to that particular task.
- (3) The certificate of release to service is issued by the 'authorised person' after the reinspection has been performed satisfactorily.
- (4) The work card system should record the identification of the 'authorised person' and the date and the details of the reinspection, as necessary, before the certificate of release to service is issued.

GM to ANTR M.A.402 (h) Performance of maintenance

Several data sources may be used for the identification of critical maintenance tasks, such as:

- information from the design approval holder;
- accident reports;
- investigation and follow-up of incidents;
- occurrence reporting;
- flight data analysis;
- results of audits;
- normal operations monitoring schemes;
- feedback from training; and
- information exchange systems.

AMC ANTR M.A.403 (b) Aircraft defects

An assessment of both the cause and any potentially hazardous effect of any defect or combination of defects that could affect flight safety should be made in order to initiate any necessary further investigation and analysis necessary to identify the root cause of the defect.

AMC ANTR M.A.403 (d) Aircraft defects

All deferred defects should be made known to the pilot/flight crew (if not recorded in the deferred defect section of the technical log), whenever possible, prior to their arrival at the aircraft.

Deferred defects (from the deferred defect section of the technical log) should be transferred on to worksheets at the next appropriate maintenance check, and any deferred defect which is not rectified during the maintenance check, should be re-entered on to a new deferred defect record sheet. The original date of the defect should be retained.

The necessary components or parts needed for the rectification of defects should be made available or ordered on a priority basis, and fitted at the earliest opportunity.

All deferred defects raised in accordance with the MEL defect categorisation, must be rectified accordingly.

In extreme cases, and in accordance with the approved procedure of MEL item repair interval extension management programme, extension of a category may be allowed as authorised, for which the supporting technical justification must be available.

SUBPART E
COMPONENTS

AMC1 ANTR M.A.501(a)(1) Classification and installation

BCAA FORM 1 OR EQUIVALENT

- (a) A document equivalent to a BCAA Form 1 may be:
- (1) a release document (EASA Form 1 / FAA Form 8130-3 / Transport Canada Form 1 / UK CAA Form 1) issued by an organisation under the terms of EASA / FAA / Transport Canada / UK CAA approval.
 - (2) Airworthiness release documents issued by the manufacturer of aircraft for new components shall be acceptable for the installation on type of aircraft for which Type Certificate is accepted by BCAA.
 - (3) Any other form acceptable to BCAA
- (b) Any item in storage without an BCAA Form 1 or equivalent cannot be installed on aircraft registered in Kingdom of Bahrain unless an BCAA Form 1 is issued for such item by an appropriately approved maintenance organisation in accordance with AMC2 145.A.50(d).

GM1 to ANTR M.A.501(a)(2) Classification and installation

UNSERVICEABLE COMPONENTS

- (a) The person or organisation that performs maintenance should ensure the proper identification of any unserviceable components. The unserviceable status of the component should be clearly declared on a tag together with the component identification data and any information that is useful to define actions that are necessary to be taken. Such information should state, as applicable, in-service times, maintenance status, preservation status, failures, defects or malfunctions reported or detected, exposure to adverse environmental conditions, and whether the component is installed on an aircraft that was involved in an accident or incident. Means should be provided to prevent unintentional separation of this tag from the component.
- (b) Unserviceable components should typically undergo maintenance due to:
- (1) expiry of the service life limit as defined in the aircraft maintenance programme;
 - (2) non-compliance with the applicable airworthiness directives and other continuing airworthiness requirements mandated by the Agency;
 - (3) absence of the necessary information to determine the airworthiness status or eligibility for installation;
 - (4) evidence of defects or malfunctions;
 - (5) being installed on an aircraft that was involved in an incident or accident likely to affect the component's serviceability.

AMC1 ANTR M.A.501(a)(3) Classification and installation

UNRECOVERABLE COMPONENTS

The following types of components should typically be classified as unrecoverable:

- (a) components with non-repairable defects, whether visible or not to the naked eye;
- (b) components that do not meet design specifications, and cannot be brought into conformity with such specifications;
- (c) components subjected to unacceptable modification or rework that is irreversible;
- (d) life-limited parts that have reached or exceeded their mandatory life limitation, or have missing or incomplete records;
- (e) components whose airworthy condition cannot be restored due to exposure to extreme forces, heat or adverse environmental conditions;
- (f) components for which conformity with an applicable airworthiness directive cannot be accomplished;
- (g) components for which maintenance records and/or traceability to the manufacturer cannot be retrieved.

AMC1 ANTR M.A.501(a)(4) Classification and installation

STANDARD PARTS

- (a) Standard parts are parts that are manufactured in complete compliance with an established industry, Agency, competent authority or other government specification which include design, manufacturing, test and acceptance criteria, and uniform identification requirements. The specification should include all the information that is necessary to produce and verify conformity of the part. It should be published so that any party may manufacture the part. Examples of such specifications are National Aerospace Standards (NAS), Army-Navy Aeronautical Standard (AN), Society of Automotive Engineers (SAE), SAE Sematec, Joint Electron Device Engineering Council, Joint Electron Tube Engineering Council, and American National Standards Institute (ANSI), EN Specifications, etc.
- (b) To designate a part as a standard part, the TC holder may issue standard parts manual accepted by the competent authority of the original TC holder or may make reference in the parts catalogue to the specification to be met by the standard part. Documentation that accompanies standard parts should clearly relate to the particular parts and contain a conformity statement plus both the manufacturing and supplier source. Some materials are subject to special conditions, such as storage conditions or life limitation, etc., and this should be included in the documentation and/or the material's packaging.
- (c) An BCAA Form 1 or equivalent is not normally issued and, therefore, none should be expected.

AMC ANTR M.A.501(a)(5) Classification and installation

MATERIAL

- (a) Consumable material is any material which is only used once, such as lubricants, cements, compounds, paints, chemical dyes and sealants, etc.
- (b) Raw material is any material that requires further work to make it into a component part of the aircraft, such as metals, plastics, wood, fabric, etc.
- (c) Material both raw and consumable should only be accepted when satisfied that it is to the required specification. To be satisfied, the material and/or its packaging should be marked with the applicable specification and, where appropriate, the batch number.

- (d) Documentation that accompanies all materials should clearly relate to the particular material and contain a conformity statement plus both the manufacturing and supplier source. Some materials are subject to special conditions, such as storage conditions or life limitation, etc., and this should be included in the documentation and/or the material's packaging.
- (e) An BCAA Form 1 or equivalent should not be issued for such materials and, therefore, none should be expected. The material specification is normally identified in the (S)TC holder's data except in the case where the Agency or the competent authority has agreed otherwise.

GM1 to ANTR M.A.501 (b) Classification and Installation

1. To ensure a components, standard parts and materials are ~~is~~ in a satisfactory condition, the approved maintenance organisation should perform physical inspection, checks and verifications.
2. The incoming physical inspection checks and verifications should be performed before the component is installed on the aircraft.
3. The following list, though not exhaustive, contains typical checks to be performed:
 - (a) Verify the general condition of components and their packaging in relation to damages that could affect the integrity of the components;
 - (b) Verify that the shelf life of the component has not expired;
 - (c) Verify that items are received in the appropriate package in respect of the type of component: e.g. correct ATA 300 or electrostatic sensitive devices packaging, when necessary;
 - (d) Verify that component has all plugs and caps appropriately installed to prevent damage or internal contamination. Tape should not be used to cover electrical connections or fluid fittings/openings because adhesive residues can insulate electrical connections and contaminate hydraulic or fuel units.
 - (e) verify that the release certificate accompanying each new component satisfies the release requirements established in point 21.A.307 as applicable in relation to the particular product on which the component is being installed.
6. Items (e.g. fasteners) purchased in batches should be supplied in a package. The packaging should state the applicable specification/standard, P/N, batch number, and the quantity of the items. The documentation that accompanies the material should contain the applicable specification/standard, P/N, batch number, supplied quantity, and the manufacturing sources. If the material is acquired from different batches, acceptance documentation for each batch should be provided.

GM2 to ANTR M.A.501(b) Classification and installation

INSTALLATION OF COMPONENTS

Components, standard parts and materials should only be installed when they are specified in the applicable maintenance data as specified in M.A.401(b). This could include parts catalogue (IPC), service bulletins (SBs), aircraft maintenance manual (AMM), component maintenance manual (CMM), etc. So, a component, standard part and material can only be installed after having checked the applicable maintenance data.

This check should ensure that the part number, modification status, limitations, etc. of the component, standard part or material are the ones specified in the applicable maintenance data of the particular aircraft or component (e. g. IPC, SB, AMM, CMM, etc.) where the component, standard part or material is going to be installed.

AMC ANTR M.A.502 Component maintenance

Component removal from and installation on an aircraft is considered to be aircraft maintenance and not component maintenance. As a consequence, ANTR M.A.502 requirements do not apply to this case.

AMC ANTR M.A.502(b) and (c) Component maintenance

ANTR M.A.502(b) and (c) allow the performance of certain component maintenance, in accordance with component maintenance data, to maintenance organisations not holding the corresponding B/C rating subject to the agreement of:

— The maintenance organisation under the oversight of BCAA or,

This should only be permitted by the BCAA in the case of simple component maintenance, where the BCAA is satisfied that the certifying staff are appropriately qualified and the proper tooling and facilities are available. It is important to note that for more complex component maintenance, special qualifications may be required and it is not enough with holding an ANTR-66 aircraft maintenance licence.

AMC1 ANTR M.A.504 Segregation of components

- (a) Unserviceable components should be identified and stored in a separate secure location that is managed by the maintenance organisation until a decision is made on the future status of such components. The person or organisation that declared the component unserviceable may transfer its custody, after identifying it as unserviceable, to the aircraft owner/lessee provided that such transfer is reflected in the aircraft logbook, or engine logbook, or component logbook.
- (b) 'Secure location under the control of an approved maintenance organisation' refers to a location that is managed by the approved maintenance organisation that prevents the component from being reused or tampered with. This may include facilities that are established by the organisation at locations different from the main maintenance facilities. These locations should be identified in the relevant procedures of the organisation.
- (c) In the case of unsalvageable components, the person or organisation should:
 - (1) retain such components in the secure location referred to in paragraph (b) and maintaining a tracking or accountability system, by serial number or other individualised data, to record transferred unsalvageable aircraft component;
 - (2) arrange for the component to be mutilated in a manner that ensures that it is cannot be restored for use, before disposing it; or
 - (3) mark the component indicating that it is unsalvageable, when, in agreement with the component owner, the component is disposed of for legitimate non-flight uses (such as training and education aids, research and development), or for non-aviation applications, mutilation is often not appropriate. Alternatively, to marking, the original part number or data plate information can be removed, or a record kept of the disposal of the component for legitimate non-flight uses.
 - (4) Include a written procedures concerning disposal of such components in any agreement or contract transferring such components

NOTE: Unsalvageable components should not be released to any person or organisation that is known to return unsalvageable components back into the aviation supply system, due to the potential safety threat.

GM1 ANTR M.A.504 Segregation of components

1. Mutilation should be accomplished in such a manner that the components become permanently unusable for their original intended use. Mutilated components should not be able to be reworked or camouflaged to provide the appearance of being serviceable, such as by re-plating, shortening and re-threading long bolts, welding, straightening, machining, cleaning, polishing, or repainting.
2. Mutilation may be accomplished by one or a combination of the following procedures:
 - (a) Grinding,
 - (b) Burning,
 - (c) Removal of a major lug or other integral feature,
 - (d) Permanent distortion of parts,
 - (e) Cutting a hole with cutting torch or saw,
 - (f) Melting,
 - (g) sawing into many small pieces,
 - (h) any other method accepted by the BCAA on a case by case basis.
3. The following procedures are examples of mutilation that are often less successful because they may not be consistently effective:
 - (a) Stamping or vibro-etching,
 - (b) Spraying with paint,
 - (c) Small distortions, incisions or hammer marks,
 - (d) Identification by tag or markings,
 - (e) Drilling small holes,
 - (f) Sawing in two pieces only.

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SUBPART F
MAINTENANCE MANAGEMENT ORGANISATION

RESERVED

SUBPART G**CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION****AMC ANTR M.A.702 Application**

An application should be made on an application form (ALD/AIR/F156).

AMC1 ANTR M.A.704 Continuing airworthiness management exposition

1. The purpose of the continuing airworthiness management exposition (CAME) is to set forth the procedures, means and methods of the ANTR M Subpart G organisation. Compliance with its contents will assure compliance with ANTR M requirements.
2. A continuing airworthiness management exposition should comprise:
 - Part 0 General organisation
 - Part 1 Continuing airworthiness procedures
 - Part 2 Quality system or organisational review (as applicable)
 - Part 3 Contracted maintenance — management of maintenance (liaison with maintenance organisations)
 - Part 4 Airworthiness review procedures (if applicable)
 - Part 5 Appendices
 - Part 6 Other Regulatory Supplements
3. Personnel should be familiar with those parts of the continuing airworthiness management exposition that are relevant to their tasks.
4. The Subpart G organisation should specify in the exposition who is responsible for the amendment of the document. Unless otherwise agreed by the approving competent authority, the person responsible for the management of the quality system or for the organisational review should be responsible for monitoring and amending the continuing airworthiness management exposition, including associated procedure's manuals, and the submission of proposed amendments to the competent authority. The competent authority may agree to a procedure, and its agreement will be stated in the amendment control section of the continuing airworthiness management exposition defining the class of amendments, which can be incorporated without the prior consent of the competent authority ('indirect approval procedure').

Note: The Indirect approval must be defined in the CAME procedure, Section 1.11 with the methodology and what changes is considered minor and be qualified for possible indirect approval. These procedures and the changes identified to be qualified for indirect approval should only be incorporated after concurrence from BCAA.

Examples of changes that may be qualified for indirect approval are such as Postal address change, dash number change to the main part number (as listed in IPC) in the Capability list under the same ATA chapter / vendor, Layout change within the same location, etc.

5. The Subpart G organisation may use electronic data processing (EDP) for the publication of the continuing airworthiness management exposition. The continuing airworthiness management exposition should be made available to the approving competent authority in a form acceptable to the latter. Attention should be paid to the compatibility of the EDP publication systems with the

necessary dissemination, both internally and externally, of the continuing airworthiness management exposition.

6. The continuing airworthiness management exposition should contain information, as applicable, on how the Subpart G organisation complies with CDCCL instructions.
7. **Appendix to AMC1 ANTR M.A.704 “Anybody’s” Continuing Airworthiness Management Exposition** contains an example of a continuing airworthiness management exposition layout.
8. In situations where a foreign organisation is involved, BCAA may accept an existing exposition which has been approved by the applicable foreign regulatory authority. The foreign regulatory authority’s approval letter and the latest approved amendment must be submitted by the organisation.

BCAA may request the foreign organisation to prepare a supplement to the exposition giving cross references to the main exposition as per procedures established by BCAA.

AMC2 ANTR M.A.704 Continuing airworthiness management exposition

- (1) Where an ANTR M Subpart G organisation is also approved to another ANTR, the exposition or manual required by the other ANTR may form the basis of the continuing airworthiness management exposition in a combined document (e.g. if also holding ANTR 145 approval).
- (2) Example for a combined ANTR 145 and ANTR M Subpart G organisation:

ANTR 145 Expositions (see equivalent paragraph in AMC 145.A.70(a))

Part 0 General organisation

Part 1 Management

Part 2 Maintenance procedures

Part L2 Additional line maintenance procedures

Part 3 Quality system and/or organisational review (as applicable)

This chapter should cover the functions specified in M.A.712 ‘Quality system’ and 145.A.65 ‘Safety and quality system’.

Part 4 Contracts with owners/operators

This chapter should include:

- the contracts of the Subpart G Organisation with the owners/operators as per Appendix I to ANTR-M;
- the Subpart G organisation’s CAMO procedures for the management of maintenance and liaison with maintenance organisations.

Part 5 Appendices (sample of documents)

Part 6 Continuing airworthiness management procedures

Part 7 Other Regulatory Supplements (FAA / EASA supplement) (if applicable)

Part 8 TCCA supplement (if applicable)

- (3) In situations where a foreign organisation is involved, BCAA may accept an existing exposition which has been approved by the applicable foreign regulatory authority. The foreign regulatory authority’s approval letter and the latest approved amendment must be submitted by the organisation.

BCAA may request the foreign organisation to prepare a supplement to the exposition giving cross references to the main exposition as per acceptable procedures established by BCAA.

AMC ANTR M.A.704(a)(1) Continuing airworthiness management exposition

- 1. Part 0 “General organisation” of the continuing airworthiness management exposition should include a corporate commitment by the ANTR M Subpart G organisation, signed by the accountable manager confirming that the continuing airworthiness management exposition and any associated manuals define the organisation compliance with ANTR M Subpart G and will be complied with at all times.
- 2. The accountable manager's exposition statement should embrace the intent of the following paragraph and in fact this statement may be used without amendment. Any modification to the statement should not alter the intent:

“This exposition defines the organisation and procedures upon which the ANTR M Subpart G continuing airworthiness management approval is based.

These procedures are approved by the undersigned and should be complied with, as applicable, in order to ensure that all continuing airworthiness tasks of all aircraft under contract in accordance with ANTR M.A.201 with (Quote organisation's name) are carried out on time 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 by BCAA where these new or amended regulations are in conflict with these procedures.

It is understood that BCAA will approve this organisation whilst BCAA is satisfied that the procedures are being followed and the work standard maintained. It is understood that BCAA reserves the right to suspend, vary or revoke the ANTR M Subpart G continuing airworthiness management approval or the air operator certificate, as applicable, if BCAA has evidence that the procedures are not followed and the standards not upheld.”

SignedDated

Accountable Manager and ... (quote position).....

For and on behalf of..... (Quote organisation's name)..... "

- 3. Whenever the accountable manager is changed it is important to ensure that the new accountable manager signs the paragraph 2 statement at the earliest opportunity as part of the acceptance by BCAA. Failure to carry out this action invalidates the ANTR M Subpart G continuing airworthiness management approval, hence the AOC, as applicable.

Note: The Appendix to AMC 1 ANTR M.A.704 contains an example of Anybody’s CAME.

AMC ANTR M.A.705 Facilities

Office accommodation should be such that the incumbents, whether they are continuing airworthiness management, planning, technical records or quality staff, can carry out their designated tasks in a manner that contributes to good standards. In the smaller ANTR M Subpart G organisations, BCAA may agree to these tasks being conducted from one office subject to being satisfied that there is sufficient space and that each task can be carried out without undue disturbance. Office accommodation should also include an adequate technical library and room for document consultation.

AMC ANTR M.A.706 Personnel requirements

1. The person or group of persons should represent the continuing airworthiness management structure of the organisation and be responsible for all continuing airworthiness functions. Dependent on the size of the operation and the organisational setup, the continuing airworthiness functions may be divided under individual managers or combined in nearly any number of ways. However, if a quality system is in place it should be independent from the other functions.
2. The actual number of persons to be employed and their necessary qualifications is dependent upon the tasks to be performed and thus dependent on the size and complexity of the organisation (general aviation aircraft, corporate aircraft, number of aircraft and the aircraft types, complexity of the aircraft and their age and the amount and complexity of maintenance contracting. Consequently, the number of persons needed, and their qualifications may differ greatly from one organisation to another and a simple formula covering the whole range of possibilities is not feasible.
3. To enable the BCAA to accept the number of persons and their qualifications, an organisation should make an analysis of the tasks to be performed, the way in which it intends to divide and/or combine these tasks, indicate how it intends to assign responsibilities and establish the number of man/hours and the qualifications needed to perform the tasks. With significant changes in the aspects relevant to the number and qualifications of persons needed, this analysis should be updated.
4. Nominated person or group of persons should have:
 - 4.1. Practical experience and expertise in the application of aviation safety standards and safe operating practices;
 - 4.2. A comprehensive knowledge of:
 - (a). relevant parts of operational requirements and procedures;
 - (b). the AOC holder's Operations Specifications when applicable;
 - (c). the need for, and content of, the relevant parts of the AOC holder's Operations Manual when applicable;
 - 4.3. Knowledge of quality systems;
 - 4.4. five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position;
 - 4.5. A relevant engineering degree or an aircraft maintenance technician qualification with additional education acceptable to the BCAA. 'relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionics or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components;

The above recommendation may be replaced by 5 years of experience additional to those already recommended by paragraph 4.4 above. These 5 years should cover an appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks;

- 4.6. Thorough knowledge with the organisation's continuing airworthiness management exposition;
- 4.7. Knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course;

These courses should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation and could be imparted by an ANTR-147 organisation, by the manufacturer, or by any other organisation accepted by the BCAA.

'Relevant sample' means that these courses should cover typical systems embodied in those aircraft being within the scope of approval.

- 4.8. Knowledge of maintenance methods
- 4.9 knowledge of applicable regulations.

AMC ANTR M.A.706(a) Personnel requirements

Accountable manager is normally intended to mean the chief executive officer of the Subpart G organisation, who by virtue of position has overall (including in particular financial) responsibility for running the organisation. The accountable manager may be the accountable manager for more than one organisation and is not required to be knowledgeable on technical matters. When the accountable manager is not the chief executive officer, the BCAA will need to be assured that such an accountable manager has direct access to the chief executive officer and has a sufficiency of continuing airworthiness funding allocation.

AMC ANTR M.A.706(e) Personnel requirements

- 1. The BCAA shall only accept the nominated post holder be employed by the organisation approved under ANTR-145 when it is manifest that he/she is the only available competent person in a position to exercise this function, within a practical working distance from the operator's offices.
- 2. This paragraph only applies to contracted maintenance and therefore does not affect situations where the organisation approved under ANTR-145 and the operator are the same organisation.

AMC ANTR M.A.706(f) Personnel requirements

Additional training in fuel tank safety as well as associated inspection standards and maintenance procedures should be required of Subpart G organisation's technical personnel, especially the staff involved with the management of CDCCL, Service Bulletin assessment, work planning and maintenance programme management. Guidance is given in Appendix to AMC M.A.706(f) for providing training to Subpart G organisation personnel.

AMC ANTR M.A.706(i) Personnel requirements

The approval by BCAA of the exposition, containing in ANTR M.A.704(a)3, the list of ANTR M.A.706(i) personnel, constitutes their formal acceptance by the BCAA and also their formal authorisation by the organisation.

Airworthiness review staff are automatically recognised as persons with authority to prepare an airworthiness review, report and recommendations in accordance with ANTR M.A.711(b) and ANTR M.A.901(f).

AMC ANTR M.A.706(k) Personnel requirements

Adequate initial and recurrent training should be provided and recorded to ensure continued competence.

AMC ANTR M.A.707 (a) Airworthiness review staff

- 1. Appropriately qualified, authorised and BCAA accepted person may be designated to carryout the Airworthiness Review.
- 2. "Experience in continuing airworthiness" means any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management (engineering) and/or surveillance of such tasks.

3. A person qualified to the AMC ANTR M.A.706 subparagraph 4.5 should be considered as holding the equivalent to an aeronautical degree.
4. An appropriate ANTR 66 licence is a category B or C licence in the sub-category of the aircraft reviewed. It is not necessary to satisfy the experience requirements of ANTR 66 at the time of the review.
5. To hold a position with appropriate responsibilities means the airworthiness review staff should have a position in the organisation independent from the airworthiness management process or with overall authority on the airworthiness management process of complete aircraft.

Independence from the airworthiness management process may be achieved, among other ways, by:

- Being authorized to perform airworthiness reviews only on aircraft for which the person has not participated in their management. For example, performing airworthiness reviews on a specific model line, while being involved in the airworthiness management of a different model line.
- M.A. Subpart G organizations with ANTR 145 approval, may nominate maintenance personnel from their ANTR 145 organization as airworthiness review staff, as long as they are not involved in the airworthiness management of the aircraft. These personnel should not have been involved in the release to service of that particular aircraft (other than maintenance tasks performed during the physical survey of the aircraft or performed as a result of findings discovered during such physical survey) to avoid possible conflict of interests.
- Nominating as airworthiness review staff personnel from the quality department of the CAMO.

Overall authority on the airworthiness management process of complete aircraft may be achieved, among other ways, by:

- Nominating as airworthiness review staff the accountable manager or the nominated postholder.
- Being authorized to perform airworthiness reviews only on those particular aircraft for which the person is responsible for the complete continuing airworthiness management process.
- In the case of one-man organizations, this person has always overall authority. This means that this person can be nominated as airworthiness review staff.

AMC ANTR M.A.707(a)(1) Airworthiness review staff

Formal aeronautical maintenance training means training (internal or external) supported by evidence on the following subjects:

- Relevant parts of initial and continuing airworthiness regulations.
- Relevant parts of operational requirements and procedures, if applicable.
- The organisation's continuing airworthiness management exposition.
- Knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to ANTR-66 Appendix III Level 1 General Familiarisation and could be imparted by an ANTR-147 organisation, by the manufacturer, or by any other organisation accepted by the competent authority.

'Relevant sample' means that these courses should cover typical systems embodied in those aircraft being within the scope of approval.

— Maintenance methods.

AMC ANTR M.A.707(b) Airworthiness review staff

The formal acceptance by the BCAA for the airworthiness review staff is granted through the corresponding Form (Key Management Personnel Acceptance Form) ALD/AIR/F018.

The designated staff shall meet the requirement as stipulated in ANTR M.A.707.

If the airworthiness review is performed under the supervision of existing airworthiness review staff, evidence should be provided to the BCAA together with Form ALD/AIR/F018. If satisfied, the BCAA will issue the formal acceptance through Form ALD/AIR/F018.

Once the airworthiness review staff have been accepted by the BCAA, the inclusion of their name in the exposition (refer to M.A.704(a)(5)) constitutes the formal authorization by the organization.

AMC ANTR M.A.707(c) Airworthiness review staff

In order to keep the validity of the airworthiness review staff authorization, the airworthiness review staff should have either:

- been involved in continuing airworthiness management activities for at least six months in every two-year period, or
- conducted at least one airworthiness review in the last twelve-month period.

In order to restore the validity of the authorization, the airworthiness review staff should conduct at a satisfactory level an airworthiness review under the supervision of the BCAA or, if accepted by the BCAA, under the supervision of another currently valid authorised airworthiness review staff of the concerned continuing airworthiness management organisation in accordance with an established approved procedure.

AMC ANTR M.A.707(e) Airworthiness review staff

The minimum content of the designated airworthiness review staff record should be:

- Name,
- Date of Birth,
- Basic Education,
- Experience,
- Aeronautical Degree and/or ANTR-66 qualification and/or nationally-recognized maintenance personnel qualification,
- Initial Training received,
- Type of Training received,
- Continuation Training received,
- Experience in continuing airworthiness and within the organization,
- Responsibilities of current role in the organization,

- Copy of the authorization

GM to ANTR M.A.708 Continuing airworthiness management

The CAMO should have adequate knowledge of the design status (type specification, customer options, airworthiness directives (ADs), airworthiness limitations contained in the aircraft instructions for continuing airworthiness, modifications, major repairs, operational equipment and fuel tank system airworthiness limitations including critical design configuration control limitations (CDCCL)) and of the required and performed maintenance. The status of aircraft design and maintenance should be adequately documented to support the performance of the quality system.

For Large aeroplanes, adequate knowledge of the airworthiness limitations and fuel tank system airworthiness limitations including critical design configuration control limitations (CDCCL).

AMC ANTR M.A.708 (b)(3) Continuing Airworthiness Management

When managing the approval of modifications or repairs the organisation should ensure that Critical Design Configuration Control Limitations (CDCCL) are taken into account.

GM to ANTR M.A.708(b)(4) Continuing airworthiness management

This requirement means that the Subpart G organisation is responsible for determining what maintenance is required, when it has to be performed, by whom and to what standard in order to ensure the continued airworthiness of the aircraft.

AMC1 ANTR M.A.708 (c) Continuing airworthiness management

1. In the case of complex motor-powered aircraft or aircraft used for Commercial Air Transport with AOC, or aircraft used for commercial operation the provisions of ANTR M.A.201 establish that a Subpart-G organisation (CAMO) is required. This Subpart-G organisation (CAMO) is in charge of the continuing airworthiness management and this includes the tasks specified in M.A.301 points (2), (3), (5) and (6). If the Subpart-G organisation (CAMO) does not hold the appropriate maintenance organisation approval, then the CAMO should conclude a contract with the appropriate organisation(s).
2. The Subpart-G organisation (CAMO) bears the responsibility for the airworthy condition of the aircraft for which it performs the continuing airworthiness management. Thus, it should be satisfied before the intended flight that all required maintenance has been properly carried out.
3. The Subpart-G organisation (CAMO) should agree with the operator on the process to select a maintenance organisation before concluding any contract with a maintenance organisation.
4. The fact that the Subpart-G organisation (CAMO) has contracted a maintenance organisation approved under ANTR-145 should not prevent it from checking at the maintenance facilities on any aspect of the contracted work to fulfil its responsibility for the airworthiness of the aircraft.
5. The contract between the Subpart-G organisation (CAMO) and the maintenance organisation(s) should specify in detail the responsibilities and the work to be performed by each party.
6. Both the specification of work and the assignment of responsibilities should be clear, unambiguous and sufficiently detailed to ensure that no misunderstanding should arise between the parties concerned (operator, maintenance organisation and the BCAA) that could result in a situation where work that has a bearing on the airworthiness or serviceability of aircraft is not or will not be properly performed.

7. Special attention should be paid to procedures and responsibilities to ensure that all maintenance work is performed, service bulletins are analysed and decisions taken on accomplishment, airworthiness directives are completed on time and that all work, including non-mandatory modifications are carried out to approved data and to the latest standards.

Note: The Appendix to AMC ANTR M.A.708(c) gives further details on the subject.

AMC2 ANTR M.A.708(c) Continuing airworthiness management

MAINTENANCE CONTRACT WITH ANOTHER CAMO/OPERATOR

1. The purpose of M.A.708(c) is to ensure that all maintenance is carried out by an appropriately approved maintenance organisation. It is possible to contract another operator/ CAMO - Subpart G organisation (secondary operator/CAMO) that does not hold a maintenance organisation approval when it proves that such a contract is in the interest of the Subpart G organisation (CAMO) by simplifying the management of its maintenance, and the Subpart G organisation (CAMO) keeps an appropriate control of it. In this case the continuing airworthiness management exposition should include appropriate procedures to ensure that all maintenance is ultimately carried out on time by approved maintenance organisations in accordance with the CAMO's data. In particular, the quality system procedures should place great emphasis on monitoring compliance with the above. The list of approved maintenance organisations, or a reference to this list, should be included in the Subpart G organisation's (CAMO) continuing airworthiness management exposition.
2. This contract should not preclude the Subpart G organisation (CAMO) from ensuring that all maintenance is performed by appropriately approved organisations which comply with the M.A.201 continuing airworthiness responsibility requirements. Typical examples of such arrangements are the following:

— Component maintenance:

The Subpart G organisation (CAMO) may find it more appropriate to have a primary contractor (the secondary operator/CAMO) dispatching the components to appropriately approved organisations rather than sending themselves different types of components to various maintenance organisations approved under ANTR-145. The benefit for the Subpart G organisation (CAMO) is that the management of maintenance is simplified by having a single point of contact for component maintenance. The Subpart G organisation (CAMO) remains responsible for ensuring that all maintenance is performed by maintenance organisations approved under Part-145 and in accordance with the approved standards.

— Aircraft, engine and component maintenance:

The Subpart G organisation (CAMO) may wish to have a maintenance contract with a secondary operator/CAMO not approved under ANTR-145 for the same type of aircraft. A typical case is that of a dry-leased aeroplane between operators where the parties, for consistency or continuity reasons (especially for short-term lease agreements), find it appropriate to keep the aeroplane under the current maintenance arrangement. Where this arrangement involves various ANTR-145 approved contractors, it might be more manageable for the lessee Subpart G organisation (CAMO) to have a single maintenance contract with the lessor operator/ Subpart G organisation (CAMO). Whatever type of acceptable maintenance contract is concluded, the Subpart G organisation (CAMO) is required to exercise the same level of control on contracted maintenance, particularly through the M.A.706(c) continuing airworthiness management group of persons and quality system as referred to in M.A.712.

GM to ANTR M.A.708(c) Continuing airworthiness management

For line maintenance, the actual layout of the IATA Standard Ground Handling Agreement may be used as a basis, but this does not preclude the Subpart G organisation (CAMO) from ensuring that the content of the contract is acceptable and especially that the contract allows the Subpart G organisation (CAMO) to properly exercise its maintenance responsibility. Those parts of the contract that have no effect on the technical or operational aspects of airworthiness are outside the scope of this paragraph.

AMC ANTR M.A.708 (d) Continuing airworthiness management – unscheduled maintenance

The intent of this paragraph is that maintenance contracts are not necessary when the operator's continuing airworthiness system, as approved by the BCAA, specifies that the relevant maintenance activity may be ordered through one time work orders. This includes for obvious reasons unscheduled line maintenance and may also include aeroplane component maintenance up to engines, so long as the maintenance is manageable through work orders, both in term of volume and complexity. It should be noted that this paragraph implies that even where base maintenance is ordered on a case-by-case basis, there should be a written maintenance contract. Obviously, these contracts would be between operators/organisations holding BCAA ANTR, 145 approvals.

The exception is component (except engines) maintenance organisations, where, they do not have to hold BCAA approvals, instead EASA and/or FAA 145/UK Part 145 or equivalent part 145 would be acceptable.

AMC ANTR M.A.709 Documentation

When using maintenance data provided by the customer, the Subpart G organisation (CAMO) is responsible for ensuring that this data is current. As a consequence, it should establish appropriate procedures or provisions in the contract with the customer.

The sentence '..., except when required by point ANTR M.A.714', means, in particular, the need to keep a copy of the customer data which was used to perform continuing airworthiness activities during the contract period.

'Baseline' maintenance programme: it is a maintenance programme developed for a particular aircraft type following, where applicable, the maintenance review board (MRB) report, the type certificate holder's maintenance planning document (MPD), the relevant chapters of the maintenance manual or any other maintenance data containing information on scheduling.

'Generic' maintenance programme: it is a maintenance programme developed to cover a group of similar types of aircraft. These programmes should be based on the same type of instructions as the baseline maintenance programme. Examples of 'generic' maintenance programmes could be Cessna 100 Series (covering Cessna 150, 172, 177, etc.).

'Baseline' and 'generic' maintenance programmes are not applicable to a particular aircraft registration mark, but to an aircraft type or group of types, and should be available to the BCAA prior to the initial approval and prior to the extension of the scope of an existing organisation approval. The intent is that the competent authority is aware of the scope and complexity of tasks that will be managed before granting an organisation approval or change of approval.

After this initial approval, when an owner/operator is contracted, the baseline or generic maintenance programme, as applicable, may be used to establish the ANTR M.A.302 aircraft maintenance programme, incorporating the additional maintenance tasks and indicating those which are not applicable to a particular aircraft registration mark. This may be achieved by adding an Annex to the baseline/generic maintenance programme for each aircraft registration, specifying which tasks are added and which are not applicable. This will result in an aircraft maintenance programme specific for each customer.

However, this does not mean that this adaptation must be performed for each contracted aircraft registration. The reason is that the customer may already have an approved aircraft maintenance programme, which in that case should be used by the continuing airworthiness management organisation to manage the continuing airworthiness of such aircraft.

Continuing airworthiness management organisations may seek authorisation for indirect approval in order to amend the aircraft maintenance programme mentioned above in accordance with ANTR M.A.302(c). The indirect approval procedure should include provisions to notify to the competent authority that an aircraft maintenance programme specific for a customer has been created.

GM to ANTR M.A.709 Documentation

Paragraph ANTR M.A.709(a) refers to continuing airworthiness tasks referred to in ANTR M.A.708. As a consequence, this covers continuing airworthiness management tasks but not airworthiness reviews.

Airworthiness review requirements are established in ANTR M.A.710, M.A.901 and the requirements for the corresponding record retention are contained in ANTR M.A.714.

GM to ANTR M.A.710 Airworthiness review

Responsibilities of airworthiness review staff:

The following is a summary of the requirements contained in M.A.71 & 901 as well as the associated AMCs and Appendices, in relation to the responsibilities of the airworthiness review staff:

- Airworthiness review staff are responsible for performing both the documental and the physical survey.
- Procedures must be established by the CAMO in order to perform the airworthiness review, including the depth of samplings (refer to Appendix to AMC1 M.A.704 – Anybody's CAME, paragraphs 4.2 and 4.3).
- Procedures must make very clear that the final word about the depth of the inspections (both documental and physical) belongs to the airworthiness review staff, who can go beyond the depth contained in the CAME if they find it necessary. At the end, it is the responsibility of the airworthiness review staff to be satisfied that the aircraft complies with ANTR-M, and is airworthy, and the organisation must ensure that no pressure or restrictions are imposed on the airworthiness review staff when performing their duty.
- A compliance report must be produced by the airworthiness review staff, detailing all items checked and the outcome of the review.
- Airworthiness review staff are responsible for the items checked during the airworthiness review. However, they do not take over the responsibilities of the CAMO, ANTR-145 or any other organisations, not being responsible for problems not detected during the airworthiness review or for the possibility that the approved or declared maintenance programme may not include certain recommendations from the Design Approval Holder. Obviously, if the airworthiness review staff are not independent of the airworthiness management process and were nominated on the basis of the option of having overall authority on such a process, they will be responsible for the full continuing airworthiness of such aircraft. Nevertheless, this responsibility will be a consequence of their position related to M.A.706 and not of their position as airworthiness review staff (ANTR M.A.707).
- The issuance of the airworthiness review report & recommendation by the airworthiness review staff only certifies that the aircraft is considered airworthy in relation to the scope of the airworthiness review performed and the fact that the airworthiness review staff are not aware of instances of non-compliance which endanger flight safety. Furthermore, it only certifies that the aircraft is considered airworthy at the time of the review.

It is the responsibility of the owner or contracted CAMO to ensure that the aircraft is fully airworthy at any time.

AMC M.A.711(a)(3) Privileges of the organisation**SUBCONTRACTING OF CONTINUING AIRWORTHINESS TASKS**

1. The CAMO may subcontract certain continuing airworthiness management tasks to qualified persons or organisations. The subcontracted person or organisation performs the continuing airworthiness management tasks as an integral part of the CAMO's (ANTR-M Subpart G organisation) continuing airworthiness management system, irrespective of any other approval held by the subcontracted person or organisation (including CAMO or ANTR-145 approval).
2. The CAMO (ANTR-M Subpart G organisation) remains accountable for the satisfactory completion of the continuing airworthiness management tasks irrespective of any contract that may be established.
3. In order to fulfil this responsibility, the CAMO (ANTR-M Subpart G organisation) should be satisfied that the actions taken by the subcontracted person or organisation meet the standards required by Subpart G. Therefore, the CAMO (ANTR-M Subpart G organisation) management of such activities should be accomplished:
 - (a) by active control through direct involvement, and/or
 - (b) by endorsing the recommendations made by the subcontracted person or organisation.
4. In order to retain ultimate responsibility, the CAMO should limit subcontracted tasks to the activities specified below:
 - (a) airworthiness directive analysis and planning;
 - (b) service bulletin analysis;
 - (c) planning of maintenance;
 - (d) reliability monitoring, engine health monitoring;
 - (e) maintenance programme development and amendments;
 - (f) any other activities, which do not limit the CAMO responsibilities, as agreed by the competent authority.
5. The CAMO's (ANTR-M Subpart G organisation) controls associated with subcontracted continuing airworthiness management tasks should be reflected in the associated contract and be in accordance with the CAMO (ANTR-M Subpart G organisation) policy and procedures defined in the continuing airworthiness management exposition. When such tasks are subcontracted, the continuing airworthiness management system is considered to be extended to the subcontracted persons or organisations.
6. With the exception of engines and auxiliary power units, contracts would normally be limited to one organisation per aircraft type for any combination of the activities described in Appendix II to this AMC. Where contracts are made with more than one organisation, the CAMO (ANTR-M Subpart G organisation) should demonstrate that adequate coordination controls are in place and that the individuals' responsibilities are clearly defined in the related contracts.
7. Contracts should not authorise the subcontracted organisation to subcontract to other organisations elements of the continuing airworthiness management tasks.
8. The BCAA should exercise oversight of the subcontracted activities through the CAMO approval. The contracts should be acceptable to the BCAA. The CAMO should only subcontract to organisations which are specified by the competent authority on CAMO (ANTR-M Subpart G organisation approval certificate (Refer to Appendix VI).
9. The subcontracted organisation should agree to notify the CAMO (ANTR-M Subpart G organisation) of any changes affecting the contract as soon as practical. The CAMO should then inform its competent authority. Failure to do so may invalidate the competent authority's acceptance of the contract.

10. Appendix II to AMC M.A.711(a)(3) provides information on the subcontracting of continuing airworthiness management tasks.

AMC ANTR M.A.711 (b) Privileges of the organisation

An organisation may be approved for the privileges of M.A.711(a) only, without the privilege to carry out airworthiness reviews.

In order to be approved for the privileges of M.A.711(b) for a particular aircraft type, it is necessary to be approved for the privileges of M.A.711(a) for that aircraft type. As a consequence, the normal situation in this case is that the organisation will be performing continuing airworthiness management tasks and performing airworthiness reviews on every aircraft type contained in the approval certificate.

Nevertheless, this does not necessarily mean that the organisation needs to be currently managing an aircraft type in order to be able to perform airworthiness reviews on that aircraft type. The organisation may be performing only airworthiness reviews on an aircraft type without having any customer under contract for that type.

Furthermore, this situation should not necessarily lead to the removal of the aircraft type from the organisation approval. As a matter of fact, since in most cases the airworthiness review staff are not involved in continuing airworthiness management activities, it cannot be argued that these airworthiness review staff are going to lose their skills just because the organisation is not managing a particular aircraft type. The important issue in relation to maintaining a particular aircraft type in the organisation approval is whether the organisation continuously fulfils all the Subpart G requirements (facilities, documentation, qualified personnel, quality system, etc.) required for initial approval.

AMC ANTR M.A.712 (a) Quality system

1. Procedures should be held current such that they reflect best practice within the organisation. It is the responsibility of all employees to report any difficulties with the procedures via their organisation's internal occurrence reporting mechanisms.
2. All procedures, and changes to the procedures, should be verified and validated before use where practicable.
3. The feedback part of the system should address who is required to rectify any non-compliance in each particular case and the procedure to be followed if rectification is not completed within appropriate timescales. The procedure should lead to the accountable manager specified in ANTR M.A.706.
4. The independent quality audit reports referenced in AMC ANTR M.A.712 (b) should be sent to the relevant department for rectification action giving target rectification dates. Rectification dates should be discussed with such department before the quality department or nominated quality auditor confirms such dates in the report. The relevant department is required to rectify findings and inform the quality manager or the quality auditor of such rectification.
5. The accountable manager should hold regular meetings with staff to check progress on rectification except that in the large organisations such meetings may be delegated on a day to day basis to the quality manager subject to the accountable manager meeting at least twice per year with the senior staff involved to review the overall performance and receiving at least a half yearly summary report on findings of non-compliance.

AMC ANTR M.A.712 (b) Quality System

1. The primary objectives of the quality system are to enable the ANTR M Subpart G organisation to ensure airworthy aircraft and to remain in compliance with the ANTR M requirements.

2. An essential element of the quality system is the independent audit.
3. The independent audit is an objective process of routine sample checks of all aspects of the ANTR M Subpart G organisation's ability to carry out continuing airworthiness management to the required standards. It includes some product sampling as this is the end result of the process.
4. The independent audit represents an objective overview of the complete continuing airworthiness management related activities. It is intended to complement the ANTR M.A.902 requirement for an airworthiness review to be satisfied that all aircraft managed by the organisation remain airworthy.
5. The independent audit should ensure that all aspects of ANTR M Subpart G compliance are checked annually, including all the contracted activities, and may be carried out as a complete single exercise or subdivided over the year period in accordance with a scheduled plan. The independent audit does not require each procedure to be checked against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been checked every year without resultant findings. Where findings have been identified, the particular procedure should be rechecked against other product lines until the findings have been rectified after which the independent audit procedure may revert back to the annual interval for the particular procedure. Provided that there are no safety related findings, the audit time periods specified in this AMC may be increased by up to 100% subject to agreement by the BCAA.
6. Where the organisation has more than one location approved the quality system should describe how these are integrated into the system and include a plan to audit each location every year.
7. A report should be raised each time an audit is carried out describing what was checked and the resulting findings against applicable requirements, procedures and products.
8. The independence of the audit should be established by always ensuring that audits are carried out by personnel not responsible for the function, procedure or products being checked.
9. An organisation should establish a quality plan acceptable to the BCAA of approval to show when and how often the activities as required by ANTR M Subpart G will be audited.

AMC ANTR M.A.713 Changes to the approved continuing airworthiness organisation

1. This paragraph covers scheduled changes to the continuing airworthiness organisation's approval. Whilst the requirements relating to air operator certificates, including their issue, variation and continued validity, are prescribed in the appropriate regulation, operators should be aware this paragraph is included in ANTR M and may affect continued acceptance of the continuing airworthiness management.
2. The primary purpose of this paragraph is to enable the continuing airworthiness organisation to remain approved if agreed by the BCAA during negotiations about any of the specified changes. Without this paragraph the approval would automatically be suspended in all cases.

AMC ANTR M.A.714 Record-keeping

1. The ANTR M Subpart G organisation should ensure that it always receives a complete CRS from the approved maintenance organisation such that the required records can be retained. The system to keep the continuing airworthiness records should be described in the organisation continuing airworthiness management exposition.
2. When an organisation with operator's consent arranges for the relevant maintenance organisation to retain copies of the continuing airworthiness records on its behalf, it will nevertheless continue to be responsible for the records under ANTR M.A.714 relating to the preservation of records. If it ceases to be the organisation of the aircraft, it also remains responsible for transferring the records to any other person or organisation managing continuing airworthiness of the aircraft.

3. Keeping continuing airworthiness records in a form acceptable to the BCAA means in paper form or on a computer database or a combination of both methods. The organisation should derive a comprehensive procedure and be referred in CAME, the method and system of record keeping. Records stored in microfilm or optical disc form are also acceptable. The record should remain legible throughout the required retention period.
4. Paper systems should use robust material which can withstand normal handling and filing.
5. Computer systems should have at least one backup system which should be updated within 24 hours of any new entry. Each terminal is required to contain programme safeguards against the ability of unauthorised personnel to alter the database.
6. Microfilming or optical storage of continuing airworthiness records may be carried out at any time. The records should be as legible as the original record and remain so for the required retention period.

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SUBPART H
CERTIFICATE OF RELEASE TO SERVICE (CRS)

RESERVED

SUBPART I**AIRWORTHINESS REVIEW RECOMMENDATION****AMC ANTR M.A.901 (a) Aircraft airworthiness review**

The C of A is issued /renewed by the BCAA, while the airworthiness review recommendation is issued by ANTR M Subpart G organisation.

GM to ANTR M.A.901 Airworthiness review**Responsibilities of airworthiness review staff:**

The following is a summary of the requirements contained in M.A.901 as well as the associated AMC and Appendices, in relation to the responsibilities of the airworthiness review staff:

- Airworthiness review staff are responsible for performing both the documental and the physical survey.
- Procedures must be established by the Subpart G organisation (CAMO) in order to perform the airworthiness review.
- Procedures must make very clear that the final word about the depth of the inspections (both documental and physical) belongs to the airworthiness review staff, who can go beyond the depth established in the CAME if they find it necessary. At the end, it is the responsibility of the airworthiness review staff to be satisfied that the aircraft complies with ANTR-M and is airworthy, and the organisation must ensure that no pressure or restrictions are imposed on the airworthiness review staff when performing their duty.
- A compliance report must be produced by the airworthiness review staff, detailing all items checked and the outcome of the review.
- Airworthiness review staff are responsible for the items checked during the airworthiness review. However, they do not take over the responsibilities of the CAMO, maintenance organisation, Design Organisation Approval (DOA), Design Organisation Approval (POA) or any other organisations, not being responsible for problems not detected during the airworthiness review or for the possibility that the approved or declared maintenance programme may not include certain recommendations from the design approval holder. Obviously, if the airworthiness review staff are not independent of the airworthiness management process and were nominated on the basis of the option of having overall authority on such a process, they will be responsible for the full continuing airworthiness of such aircraft. Nevertheless, this responsibility will be a consequence of their position in the organisation and not of their function as airworthiness review staff.
- The issuance of the airworthiness review recommendation by the airworthiness review staff only certifies that the aircraft is considered airworthy in relation to the scope of the airworthiness review performed and the fact that the airworthiness review staffs are not aware of instances of non-compliance which endanger flight safety. Furthermore, it only certifies that the aircraft is considered airworthy at the time of the review.

It is the responsibility of the owner or contracted CAMO to ensure that the aircraft is fully airworthy at any time.

AMC ANTR M.A.901 (b) Aircraft airworthiness review

If the continuing airworthiness of the aircraft is not managed according to an Appendix 1 to ANTR M - "Continuing Airworthiness Management Contract" between the Operator and the ANTR M Subpart G organisation, the aircraft should be considered to be outside a controlled environment. Nevertheless, such contract is not necessary when the operator and the CAMO are the same organisation.

When the aircraft has remained within a controlled environment, it is also acceptable to perform the Airworthiness review recommendation by Subpart-G organisation and subsequently the BCAA carryout the renewal of certificate of airworthiness, even after its expiration date, as long as all the conditions for the renewal are met.

- It is acceptable to anticipate the renewal of the certificate of airworthiness by a maximum of 30 days without a loss of continuity of the airworthiness review pattern, which means that the new expiration date is set up one year after the previous expiration date. This anticipation of up to 30 days also applies to the 12 month requirements shown in M.A.901(a), meaning that the aircraft is still considered as being in a controlled environment if it has been continuously managed by a single organisation and maintained by appropriately approved organisations, as stated in M.A.901(a) from the date when the last airworthiness review & certificate of airworthiness was issued and until then
- The aircraft could not fly since the certificate of airworthiness expired until it is renewed, and
- The new expiration date (after renewal) is set one year after the previous expiration date (not one year after the renewal is performed).

AMC ANTR M.A.901 (c), (d) & (e) Aircraft airworthiness review

The recommendation sent to the BCAA should contain at least the items described below.

(a) General information

- ANTR M Subpart G organisation information
- Owner/lessee information
- Date and place the document review and the aircraft survey were carried out
- Period and place the aircraft can be seen if required by the BCAA

(b) Aircraft information

- Registration
- Type
- Manufacturer
- Serial number
- Flight manual reference
- Weight and centre of gravity data
- Maintenance programme reference

(c) Documents accompanying the recommendation

- copy of registration papers
- Copy of the owners request for a certificate of airworthiness
- A copy of both physical survey and document review compliance reports and the completed comprehensive checklist should be sent to the BCAA together with the recommendation issued.

- (d) Aircraft status
- Aircraft total time and cycles
 - List of persons or organisations having carried out continuing airworthiness activities including maintenance tasks on the aircraft and its components since the last certificate of airworthiness.
- (e) Aircraft survey
- A precise list of the areas of the aircraft that were surveyed and their status
- (f) Findings
- a list of all the findings made during the airworthiness review with the corrective action carried out
- (g) Statement

A statement signed by the airworthiness review staff recommending the Renewal of the Certificate of Airworthiness (C of A).

The statement should confirm that the aircraft in its current configuration complies with the following:

- Airworthiness directives up to the latest published issue, and;
- Type certificate datasheet, and;
- Maintenance programme, and;
- Component service life limitations, and;
- The valid weight and centre of gravity schedule reflecting the current configuration of the aircraft, and;
- EASA/FAA or equivalent acceptable Part 21 for all modifications and repairs, and;
- The current flight manual including supplements, and;
- Operational requirements.

The above items should clearly state the exact reference of the data used in establishing compliance; for instance the number and issue of the type certificate data sheet used should be stated.

The statement should also confirm that all of the above is properly entered and certified in the aircraft continuing airworthiness record system and/or in the operator's technical log.

AMC ANTR M.A.901 (g) 2 Aircraft airworthiness review

Suitable accommodation should include:

- (a) an office with normal office equipment such as desks, telephones, photocopying machines etc. whereby the continuing airworthiness records can be reviewed.
- (b) a hangar when needed for the physical survey.

The support of personnel appropriately qualified in accordance with ANTR 66 is necessary when the BCAA's airworthiness review staff is not appropriately qualified.

AMC ANTR M.A.901(i) Aircraft airworthiness review

FULL DOCUMENTED REVIEW

1. A full documented review is a check of at least the following categories of documents:
 - registration papers;
 - M.A.305 aircraft continuing airworthiness record system;
 - M.A.306 aircraft technical log system;
 - list of deferred defects, minimum equipment list and configuration deviation, list if applicable;
 - aircraft flight manual including aircraft configuration;
 - aircraft maintenance programme;
 - maintenance data;
 - relevant work packages;
 - AD status;
 - modification and SB status;
 - modification and repair approval sheets;
 - status of life-limited parts and time-controlled components;
 - Certificate of Release to Service / relevant BCAA Form 1 or equivalent;
 - Weight Growth monitoring records, mass and balance report and equipment list;
 - aircraft, engine and propeller TC data sheets / Applicable STCs.

As a minimum, sample checks within each document category should be carried out in accordance with CAME procedure(s) acceptable to BCAA.

2. The ANTR-M Subpart G organisation (CAMO) should develop procedures for the airworthiness review staff to produce a compliance report that confirms the above have been reviewed and found in compliance with ANTR-M.

AMC ANTR M.A.901(j) and (k) Aircraft airworthiness review

PHYSICAL SURVEY

1. The physical survey could require actions categorised as maintenance (e.g. operational tests, tests of emergency equipment, visual inspections requiring panel opening, etc.). In this case, after the airworthiness review, a release to service should be issued.
2. When the airworthiness review staff are not appropriately qualified as per ANTR-66 in order to release such maintenance, M.A.901(g) requires them to be assisted by such qualified personnel. However, the function of such ANTR-66 personnel is limited to performing and releasing the maintenance actions requested by the airworthiness review staff, it not being their function to perform the physical survey of the aircraft.
3. This means that the airworthiness review staff who is going to sign the airworthiness review certificate or the recommendation should be the one performing both the documented review and the physical survey of the aircraft. It is not the intent of the rule to delegate the survey to ANTR-66 personnel who are not airworthiness review staff. Furthermore, the provision of M.A.901 (l) that allows a 90-day anticipation for the physical survey provides enough flexibility to ensure that the airworthiness review staff (ARS) are present.
4. The physical survey may include verifications to be carried out during flight.
5. The ANTR-M Subpart G organisation (CAMO) should develop procedures for the designated ARS to produce a compliance report that confirms that the physical survey has been carried out and found satisfactory.

6. To ensure compliance, the physical survey shall include all relevant checks of items.
7. The BCAA inspector shall be accompanied and assisted by the appropriately qualified staff of the CAMO / operator for the physical survey carried out on aircraft.

AMC ANTR M.A.903 Transfer of aircraft registration

1. The applicant (owner) informs BCAA using deregistration form ALD/AIR/F071 and the Irrevocable De-registration and Export Request Authorisation (IDERA).
2. The application form must be signed by the owner himself or his delegated person (certified designee of the authorised signatory) with power of attorney duly legalised.
3. The applicant should notify BCAA allowing sufficient time, so as to allow the proper transfer of information between the two authorities during the aircraft registration transfer process.

AMC ANTR M.A.904 (a)-1 Airworthiness reviews of aircraft imported into Bahrain

In order to allow for possible participation of BCAA personnel, the applicant should inform BCAA at least 10 working days in advance of the time and location of the airworthiness review.

AMC ANTR M.A.904 (a)-2 Airworthiness reviews of aircraft imported into Bahrain

1. When performing an airworthiness review for the purpose of issue of Certificate of Airworthiness of aircraft imported into Bahrain the aircraft and the relevant records should be reviewed to determine the work to be undertaken to establish the airworthiness of the aircraft.
2. In determining the work to be undertaken during the airworthiness review on the aircraft, the following should be taken into consideration:
 - a) the information from the former country authority such as export certificates, primary authority information; and,
 - b) the information on aircraft maintenance history such as continuing airworthiness records, aircraft, engine, propeller, rotor and life limited part log books or cards as appropriate, tech log / flight log / cabin log, list of deferred defects, total flight times and cycles, times and cycles since last maintenance, accident history, former maintenance schedule, former AD compliance status (giving the details of one-time / terminated AD compliance status with date of compliance, repetitive AD compliance status with date of initial compliance and subsequent compliance action, Non-applicable AD status with due reason); and,

Note: A suitable entry in Continuous Airworthiness Management system records / logbooks, even in the case of certification of non-applicable status is treated as compliance to the AD.
 - c) the information on aircraft such as aircraft, engine and propeller type certificate datasheets, noise and emission certificate data sheets, flight manual and supplements; and,
 - d) the aircraft continuing airworthiness status such as the aircraft and component AD status, the SB status, the maintenance status, the status of all service life limited components, weight and centre of gravity schedule including equipment list; and,
 - e) The modification and repair status of the aircraft detailing elements such as owner/operator designed modifications and repairs, STCs, and parts needing approval; and,
 - f) The aircraft cabin configuration such as emergency equipment fitted, cockpit configuration, placards, instrument limitations, cabin layout; and,

- g) The maintenance needed for import, such as embodiment of modifications needed to comply with the type certificate, bridging check to comply with the new maintenance programme; and,
 - h) the avionics such as, but not limited to, radio and navigation equipment, instrument flight rules (IFR) equipment, digital flight data recorder (DFDR) / cockpit voice recorder (CVR) test, ELT 406 MHz code and identification; and,
 - i) The compass compensation; and,
 - j) special operating rules such as Extended Diversion Time Operations (EDTO) / long range operations (LROPS), reduced vertical separation minima (RVSM), MNPS / NAT HLA, all weather operations (AWOPS), RNAV; and,
 - k) the aircraft survey including verification of conformity with the flight manual and the datasheet, presence of fire proof identification plates, conformity of markings including registration, presence and serviceability of emergency equipment, internal and external lighting systems, and,
 - l) Maintenance Check flight including check of control system / cockpit ground check / engine run up.
3. If there is no ANTR M Subpart G organisation approved for the specific aircraft type available, the BCAA may carry out the airworthiness review. In this case, the request for the airworthiness review should be submitted to BCAA with a 30-day notice

AMC ANTR M.A.904 (b) Airworthiness review of aircraft imported into Bahrain

The recommendation sent to BCAA should contain at least the items described below.

- (a) All the requirement set forth by ANTR M.A.710, M.A.901 and its AMCs/GMs as applicable and information set forth in ANTR M.B.901, and not limited to the subsequent paragraphs.
- (b) Aircraft information
 - aircraft assigned registration
 - State of manufacturer
 - previous registration
 - export certificate number
 - TC and TC data sheet numbers
 - Noise and emissions TC and TC data sheet numbers
 - Comparison of prior maintenance programme with the proposed new maintenance programme.
- (c) Documents accompanying the recommendation
 - copy of the application, and;
 - original export certificate, and;
 - copy of the approvals of the flight manual and its supplements, and;

- list of ADs incorporated up to the latest published issue, and;
 - proposed new maintenance programme, and;
 - status of all service life limited components, and;
 - the valid weight and centre of gravity schedule reflecting the current configuration of the aircraft, and;
 - EASA, FAA or an equivalent acceptable 21 approval reference for all modifications and repairs.
- (d) Maintenance
- a copy of the work packages requested by the Subpart G organisation including details of any bridging check to ensure all the necessary maintenance has been carried out.
- (e) Aircraft check flight
- a copy of the check flight report

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APPENDICES TO ACCEPTABLE MEANS OF COMPLIANCE**SECTION A – TECHNICAL REQUIREMENTS****Appendix to AMC ANTR M.A.302 and M.B.301(b)
Content of the Maintenance Programme****1. General requirements**

- 1.1 The maintenance programme should contain the following basic information.
 - 1.1.1 The type/model and registration number of the aircraft, engines and, where applicable, auxiliary power units and propellers
 - 1.1.2 The name and address of the owner, operator and ANTR M Subpart G approved organisation managing the aircraft airworthiness.
 - 1.1.3 The reference, the date of issue and issue number of the approved maintenance programme.
 - 1.1.4 A statement signed by the owner, operator and ANTR M Subpart G approved organisation managing the aircraft airworthiness to the effect that the specified aircraft will be maintained to the programme and that the programme will be reviewed and updated as required.
 - 1.1.5 Contents/list of effective pages and their revision status of the document.
 - 1.1.6 Check periods, which reflect the anticipated utilisation of the aircraft. Such utilisation should be stated and include a tolerance of not more than 25%, in consultation with the source document. Where utilisation cannot be anticipated, calendar time limits should also be included.
 - 1.1.7 Procedures for the escalation of established check periods, where applicable and acceptable to the BCAA of registry.
 - 1.1.8 Provision to record the date and reference of approved amendments incorporated in the maintenance programme.
 - 1.1.9 Details of pre-flight maintenance tasks that are accomplished by maintenance staff.
 - 1.1.10 The tasks and the periods (intervals/frequencies) at which each part of the aircraft, engines, APU's, propellers, components, accessories, equipment, instruments, electrical and radio apparatus, together with the associated systems and installations should be inspected. This should include the type and degree of inspection required. Each task in the maintenance programme should have the cross reference to the MPD requirement and tasks introduced based on maintenance review conducted by the operator, industry experience, performance assessment, defect analysis, etc.
 - 1.1.11 The periods at which components should be checked, cleaned, lubricated, replenished, adjusted and tested.
 - 1.1.12 If applicable details of ageing aircraft system requirements together with any specified sampling programmes.
 - 1.1.13 If applicable details of specific structural maintenance programmes where issued by the type certificate holder including but not limited to:
 - a. Maintenance of structural Integrity by damage Tolerance and Supplemental Structural Inspection Programmes (SSID).
 - b. Structural maintenance programmes resulting from the SB review performed by the TC holder.

- c. Corrosion prevention and control.
- d. Repair Assessment.
- e. Widespread Fatigue Damage

1.1.14 If applicable, details of Critical Design Configuration Control Limitations together with appropriate procedures.

1.1.15 If applicable a statement of the limit of validity in terms of total flight cycles/calendar date/flight hours for the structural programme in 1.1.13.

1.1.16 The periods at which overhauls and/or replacements by new or overhauled components should be made.

1.1.17 A cross-reference to other documents approved by the BCAA which contain the details of maintenance tasks related to mandatory life limitations, Certification Maintenance Requirements (CMR's) and ADs.

Note: To prevent inadvertent variations to such tasks or intervals these items should not be included in the main portion of the maintenance programme document, or any planning control system, without specific identification of their mandatory status.

1.1.18 Details of, or cross-reference to, any required reliability programme or statistical methods of continuous surveillance.

1.1.19 A statement that practices and procedures to satisfy the programme should be to the standards specified in the TC holder's Maintenance Instructions. In the case of approved practices and procedures that differ, the statement should See them.

1.1.20 Each maintenance task quoted should be defined in a definition section of the programme.

1.1.21 Each critical maintenance task must be identified in the AMP

2. Programme basis

2.1 The maintenance programme should normally be based upon the MRB report, where applicable, and the TC holder's maintenance planning document or Chapter 5 of the maintenance manual, (i.e. the manufacturer's recommended maintenance programme).

The structure and format of these maintenance recommendations may be re-written by the operator or his ANTR M Subpart G approved organisation to better suit the operation and control of the particular maintenance programme.

2.2 For a newly type-certificated aircraft where no previously approved maintenance programme exists, it will be necessary for the operator or his ANTR M Subpart G approved organisation to comprehensively appraise the manufacturer's recommendations (and the MRB report where applicable), together with other airworthiness information, in order to produce a realistic programme for approval.

2.3 For existing aircraft types it is permissible for the operator to make comparisons with maintenance programmes previously approved. It should not be assumed that a programme approved for one operator or his ANTR M Subpart G approved organisation would automatically be approved for another. Evaluation should be made of the aircraft/fleet utilisation, landing rate, equipment fit and, in particular, the experience of the operator or his ANTR M Subpart G approved organisation when assessing an existing programme.

Where the BCAA is not satisfied that the proposed maintenance programme can be used as is, the BCAA should request appropriate changes such as additional maintenance tasks or de-escalation of check frequencies as necessary.

- 2.4 Critical Design Configuration Control Limitations (CDCCL) If CDCCL have been identified for the aircraft type by the TC/STC holder, maintenance instructions should be developed. CDCCL's are characterised by features in an aircraft installation or component that should be retained during modification, change, repair, or scheduled maintenance for the operational life of the aircraft or applicable component or part.

3. Amendments

Amendments (revisions) to the approved maintenance programme should be made by the operator or his ANTR M Subpart G approved organisation, to reflect changes in the TC holder's recommendations, modifications, service experience, or as required by the BCAA.

4. Permitted variations to maintenance periods

The operator or his ANTR M Subpart G approved organisation may only vary the periods prescribed by the programme with the approval of the BCAA or through a procedure developed in the maintenance programme and approved by the BCAA.

5. Periodic review of maintenance programme contents

- 5.1 The operator or his ANTR M Subpart G approved organisation's approved maintenance programmes should be subject to periodic review to ensure that they reflect current TC holder's recommendations, revisions to the MRB report if applicable, mandatory requirements and the maintenance needs of the aircraft.
- 5.2 The operator or his ANTR M Subpart G approved organisation should review the detailed requirements at least annually for continued validity in the light of operating experience.

6. Reliability Programmes

6.1 Applicability

6.1.1 A reliability programme should be developed in the following cases:

- (a) the aircraft maintenance programme is based upon MSG-3 logic
- (b) The aircraft maintenance programme includes condition monitored components
- (c) The aircraft maintenance programme does not contain overhaul time periods for all significant system components
- (d) When specified by the Manufacturer's maintenance planning document or MRB.

6.1.2 A reliability programme need not be developed in the following cases:

- (a) The maintenance programme is based upon the MSG-1 or 2 logic but only contains hard time or on condition items
- (b) The aircraft is not a complex motor powered aircraft according to ANTR M
- (c) The aircraft maintenance programme provides overhaul time periods for all significant system components.

Note: For the purpose of this paragraph, a significant system is a system the failure of which could hazard the aircraft safety.

- 6.1.3 Notwithstanding paragraphs 6.1.1 and 6.1.2 above, an ANTR M Subpart G organisation may however, develop its own reliability monitoring programme when it may be deemed beneficial from a maintenance planning point of view.
- 6.2 Applicability for ANTR M Subpart G organisation/operator of small fleets of aircraft
- 6.2.1 For the purpose of this paragraph, a small fleet of aircraft is a fleet of less than 6 aircraft of the same type.
- 6.2.2 The requirement for a reliability programme is irrespective of the ANTR M Subpart G organisation's fleet size.
- 6.2.3 Complex reliability programmes could be inappropriate for a small fleet. It is recommended that such ANTR M Subpart G organisations tailor their reliability programmes to suit the size and complexity of operation.
- 6.2.4 One difficulty with a small fleet of aircraft consists in the amount of available data which can be processed: when this amount is too low, the calculation of alert level is very coarse. Therefore "alert levels" should be used carefully.
- 6.2.5 An ANTR M Subpart G organisation of a small fleet of aircraft, when establishing a reliability programme, should consider the following:
- (a) The programme should focus on areas where a sufficient amount of data is likely to be processed.
 - (b) When the amount of available data is very limited, the ANTR M Subpart G organisation's engineering judgement is then a vital element. In the following examples, careful engineering analysis should be exercised before taking decisions:
 - A "0" rate in the statistical calculation may possibly simply reveal that enough statistical data is missing, rather than there is no potential problem.
 - When alert levels are used, a single event may have the figures reach the alert level. Engineering judgement is necessary so as to discriminate an artefact from an actual need for a corrective action.
 - In making his engineering judgement, an ANTR M Subpart G organisation is encouraged to establish contact and make comparisons with other ANTR M Subpart G organisations of the same aircraft, where possible and relevant. Making comparison with data provided by the manufacturer may also be possible.
- 6.2.6 In order to obtain accurate reliability data, it should be recommended to pool data and analysis with one or more other ANTR M Subpart G organisation(s). Paragraph 6.6 of this paragraph specifies under which conditions it is acceptable that ANTR M Subpart G organisations share reliability data.
- 6.2.7 Notwithstanding the above there are cases where the ANTR M Subpart G organisation will be unable to pool data with other ANTR M Subpart G organisation, e.g. at the introduction to service of a new type. In that case the BCAA should impose additional restrictions on the MRB/MPD tasks intervals (e.g. no variations or only minor evolution are possible, and with the BCAA approval).
- 6.3 Engineering judgement

- 6.3.1 Engineering judgement is itself inherent to reliability programmes as no interpretation of data is possible without judgement. In approving the ANTR M Subpart G organisation's maintenance and reliability programmes, the BCAA is expected to ensure that the organisation which runs the programme (it may be the ANTR M Subpart G organisation, or an ANTR 145 organisation under contract) hires sufficiently qualified personnel with appropriate engineering experience and understanding of reliability concept (see AMC ANTR M.A.706)
- 6.3.2 It follows that failure to provide appropriately qualified personnel for the reliability programme may lead the BCAA to reject the approval of the reliability programme and therefore the aircraft maintenance programme.
- 6.4 Contracted maintenance
- 6.4.1 Whereas ANTR M.A.302 specifies that, the aircraft maintenance programme which includes the associated reliability programme, should be managed and presented by the Subpart-G Organisation to the BCAA for approval. Whilst it may be managed the ANTR M Subpart G organisation, The ANTR M Subpart G organisation, in coordination with the operator may subcontract certain functions to the ANTR 145 organisation under contract, provided this organisation proves to have the appropriate expertise.
- 6.4.2 These functions are:
- 6 Developing the aircraft maintenance and reliability programmes,
- (a) Performing the collection and analysis of the reliability data,
 - (b) Providing reliability reports, and
 - (c) Proposing corrective actions to the ANTR M Subpart G organisation.
- 6.4.3 Notwithstanding the above decision to implement a corrective action (or the decision to request from the BCAA the approval to implement a corrective action) remains the operator's prerogative and responsibility. In relation to paragraph 6.4.2(c) above, a decision not to implement a corrective action should be justified and documented.
- 6.4.4 The arrangement between the ANTR M Subpart G organisation and the ANTR 145 organisation should be specified in the maintenance contract (see Appendix to AMC M.A.708(c)) and the relevant CAME, and ANTR 145 organisation MOE procedures and the interface procedure developed by CAMO. 33
- 6.5 Reliability programme
- In preparing the programme details, account should be taken of this paragraph. All associated procedures should be clearly defined.
- 6.5.1 Objectives
- 6.5.1.1 A statement should be included summarising as precisely as possible the prime objectives of the programme. To the minimum it should include the following:
- (a) to recognise the need for corrective action,
 - (b) to establish what corrective action is needed and,
 - (c) to determine the effectiveness of that action

6.5.1.2 The extent of the objectives should be directly related to the scope of the programme. Its scope could vary from a component defect monitoring system for a small Subpart G organisation (CAMO), to an integrated maintenance management programme for a big Subpart G organisation (CAMO). The manufacturer's maintenance planning documents may give guidance on the objectives and should be consulted in every case.

6.5.1.3 In case of a MSG-3 based maintenance programme, the reliability programme should provide a monitor that all MSG-3 related tasks from the maintenance programme are effective and their periodicity is adequate.

6.5.2 Identification of items.

The items controlled by the programme should be stated, e.g. by ATA Chapters. Where some items (e.g. aircraft structure, engines, APU) are controlled by separate programmes, the associated procedures (e.g. individual sampling or life development programmes, constructor's structure sampling programmes) should be cross referenced in the programme.

6.5.3 Terms and definitions.

The significant terms and definitions applicable to the Programme should be clearly identified. Terms are already defined in MSG-3, ANTR 145 and ANTR M.

6.5.4 Information sources and collection.

6.5.4.1 Sources of information should be listed and procedures for the transmission of information from the sources, together with the procedure for collecting and receiving it, should be set out in detail in the CAME or MOE as appropriate.

6.5.4.2 The type of information to be collected should be related to the objectives of the Programme and should be such that it enables both an overall broad based assessment of the information to be made and also allow for assessments to be made as to whether any reaction, both to trends and to individual events, is necessary. The following are examples of the normal prime sources:

- (a) Pilots Reports.
- (b) Technical Logs.
- (c) Aircraft Maintenance Access Terminal / On-board Maintenance System readouts.
- (d) Maintenance Worksheets.
- (e) Workshop Reports.
- (f) Reports on Functional Checks.
- (h) Reports on Special Inspections
- (g) Stores Issues/Reports.
- (i) Air Safety Reports.
- (j) Reports on Technical Delays and Incidents.
- (k) Other sources: EDTO, RVSM, CAT II/III.

6.5.5 Display of information.

Collected information may be displayed graphically or in a tabular format or a combination of both. The rules governing any separation or discarding of information prior to incorporation into these formats should be stated. The format should be such that the identification of trends, specific highlights and related events would be readily apparent.

6.5.5.1 The above display of information should include provisions for “nil returns” to aid the examination of the total information.

6.5.5.2 Where “standards” or “alert levels” are included in the programme, the display of information should be oriented accordingly.

6.5.6 Examination, analysis and interpretation of the information.

The method employed for examining, analysing and interpreting the programme information should be explained.

6.5.6.1 Examination.

Methods of examination of information may be varied according to the content and quantity of information of individual programmes. These can range from examination of the initial indication of performance variations to formalised detailed procedures at specific periods, and the methods should be fully described in the programme documentation.

6.5.6.2 Analysis and Interpretation.

The procedures for analysis and interpretation of information should be such as to enable the performance of the items controlled by the programme to be measured; they should also facilitate recognition, diagnosis and recording of significant problems. The whole process should be such as to enable a critical assessment to be made of the effectiveness of the programme as a total activity. Such a process may involve:

- (a) Comparisons of operational reliability with established or allocated standards (in the initial period these could be obtained from in-service experience of similar equipment of aircraft types).
- (b) Analysis and interpretation of trends.
- (c) The evaluation of repetitive defects.
- (d) Confidence testing of expected and achieved results.
- (e) Studies of life-bands and survival characteristics.
- (f) Reliability predictions.
- (g) Other methods of assessment.

6.5.6.3 The range and depth of engineering analysis and interpretation should be related to the particular programme and to the facilities available. The following, at least, should be taken into account:

- (a) Flight defects and reductions in operational reliability.
- (b) Defects occurring on-line and at main base.

- (c) Deterioration observed during routine maintenance.
- (d) Workshop and overhaul facility findings.
- (e) Modification evaluations.
- (f) Sampling programmes.
- (g) The adequacy of maintenance equipment and publications.
- (h) The effectiveness of maintenance procedures.
- (i) Staff training.
- (j) Service bulletins, technical instructions, etc.

6.5.6.4 Where the ANTR M Subpart G organisation relies upon contracted maintenance and/or overhaul facilities as an information input to the programme, the arrangements for availability and continuity of such information should be established and details should be included.

6.5.7 Corrective Actions.

6.5.7.1 The procedures and time scales both for implementing corrective actions and for monitoring the effects of corrective actions should be fully described. Corrective actions shall correct any reduction in reliability revealed by the programme and could take the form of:

- (a) Changes to maintenance, operational procedures or techniques.
- (b) Maintenance changes involving inspection frequency and content, function checks, overhaul requirements and time limits, which will require amendment of the scheduled maintenance periods or tasks in the approved maintenance programme. This may include escalation or de-escalation of tasks, addition, modification or deletion of tasks.
- (c) Amendments to approved manuals (e.g. maintenance manual, crew manual).
- (d) Initiation of modifications.
- (e) Special inspections of fleet campaigns.
- (f) Spares provisioning.
- (g) Staff training.
- (h) Manpower and equipment planning.

Note: Some of the above corrective actions may need the BCAA's approval before implementation.

6.5.7.2 The procedures for effecting changes to the maintenance programme should be described, and the associated documentation should include a planned completion date for each corrective action, where applicable.

6.5.8 Organisational Responsibilities.

The organisational structure and the department responsible for the administration of the programme should be stated. The chains of responsibility for individuals and departments (Engineering, Production, Quality, Operations etc.) in respect of the programme, together with the information and functions of any programme control committees (reliability group), should be defined. Participation of the BCAA should be stated. This information should be contained in the CAME or MOE as appropriate.

6.5.9 Presentation of information to the BCAA.

The following information should be submitted to the BCAA for approval as part of the reliability programme:

- (a) The format and content of routine reports.
- (b) The time scales for the production of reports together with their distribution.
- (c) The format and content of reports supporting request for increases in periods between maintenance (escalation) and for amendments to the approved maintenance programme. These reports should contain sufficient detailed information to enable the BCAA to make its own evaluation where necessary.

6.5.10 Evaluation and review.

Each programme should describe the procedures and individual responsibilities in respect of continuous monitoring of the effectiveness of the programme as a whole. The time periods and the procedures for both routine and non-routine reviews of maintenance control should be detailed (progressive, monthly, quarterly, or annual reviews, procedures following reliability “standards” or “alert levels” being exceeded, etc.).

6.5.10.1 Each Programme should contain procedures for monitoring and, as necessary, revising the reliability “standards” or “alert levels”. The organisational responsibilities for monitoring and revising the “standards” should be specified together with associated time scales.

6.5.10.2 Although not exclusive, the following list gives guidance on the criteria to be taken into account during the review.

- (a) Utilisation (high/low/seasonal).
- (b) Fleet commonality.
- (c) Alert Level adjustment criteria.
- (d) Adequacy of data.
- (e) Reliability procedure audit.
- (f) Staff training.
- (g) Operational and maintenance procedures.

6.5.11 Approval of maintenance programme amendment

The BCAA may authorise the operator/owner to implement in the maintenance programme changes arising from the reliability programme results prior to their formal approval by the authority when satisfied that ;

- (a) the Reliability Programme monitors the content of the Maintenance Programme in a comprehensive manner, and
- (b) the procedures associated with the functioning of the “Reliability Group” provide the assurance that appropriate control is exercised by the Owner/operator over the internal validation of such changes.

6.6 Pooling Arrangements.

6.6.1 In some cases, in order that sufficient data may be analysed it may be desirable to “pool” data: i.e. collate data from a number of ANTR M Subpart G organisations of the same type of aircraft operated in a similar environment. For the analysis to be valid, the aircraft concerned, mode of operation, and maintenance procedures applied must be substantially the same: variations in utilisation between two ANTR M Subpart G organisations may more than anything, fundamentally corrupt the analysis. Although not exhaustive the following list gives guidance on the primary factors which need to be taken into account.

- (a) Certification factors, such as: aircraft TCDS compliance (variant) / modification status, including SB compliance.
- (b) Operational Factors, such as: operational environment / utilisation, e.g. low/high/seasonal etc / respective fleet size operating rules applicable (e.g. EDTO /RVSM/All Weather etc.) / operating procedures / MEL and MEL utilisation
- (c) Maintenance factors, such as: aircraft age maintenance procedures; maintenance standards applicable; lubrication procedures and programme; MPD revision or escalation applied or maintenance programme applicable.

6.6.2 Although it may not be necessary for all of the foregoing to be completely common, it is necessary for a substantial amount of commonality to prevail. Decision should be taken by the BCAA on a case by case basis.

6.6.3 In case of a short term lease agreement (less than 6 month) more flexibility against the para 6.6.1 criteria may be granted by the BCAA, so as to allow the owner/operator to operate the aircraft under the same programme during the lease agreement effectively.

6.6.4 Changes by any one of the ANTR M Subpart G organisation to the above, requires assessment in order that the pooling benefits can be maintained. Where an ANTR M Subpart G organisation wishes to pool data in this way, the approval of the BCAA should be sought prior to any formal agreement being signed between ANTR M Subpart G organisations.

6.6.5 Whereas this paragraph 6.6 is intended to address the pooling of data directly between ANTR M Subpart G organisations, it is acceptable that the ANTR M Subpart G organisation participates in a reliability programme managed by the aircraft manufacturer, when the BCAA is satisfied that the manufacturer manages a reliability programme which complies with the intent of this paragraph.

**Appendix to AMC1 ANTR M.A.704
“Anybody’s” Continuing Airworthiness Management Exposition**

ANYBODY’S* CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (CAME)

**Insert Name of Approved Organisation
(For Organisations applying for CAMO Approval)*

Above not to be included in submitted draft

ANTR M approval: XXXX

Address: *This should be the Organisation’s registered office and principle place of business*

Telephone Number:

Facsimile Number:

Document Ref Number: *(Reference number to assist in correspondence)*

NOTES *(Not to be included in presented CAME)*

- 1) *Applicable to Organisations wishing to be approved to manage the continuing airworthiness of aircraft involved in Commercial Air Transport.*
- 2) *This document is based upon the contents of the Appendix to AMC M.A.704.*
- 3) *All material contained within this document is for guidance purposes only. It is descriptive not prescriptive in content. Organisations may choose which parts of the text they wish to adopt/adapt expanding the content where necessary to reflect their processes. All references in italics are for editorial guidance or where general guidance is given to aid an organisation in drafting a CAME that would accurately reflect their situation.*
- 4) *After completing the draft CAME the organisation should correlate each section with the Compliance Cum Audit Check List (CCL) [Form No. ALD/AIR/F147] provided in this document, thus demonstrating to the BCAA that they have fully addressed all applicable paragraphs of ANTR M within the CAME. The CCL should then be made part of the Quality System and referred at Appendix 5.5 to CAME with necessary instruction / procedure.*

SPECIMEN EXPOSITION INSTRUCTIONS

This specimen Exposition has been prepared for the guidance of those wishing to obtain an ANTR M Subpart G approval. The contents relate directly to the requirements of ANTR M and are based on the example of Exposition contents shown in the Appendix to AMC M.A.704.

The text of this guide has been arranged so that each subject is dealt with insofar as AMC material defines it. Notes and bracketed information are used to explain the recommended text and suggest ways in which the organisation might expand it to suit its own purposes. It will be appreciated that no single specimen Exposition can meet the needs of all types and sizes of organisation or, indeed, reflect the different organisational structures and corporate policies, which emerge as companies develop.

For example, in management "Duties and Responsibilities", the text given here reflects the specific requirements of ANTR M, Subpart G only, and does not attempt to deal with matters such as employment and the discipline of personnel quotas or achieving output targets. These matters depend on the specific organisation and must, therefore, be included as appropriate by the applicant for approval.

Including a suitable text or procedure wherever possible has expanded the guidance given. It must be appreciated that this is not the only method of compliance and may, in fact, be unsuitable for some organisations. Its purpose is only to illustrate the nature of the information required.

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AMENDMENT RECORD

AMENDMENT NO:	DATE	AMENDMENT DETAILS	AMENDED BY	DATE OF INCLUSION

DISTRIBUTION LIST

COPY NUMBER	HOLDER

(The document should include a distribution list to ensure proper distribution of the exposition and to demonstrate to the CAA 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 an exposition but that a reasonable amount of expositions are distributed within the organisation(s) so that the concerned personnel have quick and easy access to this exposition).

Accordingly, the continuing airworthiness management exposition should be distributed to:

- The operator's or the organisation's management personnel and any person at a lower level as necessary; and*
- The ANTR 145 contracted maintenance organisation(s); and*
- BCAA*

ABBREVIATIONS USED

List all of the abbreviations used in the CAME

AD Airworthiness Directive
ADD Acceptable Deferred Defect
AOC Air Operators Certificate
AOG Aircraft on Ground
ARR..... Airworthiness Review Report
BCAA..... Bahrain Civil Aviation Affairs
CAME Continuing Airworthiness Management Exposition
C of A Certificate of Airworthiness
CDL..... Configuration Deviation List
CRS Certificate of Release to Service



EDTO.....Extended Diversion Time Operations
EASA European Aviation Safety Agency
MEL Minimum Equipment List
MNPS Minimum Navigation Performance Service
MO Maintenance Organisation
MOE..... Maintenance Organisation Exposition
MPD Maintenance Planning Document
MP Maintenance Programme
SB Service Bulletin
SIL..... Service Instruction Leaflet
SMI..... Scheduled Maintenance Inspection
SRP..... Sector Record Page

PART 0 GENERAL ORGANISATION

0.1 Corporate Commitment by the Accountable Manager

(ORGANISATION'S NAME)

CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

(The accountable manager's exposition statement should embrace the intent of the following paragraph and in fact this statement may be used without amendment. Any modification to the statement should not alter the intent.)

This Exposition defines the organisation and procedures upon which the M.A. Subpart G approval of "enter organisation's name" under ANTR M is based.

These procedures are approved by the undersigned and must be complied with, as applicable, in order to ensure that all the continuing airworthiness activities for aircraft managed by "enter organisation's name" is carried out 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 by BCAA from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that BCAA will approve this organisation whilst BCAA is satisfied that the procedures are being followed. It is further understood that BCAA reserves the right to suspend, vary or revoke the M.A. Subpart G continuing airworthiness management approval of the organisation, as applicable, if BCAA has evidence that procedures are not followed and the standards not upheld.

In the case of commercial air transport operation where the ANTR-M Subpart-G approval forms part of AOC, suspension or revocation of the approval of the M.A. Subpart G continuing airworthiness management organisation would invalidate the AOC.

Signed:

Date:

Name:

Title: Accountable Manager,
("enter organisation's name")

0.2 General Information

0.2.1 Description of the Organisation

(This paragraph should describe broadly how the whole organisation [i.e. including the whole operator in the case of air operator certified in accordance with ANTR regulation or the whole organisation when other approvals are held])

Organisation's name is structured under the management of *name accountable manager* and is part of *name* group. For the complete management structure See the organisations management chart in paragraph 0.4.

A brief description of the organisation to be included in this section.

Relationship with other organisations

(This paragraph may not be applicable to every organisation.)

(1) Subsidiaries / Mother Company

(For clarity purpose, where the organisation belongs to a group, this paragraph should explain the specific relationship the organisation may have with other members of that group - e.g. links between XXX Airlines, XXX Finance, XXX Leasing, XXX Maintenance, etc...)

(2) Consortiums

(Where the organisation belongs to a consortium, it should be indicated here. The other members of the consortium should be specified, as well as the scope of organisation of the consortium [e.g. operations, maintenance, design (modifications and repairs), production etc...]. The reason for specifying this is that consortium maintenance may be controlled through specific contracts and through consortium's policy and/or procedures manuals that might unintentionally override the maintenance contracts. In addition, in respect of international consortiums, the respective competent authorities should be consulted and their agreement to the arrangement should be clearly stated. This paragraph should then make reference to any consortium's continuing airworthiness related manual or procedure and to any BCAA agreement that would apply.)

0.2.2 Aircraft Managed

This paragraph should quote the aircraft types. The following is given as an example.

The continuing airworthiness of the following aircraft types is managed by *organisation's name*

Enter those aircraft type(s) managed

0.2.3 Scope of work

Organisation Continuing Airworthiness Management Capability:

Aircraft type/series	Date included in the scope of work	Aircraft maintenance programme or 'generic/baseline' maintenance programme	Aircraft registration(s)	Owner/operator	CAMO contract reference

For air operator certified in accordance with Article-9 of Chapter III of General Rules of Aviation of Kingdom of Bahrain (Law No.14 of 2013), this paragraph can make reference to the operations specifications or operations manual where the aircraft registrations are listed.

(Depending on the number of aircraft, this paragraph may be updated as follows:

1. *the paragraph is revised each time an aircraft is removed from or added in the list.*
2. *the paragraph is revised each time a type of aircraft or a significant number of aircraft is removed from or added to the list. In that case the paragraph should explain where the current list of aircraft managed is available for consultation.)*
3. *type of operation*

(This paragraph should give broad information on the type of operations such as: commercial air transport operations, commercial operations, training organisation, aerial work, long haul/short haul/regional, scheduled/charter, regions/countries/continents flown, etc.)

NOTES :- (not for inclusion in the Exposition)

1. *This paragraph must show the range of work carried out within the scope of approval rating shown in the "Schedule of Approval" issued by BCAA.*
2. *The degree of definition required is set somewhere between the very broad definition given in the Schedule of Approval and the fine detail, which one would expect to see in "Contracts with each operator".*

0.3 Management Personnel

(NOTE: Amend to reflect the current management staff)

0.3.1 Accountable Manager

The duties and responsibilities associated with this post are held by *enter name and title of holder.*

(This paragraph should address the duties and responsibilities of the accountable manager as regards M.A. Subpart G approvals and should demonstrate that he/she has corporate authority for ensuring that all continuing airworthiness activities can be financed and carried out to the required standard.)

0.3.2 Nominated Post Holder for Continuing Airworthiness Activities

(This paragraph should:

- *emphasise that the nominated post holder for continuing airworthiness is responsible to ensure that all maintenance is carried out on time and to an approved standard; and*
- *describe the extent of his/her authority as regards his/her ANTR-M responsibility for continuing airworthiness.)*

The duties and responsibilities associated with the post of Continuing Airworthiness Manager are currently assumed by *enter name of post holder*.

The nominated post holder for continuing airworthiness in liaison with each operator is responsible for determining what maintenance is required, when it has to be performed and by whom and to what standard, in order to ensure the continued airworthiness of the aircraft..

The Continuing Airworthiness post holder will complete BCAA Key Management Form for submission to BCAA. *(Refer Form No. ALD/AIR.F018)*

Note: The qualification requirements for the nominated persons for continuing airworthiness can be found in AMC M.A.706.

0.3.3 Designated Quality Manager

The duties and responsibilities associated with this post are assumed by *enter name of person*

0.3.4 Continuing Airworthiness – Nominated Person

(This paragraph should list the job functions as required by M.A.706 (c) in enough detail so as to show that all the continuing airworthiness responsibilities as described in ANTR M which are contracted to the organisation are covered).

0.3.5 Airworthiness Review Staff *(Nominated Post Holder)*

(This paragraph should list the designated Airworthiness Review Staff by name, their airworthiness review authorisation reference and the position they hold within the organisation). The BCAA Key Management Form must be submitted to the BCAA for acceptance.

0.3.6 Duties and Responsibilities

0.3.6.1 Accountable Manager

The Accountable Manager has the overall responsibility for meeting the requirements of ANTR M. *He/she* is responsible for ensuring that all continuing airworthiness activities can be financed and are carried out to the standard required by BCAA. In particular, *he/she* is responsible for ensuring that adequate contractual arrangements exist. This includes, amongst others, provision of: facilities, material and tools, sufficient competent and qualified personnel in relation to the work to be undertaken. All of this with a view to ensuring that all due continuing airworthiness activities including maintenance is performed on time and in accordance with the applicable requirements, regulations and approved standards and that the aircraft has a valid C of A..

The Accountable Manager has the financial responsibility for all of the continuing airworthiness arrangements.

0.3.6.2 Nominated Airworthiness Postholder

The person is the nominated post holder for continuing airworthiness. He will ensure that all contracted continuing airworthiness tasks are carried out on time and to an approved standard. He will act to ensure that responsibilities in the following areas can be met:

- a) Establishment and development of continuing airworthiness policy, including the *preparation of Customers* maintenance programme's required by ANTR MA.302.
- b) Analysis of the effectiveness of the Maintenance Programme as required by ANTR M.A.708(b) & Appendix to AMC M.A.302.
- c) The relationship with the ANTR 145 maintenance contractor(s) of each contracted operator.
- d) Ensuring that operators technical records are kept as required by ANTR M.A.305;
- e) Work planning and follow up;
- f) Technical follow up;
- g) Modifications and repairs (changes) are called up to approved standard;
- h) Airworthiness Directive review.
- i) Non mandatory modification embodiment policy;
- j) Call up of all defects for Rectification by the operator's part-145 maintenance organisation;
- k) Reporting any occurrences of an airworthiness nature to BCAA and the aircraft manufacturers.
- l) The amendment and control of this Continuing Airworthiness Management Exposition.
- m) Develop and update the Continuous Airworthiness Management Procedures for each CAMO task.
- n) Develop and update the interface procedures as required between the owner / operator & their maintenance organisation / contracted maintenance organisation.

0.3.6.3 Designated Quality Manager

The Quality Manager, "*enter person's name*", is responsible for the following functions:

- a) Monitoring Compliance with ANTR M
- b) Establishing a Quality Monitoring Programme which addresses all of the areas of "*enter organisation's name*".

c) Further details are provided in Part Two of this CAME.

0.3.7 Manpower Resources and Training Policy

0.3.7.1 Manpower Resources

(This paragraph should give broad figures to show that the number of people dedicated to the performance of the approved continuing airworthiness activity is adequate. It is not necessary to give the detailed number of employees of the whole company, but only the number of those involved in continuing airworthiness.)

To enable the CAA to accept the number of persons and their qualifications, an organisation should make an analysis of the tasks to be performed, the way in which it intends to divide and/or combine these tasks, indicate how it intends to assign responsibilities and establish the number of man/hours and the qualifications needed to perform the tasks. With significant changes in the aspects relevant to the number and qualifications of persons needed, this analysis should be updated.

The organisation should be able to demonstrate on an ongoing basis that the actual level of continuing airworthiness management and review work they have committed themselves to do not exceed their identified available resource.

As of date/ Months / year, the number of employees assigned to the performance of the continuing airworthiness management system is the following:

	Full Time	Part Time in equivalent full time
Quality monitoring	AA	aa = AA'
Continuing airworthiness management	BB	bb = BB'
<i>(Detailed information about the management group of persons)</i>	BB1	bb1 = BB1'
	BB2	bb2 = BB2'
Other...	CC	cc =CC'
Total	TT	tt = TT'
Total Man hours	TT + TT'	

(Note: According to the size and complexity of the organisation, this table may be further developed or simplified)

0.3.7.2 Training Policy

This paragraph should describe how the training (initial and continual/ recurrent) and qualification standards for personnel listed above are assessed as appropriate for the size and complexity of the organisation. It should also describe the level of knowledge / training to be imparted to each level / type of persons functioning under continuing airworthiness management. It should also explain how the need for recurrent training is assessed and undertaken, also how the training recording and follow-up is performed.

Training will be provided by ““enter organisation’s name”” to ensure that each member of staff is adequately trained to carry out the functions of, and satisfy the responsibilities associated with, the ANTR M Subpart G continuing airworthiness management functions.

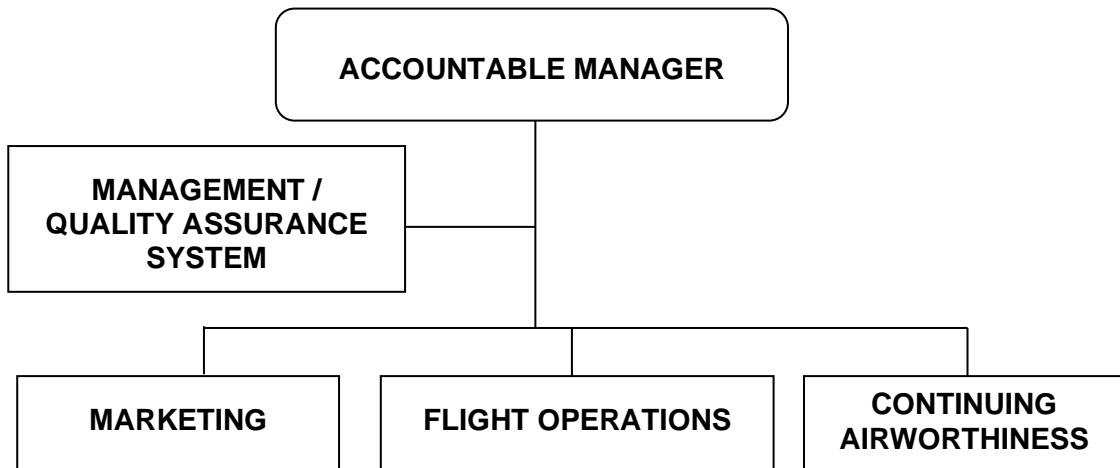
Where changes occur to the organisation, its procedures, types operated etc, then suitable continuation training will be provided, where necessary.

The continuing airworthiness manager will review training needs at intervals not exceeding two years or at more frequent intervals if, and when, significant changes occur to the organisation, procedures and aircraft types operated.

0.4 Management Organisation Chart

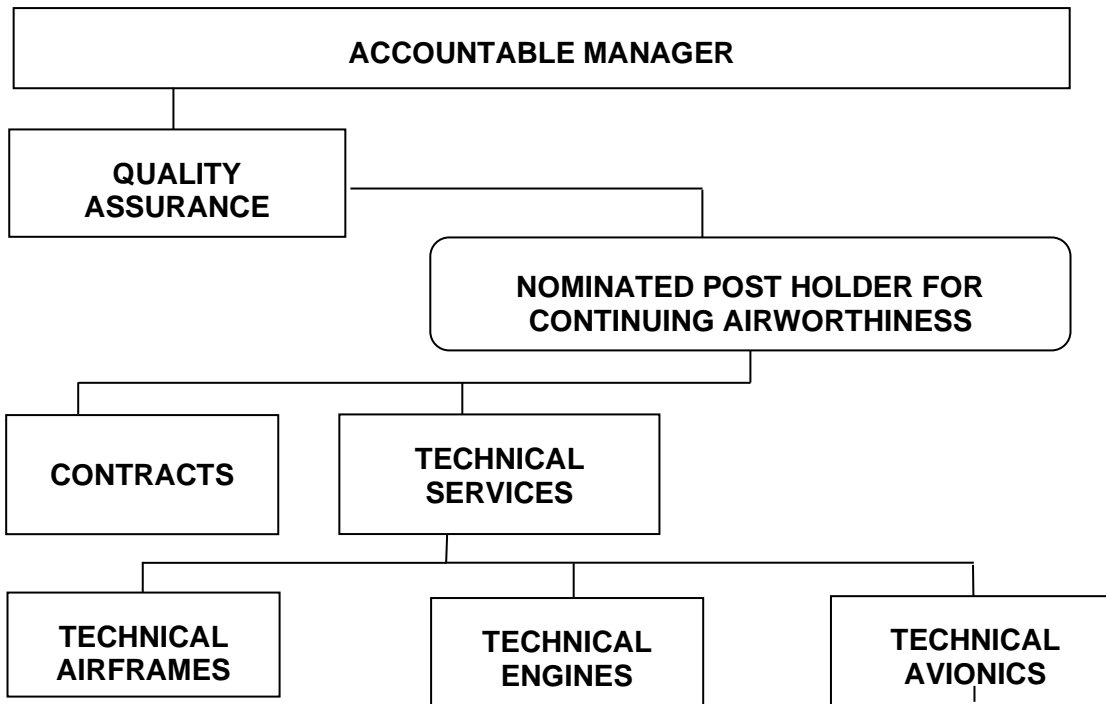
0.4.1 General Organisation Chart

The chart should provide a comprehensive understanding of the whole of a company's management structure. An example of an AOC holder is;



0.4.2 Continuing Airworthiness management Organisation Chart

This chart should show the continuing airworthiness management structure for ANTR M Subpart G purposes, and should clearly show the independence of the quality system, and the links between the quality assurance department and other departments. The chart may be combined with the general organisation chart above depending on the size and complexity of the organisation.



0.5 Notification Procedure to the CAA Regarding Changes to Location, Personnel, Activities, Approval of the Organisation

(This paragraph should explain the cases where the company should inform the BCAA prior to incorporating proposed changes, for instance:

The Accountable Manager will undertake to advise BCAA of any changes with respect to:

- a) The Organisation's name
- b) The location of the organisation
- c) The persons specified in Para 0.3 of this CAME
- d) The operations, procedures and technical arrangements, insofar that they affect the approval

0.5.1 Changes

Any changes will be notified to BCAA as soon as practicable, by the Accountable Manager to enable BCAA to determine continued compliance with ANTR M Subpart G, and the AOC validity as applicable to approve the change prior to incorporation.

0.6 Continuing Airworthiness Management Exposition Amendment Procedures

The ““*enter title of responsible manager*”” Manager is responsible for reviewing the CAME and for preparing any amendments and its submission to BCAA. All amendments will be submitted to BCAA for approval prior to their incorporation in the CAME.

(If the organisation wishes to approve internally minor changes which have no impact on the organisations approval, this paragraph must specify what types of change are considered as minor and major and what the approval procedures for both cases are).

0.6.1 CAME Review

The CAME will be reviewed at intervals not exceeding 12 months or more frequently when significant changes occur which affect the content of the CAME.

0.7 Office Accommodation

Office accommodation should be such that the incumbents, whether they be continuing airworthiness management, planning, technical records or quality staff, can carry out their designated tasks in a manner that contributes to good standards. Office accommodation should also include an adequate technical library and room for document consultation.

- Layout of premises
- Office accommodation for:-
 - planning
 - technical records
 - Quality
 - technical reference area
 - etc.
- Storage

PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES

1.0 Continuing Airworthiness Management Procedures

This Part One defines the continuing airworthiness management procedures which “*enter name of organisation*” uses to ensure compliance with the continuing airworthiness aspects of ANTR M.

1.1 Aircraft Technical Log and Minimum Equipment List

1.1.1 The Aircraft Technical Log and / or Continuing Airworthiness Record System

(It may be useful to recall, in this introduction paragraph, the purpose of the aircraft technical log system and/or continuing airworthiness record system, with special care to the options of ANTR M.A.305 and ANTR M.A.306 For that purpose, paragraphs of ANTR M.A.305 and ANTR M.A.306 may be quoted or further explained.)

The Technical Log in use with Customers are designed to allow recording of defects, malfunctions, and maintenance performed on the aircraft to which it applies whilst the aircraft is operating between scheduled maintenance inspections. In addition it includes maintenance information required by the operating crew and is used for recording operating information relevant to flight safety. *(This paragraph should provide instructions for using the aircraft technical log and/or continuing airworthiness record system. It should emphasise the respective responsibilities of the maintenance personnel and operating crew. Samples of the technical log and/or continuing airworthiness record system should be included in Part 5 "Appendices" in order to provide enough detailed instructions.)*

The continuing airworthiness information includes:

- a) the operating crews observations and remarks as a result of aircraft operation in service including the aircraft, engine(s), propellers, components and system technical status;
- b) defects or incidents having effect on airworthiness;
- c) results of technical inspections requested by the maintenance organisation;
- d) maintenance performed by the contracted maintenance organisation which details:
 - i) defect rectification action taken and associated responses to crews requests and/or remarks;
 - ii) scheduled maintenance inspections performed;
 - iii) ext due scheduled maintenance inspections.
 - iv) where applicable, any MEL technical limitations proposed by the Maintenance Organisation
- e) Aircraft technical log approval

(This paragraph should explain who is responsible for submitting the aircraft technical log any subsequent amendment there to BCAA for approval and what is the procedure to be followed)

1.1.2 MEL

(The MEL is a document not controlled by the CAMO and the decision of whether accepting or not operation with a defect deferred in accordance with the MEL is normally remains the responsibility of the operating crew. This paragraph should explain in sufficient detail the MEL application procedure, because the MEL is a tool that the personnel involved in continuing airworthiness and maintenance have to be familiar with in order to ensure proper and efficient communication with the crew in case of a defect rectification to be deferred.)

(This paragraph does not apply to those types of aircraft that do not have an MEL)

(1) General

(This paragraph should explain broadly what a MEL document is. The information could be extracted from the aircraft flight manual.)

(2) MEL categories

(Where an owner/operator uses a classification system placing a time constraint on the rectification of such defect, it should be explained here what are the general principles of such a system. It is essential for the personnel involved in continuing airworthiness and maintenance to be familiar with it for the management of MEL's deferred defect rectification.)

(3) Application

(This paragraph should explain how the continuing airworthiness and maintenance personnel make the flight crew aware of an MEL limitation. This should refer to the technical log procedures)

(4) Acceptance by the crew.

(This paragraph should explain how the crew notifies their acceptance or non-acceptance of the MEL deferment in the technical log)

Minimum Equipment List (MEL) represents a listing of items of equipment, which may, under certain circumstances be unserviceable. The MEL and instructions for its use is contained within the Operations Manual. When a defect has been raised in 'Defects' column of the Technical Log Sector Record Page and is deemed to be within the allowance quoted in the MEL then it may be subject to carry forward action. Consideration should also be given by the person carrying forward the defect to the possible affect that multiple and related defects may have even where these are covered as individual items in the MEL. The entry in the 'Action Taken' column of the SRP should be annotated 'Defect carried forward in accordance with the MEL reference..... ADD No. raised' this entry may be made by the operating crew or maintenance personnel. The ADD record pages must be suitably annotated with details of the defect and a time limit must be specified (date and time or remaining flight hours and/or cycles). No Certificate of Release to Service is to be issued for the carried forward item until the defect has been cleared on a subsequent SRP.

1.1.2.1 Management of the MEL Rectification Intervals (RI's) / Time Limit

(Once a technical limitation is accepted by the crew, the defect must be rectified within the time limit specified in the MEL. There should be a system to ensure that the defect will actually be rectified before that time limit. This system could be the aircraft technical log for those [small] operators that use it as a planning document, or a specific follow-up system, where control of the maintenance time limit is ensured by other means such as data processed planning systems.)

The time limit for the defect rectification or “rectification interval” is specified in the MEL in Flight Hours/Cycles/Calendar Time (A,B,C or D) so that the defect rectification may be performed before the specified MEL limit.

1.1.2.2 MEL Time Limitation Overrun

(BCAA may allow the owner/operator to overrun the MEL time limitation under specific conditions. Where applicable, this paragraph should describe the specific duties and responsibilities with regard to controlling these extensions.)

1.2 Aircraft Maintenance Programme - General

The purpose of the maintenance programme is to provide maintenance planning instructions necessary for the safe operation of the aircraft.

(This introductory paragraph should recall that the purpose of a maintenance programme is to provide maintenance planning instructions necessary for the safe operation of the aircraft.)

1.2.1 The Programme – Contents –Sources

The Programmes are based upon the Manufacturers maintenance planning documents (...) which are amended to reflect in full the recommendations of the airframe, engine, propeller and equipment manufacturers maintenance recommendations.

Note: More detail on the subjects to be considered as part of the approved Maintenance Programmes, where appropriate is given in Appendix to AMC M.A.302 and M.B.301(b). This paragraph should also explain what is (are) the format(s) of the aircraft maintenance programme(s).

1.2.2 Structural Inspections, Corrosion Control, Reliability and Engine Health Monitoring

Enter general description of this subject

1.2.3 Mandatory Life Limitations

Mandatory Life Limitations are those imposed by the manufacturers and/or BCAA. A listing of these are provided in the Maintenance Programme in *enter location*, should include for example engine overhaul life.

1.2.4 Inspection Standards

The Inspection Standards applicable are those given by the manufacturers of the airframe, engine, propellers (*delete as appropriate*) and equipment.

1.2.5 Maintenance Certification

All maintenance above the pre-flight level, shall be certified by authorised persons by the issuance of a Certificate of Release to Service as applicable to aircraft on the Kingdom of Bahrain National register and as per ANTR 145.

1.2.6 The Maintenance Programme Owner – responsibilities

The Maintenance Programmes are produced by *enter name of the Organisation for the Operators* who are the owners of the programme and are responsible for its development in accordance with ANTR M.A.708(b). *The Programmes will have to be submitted to BCAA via the operator for approval. A statement will need to be added to reflect the ongoing access to the Programme by BCAA.*

1.2.7 Holders of the Maintenance Programme

A copy of the Maintenance Programme will be held by;

- a) The Operators
- b) Enter the Organisation's name
- c) The contracted ANTR 145 maintenance organisations of each operator.
- d) BCAA.
- f) *Or enter other persons, as appropriate*

1.2.8 Maintenance Programme Review, Development and Amendment

1.2.8.1 General

(This introductory paragraph should recall that the purpose of a maintenance programme is to provide maintenance planning instructions necessary for the safe operation of the aircraft.)

1.2.8.2 Content

(This paragraph should explain what is [are] the format[s] of the aircraft maintenance programme[s]. Appendix to AMC M.A.302 (a) and M.B.301(b) should be used as a guideline to develop this paragraph.)

1.2.8.3 Development

1.2.8.3.1 Sources

(This paragraph should explain what are the sources [MRB, MPD, Maintenance Manual, etc.] used for the development of an aircraft maintenance programme.)

1.2.8.3.2 Responsibilities

(This paragraph should explain who is responsible for the development of an aircraft maintenance programme)

1.2.8.3.3 Manual amendments

(This paragraph should demonstrate that there is a system for ensuring the continuing validity of the aircraft maintenance programme. Particularly, it should show how any relevant information is used to update the aircraft maintenance programme. This should include, as applicable, MRB report revisions, consequences of modifications, manufacturers and BCAA recommendations, in service experience, and reliability reports.)

1.2.8.3.4 Acceptance by the authority

(This paragraph should explain who is responsible for the submission of the maintenance programme to BCAA and what the procedure to follow is. This should in particular address the issue of the approval for variation to maintenance periods either by the BCAA or by a procedure in the maintenance programme for the organisation to approve internally certain changes.)

Further, Development and amendment of the Maintenance Programme is the product of the operator's actions in monitoring the effectiveness of the Programme (see Paragraph 1.5), this together with the recommendations received from the contracted ANTR 145 maintenance organisations(s), and the operator's response to continued airworthiness information published by the manufacturers of aircraft, engines, propellers (*delete if n/a*) and equipment in the form of Service Bulletins (SB), Service Information Letters (SIL), and All-Operator-Experience letters (AOL) *change to reflect the data used by operator in relation to the type of aircraft operated.*

1.2.9 Maintenance Programme Meetings

Liaison Meetings between the Operators—*Enter Organisation's name* and the Operator's contracted ANTR 145 organisation will be held at intervals not exceeding *six months* to discuss and review the effectiveness of the Maintenance Programme.

1.2.10 Maintenance Programme Amendments

Where changes are identified as being necessary, and agreed between the Continuing Airworthiness Manager and ANTR 145 organisation, these will be submitted by the Continuing Airworthiness Manager to BCAA as an amendment.

1.3 Time and Continuing Airworthiness Records: Responsibilities, Retention and Access

1.3.1 Hours and Cycles Recording

(The recording of flight hours and cycles is essential for the planning of maintenance tasks. This paragraph should explain how the continuing airworthiness management organisation has access to the current flight hours and cycle information and how it is processed through the organisation.)

Continuing Airworthiness records, including hours and cycles recording for Customers aircraft are the responsibility of the *Enter the Organisation's name* in accordance with M.A.714 & M.A.305. The contracted responsibility is defined in Part Three of this CAME. These records include:

- a) The aircraft Log Books for Airframe, Engine(s) and Propeller(s) *delete as appropriate.*
- b) Modification records.
- c) Inspection records (Work-packs).
- d) Component life records.
- e) Sector record pages (second copy).
- f) Overhaul records
- g) Repair records.
- h) Airworthiness Directive/Airworthiness Notice compliance records. *Enter other records/data controlled/held.*

The maintenance records held by *Enter Organisation's name* will be updated using information provided by *Customers*. This information will take the form of copies of the Technical Log Sector Record Pages which will be provided to the *Enter Organisation's name* at the intervals defined in the interface procedure developed by CAMO and the Contract which is given in Part 3 to this CAME. *(If the operator controls the aircraft records themselves change the above as necessary)*

1.3.2 Monitoring of Maintenance Between Scheduled Maintenance

The *Enter the Organisation's name* will provide Customers with extracts from the Maintenance Programme as part of the issue of the CRS following base maintenance. This will form a short-term forecast of maintenance items, which will fall due during the intervening period between base maintenance inspections i.e. an Out of Phase, forecast. These items will be monitored by the *Enter the Organisation's name*.

1.3.3 Record Retention & preservation

(This paragraph should give in detail the type of company documents that are required to be recorded and what are the recording period requirements for each of them. This can be provided by a table or series of tables that would include the following:

- *Family of document [if necessary],*
- *Name of document,*
- *Method of retention (each type of Media used & Locations)*
- *Retention period,*
- *Responsible person for retention & Security,*
- *Place of retention,)*

Preservation of records - *This paragraph should set out the means provided to protect the records from fire, flood, etc., as well as the specific procedures in place to ensure that the records will not be altered during the retention period (especially computer records).*

The *Enter Organisation's name* retains all maintenance records, on behalf of *Customers*, for the periods prescribed in ANTR M.A.305.

1.3.4 Access to Continuing Airworthiness Records

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

1.3.5 Transfer of Continuing Airworthiness Records in the Event of a Sale or other Disposal of the Aircraft

In the event of sale or other disposal (lease-in, lease-out) of an aircraft, the *Customers* are required to transfer the records to the new owner or operator of the aircraft. In particular, it should specify which records have to be transferred and who is responsible for the coordination [if necessary] of the transfer. All records will be made available by *Enter Organisation's name* for transfer to the new owner/operator.

In the event of deannouncement of the contracts, the records have to be transferred under the designated responsible persons of the operator, the newly contracted CAMO, the AMO as applicable and as necessary to the operator / the newly contracted CAMO / AMO, so as to ensure continued aircraft airworthiness management of the affected aircraft. In this regard the procedure established in “interface procedure developed by CAMO may be referenced here.

1.3.6 Access to Continuing Airworthiness Records in the Event of an Accident/Incident

In the event of an accident or serious incident the Accountable Manager will hold the records secure until requested by the Air Accident Inspection Branch.

Note: It may be necessary to add detail of any computer based records systems in this section 1.3, if the operator or AMO uses such systems.

1.4 Accomplishment and Control of Mandatory Requirements for Airworthiness (including Airworthiness Directives & Generic Requirements)

1.4.1 Access to Airworthiness Directives & Generic Requirements

This paragraph should explain what the AD information sources are and who receives them in the company. Where available, multiple sources [e.g. EASA/FAA/BCAA / manufacturer] may be useful.

The Customers are responsible for the accomplishment of all applicable airworthiness directives (ANTR M.A.708), whilst *Enter the Organisation's name* is responsible for the review of the Airworthiness Directives to determine applicability.

1.4.2 AD Decision and Implementation

This paragraph should explain how and by whom the AD information is analysed and what kind of information is provided to the contracted maintenance organisations in order to plan and to perform the airworthiness directive. This should include as necessary a specific procedure for the management of emergency airworthiness directive.

The contracted ANTR 145 maintenance organisation will be advised by “*enter organisation's name*” of any AD's or revisions thereto, which affect the owner operators aircraft, engines, propellers or equipment at the earliest possible opportunity with a view to establishing compliance. The necessary actions will be agreed between the “*enter organisation's name*” and the ANTR 145 maintenance organisation to schedule the compliance with the AD at the first reasonable maintenance inspection within the AD required compliance time. Where necessary, and required by the AD, Repetitive Inspections will be introduced until full compliance is achieved. The operator and maintenance organisation will be notified of any emergency airworthiness directives on receipt.

Further, this paragraph should specify how the organisation manages to ensure that all the applicable airworthiness directives are accomplished and that they are accomplished on time. This should include a close loop system that allows verifying that for each new or revised airworthiness directive and for each aircraft:

- *the AD is not applicable, or*
- *if the AD is applicable:*
 - *the Airworthiness Directive is not yet accomplished but the time limit is not overdue,*
 - *the Airworthiness Directive is accomplished, and any repetitive inspection is identified and performed.*

This may be a continuous process or may be based on scheduled reviews.

1.4.3 AD Control - Compliance Monitoring

Airworthiness Directive compliance monitoring is the responsibility of *Enter Organisation's name* and the Customers and the task of compliance monitoring is delegated to *Enter Organisation's name*. *Enter Organisation's name* will review this monitoring at the Liaison Meetings indicated in Para. 1.2.9/1.5.1. Compliance with AD will be verified by the Customers Quality Manager as part of Customers quality system.

1.4.4 AD Control - Recording of AD Compliance

The method of compliance and when such compliance was achieved will be recorded in the aircraft airworthiness records (log books) by the “*enter organisation's name*” For AD with a repetitive inspection content then each and every inspection will be recorded on completion in

the aircraft airworthiness records. A CRS will be issued every time compliance with an AD is established.

1.5 Analysis of the Effectiveness of the Maintenance Programme

Enter operator's name remains responsible for this subject. The *Enter Organisation's name* will, analysis and monitor the effectiveness of the Maintenance Programme through regular liaison meetings with the contracted ANTR 145 organisation and the Customer's quality manager.

Further, this paragraph should show what tools are used in order to analyse the efficiency of the maintenance programme, such as:

- *pilot reports,*
- *air turn backs,*
- *spare consumption,*
- *repetitive technical occurrence and defect,*
- *technical delays analysis [through statistics if relevant],*
- *technical incidents analysis [through statistics if relevant],*
- *etc...*

This paragraph should also indicate by whom and how this data is analysed, what the decision process to take action is and what kind of action could be taken. This may include:

- *amendment of the maintenance programme,*
- *amendment of maintenance or operational procedures,*
- *etc.*

1.5.1 Liaison Meetings

These meetings will address the following areas;

- a) *The Maintenance Programme content.*
- b) *The effect on the Maintenance Programme of any ADs, modifications or repairs.*
- c) *Changes to the operation, which may affect the Maintenance Programme.*
- d) *Maintenance findings.*
- e) *Other defect reports i.e. air turn-backs, spares reliability, technical delays, technical incidents, repetitive defects and pilot reports.*
- f) *Quality monitoring product samples (aircraft surveys).*
- g) *Changes to the manufacturer's maintenance guidance material, Service Bulletins Service Letters etc. and how these affect the Maintenance Programme.*
- h) *Other Quality System findings as they impinge upon the contracted ANTR 145 maintenance organisations.*

Where appropriate or necessary, amendments to the Maintenance Programme will be promulgated by the *enter organisation's name* for submission to the CAA as an amendment.

1.5.2 Frequency of Meetings

Liaison meetings will be held at a minimum of *six monthly* intervals and the results of any meeting recorded with any actions required allocated to the responsible person.

(The operator shall decide when he will hold liaison meetings, who will attend and what they will discuss).

1.6 Non-Mandatory Changes (Modification) Embodiment Policy

This paragraph should specify how the non-mandatory modification information is processed through the organisation, who is responsible for its assessment against the operator's/owner's own needs and operational experience, what are the main criteria for decision and who takes the decision of implementing or not, a non-mandatory modification.

1.6.1 Changes (Modifications) General

Non-mandatory changes (modifications) will normally take the form of manufacturer's Service Bulletins, or will be a modification approved in accordance with Part 21 of the respective state of design. Any other changes (i.e. those not already covered by a manufacturer's Bulletin approved modification) will be initiated by the "*enter organisation's name*" in consultation with the customer.

1.6.2 Service Bulletins

All manufacturer's Service Bulletins applicable to the aircraft operated by the customers will be reviewed in the first instance by the "*enter organisation's name*" for applicability. Where compliance with the Service Bulletins' may be seen as beneficial to the customers, then after customer consent the ANTR 145 organisation will be advised. All relevant SBs will be discussed during the liaison meetings.

1.6.3 Other Changes (Modifications)

For all changes (modifications) other than those introduced by manufacturer's SBs' i.e. those proposed by customers or the ANTR 145 maintenance organisation for operational advantage or other reasons then these will be subject to the manufacturer no objection.

1.6.4 Minor Changes (Modifications)

All minor changes will be agreed by the "*enter organisation's name*" before submission to the manufacturer. The customer will be responsible for informing the BCAA of the minor change.

1.6.5 Recording of Changes (Modifications)

Incorporation of all non-mandatory changes, whether introduced through Service Bulletins or other Approved Minor/Major change, are to be recorded in the aircraft's airworthiness records.

1.7 Major Change (Modification) Standards

This paragraph should set out a procedure for the assessment of the approval status of any major repair or modification before embodiment. This will include the assessment of the need of an Agency or design organisation approval. It should also identify the type of approval required, and the procedure to follow to have a repair or modification approved by BCAA or design organisation.

All Major Changes will be raised through a contracted and suitably approved EASA, FAA or other acceptable authority's Design Organisation. The approval of the change will need to be recorded and held in the aircraft's airworthiness records.

1.8 Defect Reports

All defects occurring on customer's aircraft will be subject to review and analysis for their effect upon airworthiness and the continuing safe operation of the aircraft.

1.8.1 Analysis

This paragraph should explain how the defect reports provided by the contracted maintenance organisations are processed by the continuing airworthiness management organisation. Analysis should be conducted in order to give elements to activities such as maintenance programme evolution and non-mandatory modification policy.

The aircraft Technical Log Sector Record pages are examined at regular intervals by "enter organisation's name" to provide information concerning defects occurring, Pilot's reports, maintenance actions and defects of a repetitive nature. Maintenance input records (work-packs) will also be reviewed for significant findings by the "enter organisation's name" which may have airworthiness or operational implications.

"enter organisation's name" will assess the findings as necessary and any action required will be agreed with the customers before implementation. Implementation may take the form of a Maintenance Programme amendment or modification action.

1.8.2 Liaison with Manufacturers and regulatory authorities

Where a defect report shows that such defect is likely to occur to other aircraft, a liaison should be established with the manufacturer and the BCAA, so that they may take all the necessary action.

"enter organisation's name" may be required by the contract to liaise with the manufacturer(s) on all matters concerning the airworthiness of the customer's aircraft. The Customers are advised when such action is necessary and will take action required to ensure the continued airworthiness of the aircraft.

1.8.3 Deferred defect policy

Defects such as cracks and structural defect are not addressed in the MEL and CDL. However, it may be necessary in certain cases to defer the rectification of a defect. This paragraph should establish the procedure to be followed in order to be sure that the deferment of any defect will not lead to any safety concern. This will include appropriate liaison with the manufacturer.

1.8.4 Mandatory Occurrence Reporting

All incidents and occurrences that fall within the reporting criteria defined in ANTR M.A. 202 and ANTR 145 will be reported to BCAA within 72 hours as required by the respective requirements.

1.8.4.1 All occurrences, which have maintenance implications, will be analysed by the *Enter Organisation's name* in consultation with the Customers. Any MORs raised by the contracted ANTR 145 maintenance organisation on Customers aircraft will also be advised to the Enter Organisation's name. Both organisations will hold copies of any MORs that have been raised that affect maintenance.

1.8.5 Liaison Meetings

Liaison Meetings, in addition to those identified in Para. 1.5.1, will be held between Customers Continuing Airworthiness Manager, *Enter the organisation's name* and the ANTR 145 maintenance organisation, to discuss airworthiness, quality and MOR issues. The frequency of these meetings will not be less than every six months or more frequently if operational circumstances and maintenance findings warrant it.

NOTE: This meeting may be arranged to occur at the same time as the Maintenance Programme/Management meeting identified in Para. 1.5.1. All of the 'formal' meetings will be recorded and minuted. All actions required in response to maintenance findings, follow up actions, audit corrective actions etc. will be duly allocated with respect to responsibility. Minutes of these meetings will be held by the Continuing Airworthiness Manager and the ANTR 145 maintenance organisation. The minutes will be made available on request to any duly authorised member of the BCAA.

1.9 Engineering Activity

Where applicable, this paragraph should present the scope of the organisation's engineering activity in terms of approval of modification and repairs. It should set out a procedure for developing and submitting a modification/repair design for approval to BCAA and include reference to the supporting documentation and forms used. It should identify the person in charge of accepting the design before submission to the BCAA.

Where the organisation has a DOA capability under PART 21 of the respective state of design in relation to the BCAA accepted TC, it should be indicated here and the related manuals should be referred to.

Where applicable the development and submission of changes (modification and repairs) for approval will be coordinated by (*state position*) as the person responsible for design changes. Application for the approval of such changes will be made on the appropriate BCAA application form. Each application will be submitted to the BCAA accompanied by a data pack, which provides technical justification for approval of the change in accordance with BCAA guidance in this regard.

1.10 Reliability Programmes

This paragraph should explain appropriately the management of a reliability programme. It should at least address the following:

- extent and scope of the reliability programmes,*
- specific organisational structure, duties and responsibilities,*
- establishment of reliability data,*
- analysis of the reliability data,*
- corrective action system (maintenance programme amendment),*
- scheduled reviews (reliability meetings, and when the participation of BCAA is needed.)*

This paragraph may, where necessary, be subdivided as follows:

- a) Airframe
- b) Propulsion
- c) Component

If applicable See the reliability programme document. *(Reliability programmes should be developed for aircraft maintenance programmes based upon MSG logic or those that include condition monitored components or that do not contain overhaul time periods for all significant system components. (see AMC M.A.302(f)).*

1.11 Pre-flight inspections

This paragraph should show how the scope and definition of pre-flight inspection, that is usually performed by the operating crew, are kept consistent with the scope of the maintenance performed by the contracted maintenance organisations. It should show how the evolution of the pre-flight inspection content and the maintenance programme are concurrent.

The following paragraphs are self-explanatory. Although these activities are normally not performed by continuing airworthiness personnel, these paragraphs have been placed here in order to ensure that the related procedures are consistent with the continuing airworthiness activity procedures.

- a) Preparation of aircraft for flight
- b) Sub-contracted ground-handling function
- c) Security of Cargo and Baggage loading
- d) Control of refuelling, Quantity/Quality
- e) Control of snow, ice, residues from de-icing or anti-icing operations, dust and sand contamination to an approved standard.

1.12 Certificate of Airworthiness Validity

The Customers Continuing Airworthiness Manager and *Enter organisation's name* will monitor the continued validity of the Certificate of Airworthiness. Arrangements will be made by *Enter organisation's name* with the Customers in order that the Airworthiness review is carried out for submission to the BCAA so that the Certificate can be renewed. Monitoring of this validity is catered for by use of *enter means for monitoring i.e. part of the Daily Check or by a wall board or computer programme etc.*

1.13 Aircraft Weighing

This paragraph should state the cases where an aircraft has to be weighed [for instance, during periodic weighing, after a major modification because of weight and balance operational requirements, etc.] who performs it (including their qualification requirement & authorisation procedure), according to which procedure, who calculates the new weight and balance, procedure for weight growth monitoring, weight and balance report preparation procedure and how the result is processed in the organisation.

Aircraft weighing is performed by a suitably approved maintenance organisation. The customer's Continuing Airworthiness Managers and the "*enter organisation's name*" will review the reports

produced by that organisation. “*enter organisation's name*” will maintain a record of each aircraft managed. Re-weighing will be carried out when required by BCAA (See ANTR-OPS 1.605(b)) or due to major changes, such as major modifications, painting, etc.

1.14 Maintenance Check flight procedures

The criteria for performing a check flight are normally included in the aircraft maintenance programme or derived by the scenario described in GM M.A.301(9). This paragraph should explain how the check flight procedure is established in order to meet its intended purpose [for instance after a heavy maintenance check, after engine or flight control removal installation, etc.], and the release procedures to authorise such a check flight.

PART 1 APPENDICES

Standard Forms and Documents in use by “*enter organisation's name*”. List the forms/documents commonly used or referred to in the text

Appendix	Description	Issue/Date

PART 2 QUALITY SYSTEM

2.1 Continuing Airworthiness Quality Policy, Plan and Audit Procedures

This Part Two of “*enter organisation's name*” CAME defines the organisation’s quality policy, planning and procedures to meet the requirements of ANTR M Subpart G. It forms part of the Continuing Airworthiness Management support extenders to the customers

2.1.1. Continuing Airworthiness Quality Policy

This paragraph should include a formal Quality Policy statement- that is a commitment to what the Quality System is intended to achieve. It should include as a minimum the monitoring compliance with ANTR-M and with any additional standards specified by the organisation.

The Quality System and associated Quality Assurance Programme enables monitoring of “*enter organisation's name*” compliance with ANTR M, Subpart G - Continuing Airworthiness Management Exposition and any other standards specified by the customers or BCAA, to ensure airworthy aircraft.

2.1.2 Continuing Airworthiness Quality Programme / Plan

This paragraph should show how the quality plan is established. The quality plan will consist of a quality audit and sampling schedule that should cover all the areas specific to ANTR- M in a definite period of time. However, the scheduling process should also be dynamic and allow for special evaluations when trends or concerns are identified. In case of subcontracting, this paragraph should also address the planning of the auditing of subcontractors at the same frequency with the rest of the organisation. special emphasize

must be given to the area where the findings are repetitive in nature due to the fact that the corrective actions are either inappropriate or inadequate. Such areas must be subjected to additional audits and accordingly the audit programme / plan derived.

The Quality Programme will be developed by the Quality Manager. The Quality Manager will implement an audit programme which during a twelve month period will address the whole continuing airworthiness management activity.

The Quality Programme will also incorporate Sample Surveys of the aircraft operated by Customers.

The Quality Programme forms an Appendix to this Part 2 of the CAME

2.1.3 Continuing Airworthiness Quality Audit Procedure *(Not applicable for organisational review)*

Quality audit is a key element of the quality system. Therefore, the quality audit procedure should be sufficiently detailed to address all the steps of an audit from preparation to conclusion; it should show the audit report format [e.g. by ref. to paragraph 5.1 "sample of document"], and should explain the rules for the distribution of audits reports in the organisation [e.g. involvement of the Quality Manager, Accountable Manager, Nominated Post holder, etc...]

The primary purpose of the audit(s) will be to observe, in an objective fashion, a particular event/action/document etc. in order to verify whether established continuing airworthiness procedures and requirements are followed during the accomplishment of that event. This with a view to ensuring that the required standard is being achieved.

Every audit is undertaken by a quality auditor as part of the overall audit Programme and will be the subject of an audit report. Before distribution, the preliminary conclusions will be advised to the person(s) in charge of the areas subject to audit. The quality auditor and the persons responsible for the areas/subjects audited will determine and agree together the corrective actions to be taken. This will also define the time allowed for corrective actions to be implemented. The corrective action should be determined taking into account the root cause of the finding, such that the corrective action may be carried out in a fashion that will prevent possible re-occurrence of the finding.

The audit reports are distributed to the following persons

- a) The person responsible for the audited areas/department
- b) The Accountable Manager of “enter organisation’s name”
- c) The customer’s Continuing Airworthiness Manager.
- d) The ANTR 145 maintenance organisation (if applicable)
- e) The Quality Manager

Note also that as a minimum, it would be recommended that at least two audits per annum are performed. These should preferably occur just before any scheduled Liaison Meeting so that the necessary actions can be agreed with all parties present.

2.1.4 Continuing Airworthiness Quality Audit Remedial Action Procedure

This paragraph should explain what system is put in place in order to ensure that the corrective actions are implemented on time and that the result of the corrective actions meets the intended purpose. For instance, where this system consists in periodical corrective actions review, instructions should be given on how such reviews should be conducted and what should be evaluated.

The Quality Manager, in liaison with the Accountable Manager, will conduct an annual review of the corrective actions recommendations issued as a result of audits carried out during the preceding twelve months to ensure they have been appropriately implemented. Where it is decided that appropriate action has not been taken, then the person responsible will be reminded and a copy of the reminder sent to the Accountable Manager.

2.2 Monitoring of the Continuing Airworthiness Management Activities

This paragraph should set out a procedure to periodically review the activities of the continuing airworthiness management personnel and how they fulfil their responsibilities, as defined in Part 0 The Audit Plan includes an assessment of the Continuing Airworthiness Management activities against the procedures defined in the CAME and in particular the ability of the Continuing Airworthiness staff to discharge their responsibilities effectively with respect to ANTR M, Subpart G

2.3 Monitoring of the Effectiveness of the Maintenance Programme

This paragraph should set out a procedure to periodically review that the effectiveness of the maintenance programme(s) is actually analysed as defined in Part 1

The Audit Plan as carried out by the Quality Manager includes a review of the effectiveness of the Maintenance Programme of the customers each aircraft/fleet being managed. This review will critically analyse the findings and actions taken as a result of Para. 1.5 of this CAME.

2.4 Quality Audit Personnel

All quality audit personnel shall be suitably qualified, trained and experienced to meet the requirements of the audit tasks.

Where quality audit personnel are used from other sections of the organisation on a part time basis, the auditor must not be directly involved in the activity they have been asked to audit.

The Quality Manager has direct access to the Accountable Manager and all parts of the sub-contractor's organisations.

The (*Independent Person for Quality auditing*) will be contracted for a period of XXX hours per annum (*the period should reflect the necessity to conduct a minimum of two audits of all of the continuing airworthiness management activities*). A copy of the contract, less the financial details is attached as an Appendix to this Part 2 of the CAME.

(This paragraph should establish the required training and qualification standards of quality auditors. Where persons act as a part time auditor, it should be emphasized that this person must not be directly involved in the activity he/she audits).

2.5 Monitoring that all maintenance is carried out by an appropriate maintenance organisation

This paragraph should set out a procedure to periodically review that the approval of the contracted maintenance organisations is relevant for the maintenance of the operator's fleet. This may include feedback information from any contracted organisation on any actual or contemplated amendment in order to ensure that the maintenance system remains valid and to anticipate any necessary change in the maintenance agreements.

If necessary, the procedure may be subdivided as follows:

- a. Aircraft maintenance*
- b. Engines*
- c. Components*

2.6 Monitoring that all contracted maintenance is carried out in accordance with the contract, including sub-contractors used by the maintenance contractor

This paragraph should set out a procedure to periodically review that the continuing airworthiness management personnel are satisfied that all contracted maintenance is carried out in accordance with the contract. This may include a procedure to ensure that the system allows all the personnel involved in the contract [including the contractors and his subcontractors] to be familiarize themselves with its terms and that, for any contract amendment, relevant information is distributed in the organisation and to the contractor.

APPENDIX 1

THE ANNUAL AUDIT PROGRAMME

Enter appropriate details.

APPENDIX 2

THE INDEPENDENT QUALITY AUDITOR'S CONTRACT

Enter a copy of the contract, less the financial details. This contract should be a clear indication of what is expected from the Quality Auditor.

Part 3 Contracted Maintenance

3.1 Procedure for contracted maintenance.

a) Procedures for the development of maintenance contracts

This paragraph should explain the procedures that the organisation follows to develop the maintenance contract. The CAMO processes to implement the different elements described in Appendix to AMC to ANTR M.A.708(c) should be explained. In particular, it should cover responsibilities, tasks and interaction with the maintenance organisation and with the owner/operator.

This paragraph should also describe, when necessary, the use of work orders for unscheduled line maintenance and component maintenance as per M.A.708(d). The organisation may develop a work order template to ensure that the applicable elements of Appendix to AMC to ANTR M.A.708(c) are considered. Such a template should be included in Part 5.1.

b) Maintenance contractor selection procedure

This paragraph should explain how a maintenance contractor is selected by the continuing airworthiness management organisation. Selection should not be limited to the verification that the contractor is appropriately approved for the type of aircraft, but also that the contractor has the industrial capacity to undertake the required maintenance. The selection procedure should preferably include a contract review process in order to ensure that:

- the contract is comprehensive and that it has no gap or unclear area,
- everyone involved in the contract [both at the continuing airworthiness management organisation and at the maintenance contractor] agrees with the terms of the contract and fully understand their responsibilities.
- that functional responsibilities of all parties are clearly identified.

The CAMO should agree with the operator on the process to select a maintenance organisation before concluding any contract with a maintenance organisation.)

3.2 Quality audit of aircraft

This paragraph should set out the procedure when performing a quality audit of an aircraft. It should set out the differences between an airworthiness review and a quality audit. This procedure may include:

- compliance with approved procedures;
- contracted maintenance is carried out in accordance with the contract;
- continued compliance with ANTR-M.

PART 4 AIRWORTHINESS REVIEW PROCEDURES (M.A.710 / M.A.901)

4.1 Airworthiness review staff

(This paragraph should establish the working procedures for the assessment of the airworthiness review staff. The assessment addresses experience, qualification, training etc, A description shall

be given regarding the issuance of authorisations for the airworthiness review of staff and how records are kept and maintained.

(Airworthiness review staff should be independent of the continued airworthiness management process.

NOTES:

1. *Airworthiness review staff must be qualified in accordance with M.A.707.*
2. *To satisfy the requirements of M.A707(a)2, an acceptable equivalent qualification could be acceptable.*
3. *If the airworthiness review personnel do not hold a ANTR 66 licence they must be able to demonstrate they have received formal aeronautical maintenance training.*
4. *Airworthiness review staff must be acceptable to BCAA. (Form ALD/AIR/F018: Details of Key Management Personnel). They should have conducted a full airworthiness review under supervision prior to their nomination on the key management form. If this is part of an initial organisation approval application the nominated signatory will need to demonstrate their competence to BCAA in the first instance. Subsequent nominees could then be supervised by the now approved signatory.*
5. *If the airworthiness review personnel do not hold the appropriate type rated ANTR 66 licence for the aircraft being physically surveyed,, a suitably type rated ANTR 66 licensed engineer should be utilised to assist with this part of the review. This engineer must be assessed by the organisation as competent to carry out the survey and have an understanding of the organisations procedures.*
6. *These procedures should also address the need for the organisation to retain records of airworthiness staff for a period of 2 years after the person has left the employment of the organisation M.A.707 (e).*

4.2 Airworthiness Review General Procedures

This paragraph should include any necessary additional procedures, not already covered in this section, to ensure the organisation is in compliance with M.A. 710 & M.A.901

4.3 Review of aircraft records

(This paragraph should describe in detail the aircraft records that are required to be reviewed during the airworthiness review. The level of detail that needs to be reviewed and the number of records that need to be reviewed during a check shall be described.)

This section should cover all the applicable aspects of M.A.710 & M.A.901 and associated AMC material.

An example of the suggested format and content of an Airworthiness Review Report is included as Appendix 5.3 . This report will form part of the continuing airworthiness records.

If the airworthiness review is inconclusive then BCAA must be informed (refer M.A.901(p)).

4.4 Physical Survey

(The organisation should develop procedures to describe how the physical survey is to be performed. It should detail how it will identify, in addition to those required by M.A.901(k), other topics that need to be reviewed, the physical areas of the aircraft to be inspected and why, also which documents onboard the aircraft need to be reviewed etc.)

Reference should be made to paragraph 4.1 with regard to the qualifications of the person carrying out the physical survey.

4.5 Additional procedures for recommendation to BCAA for the import of aircraft

(This paragraph should describe the additional tasks regarding the organisations involvement with the recommendation for the issuance of C of A in the case of an import of an aircraft.

This shall include:

- *communication with the BCAA,*
- *additional items to be reviewed during the airworthiness review of the aircraft,*
- *specification of (bridging) maintenance required to be carried out*
- *etc..*

It should also detail the organisation procedures that would deal with the import of used aircraft and the subsequent recommendations to BCAA for the issue of a Certificate of Airworthiness.

There are three scenarios for importing an aircraft on to the BCAA register:

1. *New Aircraft from a Manufacturer*
2. *New Aircraft from an operator/owner*
3. *Used Aircraft.*

The procedures should describe how the organisation will address, as applicable, the relevant aspects of the of the above three cases

4.6 Recommendation to BCAA for the issue/renewal of the C of A

(This paragraph should stipulate the communication procedures with BCAA in the case of a recommendation for the issuance/renewal of a Certificate of Airworthiness. In addition the content of the recommendation shall be described.)

See para 4.2, 4.3 and the Airworthiness Review Report in Appendix 5.3.

4.7 Airworthiness review records, responsibilities, retention and access

(This paragraph should describe how records are kept, the periods of record keeping, location where the records are being stored, access to the records and responsibilities.)

PART 4B — PERMIT TO FLY PROCEDURES

4B.1 Conformity with approved flight conditions

(The procedure should indicate how conformity with approved flight conditions is established, documented and attested by an authorised person.)

4B.2 Issue of the permit to fly

(The procedure should describe the process to complete the BCAA Form ALD/AIR/F036 and how compliant with ANTR 21.A.711 is established before submission of application for the permit to fly. It should also describe how the organisation ensures compliance with ANTR 21.A.723 to avoid the revocation of the permit to fly in accordance with 21.B.520. (Ref CAP 29))

4B.3 Permit to fly authorised signatories

(BCAA is authorised for issue of Permit To Fly.)

4B.4 Interface with the local authority for the flight

(The procedure should include provisions describing the communication with the local authority for flight clearance and compliance with the local requirements, since those elements are outside the scope of the conditions of ANTR 21.A.708(b) (see ANTR 21.A.711(b)).

4B.5 Permit to fly records, responsibilities, retention and access

(This paragraph should describe how records are kept, duration of record-keeping, location where records are stored, access to records, and responsibilities.)

PART 5 APPENDICES**5.1 Sample documents**

(A self explanatory paragraph)

5.2 List of airworthiness review staff

(A self explanatory paragraph)

5.3 Airworthiness Review Report

(The organisation should not significantly change the format or content of the Anybody's CAME Airworthiness Review Report version. It is acceptable for example to insert a company logo or produce an electronic version for ease of printing)

(See Appendix to CAME para 5.3- Airworthiness Review Report)

5.4 Airworthiness Review Recommendation Letter

(See Appendix to CAME para 5.4- Airworthiness Review Recommendation Letter)

5.5 Completed Compliance Check List

(See Appendix to CAME para 5.5- Compliance Checklist ANTR M, Subpart G)

5.6 Details of Aircraft Managed by Organisation

The minimum details are:

- (i) *Aircraft Type*
- (ii) *Aircraft Registration*
- (iii) *Approved Maintenance Programme reference number*
- (iv) *Contract reference number*
- (v) *Aircraft Owner/Operator details*

5.7 List of Sub-Contractors as per ANTR M.A.711 (a)(3)

A self-explanatory paragraph, in addition it should set out that the list should be periodically reviewed

5.8 List of approved maintenance organisations contracted

This paragraph should include the list of contracted maintenance organisations, detailing the scope of the contracted work. In addition, it should set out that the list should be periodically reviewed

5.9 Copy of contracts for sub-contracted work (appendix II to AMC M.A. 711 (a)(3))

A self-explanatory paragraph

Appendix to CAME Para 5.3

AIRWORTHINESS REVIEW REPORT

Organisation Name	Approval Reference Number

1. AIRCRAFT DETAILS

Registration	Aircraft Type	Serial No.	Current Flight Hours & Cycles

Engine Type	Serial No.	Hours/Cycles	Propeller Type	Serial No.	Hours/Cycles

Airworthiness Review Period	From date, aircraft hours/cycles	To date, aircraft hours/cycles

Maintenance Programme Approval Reference No.	Date(s) of periodic review(s) i.a.w. M.A.302(f)*	Scheduled Maint. Checks accomplished in review period:	Dates Carried out:	Maintenance Org. Approval Ref:

2. PART M.A.710 / M.A.901 AIRWORTHINESS REVIEW DETAILS

- 2.1 Flight Manual Issue and Revision:.....
 Is this the correct document for the current aircraft configuration
 Yes/No:.....
 If No, Provide details.....

- 2.2 All scheduled maintenance required by above referenced programme has been carried out
 Yes/No:.....
 If No provide details.....

- 2.3 All known defects have been corrected or deferred in accordance with an approved procedure (*quote procedure ref*):
 Yes/No:.....
 If No, provide details.....

- 2.4 All applicable airworthiness directives have been incorporated
 Yes/No:.....
 If No, provide details.....

Quote documents assessed:

ANTR M.A.710, M.A.901, M.A.904 & Other relevant Publications by BCAA

Aircraft State of Design Airworthiness Directives

Bi-weekly/AD No./Issue no./Date.....

Engine State of Design Airworthiness Directives

Bi-weekly/AD No./Issue no./Date.....

Propeller State of Design Airworthiness Directives

Bi-weekly/AD No./Issue no./Date.....

Equipment State of Design Airworthiness Directives

Bi-weekly/AD No./Issue no./Date.....

2.5 All modifications and repairs have been approved in accordance with ANTR M.A.304 & Other relevant Publications by BCAA
 Yes/No:.....
 Provide details, approval numbers etc.....

2.6 All installed life limited components as required by ANTR M.A.503 have been recorded and have not exceeded their approved service life,
 Yes/No:.....
 Provide reference details of life limited component record:

2.7 All maintenance in accordance with Subpart-C to ANTR-M accomplished within this airworthiness review period has been undertaken by an approved maintenance organisation,
 Yes/No:.....
 If No provide details of who did undertake maintenance.....
 References of Work Packs reviewed.....
 Provide details of all maintenance organisations used.....

2.8 The Mass and Balance Statement is correct for the current aircraft configuration,
 Yes/No:.....
 Provide reference/issue/revision/date of Statement.....
 Date aircraft was last weighed.....

2.9 The aircraft, in its current configuration, complies with the type design approved by EASA/FAA/etc. and as accepted by BCAA (if different, specify the Authority)
 Yes/No:.....
 Provide reference/issue/revision/date of the latest EASA/FAA/etc.Type Certificate as accepted by BCAA:

- 2.10 Aircraft Documentation reviewed:
- Registration
 - Certificate of Airworthiness
 - Radio Licence
 - Technical/Journey Log (as applicable)
 - Airframe Logbook
 - Engine Logbook(s)
 - Propeller Logbook(s)
 - Modification Logbook
 - Supporting Documents / reports as required by ANTR M.A.901 & Other relevant Publications by BCAA

All of the above documents assessed to be available, current and complete
 Yes/No:.....
 If No provide details.....

2.11 Has all the aspects of AMC M.A.904 been addressed, if applicable
 Yes/No:.....
 If No provide details:.....

2.12 The documet survey in accordance with the Form ALD/AIR/F006 is completed in all respect and attached

Note: An unsatisfactory answer to any of the questions 2.1 to 2.12 will prohibit the C of A being issued/renewed. BCAA should be informed of the situation and to enquire whether would wish to be involved, ref: M.A.901(e)

3 PHYSICAL SURVEY OF AIRCRAFT

3.1 Survey Report Reference No.....
(Copy of survey report in accordance with Form ALD/AIR/F006 to be attached to this airworthiness review report)

3.2 Date and location where survey undertaken.....

3.3 Details of the appropriately type rated ANTR 66 Licensed Engineer who accomplished survey:.....

Note: Where ANTR 66 does not apply (e.g. gliders, balloons etc) then the appropriate Inspector qualifications should be sought.

3.4 All known defects and problems found during the survey have been appropriately addressed, Yes/No:.....

Not: Answering “no” will prohibit the ARC being issued/renewed until the identified problems and defects have been appropriately addressed.

4. RECOMMENDATION FOR THE ISSUE /RENEWAL OF THE CERTIFICATE OF AIRWORTHINESS.

1.1 This is to certify that all of the above records have been reviewed for the period *(insert dates)* plus a physical survey of the aircraft undertaken *(insert date of survey)* and the aircraft *(insert registration & serial no.)* was/was not* found to be fully in compliance with all of the applicable aspects of ANTR M. On this basis it is/is not* recommended that the Certificate of Airworthiness be issued/renewed in accordance with M.A.901.

Note: If the result of the full airworthiness review is unsatisfactory or inconclusive then the recommendation letter, along with all the necessary supporting data, should be sent to the CAA in order to satisfy the requirements of M.A.901 (p).

NOTE: A specimen of a recommendation letter is in appendix to para 4.3.

Signed.....

Airworthiness Review Authority Ref:.....

Date:.....

PHYSICAL SURVEY REPORT

Survey Report Number	Aircraft Registration	Date of Survey

DETAILS OF PHYSICAL SURVEY:

NOTE: The Physical Survey, as a minimum, should provide details to establish the following:

- *All required markings and placards are installed*
- *Aircraft complies with its approved Flight Manual*
- *Aircraft Configuration complies with the approved documents (including radio/navigation equipment capable of transmission)*
- *No evident defects currently exist on the aircraft and not addressed in accordance with M.A.403*
- *No inconsistencies exist between the aircraft and the aircraft records*
- *Applicable aspects of AMC M.A.710 & AMC M.A.901*
- *A list of the areas of the aircraft that were surveyed by the responsible Airworthiness Review Staff and the resultant findings*
- *Completed survey Form ALD/AIR/F006*

Name	ANTR 66 Licence/Inspector Number	Signature

Appendix to CAME Para 5.4

AIRWORTHINESS REVIEW RECOMMENDATION LETTER

Ref.:

Date

Director of Aeronautical Licensing
Civil Aviation Affairs
Bahrain International Airport
P. O. Box 586
Kingdom of Bahrain

Dear Sir**AIRWORTHINESS REVIEW OF (*Aircraft Type, Serial No....& Reg. No. A9C-....*)**

This is to confirm that (name of organisation) has completed an Airworthiness Review of (*Aircraft Type, Serial No, Reg. No. A9C-*), in compliance with the requirements of (*name of organisation*) Airworthiness Review Procedure Ref. _____ Revision No. _____ dated _____ which resulted in the completion of the Airworthiness Review Report, Form No. _____ Revision No. _____, dated _____.

The scope of the Airworthiness Review covered an audit of the current and historical technical records and also a physical inspection of the aircraft. Whilst completing this scope of work, reference was made to Bahrain Air Navigation Technical Regulations (Bahrain CAA ANTR M.A.710 and M.A.904) and the aircraft remains in compliance with these requirements.

The extent of each area of the review is covered in the itemised tables within Form No. _____ Report and all discrepancies that were noted were brought to the attention of the operator using Appendix 1 of the same report and have been closed to the satisfaction of (name of organisation).

(*Name of organisation*) hereby recommends to Bahrain Civil Aviation Affairs the issuance/renewal of the Certificate of Airworthiness.

Yours sincerely

Encl:

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Appendix to CAME Para 5.5

Refer to BCAA Publications on Continuing Airworthiness Management Organisation COMPLIANCE CHECKLIST PART M, Subpart G

**Appendix to AMC to M.A706(f) and M.B.102(c)
Fuel Tank Safety Training**

This appendix includes general instructions for providing training on Fuel Tank Safety issues.

A) Effectivity:

- Large aeroplanes (above 12500 lbs / 5700 Kgs) as defined in EASA's Certification Specification-25 and certified after 1 January 1958 with a maximum type certified passenger capacity of 30 or more or a maximum certified payload capacity of 7500 lbs (3402 kg) cargo or more, and
- Large aeroplanes as defined in EASA's Certification Specification-25 (CS-25 Amendment 1 or later) in their certification basis.

Large aeroplanes as defined in FAA PART 25

B) Affected organisations:

- M.A. Subpart G approved organisations involved in the continuing airworthiness management of aeroplanes specified in paragraph A).
- Authorities responsible for the oversight as per M.B.704 of aeroplanes specified in paragraph A) and for the oversight of the M.A. Subpart G approved organisations specified in this paragraph B).

C) Persons from affected organisations who should receive training:**Phase 1 only:**

- The quality manager and quality personnel.
- Personnel of the BCAA responsible for the oversight as per ANTR M.B.704 of aeroplanes specified in paragraph A) and in the oversight of M.A. Subpart G approved organisations specified in paragraph B).

Phase 1 + Phase 2 + Continuation training:

- Personnel of the M.A. Subpart G organisation involved in the management and review of the continuing airworthiness of aircraft specified in paragraph A);

D) General requirements of the training courses**Phase 1 – Awareness**

The training should be carried out before the person starts to work without supervision but not later than 6 months after joining the organisation. The persons who have already attended the Level 1 Familiarisation course are already in compliance with Phase 1.

Type: Should be an awareness course with the principal elements of the subject. It may take the form of a training bulletin, or other self study or informative session. Signature of the reader is required to ensure that the person has passed the training.

Level: It should be a course at the level of familiarisation with the principal elements of the subject.

Objectives:

The trainee should, after the completion of the training:

1. Be familiar with the basic elements of the fuel tank safety issues.
2. Be able to give a simple description of the historical background and the elements requiring a safety consideration, using common words and showing examples of non conformities.
3. Be able to use typical terms.

Content: The course should include:

- a short background showing examples of FTS accidents or incidents,
- the description of concept of fuel tank safety and CDCCL,
- some examples of manufacturers documents showing CDCCL items,
- typical examples of FTS defects,
- some examples of TC holders repair data
- some examples of maintenance instructions for inspection.

Phase 2 - Detailed training

A flexible period may be allowed by the Authorities to allow organisations to set the necessary courses and impart the training to the personnel, taking into account the organisation's training schemes/means/practices. This flexible period should not extend beyond 31 December 2010.

The persons who have already attended the Level 2 Detailed training course either from a M.A. Subpart G approved organisation or from an ANTR 147 training organisation are already in compliance with Phase 2 with the exception of continuation training.

Staff should have received Phase 2 training by 31 December 2010 or within 12 months of joining the organisation, whichever comes later.

Type: Should be a more in-depth internal or external course. It should not take the form of a training bulletin or other self study. An examination should be required at the end, which should be in the form of a multi choice question, and the pass mark of the examination should be 75%.

Level: It should be a detailed course on the theoretical and practical elements of the subject.

The training may be made either:

- in appropriate facilities containing examples of components, systems and parts affected by Fuel Tank Safety (FTS) issues. The use of films, pictures and practical examples on FTS is recommended; or

- by attending a distance course (e-learning or computer based training) including a film when such film meets the intent of the objectives and content here below. An e-learning or computer based training should meet the following criteria:
- A continuous evaluation process should ensure the effectiveness of the training and its relevance;
- Some questions at intermediate steps of the training should be proposed to ensure that the trainee is authorised to move to the next step;
- The content and results of examinations should be recorded;
- Access to an instructor in person or at distance should be possible in case support is needed.

A duration of 8 hours for phase 2 is an acceptable compliance.

When the course is provided in a classroom, the instructor should be very familiar with the data in Objectives and Guidelines. To be familiar, an instructor should have attended himself a similar course in a classroom and made additionally some lecture of related subjects.

Objectives:

The attendant should, after the completion of the training:

- have knowledge of the history of events related to fuel tank safety issues and the theoretical and practical elements of the subject, have an overview of the FAA regulations known as SFAR (Special FAR) 88 of the FAA and of JAA Temporary Guidance Leaflet TGL 47, be able to give a detailed description of the concept of fuel tank system ALI (including Critical Design Configuration Control Limitations CDCCL, and using theoretical fundamentals and specific examples;
- have the capacity to combine and apply the separate elements of knowledge in a logical and comprehensive manner;
- have knowledge on how the above items affect the aircraft;
- be able to identify the components or parts of the aircraft subject to FTS from the manufacturer's documentation,
- be able to plan the action or apply a Service Bulletin and an Airworthiness Directive.

Content: Following the guidelines described in paragraph E).

Continuation training:

The organisation should ensure that the continuation training is performed in each two years period. The syllabus of the training programme referred to in the Training policy of the Continuing Airworthiness Management Exposition (CAME) should contain the additional syllabus for this continuation training.

The continuation training may be combined with the phase 2 training in a classroom or at distance.

The continuing training should be updated when new instructions are issued which are related to the material, tools, documentation and manufacturer's or Authority's directives.

E) Guidelines for preparing the content of Phase 2 courses.

The following guidelines should be taken into consideration when the phase 2 training programme are being established:

- a) understanding of the background and the concept of fuel tank safety,
- b) how the mechanics can recognise, interpret and handle the improvements in the instructions for continuing airworthiness that have been made or are being made regarding fuel tank systems,
- c) awareness of any hazards especially when working on the fuel system, and when the Flammability Reduction System using nitrogen is installed.

Paragraphs a) b) and c) above should be introduced in the training programme addressing the following issues:

- i) The theoretical background behind the risk of fuel tank safety: the explosions of mixtures of fuel and air, the behaviour of those mixtures in an aviation environment, the effects of temperature and pressure, energy needed for ignition etc, the 'fire triangle', - Explain 2 concepts to prevent explosions:
 - (1) ignition source prevention and
 - (2) flammability reduction,
- ii) The major accidents related to fuel tank systems, the accident investigations and their conclusions,
- iii) SFAR 88 of the FAA and JAA Interim Policy INT POL 25/12: ignition prevention program initiatives and goals, to identify unsafe conditions and to correct them, to systematically improve fuel tank maintenance),
- iv) Explain briefly the concepts that are being used: the results of SFAR 88 of the FAA and JAA INT/POL 25/12: modifications, airworthiness limitations items and CDCCL,
- v) Where relevant information can be found and how to use and interpret this information in the applicable maintenance data as defined in M.A.401(b) for continuing airworthiness (aircraft maintenance manuals, component maintenance manuals...),
- vi) Fuel Tank Safety during maintenance: fuel tank entry and exit procedures, clean working environment, what is meant by configuration control, wire separation, bonding of components etc,
- vii) Flammability reduction systems when installed: reason for their presence, their effects, the hazards of a Flammability Reduction System (FRS) using nitrogen for maintenance, safety precautions in maintenance/working with an FRS,
- viii) Recording maintenance actions, recording measures and results of inspections.

The training should include a representative number of examples of defects and the associated repairs as required by the TC / STC holders maintenance data.

F) Approval of training

For M.A. Subpart G approved organisations the approval of the initial and continuation training programme and the content of the examination can be achieved by the change of the CAME exposition. The modification of the CAME should be approved as required by M.A. 704(b). The necessary changes to the CAME to meet the content of this decision should be made and implemented at the time requested by the BCAA.

Appendix to AMC ANTR M.A.708(c) Contracted Maintenance

1. Maintenance contracts

The following paragraphs are not intended to provide a standard maintenance contract but to provide a list of the main points that should be addressed, when applicable, in a maintenance contract between an Operator / owner / Subpart G Organisation and an ANTR 145 approved organisation. As only the technical parts of the maintenance contracts have to be acceptable to the BCAA, the following paragraphs only address technical matters and exclude matters such as costs, delay, warranty, etc.

When maintenance is contracted to more than one ANTR 145 approved organisation (for example aircraft base maintenance to X, engine maintenance to Y and line maintenance to Z1, Z2 & Z3), attention should be paid to the consistency of the different maintenance contracts.

A maintenance contract is not normally intended to provide appropriate detailed work instruction to the personnel (and is not normally distributed as such). Accordingly there must be established organisational responsibility, procedures and routines in the Operator's ANTR M Subpart G & ANTR 145 organisations to take care of these functions in a satisfactory way such that any person involved is informed about his responsibility and the procedures which apply. These procedures and routines can be included/appended to the CAME and to the operator's MME / Maintenance Control Manual / Interface Procedures and maintenance organisation's MOE or in separate procedures with references made in the CAME, MME/ Maintenance Control Manual / Interface Procedures and MOE as appropriate. In other words procedures and routines should reflect the conditions of the contract.

2. Aircraft / Engine maintenance

This paragraph applies to a maintenance contract that includes base maintenance and, possibly, line maintenance. Paragraph 4 of this appendix addresses the issue of maintenance contracts restricted to only line maintenance. Aircraft maintenance also includes the maintenance of the engines and APU while they are installed on the aircraft.

2.1. Scope of work

The type of aircraft and engines subject to the maintenance contract must be specified. It should preferably include the aircraft's registration numbers. The type of maintenance to be performed by the ANTR 145 approved organisation should be specified unambiguously.

In case of engine maintenance, the contract should specify the engine type.

2.2. Locations identified for the performance of maintenance/ Certificates held.

The place(s) where base and line maintenance will be performed should be specified. The certificate held by the maintenance organisation at the place(s) where the maintenance will be performed should be referred to in the contract. If necessary the contract may address the possibility of performing maintenance at any location subject to the need for such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional line maintenance.

2.3. Subcontracting

The maintenance contract should specify under which conditions the ANTR 145 approved organisation may subcontract tasks to a third party (whether this third party is ANTR 145 approved or not). At least the contract should make reference to ANTR 145.A.75. Additional guidance is provided by the AMC to 145.A.75. In addition the Operator may require the ANTR 145 approved organisation to request the operator's approval before subcontracting to a third party. Access should be given to the operator to any information (especially the quality monitoring information) about the

ANTR 145 approved organisation's subcontractors involved in the contract. It should however be noted that under operators responsibility both the operator and the operator's Authority / BCAA are entitled to be fully informed about subcontracting, although the operator's Authority / BCAA will normally only be concerned with aircraft, engine and APU subcontracting.

2.4. Maintenance programme

The maintenance programme under which the maintenance has to be performed has to be specified. The operator must have that maintenance Programme approved by BCAA for its aircraft in particular.

2.5. Quality monitoring

The terms of the contract should include a provision allowing the operator / owner to perform a quality surveillance (including audits) upon the ANTR 145 approved organisation. The maintenance contract should specify how the results of the Quality surveillance are taken into account by the ANTR 145 approved organisation (See also para.2.23. "Meetings").

2.6 Competent authority involvement

The contract should identify the competent authority(s) responsible for the oversight of the aircraft, the operator / the CAMO, and the maintenance organisation. Additionally, the contract should allow competent authority(s) with access to the maintenance organisation.

2.7 Maintenance data

The contract should specify the maintenance data and any other manual, including interface procedures developed by CAMO required for the fulfilment of the contract, and how these data and manuals are made available and kept current (regardless if they are provided by the CAMO or by the maintenance organisation. This may include, but may not be limited to:

- Maintenance Programme,
- AD's,
- major repairs/modification data,
- aircraft Maintenance Manual,
- aircraft IPC,
- Wiring diagrams,
- Trouble shooting manual,
- Minimum Equipment List (normally on board the aircraft),
- Operations Manual
- Flight Manual
- Engine Maintenance Manual
- Engine overhaul manual

2.8. Incoming Conditions

The contract should specify in which condition the Operator's must send the aircraft should be made available to the ANTR 145 approved organisation. For checks of significance / extensive maintenance i.e. 'C' checks and above, it may be beneficial that a work scope planning meeting be organised so that the tasks to be performed may be commonly agreed (see also paragraph 2.23: "Meetings").

2.9. Airworthiness Directives and Service Bulletin/Modifications

The contract should specify what information the operator is responsible to provide to the ANTR 145 approved organisation, such as the status of the ADs including due dates and the selected means of compliance, the status of modification and the decision to embody Service Bulletins (SB's) or modification, etc... In addition the type of information the operator will need in return to complete the control of ADs and modification-status should be specified.

2.10 Hours & Cycles control.

Hours and cycles control is the responsibility of the operator /owner, and the contract should specify how the operator / owner should provide the current hours and cycles to the maintenance organisation and whether the maintenance organisation should receive the current flight hours and cycles on a regular basis (but there may be cases where the ANTR 145 approved organisation must be in receipt of the current flight hours and cycles on a regular basis) so that it may update the records for its own planning functions (see also paragraph 2.20: "Exchange of information").

Therefore, in the case when the operator has contracted Subpart G organisation (CAMO), in the contract with ANTR 145, it should be specified who will provide the the required Hours/Cycles.

2.11. Life limited parts and time-controlled components

Life Limited Parts and time-controlled components control is the responsibility of the operator / owner / Subpart G organisation (CAMO) . The contract should specify whether the operator / owner / Subpart G organisation (CAMO) should provide the status of life-limited parts and time-controlled components to the maintenance organisation, and the information that The ANTR 145 approved organisation will have to provide the operator / owner / Subpart G organisation (CAMO) with all the necessary information about the LLP and time-controlled components removal/installation so that the Operator / owner / Subpart G organisation (CAMO) may update its records (see also paragraph 2.22 "Exchange of information").

2.12. Supply of parts.

The contract should specify whether a particular type of material or component comes from the operator's / owner / Subpart G organisation (CAMO) or the ANTR 145 approved organisation's store, which type of component is pooled, etc... The contract should clearly state that it is the ANTR 145 competence and responsibility to be in any case satisfied that the component in question meets the approved data/standard and to ensure that the aircraft component is in a satisfactory condition for fitment. In other words, there is definitely no way for an ANTR 145 organisation to accept whatever he receives from the operator / owner / Subpart G organisation (CAMO). For the certification of parts, additional guidance is provided by ANTR.M.A.402 and ANTR 145.42.

2.13. Pooled parts at line stations.

The contract should specify how the subject of pooled parts at line stations should be addressed.

2.14. Scheduled maintenance

For planning scheduled maintenance checks, the support documentation to be given to the ANTR 145 approved organisation should be specified. This may include, but may not be limited to:

- applicable work package, including job cards;
- scheduled component removal list;
- modifications to be incorporated;
- etc...

When the ANTR 145 approved organisation determines, for any reason, to defer a maintenance task, it has to be formally agreed by the Operator. If the deferment goes beyond an approved limit, See paragraph 2.17: "Deviation from the maintenance Schedule". This should be addressed, where applicable, in the maintenance contract.

2.15 Unscheduled maintenance/Defect rectification.

The contract should specify to which level the ANTR 145 approved organisation may rectify a defect without reference to the operator / owner / Subpart G organisation (CAMO). It should describe, As a minimum, the approval and incorporation / management of major repairs. The deferment of any defect rectification shall be submitted to the operator / owner / Subpart G organisation (CAMO) and, if applicable, to BCAA.

2.16 Deferred tasks.

See paragraphs 2.14 and 2.15 above and AMC to ANTR 145.A.50 (e). In addition, for aircraft line and base maintenance, the use of the Operator's MEL and the liaison with the Operator / owner / Subpart G organisation (CAMO) in case of a defect that cannot be rectified at the line station should be addressed.

2.17 Deviation from the maintenance schedule.

Deviations from the maintenance schedule have to be managed by the Subpart G organisation (CAMO) in accordance with the procedures established in the maintenance programme. The contract should specify the support the maintenance organisation may provide to the operator / owner / Subpart G organisation (CAMO) in order to substantiate the deviation request.

2.18. Maintenance Check Flight.

If any Maintenance Check Flight is required, it should be performed in accordance with the operator's / owner / Subpart G organisation (CAMO)'s Continuing airworthiness management exposition.

2.19 Bench Test

The contract should specify the acceptability criterion and whether a representative of the Subpart G organisation (CAMO) should witness an engine undergoing test.

2.20. Release to service documentation.

The release to service has to be performed by the ANTR 145 approved organisation in accordance with its MOE procedures. The contract should, however, specify which support forms have to be used (Operator's technical log, ANTR 145 approved organisation's maintenance visit file, release format, etc.) and the documentation the ANTR 145 approved organisation should provide to the operator / owner / Subpart G organisation (CAMO) upon delivery of the aircraft. This may include but may not be limited to:

- BCAA, EASA, FAA or other Form One acceptable to the BCAA -mandatory
- Certificate of release to service -mandatory-,
- flight test / maintenance check flight report,

- list of modifications embodied,
- list of repairs,
- list of AD's incorporated / accomplished,
- maintenance visit report,
- test bench report
- etc...

2.21. Maintenance Record-keeping

The Operator / owner / Subpart G organisation (CAMO) may contract the ANTR 145 approved organisation to retain some of the maintenance records required by ANTR M Subpart C. It should be ensured that every requirement of ANTR M Subpart C is fulfilled by either the operator or the ANTR 145 approved organisation. This means that the CAMO subcontracts under its quality system part of its record-keeping tasks and, therefore, the provisions of M.A.711(a)(3) apply. In such a case, free and quick access to the above mentioned records should be given by the ANTR 145 approved organisation to the operator and the BCAA.

2.22. Exchange of information.

Each time exchange of information between the operator / owner / Subpart G organisation (CAMO) and the ANTR 145 approved organisation is necessary, the contract should specify what information should be provided and when (i.e. in which case or on what occasion or at what frequency), how, by whom and to whom it has to be transmitted.

2.23. Meetings.

The terms of the maintenance contract should include the provision for a certain number of meetings to be held between Operator / owner / Subpart G organisation (CAMO) and ANTR 145 approved organisation.

2.23.1. Contract review.

Before the contract is applicable, it is very important that the technical personnel of both parties that are involved in the application of the contract meet in order to be sure that every point leads to a common understanding of the duties of both parties.

2.23.2. Work scope planning meeting.

Work scope planning meetings may be organised so that the tasks to be performed may be commonly agreed.

2.23.3. Technical meeting.

Scheduled meetings may be organised in order to review on a regular basis technical matters such as AD's, SB's, future modifications, major defects found during maintenance check, reliability, etc...

2.23.4. Quality meeting.

Quality meetings may be organised in order to examine matters raised by the Operator / owner / Subpart G organisation's (CAMO) quality surveillance and to agree upon necessary corrective actions.

2.23. Reliability meeting.

When a reliability programme exists, the contract should specify the Operator's and ANTR 145 approved/accepted Organisation's respective involvement in that programme, including the participation to reliability meetings.

Appendix II to AMC M.A.711(a)(3) — Sub-contracting of continuing airworthiness management tasks

1. Subcontracted continuing airworthiness management tasks

- 1.1. To actively control the standards of the subcontracted organisation, the CAMO (M.A. Subpart G Organisation) should employ a person or group of persons who are trained and competent in the disciplines associated with M.A. Subpart G. As such, they are responsible for determining what maintenance is required, when it has to be performed, by whom and to what standard in order to ensure the continuing airworthiness of the aircraft to be operated.
- 1.2. The CAMO should conduct a pre-subcontract audit to establish that the organisation to be subcontracted can achieve the standards required by M.A. Subpart G in connection with those activities to be subcontracted.
- 1.3. The CAMO should ensure that the organisation to be subcontracted has sufficient and qualified personnel who are trained and competent in the functions to be sub-contracted. In assessing the adequacy of personnel resources, the CAMO should consider the particular needs of those activities that are to be subcontracted, while taking into account the subcontracted organisations existing commitments.
- 1.4. To be appropriately approved to subcontract continuing airworthiness management tasks, the CAMO should have procedures for the management control of these arrangements. The continuing airworthiness management exposition should contain relevant procedures to reflect its control of those arrangements made with the sub-contracted organisation.
- 1.5. Subcontracted continuing airworthiness management tasks should be addressed in a contract between the CAMO and the subcontracted organisation. The contract should also specify that the subcontracted organisation is responsible for informing the CAMO that is in turn responsible for notifying the BCAA, of any subsequent changes that affect their ability to fulfil the contract.
- 1.6. The subcontracted organisation should use procedures which set out the manner of fulfilling its responsibilities with regard to the subcontracted activities. Such procedures may be developed by either the subcontracted organisation or the CAMO.
- 1.7. Where the subcontracted organisation develops its own procedures, they should be compatible with the continuing airworthiness management exposition and the terms of the contract. These should be accepted by the BCAA as extended procedures of the CAMO and as such should be cross-referenced from the continuing airworthiness management exposition. One current copy of the subcontracted organisation's relevant procedures should be kept by the CAMO and should be accessible to the BCAA when needed.

Note: Should any conflict arise between the subcontracted organisation's procedures and those of the CAMO, then the policy and procedures of the continuing airworthiness management exposition will prevail.

- 1.8. The contract should also specify that the subcontracted organisation's procedures may only be amended with the agreement of the CAMO. The CAMO should ensure that these amendments are compatible with its continuing airworthiness management exposition and comply with M.A. Subpart G.

The CAMO should nominate the person responsible for continued monitoring and acceptance of the

subcontracted organisation's procedures and their amendments. The controls used to fulfil this function should be clearly set out in the amendment section of the continuing airworthiness management exposition detailing the level of CAMO involvement.

- 1.9. Whenever any elements of the continuing airworthiness management tasks are subcontracted, the CAMO personnel should have access to all relevant data in order to fulfil their responsibilities.

Note: The CAMO retains the authority to override, whenever necessary for the continuing airworthiness of their aircraft, any recommendation of the subcontracted organisation.

- 1.10. The CAMO should ensure that the subcontracted organisation continues to have qualified technical expertise and sufficient resources to perform the sub-contracted tasks while complying with the relevant procedures. Failure to do so may invalidate the CAMO approval.
- 1.11. The contract should be provided for BCAA monitoring.
- 1.12. The contract should address the respective responsibilities to ensure that any findings arising from the BCAA monitoring will be closed to the satisfaction of the BCAA.

2. Accomplishment

This paragraph describes the topics which may be applicable to such subcontracting arrangements.

2.1. Scope of work

The type of aircraft and their registrations, engine types and/or components subject to the continuing airworthiness management tasks contract should be specified.

2.2. Maintenance programme development and amendment

The CAMO may subcontract the preparation of the draft maintenance programme and any subsequent amendments. However, the CAMO remains responsible for assessing that the draft proposals meet its needs and for obtaining competent authority approval; the relevant procedures should specify these responsibilities. The contract should also stipulate that any data necessary to substantiate the approval of the initial programme or an amendment to this programme should be provided for CAMO agreement and/or competent authority upon request.

2.3. Maintenance programme effectiveness and reliability

The CAMO should have a system in place to monitor and assess the effectiveness of the maintenance programme based on maintenance and operational experience. The collection of data and initial assessment may be made by the subcontracted organisation; the required actions are to be endorsed by the CAMO.

Where reliability monitoring is used to establish the effectiveness of the maintenance programme, this may be provided by the subcontracted organisation and should be specified in the relevant procedures. Reference should be made to the approved maintenance and reliability programme. Participation of the CAMO's personnel in reliability meetings with the subcontracted organisation should also be specified.

When providing reliability data, the subcontracted organisation is limited to working with primary data/documents provided by the CAMO or data provided by the CAMO's contracted maintenance organisation(s) from which the reports are derived. The pooling of reliability data is permitted if it is acceptable to the BCAA.

2.4. Permitted variations to the maintenance programme

The reasons and justification for any proposed variation to scheduled maintenance may be prepared by the subcontracted organisation. Acceptance of the proposed variation should be granted by the CAMO. The means by which the CAMO acceptance is given should be specified in the relevant procedures. However, for any such variations to the maintenance programme, the CAMO is required to obtain approval from the BCAA.

2.5. Scheduled maintenance

Where the subcontracted organisation plans and defines maintenance checks or inspections in accordance with the approved maintenance programme, the required liaison with the CAMO, including feedback, should be defined.

The planning control and documentation should be specified in the appropriate supporting procedures. These procedures should typically set out the CAMO's level of involvement in each type of check. This will normally involve the CAMO assessing and agreeing to a work specification on a case-by-case basis for base maintenance checks. For routine line maintenance checks, this may be controlled on a day-to-day basis by the subcontracted organisation subject to appropriate liaison and CAMO controls to ensure timely compliance. This may typically include but is not necessarily limited to:

- applicable work package, including job cards;
- scheduled component removal list;
- ADs to be incorporated;
- modifications to be incorporated.

The associated procedures should ensure that the CAMO is informed in a timely manner on the accomplishment of such tasks.

2.6. Quality monitoring

The subcontracted person or organisation should function under the quality system of the CAMO. The CAMO's quality system should monitor the adequacy of the subcontracted continuing airworthiness management task performance for compliance with the contract and with M.A. Subpart G. The terms of the contract should therefore include a provision allowing the CAMO to perform a quality surveillance (including audits) of the subcontracted organisation. The aim of the surveillance is primarily to investigate and judge the effectiveness of those subcontracted activities and thereby to ensure compliance with M.A Subpart G and the contract. Audit reports may be subject to review when requested by the BCAA.

2.7. Access to the BCAA

The contract should specify that the subcontracted organisation should always grant access to the BCAA.

2.8. Maintenance data

The maintenance data used for the purpose of the contract should be specified, together with those responsible for providing such documentation and the competent authority responsible for the acceptance/approval of such data, when applicable. The CAMO should ensure that such data, including revisions, is readily available to the CAMO personnel and to those in the subcontracted organisation who may be required to assess such data. The CAMO should establish a 'fast track' means to ensure that urgent data is transmitted to the subcontractor in a timely manner. Maintenance data may include but is not necessarily limited to:

- the maintenance programme,

- airworthiness directives,
- service bulletins,
- major repairs/modification data,
- aircraft maintenance manual,
- engine overhaul manual,
- aircraft illustrated parts catalogue (IPC),
- wiring diagrams,
- troubleshooting manual.

2.9. Airworthiness directives (ADs)

While the various aspects of AD assessment, planning and follow-up may be accomplished by the subcontracted organisation, AD embodiment is performed by a maintenance organisation. The CAMO is responsible for ensuring timely embodiment of the applicable ADs and is to be provided with notification of compliance. It, therefore, follows that the CAMO should have clear policies and procedures on AD embodiment supported by defined procedures which will ensure that the CAMO agrees to the proposed means of compliance.

The relevant procedures should specify:

- what information (e.g. AD publications, continuing airworthiness records, flight hours/cycles, etc.) the subcontracted organisation needs from the CAMO;
- what information (e.g. AD planning listing, detailed engineering order, etc.) the CAMO needs from the subcontracted organisation in order to ensure timely compliance with the ADs.

To fulfil the above responsibility, the CAMO should ensure that it receives current mandatory continued airworthiness information for the aircraft and equipment it is managing.

2.10. Service bulletin (SB) modifications

The subcontracted organisation may be required to review and make recommendations on the embodiment of an SB and other associated non-mandatory material based on a clear policy established by the CAMO. This should be specified in the contract.

2.11. Mandatory life limitation or scheduled maintenance controls and component control/removal forecast

Where the subcontracted organisation performs planning activities, it should be specified that the organisation should receive the current flight cycles, flight hours, landings and/or calendar controlled details, as applicable, at a frequency to be specified in the contract. The frequency should be such that it allows the organisation to properly perform the subcontracted planning functions. It, therefore, follows that there will need to be adequate liaison between the CAMO, the contracted maintenance organisation(s) and the subcontracted organisation. Additionally, the contract should specify how the CAMO will be in possession of all current flight cycles, flight hours, etc., so that it may assure the timely accomplishment of the required maintenance.

2.12. Engine health monitoring

If the CAMO subcontracts the on-wing engine health monitoring, the subcontracted organisation should receive all the relevant information to perform this task, including any parameter reading deemed necessary to be supplied by the CAMO for this control. The contract should also specify what kind of feedback information (such as engine limitation, appropriate technical advice, etc.) the organisation should provide to the CAMO.

2.13. Defect control

Where the CAMO has subcontracted the day-to-day control of technical log deferred defects, this should be specified in the contract and should be adequately described in the appropriate procedures. The operator's MEL/CDL provides the basis for establishing which defects may be deferred and the associated limits. The procedures should also define the responsibilities and actions to be taken for defects such as AOG situations, repetitive defects, and damage beyond the type certificate holder's limits.

For all other defects identified during maintenance, the information should be brought to the attention of the CAMO which, depending upon the procedural authority granted by the BCAA, may determine that some defects can be deferred. Therefore, adequate liaison between the CAMO, its subcontracted organisation and contracted maintenance organisation should be ensured.

The subcontracted organisation should make a positive assessment of potential deferred defects and consider the potential hazards arising from the cumulative effect of any combination of defects. The subcontracted organisations should liaise with the CAMO to get its agreement following this assessment.

Deferment of MEL/CDL allowable defects can be accomplished by a contracted maintenance organisation in compliance with the relevant technical log procedures, subject to the acceptance by the aircraft commander.

2.14. Mandatory occurrence reporting

All incidents and occurrences that meet the reporting criteria defined in ANTR-M and ANTR -145 should be reported as required by the respective requirements. The CAMO should ensure that adequate liaison exists with the subcontracted organisation and the maintenance organisation.

2.15. Continuing airworthiness records

They may be maintained and kept by the subcontracted organisation on behalf of the CAMO, which remains the owner of these documents. However, the CAMO should be provided with the current status of AD compliance and life-limited parts and time-controlled components in accordance with the agreed procedures. The CAMO should also be granted unrestricted and timely access to the original records as and when needed. Online access to the appropriate information systems is acceptable.

The record-keeping requirements of ANTR-M should be met. Access to the records by duly authorised members of the BCAA should be granted upon request.

2.16. Maintenance check flight (MCF) procedures

MCFs are performed under the control of the operator in coordination with the CAMO. MCF requirements from the subcontracted organisation or contracted maintenance organisation should be agreed by the operator/CAMO.

2.17. Communication between the CAMO and the subcontracted organisation

2.17.1. In order to fulfil its airworthiness responsibility, the CAMO needs to receive all the relevant reports and relevant maintenance data. The contract should specify what information should be provided and when.

2.17.2. Meetings provide one important cornerstone whereby the CAMO can fulfil part of its responsibility for ensuring the airworthiness of the operated aircraft. They should be used to establish good communication between the CAMO, the subcontracted organisation and the contracted maintenance organisation. The terms of the contract should include, whenever appropriate, the

provision for a certain number of meetings to be held between the involved parties. Details of the types of liaison meetings and associated terms of reference of each meeting should be documented. The meetings may include but are not limited to all or a combination of:

(a) Contract review

Before the contract is enforced, it is very important that the technical personnel of both parties, that are involved in the fulfilment of the contract, meet in order to be sure that every point leads to a common understanding of the duties of both parties.

(b) Work scope planning meeting

Work scope planning meetings may be organised so that the tasks to be performed are commonly agreed.

(c) Technical meeting

Scheduled meetings should be organised in order to review on a regular basis and agree on actions on technical matters such as ADs, SBs, future modifications, major defects found during shop visit, reliability, etc.

(d) Quality meeting

Quality meetings should be organised in order to examine matters raised by the CAMO's quality surveillance and the BCAA's monitoring activity and to agree on necessary corrective actions.

(e) Reliability meeting

When a reliability programme exists, the contract should specify the involvement of the CAMO and of the subcontracted organisation in that programme, including their participation in reliability meetings. Provision to enable BCAA participation in the periodical reliability meetings should also be made.

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SECTION B - PROCEDURES FOR THE AUTHORITY**SUBPART A****GENERAL****ANTR M.B.101 Scope**

This Section establishes the administrative requirements to be followed by the BCAA in charge of the application and the enforcement of Section A of ANTR M.

ANTR M.B.102 Authority

(a) General

The Kingdom have designated the BCAA with responsibilities for the issuance, continuation, change, suspension or revocation of certificates and for the oversight of continuing airworthiness. BCAA shall establish documented procedures and an organisational structure (See AMC M.B.102(a)).

(b) Resources

The number of staff shall be appropriate to carry out the requirements as detailed in this Section B.

(c) Qualification and training

All staff involved in ANTR M activities shall be appropriately qualified and have appropriate knowledge, experience, initial training and continuation training to perform their allocated tasks (See AMC M.B.102(c)).

(d) Procedures

The BCAA shall establish procedures detailing how compliance with ANTR M is accomplished. The procedures shall be reviewed and amended to ensure continued compliance (See AMC M.B.102(d)).

(e) The BCAA shall develop acceptable means of compliance that may be used to establish compliance with ANTR M. When the acceptable means of compliance are complied with, the related requirements of ANTR M shall be considered as met.

ANTR M.B.103 Finding and enforcement measures - Persons

If, during oversight or by any other means, evidence is found by BCAA responsible for oversight in accordance with this ANTR M that shows a non-compliance with the applicable requirements of Regulation Civil Aviation Law 14 of 2013 by a person and / or organisation holding a licence, certificate, rating or attestation issued in accordance with said Regulation the BCAA that identified the non-compliance shall take any enforcement measures necessary to prevent the continuation of that non-compliance.

ANTR M.B.104 Record-keeping

- (a) The BCAA shall establish a system of record-keeping that allows adequate traceability of the process to issue, continue, change, suspend or revoke each certificate (See AMC M.B.104(a)).
- (b) The records for the oversight of ANTR M approved organisations must include as a minimum:
 - 1. the application for an organisation approval.
 - 2. the organisation approval certificate including any changes.
 - 3. a copy of the audit programme listing the dates when audits are due and when audits were carried out.
 - 4. the BCAA continued oversight records including all audit records.
 - 5. copies of all relevant correspondence.
 - 6. details of any exemption and enforcement actions.
 - 7. any report from other competent authorities relating to the oversight of the organisation.
 - 8. organisation exposition or manual and amendments.
 - 9. copy of any other document directly approved by the BCAA.
- (c) The retention period for the paragraph (b) records shall be at least five years after the CAMO approval becomes inactive.
- (d) The minimum records for the oversight of each aircraft shall include, at least, a copy of:
 - 1. aircraft certificate of airworthiness,
 - 2. airworthiness review reports and recommendation letters,
 - 3. ANTR M Subpart G organisation recommendations,
 - 4. reports from the airworthiness reviews carried out directly by the BCAA,
 - 5. all relevant correspondence relating to the aircraft,
 - 6. details of any exemption and enforcement action(s),
 - 7. any document directly approved by the BCAA as referred to in ANTR M.B. Subpart B.
- (e) The records specified in paragraph (d) shall be retained until two years after the aircraft has been permanently withdrawn from service.

ANTR M.B.105 Mutual exchange of information

(See AMC M.B.105)

- (a) In order to contribute to the improvement of air safety, the BCAA shall participate in a mutual exchange of all necessary information.
- (b) Without prejudice to the competencies of ICAO Contracting States, in the case of a potential safety threat involving those States, the BCAA should assist in carrying out the necessary oversight action.

ANTR M.B.110 Responsibilities of BCAA in respect of continuing airworthiness

The following are the responsibilities of BCAA in respect of continuing airworthiness as State of Registry;

1. Ensure that, when it first enters on its register an aircraft of a particular type and issues a Certificate of Airworthiness (Form No. ALD/AIR/F007) in accordance with ANTR Part V and other relevant publications by BCAA, it shall advise the State of Design/Manufacture that it has entered such an aircraft on its register;
2. Determine the continuing airworthiness of an aircraft in relation to the appropriate airworthiness requirements in force for that aircraft;
3. Develop or adopt requirements to ensure the continuing airworthiness of the aircraft during its service life, including requirements to ensure that the aircraft:
 - (i) continues to comply with the appropriate airworthiness requirements after a modification, a repair or the installation of a replacement part; and
 - (ii) is maintained in an airworthy condition and in compliance with the maintenance requirements of ANTR Part V;
4. Upon receipt of mandatory continuing airworthiness information from the State of Design/Manufacture / State of Design of Modification or Repair, adopt the mandatory information directly or assess the information received and take appropriate action;
5. Ensure the transmission to the State of Design/Manufacture of all mandatory continuing airworthiness information which it, as the State of Registry, originated in respect of that aircraft; excluding those information which are sensitive to the aviation security; and
6. Ensure that, in respect of aeroplanes over 5700 kg and helicopters over 3175 kg maximum certificated take-off mass, there exists a system whereby information on faults, malfunctions, defects and other occurrences that cause or might cause adverse effects on the continuing airworthiness of the aircraft is transmitted to the organization responsible for the type design of that aircraft.

SUBPART B

ACCOUNTABILITY

ANTR M.B.201 Responsibilities

The BCAA is responsible for conducting audits, inspections and investigations in order to verify that the requirements of ANTR M are complied with.

ANTR M.B.202 Reserved

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SUBPART C**CONTINUING AIRWORTHINESS****ANTR M.B.301 Maintenance programme**

- (a) The BCAA shall verify that the maintenance programme is in compliance with ANTR M.A.302.
- (b) Except where stated otherwise the maintenance programme and its amendments shall be approved by the BCAA based on the recommendations made by an approved Continuing Airworthiness Management Organisation (CAMO) (See AMC M.B.301(b)).
- (c) In order to approve a maintenance programme according to paragraph (b), the BCAA shall have access to all the data required in ANTR M.A.302.

ANTR M.B.302 Exemptions

All exemptions granted shall be recorded and retained by the BCAA.

ANTR M.B.303 Aircraft continuing airworthiness monitoring

BCAA ensures the continuing airworthiness responsibilities through the Certificate of Airworthiness with an expiring period of validity / finite calendar period.

This responsibility is ensured by BCAA, through an independent review of the documentation related to continuing airworthiness and inspection of the aircraft by BCAA.

ANTR M.B.304 Revocation, suspension and limitation

The BCAA shall:

- (a) suspend Certificate of Airworthiness on reasonable grounds in the case of potential safety threat, or;
- (b) suspend, revoke or limit an Certificate of Airworthiness pursuant to ANTR M.B.303(g).

ANTR M.B.305 Aircraft Technical Log System

- (a) The BCAA shall approve the initial aircraft technical log system as required by ANTR M.A.306.
- (b) To enable the organisation to implement changes to the aircraft technical log system without prior BCAA approval, the BCAA shall approve the relevant procedure referred to in point M.A.704(b) of this ANTR-M.

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SUBPART D
MAINTENANCE STANDARDS
RESERVED

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SUBPART E
COMPONENTS
RESERVED

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SUBPART F
MAINTENANCE ORGANISATION
RESERVED

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SUBPART G**CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION****ANTR M.B.701 Application**

(See AMC M.B.701(a))

- (a) The BCAA shall receive for approval with the initial application for the air operator's certificate and where applicable any variation applied for and for each aircraft type to be operated:
 - 1. the continuing airworthiness management exposition (CAME);
 - 2. the operator's aircraft maintenance programmes;
 - 3. the aircraft technical log;
- 1. where appropriate the technical specification of the maintenance contracts between the CAMO and ANTR-145 approved maintenance organization.
- (b) Where facilities are located outside the Kingdom of Bahrain the investigation and continued oversight of the approval shall be carried out by BCAA, at the facilities located

ANTR M.B.702 Initial approval

- (a) Provided the requirements of ANTR M.A.706(a), (c), (d) and ANTR M.A.707 are complied with, the BCAA shall formally indicate its acceptance of the ANTR M.A.706(a), (c), (d) and ANTR M.A.707 personnel to the applicant in writing (See AMC M.B.702(a)).
- (b) The BCAA shall establish that the procedures specified in the continuing airworthiness management exposition comply with ANTR M. Subpart G and ensure the accountable manager signs the commitment statement (See AMC M.B.702(b)).
- (c) The BCAA shall verify the organisation's compliance with ANTR M. Subpart G requirements (See AMC M.B.702(c)).
- (d) A meeting with the accountable manager shall be convened at least once during the investigation for approval to ensure that he/she fully understands the significance of the approval and the reason for signing the exposition commitment of the organisation to compliance with the procedures specified in the continuing airworthiness management exposition (CAME).
- (e) All findings shall be confirmed in writing to the applicant organisation (See AMC M.B.702(e)).
- (f) The BCAA shall record all findings, closure actions (actions required to close a finding) and recommendations (See AMC M.B.702(f)).
- (g) For initial approval all findings shall be corrected by the organisation and closed by the BCAA before the approval can be issued (See AMC M.B.702(g)).

ANTR M.B.703 Issue of approval

- (a) The BCAA shall issue to the applicant an approval certificate ALD/AIR/F153 (Appendix VI to ANTR M), which includes the extent of approval, when the continuing airworthiness management organisation is in compliance with ANTR M. Subpart G (See AMC M.B.703(a)).
- (b) The BCAA shall indicate the validity of the approval on the ALD/AIR/F153 approval certificate.
- (c) The reference number shall be included on the approval certificate in a manner specified by the BCAA (See AMC M.B.703(c)).
- (d) In the case of an AOC holder, if the Operator has an in-house established CAMO, the AOC number will be included on the approval certificate in addition to a unique approval number. (See AMC M.B.703(d)).

ANTR M.B.704 Continuing oversight

- (a) The BCAA shall keep and update a programme listing for each ANTR M. Subpart G approved continuing airworthiness organisations under its supervision, the dates when audit visits are due and when such visits were carried out.
- (b) Each organisation shall be completely audited at periods not exceeding 24 months (See AMC M.B.704(b)).
- (c) A relevant sample of the aircraft managed by the ANTR M.A. Subpart G approved organisation shall be surveyed in every 24 month period. The size of the sample will be decided by the BCAA based on the result of prior audits and earlier product surveys.
- (d) All findings shall be confirmed in writing to the applicant organisation and the operator, if requested
- (e) The BCAA shall record all findings, closure actions (actions required to close a finding) and recommendations.
- (f) A meeting with the accountable manager shall be convened at least once every 24 months to ensure he/she remains informed of significant issues arising during audits.

ANTR M.B.705 Findings

- (a) When during audits or by other means evidence is found showing non-compliance to the ANTR M requirement, the BCAA shall take the following actions:
 - 1. For level 1 findings, immediate action shall be taken by the BCAA to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the continuing airworthiness management organisation approval, until successful corrective action has been taken by the organisation. (See AMC M.B.705(a)1)
 - 2. For level 2 findings, the BCAA shall grant a corrective action period appropriate to the nature of the finding that shall not be more than 60 days. In certain circumstances, at the end of this first period, and subject to the nature of the finding the BCAA can extend the 60 days period subject to a satisfactory corrective action plan.

- (b) Action shall be taken by the BCAA to suspend in whole or part, as applicable, the approval in case of failure to comply within the timescale granted by the BCAA.

ANTR M.B.706 Changes

(See AMC M.B.706)

- (a) The BCAA shall comply with the applicable elements of the initial approval for any change to the organisation notified in accordance with ANTR M.A.713.
- (b) The BCAA may prescribe the conditions under which the approved continuing airworthiness management organisation may operate during such changes unless it determines that the approval should be suspended due to the nature or the extent of the changes.
- (c) For any change to the continuing airworthiness management exposition the BCAA shall verify that the procedures specified in the exposition are in compliance with ANTR M before formally notifying the approved organisation of the approval.

ANTR M.B.707 Revocation, suspension and limitation of an approval

The BCAA shall:

- (a) suspend an approval on reasonable grounds in the case of potential safety threat, or;
- (b) suspend, revoke or limit an approval pursuant to ANTR M.B.705.

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SUBPART I**AIRWORTHINESS REVIEW RECOMMENDATION****ANTR M.B.901 Assessment of recommendations**
(See AMC M.B.901)

Upon receipt of an application and associated airworthiness review recommendation and the report in accordance with ANTR M.A.901:

1. The BCAA shall verify that the compliance statement contained in the recommendation report demonstrates that a complete ANTR M.A.710 / M.A.901 airworthiness review has been carried out.
2. The BCAA may request further information to support the recommendation and report (See AMC M.B.901).
3. Based on the CAMO's review recommendation (document review & physical survey), BCAA may renew the C of A. The BCAA shall carry out a document review & physical survey of the aircraft as per the checklist (ALD/AIR/F006) taking assistance of the appropriately qualified in accordance with ANTR 66 or equivalent personnel requirements laid down in ANTR 145.A.30(j)(1) and (2) of ANTR 145 for the purpose of renewal C of A;
4. Upon the CAMO's review recommendation (document review & physical survey), BCAA shall carry out an independent document review & physical survey of the aircraft as per the checklist (ALD/AIR/F006) taking assistance of the appropriately qualified in accordance with ANTR 66 or equivalent personnel requirements laid down in ANTR 145.A.30(j)(1) and (2) of ANTR 145 for the purpose of issue of C of A;

ANTR M.B.902 Airworthiness review by the BCAA

- (a) When the BCAA carries out the airworthiness review it shall carry out the airworthiness review and the requirement of supporting documents in accordance with ANTR M.A.901.
- (b) The BCAA shall have appropriate airworthiness inspector to carry out the airworthiness reviews (See AMC M.B.902(b)).
 1. These staff shall have acquired:
 - (i) at least five years experience in continuing airworthiness, and;
 - (ii) an appropriate licence in compliance with ANTR 66 or a nationally recognized maintenance personnel qualification appropriate to the aircraft category (when ANTR 66 refers to national rules) or an aeronautical degree or equivalent, and;
 - (iii) formal aeronautical maintenance training (See AMC M.B.902(b)1), and;
 - (iv) a position with appropriate responsibilities.

Notwithstanding the points (i) to (iv) above, the requirement laid down in ANTR M.B.902(b)(1)(ii) may be replaced by five years of experience in continuing airworthiness additional to those already required by ANTR M.B.902(b)1(i).

2. For aircraft not used in commercial air transport of 2730 kg MTOM and below, and balloons, these staff shall have acquired:
 - (i) at least three years experience in continuing airworthiness, and;
 - (ii) an appropriate national licence or a nationally recognized maintenance personnel qualification appropriate to the aircraft category or an aeronautical degree or equivalent, and;
 - (iii) appropriate aeronautical maintenance training, and;
 - (iv) a position with appropriate responsibilities.

Notwithstanding the points (i) to (iv) above, the requirement shown in M.B.902(b) (2)(ii) may be replaced by four years of experience in continuing airworthiness additional to those already required by ANTR M.B.902(b)2(i).

- (c) The BCAA shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training (See AMC M.B.902(c)).
- (d) The BCAA shall have access to the applicable data as specified in ANTR M.A.305, M.A.306 and M.A.401 in the performance of the airworthiness review.
- (e) The staff that carries out the airworthiness review shall, after satisfactory completion of the airworthiness review, issue appropriate recommendation letter for the renewal of the Certificate of Airworthiness.

ANTR M.B.903 Findings

If during aircraft surveys or by other means evidence is found showing non-compliance to an ANTR M requirement, the BCAA shall take the following actions:

1. for level 1 findings, the BCAA shall require appropriate corrective action to be taken before further flight and immediate action shall be taken by the BCAA to revoke or suspend the Certificate of Airworthiness.
2. for level 2 findings, the corrective action required by the BCAA shall be appropriate to the nature of the finding.
3. The holder of the organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of BCAA within a period of 7 days and 60 days for Level-1 and Level-2 findings respectively including appropriate corrective action to prevent recurrence of the finding and its root cause agreeable to BCAA.

ANTR M.B.904 Exchange of information

Upon deregistration and issue of the Export Certificate of Airworthiness by BCAA for an aircraft, on receipt of request from the concerned civil aviation authority where the affected aircraft is likely to be registered and operated, the information related to the status of deregistration and airworthiness certificate may be exchanged.

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SECTION B**ACCEPTABLE MEANS OF COMPLIANCE (AMC) TO PROCEDURES FOR AUTHORITY****SUBPART A****GENERAL****AMC M.B.102 (a) BCAA - General**

1. The airworthiness inspection organisational structure, is based on the number of potential certificates to be issued, the number and size of potential operators, the number of ANTR 145 approved maintenance organisations and M.A. Subpart G continuing airworthiness management organisations as well as the level of civil aviation activity, number and complexity of aircraft and the size of the aviation industry in the kingdom.
2. The BCAA retains effective control of important inspection functions in such a way that aircraft owners, operators, ANTR 145 approved maintenance organisations and M.A. Subpart G continuing airworthiness management organisations, in effect, regulate themselves in airworthiness matters.
3. The set-up of the organisational structure ensures that the various tasks and obligations of the BCAA are not relying on individuals. That means that a continuing and undisturbed fulfilment of these tasks and obligations of the BCAA are guaranteed in case of illness, accident or leave of individual employees.

AMC1 M.B.102 (c) BCAA – Qualification and training

1. BCAA inspectors shall have:
 - 1.1 practical experience and expertise in the application of aviation safety standards and safe operating practices;
 - 1.2 comprehensive knowledge of:
 - (a) relevant parts of implementing rules, certification specifications and guidance material;
 - (b) the BCAA's procedures;
 - (c) the rights and obligations of an inspector;
 - (d) quality systems;
 - (e) continuing airworthiness management.
 - (f) operational procedures when affecting the continuing airworthiness management of the aircraft or the maintenance.
 - 1.3 training on auditing techniques.
 - 1.4 five years relevant work experience to be allowed to work as an inspector independently. This may include experience gained during training to obtain the subparagraph 1.5 qualifications.
 - 1.5 a relevant engineering degree or an aircraft maintenance technician qualification with additional education. 'relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components.

- 1.6 knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course including Fuel Tank Safety (FTS) training as described in Appendix to AMC M.A.706(f) and M.B.102(c). These courses should be at least at a level equivalent to ANTR 66 Appendix III Level 1 General Familiarisation.

“Relevant sample” means that these courses should cover typical systems embodied in those aircraft being within the scope of approval.

- 1.7 knowledge of maintenance standards.
2. In addition to technical competency, inspectors should have a high degree of integrity, be impartial in carrying out their tasks, be tactful, and have a good understanding of human nature.
3. A programme for continuation training should be developed which provides for the inspectors, at regular intervals, to visit appropriate manufacturers and attend technical symposia as well as training or refresher courses to gain first-hand knowledge of new developments. As a general policy, it is not desirable for the inspectors to obtain technical qualifications from those entities under their direct regulatory jurisdiction.



AMC M.B.102 (d) BCAA organisation - Procedures

The documented procedures shall contain the following information:

- (a) designation of the BCAA
- (b) The title(s) and name(s) of the manager(s) of the BCAA and their duties and responsibilities.
- (c) Organisation chart(s) showing associated chains of responsibility of the senior persons.
- (d) A procedure defining the qualifications for staff together with a list of staff authorised to sign certificates.
- (e) A general description of the facilities.
- (f) Procedures specifying how the BCAA ensure(s) compliance with ANTR M.

AMC M.B.104 (a) Record-keeping

1. The record-keeping system shall ensure that all records are accessible whenever needed within a reasonable time. These records are organised in a consistent way throughout the BCAA (chronological, alphabetical order, etc.).
2. All records containing sensitive data regarding applicants or organisations are stored in a secure manner with controlled access to ensure confidentiality of this kind of data.
3. All computer hardware used to ensure data backup is stored in a different location from that containing the working data in an environment that ensures they remain in good condition. When hardware- or software-changes take place special care is taken that all necessary data continues to be accessible at least through the full period specified in M.B.104 (c) and/or (e).

AMC M.B.105 Mutual exchange of information

One typical case where the mutual exchange of information is necessary between the BCAA and another competent authority when an aircraft is transferred to the other authority upon the receipt of specific demand.

SUBPART C**CONTINUING AIRWORTHINESS****AMC M.B.301 (a) Maintenance programme**

The inspector verifying compliance to M.A.302 should have received training on maintenance programme development and control.

AMC M.B.301 (b) Maintenance programme

(see Appendix to AMC M.A.302)

1. When assessing aircraft maintenance programmes for approval, the BCAA shall verify that the maintenance programme is acceptable for the continued airworthiness of the specific aircraft listed and it is appropriate for the proposed operating environment and scheduled utilisation.
2. The BCAA shall assess the contents taking into account the origins of the document i.e. the manufacturers recommended maintenance programme, the MRB report, the operators own experience or another approved programme.
3. A copy of the approved maintenance programme shall be retained by the BCAA.
4. The development of the approved operator's maintenance programme is dependent upon sufficient satisfactory in-service experience which has been properly processed. In general, the task being considered for escalation beyond the MRB limits should have been satisfactorily repeated at the existing frequency several times before being proposed for escalation. Appendix to AMC M.A.302 and M.B.301 (b) gives further information.
5. The BCAA may approve an incomplete maintenance programme at the start of operation of an aircraft or an operator, subject to the approval limiting the maintenance programme to a period that does not exceed any required maintenance not yet approved.
6. If the BCAA is no longer satisfied that a safe operation can be maintained, the approval of a maintenance programme or part of it may be suspended or revoked. Events giving rise to such action include:
 - 6.1 An operator changing the utilisation of an aircraft;
 - 6.2 The owner / operator has failed to ensure that the programme reflects the maintenance needs of the aircraft such that safe operation can be assured.



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SUBPART G**CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION****AMC M.B.701 (a) Application**

1. The documents listed in M.B.701 (a) may not to be submitted in a completed state with the initial application for grant or change, since each may require approval in its own right and may be subject to amendment as a result of BCAA assessment during the technical investigations. Draft documents should be submitted at the earliest opportunity so that investigation of the application can begin. Grant or change cannot be achieved until the BCAA is in possession of completed documents.
2. This information is required to enable the BCAA to conduct its investigation, to assess the volume of maintenance work necessary and the locations at which it will be accomplished.
3. If considered appropriate for the assessment, the BCAA may request that at the time of initial application or change of the approval schedule, the CAMO applicant provides a copy of the technical specifications of the contracts with ANTR-145 organisations to demonstrate that arrangements are in place for all base and scheduled line maintenance for an appropriate period of time.

AMC M.B.702 (a) Initial approval

1. 'Formally indicate in writing' means that Key management form ALD/AIR/F018 shall be used for this activity. With the exception of the accountable manager, form ALD/AIR/F018 shall be completed for each person nominated as the post holder required by M.A.706(c), (d) and M.A.707.
2. In the case of the accountable manager, approval of the continuing airworthiness exposition containing the accountable manager's signed commitment statement constitutes formal acceptance, once the BCAA has conducted a meeting with the accountable manager and is satisfied with its results.

AMC M.B.702 (b) Initial approval

1. The BCAA shall indicate approval of the continuing airworthiness management exposition in writing.
2. Contracts with the continuing airworthiness management organisation by operators should be included in the continuing airworthiness organisation exposition. The BCAA shall verify that the standards set forth in AMC M.A.711(a)(3) have been met when approving the exposition.
3. The BCAA while investigating the acceptability of the proposed subcontracted continuing airworthiness management tasks arrangements will take into account, in the subcontracted organisation, all other such contracts that are in place irrespective of state of registry in terms of sufficiency of resources, expertise, management structure, facilities and liaison between the Subpart-G Organisation (CAMO), the subcontracted organisation and, where applicable, the contracted maintenance organisation(s).

AMC M.B.702 (c) Initial approval

1. The BCAA shall determine by whom, and how the audit shall be conducted. For example, it will be determined whether one large team audit or a short series of small team audits or a long series of single man audits are most appropriate for the particular situation.

2. The audit may be carried out on a product line type basis. For example, in the case of an organisation with Airbus A320 and Airbus A310 ratings, the audit is concentrated on one type only for a full compliance check. Dependent upon the result, the second type may only require a sample check that shall, at least cover the activities identified as weak for the first type.
3. When determining the scope of the audit and which activities of the organisation will be assessed during the audit, the privileges of the approved organisation shall be taken into account, e.g. approval to carry out airworthiness reviews.
4. The BCAA auditing inspector shall always ensure that he/she is accompanied throughout the audit by a senior technical member of the organisation. Normally this is the quality manager. The reason for being accompanied is to ensure the organisation is fully aware of any findings during the audit.
5. The auditing inspector shall inform the senior technical member of the organisation at the end of the audit visit on all findings made during the audit.

AMC M.B.702 (e) Initial approval

1. Findings shall be recorded on an audit report form with a provisional categorisation as a level 1 or 2. Subsequent to the audit visit that identified the particular findings, the BCAA shall review the provisional finding levels, adjusting them if necessary and change the categorisation from 'provisional' to 'confirmed'.
2. All findings shall be confirmed in writing to the applicant organisation within 2 weeks of the audit visit.
3. There may be occasions when the BCAA finds situations in the applicant's organisation on which it is unsure about compliance. In this case, the organisation shall be informed about possible non-compliance at the time and the fact that the situation will be reviewed within the BCAA before a decision is made. If the review concludes that there is no finding then a verbal confirmation to the organisation will suffice.

AMC M.B.702 (f) Initial approval

1. The audit report form shall be the ALD/AIR/F142,
2. A quality review of the completed ALD/AIR/F142 – Subpart-G organisation approval recommendation form audit report shall be carried out by an independent senior person nominated by the BCAA. The review shall take into account the relevant paragraphs of M.A. Subpart G, the categorisation of finding levels and the recommendations for the actions to be taken. Satisfactory review of the audit report shall be indicated by a making appropriate comment and signing the ALD/AIR/F142 form.

AMC M.B.702 (g) Initial approval

The audit reports shall include the date each finding was cleared together with reference to the BCAA report or letter that confirmed the clearance.

AMC M.B.703 Issue of approval

The table shown on the Approval Schedule of form ALD/AIR/F153 includes a field designated as "Aircraft type/series/group".

The intention is to give maximum flexibility to the BCAA to customise the approval to a particular organisation.

Possible alternatives to be included in this field are the following:

- A specific type designation that is part of a type certificate, such as Airbus 340-211 or Cessna 172R.
- A type rating (or series), which may be further subdivided, such as Boeing 737-600/700/800, Boeing 737-600, Cessna 172 Series.
- An aircraft group such as Cessna single piston engined aircraft.

Reference to the engine type installed in the aircraft may or may not be included, as necessary.

It is important to note that the scope of work defined in Approval Schedule (Appendix VI) is further limited to the one defined in the Continuing Airworthiness Management Exposition (CAME). It is this scope of work in the CAME which ultimately defines the approval of the organisation. As a consequence, it is possible for a competent authority to endorse in Approval Schedule (Appendix VI), for example, a scope of work for Group 1 aircraft while the detailed scope of work defined in the CAME does not include all Group 1 aircraft (Ref. ANTR 66.A.5).

In all cases, the BCAA should be satisfied that the organisation has the capability to manage the requested types/groups/series endorsed in the organisation approval certificate / approval schedule attached as Appendix-VI.to ANTR-M .

Since the activities linked to continuing airworthiness management are mainly process-oriented rather than facility/tooling-oriented, changes to the detailed scope of work defined in the CAME (either directly or through a capability list), within the limits already included in Approval Schedule (Appendix VI), may be considered as not affecting the approval and not subject to M.A.713. As a consequence, for these changes the BCAA may allow the use by the CAMO of the indirect approval procedure defined in M.A.704(c).

Before endorsing any of those ratings in BCAA Approval Schedule (Appendix-VI), the BCAA should audit that the organisation is capable of managing at least one aircraft type (within the category), including the availability of the necessary facilities, data, maintenance programmes, and staff.

It is acceptable that the detailed scope of work in the CAME contains the same ratings endorsed in BCAA Approval Schedule (Appendix-VI), without a need to further limit them. However, the CAMO will only be able to manage a certain aircraft type when all the necessary facilities, data, maintenance programmes and staff are available.

AMC M.B.703 (a) Issue of approval

The approval shall be valid for one year, subject to the organisation remained in compliance with ANTR M, Subpart G.

AMC M.B.703 (c) Issue of approval

1. The numeric sequence shall be unique to the particular M.A. Subpart G Continuing Airworthiness Management Organisation (CAMO).
2. In case of an A.O.C holder, with an established in house M.A. Subpart G Continuing Airworthiness Management Organisation (CAMO), the unique approval number shall be suffixed by its A.O.C. number.

AMC M.B.703 (d) Issue of Approval

1. The approval of an operator's continuing airworthiness management organisation shall contain the following information:

- (a) Air operator Certificate number;
 - (b) Name of the operator;
 - (c) Type(s) of aircraft for which the continuing airworthiness management organisation has been approved;
 - (d) Reference identification of the operator's approved continuing airworthiness management exposition;
 - (e) Any limitations imposed by the BCAA on the operator.
 - (f) Any subcontractors working under the operator's quality system.
2. The ALD/AIR/F153 (Appendix VI) shall be used for the subparagraph 1 Approval.
 3. In the case the continuing airworthiness management organisation of the operator with the airworthiness review privileges, this privilege shall be indicated on the approval schedule of ALD/AIR/F153 (Appendix VI).

AMC M.B.704 (b) Continuing oversight

1. Where the BCAA has decided that a series of audit visits are necessary to arrive at a complete audit of an approved continuing airworthiness management organisation, the program shall indicate which aspects of the approval will be covered on each visit.
2. An audit concentrates on two ongoing aspects of the M.A. Subpart G approval, namely the organisations internal self monitoring quality reports produced by the quality monitoring personnel to determine if the organisation is identifying and correcting its problems and secondly the number of concessions granted by the quality manager.
3. At the successful conclusion of the audit(s) including verification of the exposition, an audit report form shall be completed by the auditing inspector including all recorded findings, and recommendation
4. Credit may be claimed by the inspector(s) for specific item audits completed during the preceding 23 month period subject to four conditions:
 - (a) the specific item audit should be the same as that required by M.A. Subpart G latest amendment, and
 - (b) there should be satisfactory evidence on record that such specific item audits were carried out and that all corrective actions have been taken, and
 - (c) should be satisfied that there is no reason to believe standards have deteriorated in respect of those specific item audits being granted a back credit;
 - (d) the specific item audit being granted a back credit should be audited not later than 24 months after the last audit of the item.
5. When an operator / Subpart-G organisation sub-contracts continuing airworthiness management tasks , all sub-contracted organisations should be audited by the BCAA at periods not exceeding 24 months (credits per paragraph 4 above are permitted) to ensure they fully comply with M.A. Subpart G. For these audits, the inspector shall always ensure that he/she is accompanied throughout the audit by a senior technical member of the organisation. All findings shall be sent to and corrected by the organisation.

6. When performing the oversight of organisations that hold both ANTR 145 and M.A. Subpart G approvals, the BCAA shall arrange the audits to cover both approvals avoiding duplicated visit of a particular area.

AMC M.B.705 (a) 1- Findings

1. For a level 1 finding the BCAA shall inform the operator of any potentially affected aircraft in order that corrective action can be taken to ensure possible unsafe conditions on these aircraft are corrected before further flight.
2. Furthermore, a level 1 finding could lead to a non compliance to be found on an aircraft as specified in M.B. 303 (f).

AMC M.B.706 Changes

1. Changes in nominated persons. The BCAA shall have adequate control over any changes to the personnel specified in M.A.706 (a), (c) (d) and (i). Such changes will require an amendment to the exposition.
2. The BCAA shall maintain a record of the exposition status containing information on when an amendment was received by the BCAA and when it was approved.
3. The BCAA may define minor amendments to the exposition which may be incorporated in accordance with a procedure stated in the amendment section of the approved continuing airworthiness management exposition.
4. Changes notified in accordance with M.A.713 are not considered minor.
- 4 5. The approved continuing airworthiness management organisation should submit each exposition amendment to the BCAA. The BCAA, when satisfied, should indicate its approval in writing.

SUBPART I**AIRWORTHINESS REVIEW****AMC M.B.901 Assessment of recommendations**

1. The result of the verification and the investigation of a recommendation should be sent to the applicant within 30 days. If corrective action has been requested before the issuance of an airworthiness review report, the BCAA may decide a further period for the assessment of the requested corrective action.
2. The verification of the compliance statement required by M.B.901 does not mean repeating the airworthiness review itself. However the BCAA shall verify that the M.A. Subpart G organisation has carried out a complete and accurate assessment of the airworthiness of the aircraft.
3. Depending on the content of the recommendation, the history of the particular aircraft, and the knowledge of the M.A. Subpart G organisation or M.A.901(g) certifying staff making the recommendation in terms of experience, number and correction of findings and previous recommendations the extent of the investigation will vary. Therefore, whenever possible the person carrying out the investigation should be involved in the oversight of the M.A. Subpart G organisation making the recommendation.
4. In some cases, the inspector may decide that it is necessary to organise:
 - a physical survey of the aircraft, or;
 - a full or partial airworthiness review.

In this case, the inspector should inform the M.A. Subpart G organisation or M.A.901(g) certifying staff making the recommendation with sufficient notice so that it may organise itself according to M.A.901 (d).

Furthermore, this part of the investigation should be carried out by appropriate airworthiness review staff in accordance with M.B.902 (b).

5. Only when satisfied the aircraft is airworthy, should the Certificate of Airworthiness be renewed/issued

AMC M.B.902 (b) Airworthiness review by the BCAA

1. A person qualified in accordance with AMC M.B.102 (c) subparagraph 1.5 should be considered as holding the equivalent to an aeronautical degree.
2. "Experience in continuing airworthiness" means any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management (engineering) and/or surveillance of such tasks.
3. An appropriate licence in compliance with ANTR 66 is a category B or C licence in the subcategory of the aircraft reviewed. It is not necessary to satisfy the recent experience requirements of ANTR 66 at the time of the review or to hold the type rating on the particular aircraft.
4. To hold a position with appropriate responsibilities means the airworthiness review staff should have a position within the BCAA that authorises that person to sign on behalf of the BCAA.

AMC M.B.902 (b)1 Airworthiness review by the BCAA

Formal aeronautical maintenance training means training (internal or external) supported by evidence on the following subjects:

- Relevant parts of continuing airworthiness regulations.
- Relevant parts of operational requirements and procedures, if applicable.
- Knowledge of the internal procedures for continuing airworthiness.
- Knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to ANTR 66 Appendix III Level 1 General Familiarisation.

“Relevant sample” means that these courses should cover typical systems embodied in those aircraft being within the scope of approval

AMC M.B.902 (c) Airworthiness review by the BCAA

The minimum content of the airworthiness review staff record should be:

- Name,
- Date of Birth,
- Basic Education,
- Experience,
- Aeronautical Degree and/or ANTR 66 qualification,
- Initial Training received,
- Type Training received,
- Continuation Training received,
- Experience in continuing airworthiness and within the organisation,
- Responsibilities of current job.



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