Dassault Aviation Business Services SA

Reference: DA-0101
Edition E – 28 August 2023
Revision 0

Continuing Airworthiness Management Exposition

Approved CAMO
EASA Part-CAMO

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Approval Reference **CH.CAMO.1001**

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The contents relate directly to the requirements of Part M and are based on CAMO.A.300.
This document is a new edition – Full reissued due to new requirement from Part-CAMO

PART 00
INTRODUCTION

PREFACE / INTRODUCTION

P.1 FOREWORD

The purpose of this manual is to describe the continuing airworthiness system of DABS. The primary consideration in establishing this system is safety of flight.

The Continuing Airworthiness Management Exposition (CAME) is prepared respecting the requirements of EASA Part-CAMO.A.300 and structured i.a.w AMC1 CAMO.A.300. This manual forms the basis for the grant and continuation of that approval in order to achieve the standards of airworthiness desired by DABS and required by EASA and FOCA.

The CAME contains policies, procedures and instructions for the performance of the continuing airworthiness carried out on managed aircraft not involved in Commercial Air Transport i.a.w Part-CAMO.A.125.
Procedures described in Part 4 could be used for **aircraft involved Commercial Air Transport** if an agreement is issued by the CAMO to DABS for performing Recommendation to the **Competent Authority**.

Complementary procedures to the CAME described in Part 5 are published by DABS. These procedures detail, complement or describe additional procedures to accomplish the instructions described in this CAME. If there is a conflict, the procedures in the CAME must be followed.

The requirements contained in this manual meet those established by EASA. To ensure a high level of professionalism, all personnel are instructed to be familiar with the content of this manual.

This manual is written in English. If necessary, the whole of the exposition or parts thereof will be translated for the employees of **DABS** in their mother language.
The reference manual is the exposition written in English which is approved by FOCA.

The CAME is distributed in accordance with:
- The DABS personnel by the server;
- Appropriate authorities.

The MID (DA-0007) summarises CAME requirements given to contracted AMO.

Company History

AEROLEASING S.A. was founded in 1966 at Geneva Airport as a small air charter company operating with one Piper Comanche Aircraft.

The company received its first business jet in 1968 and started maintenance works on its own aircraft in Geneva, before offering its services to outside customers. During the next decade, **AEROLEASING S.A.** regularly developed its charter activities together with its maintenance capabilities.
Since 1 January 1999, **AEROLEASING SA** belongs to **TAG Aviation SA**

In 2019, "**TAG Aviation SA**", belongs to "**Dassault Aviation SA"** and become "**TAG Maintenance Services SA"**.

1 October 2022, "**TAG Maintenance Services SA"** become "**Dassault Aviation Business Services SA"**.

As official Authorised Service Center for Dassault, Bombardier, and Pilatus, DABS, with base and line stations throughout the Europe, delivers high quality, personalised maintenance and continuing airworthiness management.

P.2 TABLE OF CONTENTS

The CAME is divided into Parts, which are broken down into chapters and sub chapters. In the bottom, each page shows a number, consisting of a group of numerals indicating the Part, (the Chapter for Part 1 and 2) and the consecutive page number in that part/chapter.

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P.4 REVISION LIST

Each amendment of this document is accompanied by a "list of change" showing the page to be removed and those to be inserted and detailing changes made. This manual is available for all personnel on DABS server.

Edition/ Revision	Date issued	Revision details	Effective date	Approved by
A-0	14 January 2022	New manual i.a.w Part CAMO (Based on previously approved manual for Subpart G) Only main changes are in blue In addition §0.2.5 Aircraft removed §0.4.2 CAM deputy becomes new CAM (Mathieu MICHEL)	7 Feb. 2022	FOCA
B-0	14 May 2022	§0.4.2 new CAM (Thierry VALET) New CAS (Amaury DEBACKER)	24 May 2022	FOCA
C-0	9 June 2022	§0.2.2.3 Aircraft added - HB-FJL – 9 July 2022 - PH-WTC – 28 July 2022 §0.3.7. Man Ressources updated §0.4.2 CAM deputy is Philippe MERG	22 Aug. 2022	FOCA
D-0	1 Oct. 2022	New Name is Dassault Aviation Business Services SA (”DABS”) §0.2.2.3 Aircraft deleted - PH-WTC – 10 sept. 2022	1 Oct. 2022	FOCA
E-0	28 Aug. 2023	§0.4.2 airworthiness staff - Philippe MERG added	1 Sept. 2023	FOCA

P.5 ABBREVIATIONS AND DEFINITIONS

Abbreviations

The following definitions and abbreviations of terms are used. However, abbreviations used that are specific, are normally given in the chapter concerned.

A/C	Aircraft
ACM	Accountable Manager
AD	Airworthiness Directive
ADD	Acceptable Deferred Defect - refer to HIL
AFM	Aircraft Flight Manual
ALI	Airworthiness Limitation Item
ALS	Airworthiness Limitation Section
AMC	Acceptable Means of Compliance
AMM	Aircraft Maintenance Manual
AMO	Approved maintenance organisation
AMP	Aircraft Maintenance programme
AN	Airworthiness Notice
AOC	Air Operator Certificate
AOG	Aircraft on Ground
APU	Auxiliary Power Unit
ARC	Airworthiness Review Certificate
ARS	Airworthiness Review Staff
ATL	Aircraft Technical Log
AWO	All Weather Operation
CAM	Continuing Airworthiness Manager
CAS	Continuing Airworthiness Staff
CEO	Chief Executive Officer
CofA	Certificate of Airworthiness
CAME	Continuing Airworthiness Management Exposition
CDCCL	Critical Design Configuration Control Limitations
CDL	Configuration Deviation List
CMTS	Computerized Maintenance Tracking System
CPCP	Corrosion Prevention and Control Programme
CRS	Certificate of Release to Service
CT	Communication Technique (Switzerland)
DAH	Design Approval Holder
DGAC	Direction Générale de l'aviation Civile (French)
DOA	Design Organisation Approval
DTI	Damage Tolerance Inspection
EASA	European Aviation Safety Agency
EFB	Electronic Flight bag
EROPS	Extended Range Operations between 120 and 180 min i.a.w SPA.ETOPS.105/ CAT.OP.MPA.140
ETOPS	Extended Twin-Engine Operations
FAA	Federal Aviation Administration (USA)
FBO	Fixed base Operator
FOCA	Federal Office of Civil Aviation (Switzerland)
FTS	Fuel Tank safety
HIL	Hold Item List
HMU	Height Monitoring Unit
HSI	Hot Section Inspection
i.a.w	In accordance with
ICA	Instructions for Continuing Airworthiness
MEL	Minimum Equipment List
MMEL	Master Minimum Equipment List
MNPS	Minimum Navigation Performance Service
MOE	Maintenance Organisation Exposition
MPD	Maintenance Planning Document
MRB	Maintenance Review Board
MRBR	Maintenance Review Board Report
MTOM	Maximum Take Off Mass
NAA	National Aviation Authorities
NDT	Non-Destructive Testing
OTAR	Overseas Territories Aviation Requirements
PIC	Pilot in Command / Commander
PPI	Pre-Purchased inspection
PtF	Permit to fly
RNAV	Air Navigation
RVSM	Reduced Vertical Separation Minimum
RTS	Release to Service
SAE	Society of Automotive Engineers
SB	Service Bulletin
SIB	Safety Information Bulletin (issued by authority)
SIL	Service Information Letter
SIP	structural inspection programmes
SQ	Safety and Quality
SQD	Safety and Quality director
SRM	Structural Repair Manual
STC	Supplementary Type Certificate
STCH	Supplementary Type Certificate Holder
TC	Type Certificate
TCCA	Transport Canada Civil Aviation Authority
TCH	Type Certificate Holder
TLMC	Time Limits/Maintenance Checks
WO	Work Order
WP	Work Package

Definitions

Accountable Manager - ACM	Manager, accepted by the Authority, who has corporate authority for ensuring that all operations and continuing airworthiness activities can be financed and carried out to the standard required by the Authority.
Continuing Airworthiness Manager - CAM	A person responsible for the management and supervision of continuing airworthiness activities and ensuring that the organisation is always in compliance the applicable continuing airworthiness management, airworthiness review and permit to fly requirements of Part-M.
Approved standard	Means a manufacturing/design/maintenance/quality standard approved by the Authority
CMTS - Computerized Maintenance Tracking System	Computerised Maintenance Tracking System software used by DABS to fulfil operational and continuing airworthiness control of the aircraft. Could be CAMP or CMP
Maintenance	One or a combination of the following aircraft/aircraft component operations: Overhaul, repair, inspection, replacement, modification or defect rectification.
NAA - National Aviation Authorities	Any reference to a competent authority shall be read as a reference to the Authority of the country in which the aircraft is registered.
Airworthy	A product is considered airworthy when it conforms to type design AND is in a condition for safe operation.
Managed aircraft	Non-Commercial aircraft managed by DABS CAMO.

Name use

The business name will be changed from **TAG Maintenance Services SA** to **Dassault Aviation Business Services SA** and the change of name will come into effect on **1 October 2022.**

Dassault Aviation Business Services SA will keep its UID number CHE-106.044.456 registered with the commercial register of Canton Geneva.

The term "**Dassault Aviation Business Services SA**" will be use during any EASA Part CAMO activity such as on/within Maintenance Work Package, Purchase Orders, invoices, Certification, approved manuals and procedures.

The term "**DABS**" will be use in this manual.

The following is applicable

- CRS, form 1 and document that certifies work performed should use new name **Dassault Aviation Business Services SA** after the 1 October 2022.
- Forms, stamps used with the name **TAG Maintenance Services** remains valid and does not required change for maintenance event in progress starting and not releasing before 1 October 2022.

PART 0
GENERAL ORGANISATION

PART 0 GENERAL ORGANISATION, SAFETY POLICY AND OBJECTIVES

Reference EASA Part-CAMO.A.300

Main activities of DABS are the maintenance and the management of the continuing airworthiness of Aircraft.

This document describes and defines the organisational responsibilities and management structure in DABS to ensure compliance with EASA and NAA requirements for continuing airworthiness and maintenance management on managed aircraft.

DABS is also an approved Maintenance Organisation (DABS AMO) i.a.w EASA Part-145.

When DABS Part 145 is not appropriately Type approved for managed aircraft, arrangements should be made with an AMO to carry out the maintenance.

This requirement is fulfilled by an agreed upon written maintenance Contract between the CAMO and an AMO.

Moreover, a specific maintenance interface document MID (DA-0007) complements the maintenance Contract and describes specific responsibilities, procedures and forms for contracted approved Maintenance Organisation (AMO).

All maintenance performed on managed aircraft is the responsibility of the appropriate contracted AMO as defined in the scope and capability list though its approvals.

However, through the continuing airworthiness management system as required by EASA Part-CAMO and EASA Part M, DABS retains overall responsibility for maintenance performed on managed aircraft.

0.1 SAFETY POLICY, OBJECTIVES AND ACCOUNTABLE MANAGER STATEMENT

0.1.1 Accountable Manager statement

I, Franck MADIGNIER, Accountable manager, confirms that this exposition as well as any associated procedures defines the organisation's compliance with EASA CAMO approval of **Dassault Aviation Business Services** SA under EASA Part-CAMO.

This manual defines the organisation and procedures upon which this CAMO approval is based. These procedures are endorsed by the undersigned and must be complied with, as applicable, in order to ensure that all the continuing airworthiness activities including maintenance for aircraft managed, under contract with the DABS CAMO, are carried out on time and to an approved standard.

These procedures do not override the necessity of complying with any new or amended regulation published by the Agency from time to time where these new or amended regulations are in conflict with these procedures.

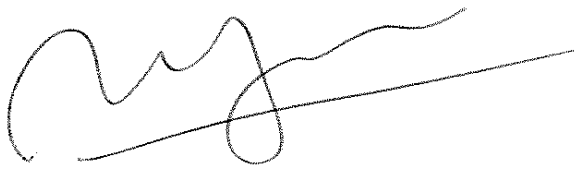
It is understood that the approval of the organisation is based on the continuous compliance of the organisation with Part-CAMO and Part-M and with the organisation's procedures described in this exposition. The FOCA is entitled to limit, suspend, or revoke the approval certificate if the organisation fails to fulfil the obligations imposed by Part-CAMO and Part M, or any conditions according to which the approval was issued.

Furthermore, FOCA access to the organisation and/or aircraft is granted in order to determine continued compliance with Part-CAMO.

DABS shall ensure that any person authorised by the competent authority is granted access to any of its facilities, aircraft or documents related to its activities, including any subcontracted activities in order to determine continued compliance with EASA Part-CAMO and Part-M.

Dated: 1 October 2022

Signed:



Franck MADIGNIER
President **Dassault Aviation Business Services**
Accountable Manager

For and on behalf of **Dassault Aviation Business Services SA**

0.1.2 Safety and Quality Policy

Reference EASA Part-CAMO.A.155(a)(b) CAMO.A.300(a)(1) CAMO.A.300(a)(2) CAMO.A.200(a)(2) AMC1 CAMO.A.200(a)(2) GM1 CAMO.A.200(a)(2)

DABS is committed to a continual improvement complying with the requirements of laws, regulations and international standards as EASA PART CAMO.

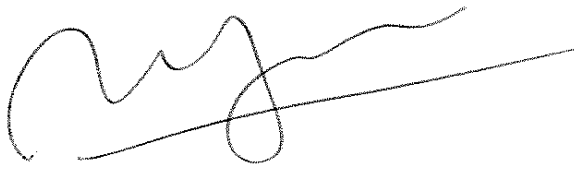
Purpose is to improve our technical, safety and quality performances.

Our commitment is to:

- Recognise safety as a prime consideration at all times
- Support the management of Safety and Quality and compliance monitoring through the provision of appropriate human and financial resources
- Encourage safety communication
- Enforce the management of safety among the primary responsibility of all managers
- Apply Human Factors principles
- Encourage personnel to report malfunction/incidents in organisation through a reporting system in line with just culture principles
- Establish and implement hazard identification and risk management processes in order to eliminate or mitigate the risks associated with aircraft/maintenance/airport operations to a point which is as low as reasonably practicable
- Comply with legislative and regulatory requirements and standards
- Ensure that all staff are provided with adequate and appropriate aviation safety information and training, are competent in safety matters and are only allocated tasks commensurate with their skills.
- Establish and measure performance against objectives.
- Ensure that compliance with the procedures, quality standards, safety standards and regulations, are a duty for all personnel.
- Recognize the need for all personnel to cooperate with the auditors

Dated: 1 October 2022

Signed:



Franck MADIGNIER
President **Dassault Aviation Business Services**
Accountable Manager

For and on behalf of **Dassault Aviation Business Services SA**

The full description of Safety and Quality Policy is stated in the safety and quality manual (DA-0001).

0.2 GENERAL INFORMATION AND SCOPE OF WORK

Reference EASA Part-CAMO.A.125, CAMO.A.300, CAMO.A.135, CAMO.A.215

0.2.1 Description of the Organisation

DABS in Geneva is a Swiss limited Company registered in Geneva (Switzerland).

The system of management of Continuing Airworthiness is approved in accordance with the requirements of EASA Part-CAMO. The organisation of activities is under the management of the Accountable Manager.

An integrated Safety and Quality Management System described in Part 2 is established which works independently and monitors all activities on the continuing airworthiness management-system to ensure that it remains in conformity with the applicable Part-CAMO requirements.

The organisation and the functions/duties are described in §0.3.

The complete management structure is described in the organisation's management chart in §0.4.

The registered office and the operational offices of DABS are located at:

Dassault Aviation Business Services SA
20 Chemin des Papillons, P.O. Box 36
CH - 1215 Geneva 15 / Airport
SWITZERLAND
Phone +41 58 123 60 00
Email DABS-camo@dassault-business.com

0.2.2 Privilege – Scope of works

DABS holds EASA Part CAMO approval n° CH.CAMO.1001.
The Scope of Work described in EASA Form 14 reflects the privilege of the organisation and is subject to amendment as aircraft are added or removed or if the Scope of Work changes.

0.2.2.1 Privilege

DABS holds the following privileges according Part-CAMO and Part-M Subpart I to perform the following for aircraft type listed in §0.2.2.4 and on the approval certificate (EASA form 14):

- Manage the continuing airworthiness of aircraft i.a.w Part 1;
- Perform airworthiness review i.a.w Part 4;
- Issue Airworthiness Review Certificates (ARC) for aircraft used in non-commercial air transport i.a.w Part 4;
- Issue a recommendation for issuance of an ARC i.a.w Part 4;
- Issue Permit to Fly (PtF) i.a.w Part 4B.

Additional Privileges - Subcontracting

Continuing airworthiness activities is also provided as subcontracted tasks for specific operator. DABS performs certain continuing airworthiness tasks as contracted/subcontracted organisation for aircraft type listed in §0.2.4.3.

Indirect Approval

DABS is authorised to issue minor changes for aircraft Maintenance Programme (AMP) and CAME through the indirect approval procedure described in §0.6.

0.2.2.2 Additional Approval

Approved Maintenance Organisation (AMO)

DABS is also a **Maintenance Organisation approved in accordance with EASA Part-145**. In house maintenance capability and the maintenance company system is exposed in the Maintenance Organisation Exposition (MOE - DA-0100).

For aircraft type not included in the Part-145 approval of DABS AMO, maintenance is contracted to an AMO under the terms of maintenance Contract and specific MID (DA-0007).

In the event of the Base maintenance AMO being unavailable, maintenance may also be performed by alternative AMO.

Details of contracted AMO are shown in DA-0104.

Approved Design Organisation (ADO)

DABS is also an ADO approved by EASA.

0.2.2.3 Management of continuing airworthiness

Commercial Aircraft

Not applicable

Non-Commercial Aircraft

DABS CAMO holds the privileges according EASA Part-CAMO to manage the continuing airworthiness of Non-commercial aircraft as listed on CAMO Approval.

A detailed list is given below.

Aircraft Type	Reg.	S/N	Base	Airw. review	Permit to fly	AMP ref.	CMTS
Dassault Falcon 2000	HB-JSB	171	Geneva	Yes	Yes	TAG1160/171	CAMP
Pilatus PC12/47E	HB-FJL	2188	Geneva	Yes	Yes	TAG1172/2188	CAMP

Notes:
-Airworthiness would be under the safety oversight of the aircraft registration state authority and NCC.IDE.A applies in such case.
- Operator Technical Log system will be used on the priority choice basis, otherwise DABS CAMO will propose its own approved Technical Log system.

CAMO for non-EASA registered aircraft

DABS CAMO is also managing the continuing airworthiness of non-EASA registered aircraft on the base of its EASA Part-CAMO Approval, and in accordance with appropriate authorities' requirements.

Performance of continuing airworthiness tasks as subcontracted CAMO

DABS CAMO is also supporting some Operator/CAMO to carry out some continuing airworthiness tasks based of its EASA Part-CAMO Approval, and in accordance with appropriate contract requirements.

0.2.2.4 Aircraft Type where DABS is approved for perform Airworthiness review and issue permit to fly

Manufacturer	Aircraft Model / Name	Airworthiness Review	Permit to fly*
Dassault	Falcon 10 / Falcon 100 F10 / F100	Yes	Yes*
	Mystere Falcon 50 F50 / F50EX	Yes	Yes*
	Mystere Falcon 900 F900 / F900B / F900C	Yes	Yes*
	Falcon 900EX F900EX / F900EX EASy / F900DX / F900LX	Yes	Yes*
	Falcon 2000 F2000	Yes	Yes*
	Falcon 2000 EX F2000EX / F2000EX EASy / F2000DX / F2000LX / F2000LXS / F2000S	Yes	Yes*
	Falcon 7X F7X / F8X	Yes	Yes*
Cessna	C560XL Excel / XLS / XLS+	Yes	Yes*
Bombardier	BD-100-1A10 Challenger 300 / Challenger 350	Yes	Yes*
	BD-700 -1A10 - BD-700 -1A11 Global Express / Global XRS / Global 5000 / Global 5500 Global 6000 / Global 5000 GVFD / Global 6500	Yes	Yes*
	CL-600-2B19 CRJ-200 SE / Challenger 850	Yes	Yes*
	CL-600-2B16 Challenger 604 / Challenger 605 / Challenger 650	Yes	Yes*
	CL-600/601 Challenger 601-3A / Challenger 601-3R	Yes	Yes*
Learjet	Learjet 45 (Learjet 40) LR40 / LR45 / LR70 / LR 75	Yes	Yes*
	Learjet 60 LR60 / LR60XR	Yes	Yes*
Gulfstream	Gulfstream 200 / Galaxy G200 / Galaxy	Yes	Yes*
Hawker Beechcraft	Hawker 800XP	Yes	Yes*
	Hawker 850XP	Yes	Yes*
Pilatus	PC-12 PC-12 / PC-12/45 / PC-12/47 / PC-12/47E	Yes	Yes*
	PC-24	Yes	Yes*
Embraer	EMB 500 / EMB 505 Phenom 100 / Phenom 300	Yes	Yes*

Remarks: perimeters and limitations for each ARS are described in 0.4.2.
***Permit to fly is ONLY authorised if aircraft is managed by DABS and listed in §0.2.2.3.**

0.2.2.5 Type of Operations

The type of operation of each individual managed aircraft will be indicated in the scope of operation for private owned aircraft, and in the OPS Specs for aircraft operated under AIR-OPS.

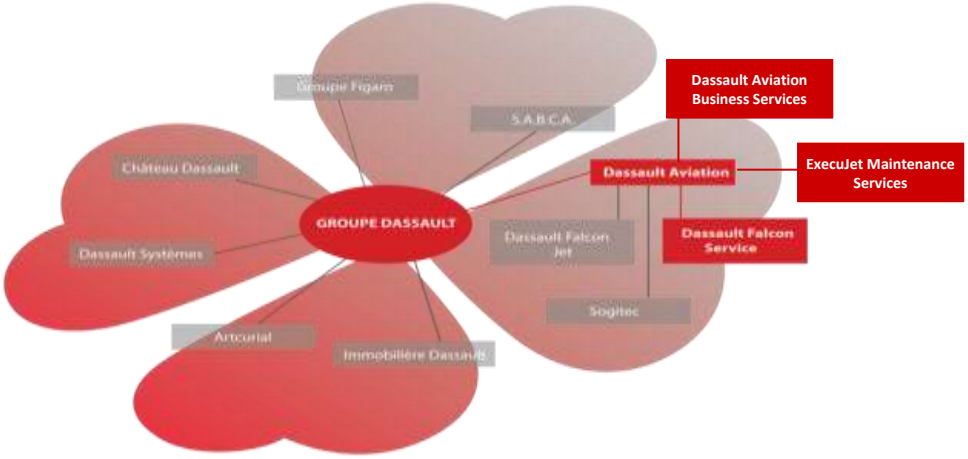
0.2.3 Relations with other Organisations

0.2.3.1 Mother Company

Mother Company: **Dassault Aviation SA**

Dassault Aviation SA is a France-based company that operates in the global civil and military aviation industry. The Company specializes in the design, manufacture and sale of combat aircrafts and executive jets. Its portfolio of products includes Falcon family for the civil aviation market, as well as Mirage 2000, Rafale and Neuron aircrafts for the military sector. It also offers spare parts, tools and a range of services, such as technical support, maintenance and repair of airframe equipment and parts, among others. The Company has its offices in Europe, Asia, South America and Middle East. Dassault Aviation SA has a number of subsidiaries, located in Europe, Africa and Northern America, including DFJ-Little Rock, Sogitec Industries, DFJ Wilmington Corp., DFJ Teterboro, Dassault Falcon Service, **Dassault Aviation Business Services**, ExecuJet, Aero-Precision Repair & Overhaul Co., Inc, Dassault Procurement Services Inc., Dassault Aircraft Services and Midway Aircraft Instruments Company.

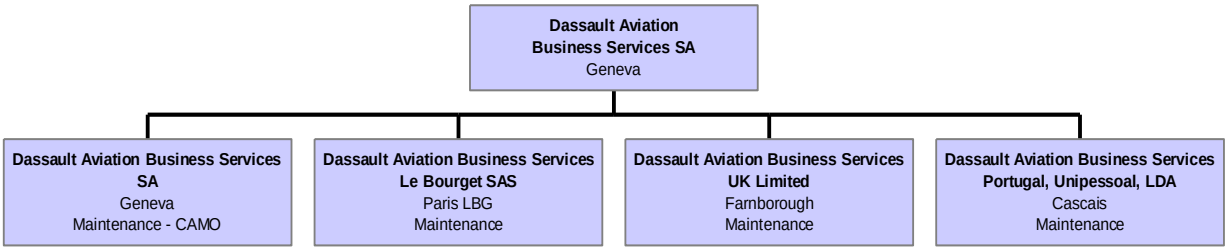
This chart presents the Group Dassault.



0.2.3.2 Company

Dassault Aviation Business Services SA

This chart presents the subsidiaries of Dassault Aviation Business Services. All are under the same Part 145 approval. All personnel directly employed by these entities are considered as employed and not contracted personnel.

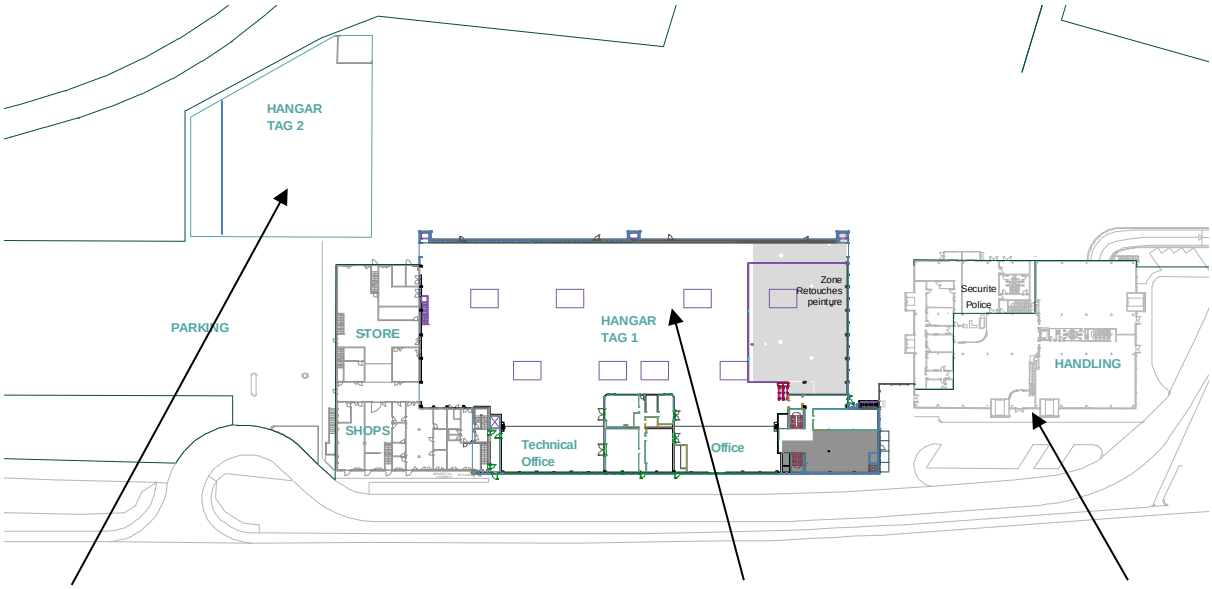


DABS is also an approved Maintenance Organisation (DABS AMO) i.a.w EASA Part-145.

0.2.4 Office accomodation

The office accommodations are in Geneva airport, DABS Facilities, Hangar H1, 2nd floor

DABS Facilities GVA Airport



DABS Hangar 2 DABS Hangar 1 C3

DABS Hangar H1, 2nd floor

Continuing Airworthiness Office

Description	m2	Floor
CAM and CAS offices (part CAMO)	50.0	2de Floor
Work Preparation	50.0	1st floor
Safety and Quality department	40.0	3th Floor
Room for meeting/training	3*20.0	1st floor
Room for Customers	4*20.0	1st floor

0.3 MANAGEMENT PERSONNEL

Reference EASA Part-CAMO.A.300, CAMO.A.305, CAMO.A.310

The aim of this paragraph is to describe the continuing airworthiness management system and additional particulars **responsibilities and processes** for all persons involved in the system.

Paragraph 0.4.1 presents the organisation structure.
Paragraph 0.4.2 lists all management personnel and their names.

0.3.1 Accountable Manager

The Accountable Manager must be acceptable to the Authority.
He has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out and delegates managerial tasks to the various managers, who have direct access and report directly to him.

0.3.1.1 Role, Responsibilities and Duties

The Accountable Manager:

- Is legally responsible for all the activities of the Company in regards to the Law and applicable regulations;
- Ensures that all activities are safely conducted and that the Company is financially viable;
- Defines the intent of the Safety and Quality System and ensures that it remains appropriate and efficient;
- Ensures that all activities of DABS are striven with the highest standards of safety, reliability and quality;
- Ensures cooperation and coordination within and between all departments of the Company;
- Establishes and promotes the Safety and Quality policies and objectives;
- Provides the necessary manpower, resources and facilities to enable the managers to pursue their objectives and to perform the tasks for which they are responsible;
- Ensures that all personnel are competent and trained for their duties;
- Ensures that the training objectives are applied to all personnel and properly implemented;
- Maintains direct reporting links to the Safety and Quality department;
- Ensures that the audits schedule Plan is validated and properly implemented;
- Ensures that effective corrective and preventative actions are taken and properly implemented;
- Organises periodical meetings for a review of the safety activities (§2.2);
- Organises the management evaluation meetings for a review of the overall results in different activities;
- Promotes safety topics in company publications.
- Ensure competences of the Managers and Continuing Airworthiness Staffs.

0.3.1.2 Authority

The Accountable Manager has the authority to:

- Take necessary actions to guarantee safe maintenance and operations;
- Select the post holder and managers;
- Approve the organisation and the team put in place by the various managers.

0.3.2 Continuing airworthiness manager (CAM)

The **Continuing Airworthiness Manager (CAM)** is directly responsible to the **Accountable manager**, in the day-to-day continuing airworthiness management activities, for ensuring that the organisation personnel work in accordance with the applicable procedures and regulatory requirements of Part-CAMO and Part-M to support the organisation approval certificate.
His Deputy is nominated by the **Accountable manager.**

0.3.2.1 Role, Responsibilities

Responsibilities related to Management and Resources: (deputy is ACM)

- Manage personnel, operating budget, objectives and the organisation of airworthiness departments,
- Establish and develop policy for his department;
- Implement and monitor the strategy, developing procedures and standards to ensure objectives are achieved in compliance with all relevant regulations and DABS policy;
- Monitor the yearly operating budget to ensure the necessary resources and cost effectiveness
- Manage, motivate and control the CAS, ensuring that personnel is provided with training and knowledge to maximise their performance;
- Establish the communication from the CAMO to the owner/operator and specified details in the contract.

Responsibilities related to activities: (deputy is CAM deputy)

- To establish continuing airworthiness management contract in cooperation with the owner/operator.
- To control the continuing airworthiness, overall technical status, efficient and economic, maintenance of aircrafts managed by the CAMO organisation with regard to safety, airworthiness directives, regulations, manufacturers and DABS standards,
- To ensure that maintenance programme is established, approved and strictly followed;
- To ensure that the Certificate of Airworthiness for each managed aircraft remains valid in respect of the airworthiness of the aircraft and expiry date specified on ARC;
- To ensure that all maintenance is carried out on time and to an approved standard, efficiently and with the minimum downtime to maximize the aircraft availability;

0.3.2.2 Duties

The **CAM** ensures that the continuing airworthiness is performing in a satisfactory manner i.a.w the applicable requirements of EASA/NAA, DABS policies and procedures.

The **CAM** is responsible to the **Accountable manager**:

- Ensuring the continued accuracy and validity of the Continuing Airworthiness System including ARC validity.
- Coordinating the Continuing Airworthiness Systems.
- Coordinating activities in conjunction with other departments as required.
- Establishing the CAME and ensuring the amendment and control of this CAME and associated procedures;
- Establishing continuing airworthiness management Contract with the owner;
- Ensuring that the aircraft remains airworthy;
- Ensuring that scheduled maintenance is contracted whenever necessary;
- Establishing with AMOs the maintenance Contract;
- Reporting any occurrences to the appropriate authorities and the manufacturers;

In addition, the CAM is responsible for the following actions:

- Establishing aircraft Maintenance Programmes (AMP) and ensuring that the AMP and any amendments are approved by the authority and implemented in CMTS;
- Analysing the effectiveness of AMP;
- Managing the company's Technical Log system and ensuring that the Log, and any subsequent amendments are approved/accepted by the competent authority i.a.w §0.5;
- Ensuring that technical records are kept as required;
- Ensuring that defects / damage affecting operation are rectified, taking into account the MEL;
- Ensuring that all personnel under his control are competent to perform the tasks required;
- Identifying and providing any essential training and continuation training necessary to ensure that CAS remains competent;
- Ensuring work planning and technical follow up;
- Reviewing Airworthiness Directive (AD) status and ensure embodiment;
- Establishing non-mandatory modification embodiment policy;
- Ensuring, in conjunction with the contracted AMO, that:
  - Scheduled Maintenance, the replacement of life-limited parts and time-controlled components are accomplished in time;
  - AD and any other airworthiness requirement are accomplished;
  - Modifications and repairs are carried out to standards i.a.w §1.6;
- Ensuring that Pre-flight/Daily Checks inspections are carried out i.a.w the procedures described in §1.11;
- Ensuring that pilots are duly trained and authorised to perform and sign Pre-flight/Daily Checks and limited maintenance tasks, where appropriate, by the contracted AMO;
- Ensuring that all defects discovered or reported are corrected by appropriate AMOs;
- Ensuring that contracted AMOs are listed in approved contractors list;
- Ensuring that follow up actions required to address findings are taken in time;
- Reviewing and implementing, as appropriate, of any additional NAA requirements.

0.3.2.3 Qualifications

The CAM and his deputy should demonstrate the following qualifications:

- a CAS qualification as described in §0.3.5.3
- a practical experience and expertise in management and the application of aviation safety standards and safe operating practices;
- a knowledge of applicable regulations (Part-CAMO, Part-M, Part-145 and Part-21);
- a comprehensive knowledge of relevant parts of operational requirements and procedures;

0.3.2.4 Authority

The **CAM** has the authority to:

- ground the managed aircraft that do not meet airworthiness criteria

0.3.3 Management System / Safety and Quality

The **Safety and Quality director (SQD)** is named by the **Accountable Manager** and reports directly to him. He is mainly responsible for verifying, in the fields of Airworthiness that the standards required by the Authority (EASA/NAA), and any additional internal requirements, are being carried out under the supervision of the Continuing Airworthiness Manager.

0.3.3.1 Role, Responsibilities

The **Safety and Quality director** is responsible for the following functions:

Safety Management function

- Implements and oversees process for identifying hazards and for evaluating and managing the associated risks;
- Monitor the implementation of actions taken to mitigate risks;
- Implements process for ensuring that accidents, incidents, hazards, and any observed non-compliance or poor standard of work is reported to the attention of the management staffs, with a timescale for analysing and taking remedial action to prevent their recurrence;
- Initiates and participates in occurrence / accident investigation;
- Provides management with an independent assessment of the corrective action;
- Collects as a central point and provides periodic data evaluation reports, including safety performance, as an input to the management evaluation;
- Provide periodic reports/presentations on safety performance;
- Maintains records and safety management documentation;
- Organises the safety management training and ensure that it meets acceptable standards
- Provide advice on safety matters and Promotes corporate culture for safety;
- Coordinates and communicates on safety issues within the organisation, as well as with the national authority, external agencies, contractors and stakeholders as appropriate;

Compliance monitoring function

- Establishes an independent Management System to monitor compliance with all applicable requirements, on behalf of the Accountable Manager;
- Develops, administrates and maintains the effective Management System;
- Verifies the implementation and effectiveness of corrections through the follow-up process;
- Implements process for ensuring that documentation used in company is controlled;
- Ensures that DABS activities are monitored for compliance with the applicable regulatory requirements and standards, as well as any additional requirements established by DABS;
- Verifies, by monitoring activity in the fields of continuing airworthiness, that the relevant standards are being carried out under the supervision of the relevant nominated person;
- Ensures that the compliance monitoring programme is properly implemented, maintained, continually reviewed and improved;
- Performs audits and inspections and supervises audits and inspections performed by qualified internal auditors;
- Supports managers for inspection of their areas;
- Maintains a close liaison with the authorities and departments on all matters affecting the CAMO Approval;
- Ensuring Safety and Quality System is effective in its application, and that any follow up actions (corrections) required to address findings are efficient;
- Ensures that contractors have a quality system/compliance monitoring system for monitoring that the contracted tasks are being performed i.a.w the procedures and the standard accepted by NAA/EASA/DABS.

Additional responsibility is:

- Maintaining a close liaison with the authorities and departments on all matters affecting the company Approval;
- Managing approval of the appropriate documents (CAME, AMP, Tech Log) and subsequent amendments;
- Conducting inspections of practices and procedures used within the organisation;
- Conducting Contractor and Part-M/Part-CAMO audit in area where he is not involved;
- Participating to the effectiveness of AMP;
- Participating to the Periodical meeting described in §2.2;
- Controlling Flight crew authorisation or Limited Certification Authorisation issued and associated training records for managed aircraft;
- Controlling Internal authorisation issued for CAM, CAS and ARS;
- Monitoring the training programme for initial and continuous training and associated records;
- Maintaining a close liaison with the personnel on all matters affecting the regulation;

0.3.3.2 Qualifications

The **Safety and Quality director** should demonstrate the following qualifications

- relevant knowledge, background and appropriate experience related to the activities of the organisation, including knowledge and experience in compliance monitoring;

The SQ manual (DA-0001) details required qualification.

0.3.4 Airworthiness Review staff (ARS)

The ARS are approved:

- To carry out airworthiness reviews to issue Airworthiness Review Certificates (ARC) or Recommendations;
- To issue Permit to fly (PtF);

List of approved **ARS** is described in Chapter 0.4.

Qualifications, Training requirements, records are described in Chapter 4.1.

Designated ARS Instructor is designated by FOCA, may perform supervision of new ARS during their first airworthiness review within the organisation.

0.3.5 Continuing Airworthiness Staff

The Continuing Airworthiness department is composed by Continuing Airworthiness Staff (CAS) responsible for the technical status of aircraft and their maintenance with regard to safety, airworthiness and standards.

0.3.5.1 Role, Responsibilities

The **CAS** is the technical coordinator for continuing airworthiness under EASA Part-CAMO and EASA Part-M requirements on the assigned aircraft. He is responsible that all maintenance activities are carried out on time in appropriate facilities to the requirements and quality standards. He is in charge to:

- Provide maintenance expertise on the assigned aircraft.
- Act in liaison between DABS and customers.
- Control the continuing airworthiness of aircraft concerned (Accomplishment of scheduling inspections / Replacement of life-limited parts and time-controlled components / application of AD/SB).
- Survey AMO and subcontractors who are required to perform maintenance.
- Be knowledgeable of the applicable customer procedures.
- Coordinate with the customers the establishment of maintenance scheduling, making all the efforts to reduce the aircraft downtime as much as possible.

0.3.5.2 Duties

The **CAS** is responsible for the following in regards to the continuing airworthiness of assigned aircraft:

- Serving as “expert” for continuing airworthiness purposes. He proposes to the **CAM** (and to the customers) the necessary actions;
- Maintaining current airworthiness status and records (incl. List of ADs, List of Modifications, List of Repairs, Avionics list, CAT.IDE.A / NCC.IDE.A and Part-26, ARC validity, as appropriate);
- Establishing and updating the AMP i.a.w last requirements and ensuring that the CMTS is updated according;
- Monitoring maintenance due and life-limited parts and time-controlled components through CMTS as required in a timely manner to maintain currency;
- Ensuring that all maintenance performed is updated in CMTS,
- Reviewing MEL;
- Assessing ADs and any other airworthiness requirement by NAA/EASA, TC/STC holders;
- Assessing non-mandatory requirements, manufacturer's SBs/SIs;
- Entering records in appropriate Log book (Airframe / Engines / APU);
- Issuing the records and statements as appropriate (ADs / SIBs / SBs / Airworthiness status / CAT.IDE.A / NCC.IDE.A and Part-26 status / Log book entries / Mass and Balance Amendment);
- Ensuring that the mass and balance statement reflects the status of the aircraft;
- Deferring MEL item in HIL and notify the operator(s) in case of flight limitations;
- Reviewing and tracking deferred defects (“Open” HIL) to ensure parts and work are allocated for MEL correction within specified time limits;
- Accomplishing calendar projection for scheduled maintenance;
- Coordinating with Maintenance Organisations the scheduled maintenance;
- Initiate the airworthiness review;
- Notifying the **CAM** and the **SQ department** of unusual continuing airworthiness activities/events.

During the maintenance performed, he must ensure the accomplishment of:

- Scheduled maintenance and replacement of life-limited parts and time-controlled components i.a.w the AMP;
- ADs/SBs and any other continued airworthiness requirement (SIBs);
- Modifications / Repairs i.a.w approved standard;

0.3.5.3 Qualifications

The qualifications for the **CAS** must meet the following criteria:

- A relevant engineering degree or 5 years of experience related to aircraft maintenance and/or continuing airworthiness management (engineering) and/or surveillance of such tasks
- A minimum of 2 years' Experience in aviation maintenance technical control and/or continuing airworthiness of aircraft/ components;
- Knowledge of a relevant sample of the type of aircraft gained through a formalised training course; This course should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation and could be instructed by the manufacturer or by an authorised training organisation;

  "Relevant sample" means that the aircraft type course should cover typical systems embodied in aircraft being assigned to the CAS.
  In case of this course did not covered typical systems embodied in the assigned aircraft, an additional specific course on typical systems is acceptable to extend the scope of the CAS.*
- Sufficient knowledge of the English;
- A comprehensive knowledge of airworthiness requirements including the operations specifications and content of the relevant parts of the operations manual when applicable;
- A sufficient Knowledge of CAME, maintenance requirements and procedures;
- a knowledge of applicable regulations (Part-CAMO, Part-M, Part-145);
- A Knowledge of the application of human factors and human performance issues, including HF, FTS, EWIS and associated continuation training;
- A Knowledge of the safety and quality management system, including compliance monitoring and ICAO annex 19 principle.

Personnel being recruited should be assessed for the need to receive any additional training.
Adequate initial and recurrent training should be provided and recorded to ensure continued competence. Refer to § 0.3.9.

** Specific Familiarisation course training could be delivered by a competent trainer, and conducted by the organisation itself i.a.w **DA-0440** under DABS Part 145 organisation which is approved as training organisation for practical training.*
This additional training is instructed by an approved assessor through theoretical training and recognition of work experience on the aircraft type or a similar type.*
**A minimum of one year's work experiences on this is necessary, including the supervision of one heavy maintenance as maintenance coordinator.*

0.3.6 Additional Personnel

0.3.6.1 Technical Records personnel

The Technical Records personnel are working in **Work Preparation and Recording (WPR) Department.** They are responsible for Managing and archiving all Work Package (Scan and storage).

0.3.7 Manpower Resources

The number of employees dedicated to the performance of the continuing airworthiness is:

		Person(s)
Management personnel		
ACM		1
Safety and Quality		
Safety and Quality director / Management system / Compliance monitoring		1
Training & Maintenance Quality Coordinator		1
	Total:	**2**
Airworthiness Department (Part-M)		
Continuing Airworthiness manager (CAM)		1
Continuing Airworthiness Staff (CAS) - Technical coordinator		3
Airworthiness Review Staff (ARS)		2
Work Preparation and Recording (WPR) Department		
Work Preparation and Recording personnel (personnel from DABS AMO)		

For details of availability of Ressources, Refer to DA-0159.

Office accommodations are located in Geneva Airport. Refer to §0.2.4. It includes:

- An office with normal office equipment such as desks, telephones, photocopying machines etc. whereby the continuing airworthiness records can be reviewed;
- A hangar for the physical survey;
- Assistance from DABS AMO to release the aircraft if necessary.

0.3.8 Training Policy

0.3.8.1 Training policy

It is the company policy to train the personnel to ensure that staffs have the knowledge to carry out the assigned function and to satisfy the responsibilities in the continuing airworthiness activities.

The **CAM** makes use of hiring policies that for each function, always considers applicant qualifications, professional experience and job proficiency.

All new personnel are instructed on DABS policies and procedures through formal initial training and an internal On-Job training defined by the **CAM** which content depends on their experiences.

The **CAM** is responsible to ensure that sufficient training is planned to accommodate duties and responsibilities of personnel.

The personnel will be trained continuously, keeping updated in terms of knowledge of managed A/C type, company procedures, Regulation, Human factors issues, EWIS and CDCCL.

A yearly Training Plan is elaborated for continuation training courses based on the expected work planning charge and the individual annual performance evaluation.

The need for continuation training may be reviewed by the **CAM** more frequently if significant changes to the regulation, the aircraft fleet, the maintenance requirements, the organisation or the procedures operations occur.

0.3.8.2 Initial Training

Description	ACM	CAM	CAS	SQD	ARS	WPR
Knowledge of the Organisation / Approval incl. Ops Specs / CAME and associated procedures* - relevant to the function / Tech Log System (including MEL) / Document availability and accessibility	Yr	Y	Yr	Y	Y	Y
Using data system* (CMTS, ...)		Y	Y	Y		
Basic Knowledge of Regulations** (AIR operations, MMEL, Part-26) - relevant Operational requirements & procedures	Y	Yr	Yr	Y	Yr	
Knowledge of Regulations** (Part-CAMO/Part-M) and relevant Airworthiness requirements	Y	Yr	Yr	Yr	Yr	
Knowledge of Regulations** (Part-145 / Part-21)	Y	Yr	Y	Yr	Yr	
Knowledge of Management System (Safety and Compliance monitoring) including occurrence reporting*	Y	Yr	Yr	Yr	Yr	
Knowledge of Maintenance Programme and effectiveness*		Y	Y	Y	Y	
Human Factors (HF) course**	Yr	Yr	Yr	Yr	Yr	
EWIS course**		Yr	Yr	Y	Yr	
Fuel Tank Safety (FTS) course**		Yr	Yr	Y	Yr	
EROPS course**		Y	Y	Y		
Appropriate AC type knowledge*** in relation with assigned Aircraft type		Y	Y	Y (1 AC type)	Y	

Y = initial training;
Yr = Initial and recurrent training – Refer to 0.3.8.3;

* Training is conducted by the organisation itself.

** Training is delivered by a Training Organisation or may be conducted by the organisation itself.

***Appropriate knowledge means a Familiarisation course and knowledge of the assigned AC type(s) gained through a Specific Familiarisation course training and/or work experience as described in §0.3.5.3.

0.3.8.3 Continuation training

Where changes occur to the organisation, its procedures, and AC types managed etc. Then suitable continuation training will be provided, where necessary.

The method of training is intended to be a flexible process and include on-Job training, continuation training courses, aeronautical courses, internal courses, workshops, seminars, self-training, Memos, using videotapes, Maintenance manuals and/or E-learning, etc.

Adequate recurrent training is provided in following area on two years period:

- HF, FTS and EWIS as appropriate
- CAME and Procedures
- Management system (Safety and Compliance monitoring)

Additional training is also provided in following area, when appropriate:

- Changes in company's Organisation or Documents / manufacturer's publications
- Changes in Regulation

The **CAM** 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, legal requirements and aircraft types managed, or in case that negative trends are being observed. Refer to § 0.3.9.2.

The organisation is also responsible to give adequate training to the flight crewmembers of managed aircraft. It concerns Pre-flight inspections, ATL System, MEL applications, Defects and deferred defects, Occurrence Reporting, and Forms in use.

0.3.9 Competence Control

Competence control is gained through initial and continuous assessments. It permits to continually evaluate the Performance and the Competence (Knowledge, Skills, and Attitude) of the personnel.

The Accountable manager is responsible for the competency assessments and the performance of the **CAM** and the **Safety and Compliance Monitoring manager.**

The **CAM** and the Safety and Compliance Monitoring department are responsible for the competency assessments of the CAMO personnel. The **CAM** is responsible of the performance evaluation of his personnel.

0.3.9.1 Initial Competence assessment

Initial competence assessment is usefully scheduled at the end of the probation period after initial training. It is formalised though DA-0031_CAMO.

When the competency has been evaluated and personnel authorised to work by the **CAM**, the **SQ department** verifies qualification and experiences and completes DA-0061_CAMO that grants the authorisation to the CAMO personnel.

In case the assessment is not satisfactory, the corresponding training will be repeated. The **SQ department** may give to the CAMO personnel a limited authorisation.

Signature of CAMO personnel indicates that the authorised staff could perform his responsibilities.

A stamp and an internal authorisation (DA-0032_CAMO) are given to the **CAM**, **CAS** and **ARS**.

0.3.9.2 Continuous Competence/Performance evaluation

Competences of CAMO personnel are reviewed **yearly** by the appropriate manager. It consists on:

1. Competence assessment according to their duties and responsibilities

   The purpose of this evaluation is to assess the CAMO personnel in relation of their competence in regards of their assigned positions.

   This assessment by the manager is formalised though DA-0031_CAMO.

2. Performance evaluation relevant to the particular job role.

   The purpose of this evaluation is to assess the CAMO personnel in their assigned positions for their capacity for adaptation, degree of assimilation in terms of organisational procedures and ownership of various tasks and to evaluate their level of mastery. Previous year and goals for the new year are reviewed and discussed.

   Performance evaluation performed by the manager is formalised though HR process.
   The result of these both evaluations and area to be improved are documented in this form. Additional training may be decided.

Additionally, a review is performed every 2 years by the **SQ department** to verify general knowledge and Continuation training as described in §0.3.8.3. This review is formalised in DA-0061_CAMO. Internal authorisation DA-0032_CAMO is reissuing for CAS and ARS.

0.3.9.3 Stamp issuance and control policy

An individual stamp is delivered and recorded in accordance with DA-0103_CAMO by the **SQ department**. The stamp is strictly individual. It contains:

- Name of Company / Reference of EASA Part-CAMO approval
- Name of staff / Reference of **internal Authorisation** in case of ARS staff

In case of lost, missing or stolen stamp, the personnel are responsible to inform immediately the SQ department for investigation and replacement. When the staff leaves the company, his stamp must be returned to the SQ department who is responsible to scrap it.

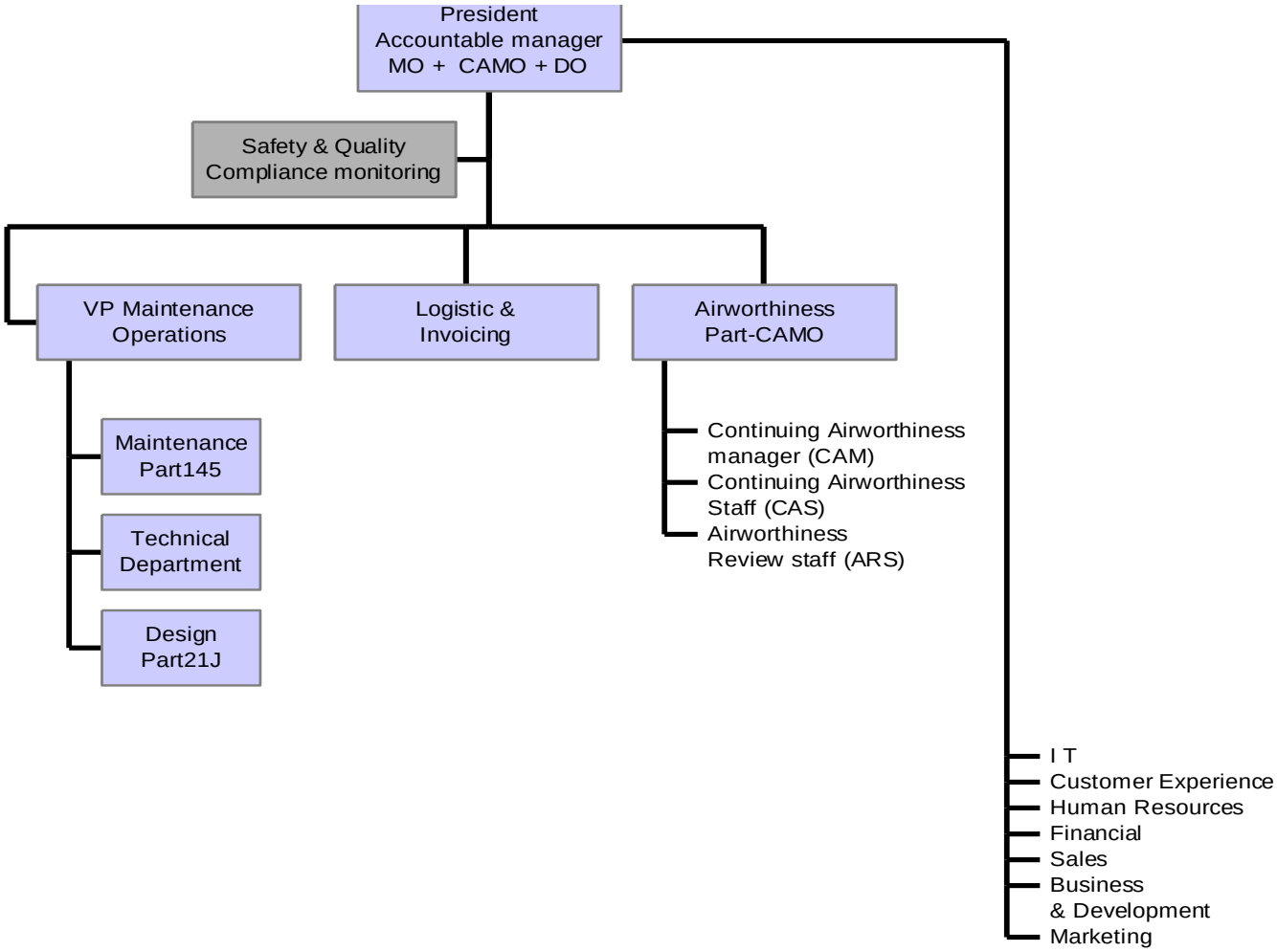
0.3.9.4 Records

The **SQ department** holds the qualifications and training records copies for each CAMO personnel and retained them until 3 years after the person has left the organisation. Refer to DA-0103_CAMO.

0.4 MANAGEMENT ORGANISATION CHART

Reference EASA Part- CAMO.A.200, CAMO.A.300, CAMO.A.305

0.4.1 General Chart



0.4.2 Management personnel

0.4.2.1 Management personnel

	Responsible
Accountable Manager*	**Franck MADIGNIER**
Safety and Compliance Monitoring manager*	**Stephan BUCHS**
Work Preparation and Recording responsible	Nicolas BATTAVOINE

* Personal acceptance must be submitted to FOCA by the **SQ** department (See §0.5). Acceptance is recorded in the **SQ** department.

0.4.2.2 Airworthiness personnel

DABS employ sufficient appropriately qualified staff to ensure, that the expected work can be performed and that all duties can be fulfilled. Refer to DA-0103_CAMO.

Continuing Airworthiness manager (CAM)	Thierry VALET (deputy Philippe MERG)
Continuing Airworthiness staff (CAS)	Thierry VALET
	Philippe MERG
	Amaury DEBACKER

0.4.2.3 Airworthiness Review staff (ARS)

	Name	Authorisation N°	ARC issue	Authorised Aircraft Type ***	Limitation	PfF issue
Airworthiness review staff (ARS)*	Thierry VALET	CH.ARS.1001.03 D **	Y	Refer to DA-0103_CAMO	*Except Aircraft where he monitors airworthiness*	Y
	Amaury DEBACKER	CH.ARS.1001.05	Y	Refer to DA-0103_CAMO	*Except Aircraft where he monitors airworthiness*	
	Philippe MERG	CH.ARS.1001.15	Y	Refer to DA-0103_CAMO	*Except Aircraft where he monitors airworthiness*	

* Acceptance is recorded in the **SQ** department.

** Designated ARS Instructors

*** Aircraft types are described in § 0.2.4.2 and DA-0103_CAMO.

0.5 PROCEDURE FOR CHANGES REQUIRING PRIOR APPROVAL

Reference EASA Part-CAMO.A.130, CAMO.A.135

The **SQ** department is responsible for any amendments and revisions of the CAME including any associated manuals in following described cases:

Change	Document to be send
The company's name, location(s) and ownership	EASA Form 2 + CAME
Accountable Manager	EASA Form 2 + CAME + application letter + Corporate commitment + safety policy
Continuing Airworthiness Manager +deputy Safety and Quality director nominated ARS	EASA Form 2 + CAME + application letter
Scope of work as specified in §0.2.2	EASA Form 2 + CAME Maintenance Contract and List of contractors (DA-0104) will be also sent for any change of aircraft in the managed fleet for information only.
The Airworthiness Agreement with the owner in case of non-commercial aircraft	Airworthiness agreement
Specific Procedures as far as they may affect the Part-CAMO approval,	appropriate procedure
The CAME *	CAME
The Technical Log system *	Tech log
The Maintenance Programmes*	AMP
The MEL*	MEL

Any changes will be approved by the **CAM** (signature in LEP) and **Accountable Manager** (EASA Form 2) and notified to the FOCA by the SQ department or the **CAM** to enable the FOCA to determine continued compliance with Part-CAMO and Part-M, to approve the change and to make any necessary amendments to the **EASA Form 14** certificate and related terms of approval that may be appropriate.

- The application should be submitted at least 30 working days before the date of the intended changes.
- In the case of a planned change of a nominated person, the organisation should inform the competent authority at least 20 working days before the date of the proposed change.
- Unforeseen changes should be notified at the earliest opportunity

DABS will not incorporate such change until the change has been assessed and approved by FOCA.

The FOCA will determine continued compliance with Part-CAMO and PART-M, and may during the interim period set the conditions under which the organisation will run until formal approval of the intended changes.

The SQ department is responsible to notify other authorities (i.e. authorities listed in DA-0108) within 15 business days of approval by the FOCA.

** Notification to the NAA without approval is required for minor amendments to the manual (changes which have no impact on the approval held) approved through an indirect approval procedure i.a.w paragraph 0.6.5.*

0.6 PROCEDURE FOR CHANGES NOT REQUIRING PRIOR APPROVAL

Reference EASA Part-CAMO.A.130, CAMO.A.135

0.6.1 General

Any change concerning the CAME may be initiated by anybody concerned. It will be assessed by the **CAM** and monitored by the SQ department. Any amendment to this manual will be submitted to the authority by the SQ department/CAM prior to issue.

Regulation changes as well as any relevant changes within the company that affect the approved CAME therefore call for an amendment thereof.
Changes are assessed and impact in CAME evaluated (Form DA-0160 is used).

0.6.2 Procedure

The **CAM** is responsible for any amendments (Edition or Revision) of the CAME including any associated procedures and forms,
The SQ department/CAM is responsible for the submission to the Authority.

- Change is initiated by review, audit, Regulation changes as well as any relevant changes within the company or by anybody;
- The CAM evaluates and assesses the change regarding the compliance with process in place;
- The SQ department checks if the amendment is in compliance with regulation incl. Part-CAMO and Part-M; Form DA-0160 is completed;
- The SQ department changes the related page in appropriate manuals, procedures or forms and the list of effective pages with the revision and date of the page must be changed.
- The SQ department/CAM sends the related pages, procedures or forms, the list of effective pages and the DA-0160 (Revision) to the authority for approval (Edition) -refer to §0.5- or notification (Revision).
- After the approval/notification, the manual/forms have to be updated in server.
- The amendment has to be distributed to the recipients according to the distribution list.
- The personnel have to be advised about the changes in relation with DA-0160.

0.6.3 Format

The CAME is divided into parts which are broken down into chapters and sub chapters.
In the bottom, each page bears a number, consisting of a group of numerals indicating the part, the chapter and the consecutive page number in that chapter.
In the top, each page bears amendment (Reference letter number of last edition and Reference digit number of last revision) and date. Both have to be changed in case of amendment.

For the numbering of amendment, letters for edition (direct approval) and digits for revision (indirect approval) are used in ascending order (see example below).

E.g.:
- Ed.A – Rev.0: First direct approval of the CAME
- Ed.A – Rev.1: following first indirect approval
- Ed.A – Rev.2: following second indirect approval
- Ed.B – Rev.0: Second direct approval

A vertical bar (change bar) in the margin indicates deletion, in the adjacent text for the current revision of that page only (except editorial or minor changes).
The change bar is dropped at the next edition/revision of that page.

In order to identify changes, blue format is used to outline revised or newly change on the published paragraphs.

0.6.4 Approval by Authority (direct approval) -Edition-

The CAME amendment is sent to the Authority for approval in the scenarios described in §0.5 and if not covered by the paragraph 0.6.5.

New **edition** (letter) is implemented in the CAME.

The Accountable Manager must sign EASA form 2.

List of effective pages must be signed by the CAM and SQ department.

All amendments to this CAME must be approved by the Authority.

0.6.5 Approval by DABS CAMO (indirect approval) -Revision-

Amendment of an existing manual, procedures, and document is directly approved by DABS in case of minor changes. Minor amendments are:

- Editorial changes or corrections that do not affect the technical content;
- Change of increasing manpower resources, except personnel needing FOCA acceptance;
- Changes in reference to other manuals or paragraphs;
- Changes in Form/procedure referenced in Part 5.

The CAME pages amended or new Form are sent to the Authority for notification in case of minor changes before publication and, after no objection; revised reprint of the effected page must be published.

New **revision** (digit number) is implemented in the CAME (except for form listed in Part 5).

List of effective pages must be approved by the CAM and SQ department.

In case of new Form/Procedure listed in Part 5, only revision of Form is used.

0.6.6 CAME Review

The CAME will be reviewed by the SQ department and the CAM, at intervals not exceeding 12 months (+-3 months) or more frequently when significant changes occur, which affect the content of the CAME.

0.7 PROCEDURE FOR ALTERNATIVE MEANS OF COMPLIANCE (ALTMOC)

Reference EASA Part-CAMO.A.120

0.7.1 General

Instead of Acceptable Means of Compliance (AMC), Alternative Means of Compliance (Alt MOC) may be established to ensure compliance with the implementing rules, provided the same level of safety is ensured.

DABS shall apply to FOCA when it intends to use Alternative Means of Compliance (Alt MOC) with:

- an application including the nature of the of the Alt MOC
- a full description of the Alt MOC
- the proposed revision/amendment of the manual/procedures system reflecting the application of the Alt MOC
- a documented assessment, demonstrating that Regulation (EU) No 1321/2014 and its Annexes are met

All Alternate Means of Compliance are specified in §5.7 and will be applied for with the appropriate supporting documentation when subject to the management of change/risk assessment process specified in DA-0001 and before application will have satisfied the following conditions.

Any implementation of Alternative means of compliance from a single approval perspective will be done so considering the impact to limited application.

Deviations from approved existing alternate means of compliance will be considered as a change requiring prior approval.

PART 1
CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES

This Part 1 defines the continuing airworthiness management procedures which DABS uses to ensure compliance with the continuing airworthiness aspects of Part-M.

PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES

1.1 USE OF AIRCRAFT CONTINUING AIRWORTHINESS RECORD SYSTEM – AIRCRAFT TECHNICAL LOG SYSTEM AND MEL APPLICATION

1.1.1 Aircraft Technical Log System

Reference EASA Part M.A.305

1.1.1.1 General

The ATL System is a system on the particular aircraft for recording defects and malfunctions discovered during the operation and for recording details of all maintenance carried out. DABS ensures that all defects reported are rectified, or are deferred.

The ATL System is also used for recording information relevant to flight and contains maintenance data that the pilots need to know.

DABS ATL System is a system consisting of:

ATL book (Tech log)	A book of 30 sheet (TAG0044) having: 3 colored sheets (white/yellow/white) 1 blue page for Cabin defect
Addition Forms	Maintenance Status (DA-0134) Hold Item list (HIL - DA-0048) Maintenance Cabin remarks (DA-0064) Copy of the last current CRS Status of Emergency Equipment (DA-0063) Damage chart (DA-0092/DA-0093) EROPS checklist if applicable (DA-0180)

1.1.1.2 ATL book

The ATL book (Tech Log) includes:

- Aircraft type and registration;
- Flight activities including date, time and place of take-off and landing;
- Information concerning the Aircraft (Total time and landing);
- Next inspection due date (A/C and Engines).
- Servicing information Ground anti / de-icing records;
- Quantity of Fuel and Oil uplifted;
- Pre-flight
- PIC Acceptance;
- Details of any failure, defect or malfunction discovered during the operation having effect on aircraft airworthiness; These are recorded by the Pilot outside Main base or by the Maintenance Organisation at Main base after debriefing with the Pilot at the arrival.
- Maintenance works performed by the AMO, especially:
  - Details of rectification action taken and;
  - Scheduled maintenance performed;
  - Works deferred to HIL and MEL limitations;
- Abbreviated RTS following rectification of a defect or maintenance check carried out;
- Where applicable, following of HIL;
- Pilot's observations and remarks not affecting aircraft airworthiness (in blue page).

DABS ensures that a copy of Tech Log and any pertinent information are forwarded by the PIC (by email) to the Maintenance Base in the end of each day the aircraft is managed.

1.1.1.3 Additional forms

1. **DA-0134** is used for recording Maintenance Status (Next due for A/C and Engines).
2. **DA-0048** is used for recording deferred defect in accordance with MEL/CDL.
3. **DA-0064** is utilised for recording Maintenance Cabin remarks and defects.
   Before the cabin crews enter an event, the Commander decides whether or not it affects airworthiness. If airworthiness is affected, the defect will be entered in the Tech Log. If airworthiness is not affected, the defect will remain only in the Maintenance Cabin Remarks Log and is transferred to the Maintenance department for rectification.
4. **DA-0063** is used for recording status of emergency equipment (last and next inspection)
5. **DA-0092/DA-0093** are used for recording and assessing external damage
6. **DA-0180** is used for recording EROPS Operation.

1.1.1.4 Instructions for use

Complete instructions for documentation and distribution of the Tech Log are described in procedure DA-0081. Each Tech Log book is numbered and consists of following pages:

- 1 ea. White which remains with the Tech Log book
- 1 ea. Yellow which be removed by Maintenance at main base for records up-date,
- 1 ea. White which be removed by the Commander at main base,
- 1 ea. Blue (Cabin defect) which be removed by the Commander at main base.

1.1.1.5 ATL System approval

The original issue and revisions to the ATL system must be approved/accepted by the authority as described in §0.5, before implementation and use. The **CAM** is responsible for any change to the ATL system.

1.1.1.6 PIC Acceptance

The PIC's acceptance signature confirms that all of actions necessary to ensure that the aircraft is fit to make the flight have been done, including:

- Control of the minimum fuel required for flight.
- Completion of mass and balance report.
- Pre-Flight / Daily inspections including specific operations if appropriate (EROPS, Security…).
- Control of the servicing/ground handling function /as described in §1.14:
  - Fuelling and oil uplift -quantity, free from contamination and correctly recorded,
  - De-icing,
  - Doors secured, control surface and landing gear lock removed, covers removed,
  - Loading and baggage handling,
- Control that all defects are correctly closed and signed off in the Tech Log.
- Control status of deferred defects in “HIL” and Next inspection due date (A/C and Engines)

Note that details of next due maintenance can be requested any time by crew to CAMO if needed.

- Control whether all the emergency equipment required for the particular flight is on board.
- Control whether all the necessary documents are on board and valid (including Tech log).
- Control equipment for special operations (Cat II, steep approach, EROPS…).

1.1.2 MEL Application

Reference EASA Part M.A.301

1.1.2.1 General

The Minimum Equipment List (MEL) is intended to permit operations with inoperative items of equipment for a specified period of time until rectification has to be accomplished.

In order to maintain an acceptable level of safety, the MEL establishes limitations on the duration of and conditions for operation with inoperative equipment. Rectifications are to be accomplished at the earliest opportunity and no later than within the time-frame specified in the MEL.

Some TCHs include a Configuration Deviation List (CDL) on the AFM with considerations for aircraft dispatch. **These considerations are included on the MEL.**

The provisions of the MEL are applicable until the aircraft commences the flight, i.e. the point when an aircraft begins to move under its own power for the purpose of preparing for take-off. Any decision to continue a flight following a failure or unserviceability which becomes apparent after the commencement of a flight must be the subject of PIC judgment.

At any cases, the MEL cannot deviate from the Aircraft Flight Manual limitations, emergency procedures or effective Airworthiness Directives.

When operating with multiple inoperative items, the interrelationships between those items and the effect on aircraft operation and crew workload will be considered.

Contents of MEL

Details of the method of use of the MEL are contained in the preamble to the MEL document itself.

The MEL is based on the Master Minimum Equipment List (MMEL) approved by the authorities.
This document takes into consideration DABS's particular aircraft equipment, configuration and operational conditions, the area of operation, and requirements set by EASA and the NAA.

The MEL contains only items required by Regulations or airworthiness items, which may be inoperative prior to dispatch. Equipment obviously basic to aircraft airworthiness is not listed and must be operative for all flights.

All items which are related to the airworthiness of the aircraft and not included on the MEL are automatically required to be operative.

Equipment obviously not required for safe operation of the aircraft such as galley equipment or passenger convenience items may not be listed.

MEL approval

The MEL is amended under the responsibility of Flight operation department of the operator with the support of the Continuing Airworthiness Department with a three (3) month period when MMEL has been revised or Equipment has been added or removed.

The operator flight operation department submits to the authority for approval and publishes MEL for each managed aircraft. Revisions to the MEL become effective only after approval.

When a revision of the MMEL has not yet been incorporated in the MEL, it is possible to use item and limitations of the new MMEL revision. An internal authorisation is granted by the operator with the support of CAM with the authority approval.

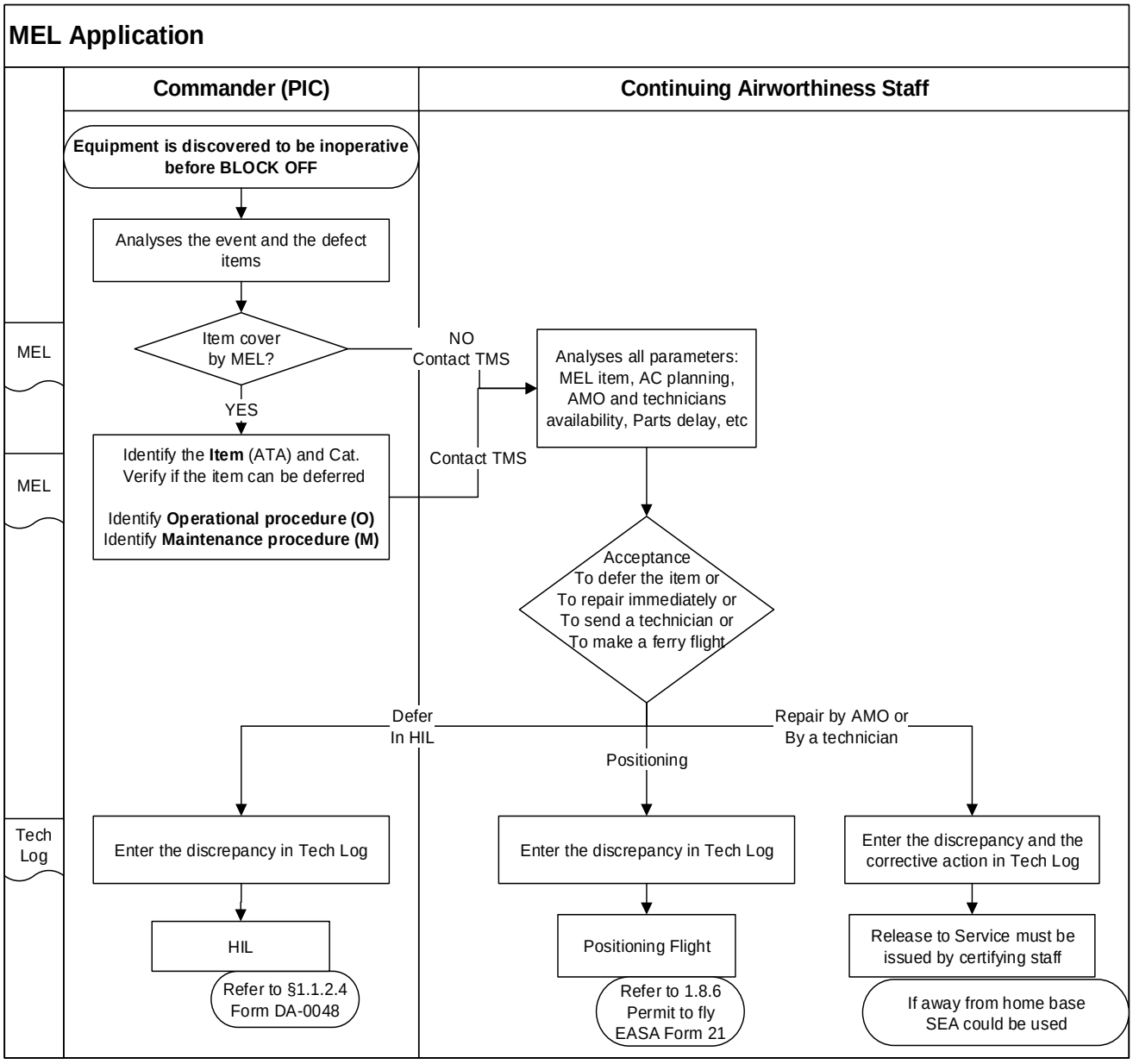
1.1.2.2 Application

When an item of equipment is discovered to be inoperative, the **Commander** or **maintenance personnel** should contact the **CAS** for review and acceptance. Item is reported by making an entry in the Tech Log.
The item is then either repaired or deferred in HIL per MEL/CDL.
The final decision to defer in HIL per MEL/CDL is the Commander decision.

Use of the MEL is applicable each time a discrepancy is found by flight crewmembers and/or maintenance personnel, and the necessary corrective action cannot be accomplished prior to flight. Personnel shall follow the procedures described in DA-0081.

If the discrepancy indicated is not included in the MEL, a corrective action is required prior to flight.

Use of the MEL is not applicable to discrepancies or malfunctions that occur or are discovered after the commencement of the flight or during flight.



1.1.2.3 Intervals

The Tech Log entry and the relative HIL identify the MEL item number and the associated time limitation (date or remaining flight hours and/or cycles) i.a.w the MEL Category.

Rectification intervals

Inoperative items or components, deferred i.a.w the MEL, must be rectified at or prior to the rectification intervals established by the letter designators given in the "CAT" column.

Category A - No standard interval is specified, however, items in this category shall be rectified in accordance with the **conditions stated in the Remarks** of this MEL.
Where a time period is specified it shall start at 00:01 (Local time) on the calendar day following the day of discovery.

Category B - Items shall be repaired **within three (3) consecutive calendar days** excluding the day of discovery (recorded in the Tech log).

Category C - Items shall be rectified **within ten (10) consecutive calendar days** excluding the day of discovery (recorded in the Tech log).

Category D - Items shall be rectified **within one hundred and twenty (120) consecutive calendar days** excluding the day of discovery (recorded in the Tech log).

Items not included in MEL

1- Nonessential Equipment and Furnishing (NEF) - Items, systems or components that do not affect the airworthiness of the aircraft, (such as entertainment systems, galley equipment) are not included in the MEL and have no limitations. In this case, inoperative items must be described in Cabin Remarks (DA-0064).

2- Any items which are RELATED TO THE AIRWORTHINESS of the aircraft and are not including in the MEL are always required to be OPERATIVE before a flight is dispatched.
In this case, repair or positioning flight with a permit to flight (Part 4B) must be organised.

1.1.2.4 (M) and (O) Procedures

If MEL indicates Maintenance (M) or Operational (O) procedures**, actions must be accomplished before flight:**

- **Maintenance Procedures (M)** shall be performed by qualified and authorised personnel (Commander* or maintenance certifying staff). **CRS in Tech log is required.**
  If specified in MEL, some M procedure such as pulling and collaring circuit breakers, visual check may be performed by a Flight Crewmember; **CRS is NOT required** The commander is only responsible to sign the action taken in the Tech Log.

  ***Remark**: For simple and limited maintenance task, the Commander may issue a CRS providing they have been trained by an approved Part-145 Organisation which has been issued a **Limited certification authorisation** i.a.w 145.A.30(j)4.

- **Operational procedures (O)** may be accomplished by Flight Crewmember.
  The commander is responsible to sign the action taken. **CRS is NOT required**.

The Commander or maintenance personnel is responsible to ensure that entry of procedures performed is properly annotated in the Tech Log.

Flight Operations service in charge of dispatch and flight preparation shall be notified of Flight limitations by the CAS.

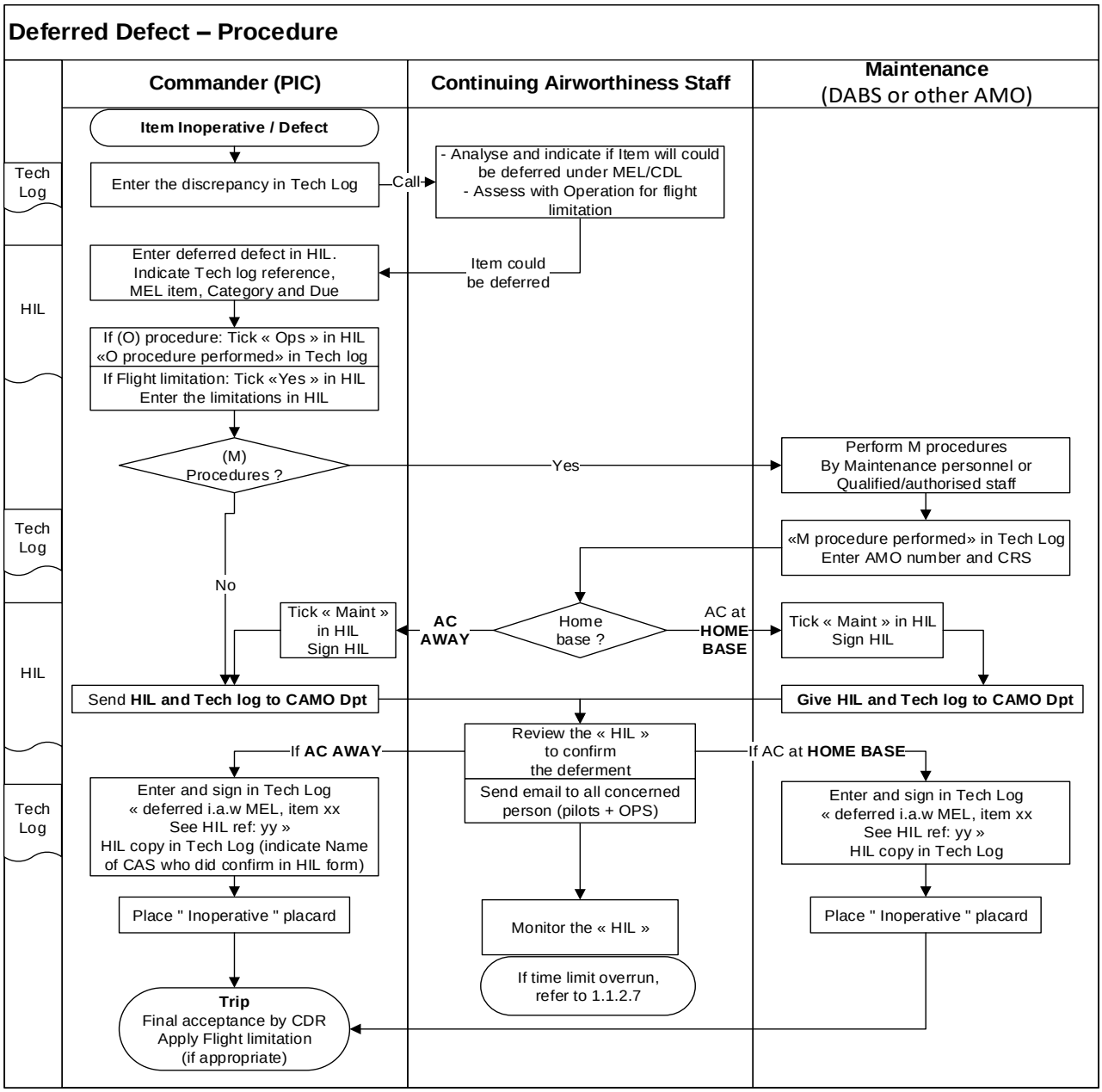
1.1.2.5 Deferred Defect and Hold Item List (HIL) - Procedure

The HIL (DA-0048) lists all deferred defects which for some reasons could not be repaired or cleared immediately but do not affect the safety of the aircraft and are not contrary to the MEL.

When a defect has been raised in '*Defects*' column of the Tech Log and is deemed to be within the allowance quoted in the MEL, entries should be made in the Tech Log and in the HIL prior to operation i.a.w DA-0081. The entry in the '*Action Taken*' column of the Tech Log should be annotated '***Defect deferred i.a.w MEL Item XX. See HIL No. yy***'. This entry may be made by the crewmember or maintenance personnel.

The HIL must be suitably annotated with details of the defect, the flight limitation, the time limit (date and time or remaining flight hours and/or cycles) and the consequence on specific operations (cat II, steep approach, EROPS, …) if applicable.

The CAS acceptance is recorded on the HIL form to indicate that the defect has been assessed and could be deferred until rectification.



1.1.2.6 Acceptance by the crew

The **CAS** is responsible to assess and confirm the deferment of defect rectification within limitation and time frame described in MEL.
He must inform by email the Dispatch and all pilots concerned.
The Commander has the final decision whether or not to accept the aircraft with inoperative equipment.
He confirms his acceptance by signing in the field "PIC Acceptance" of the Tech Log.
If he does not accept, he must document his justification and notify the **CAS**, his lead captain and the Flight Operations manager by phone and email.

1.1.2.7 Management of time limits

When the defect is discovered, the defect and the time limit for the defect rectification must be specified in HIL form (Flight Hours/Cycles/Calendar Time).

The defect rectification may be performed before the specified limit.

MEL time limits are managed and monitored by the Continuing Airworthiness Department using the CMTS.

This information remains available in Tech Log book and is reviewed daily by the Commander to verify the due dates. Before every flight trip, the HIL item is reported by the Commander if the defect is not cleared in order to follow up any current defect / malfunction.

When clearing a defect / malfunction entered in the HIL, the rectification action must be stated in the "Corrective actions" of the HIL.
Each cleared defect must be certified in the Tech Log with the Stamp and Signature of the maintenance organisation.

1.1.2.8 Time limitation overrun

Cat B, C, D - Extension

Any time limitation overrun has to be accepted in a joint decision by the Airworthiness Department and the Operation department.

The **CAM** may permit a **one-time extension** of the applicable rectification Interval, B, C or D, for the same duration as that specified in the MEL.

The authority is notified immediately of any **one-time extension** authorisation. For this purpose, he has to use the form (DA-0052_one).

Cat A, expiry of extension or item not in MEL - Permit to fly

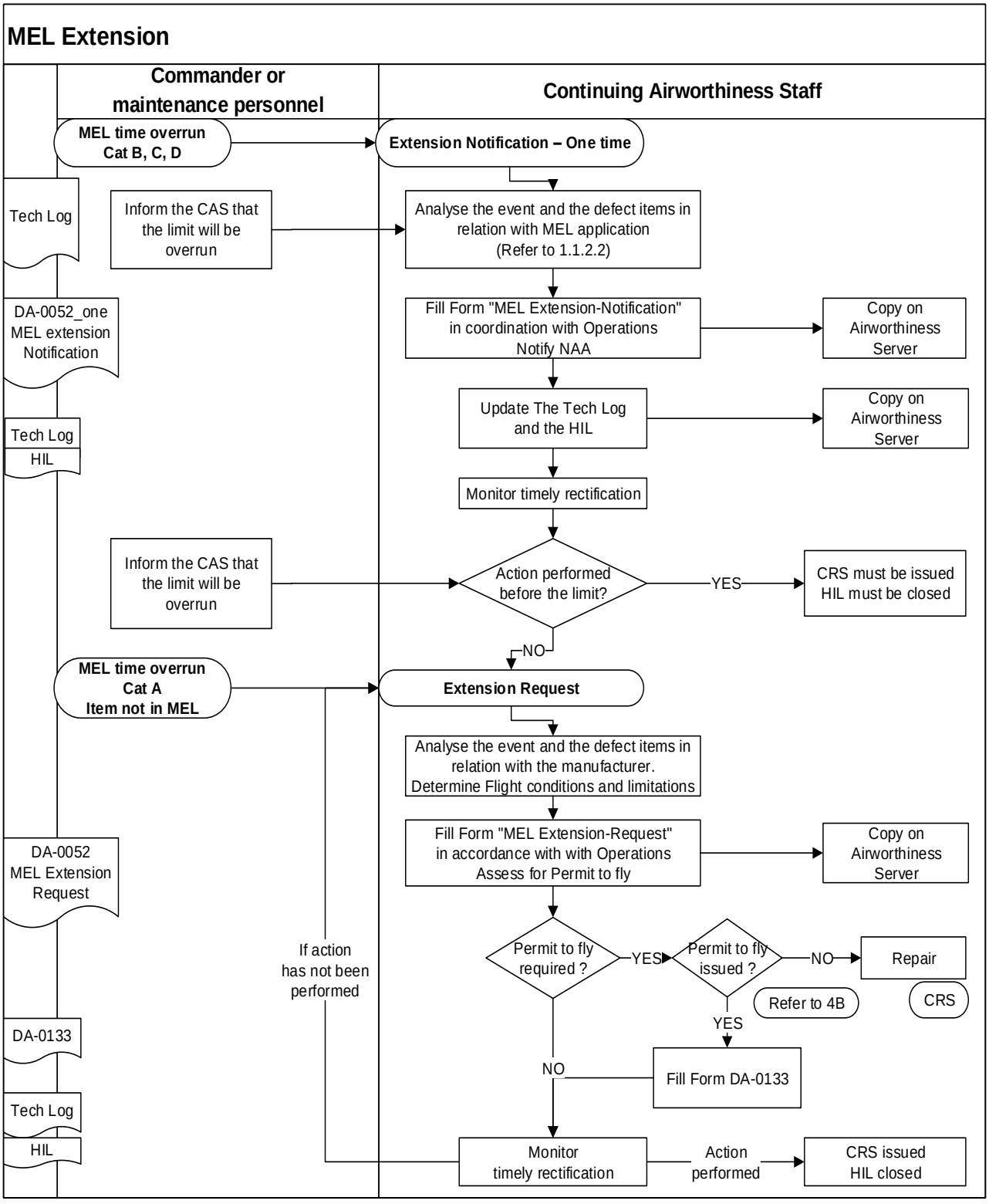
Dispatch of the aircraft is not allowed in all these case **without NAA approval.**

Any Extension has to be approved in a joint decision by the CAM and the Operator Flight Operation Postholders or Deputies.

Manufacturers must be contacted to obtain a NTO and **Form 18a** where flight conditions will be approved. In case of **Form 18** could not be given, the NAA or EASA need to be contacted for flight conditions and limitations approval.

The CAM assesses the request for **a Permit to fly**. If required, Permit to fly will be issued i.a.w Part 4B. The **CAM** fills form DA-0133 to authorise the flight.

1.1.2.9 MEL extension



1.2 AIRCRAFT MAINTENANCE PROGRAMMES (AMP)

Reference EASA Part M.A.302, Part-CAMO.A.315

1.2.1 General

The Aircraft Maintenance Programme is produced by DABS who is responsible for its development in accordance with Part-CAMO.A.315(b).

A copy of the Aircraft Maintenance Programme is available to:

a) The Owner/Operator.
b) The Authority.

1.2.1.1 Aircraft Maintenance programme (AMP)

AMP provides maintenance planning instructions necessary for the safe, airworthy and reliable operation of the aircraft in regard of their specific use.

AMP is based on, and reflects, the manufacturer's aircraft Maintenance Schedule, tailored to the DABS equipment and specifications, and approved by the NAA.

AMP contains details, including frequency, of all maintenance required to be carried out.

AMP embraces both scheduled maintenance tasks and the associated procedures.
It identifies inspections, methods, procedures, and duties to assure the airworthiness of the aircraft.

DABS has contracted Computerized Maintenance Tracking Systems (CMTS) for planning and follow-up of the maintenance tasks and replacement of life-limited parts and time-controlled components, as described in §1.2.4.
These systems are basically identical with the AMP and every maintenance task and component can be tracked by cross-reference with maintenance manufacturer manual.

The CMTS is always revised to the latest manufacturer's manual revision status.

1.2.1.2 Responsibilities

The Aircraft Manufacturers /STC holders are responsible for the development of Maintenance Review Board Report, Maintenance Planning Document, Time Limits manual and Maintenance Manuals.

The **CAS** is responsible to develop and update AMP with the recommended maintenance Schedule.

The **CAS** is responsible to ensure that all applicable data from AMP are updated in CMTS and applied to every managed aircraft.

The **CAS** is responsible for entering in CMTS all applicable data relating to scheduled and unscheduled maintenance and components change.

The Original Maintenance Programme is recorded in DABS server.

1.2.2 AMP Content

All AMPs are based on Appendix 1 to Part-M AMC M.A.302.

1.2.2.1 General

AMP is based upon the Maintenance Review Board Report (MRBR), the Maintenance Planning document (MPD) and the Time Limits/Maintenance Checks (TLMC) or chapter 4 and 5 of the Maintenance Manual (AMM).

The structure and the format of AMP are composed on following parts:

1- Introduction
2- Certification statement
3- Programme rules
4- Period and frequencies
5- General description
6- Appendix.

First Part presents the Status of Aircraft concerned (The type/model and registration number of the aircraft, engines), the System's sources (manufacturer's document), the responsibilities and the procedure to manage the amendment of the maintenance programme.

Second Part contains a statement signed by the **CAM** to the effect that the specified aircraft are maintained to the approved AMP and that AMP is reviewed and updated.

Third Part describes the following:

- AMP updates to reflect manual changes, modifications or service experience.
- AMP reviews to ensure that AMP reflects NAA/TCH/STCH recommendations, revisions to the Manufacturer's documentation, requirements from AD, SB, modifications and repairs,
- Process for the escalation of established periods, acceptable to the Authority,
- The reliability programme, if applicable,
- The variations to periods prescribed by AMP, including extension,
- The inspection standards,
- Consideration given to human performance.

Fourth Part details:

- The periods/frequencies (and permitted variations) to tasks of scheduled maintenance for the Aircraft, Engines, APU and components,
- The description of engine health monitoring data,
- The special inspections (Pre-flight / Daily inspection, check flight, mass & balance, Aircraft storage, Check after operation in Volcanic ash conditions) and periods/conditions at which inspection must be made.

Fifth Part details:

- Description of Computerized Maintenance Tracking system - CMTS (CAMP, ...),
- Certification requirements, including
  - Flight crew authorisation,
  - limits for line maintenance certification,
  - Inspection of Critical items / independent inspection,
- Systems and Power Plant Inspection programmes including Communication and navigation system and Unscheduled inspections,
- Structural inspections and corrosion control programme, including compliance with Part-26.A.370 if applicable
- Zonal inspection, if applicable,
- Component programme including life-limited parts and time-controlled components,
- Additional requirements including:
  - Maintenance tasks related to mandatory Airworthiness Limitations (ALI),Certification Maintenance Requirements (CMR) and Corrosion Prevention and Control programme (CPCP) if applicable,
  - Inspections related to Airworthiness Directives (AD's),
  - Inspections related to NAA requirements,
  - Required tasks issued by TCH, STCH, or related to modifications or repairs,
  - Additional tasks related to Emergency equipment and Customer furnished equipment,
  - Maintenance tasks applicable to specific aircraft operations (CAT II, RVSM, B-RNAV, EROPS, AWO, steep approach, EFB, etc.),
  - Maintenance tasks related to CDCCL.

Last Part (Appendix) presents:

- Details of required Task and component changes described in CMTS,
- Details of engine maintenance check,
- Pre-flight/ daily inspection description.

1.2.2.2 Details of Maintenance Programmes

All tasks applicable to aircraft listed in AMP are monitored by Computerized Maintenance Tracking Systems (CMTS).

Periods and frequencies (AMP §1.5)
The periods and frequencies of the maintenance tasks and inspections are described in AMP. If the utilisation of time varies by more than 25% from that stated DABS will review the AMP in order that any necessary adjustments to the maintenance tasks and periods may be made.

Reliability Programme (**AMP §3.4**)
The purpose of Reliability Programme is to ensure that AMP tasks are effective, and their periodicity is adequate. In addition, the effectiveness of AMP is subject to periodical review i.a.w §1.5.

Engine health monitoring (**AMP §4.2**)
DABS conducts engine trend monitoring as a matter of policy for engine reliability and early fault diagnosis. Owner is enrolled in Engine Condition Trend Monitoring Program i.a.w §1.10.

Daily inspection Servicing / Fuel contamination (**AMP §4.5**)
Daily inspection includes a fuel water drain sample to be carried out in case of fuelling. Fuel contamination checks are addressed in §1.14.

Maintenance schedule (AMP §5)
All of the following tasks are listed in AMP:

- Airframe, Engine and APU scheduled inspections.
- Airframe life-limited parts and time-controlled components
- Engine and APU life-limited parts and time-controlled components.
- Requirements of the structural inspection programmes (SIP) and the CPCP

Due to aircraft type, there are currently no specific requirements for a Structural Inspection, Corrosion Control, Reliability, or Engine Health Monitoring Programmes other than those generally applied as part of the manufacturers' maintenance recommendations.

Tasks related to ALI, CMR and AD (**AMP §5.6**)
ALI, CMR are instructions described by the manufacturers. ADs are issued by the authorities and could require additional instructions.

Tasks related to FOCA/ NAA Requirement (**AMP §5.6**)
Reference is made to the SB, Modifications, Repairs, STC and customer or NAA requirements including hereafter FOCA requirement but not limited to:

- Reference is made to ONAE 748.215.1 and FOCA Notices "Communication Techniques (CT)".
    - Additional Mandatory requirements (CT-I) are implemented in AMP.
    - Other Airworthiness Notices (CT-D, CT-C and CT-INFO) are assesses by the **CAM** for applicability and, where necessary, included in AMP.

Additional maintenance requirements (**AMP §5.6**)
Reference is made to the SB, Modifications, Repairs, STC and customer or FOCA requirements.

Maintenance applicable to specific aircraft operation (**AMP §5.6**)
Reference is made to the necessary tasks required to ensure continued compliance with additional, special approved authorisation.

- Approach CAT II
- MNPS and RVSM
- RNAV (B-RNAV and P-RNAV if applicable)
- ETOPS / EROPS (if applicable)

1.2.3 AMP Development, Reviews and Amendment

1.2.3.1 Sources

AMP shall be based on the following source documents:

- Maintenance Review Board Report, Maintenance planning document, Time Limit manual and additional requirements

Or

- Chapter 4 and 5 of Maintenance Manuals and additional requirements

Additional requirements contain:

- Corrosion Prevention and Control programme (CPCP)
- Airworthiness Limitations document (ALI)
- Certification Maintenance Requirements document (CMR)
- Airworthiness Directives (AD)
- FOCA/ NAA Requirements
- Type Certificate Data Sheet (TCDS)
- Supplemental Type Certificate (STC)
- Specific aircraft operations (CAT II, RVSM, B-RNAV, steep approach, EROPS, EFB),
- Long range Configuration and procedures document (if applicable).

1.2.3.2 Initial development and submission to the authority

The following documents shall be submitted to the authority for an initial approval:

- The proposed AMP (see §1.2.2) + Compliance checklist.
- The proposed reliability programme, if required (see §1.10).
- Applicable Source documents (MRBR, MPD, Chapter 4 and 5 of the MM, Corrosion Prevention Control Programme, Life Limitations, CMR, Supplemental MM, …).
- Design status (Type Certificate data sheet).
- Requirement report from CMTS.

When the AMP differs from the Manufacturer's recommendations, justification to the changes should be provided.

1.2.3.3 Amendment / Changes

The **CAS** is responsible to amend the AMP to implement changes including:

- Additions / Deletions of tasks
- Modifications to tasks
- Changes in tasks frequencies/periods

Changes results from:

- Amendments to Source documents
- Modifications (including SBs, ADs, SILs, repairs)
- Changes required by authorities.
- TC or STC holder's recommendations.
- Data arising from the reliability programme (if applicable).
- Monitoring of the effectiveness of the programme (See §1.5).
- Recommendations received from the contracted AMO(s).

1.2.3.4 Approval

AMP amendment should be sent to NAA for approval in the following scenarios:

- Amendments beyond the limitations of the Manufacturer Maintenance Schedule requirements (i.e. program task escalation),
- Major changes or other changes not stated in the indirect approval (i.e. STC implementation) I.a.w. M.A.302(c), amendment of an existing AMP is directly approved by DABS i.a.w procedure described in §0.6.

AMP amendment should be sent to NAA for review in the following scenarios:

- Administrative changes or correction of obvious typing errors that do not affect the technical content.
- Changes which are fully based on approved data by the Aircraft, Engine, Propeller, APU or component manufacturer.
- De-escalation of Maintenance Programme tasks or group of tasks.
- Adding of customer tasks or requirements.

Amendment is initiated within maximum 3 month after receiving a change. Any safety relevant issues which are more restrictive than the current AMP must be implemented immediately with information to the authority.

When any changes are published, the **CAS** is in charge to evaluate new requirements.
Form DA-0160 is used to assess the change and impact in AMP.
Additionally, DA-0055 is completed to identify revised source document and to assess that the AMP and the CMTS are updated in accordance with new requirements.

New Edition will be issued in case of direct approval.
New Revision will be issued in case of indirect approval.

The **CAM** is responsible for the submission of proposed amendments to the authority for approval/notification, and for subsequently distributing copies of approved amendments to all copyholders. Any amendment shall be distributed within 10 days to all copy holders, including authority.

The **CAS** is responsible to ensure that CMTS is updated during implementation of new change.

1.2.3.5 Escalation

Periods between Checks, Inspections, Servicing, Tests, Functioning and re-calibration etc. may be extended (escalated) or reduced where operational performance indicates that a different frequency of maintenance is desirable to improve reliability or enhance airworthiness, or may be permitted without reducing acceptable levels of airworthiness.

The **CAS** should review and analyse all data's during the effectiveness review (§1.5). Decisions are taken to extend periods (reliability warrants, repetitive defects) or to reduce periods (increased reliability and/or improved levels of airworthiness).

Major component life escalation programmes (Landing Gear / Engines / APU etc.) are normally managed by the respective manufacturer, starting at the time of delivery.
DABS may participate in such schemes where the opportunity arises.

All intended actions to escalate AMP requirements are submitted to the authority for approval in the process of amendment.

1.2.4 AMP Control

DABS has contracted Computerized Maintenance Tracking Systems (CMTS)**.**

CMTS is the controlling tools to monitor AMP for managed aircraft and is subject to a contract with DABS.

CMTS is developed to provide aircraft with a reliable system for operational maintenance recording, scheduling and control.

It provides an accurate, simple, and convenient method of monitoring and scheduling inspections, SBs, ADs, scheduled and unscheduled maintenance activities.

CMTS provides measures of maintainability and reliability. Long-range projections are also provided to assist operators in budgeting for upcoming aircraft operation.

The **CAS** is in charge to analyse the due maintenance in the CMTS in regards with hours and cycles reported to forecast the next maintenance.
The **CAS** can “customize” reports by adding to the list of items covered or deleting items he has chosen not to monitor. They can also change recommended time limits to fit his individual operation providing the manufacturer and authorities' acceptance.

For scheduled and unscheduled maintenance, a Purchase Order (PO) is generated and sent to the AMO selected to perform the maintenance task.

The Work Orders are prepared by the AMO based on the CMTS, which reflects the approved AMP, and on any additional items required.

When scheduled maintenance, AD, SB or components change is performed, the compliance is entered into the CMTS. The system updates information to reflect the next scheduled item.

All work packages are forwarded to the CMTS for update and record.

A review of the CMTS for each aircraft is performed periodically (minimum one per week) by the **CAS** to control status of due inspections, life-limited parts and time-controlled components and ADs.

The status and the history of each item (maintenance and components) are available in the CMTS.

1.2.5 Permitted Variations / Extension

1.2.5.1 Permitted Variations

Permitted variations do not apply to*:

- Airworthiness Life limitations (ALI),
- Airworthiness Directives (ADs)
- Tasks which have been classified as mandatory by manufacturers or FOCA/NAA/EASA
- Certification Maintenance Requirements (CMR),

*unless specified otherwise in the MRBR and agreed by the authority.

In case of EROPS critical tasks, as defined by the maintenance programme, procedure described in §1.2.5.2 must be followed.

A permitted variation to a period required by AMP may be granted by the **CAS** on a case by case basis on occasions where DABS or the contracted AMO does not have the ability to perform the required maintenance within the prescribed limits.

Contrary to an amendment to AMP, a permitted variation applies to a unique aircraft, for a unique occasion. The **CAS** has responsibility for any variation to AMP.

Permitted variations are always in accordance with the permitted tolerance to maintenance periods/frequencies given by the manufacturer documentation.

AMP must describe the maximum variation of a prescribed Airframe, Engine, APU and Components periods and frequencies in terms of Flight Hours, APU Hours, Landing and Calendar Controlled Items.

In all cases, extensions are not cumulative and must be deducted from the next scheduled maintenance.

In case of due maintenance (including permitted variation) are overdue, procedure described in §1.2.5.2 must be followed.

Any requests for variations to the Maintenance Programme outside the limitations given in AMP will be submitted to the **CAM** following consultation, and agreement with the manufacturer. These variations will only be sought in very exceptional circumstances (refer to §1.2.5.2).

1.2.5.2 Extension

The Airframe, Engine and APU permitted variation periods given by the maintenance programme must never be exceeded or extended without approval, case by case, through an authorisation given by the authority or through a Permit to fly.

Additionally, all variations concerning ALI, AD, CMR or EROPS critical tasks must be submitted to the appropriate authority for approval.

Form DA-0054 ("AMP - Time Extension") and additional Form EASA 18 and 21 (if appropriate) are used to request approval, authorise and record such variation.

The process is the following:

1- The **CAS** fills Form DA-0054

- Aircraft identification and description of concerned task,
- Extension requested (Flight hours, cycles, etc.),
- Justification of the need for such a variation;
- Limitation of extension
- Description of flight conditions and limitations,

2- The **CAM** assesses the request and evaluates the way to proceed i.a.w procedure described in Part 4B.

- Confirmation by the manufacturer that continued airworthiness and safety are not affected by the variation
- Acceptance of the flight conditions by EASA or a DOA;
- Acceptance of the flight conditions by the authority;
- Issuance of Permit to fly by the CAMO or by the NAA i.a.w Part 4B;

3- The **CAM** coordinates the process to obtain the permit to fly.

4- The **CAM** fills form DA-0133 to authorise the flight i.a.w Permit to fly issued.

Form DA-0054, permit to fly and form DA-0133, if issued, must be integrated in appropriate log book.
The CMTS should also be completed to justify the extension.

1.2.6 Critical task and INDEPENDENT INSPECTION Requirements

1.2.6.1 Critical Task

"Critical maintenance task" means a maintenance task that involves the assembly or any disturbance of a system or any part on an aircraft or engine that, if an error occurred during its performance, could directly endanger the flight safety;

If control system is concerned, an independent inspection is required
A control system is an aircraft system by which the flight path, attitude, or propulsive force of the aircraft is changed, including the flight and engine controls, the related system controls and the associated operating mechanisms.

In minimum the following maintenance tasks should primarily be considered:

- Installation, rigging and adjustment of flight controls.
- Installation of aircraft engines.
- Overhaul, calibration or rigging of components such as engines, transmissions and gearboxes.

Form **DA-0202_Matrix** (used by DABS AMO) provide guidance material on critical tasks management

1.2.6.2 Independent inspection

Independent inspections should be carried out by one additional staff, to ensure correct assembly, locking and sense of operation.
The AMO should have procedures to demonstrate that this staff have been trained and have gained experience on the specific control systems being inspected.

When checking control systems that have undergone maintenance the person performing the independent inspection should consider the following points independently:

- All those parts of the system that have actually been disconnected or disturbed should be inspected for correct assembly and locking.
- The system as a whole should be inspected for full and free movement over the complete range.
- Cables should be tensioned correctly with adequate clearance at secondary stops.
- The operation of the control system as a whole should be observed to ensure that the controls are operating in the correct sense.
- If the control system is duplicated to provide redundancy, each system should be checked separately.
- 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.

DABS requirements are described in Maintenance interface document (DA-0007).
The AMO is responsible for the correct applications of the manufacturer's instructions and procedures to comply with these requirements. A technical record of the inspections should contain the identification of the Critical maintenance task and the signatures of both persons.

1.2.7 Critical Design Configuration Control Limitations CDCCL

The requirements and responsibilities regarding CDCCL instructions are applicable to the following aircraft types:

- Turbine engine powered aircraft, certified after January 1st, 1958, and
- with a capacity of 30 passengers or more, or
- with a total payload of 3402 kg and more.

Details of requirements are described in AMP for Aircraft concerned by these requirements or by the way of an AD.

1.3 CONTINUING AIRWORTHINESS RECORDS - RESPONSIBILITIES, RETENTION, ACCESS

Reference EASA Part M.A.301, M.A.305 and Part-CAMO.A.220, CAMO.A.140

1.3.1 Hours and cycles recording

DABS is responsible to record the total time and flight cycles of the aircraft and all life-limited parts and time-controlled components as well as the time and flight cycles since last overhaul of the aircraft or aircraft components subjected to an overhaul life limit i.a.w Part-CAMO.A.220 & M.A.305.

1.3.1.1 Hours and cycles

Copy of the Tech Log is provided to DABS at the intervals defined in the Continuing Airworthiness Contract between the owner and DABS.

In Geneva the yellow copy of the Tech Log is transferred to the **CAS**. Copies are retained for a period of 36 months from the date of the last entry.

The **CAS** records daily hours and cycles on the CMTS for all managed aircraft. APU hours are reported during maintenance services on a periodic base and recorded in the CMTS.

Hours and cycles are recorded on a periodic base and in the CMTS.

The maintenance records held by the contracted AMO will be updated using information provided at the intervals defined in the Maintenance Contract.

1.3.1.2 Records 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*	• Current status (M.A.305(d)(1)); • In-service history record (M.A.305(e)(3)(i)); • EASA Form 1 and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance (M.A.305(e)(3)(ii)); • EASA 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.: • 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*	• Current status (M.A.305(d)(2)); • EASA Form 1 and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance (M.A.305(e)(3)(ii)); and • EASA Form 1 and detailed maintenance records for modifications and repairs (M.A.305(e)(2)(ii)).

1.3.1.3 Error reports

To prevent erroneous information input in CMTS, each user has a password to access it. The level of access of each user is different in depending on his/her job position and title.
The information on the Tech Log is considered the official log of aircraft time and landing/cycle documentation.

1.3.1.4 Monitoring of Maintenance between Scheduled Maintenance

The **CAS** monitors the progress of hours and cycles of the aircraft on regular basis, between the scheduled maintenance towards the next scheduled maintenance items for hrs/date/cycle limits.
On a Weekly basis, the **CAS** analyses the forecast showing the next scheduled maintenance event for each aircraft at a predetermined date/time range.
The projection is reviewed with the AMO**,** in case of change, for accuracy and planning purposes.

1.3.2 Records & Retention

The **CAS** is responsible for the continuing airworthiness records management and retention.

1.3.2.1 Records

Any records as listed below are held by DABS.

- The airframe, engines and APU Log books;
- The Aircraft ATL;
- Original Work Orders concerning the aircraft including Original copies of all maintenance related records (Purchase Order, work cards, tests, procedure with data recorded);
- Any **EASA Form 1 (**or equivalent, including specific certificate for component referred in 21:A.307) for installed components (except consumables where CofC are not required i.a.w GM M.A.305(g);
- The total time and flight cycles as appropriate for the aircraft;
- The current aircraft inspection status, including the time and flight cycles as appropriate, since last overhaul of the aircraft or aircraft component subject to an overhaul life;
- The current in-service records for life-limited parts and time-controlled components:
- The current status of Airworthiness Directives;
- The current status of Services Bulletins;
- Details of current modifications and repairs to the aircraft, engines and any other component, including ICA;
- A copy of any specific (approved) data used for repairs/modifications carried out, including ICA;
- Mass and Balance report and change data;
- Airworthiness Review Records.

The AMO responsibilities against the records are defined in Maintenance Interface document (DA-0007) and Maintenance Contract.

Original shall therefore be sent by the AMO after completion of any maintenance. These records include:

a) The airframe, engines and APU Log books as appropriate;
b) Modification records;
c) Inspection records (Work-packs including Original copies of all maintenance related records, Purchase Order, work cards, tests, procedure with data recorded, release to service) ;
d) Component life records;
e) Copy of the Aircraft ATL with certificate of release;
f) Modifications/ Repair records with appropriate maintenance data / ICA;
g) Airworthiness Directive/Service Bulletins/Airworthiness Notice compliance records;
h) Mass and Balance report.

1.3.2.2 Retention Period

Continuing airworthiness records are maintained, as a minimum, for the following periods i.a.w M.A.305(h):

FAMILY OF DOCUMENTS	NAME OF DOCUMENTS	ORIGINAL OR COPIES RETENTION PERIOD	RESP.	PLACE OF RETENTION
Technical log sector journey log sector	Tech Log	Paper/Electronic - Permanent Electronic - 36 months (*)	Airworthiness	Technical office Copy on Server
A/C Total time / cycles	CMTS	Permanent in the software	Operations	CMTS
Total time / cycles since last scheduled maintenance	CMTS	Permanent in the software CMTS	Airworthiness	CMTS
Deferred defects	HIL	Paper/Electronic - Permanent Electronic - 36 months (*)	Airworthiness	Copy on Server
Maintenance records (Work Package) and life-limited parts and time-controlled component fitted including: • Release certificate, • Components list, • Work reports • Task cards and procedures	Work Package	Paper/Electronic - Permanent Electronic - 36 months (*)	Airworthiness	Technical office Copy on Server
Maintenance Log books including records of AD, SB, Mods	Aircraft / Engine / APU Log book	Paper/Electronic - Permanent Electronic - 36 months (*)	Airworthiness	Technical office Copy on Server
Status of: • AD / SB • Modifications / STC • Repairs	Aircraft / Engine / APU Reports	Electronic - Permanent Electronic - 36 months (*)	Airworthiness	Technical office Copy on Server
Aircraft / Engine / APU status Scheduled and unscheduled maintenance	CMTS	Permanent in the software CMTS	Airworthiness	CMTS
Total time / cycles for life-limited parts and time-controlled components	CMTS	Permanent in the software CMTS	Airworthiness	CMTS
AMP - Maintenance programme		Paper/Electronic - Permanent Electronic - 24 months (*)	Airworthiness	Copy on Server
Airworthiness reviews staff record	Refer to §4	Paper/Electronic - Permanent Electronic - 24 months (*)	Airworthiness	Copy on Server
Airworthiness reviews record	Refer to §4	Electronic - Permanent Electronic - 24 months (*)	Airworthiness	Technical office Copy on Server
Permit to fly record	Refer to §4B	Electronic - Permanent Electronic - 24 months (*)	Airworthiness	Copy on Server
Official documents	CofR, CofA, ARC Noise certif. Radio Licence	Paper - Permanent Follow the aircraft life	Operations	Original on board Copy on server
Occurrence reporting		Paper/Electronic - Permanent	Airworthiness Operations	Copy on server
Safety, Quality and management system record	Refer to §3	60 months	SQ	Copy on server
Contracting and subcontracting records		60 months	SQ	Copy on server
Personnel records		36 Months after the person has left the organisation	SQ	Copy on server

*** - Note :** In case an A/C is transferred, all original records are transferred to the new owner. Copies must be retained during period indicated in column.
In case an A/C has been permanently withdrawn from service, Original must be retained during period indicated in column.

1.3.2.3 Records Correction

The CAS is responsible to review all the records for accuracy and crosschecks this information with the data in CMTS/AMP, as appropriate.

If any error is found on Records, the CAS or the SQ department could correct errors only by:

- Drawing a single line through the incorrect entry and enter the correct entry next to.
- No erasures or blank white-out will be used to correct errors.
- Name and signature should be added.

1.3.3 Records preservation

The Continuing airworthiness records are stored on DABS server in a safe way to prevent potential loss due to damage, alteration and theft.

Since the aircraft is enrolled on CMTS, all transactions are kept available on a “dormant disc”, by the provider.

1.3.3.1 BACKUP System

The IT department is responsible to define the protection modes for installations, safeguard of data, the security of access to the network and data loose.

A daily backup process whereby copies of computer files are taken in order to allow recreation of the original, must the need arise. Backup files retained on high capacity tape.
It permits protection against loss, damage or non-availability of the data held on information systems. Refer to DABS Management System Manual.

Only IT Administrators can restore and schedule backup jobs.

1.3.3.2 Access permission

Upon creation of each individual account, permissions are assigned according to their Department needs. Only an IT Administrator can setup accounts.
All of the records may be accessed by the Operator/Owner at any reasonable time and remain the property of the Owner at all times. Access to the records by duly authorised members of the NAA will be arranged where this is necessary.

1.3.3.3 Storage

The hard copies of the continuing airworthiness records are preserved in binders and folders, which are inside protected dedicated room with controlled temperature and equipped with fire detection and automatic extinguish systems. Fire extinguishers are also promptly available in case of emergency.

1.3.4 Transfer of records

When an aircraft is transferred to another operator/Owner, all documents as specified in §1.3.2 must be transmitted to the new Owner, as well as CMTS contracts.
If the operation of the aircraft is terminated, or if the aircraft is being sold, all retained records will be transferred to the owner of the aircraft.

In the event of short dry lease in/out, the records will not need to be transferred to the new Owner.
However, the new Owner has full access to the continuing airworthiness records.

1.3.5 Access to 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 NAA Office of Accident Investigation.

1.4 ACCOMPLISHMENT AND CONTROL OF AIRWORTHINESS DIRECTIVES

Reference EASA Part M.A.301, M.A.305

1.4.1 Airworthiness Directives access and records

1.4.1.1 General

DABS is responsible for the accomplishment of all applicable Airworthiness Directives (Part-CAMO.A.315) and NAA requirements.

The mandatory requirements for airworthiness and other mandatory publications are composed by Airworthiness Directives (AD) and Airworthiness Notices (AN) for the appropriate Aircraft, Engines, APU and aircraft Appliance issued by:

- The Civil Aviation Authority of the TC and STC holders and
- Civil aviation (NAA) of aircraft registration and
- EASA.

It may also be Service Bulletins Alert or Mandatory issued by the appropriate manufacturers.
SBs must be recorded in "SB status".

1.4.1.2 Distribution

ADs are automatically distributed by the authorities to operators by email.

The SQ department is responsible to periodically (at least once every 2 weeks) track new or revised ADs of the appropriate authority (EASA, FAA, TCCA). ADs are recorded on **DA-0070_General.**

Access to applicable ADs by the personnel is provided by the SQ department on the DABS server.

1.4.1.3 Forms and records

- "**Record of Airworthiness Directives**" – **DA-0070_General -** with all ADs received. Form is completed by the SQ department for information.

- "AD Status" - DA-0070 - with current status of all ADs for each aircraft including ADs applicable for the aircraft type but not applicable for the aircraft. Form is completed by the CAS.
This status containing the following information:

- Make / Model / Serial number (Aircraft / Engine / Appliances),
- Original AD number (issued by the State of Design),
- Modification / SB reference
- Subject,
- Recurrent (interval if yes)
- Effectivity (Serial number, aircraft type, cancel, etc...)
- Status - Applicable (Yes/No),
- Date/hours at compliance (if applicable),
- Name of company which perform the work for compliance (if applicable),
- Next compliance due date/hours/cycles/landings (if recurrent action requested),
- Comment - Method of compliance (SB number, AFM revision, not applicable, etc.),

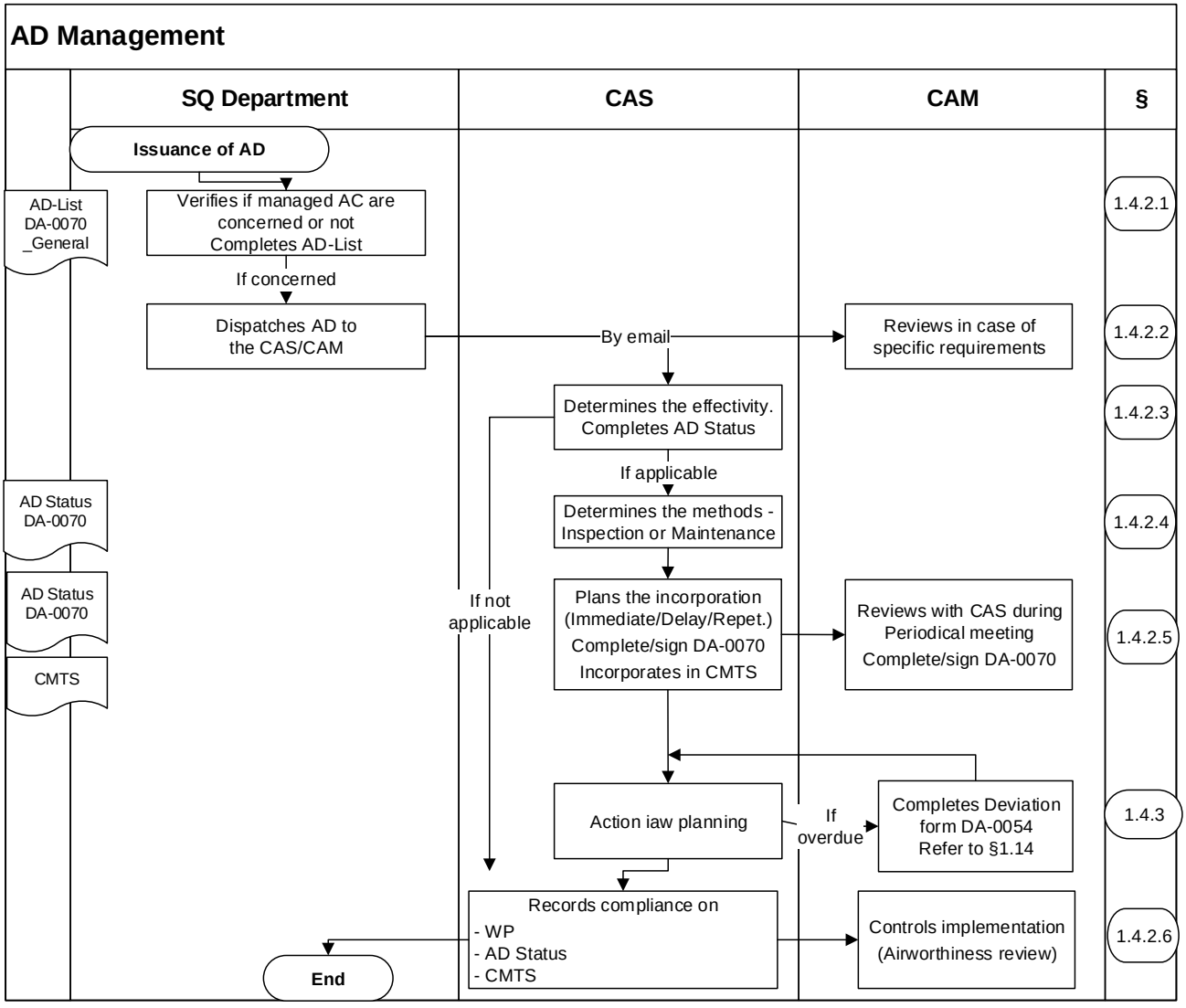
- **Aircraft log book** (Airframe, Engine and APU) **– AD status is integrated when aircraft is living the CAMO**. Form is signed by the **CAS**.

- CMTS (CAMP).
The **CAS** records all ADs with date of compliance for each aircraft including ADs applicable for the aircraft type but not applicable for the aircraft (except for appliances).

1.4.1.4 Procedure

The **CAM** delegates the management of ADs to the **CAS**. Compliance action shall be initiated by the SQ department according to:

- EASA AD → action is required
- TCH NAA AD → action is required
- FAA AD→ Being reviewed by the CAS and CAM
- Service Bulletin - Alert → action is required
- Service Bulletin - Mandatory → Being reviewed by the CAS and CAM



CMTS = Computerized Maintenance Tracking System (CAMP, etc)

1.4.2 Airworthiness Directive Management

1.4.2.1 Analyse

ADs are reviewed by SQ Department on NAA website (Once every 2 weeks). SQ Department verifies that for each new or revised AD the managed aircraft types are affected or not.

The SQ department completes the list "**Record of Airworthiness Directives**" with all ADs received including ADs not applicable.
This list contains:

- Original number, the State of Design and the revision,
- NAA number, if appropriate
- Subject,
- Applicable (Yes/No) and, if applicable, the aircraft affected.

In the event that an AD is received outside normal working hours, which requires immediate attention, the DABS staff in duty advises the **CAM** / **CAS** in order that a decision with regard to implementation can be made.

1.4.2.2 Dispatch

The SQ department dispatches any AD affecting the managed aircraft type to the **CAS** and the **CAM** (server).

1.4.2.3 Effectivity

By delegation from the **CAM**, the **CAS** is responsible to determine the Effectivity of AD on his assigned aircraft.

The CAS ensures that a current status of all AD is kept (**The "AD Status" -DA-0070- must be documented).**
This status containing the following information:

- Make / Model / Serial number (Aircraft / Engine / Appliances),
- Original AD number (issued by the State of Design),
- NAA AD number if appropriate
- Modification / SB reference
- Subject,
- Recurrent (interval if yes)
- Effectivity (Serial number, aircraft type, cancel, etc...)
- Status - Applicable (Yes/No),

1.4.2.4 Method of compliance

The **CAS** advises the **CAM** as to how best to comply with the AD and the decision on when to proceed is made jointly, based on the impact on operations, taking into account the specific compliance requirements.

ADs shall be accomplished in accordance with design data mentioned in the AD and approved by the State of Design.

The **CAS** should sign DA-0070 to formalise assessment performed and records the AD status (applicable /not applicable) in CMTS for monitoring implementation.

The **CAM** should sign DA-0070 to formalise acceptance of assessment performed.

1.4.2.5 Plan

The **CAS** and the **CAM** agreed on the decision taken on ADs during the periodical meeting (§2.2).
It is decided for each AD and for each aircraft if:

- Applicable AD is performed immediately,
- Applicable AD is not yet performed and time limit is not overdue; Due time is scheduled,
- Any repetitive actions are identified and scheduled.

The necessary actions will be scheduled for the compliance within the AD required compliance time. Where necessary, and required by the AD, Repetitive Inspections will be introduced until full compliance is achieved.

The **CAS** monitors a due Task on the CMTS for each applicable AD to ensure that all are performed and that they are performed on time.

1.4.2.6 Status

The **CAS** completes the current status of ADs (The **'AD Status'**) with the following information:

- Date of assessment in case of AD not applicable,
- Date/hours/cycles/landings at compliance (as appropriate),
- Name of company which perform the work,
- Reference of the WP,
- Next compliance due date/hours/cycles/landings (if recurrent action requested),
- Method of compliance (SB number, AFM revision, etc.),

In addition, the CRS (where AD is compliant) is implemented on the **aircraft log books**. Work package (including Work Reports, Work cards, original release certificate) is also recorded.

1.4.3 Airworthiness Directives Control

1.4.3.1 Control - Compliance Monitoring

AD compliance is the responsibility of the **CAS**.
AD compliance monitoring is the responsibility of the **CAM**.

Incorporation of all AD for each aircraft affected is controlled

- annually by **CAS** during the periodic review of the maintenance programme (refer to §1.5),
- annually by the **ARS during airworthiness review**, and
- periodically during the Periodical meeting as described in §2.2. (by **CAM/SQD**)

1.4.3.2 Deviation

ADs must be carried out within the time frame specified. Due date must never be exceeded or extended without approval case by case through a Permit to fly or exemptions granted in accordance with Article 71 of Regulation (EU) 2018/1139.

Form DA-0054 ("AMP - Time Extension") and additional Form EASA 37/18 and 21 (if appropriate) is used to request approval, authorise and record such variation.

Deviation requests shall state the reason for request and shall include supporting data. Based on a “Sufficient Level of Safety” determination, a permit may be granted i.a.w Part 4B

1.4.3.3 Findings

In the event of identification of findings as a result of the performance of the AD, The SQ department will contact the FOCA and the TC holder.

1.5 ANALYSIS OF THE EFFECTIVENESS OF THE MAINTENANCE PROGRAMME

Reference EASA Part M.A.301, Appendix to Part M.A.302, Part-CAMO.A.315

The maintenance programme is followed by the **CAS** and assures it adequacy. The analysis will allow revisions to the maintenance programme based on deficiencies or irregularities revealed by the continuing analysis and surveillance system.
The **CAM** will monitor the effectiveness of the Maintenance Programme through regular Liaison Meetings with the contracted AMO and the SQ department.

1.5.1 Analysis

The effectiveness analysis of the Maintenance Programme will be monitored by the **CAS.** He is in charge to analysis the following:

- Tech Log (daily problems / malfunctions discovered during the operation),
- Supplementary Works (defects / malfunctions discovered during the scheduled inspection),
- Deferred maintenance and Hold items,
- Component / spares consumption,
- Occurrence reports,
- Variations for Maintenance Programme,
- Information from reliability programme,
- Information from other aircraft, same Aircraft type.

Data's analysis are reviewed during the periodic review by the **CAM** and the **CAS** and decision taken / necessary action are documented on DA-0056. (Refer to §1.5.2)

Changes or amendments to the Maintenance Programme remain the responsibility of the **CAS**.

1.5.2 Periodic review

DABS shall periodically review all Maintenance Programmes to ensure currency with Manufacturer recommended maintenance programs together with fleet utilisation requirements based on operating experience.

A liaison meeting will be attended for each aircraft by the CAM, CAS, SQ staff, Representatives of the contracted AMO (if appropriate) and NAA (if appropriate). The meetings will be annual intervals.

Subjects to be addressed at the meetings are as follows:

- The Maintenance Programme content;
- The effect of the following items on the Maintenance Programme:
    - ADs, Modifications or Repairs,
    - Changes to manufacturer's maintenance data, SBs, SILs,
    - Changes to the operation;
- Supplementary Works (defects/malfunctions discovered during operation and inspection);
- Defect reports and Occurrence Report (including FDM if appropriate);
- Reliability monitoring Report (from CMTS);
- Trend monitoring Report (if applicable);
- Surveillance of Contractors and Evaluation of maintenance contracts;
- Compliance monitoring product samples (aircraft surveys);
- Reviews of Fleet and associated data's analysis;

Where appropriate and necessary, AMP will be amended.

1.6 NON-MANDATORY MODIFICATION AND INSPECTIONS

Reference EASA Part M.A.301, Part-CAMO.A.315

1.6.1 General

Non-mandatory Modifications take the form of:

- Service Bulletins (SBs), Service Information/Letter (SILs) or Newsflash issued by the TC holder, or
- Safety Information Bulletin (SIB) issued by the authorities, or
- A Modification approved in accordance with Part-21.

It is the responsibility of the **CAM** to ensure that these data are received from the appropriate manufacturers (for the airframe, engines and appliances) and assessed by appropriate **CAS**.

Other modifications not covered by a manufacturer's SBs will be initiated by DABS in consultation with the contracted AMO, for approval i.a.w EASA requirements.

1.6.2 Embodiment Policy

It is standard policy to accomplish all Alert, Mandatory and Recommended SBs. All SBs applicable to the managed aircraft will be reviewed in the first instance by the **CAS** for applicability.

Incorporation decisions are based on safety of flight, and cost effectiveness. In case of a Recommended SB not performed, a justification is described in the airworthiness records.

1.6.3 SB and SIB

When Non-mandatory changes are received by DABS, the different documents are assessed by the **CAS**.
Form DA-0071 is also used to record assessment performed .

He considers that a particular manufacturer's recommendation must be embodied, and a decision to proceed or not will be made, based on:

- The relevance of the modification to the operations aspect (improvement of flight safety, conformity to agencies recommendations, change to aircraft operational specifications),
- The degree of enhancement of safe operation, airworthiness reliability which would issue.
- The aircraft availability / Impact on the Maintenance Programme,
- The costs / Upgrading of Aircraft value.

When decision has been taken, the contracted AMO is advised and embodiment planned.

CAS is responsible that incorporation (or not) of all non-mandatory changes is to be recorded in the airworthiness records. SIB assessments are reviewed during monthly meeting.

It includes an update of CMTS and aircraft, engine and APU Log books .

SB compliance monitoring is the responsibility of the CAM. Periodical Review and approval will be recorded on the SB Status (DA-0071).

1.6.4 Other Changes (Modifications)

For all design changes (modifications) other than those introduced by manufacturers, the **CAM**, in consultation with the contracted AMO, processes as described below.
These changes concern:

- Modifications proposed by DABS or the contracted AMO for operational advantage or other reasons,
- Supplemental Types Certificates,
- Repair to aircraft structures not covered by the structural Repair Manual,

Changes already been approved
If DABS intends to implement a modification which has already been approved by the competent authority of the TC holder (e.g. by STC, AD, SB etc.) or by an EASA Part-21 approved Design Organisation (DOA), the Certification and/ or SQ Department is responsible to verify the necessity of additional approval by the competent authority of the country of registration.

Each modification is recorded and certified i.a.w. procedures required by the respective responsible competent authority.

- Major changes must be approved by the respective responsible competent authority i.a.w. the applicable requirements.
- Minor changes approved under DOA do not need to be reported to the competent authority of the country of registration.

Changes not already been approved
In the first instance, the competent authority or a DOA will be consulted for advice with an outline of the proposed change with a view to ascertaining whether or not a change is deemed to be classified as 'Major' or 'Minor'.
Then changes will be subject to the EASA/DOA/NAA approval including all necessary supporting data.

- For EASA:
  - Major changes - submission to EASA for approval - EASA form 31 (Major change or Major repair) or EASA form 33 (STC).
  - Minor changes - Approval by a DOA or submission to EASA for approval - EASA form 32.
- For other NAA, submission for approval I.A.W. NAA regulations and associated procedures

The **CAS** is responsible to obtain supporting data for modifications in coordination with the AMO and the DOA.

1.6.5 Control and Recording

After implementing, the SB/Modification is then recorded in the airworthiness records using a **Certificate of Release to Service**.
It includes aircraft and engine Log books and CMTS.
The supporting data are filed with the Work package according to the AMO Procedure.

A record status of SB compliance is maintained for each aircraft by the **CAS** in appropriate aircraft Log Book (Airframe / Engine / APU) including SB not applicable.

1.7 REPAIR AND MODIFICATION

Reference EASA Part M.A.301, M.A.304, M.A.305, Part-CAMO.A.315

1.7.1 General

"**Major change**" means the alteration of any Aircraft, Engine or Component which changes the type design and which is not listed in Specifications. It includes Modifications / Repairs, which not covered by the manufacturer manual (incl. SRM) or applicable certification specifications that might affect structural strengths, flight characteristics or other qualities affecting airworthiness.

1.7.2 Responsibility

The **CAS** is responsible to manage the "Modification/repair" process. He is in charge to assess damages before repair and to verify approved data to carry out Modifications and repairs.

He follows works after agreement and advises the competent authority about any deviation or difficulties. Copy of the approved modification and data have to be recorded.

1.7.3 Modification/Repair Management

1.7.3.1 Assessment

Before carrying out the modification, the **CAS** is in charge to verify the validity of approved data.
Data should be approved by EASA or DOA and/or NAA.

Before repairing an aircraft / component or carrying out the modification, the CAS is in charge, in coordination with the AMO, to 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,
Technical support from the TCH or DOA and EASA approval of the particular repair data i.a.w §1.7.3.2.

1.7.3.2 Approval

Implementation of Changes has to be performed only in accordance with approved data.

- Minor changes have to be approved by a DOA or by EASA and/or NAA.
- Major modification have to be prepared by a DOA and approved by EASA (STC) and/or NAA.
- Major repairs have to be prepared by a DOA and approved by EASA and/or NAA.or prepared and approved by the DOA of the TCH when authorised to do so

Any Modification/STC approved by any of the EU member states before 28 September 2003 is deemed approved by EASA, and will not need to be technically investigated again.
Information is available through the STC holder.

Modifications embodied after 28 September 2003 on an aircraft registered in an EU member state must be approved by EASA. This also applies to aircraft joining the register of an EU member state from outside the EU after this date.

It is in the responsibility of the DOA/STCH to initiate the classification and approval process.

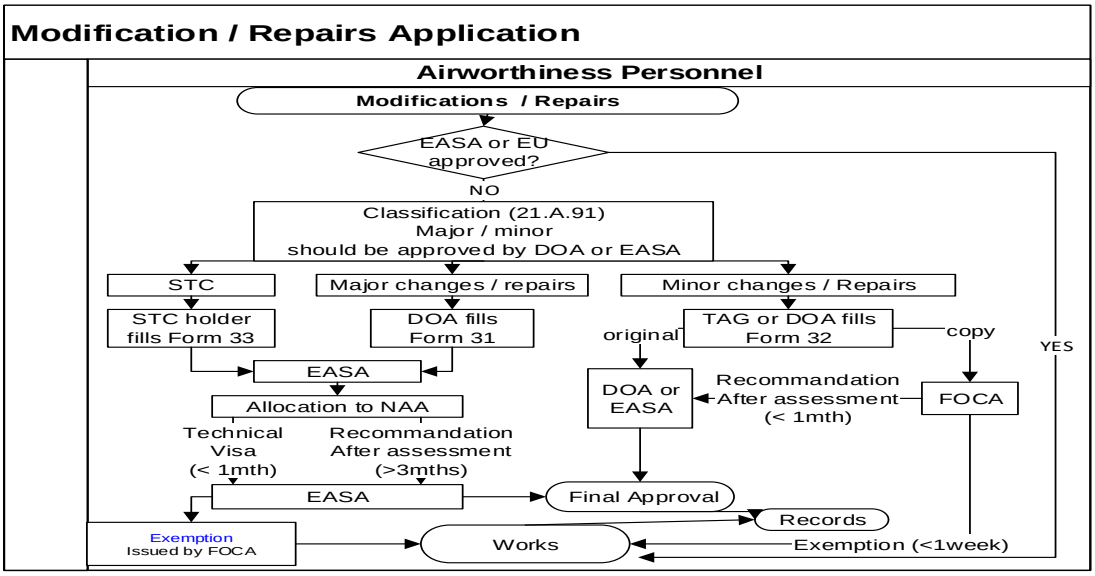
1.7.3.3 Procedure

STCH or DOA from within the EU will only be able to submit modifications to EASA for approval.

The DOA (or STCH) shall submit to EASA for approval appropriate form together with all the design substantiation material (drawings, stress analyses, etc.).

- EASA form 31 (Major change or Major repair) or
- EASA form 33 (STC)

The NAA may issue an exemption valid for 60 days if modifications are not being approved at the time of release and that EASA and designated NAA are satisfied with the technical content of the modification and have no objection for issuing such an exemption.



1.7.4 Importation requirements

Modifications/alterations approved by FAA via STC

If the modification has not been approved by an EU member state before 28 September 2003:

- The STCH should apply for this through their FAA Office.
- If the STCH cannot be found or will not/cannot apply, another appropriately DOA must make application for a new modification. (EASA form 33). (This can be difficult, particularly for an independent DOA, if it does not have access to all the design data used to previously approve the modification)
- Alternatively, EASA may appoint such an organisation.
- Where no organisation or STC holder can be found to apply for approval, the modification will be considered unapproved by EASA and must be removed.

Modifications/alterations approved by FAA

For non-critical component, Major Repair designed by a United States TC holder which is covered by a properly executed FAA Form 8110-3, 8100-9 or Form 337 is sufficient proof of.

For critical component must be EASA-approved via STC in accordance with TIP:

- A suitable DOA must make application for the concerned modification, (It can be difficult, particularly for an independent DOA, if it does not have access to all the design data used to previously approve the modification).
- The holder of modifications raises an FAA STC for these modifications and submits to EASA for approval. (EASA form 33 must be used).

Repairs / FAA

If the data used for a major repair has been approved **via FAA Form 8110-3 or 8100-9** by a representative of the TC holder, it is acceptable to EASA. Acceptable data used for minor repair are automatically approved by EASA.

1.8 DEFECT REPORTS

Reference EASA Part M.A.403, Part-CAMO.A.160// Regulation 376/2014 and 2015/1018

All defects occurring on managed aircraft which might affect the airworthiness of the aircraft and safety of its occupants shall be recorded and subject to review and analysis for their effect upon airworthiness and the safe operation of the aircraft.

The defects that are required to be reported to the NAAs through an occurrence report are detailed in the chapter 2.11.

All defects shall be rectified by an appropriately approved maintenance organisation, before further flight, unless the deferred defect policy is followed.

1.8.1 Reporting system

1.8.1.1 ATL system

Techlog system (TAG0044), as described in §1.1.1, is used for recording all defects and problems discovered **during the operation**: this system is composed of:

1. For defect that could affect the airworthiness
   - Tech Log - Technical remarks (page 1 of the techlog system)
2. For defect that NOT affect the airworthiness
   - Maintenance Cabin Remarks Log (page 4 of the techlog system)

1.8.1.2 Technical Occurrence Report

Non-Conformity Report should be used by the contracted AMO for reporting minor, major or critical discrepancies discovered/happened **during maintenance on aircraft.** It permits to initiate corrective or preventive action depending upon a clear description of discrepancies. This report is completed by **the company involved in the event.**

1.8.1.3 Hazard Report /Voluntary Occurrence Report

Hazard report/Voluntary Occurrence Report form DA-0019 is used for recording events discovered or hazards during the activities and that might affect the airworthiness of aircraft or person.

1.8.2 Defect Analysis

The **CAS** examines following data to identify significant failures, unsatisfactory rectification action, and repetitive occurrences which may have airworthiness or operational implications.

- All maintenance occurrence reports received from AMOs;
- All defects recorded in the Tech log;
- The Maintenance input - "work-package" and "Supplementary works cards", (defects which have been revealed by the Check /Inspection);

Significant and / or repetitive defects are highlighted for discussion in periodic review in order to analyse the Maintenance Programme evolution (See §1.5.2).

In addition, this monitoring includes the EROPS relevant items. In the case where the EROPS performance / reliability of the aircraft is degrading, the **CAM** will downgrade the aircraft EROPS Capability until satisfactory measures have been implemented to correct the situation.

The **CAS** will assess the defects as necessary and any action required agreed before implementation. The **CAM** and the **SQ department** should be notified.

Operations event are examined on receipt by the SQ department to identify significant failures, unsatisfactory rectification action, and repetitive occurrences.

1.8.3 Liaison with manufacturers and Regulatory Authorities

DABS should report to the authority, the TC holder and to the manufacturer any condition of the aircraft or aircraft component identified by DABS that could affect the airworthiness and safety of the aircraft.

1.8.3.1 Liaison with Regulatory Authorities

List of defects or incidents to be reported falls under the mandatory occurrence reporting system as described in chapter 2.11.
SQ department is in charge to elaborate a report which documents finding/defect, event cause analysis, conclusions and recommendations after investigation. Such a report approved by the **CAM** is submitted to the authority by the **SQ department,** as soon as practical but **not later than 72 hours** after the event about the matter and details of this event.

1.8.3.2 Liaison with manufacturers

The **CAM** is responsible to liaise with the manufacturers on all matters concerning the airworthiness of the managed aircraft.

The **contracted AMO** may be required to liaise with the manufacturer(s) on all matters concerning the maintenance aspect of aircraft. The **CAS** is to be advised when such action is necessary and will take action required to ensure the continued airworthiness of the aircraft

In case defects occur during scheduled maintenance events, the **contracted AMO** initiates the appropraite investigation and the results / recommendations are sent to **CAS** and the **CAM**.

Remedial action will be taken by the **contracted AMO** and will be monitored by the **CAS**.

1.8.4 Deferred defect policy

In respect of the DABS policy, the deferred defects must be reviewed/repaired as a short period as possible. All open Deferred Defects will be monitored by the appropriate **CAS** in consultation with the appropriate AMO to ensure earliest rectification and subsequent closure.

1.8.4.1 Non deferrable defects

No items that affect airworthiness of the aircraft may be deferred, unless specifically allowed by the MEL/CDL or through a Permit to fly as described in Part 4B or under flexibility provisions (Article 71 of Regulation (EU) 2018/1139.
Non-deferrable defects should be repaired before flight. Refer to §1.8.5.

1.8.4.2 Deferrable Defects

Deferrable Defects which are covered by the MEL/CDL or the manufacturer repair manuals

All defects that are subject to deferral action will be deferred as per the MEL/CDL. Such defects will be deferred to the deferred works list - “HIL” (**DA-0048**) by the **CAS** with the respect of repair due date and limitation described in the MEL/CDL. Procedure is described in **DA-0081**.

The **CAS** is responsible for scheduling the final closing action or permanent repair.

Defects such cracks and structural defects that are not addressed in the MEL/CDL may only be deferred after:

- approval from the TC holder or a DOA if the defect is not of a safety concern, and
- Permit to fly has been issued i.a.w Part 4B.

Defects that do not affect airworthiness.
Items that do not affect airworthiness of the aircraft or items that are passenger convenience items, (e.g. entertainment system, , appearance items, etc.), may be deferred **in Cabin Remarks**. HIL is not used.

1.8.4.3 Deferrable works

The deferrable works which are not subject to immediate actions required may be delayed according with authorised tolerance of such component, AD's limitation, SB's application, cabin accommodation, minors repair or modification.

In all case, such deferrable works will be reflected in the current work package and scheduled forward to next Work Order until final actions are completed.

The **CAS** is responsible for scheduling the deferrable works in coordination with the contracted AMO.

1.8.5 Non deferrable defects away from home base

Where defects occur that are not listed in the MEL/CDL then the following actions must be taken i.a.w maintenance Contract and associated procedures of the MOE of the contracted AMO:

a) The **CAS** must be consulted with a view to establishing the extent of the defect and the rectification action required (in coordination with the contracted AMO).

b) The **CAS** will ascertain if there is a suitably AMO, with the appropriate ratings on their Schedule of Approval in proximity to the AOG aircraft. Suitable contractual action will be taken to have the defect rectified, and duly certified by that organisation.

c) Where no suitably AMO is available then:

- Action will be taken to position a member of the contracted AMO's certifying staff, together with the necessary spares, tooling, technical publications to rectify and certify the defect.
- Action may be taken with the contracted AMO to issue a Single event authorisation (SEA) in accordance with its MOE and EASA 145.A.30(j)(5).
- Permit to fly may be issued i.a.w Part 4A.

***NOTE**: Where the rectification action exceeds the stipulated limits in the Maintenance Contract then the agreement of the CAS must be sought before any action is taken.*

1.8.6 Permit to Fly

The Regulation makes provisions for an EASA Permit to Fly to be issued for an aircraft to fly when the Certificate of Airworthiness/ARC is currently invalid. An EASA Permit to Fly may be issued where it can be shown that associated restrictions and compensating factors enable the aircraft to carry out a flight or series of flights safely.

Examples of Permit to Fly that may be issued - Refer to procedure detailed in Part4B

- Positioning flights for maintenance
- Flights to a place of storage or to a place where maintenance/painting is to be carried out
- Flights necessary for the issue or re-validation of a CofA/ARC of an already approved design.
- Delivery or export of a new aircraft where the design is approved

1.8.7 Repetitive defects

Repetitive Defects are those defects re-occurring. Defects from Tech Log is monitored by the **CAS** to identify these defects as and when they arise. These defects are also reviewed during Liason meeting, Refer to §1.5.

Repetitive defects that impair flight safety and airworthiness have to be reported to the authority and to the manufacturers.

Remedial action will be taken by the contracted AMO in consultation with the **CAS**.

1.9 ENGINEERING ACTIVITY

Reference EASA Part M.A.304 / Part CAMO.A.315

1.9.1 Modifications/Repair

The Certification Manager is responsible to perform engineering activity management.

He is responsible to coordinate with EASA or DOA for modification classification and/or approval from EASA/DOA.
Where applicable, he is responsible for the development and submission of changes (modification and repairs) for approval by EASA. Application for the approval of such changes will be made on the appropriate EASA application form.
Each application will be submitted to EASA accompanied by a data pack, which provides technical justification for approval of the change.

When he receives approval, he is in charge to notify the authority for acceptance in accordance with the procedure described in §1.7.

He is responsible to follow works after agreement and advise the authority about any deviation or difficulties.

He is also responsible to coordinate with competent authorities for modification/repairs acceptance/approval.

DABS may contract out any engineering activity to appropriately competent organisations approved / accepted by the authority.

1.9.2 Other activities

Other activities are controlled directly by the **CAS**. The activity consists of:

- Ensuring compliance of all applicable AD and Modifications;
- Maintaining currency of AMP i.a.w TC holder recommendations, regulatory requirements and evaluation of effectiveness of maintenance program;
- Ensuring Mass and Balance records are current;
- Ensuring Aircraft Equipment List are current;
- Ensuring Aircraft CAT.IDE.A / NCC.IDE.A and CS-26 statement are current;
- Analysing modifications for compliance with EASA requirements and submitting them as necessary to the appropriate NAA for acceptance/approval;
- Analysis of fleet reliability programs and findings for changes to AMP;
- Analysis of accident/incident reports;
- Perform on-site accident/incident investigations as required;
- Developing, recommending, and implementing Procedures with the **CAM** and SQ department.

1.10 RELIABILITY PROGRAMMES

Reference EASA Part M.A.302 / Part CAMO.A.315

Reliability Programmes are not applicable for aircraft not based on MSG logic or aircraft that contain overhaul periods for all significant aircraft system components.
For the aircrafts where a reliability program shall be established, the manufacturer is in charge to centralise the collection and validation of failure data, in order to facilitate failure investigation and the corrective action process. Upon completion of review and approval of the corrective action by the appropriate management board, the change is implemented into the MPD /MRB Requirements.
Therefore DABS is in charge to communicate and report maintenance task to either CMTS or the manufacturer for further analyses.

1.10.1 Data acquisition

In view of the small number of a particular type of aircraft that is managed, DABS does not itself operate a formal reliability data collection. However, reliability is monitored continuously by several systems, including FDM.

1.10.1.1 Aircraft continuous examination

For each aircraft type, following items may be continuous observed by the **CAS**:

- Cancelled flight and delayed flight;
- Defects from the Tech Log;
- Technical incident and Maintenance report;

1.10.1.2 Computerized Maintenance Tracking Systems (CMTS)

A reliability monitoring is performed through Computerized Maintenance Tracking Systems.
A history of Component Removals can be extracted from these systems.
Submission of data to the CMTS provider is the responsibility of the **CAS**.

1.10.1.3 Technical Maintenance Records Systems

A cumulative record of all works and supplementary works can be extracted from CMTS system. Record of data in CMTS is the responsibility of the **CAS**.

1.10.1.4 Engine Health Monitoring

Engine reliability may be continuously monitored by an Engine Health Monitoring programme.

Engine Health Monitoring programme
The service provider, appointed by the engine manufacturers, provides an on-line service, alert notifications and significant performance trend shifts of Engine condition to ensure timely Engine maintenance. He is responsible for analysing data's, any deviation indicating engine deterioration and possible need for corrective action.
For aircraft certified for EROPS, this monitoring includes the fuel consumption.

At interval specified by the Maintenance Programme, the **CAS** provides engine monitoring data to the EHM service providers. The **CAS** is responsible for ensuring that reports are made.

Engine data - Tech Log
For all aircraft, Engine Monitoring Reports are completed manually by the Flight Crew in the Tech Log from visual observation of the aircraft's instrumentation. Data must be acquired at stabilised cruise conditions. With flight condition and engine power established, a stabilisation period of 5 minutes should be observed prior to recording data.

1.10.1.5 Spectrographic Oil Analyse Program – SOAP

When required by the manufacturer or by the type of operation (i.e. EROPS), the spectrographic oil analyse program is integrated in the Maintenance Programme.
The oil samples are taken at the interval specified by the Maintenance Programme and sent for analyse to the appropriate laboratory. The analyses' report is checked by the **CAS**.
A degradation of the engine can therefore be easily and quickly identified, and the required corrective actions taken immediately.

1.10.1.6 Oil Consumption Monitoring

When required by the manufacturer or by the type of operation (EROPS), the engines and when applicable APU oil consumption is monitored by the **CAS**. Oil uplifts are recorded in the appropriate box of the Tech log and monitored upon sheet reception by the **CAS**.
An adverse oil consumption trend can therefore be easily and quickly identified, and the required corrective actions taken immediately.

1.10.2 Analysis

Reliability programs are based on manufacture recommendations, and in-service history. Typical reliability programs cover aircraft, engine trend monitoring, and component Time Between Failure ratios.

Maintenance Data's described in §1.10.1 are analysed during periodic review / meetings identified/described under §1.5 and decision are taken on necessary action. The results of this review will be recorded. Findings will be monitored by the SQ department.

1.10.2.1 Aircraft Monitoring Report

Any repetitive defects are highlighted by the **CAS** for the attention of the **CAM** and subsequently the contracted AMO.

1.10.2.2 Computerized Maintenance Tracking Systems (CMTS)

The CMTS provider performs a Trend Report, which is an analysis of all Unscheduled Component Removals extracted from the aircraft History File.

In a summary format, this report reflects all unscheduled component removals during the present and previous twelve (12) months and lists them in removal rate order.

For each component listed, the report shows the Mean Time Between Unscheduled Removals (MTBUR), the Manufacturer's Recommended Replacement time, and the removal rate per 1000 flight hours for the present and previous twelve (12) months reporting period.

1.10.2.3 Engine Monitoring

Downloaded "In-flight reports" are submitted to the manufacturer.

The manufacturer advises any abnormal trends immediately by telephone/fax, with recommended remedial action. The reports are kept by the **CAS**.

1.11 PRE-FLIGHT INSPECTIONS

Reference EASA Part M.A.201, M.A.301, Part-CAMO.A.300.

The **CAM** remains responsible for the flight crew pre-flight/daily inspection training, irrelevant of the fact that the contracted AMO carries out the training.

A description of the training standard to maintenance and flight personnel and any other personnel performing pre-flight/daily tasks is described in the **Maintenance Programme.**

Description on how personnel have been trained to perform such tasks is described in §1.11.2.

1.11.1 Preparation of aircraft for flight

Prior to each flight, a Pre-Flight is carried out and signed by the operating pilot. It includes the inspection performed prior to the first flight (daily Check).

Moreover, a Daily inspection / Servicing operation is recommended to be performed every day when a flight is scheduled in order to keep a good reliability of the aircraft. These operations are carried out and certified by the Commander or by the contracted AMO's certifying staff where they are trained authorised to do so.

1.11.1.1 Pre-Flight

'Pre-flight' means the inspection carried out before flight to ensure that the aircraft is fit for the intended flight. It does not include defect rectification.

Pre-Flight is performed by Flight Crew i.a.w the operations manual (AFM, QRH) and recorded as completed with the signature of the Commander in the Tech Log, box "***PIC Acceptance*** ".

Any task described in the operations manual as preparing the aircraft for flight **does not** require a **Certificate of Release to Service**.

The pre-flight typically includes (AMC M.A.301-1):

(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.
(b) An inspection of the Tech log to ensure that:
- No required maintenance action shown in the maintenance statement is overdue or will become due during the flight.
- The intended flight is not adversely affected by any open deferred defects and
- The open deferred defect has not exceeded the rectification time limit

(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.

Tasks such as oil and hydraulic fluid uplift, tyre inflation, toilet services, database update and data download may be considered as part of the pre-flight.
These tasks can be performed or supervised by appropriately trained Commander with a limited certification authorisation. Refer to §1.11.2.

1.11.1.2 Daily/Servicing operation

Specific Daily/Servicing operation could be performed before the first flight of the day. These operations are described in a Ground Servicing Manual or / and AMM Chapter 12 and recorded as completed with the signature in the Tech Log, box "***Daily check***". This box is signed to indicate this check is performed even If no servicing operations are performed.

In home Base, these operations are performed by properly trained certifying staff.

Outside, these operations may be performed by the contracted AMO at those locations where line maintenance support is provided. Where no support is available, these operations are performed or supervised by **authorised Trained Commander** i.a.w §1.11.2.

A **Certificate of Release to Service could be required** after these tasks. (i.a.w Maintenance programme §4.5)

If servicing is only recommended, these operations may only be performed in Geneva or by AMO at those locations where servicing is available.

1.11.1.3 EROPS Pre-Flight Check

When applicable, this special EROPS Pre-Flight Check has to be performed before such extended range flights. The check procedure is included in the Owner pre-flight inspection check-list booklet and its accomplishment confirmed by the Commander / PIC signature in the specific form in the Tech log.
As a minimum, this special pre-departure check shall contain:

- Check that all maintenance actions are completed and fluid levels are at prescribed levels for the flight duration
- Physically check Engine oil level full
- Check APU oil level (if applicable)
- Check EROPS critical systems against MEL provisions and deferred items in HIL,
- Review the Tech log for proper recordings of MEL items, deferred items, maintenance checks, and EROPS status.

If satisfactory, the applicable EROPS CAPABILITY box is ticked.

1.11.1.4 EROPS Post-Flight Check

All defects are duly reported in the Tech log for maintenance assessment and corrective action. The EROPS capability shall be reviewed against MEL provision, and the **CAM** and Flight Operations advised immediately in case of discrepancies.
Details of the EROPS capability upgrade and downgrade are held in §1.19.3.

The Commander confirms that all EROPS critical systems are operating normally and that the fluids levels have been checked after the flight, with no indication of any leakage or abnormal consumption. If satisfactory, the applicable EROPS CAPABILITY box is ticked in DA-0180.

The aircraft systems referenced in §1.19.3 are considered significant with respect to EROPS and their failure will be reported to the NAA and manufacturers by the **CAM**-as described in §1.8.

In addition, the following EROPS significant occurrences and/or events will be duly reported in the same manner for further analysis:
IFSD, LOTC, uncommanded thrust changes, loss or lack of throttle control, failure to reach the commanded thrust, malfunction and / or abnormal behaviour of EROPS significant system.

Flight crews have to record the relevant flight parameters, engine / system parameters and event circumstances.

1.11.2 Flight Crew Authorisation

Preflight check and Operations i.a.w operations data (AFM, GSM, POM, etc..) could be performed and signed by trained Commander with a training record. Validity is not limited. **Limited certification authorisation is not required.**
Limited single maintenance tasks (including servicing operations) could be performed and signed by trained Commander with a specific "**Limited certification authorisation"** i.a.w 145.A.30(j)4. Validity is 12 months.

This Authorisation does not provide or permit the Commander to certify* maintenance or any defect rectification other than the Servicing and authorised tasks.
**Certify means release in the tech log after work is carried out either by the Authorised commander himself or by a mechanics/crews under supervision of this authorised commander.

The description of daily inspection/check, Limited single maintenance task and servicing operations are described in the Maintenance Programme. This description is used for the training content.

The contracted AMO is responsible to train and issue the "**Limited certification authorisation**" to the Commander and to maintain records of all authorised personnel. Authorisation is subject to the provision of suitable initial and continuation training 'on the job' with the contracted AMO.

The authorisation requires the Commander to quote their individual Authorisation Number and the AMO approval number i.e. the CH.145. XXXX when they certify a work.

The **process** to issue a "**Limited certification authorisation"** to the the Commander is:

1- DABS submits a request to the contracted AMO for authorisation the Flight crews with a copy of each Pilots licence and form (DA-0079).

2- The contracted AMO organises instruction on the Daily Inspection / Servicing / limited single maintenance task for the relevant aircraft type i.a.w the Maintenance Programme and manufacturer documentation.

When the instructions are given, a "**Limited certification authorisation**" will be raised endorsed with the following information (*Name of the Flight crew, Authorisation Number, Operators Name, Aircraft Type, Details of authorisation issued and Issue Date*).

The AMO records the details of instructions given. The AMO sends the Authorisation to DABS SQ department.

3- The DABS SQ department ensures that all Commanders have undergone a course of instruction on the specific training for the relevant aircraft type and gives the Authorisation to the trained pilots.

Revisions to the manufacturer documentation will be notified to the Owner by the contracted AMO. The Owner will be responsible for notifying their Flight crews of the changes to the inspection procedures and arranging for revised instruction as required.

1.11.3 Tech log - SIGNATURE and PIC Acceptance

The **PIC Acceptance Statement** (See §1.1.1), which is signed in the Tech Log before all flights, confirms that the Commander has examined the Tech Log and accepted that the aircraft is not adversely affected by any deferred defects and certifies that a pre-flight has been carried out.

The **Daily Check Statement** (See §1.1.1), which is signed in the Tech Log before the first flight, certifies that daily/servicing inspection has been carried out i.a.w the Maintenance Programme.

Limited single maintenance tasks performed or supervised by trained Commander with a specific "**Limited certification authorisation"** i.a.w 145.A.30(j)4 has to be signed in the Tech log i.a.w DA-0081.

1.12 AIRCRAFT WEIGHING

1.12.1 Responsibility

The **CAS** is responsible for ensuring that aircraft managed by DABS are weighed in accordance with the authority requirements described in the Maintenance Programme and in conjunction with the contracted AMO.

1.12.2 Weighing Control

Aircraft weighing is performed by DABS or by an AMO, in accordance with the Maintenance Programme and Maintenance Interface Document (DA-0007).

The Continuing Airworthiness department will maintain a record of each aircraft weighing status, and will ensure that any aircraft new to the company is weighed before entering service.

Each aircraft shall be weighed after major repair, repainting, or after major alteration unless reliable data allowing a calculation of mass and balance can be established.

In addition, the mass and CG of aircraft shall be re-established by weighing or calculation whenever the cumulative changes of the Dry Operating Mass exceed ± 0.5 % of the Maximum Landing Mass or the cumulative change in CG exceeds ± 0.5 % of the mean aerodynamic chord.

The aircraft is weighed in accordance with the procedures laid down in the Weight and balance manual, maintenance manual or any other prescribed documentation.

In the event of a change of weight of an aircraft the AMO has to pass a copy of the amended mass and Centre of Gravity Schedule to DABS for action.

If another Owner/operator has previously operated the aircraft, the SQ department will ensure that the weight and Centre of Gravity of the aircraft declared by the previous operator is acceptable and satisfies the authority requirements for introducing the aircraft to service.

Each aircraft shall be weighed at intervals described in the Maintenance Programme. The weighing report (DA-0059) should be used.

1.13 MAINTENANCE CHECK FLIGHTS PROCEDURES

Reference EASA Part M.A.301

1.13.1 Check flight after maintenance

Check flights are only required as specified/described by the aircraft manufacturer and included in the Maintenance Programme for instance after a particularly extensive maintenance check or major modification affecting the aircraft performance that cannot be check on the ground.

If a check flight is required, the Operator is in charge to determinate the **Level** of the check flight* and elaborate the Flight programme in coordination and in agreement with the **Maintenance Organisation**.

In case of Level A, it shall only be carried out in accordance with the operator's procedure/operations manual.

In case of Level B, it will only be carried out in accordance with the manufacturers' documentation (Operations Manual, Airframe or Engine Maintenance Manual) and the operator's procedure.

All check flights are to be conducted under the control of the operator that shall select adequate flight crew members considering the aircraft complexity and the level of the maintenance check flight.

**Level A: maintenance check flight for a flight where the use of abnormal or emergency procedures is expected as defined in the AFM or where it is required to prove the functioning of a backup system or other safety devices;*

**Level B: maintenance check flight for any maintenance check flights other than a "Level A".*

A Maintenance check flight could be made following:

- Heavy maintenance inspection,
- Replacement of major airframe components (wing, stabilizers),
- Significant repair / modification of the airframe which could cause a change in aircraft Center of gravity,
- Indication of a serious anomaly noticed during flight, which could affect aircraft safety, and correction of this anomaly (in accordance with the manufacturer)

*When a maintenance check flight is intended to check the proper functioning of a system or equipment, that system or equipment shall be identified as **potentially unreliable** and **appropriate mitigation measures** shall be agreed prior to the flight in order to minimize risks to flight safety.*

For a maintenance check flight, the provisions for cockpit voice recorders (CVR), flight data recorders (FDR) and data link recorders (DLR) of Annex IV (Part-CAT) shall continue to apply.

Form DA-0053 should be used to describe the flight programme.

In case of manufacturer documentation does not described the specific check flight. The **CAS** will contact the manufacturer to elaborate an appropriate check flight.

If the Certificate of Airworthiness is invalid due to modification or maintenance action, then a Permit to fly and a Flight Release Certificate are issued as described in Part 4B before the check flight.

1.13.2 Check flight after defect

Maintenance Check Flight may be performed whenever the functionality of a system cannot be satisfactorily assessed during ground testing. It is the responsibility of the **CAS** to review and evaluate when a maintenance Check Flight is required.
After a second occurrence, a risk assessment will be performed by the **CAM** in coordination with the Flight Operations manager to evaluate the risk and the necessity to perform a Maintenance Check Flight

Maintenance check flight is performed per DABS instructions.

1.13.3 EROPS Verification flight

EROPS Verification Flights are performed when EROPS maintenance standards defined in the AMP were not respected. A successful EROPS verification flight is necessary to re-achieve EROPS capability of the aircraft.

1.14 SERVICING/GROUND HANDLING FUNCTION

1.14.1 Sub-contracted ground handling function

The nature of the operations prevents DABS from having Ground Handling contracts. Ground Handling is requested only on case-to-case basis, most of the time on a short notice.
Where and if possible, taxiing, towing, storing, parking and tie-down are contracted to approved maintenance organisations and ground handling organisations. Detailed procedures for ground handling of aircraft are detailed in ground handling manual or equivalent Manual.

The Commander is responsible for the supervision and control of the performance of the requested services.
The crew use Operational-finding form for recording remarks or problems discovered.

1.14.2 Security of Cargo and Baggage loading

The security of cargo and baggage loading is the responsibility of the Commander i.a.w OM-A §8.

Cargo and baggage will only be carried on board the aircraft in those areas specifically designed to do so and in accordance with the limitations quoted in the Operations Manual and Weight and Centre of Gravity Schedule.

1.14.3 Uplifted Fluids and Gases

The replenishment of fluids and gases prior to flight may be performed by an AMO under the supervision of the commander or by the flight crew themselves if trained.

Maintenance Base: Any adjustments to gas pressures or fluid level are made and recorded by the maintenance staff that ensures that pre-delivery contamination checks are carried out and that the fuel dispenser is identified.

Other Stations: Only fuel will normally be uplifted, and the quantity supplied by the fuelling organisation will be recorded on the supply documents.
In case of needs of any adjustments, DABS will request services to an AMO under the responsibility of the Commander to verify that the required quantity has been supplied.
However, the Commander may also uplift oil and hydraulic systems i.a.w his "Limited certification Authorisation".

1.14.4 Control of refuelling, Quantity/Quality

Fuelling and de-fuelling is obtained from internationally recognised fuel suppliers at the respective station or from the airport authority in those cases where it is the sole supplier. This is always the responsibility of the Commander to control these operations. This includes responsibility for the right quantity of fuel being carried on board for the intended flight and the specification and quality of the fuel taken on board.

If inspection of fuel quality is required (remote airports, suspicions fuelling installations), the Commander has to take a fuel sample prior to refuelling and has to perform a water contamination test.
In case of doubt, the Commander has to inform the Maintenance Department who will take all necessary measures.

1.14.5 Control of snow, ice dust and sand contamination

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

It is always the responsibility of the Commander to supervise the control of snow, ice, dust and sand contamination before flight.
Methods of De-Icing for each individual aircraft types are described in specific operator OM-B.

Under normal circumstances a **qualified ground-handling agent** is responsible for correct and comprehensive de-icing of the aircraft and for the visual check upon completion, paying particular attention to the upper surfaces of the wings and stabilizer. The visual check may be performed by the flight crewmembers.

The flight crew is responsible to perform the normal walk around pre-flight inspection in order to note any aircraft surface contamination and direct any required de-icing/anti-icing operations.

The Commander has the ultimate responsibility to determine if the aircraft is clean and that the aircraft is in a condition for safe flight.

For dust and sand contamination, the Commander has to use common sense and has to have it removed as far as practical.

1.15 CERTIFICATE OF AIRWORTHINESS AND ARC VALIDITY

The **CAS** is responsible to monitor the continued validity of the Certificate of Airworthiness and ARC for assigned aircraft. He ensures that the ARC can be issued, extended or a recommendation to reissue made to the authority at the prescribed periods.

Validity of ARC is described in maintenance status on the aircraft ATL system.
ARC and associated reviews are monitored with AMP and in the CMTS.

1.16 COMPONENTS

Reference EASA Part M.A.501, M.A.502, M.A.503

1.16.1 Component installation

The **CAS** shall ensure that no component is fitted to an aircraft unless:

- It is in a satisfactory condition;
- It has been appropriately released to service on an **EASA Form 1** or equivalent*, unless otherwise specified in 21.A.307 and M.A.502(e);
- Modification and/or Airworthiness Directive have been applied as appropriate;

**Standard part shall only be fitted when accompanied by evidence of conformity traceable to the applicable standard.*

Additionally, during the review of the work package, the **CAS** will verify that components (new PN) installed during maintenance are eligible to be fitted to the aircraft.

1.16.2 life-limited parts and time-controlled components

The **CAS** shall ensure that installed life-limited parts and time-controlled components do not exceed the approved life/time limit as specified in the approved maintenance programme.

The life-limited parts and time-controlled components are expressed in calendar time, flight hours, landings or cycle as appropriate.

Life-limited parts and time-controlled components are monitored in the CMTS.

1.16.3 Unserviceable components

A component shall be considered unserviceable in any one of the following circumstances:

- Expiry of the life limit;
- Absence of the necessary information to determine the airworthiness status or eligibility for installation;
- Evidence of defects or malfunctions;
- Involvement in an incident or accident likely to affect its serviceability.

The following Component is categorised as unsalvageable because:

- components with non-repairable defects, whether visible or not to the naked eye;
- components that do not meet design specifications, and cannot be brought into conformity with such specifications;
- components subjected to unacceptable modification or rework that is irreversible;
- certified life-limited parts that have reached or exceeded their certified life limits;
- components that cannot be returned to airworthy condition due to exposure to extreme forces, heat or adverse environment;
- components for which conformity with an applicable AD cannot be accomplished;
- components for which continuing airworthiness records and/or traceability to the manufacturer cannot be retrieved.

Unsalvageable components 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.

The AMO is in charge to identify Unserviceable and unsalvageable components, to segregate and to store in a secure location under the control until a decision is made on the future status of such component by the **CAS** in charge of the assigned aircraft. the component unserviceable may be transferred to the aircraft owner on request, after identifying it as unserviceable provided that such transfer is formalised in the CRS.

1.17 RELEASE TO SERVICE AND MAINTENANCE DATA

Reference EASA Part M.A.401, Part-CAMO.A.325

The **CAS** shall ensure that

- A Certificate of Release to Service will be issued by the contracted AMO in regards to the Purchase Order and in accordance with the applicable regulation, before flight at the completion of any maintenance.
- Applicable current maintenance data was used for the performance of maintenance including modifications and repairs.

1.17.1 Release to service

On completion of any maintenance, the contracted AMO will ensure that details of the work are:

- Recorded in the ATL including reference to the Work Order and
- Certified in the Certificate of Release to Service by the appropriate certifying staff.

1.17.1.1 Document to be provided by the AMO

On the completion of all maintenance work, the contracted AMO shall supply to the **CAS** the following information:

Prior to departure:

- Release to Service in the ATL;
- Aircraft Certificate of Release to Service (CRS) with:
  - The basic details of the maintenance performed;
  - The details of the aircraft including hours and landings data
  - The date such maintenance was completed
  - The name and the certificate number of the AMO
  - The name of the person issuing the release to service
  - The limitation, if any
- Summary of the maintenance that has been accomplished, including non-routine tasks;
- List of open deferred task (if appropriate);
- Mass and Balance amendment report (if modified).

Within period described in the contract but less than 25 days following the release to service:

- General summary of the maintenance that has been accomplished;
- Original copies of all maintenance related records (work cards, tests, procedure with data recorded)
- Aircraft Certificate of Release to Service (CRS);
- Log book entry (1 original release for each concerned Log book - Engine(s)/APU);
- List of any AD or SB which have been accomplished (if any);
- List of modifications embodied (if any) with corresponding supported documentation;
- List of repairs (if any) with corresponding specific (approved) data used;
- List of open deferred task;
- Check flight Report (if appropriate);
- Test bench report (if appropriate);
- Weight and Balance amendment report (if appropriate);
- Original Certificate (EASA Form 1 or equivalent);
- List of any component change including TSN / TSO.

The contracted AMO will ensure that all defects reported by the flight crew are rectified and certified in the ATL, or are deferred in accordance with the provisions of the MEL.
Defect rectification will be certified in the ATL by the contracted AMO.

1.17.1.2 Document to be provided by the CAS

Airworthiness status Statement

The **CAS** will provide this specific Status form to the contracted AMO with the next inspections to be performed. (DA-0134)

The contracted AMO is responsible for putting this Status form and the CRS for the maintenance performed in the Aircraft before departure**.**

1.17.2 Maintenance Data

Applicable maintenance data is described in M.A.401(b):

- Any applicable requirement, procedure, standard or information issued by the competent authority or EASA;
- Any applicable ADs issued by the competent authority;
- Instructions for Continuing Airworthiness – ICA- (Maintenance manuals, SRM, IPC, SBs…), issued or referenced by TCH, STCH, DOA (Part-21) and additional data mandated by the competent authority;
- For components approved for installation by the DAH, the applicable maintenance instructions published by the component manufacturers and acceptable to the DAH;
- Any applicable standard, such as but not limited to, maintenance standard practices recognised by the Agency as a good standard for maintenance;

1.17.2.1 AMO responsibilities

The AMO shall ensure that

- All applicable maintenance data, including component maintenance manual, repair manual, SBs is current and readily available for use when required.
- A work card system is used that records identification of sign off and support staff and the details of the work performed.
- Work performed* is recorded onto such work cards with reference to the maintenance data.

** Work shall be recorded with enough details to ensure a record of the maintenance task accomplished by each individual person involved in such task. Of particular importance is the need to differentiate and specify, when relevant, disassembly, accomplishment of task, reassembly and testing.*

1.17.2.2 CAMO responsibilities

The **CAS** shall ensure that the following are provided to the AMO:

- Applicable ADs, the appropriate sections of AMP, appropriate ICA issued for the Aircraft,
- Applicable data issued for Modification and Repairs,

The **CAS** is in charge to review the Work Package after the release to service to ensure applicable appropriate data is used.

Form DA-0019_WPDR is used to formalise this review and stored in DABS Server (A/C dedicated folder).

Additionally the **CAS** is in charge to review the maintenance data source for the management of the maintenance programme (AMP).

These Maintenance data are available on DABS server.

1.18 SPECIAL PROCEDURES

1.18.1 Compliance With xxx.IDE.A and CS-26

All aircraft comply with the requirement of CAT.IDE.A and CS-26 (commercial aircraft) and with the requirement of NCC.IDE.A (Non-commercial aircraft).

The CAS is in charge to produce a compliance document to demonstrate how the aircraft complies with the requirement using data provided by the manufacturer, the aircraft maintenance records and a physical survey of the aircraft if necessary.
During the airworthiness review, the compliance document will be amended accordingly, insuring an up to date copy is available in the tech log and held in the aircraft records.

1.18.2 Flight Data Recorders

Aviation legislation requires that aircraft are equipped with Flight Data Recorder (FDR) systems. These FDR systems are installed to primarily assist investigations into incidents and accidents. In some cases, where required, by using the FDR or a secondary Quick Access Recorder (QAR) the data can be used to monitor the operational aspects of the aircraft.

When a new aircraft is added to the DABS fleet, it will be demonstrated to the authority that the following items are available:

a) The Maintenance Programme has tasks specified by the TC/STC Holder to ensure the continued serviceability of the FDR system.
b) A FDR readout from a representative flight to ensure that the FDR system is functioning correctly.

Flight Data Monitoring
The FDM programme is administered by the owner and is independent of the 12 months FDR readout maintenance requirement.

1.18.3 Aircraft Databases

The required Database files are available on the respective Web Portal few days before expiry date.
The required Database files will be downloaded by the AMO from Web Portal on a CD-ROM or Memory stick depending on the aircraft data loader.
The CD-ROM, Memory Stick or Floppy disk containing the latest Database files will be used to upload the information into the aircraft system using the data loader. The respective medium will stay on board the aircraft until the next set of Database files is loaded.
After installation, the aircraft system must be checked for correct installation of the Database files.
An entry is made in the Tech log to record the work performed.

The **CAS** has overall responsibility for the Aircraft Database files and upload procedures. He will

- Ensure the database files will be uploaded on time.
- Ensures that the subscription services and access to the Web Portal will be kept current

All personnel (e.g. Pilots , technicians) involved in the Aircraft Data base files handling and upload receive internal training

1.18.4 Critical Design Control Configuration Limitations (CDCCL)

EASA Decisions 2007/001/R, 2007/002/R and 2007/003/R introduced the concept of Critical Design Control Configuration Limitations, (CDCCL), in fuel tank design for all large aeroplanes certified after 1 January 1958 with a maximum type certificated passenger capacity of 30 or more or a maximum certified payload capacity of 7500 lbs. cargo and large aeroplanes certified in accordance with CS-25 amendment 1 or later.

The **CAS** will ensure that all CDCCL tasks identified by the Aircraft Manufacturer, or mandated by the authority or EASA, are included in the Maintenance Programme as soon as possible after publication.

The **CAS** will ensure that when any scheduled or unscheduled task carried out on a fuel system feature classified as CDCCL, that the maintenance records reflect that the correct configuration is maintained and ensured. This will be accomplished by marking the work card, 'CDCCL TASK'.

All concerned **CAS** will receive Fuel Tank Safety Training as described in Appendix III to AMC4 CAMO.A.305(g) and M.B.102(c).

1.19 SPECIAL OPERATIONS

1.19.1 RVSM Operation

Refer to Leaflet 6 - Guidance Material on the approval of aircraft and operators for flight in airspace above flight level 290 where a 300M (1,000 FT) vertical separation minimum is applied.

1.19.1.1 Prerequisite for an operational RVSM approval

The following criteria have to be fulfilled for an operational RVSM approval:

1. Aircraft types must be approved for RVSM operations.

   Acceptable documentations are the related description and requirements in the AFM, AFM Supplements and the corresponding certification documentation (RVSM Data Package}.

2. Individual aircraft (Serial Number) has to conform to the RVSM type design and be equipped with the necessary systems and components.
   Acceptable substantiations are the confirmation of the Aircraft manufacturer and/or details of any modifications (e.g. SB, Modifications, STC...).

3. In order to ensure the continuous airworthiness of RVSM systems and components, the Maintenance Programmes have to include the periodic inspections required by the Aircraft manufacturers and/or STC holders.

4. All aircraft are to undergo height monitoring checks with an HMU every 2 years. If it is not within limits then the aircraft needs to be defect rectified and if this is not possible within the time frame prior to its next flight then the aircraft is to be downgraded i.a.w §1.19.1.4. Following rectification of the height keeping error another over flight is to be carried out.

1.19.1.2 Responsibility

The **CAS** is responsible to review RVSM manufacturer documentation / data packages for any required maintenance task or maintenance procedure specified.

The contracted AMO will perform RVSM maintenance tasks, tests and inspections according to the Maintenance Programme and routine work cards.

The SQ Department will submit reports of unairworthy conditions to the authority.

1.19.1.3 Maintenance Programme

All RVSM equipment will be maintained in accordance with the instructions for continued airworthiness mandated by the TC / STC holder, or recommended by the manufacturers.
All Manufacturers AMM are approved and covers RVSM maintenance items, and form part of the Maintenance Programme.

1.19.1.4 Downgrading and Upgrading

Downgrading
In the event of a height keeping error or if the aircraft does not meet the requirements of the MEL, the aircraft must be downgraded to Non RVSM status.
All changes to the RVSM status must be recorded in the Tech Log and in the HIL. A notice to Flight Crew must be made stating that the aircraft is not RVSM compliant.

Upgrading
The RVSM operational status will not be upgraded, unless the failure or malfunction is confirmed, isolated and corrective action is taken to comply with RVSM accuracy requirements.
Following rectification of the defect that downgraded the aircraft to Non RVSM Compliance, the HIL shall be cleared and a new statement advising of RVSM Compliance shall be made in the Tech log.
Only authorised Certifying Staff of an AMO may upgrade the RVSM operational status.

1.19.1.5 Test Equipment / Calibration

The equipment listed in "Aircraft Equipment list" must be installed and operational.

The Maintenance Programme ensures equipment inspections and serviceability checks i.a.w the aircraft manufacturer's instructions (Airframe and static systems, autopilot)

An appropriate system leak check (a visual inspection where permitted) is accomplished following reconnection of a quick-disconnect static line.

The test equipment must have the capability to demonstrate continuing compliance with all the parameters established by the aircraft manufacturer. In order to satisfy the accuracy requirements, only the test equipment defined by the aircraft manufacturer shall be used. Test equipment must be calibrated at periodic intervals in accordance with the procedures of the MOE.
Built-in Test Equipment (BITE) testing will not be used for system calibration unless it is shown to be acceptable by the aircraft manufacturer.

1.19.1.6 Modification and repair

Any modification or design change which in any way affects the initial RVSM approval will be subject to a design review acceptable to the authority.

Any repairs, not covered by maintenance data that may affect the integrity of the continuous RVSM approval, (those affecting the alignment of pilot static probes, repairs to dents or deformation around static plates) will be subject to a design review acceptable to the authority.

To ensure the proper maintenance of airframe geometry for proper surface contours and the mitigation of altimeter system error, surface measurements or skin waviness checks will be made, as specified by the aircraft manufacturer, to ensure adherence to RVSM tolerances.

1.19.1.7 Maintenance Training

Maintenance personnel have to receive initial RVSM training on the following areas:

- Aircraft geometric inspection techniques.
- Test equipment calibration/usage techniques.
- Any special documentation or procedures introduced by RVSM approval.

1.19.1.8 Reporting to the Authority

The incidence of height keeping errors that can be tolerated in an RVSM environment is small. Immediate action will be taken to rectify the conditions that cause an error.
DABS will report an occurrence involving poor height keeping to the authority and RVSM office within 72 hours.
The Altitude deviation report must include an initial analysis of causal factors and measures taken to repeat occurrences. The need for follow up reports will be determined by the authority. Occurrences that will be reported and investigated are errors of:

- Total Vertical Error (TVE) equal to or greater than +/-90 m (+/- 300 ft)
- Altimetry System Error (ASE) equal to or greater than +/-75 m (+/- 245 ft)
- Assigned altitude deviation equal to or greater than +/- 90 m (+/- 300 ft)

1.19.2 Low Visibility Operations

1.19.2.1 General

The Maintenance Programmes include any necessary provisions to address low visibility operations i.a.w intended operations and the manufacturers recommended maintenance tasks.

1.19.2.2 Maintenance programme

Procedures for periodic maintenance of systems ground check, and systems flight check, as applicable, are described in the Maintenance Programme.

1.19.2.3 Downgrading and Upgrading

Downgrading

Downgrading of low visibility operations status must be initiated:

- When a defect of low visibility operations equipment has been reported by the flight crew;
- When a defect of low visibility operations equipment has been reported during periodic maintenance by the AMO;
- After any maintenance action on low visibility equipment (including modifications);
- When maintenance has been performed by persons not trained, qualified, or authorised to use or approve procedures related to low visibility operations;

Downgrading must be recorded in the Tech Log and the HIL by DABS or contracted AMO.

Upgrading

The defect has been rectified and all tests and inspections as prescribed in respective manufacturer's instructions for continuing airworthiness have been successfully completed;

In cases where verification of maintenance action on low visibility operations equipment requires a flight (fault not positively identified on ground), at least one successful simulated low visibility approach under Category I conditions must be carried out. Results of the verification must be entered in the Tech Log.
When all prerequisites have been met, the HIL shall be cleared and a new statement advising of low visibility operations status Compliance shall be made in the Tech log. Only authorised Certifying Staff of an AMO may upgrade the operational status.

1.19.2.4 Test Equipment / Calibration

The Shop supervisors are responsible to ensure that only test equipment prescribed by airframe or avionics manufacturer is used for maintenance for low visibility operations equipment. In addition, the Tool supervisor must verify that test equipment is traceability to a national standard or the manufacturer's calibration standards.

1.19.2.5 Maintenance Training

Maintenance personnel have to receive initial training on the following areas:

- Operational concepts, aircraft types and systems affected, variants and differences,
- Maintenance procedures to be used, manual or technical reference availability and use, processes, tools, or test equipment to be used, methods for testing and return to service,
- Procedures to record and report low visibility operations that are discontinued / interrupted because of system(s) malfunction.
- Procedures related to the Minimum Equipment List (MEL), which identify low visibility-related systems and components, specifying limitations, upgrading, and downgrading.

1.19.2.6 Reporting and recording

For a period of 1 year after the operator has been authorised for low visibility operations for requested aircraft type, the following information is available in flight operation department:

- The total number of approaches tracked, the number of satisfactory approaches tracked, by aircraft/system type, and visibility (RVR), if known or recorded;
- The total number of unsatisfactory approaches, and reasons for unsatisfactory performance, if known, listed by appropriate category (e.g., poor system performance, aircraft equipment problem/failure; ground facility problem, ATS handling, lack of critical area protection, or other);
- The total number of unscheduled removals of components;

These records are to ensure that Operator, DABS and the authority can determine the appropriate airworthiness configuration and status of each aircraft intended for low visibility operation.

1.19.2.7 Retention of low visibility operations information

The following information is retained for a period of 12 months by the flight operations department of the operator

- The total number of approaches where the airborne low visibility operations equipment was used to make satisfactory, actual or practice, approaches to the applicable low visibility operations minimum; and
- Reports of unsatisfactory approaches and/or automatic landings, by airport and aircraft registration, in the following categories:
  - Airborne equipment faults;
  - Ground facility difficulties;
  - Missed approaches because of ATC instructions; or
  - Other reasons.

Log entries must be assessed daily by the Operations department and, if low visibility information recorded in the Tech log.

1.19.2.8 Periodic Aircraft System Evaluations

After obtaining the initial authorisation by the authority for low visibility operations, the operations must be continuously monitored by the Operator to detect any undesirable trends before they become hazardous.

Periodic flight guidance system checks must be conducted in accordance with the Maintenance Programmes which include all relevant maintenance tasks recommended by the airframe or avionics manufacturer.

Low visibility operations performance must be analysed during periodical review (refer to §1.5.2). Number of successful/unsuccessful approaches is given by the flight operations department

If the number of unsuccessful approaches exceeds 5% of the total, corrective actions must be initiated by the operator. An approach is considered successful if from 500 ft to decision height or start of flare no relevant system failure and no excessive deviation occur.

Where appropriate and necessary, changes to the Maintenance Programme, maintenance procedures, or operations procedures must be implemented, Operator, DABS and contracted AMO personnel shall receive additional training.

1.19.3 Long range Operations

Refer to EASA AMC 20-6 (Extended Range Operation with Two-Engine Aeroplanes ETOPS Certification and Operation).

This chapter defines the procedures and responsibilities for the management of the maintenance programmes and maintenance procedures to ensure the continued airworthiness of airplanes approved for NON-ETOPS Long-Range Operations over 120 minutes.
For the purpose of clear understanding in this chapter, the term EROPS is used to mean NON-ETOPS long range operations over 120 minutes from a suitable airport at one engine inoperative cruise speed with performance class A airplanes in accordance with SPA.ETOPS.105/ CAT.OP.MPA.140.

1.19.3.1 General

The CAME contains the standards and guidance necessary to support EROPS.
The Aircraft Maintenance Programmes ensure continued airworthiness with respect to EROPS. The Scheduled Maintenance Tasks considerate as “critical” are entitled with an “EROPS Critical” warning.
The defect report procedures described in §1.8 include EROPS relevant items such as in-flight shut-downs, diversions or turn backs, un-commanded power changes or surges, inability to control the engine or obtain desired power and problems with EROPS critical systems.
Should the reliability data reflect a significant degradation of EROPS performance/reliability of the aircraft; the **CAM** will downgrade the EROPS capability status of the affected aircraft until satisfactory measures have been implemented to correct the situation.
Maintenance personnel and other personnel involved must be made aware of the special nature of Long range Operations and have the knowledge, skills and ability to accomplish the requirements of the Maintenance Programme.

EROPS Significant Systems / Critical Maintenance Tasks
The following aircraft systems are considerate as significant with respect EROPS:

- Air conditioning and pressurisation systems,
- Communication systems,
- Electrical power supply, including batteries,
- Emergency equipments,
- Fire detection and extinguishing systems,
- Flight controls,
- Fuel system,
- Hydraulic systems,
- Ice protection systems,
- Flight instruments,
- Pneumatic systems,
- Navigation systems,
- APU,
- Propulsion systems
- Any other system, as required per company policy / national regulation or as a function of the area of operation.

In addition of the schedule tasks of the AMP entitled as “EROPS Critical”, any maintenance action on one of the above listed systems, requiring the removal / reinstallation of a part, disconnection of electrical plugs or fluid lines opening, may also be considerate as a EROPS “critical” task.
Servicing of fluids or gases are not considerate as maintenance tasks and therefore not considerate as “critical”. But as they may have adverse effect on EROPS, it is recommended to have these tasks performed with the same requirements.

1.19.3.2 Maintenance programme

The Maintenance Programme provides EROPS maintenance requirements. These include maintenance procedures to preclude identical action being applied to multiple similar elements in any significant system (e.g., fuel control change on both engines).

- EROPS related tasks must be identified on the work forms and related instructions.
- EROPS related procedures, such as involvement of centralised maintenance control, is clearly defined in the Maintenance Programme.
- EROPS service check is developed to verify that the status of the aircraft and certain critical items are acceptable. This check must be accomplished by an authorised and trained person prior to a Long range Operations flight. Such a person may be a member of the flight crew.
- The Log book must be reviewed and documented, as appropriate, to ensure proper MEL procedures, deferred items and maintenance checks, and that system verification procedures have been properly performed.

1.19.3.3 Engine condition monitoring

The Maintenance Programme describes the parameters to be monitored, method of data collection and corrective action process. The Maintenance Programme must reflect manufacturer's instructions and industry practice.
This monitoring will be used to detect deterioration at an early stage to allow for corrective action before safe operation is affected. The Maintenance Programme must ensure that engine limit margins are maintained so that a prolonged single-engine diversion may be conducted without exceeding approved engine limits (i.e., rotor speeds, exhaust gas temperature) at all approved power levels and expected environmental conditions.

1.19.3.4 Verification Programme after Maintenance

The maintenance programme describes events (i.e. engine shutdown, primary system failure or adverse trends), primary systems or conditions which require a verification flight or other action and establishes corrective action required. The CAS initiates verification actions and identify what action is necessary.

1.19.3.5 Reliability Programme

A reliability programme is developed by the manufacturer using CMTS data.
The programme is event-orientated and incorporates reporting procedures for significant events detrimental to Long range Operations flights. This information must be readily available for use by the Operator, DABS and Authority to help establish that the reliability level is adequate, and to assess the DABS's competence and capability to safely contribute to Long range Operations with the Operator.

The Authority must be notified of events reportable. The following items must be included in addition to the items required to be reported by regulations:

(i) in-flight shutdowns;
(ii) diversion or turnback;
(iii) uncommanded power changes or surges;
(iv) inability to control the engine or obtain desired power; and
(v) problems with systems critical to Long range Operations.

The report must identify the following:

(i) aircraft and engine identification(make and serial number);
(ii) total time, cycles and time since last shop visit;
(iii) time since overhaul or last inspection of the defective unit;
(iv) phase of flight; and
(v) corrective action taken.

1.19.3.6 Propulsion system monitoring

Statistical assessment is not applicable due to the fleet size is small. Performance will be reviewed on a case-by-case basis.
The assessment includes, as a minimum, engine hours flown in the period, in flight shut-down rate for all causes and engine removal rate, both on a 12 months moving average basis. Data are available to the Authority (with the supporting data) on at least a monthly basis, to ensure that the Maintenance Programme continues to maintain a level of reliability necessary for extended range operation.

Any adverse sustained trend requires an immediate evaluation to be accomplished by DABS in consultation with the manufacturer and the Authority. The evaluation may result in corrective action or operational restrictions being applied.

1.19.3.7 Maintenance Training

The goal of the training is to ensure that all personnel involved in Long range Operations are provided with the necessary knowledge so that the maintenance tasks are properly accomplished and to emphasise the special nature of maintenance requirements.
CAS Personnel listed in DA-0103_CAMO are those that have completed the training.

1.19.3.8 Parts control

DABS uses a parts control programme with support from the manufacturer, that ensures the proper parts and configuration are maintained for Long range Operations. The programme includes verification that parts placed on an aircraft during parts borrowing or pooling arrangements, as well as those parts used after repair or overhaul, maintain the necessary Long range Operations configuration for that aircraft.

PART 2
SAFETY AND QUALITY SYSTEM

PART 2 MANAGEMENT SYSTEM

This part defines the management system procedures, which the CAMO uses to demonstrate all management system key processes required by CAMO.A.200.

The Management System (Safety and Quality) is an independent system under the control of the **Safety and Quality director** by whom the adherence and compliance to the established company procedures as well as the legal requirements of NAA can be determined.

The DABS Management system is described in **DA-0001**.

The Management System and associated Compliance monitoring Programme enables monitoring of DABS compliance with Part-M, Part-CAMO, the CAME and any other standards specified by DABS or the FOCA/EASA, to ensure safe operations and airworthy aircraft.

The system includes a feedback system to SQ department and ultimately to the Accountable Manager.

Components acc. to SMM	***Respective Chapter in DABS manual***
Safety Policy and Objectives:	
• *Management commitment and responsibility*	*Chapter 1 - Policy & Goals*
• *Safety accountabilities*	*Chapter 2 - Responsibilities and duties*
• *Appointment of key safety personnel*	*Chapter 2 - Organisation*
• *Coordination of emergency response planning*	*Chapter 9 - Emergency & Recovery Management*
• *SMS documentation*	*Chapter 7 - Documentation management*
Safety Risk Management:	
• *Hazard identification*	*Chapter 3 - Hazard identification*
• *Risk assessment and mitigation*	*Chapter 5 - Risk Assessment and Control*
Safety Assurance:	
• *Safety performance monitoring and measurement*	*Chapter 4 - Performance indicator*
• *Management of change*	*Chapter 4 - Management of change*
• *Continuous improvement of the SMS*	*Chapter 3 - Occurrence and hazards reporting*
•	*Chapter 5 - Investigation*
•	*Chapter 4 - Inspections, Audits, Feedback,*
•	*Chapter 4 - Subcontractor Monitoring*
•	*Chapter 4 - Management Review*
Safety Promotion:	
• *Training and education*	*Chapter 8 - Training*
• *Safety communication*	*Chapter 6 - Communication*

2.1 HAZARD IDENTIFICATION AND SAFETY RISK MANAGEMENT SCHEMES

Reference EASA CAMO.A.200(a)(3) / CAMO.A.202

Refer to DA-0001 chapter 3 Hazard Identification & chapter 5 Risk Management

The risk management process starts with identifying hazards affecting aviation safety and then assessing the risks associated with the hazards in terms of severity and likelihood.
Once the level of risk is identified, appropriate remedial action or mitigation measures can be implemented to reduce the level of risk to an acceptable level.
Mitigation measures should then be monitored to ensure that they have had the desired effect.

2.1.1 Hazard identification

A hazard is any condition that can cause or contribute to an aircraft incident or accident.
The CAMO's hazard identification process enables the collecting, recording, analysing, acting on and generating feedback about hazards that affect the safety of the operational activities of the organisation. This is an ongoing process.

The sources of hazard identification used by the organisation are:

a. Data from accidents
b. Incidents
c. Flight data monitoring
d. Confidential reporting systems
e. Data from the compliance monitoring function

But also data coming from Proactive schemes

a. Open hazard reporting systems
b. Safety surveys
c. Change management processes
d. Safety risk assessments

Following the identification of a hazard, a risk assessment is carried out to determine the potential for harm or damage.

2.1.2 Risk assessment and mitigation

Risk is assessed in terms of severity and likelihood of the consequences of a hazard occurring.
It should involve the following considerations:

- Severity of consequences: How bad will it be if the unwanted safety event occurs?
- Likelihood of occurrences: How likely is the unwanted safety event to occur or reoccur?

The risk assessment and mitigation processes analyse and eliminate or mitigate to an acceptable level, risks that could threaten the capability of the organisation to undertake its activities in a safe manner.

2.2 INTERNAL SAFETY REPORTING AND INVESTIGATIONS

Reference EASA CAMO.A.202 / CAMO.A.160 / CAMO.A.200(a)(3) / CAMO.A.305(g)
Refer to DA-0001 chapter 3 Reporting system

The scheme must be confidential and designed to enable and encourage free and frank reporting of any potentially safety-related occurrence, including incidents such as errors or near misses, safety issues and hazards identified.
The overall purpose of the internal safety reporting scheme is to collect information reported by the personnel and to use this reported information to improve the level of compliance and safety performance of the organisation.
This process includes a 'just culture' culpability assessment.
The process allows an assessment of the safety implications of relevant incident (errors, near miss), safety issue and hazard reported, including previous similar issues, so that any necessary action can be initiated.

Results are shared with other persons that may learn from event and hazards.

2.3 SAFETY ACTION PLANNING

Reference EASA CAMO.A.200(a)
As part of the Management system, a monthly Safety Meeting (SQRB) is established to review all hazards and to decide the appropriate action.
The following points are reviewed:

i. define actions to control risks to an acceptable level
ii. monitor performance
iii. provide mitigations to identified risks and initiate investigations where necessary
iv. assess the impact of organisational changes
v. ensure that actions are implemented within agreed timescales
vi. review the effectiveness of previous actions and safety promotion

2.4 SAFETY PERFORMANCE MONITORING

Reference EASA CAMO.A.200(a)(3)
Please refer to DA-0001.

As part of the Management system, Safety Performance Monitoring provides assurance that the system is working and effective.
The following points are considered:

i. Safety Performance Indicators (SPIs) permits to measure the organisation's safety performance
ii. SMS is assessed to confirm that the mitigations, controls and defences put in place are working and effective to ensure safe operational practices
iii. compliance with the appropriate regulations and standards is monitored

Safety performance indicators are reviewed during the SRB
Data monitored are:

i. Occurrences and events;
ii. Safety reports following hazards identification
iii. Audits
iv. Internal investigations.

2.5 CHANGE MANAGEMENT

Reference EASA CAMO.A.130 / CAMO.A.200(a)
Refer to DA-0001 chapter Management of Change.

It describes the management of change process used by the organisation to identify external and internal changes that may affect established processes and services.
Risk management process is use to identify potential hazards that could impact safety.
The process also identify how new hazards could impact the appropriateness and effectiveness of existing risk mitigations by the introduction of any change.

2.6 SAFETY TRAINING AND PROMOTION

Reference EASA CAMO.A.200(a)(4) / CAMO.A.220(c) / AMC1 CAMO.A.202(c)(3) / CAMO.A.305(a)(2) / CAMO.A.305(c) / CAMO.A.305(g) / IAN 22
Refer to DA-0001 chapter Safety Promotion and Training.

It describes how the organisation provides training to all as appropriate for their safety roles and responsibilities. In particular, all operational staff, managers, , senior managers and the accountable manager should be trained and be competent to perform their SMS duties.

2.7 IMMEDIATE SAFETY ACTION AND COORDINATION WITH OPERATOR'S EMERGENCY RESPONSE PLAN (ERP)

Reference EASA CAMO.A.200(a)(3) / CAMO.A.155

Refer to DA-0001 chapter Emergency Response Planning and Investigation Process

DABS will implement any safety measures mandated by the Authority including the implementation of safety information mandated by the NAA.

Emergency Response Plan provides the actions to be taken by the organisation in an emergency.
It ensures:

i. An orderly and efficient transition from normal to emergency operations
ii. Designation of emergency authority and responsibilities
iii. Authorisation by key personnel for actions contained in the plan
iv. Coordination with other organisations
v. Safe continuation of operations or return to normal operations as soon as practicable.

ERP describe how any safety concerns identified that may have an immediate effect on safety, including any urgent requirements mandated by the state of design for the managed aircraft or the NAA, are notified to key personnel:
ERP ensures that external organisations, such as aerodromes or aircraft operators, that are subject to other ERP requirements are adhered to.
In the event of an accident or serious incident, all associated records of the aircraft are held in a secure place and access is controlled support of investigation by the applicable state accident investigator.

2.8 COMPLIANCE MONITORING

Reference EASA CAMO.A.200(a)(6)
Refer to DA-0001 chapter Compliance Monitoring.

The compliance monitoring programme enables independent monitoring of compliance with Part-CAMO, Part-M, the CAME and associated procedures and manuals, to ensure safe operations and airworthy aircraft.

The responsibility for the compliance monitoring programme for continuing airworthiness as required by Part-CAMO lies with the Safety and Quality director.

2.8.1 Audit plan and audits procedure

Reference EASA CAMO.A.200(a)(6) / CAMO.A.220(b) / CAMO.A.150 / CAMO.B.350

2.8.1.1 Audit plan

Refer to annual audit plan DA-0039

2.8.1.2 Audit procedure

Refer to DA-0028 for audit process
This procedure described how an audit is performed and findings managed including Period for corrective action

After findings is issued, the following is performed:

- Identification of root cause or causes of and contributing factors
- Corrective action plan
- Demonstration of action implementation

2.8.2 Monitoring of continuing airworthiness management activities

Reference EASA CAMO.A.200(a)(6)

the Audit Review Plan includes an assessment of the Continuing Airworthiness Management activities against the procedures defined in the CAME and in particular the responsibility of the CAM or team with respect to Part-CAMO.

2.8.3 Monitoring of the effectiveness of the maintenance programme(s)

Reference EASA CAMO.A.200(a)(6)
The Audit Plan includes an assessment of Maintenance Programme and the analysis of the effectiveness of the maintenance programme as described in Paragraph 1.5.

2.8.4 Monitoring that all maintenance is carried out by an appropriate maintenance organisation

CAMO.A.200(a)(6)

The audit plan includes a review of all maintenance carried out by contracted Part 145
The audit scope ensures that the approval of the contracted maintenance organisation(s) effectively covers the contracted activities, and that it is still valid.
It is the responsibility of the contracted maintenance organisation to address any findings/concerns that are raised as a result of this audit and ensure that appropriate corrective action measures are implemented and within the timescales as required by Part 2.8.1.

An 'initial' audit shall be conducted prior to any work being carried out by the contracted maintenance organisation.
Feedback from the audits may result in amendments to the maintenance contracts.

2.8.5 Subcontractors

CAMO.A.200(a)(6)
Not applicable

The audit plan includes a review of all works subcontracted by the CAMO.
The audit checks that all subcontracted tasks are carried out in accordance with the contract.

2.8.6 Compliance monitoring personnel

CAMO.A.200(a)(4)
Refer to DA-0001 chapter Organisational Structure, Duties, Responsibilities and Accountabilities.

i. The SQ director has direct access to the accountable manager and to all parts of the organisation.
ii. Formal acceptance of the SQ director is by approval of this CAME.
iii. The SQ director meet the competency requirements specified in AMC1 CAMO.A.305(c).
iv. All audit personnel have received audit training in an operational environment and in awareness of Human Factors in aircraft maintenance.

2.9 CONTROL OF PERSONNEL COMPETENCY

CAMO.A.305(g) / CAMO.A.220(c)

The SQ department controls personnel competency.
All staff are assessed for their competence to perform their role as described in §0.3.9.

2.10 MANAGEMENT SYSTEM RECORD KEEPING

CAMO.A.220(b) / CAMO.A.205 / CAMO.A.220(d) / CAMO.A.220(e) / CAMO.A.220(f)
Refer to DA-0001 chapter Record Keeping.

Record-keeping system is made on server and ensures:

i. accessibility
ii. traceability and retrievability
iii. retention periods
iv. hard copies are stored and protected against damage, alteration or theft
v. electronic records
vi. use of remote servers
vii. safeguarding

2.11 OCCURRENCE REPORTING

EASA (EU) 2015/1018 – AMC 20-8 / CAMO.A.160
Refer to DA-0001.

Occurrence: Any safety-related event which endangers or which, if not corrected / addressed, could endanger an aircraft, its occupants or any other person and includes in particular an accident or serious incident.

The objective of occurrence reporting is the prevention of future accidents and incidents by taking appropriate decisions on safety priorities, possible changes to rules or procedures.

2.11.1 General

DABS is liaising with the manufacturer(s) and the NAA on all relevant matters concerning the airworthiness of aircraft. **DA-0019** form is used for reporting

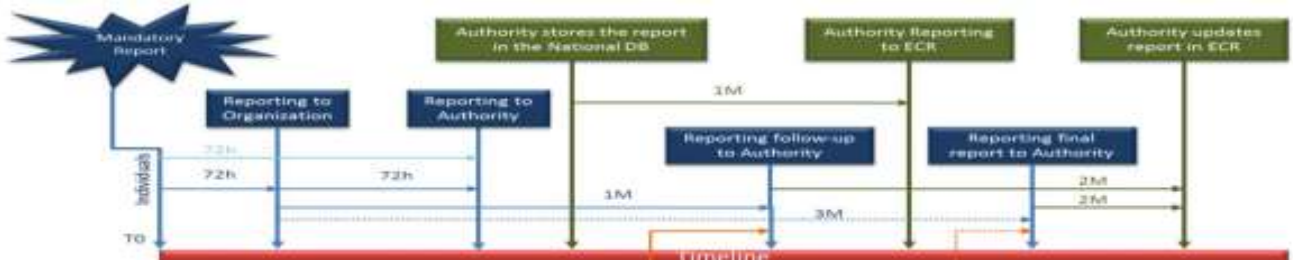
All occurrences collected are subject to analysis and follow-up requirements but not all of them are subject to further reporting obligations.

Significant aircraft maintenance defect related to structure, power plant, systems or sub-systems which might affect the airworthiness of the aircraft and safety of its occupants (as described in §2.11.3) shall be reported within **72 hours** from the identification to the NAA via the website address ***https://www.aviationreporting.eu***

Mandatory Occurrence Reporting (**MOR**) criteria defined in the following publications:

i. Regulation (EU) 376/2014 Article 4 paragraph 1
ii. Regulation (EU) 2015/1018 (Annex 11)
iii. EASA AMC 20-8
iv. CAMO.A.160

Follow up



2.11.2 Occurrence Report

In case of **mandatory reporting i.a.w §2.11.3**, the **CAM** shall ensure that **NAA**, and the manufacturer will be informed within **72 hours** from the identification of any significant aircraft maintenance defect.

There is no legal obligation for reporting occurrences outside the mandatory case. It is nevertheless understood that reporting of any safety relevant occurrence/hazard by anyone aware of it is encouraged through the internal **voluntary event reporting systems*** in place. Refer to DA-0001.
*voluntary event reporting may also be made on NAA reporting system.

All defects occurring on the aircraft during maintenance will be recorded on the appropriate defect form by the contracted AMO i.a.w to procedures described in DA-0007. The **CAS** and the **CAM** should be immediately alerted by the contracted AMO. Refer to §1.8.

The report must contain all following pertinent information about the defect/occurrences:

- Reporter or organisations name and approval reference if applicable,
- The date, the location, the aircraft and or component and the Owner,
- Details of the occurrence, consequences and immediate action taken,
- Details of investigation which identify causes, problems, parts involved and to permit objective analysis of discrepancy, Recommendation and suggestion
- Action to be done to prevent a recurrence, or correct the situation.

2.11.3 Mandatory Occurrence Reporting

Reference EASA Part-CAMO.A.160, CAMO.A.135

All incidents and occurrences that fall within the reporting criteria defined in M.A.202 and Regulation (EU) No 376/2014 will be reported to the **NAA within 72 hours** as required.

Regulation (EU) 2015/1018 paragraph 3 of Annex II laying down a list classifying occurrences in civil aviation to be mandatorily reported:

1. Serious structural damage (for example: cracks, permanent deformation, delamination, debonding, burning, excessive wear, or corrosion) found during maintenance of the aircraft or component.
2. Serious leakage or contamination of fluids (for example: hydraulic, fuel, oil, gas or other fluids).
3. Failure or malfunction of any part of an engine or powerplant and/or transmission resulting in any one or more of the following:
   (a) non-containment of components/debris;
   (b) failure of the engine mount structure.
4. Damage, failure or defect of propeller, which could lead to in-flight separation of the propeller or any major portion of the propeller and/or malfunctions of the propeller control.
5. Damage, failure or defect of main rotor gearbox/attachment, which could lead to in-flight separation of the rotor assembly and/or malfunctions of the rotor control.
6. Significant malfunction of a safety-critical system or equipment including emergency system or equipment during maintenance testing or failure to activate these systems after maintenance.
7. Incorrect assembly or installation of components of the aircraft found during an inspection or test procedure not intended for that specific purpose.
8. Wrong assessment of a serious defect, or serious non-compliance with MEL and Technical logbook procedures.
9. Serious damage to Electrical Wiring Interconnection System (EWIS).
10. Any defect in a life-controlled critical part causing retirement before completion of its full life.
11. The use of products, components or materials, from unknown, suspect origin, or unserviceable critical components.
12. Misleading, incorrect or insufficient applicable maintenance data or procedures that could lead to significant maintenance errors, including language issue.
13. Incorrect control or application of aircraft maintenance limitations or scheduled maintenance.
14. Releasing an aircraft to service from maintenance in case of any non-compliance which endangers the flight safety.
15. Serious damage caused to an aircraft during maintenance activities due to incorrect maintenance or use of inappropriate or unserviceable ground support equipment that requires additional maintenance actions.
16. Identified burning, melting, smoke, arcing, overheating or fire occurrences.
17. Any occurrence where the human performance, including fatigue of personnel, has directly contributed to or could have contributed to an accident or a serious incident.
18. Significant malfunction, reliability issue, or recurrent recording quality issue affecting a flight recorder system (such as a flight data recorder system, a data link recording system or a cockpit voice recorder system) or lack of information needed to ensure the serviceability of a flight recorder system.

All occurrences, which have maintenance implications, will be analysed by the **CAS** in consultation with the contracted AMO. The **CAS** shall coordinate action on airworthiness occurrences, initiate any necessary further investigation and follow-up activity and maintain all the related records.

Any occurrence reports raised by the AMO on managed aircraft will also be advised to the **CAM**.

Both organisations will hold copies of any occurrence reports that have been raised that affect maintenance.

Report approved by the **CAM** will be submitted to the authority by the **SQ department**. The reports may be transmitted electronically using The European Aviation Reporting Portal.
(http://www.aviationreporting.eu).

PART 3
Contracted Maintenance

PART 3 CONTRACTED MAINTENANCE

This Part of the CAME describes the contracted maintenance arrangements of DABS. It includes details of these arrangements, together with the division of responsibility for these arrangements, between DABS and contracted AMO together with copies of the Maintenance Contract in force for Base, Line and Engine Off-Wing support, as appropriate.

Note: The sub-contracting of continuing airworthiness tasks i.a.w Appendix II to M.A.201(h)1 is not applicable.

Reference EASA Part-M.A.201, Part- CAMO.A.205, CAMO.A.300, CAMO.A.315

3.1 SELECTION OF MAINTENANCE CONTRACTORS

3.1.1 General

In accordance with Part-CAMO.A.315, when DABS is not appropriately approved in accordance with EASA Part 145 to carry out all maintenance for managed aircraft, it has to establish a maintenance Contract with an AMO.

This maintenance Contract has to be acceptable to the authority that verifies that all aspects of the applicable requirements of M.A.301 and Maintenance Management are covered by the CAME and the maintenance Contract made with AMOs.

Maintenance Contract between DABS and the AMO are written in accordance with, and address each item of AMC CAMO.A.315(c), as applicable and associated Appendix IV to AMC CAMO.A.315(c).

The submission of a maintenance Contract for notification to the authority is limited to regular maintenance of complete aircraft with engines and APU.
Regular maintenance includes both scheduled and unscheduled maintenance but exclude occasional maintenance contracted for reasons such as workload, hangar space, AOG.
In case of Non-regular maintenance, A Purchase Order is issued to the appropriate AMO.

A periodic review of the technical content of maintenance Contract is performed by the **CAM** and the **SQ department** to ensure compliance to current EASA and NAA requirements, and changes are made as necessary. (Refer to §1.5.2)

The **Maintenance Interface document (MID - DA-0007)** complements the maintenance Contract between DABS as CAMO and contracted AMO.

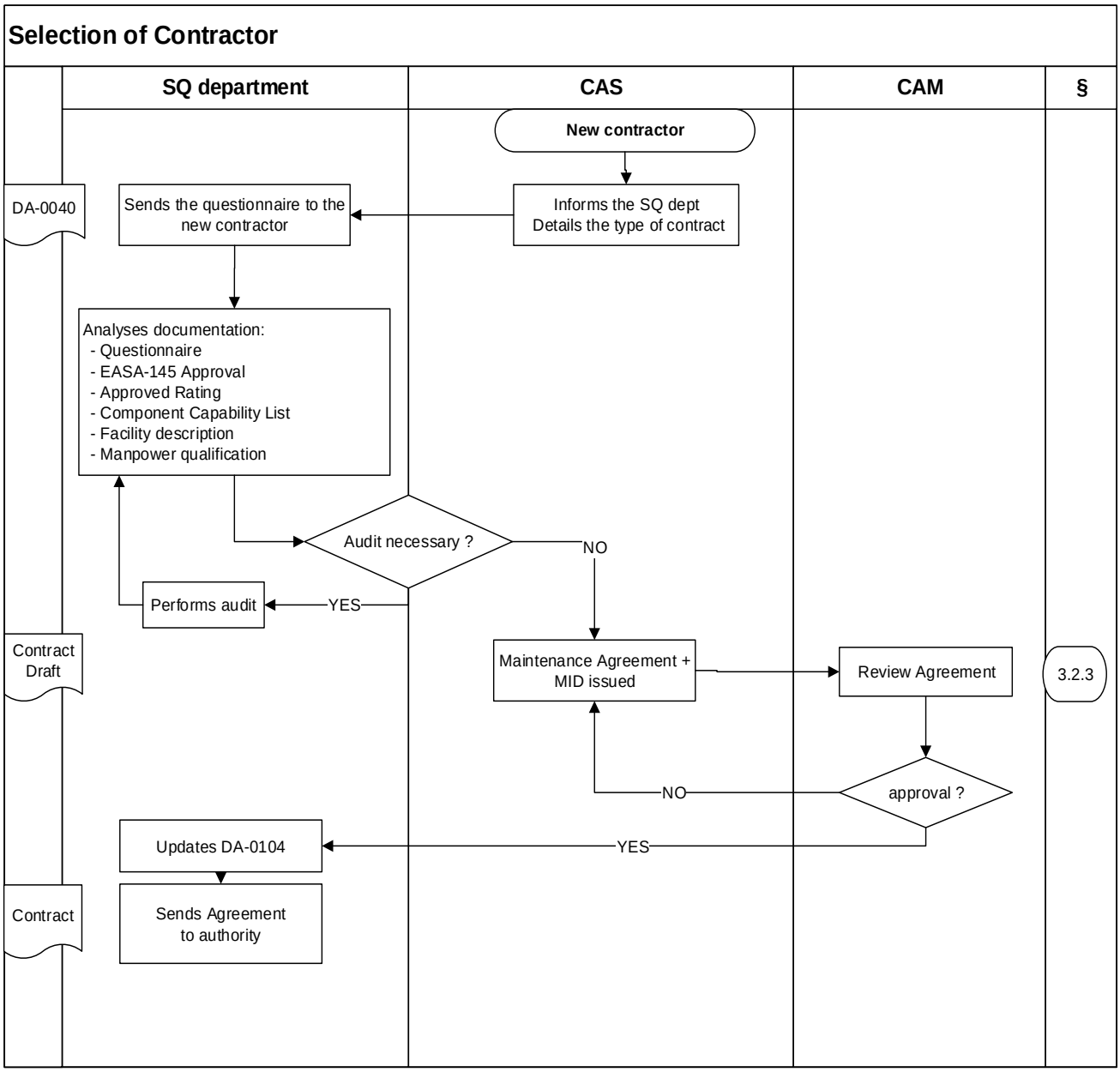
This document describes specific responsibilities, procedures and routines for contracted AMO. Furthermore, it takes care of these functions in a satisfactory way such that any person involved is informed about his responsibility the procedures and the forms which apply.

This document is applicable to all contracted AMOs; It shall be available to all certifying Staff or maintenance personnel of contracted AMO working on the Aircraft, Engines, Components, etc. The Maintenance Personnel must thoroughly understand its contents.

Procedures and forms used by the contracted AMO are described in its MOE.

To ensure the validity of the Contract, this document is requested each time that scheduled maintenance is contracted to the AMO

3.1.2 Process


Selection of Contractor
SQ department
CAS
CAM
§
New contractor
Informs the SQ dept
Details the type of contract
Sends the questionnaire to the new contractor
DA-0040
Analyses documentation:
- Questionnaire
- EASA-145 Approval
- Approved Rating
- Component Capability List
- Facility description
- Manpower qualification
Audit necessary ?
NO
YES
Performs audit
Contract Draft
Maintenance Agreement + MID issued
Review Agreement
3.2.3
approval ?
NO
YES
Updates DA-0104
Contract
Sends Agreement to authority

3.1.3 Evaluation of contractors

Before any maintenance Contract is signed with an AMO the SQ department and the **CAM** will verify that:

a) The maintenance organisation is appropriately approved in accordance with Part-145, and has the necessary qualified manpower, facilities, tooling, technical documentation etc. This verification to take into account any engine or component maintenance capability that may be required (though this may be available through sub-contract to other suitably AMOs).

b) It will be confirmed that the maintenance organisation has adequate capacity to undertake the proposed maintenance support. Where this includes aspects of the continuing airworthiness management then experience will also be criteria to be considered.

c) The Maintenance Contract will be reviewed and agreed by both parties with a view to ensuring that each has the ability to discharge their responsibilities with respect to Part-M and Part-CAMO.

3.1.3.1 Quality monitoring

Contractors are followed as per the following criteria's:

a) Pre-audits with a questionnaire.

The SQ department sends a Questionnaire to the company whereby DABS to be assured that the contractor has the qualified personnel, the necessary equipment, meets the standard required and carries out all maintenance to approved maintenance instructions and procedures. Refer to Form DA-0040-CL4000 -"Contractor Questionnaire".

b) The follow-up by the control of their services (Term of delivery, availability, price, conditions of payment and warranty) and on the analysis of the discrepancies.

Surveillance of contractors is a continuous process to ensure that they follow the standards required by DABS. The following apply for each scheduled maintenance event:

1. Before the maintenance event, **the SQ department** resend the questionnaire to evaluate change and review associated document, and
2. The **CAS** is in charge to control quality (if appropriate in relation with item b1) and maintenance standards on site during maintenance event (formalised in the pre-input meeting), and
3. The **CAS** is in charge to verify the work package after maintenance event, that only approved components have been installed and that the work was performed to approved data and i.a.w the Purchase Order.

c) Audits, if required, more or less formalised (with or without the assistance of a specialised organisation, sending of questionnaires, visits).

If it appears, that the level of quality is low or insufficient, the SQ department shall contact the Contractor and proceed to an audit. (Refer to §3.1).

The questionnaire can be used as a checklist for checking deviations from the Contractor.

3.1.3.2 Maintenance Contract

A maintenance Contract must be established and signed by the **CAM** and the contracted AMO.

Apart of administrative details, the Maintenance Contract specifies its purpose, the subcontracted activities, the DABS and the contractor's responsibilities, and the authorisation to conduct audits whenever deemed necessary.

3.1.4 Evaluation of Contract

Refer to guidance material - *Appendix IV to AMC CAMO.A.315(c),*

The following paragraphs are not intended to provide a standard maintenance contract but to provide a list of the main points that must be addressed, when applicable, in a maintenance Contract between DABS and contracted AMOs.
Sample of contract is available on server - Refer to SQ department

1. Scope of work
The Obligation of parties must be specified.
The main task contacted must be described.

2. Locations identified for the performance of maintenance
The place(s) where base and line maintenance will be performed should be specified. The certificate held by AMO at the place(s) where the maintenance will be performed should be referred to in the maintenance Contract.

3. Subcontracting
The maintenance contract should specify under which conditions the AMO may subcontract tasks to a third party.
Access should be given to DABS to any information (especially the quality monitoring information) about the AMO's subcontractors involved in the maintenance Contract.

4. Aircraft Maintenance Programme
The Maintenance Programme under which the maintenance has to be performed has to be specified. DABS must have that Maintenance Programme approved by the authority.

5. Quality monitoring
The terms of the maintenance contract should include a provision allowing DABS to perform surveillance (including audits if appropriate) upon the approved maintenance Organisation.

6. Competent Authority involvement
When the authority and the AMO's authority are not the same, DABS and AMO have to ensure together with their NAA that responsibilities are properly defined and that, if necessary, delegations have been established.

7. Airworthiness data
The airworthiness data used for the purpose of this maintenance contract must be specified. This may include:

- MID (DA-0007)
- Access to CAMP and AMP,
- AD's,
- Major repairs/modification data,
- Aircraft Maintenance Manual, Aircraft IPC,
- Wiring diagrams,
- Minimum Equipment List (normally on board the aircraft),
- Flight Manual (normally on board the aircraft),

8. Incoming Conditions
The maintenance contract should specify in which condition DABS must send the aircraft to the AMO. All scheduled maintenance will be approved by both parties and a Purchase Order (PO) will be signed. Additional findings will be rectified in Contract between DABS and the AMO.

9. Airworthiness Directives (AD) and Service Bulletin/Modifications
It is very important that the maintenance contract specifies which country's AD has to be applied and who supplies the AD. DABS in order to exercise its responsibility, performs itself the applicability, the mean of compliance, the planning and the follow-up of AD and SB. The AMO only performs the incorporation of AD and SB. The contract should specify what information DABS is responsible to provide to the AMO, such as the due date, the selected means of compliance, etc...

10. Hours & Cycles control.
Hours and Cycles control is the responsibility of DABS.

11. Life-Limited Parts and Time-controlled Components.
Life-limited parts and time-controlled components is the responsibility of DABS.
According to the maintenance contract, maintenance tasks may include component removal/installation planning and performance. The maintenance contract should then specify who carries out the component control and what type of information has to be exchanged for that purpose. The AMO will have to provide DABS with all the necessary information about the removal/installation so that the DABS may update its records.

12. Supply of parts.
The maintenance contract should specify whether a particular type of material or component comes from DABS or the AMO's store, which type of component is pooled, etc. In all cases, the AMO will ensure that parts and materials are obtained and appropriately certified by approved sources, as defined in EASA standards.

13. Pooled parts at line stations.
Not applicable

14. Scheduled maintenance
The maintenance contract shall specify who is planning maintenance checks in accordance with the AMP / CAMP.

- When DABS is planning the maintenance checks, the support documentation to be given to the AMO should be specified. The AMO should compile the work package from CAMP based on the PO.
- When the AMO is planning the maintenance checks, it should be in receipt of all relevant information from the Operator that will allow the performance of its planning function.

When the AMO defers a maintenance task, He should obtain agreement for such deferment by the DABS.

15. Unscheduled maintenance/Defect rectification.
The maintenance contract should specify that AMO could not rectify a defect without reference to DABS. In all cases, **Major Repairs** may only be carried out in accordance with the approved data.

16. Deferred tasks.
The use of the DABS's MEL and the relation with DABS in case of a defect that cannot be rectified at the station should be addressed.

17. Deviation from the Maintenance Schedule.
Deviations have to be requested by DABS to NAA / EASA or granted by DABS in accordance with a procedure in accordance with the CAME.

18. Maintenance Check flight.
If any check flight is required, it shall be performed in accordance with the CAME and Operator's manual.

19. Bench Test.
Whenever an Engine is to be installed on Aircraft and when a bench test is required by the manufacturer documentation, the AMO will advise DABS about engine bench test schedule and delivery by the contractor.

20. Release to service documentation.
The release to service has to be performed by the AMO in accordance with its MOE procedures. The maintenance contract should, however, specify which support forms have to be used and the documentation the AMO should provide to DABS upon delivery of the aircraft.
This may include but may not be limited to:

- Release to Service in the ATL
- Certificate of release to service,
- Check Flight report,
- List of modifications embodied,
- List of repairs,
- List of ADs / SBs incorporated,
- Maintenance report,
- List of open/deferred task
- EASA Form 1 or equivalent, etc...
- Weight and Balance amendment report (if appropriate)
- List of any component change including TSN / TSO

21. Maintenance recording.
DABS may contract the AMO to retain some of the maintenance records required. In such a case, free and quick access to the above mentioned records should be given by the AMO to the DABS and FOCA.
The AMO is in charge to update the CMTS.

22. Exchange of information.
Each time exchange of information between DABS and the AMO is necessary, the maintenance contract should specify what information should be provided and when, how, by whom and to whom it has to be transmitted.

23. Meetings.
The maintenance contract could include the provision for a certain number of meetings to be held between both parties.

- Contract **review.** Before the maintenance contract is applicable, the technical personnel of both parties should review it to be sure that every point leads to a common understanding of the duties of both parties.
- **Technical review.** During the maintenance contract, it is important that the personnel of both parties discuss about audit discrepancies and maintenance programme effectiveness.
- **Pre-input meeting.** These meetings are organised before maintenance event so that the tasks to be performed may be commonly agreed. It also includes a review of repetitive or deferred defects, ADs, SBs, Modifications (future and embodied).

Appendix
Aircraft serial number, reference of AMP, name of personnel, price should be detailed

3.1.5 Advising the NAA of Changes to the Maintenance Support

Changes to the selected Maintenance Contractor will be notified to the assigned FOCA inspector prior the change.

3.2 AUDIT OF AIRCRAFT

Annually each aircraft type is reviewed

- by the CAS or ARS with the document review and physical inspection during airworthiness review or airworthiness verification. Refer to part 4.
- by the SQ department.

The audit/verification by the SQ department includes:

- Monthly review during periodic airworthiness meeting;
- Annual review of the effectiveness maintenance programme;
- Compliance with approved procedures (Airworthiness review / AMP / MEL / Deviation);
- Inspection if all maintenance was carried out in an approved AMO i.a.w the Maintenance Programme and maintenance contract;
- Checking work package, CRS and all relevant documents (WPDR)
- Contract review for maintenance;

The purpose of the audit/verification of aircraft is to ensure that all required continuing airworthiness tasks are performed on the aircraft. The audit of an aircraft is performed in addition of the periodic airworthiness review carried out by the CAS.

Audit of aircraft is performed i.a.w audit process described in DA-0001.

Audit of aircraft are planned in the audit plan DA-0039.

The Audit of aircraft is performed by the SQ department with the assistance of a person having an appropriate maintenance licence for the aircraft type.

PART 4
AIRWORTHINESS REVIEW PROCEDURES

PART 4 AIRWORTHINESS REVIEW PROCEDURES

Reference EASA Part M.A.901, Part-CAMO.A.320, CAMO.A.220, CAMO.A.300, CAMO.A.305, CAMO.A.310

4.0 Preamble

4.0.1 General

An aircraft must not fly if the CofA is invalid (refer below). An ARC could not be issued or extended if:

- The continuing airworthiness of the aircraft or any component fitted to the aircraft does not meet the requirements of Part-M; or
- The aircraft does not remain in conformity with the Type Design; or
- The aircraft has been operated beyond the limitations of the approved flight manual or the CofA, without appropriate action being taken; or
- 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
- A modification or repair is not in compliance with the Part-21; or
- The maintenance of aircraft is performed in accordance with the maintenance programme by a contracted Part-145 organisation.

To ensure the validity of the aircraft certificate of airworthiness, a review of the aircraft and its continuing airworthiness records must be carried out periodically.

An Airworthiness Review Certificate (ARC) is issued in accordance with EASA Part M Appendix III:

- EASA Form 15a - by the competent authority
- EASA Form 15b - by the CAMO+
- Extension of Form 15 - by the CAMO

The ARC or ARC extension is valid for **1 year**.

This chapter describes the procedures for issuing:

- Airworthiness Review Recommendation, or
- Airworthiness Review Certificates (ARC) or
- Airworthiness Review Certificates (ARC) extension

Forms used

Airworthiness Review (Full Review) Recommendation	Form DA-0065a for Recommendation
	Form DA-0040_CL-AC for aircraft physical inspection
	Form DA-0065_finding for finding monitoring
	Form DA-0078 for required document

Note: Whenever the competent authority decides to carry out partial or complete airworthiness review, DABS will provide the competent authority with the documentation required by the competent authority;

Airworthiness Review (Full Review) Airworthiness Review Certificates (ARC)	Form DA-0065 for airworthiness review
	Form DA-0040_CL-AC for aircraft physical inspection
	Form DA-0065_finding for finding monitoring
	Form 15b for ARC

Verification of continuous airworthiness ARC extension	Form DA-0062 for internal review
	Form DA-0065_finding for finding monitoring
	Form 15b or 15a for ARC extension

4.0.2 Definition

Controlled environment:
An aircraft in a controlled environment is an aircraft continuously managed by a CAMO, which has not changed organisations in the previous 12 months, and which maintenance is performed by AMO.

"**Airworthiness Review**" and "**Airworthiness Verification**":
*If the aircraft is **in a controlled environment** during the previous 12 months, a full "**Airworthiness Review**" is not required. Only an "**Airworthiness Verification**" of the continuous compliance with M.A.901 (b) must be done.*
The extension of the ARC can be done two (2) times if no condition of the controlled environment has changed. Every three (3) year a full airworthiness review must be performed.

*If the aircraft is **not in a controlled environment** during the previous 12 months, the ARC must be issued by the authority.*
*In this case, DABS has to perform a full "**Airworthiness Review**" and issue a "recommendation" to the competent authority (DA-0065a). Recommendation of a CAMO+ corresponds with Part-CAMO.A.320.*
After review of the recommendation, the ARC (EASA Form 15a) will be issued by the authority.
Validity is one (1) year.

A full "Airworthiness Review" consists of
- *a review of the aircraft records (DA-0065) and*
- *a physical survey of the Aircraft (DA-0040)*

An "Airworthiness Verification" consists of
- *a review of the aircraft records (DA-0062) without a physical survey of the Aircraft*

During the **review of the aircraft records**, sufficient samples of records must be reviewed to satisfy that the continuing airworthiness of the aircraft is in compliance with the regulations.
Chapter 4.2 shows the documents to be reviewed.

For a full **Airworthiness Review** the following accommodations must be available to the ARS:
- A hangar for the physical survey.
- Sufficient office accommodation with normal office equipment such as desks, telephones, photocopying machines etc whereby the continuing airworthiness records can be reviewed.

Note: Whenever the competent authority decides to carry out partial or complete **Airworthiness Review**, DABS will provide the competent authority with:
- the documentation required by the competent authority; and
- suitable accommodation at the appropriate location; and
- Necessary support of personnel appropriately qualified in accordance with Part-66;

If the aircraft is not airworthy and there is a potential danger of operation of the aircraft, the authority is authorised to do the airworthiness review by itself. The operator or owner has to support the authority with all necessary documents and certified staff.

The issuance of an ARC or an extension of an ARC is forbidden if there is an assumption that the aircraft could not be airworthy. The authority has to get this information immediately and ARC returned to the authority if appropriate.

Upon surrender or revocation, the ARC shall be returned to the competent authority

4.1 AIRWORTHINESS REVIEW STAFF (ARS)

Reference EASA Part-CAMO.A.310, CAMO.A.220, EASA Part.M.901

DABS, as CAMO, has appropriate ARS to issue Airworthiness Review Certificates (ARC) or Recommendations i.a.w Part-M Subpart I.

4.1.1 Airworthiness review staff (ARS) designation

The **ARS** authorised to carry out the airworthiness review, and **Designated ARS Instructors** are listed in §0.4.2.3.

The candidate applying for ARS and associated scope of works are approved by the **CAM** that reviewed records for qualification requirements, integrity and independence.
Appropriate records to demonstrate experience, theoretical and practical knowledge and evidence of the airworthiness review performed under supervision have to be forwarded to the FOCA by the SQ department for acceptance.

Before sending the application, the **CAM** and the Designated ARS Instructor should ensure that the ARS have an adequate understanding of the relevant aircraft type to be included in his authorisation, the associated organisation's procedures and the applicable regulation. It means that the person has the knowledge and experience required, and has been successfully assessed i.a.w §4.1.2.

The FOCA accepts the ARS after satisfactory demonstration of knowledge and completion of an airworthiness review under the supervision of the authority or under the supervision of the Designated ARS Instructors.

The formal acceptance of the ARS is issued by the authority (CAME approval). Once the ARS has been accepted by the FOCA, the inclusion of their name in the CAME §0.4 constitutes the formal authorisation by DABS.
Any change of ARS has to be forwarded to the authority i.a.w §0.5.

Designated ARS Instructors are proposed by the **CAM** and being nominated by the FOCA and recognised by the letter D at the end of the ARC Staff authorisation reference.

Designated ARS Instructors are in charge to instruct and assess the new ARS during their first airworthiness review within the organisation. He is in charge to check what was performed and how it was performed.

In this assessment, it should be checked that the applicant has the relevant knowledge of the product, applicable regulations and procedures.

Additionally, the physical survey should be assessed by checking how it was performed. This review should be carried out in all relevant zones of the aircraft, considering the following elements:

- knowledge of the aircraft;
- knowledge of the procedures, tools and recognised standards;
- ability to check an area with regard to the relevant criteria for this zone;
- ability to identify defects (close relation to critical mind skills); and
- ability to perform relevant sample checks based on the documented review to determine what should be the most relevant samples for this aircraft.

4.1.2 Experience, qualification and training

The **CAM** and the SQ department are in charge to assure that the ARS qualifications are met.

I.a.w EASA Part-CAMO.A.310, the **qualifications** for the **ARS** must meet the following criteria:

- A position within the organisation with appropriate responsibilities, as described in §4.1.3 and;
- A minimum of 5 years' Experience in aviation maintenance technical control and continuing airworthiness of aircraft;
- A relevant engineering degree, an appropriate license or 5 years of experience related to aircraft maintenance and/or continuing airworthiness management (engineering) and/or surveillance of such tasks;
- Knowledge of maintenance method gained by experiences;
- Knowledge of a relevant sample of the type of aircraft gained through a formalised training course; This course should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation and could be instructed by the manufacturer or by an authorised training organisation;

  "Relevant sample" means that the aircraft type course should cover typical systems embodied in aircraft being included in the ARS authorisation.
  In case of this course did not covered typical systems embodied in the aircraft type, an additional specific course (as described in §0.3.5.3) on typical systems is acceptable to cover the scope of the ARS.

In addition, the ARS will receive initial and continuation training as described in § 0.3.8.2 to ensure sufficient knowledge of:

- Relevant Regulation pertaining to Airworthiness and Operational requirements;
- Relevant procedures described in the CAME
- HF, FTS (including CDCCL) and in EWIS requirements, as applicable.

The **SQ department** in consult with the **CAM** determines what additional specific training is required. Training on these subjects will be given under supervision / coordination of the SQ department. The qualifications and the training of the staff are recorded on DA-0103_CAMO.

ARS nominated received an authorisation issued by the SQ department as described in §4.1.3 when formally accepted by FOCA after satisfactory completion of an airworthiness review under supervision.

The Designated ARS Instructor may perform supervisions of new ARC staff during their first airworthiness review within the organisation.
The staff under supervision shall complete and sign DA-0065 (Airworthiness Review Report including the Airworthiness Review Findings) and DA-0040 (Aircraft Physical inspection).
These documents will be countersigned by the designated ARS Instructor who supervised the review. The designated ARS Instructor, who supervised the Airworthiness review, shall sign the ARC Form 15b.

4.1.3 Authorisations

Every ARS holds an authorisation (DA-0032_CAMO) that states the individual scope of work (aircraft types). This authorisation identifies tasks to be performed in accordance with the scope of work authorised by the CAMO.
The SQ department with consultation with the **CAM** is responsible for the issuance, restriction and prohibition of the authorisation.

Personal details are kept in the respective personal file.

The authorisation may only be issued after formal acceptance by FOCA.

ARS are identified in §0.4.2.3 showing the details of such authorisation, the scope of work and the authorisation reference.

To ensure that **ARS** are independent to perform the airworthiness review, the ARS is NOT authorised to perform airworthiness reviews on aircraft where he has been directly involved with the day-to-day airworthiness management of that aircraft as CAS.

This also applies for the ARS, holding a Part-66 license, that is not allowed to sign an Airworthiness Review Certificate for an aircraft for which he has signed the last certificate of release to service (CRS).

4.1.4 Competences

In order to keep the validity of the ARS authorisation, the **CAM** should ensure that the staff have either:

- been involved in continuing airworthiness management activities for at least six months in every two-year period; and
- conducted at least
  - one airworthiness review in the last twelve-month period, or
  - one airworthiness review under the supervision of the Designated ARS Instructor (at a satisfactory level), or
  - one documentation review (during **PPI**) at the same level than an airworthiness review (assessed and accepted by the SQ department).

In order to restore the validity of the authorisation, the ARS should conduct at a satisfactory level an airworthiness review under the supervision of the Designated ARS Instructor.

Competences of ARS are assessed every year by the **CAM** (DA-0031_CAMO) and every 2 years by the SQ department (DA-0061_CAMO). The following are reviewed

- a validation of qualification records, as described in §4.1.2;
- the continuous control of competence including feedback on personnel performance;

4.1.5 records

All qualifications of the ARS are listed in the “Personal Record” of the DABS technical staff.
The records of all ARS are maintained by the SQ department.
These records shall include:

- details of any appropriate qualification held,
- copy of training certificates,
- Acceptance letter of the ARS by the authority.

This record shall be retained until **three (3) years** after the ARS has left the organisation.

4.2 REVIEW OF AIRCRAFT RECORDS

Reference EASA Part-CAMO.A.320, EASA Part.M.901

Review of records shall not be sub-contracted.

"**Airworthiness Review**":
Full Review of records shall be made by the ARS.

"**Airworthiness Verification**":
Sample Review of records could be made by the CAS in charge of the aircraft.

The review of the aircraft records has to cover the requirements

A full documented review of the aircraft records shall be carried out in order to be satisfied that :

- Operators technical Log system has been approved; (if commercial)
- Airframe and Engine flying hours and associated flight cycles have been properly recorded;
- The flight manual is i.a.w the aircraft configuration and reflects the latest AFM revision status;
- All the due maintenance according to the AMP has been carried out;
- All maintenance has been released by an approved Part-145 organisation;
- All known defects have been corrected or carried forward in a controlled manner;
- All components have been installed with relevant component Release Certificates;
- All life-limited parts and time-controlled components installed on the aircraft are properly identified, registered and have not exceeded their approved life-limit;
- All applicable ADs have been applied and properly registered;
- All applicable applied SBs have been properly registered;
- All Modifications, STCs and Repairs applied to the aircraft have been registered and are approved according to Part-21;
- The current mass and balance statement reflects the configuration of the aircraft and is valid;
- Equipment installed / maintenance programme have been reviewed and properly reflects configuration of aircraft for specific operational approvals;
- All the maintenance defects on the Tech Log have been carried out and properly registered;
- MEL reflects MMEL, CDL and Operations specification, and has been approved;
- The AMP is i.a.w latest revision of manufacturers data and has been approved;
- Aircraft, Engine and APU comply with the latest revision of its Type Design;
- Maintenance contracts have been reviewed;
- Aircraft on board documents (CofR/CofA/Radio licence/insurance) are i.a.w aircraft status;
- Noise certificate corresponds to the current configuration of the aircraft and in compliance with TCDSN.

In addition, sample checks within the following document should be carried out and recorded:

- Records, Maintenance data;
- Tech Log and HIL;
- Relevant Work Package with relevant release certificates;
- AD, SB, modification and repair status including relevant approval data and records;

The checklist used covers the items as listed above including the records and form to be reviewed.

- Form DA-0065 (ARC) /DA-0065a (Recommendations) are used for full review
- Form DA-0062 is used for extension - verification of the continuous airworthiness
- Form DA-0078 is used for required document for review.

4.3 PHYSICAL SURVEY

Reference EASA Part.M.901

ARS not appropriately qualified to Part-66, shall be assisted by qualified personnel from a Part-145 organisation.
Physical survey shall not be sub-contracted.

4.3.1 General

The physical survey has to be performed i.a.w the DA-0040_CL-AC.
The ARS shall ensure that:

- All required markings and placards are properly installed (interior and exterior); It includes instrument markings and placards for limitations /data plate;
- The aircraft configuration complies with applicable documentation (AFM / QRH / Weighing);
- No evident defect can be found that has not been adequately addressed;
- No inconsistencies can be found between the aircraft and the review of records documented during the Airworthiness review;
- All required documents are on board;
- All required equipment is present, properly stored and serviceable i.a.w CAT.IDE.A / NCC.IDE.A and CS-26 (if commercial);
- Emergency lighting condition (interior and exterior);
- Fixation and condition of seats;
- Condition of instrument panels, windshields, windows
- General condition and cleanliness of accessible area's / compartments / avionics bay;
- Condition and free moving of flight controls;
- Condition of Critical areas that are typically vulnerable for corrosion;
- Engine general operation & indication (engine idle run if necessary);
- Condition of Electrical and hydraulic system - visual inspection;
- No leakages at areas of the engine(s), tank(s), landing gear;
- Proper condition of the tyres and brakes;
- Condition and function of aircraft systems (e.g. pitot/static heater and de-icing systems) ;

Wherever possible the survey will correspond with a scheduled maintenance input, which will ensure that area and components can be reviewed without the need for additional certification actions.
If the physical survey is not done in conjunction with a standard maintenance check, and requires actions categorised as maintenance (e.g. panel opening, operational tests, tests of emergency equipment, etc), a release to service must be issued.

4.3.2 Engine runs

The ARS has the authority to request an engine run when he deems necessary. Only authorised staff shall perform engine runs.

4.3.3 Check flights

The ARS has the authority to request a check flight when he deems necessary. Following points must be complied with:

a) A reason for the check flight must be recorded and approved by the operator/owner before performing the check flight.
b) The purpose for the flight and the flight program has to be defined i.a.w §1.13.
c) The result of the check flight shall be documented as part of the Airworthiness review.

4.4 ADDITIONAL PROCEDURES FOR THE IMPORT OF AIRCRAFT

Reference EASA Part.M.903

DABS follows the additional procedures as required in the event an aircraft will be imported into the EASA member state, depending on the country of registration from which the aircraft is being imported.

4.4.1 Transferring an aircraft registration within the EASA member state

When transferring an aircraft registration within the EASA member state, DABS shall inform the competent authority in which the aircraft will be registered for the issuance of a new certificate of airworthiness.

4.4.1.1 Controlled environment

If an aircraft coming from a controlled environment the former ARC shall remain valid until its expiry date.
ARC has to be validated by the authority of the state of registry.
It is the responsibility of the DABS to verify that the authority has entered the new aircraft registration on the existing ARC and validated the change.
New Certificate of Airworthiness has to be reissued.

A full airworthiness review has to be done before expiry date.
ARC will be issued by the authority based on the recommendation done by DABS as CAMO +.

DABS recommends performing a full review at the arrival of the aircraft (or at least before the first flight***) to limit the number of reviews.**

**Except in case of flight only for transfer purpose.*

4.4.1.2 Uncontrolled environment

If an aircraft coming from an uncontrolled environment, a full airworthiness review has to be done.
ARC will be issued by the authority based on the recommendation done by DABS as CAMO +.
New Certificate of Airworthiness has to be reissued.

4.4.2 Aircraft imported into EASA member state (M.A.904(a))

For the purpose of importing an aircraft (New or Used) from outside of the EASA member state, additional steps will be followed:

- DABS shall apply to the NAA for the issuance of a new certificate of airworthiness with application form as appropriate.

  In order to allow for possible participation of the competent authority personnel, DABS will inform the NAA at least 10 working days in advance of the time and location of the airworthiness review.
- DABS shall perform a full airworthiness review.
- When satisfied that the aircraft is in compliance with the relevant requirements, DABS will send a Recommendation to the NAA (DA-0065a).
- DABS shall allow access to the aircraft for inspection by the NAA.
- A new Certificate of Airworthiness will be issued by the NAA when it is satisfied that the aircraft complies with the prescriptions of Part-21.
- The NAA shall also issue the ARC valid normally for one (1) year unless the NAA has safety reason to limit the validity.

For this full airworthiness review, the aircraft and the documents must be reviewed. (Refer to chapter 4.2). The ARS is in charge to determine the scope of work for this review. The following items have to be taken into consideration:

- Foreign authority documents (CofA);
- Complete aircraft history;
- Aircraft utilisation (Commercial or Non-commercial);
- Previous modifications, STCs and parts needing EASA approval;
- SB/ AD status;
- Mod/ Repair status, damage status;
- Compliance with EASA standards in respect to safety equipment, markings, cockpit configuration, instrument limitations, cabin layout, CAT.IDE.A and CS-26;
- Maintenance needed for import such as embodiment of modifications needed to comply with the EASA type certificate, bridging check to comply with the new AMP;
- Avionics status and compliance with EASA requirements, such as, but not limited to CAT.IDE.A / NCC.IDE.A and CS-26, radio and navigation equipment, IFR equipment, FDR, CVR, Mode S transponders, RVSM equipment, ELT 406 MHz code and identification;
- Compass swing calibration i.a.w nationality requirements;
- Last weighing report;
- Presence of the aircraft identification plate i.a.w nationality requirements;
- Special operating rules;
- Aircraft physical survey;
- Run up;
- Ground check (operational checks of systems);

Note: Whenever the competent authority decides to carry out partial or complete airworthiness review, DABS will provide the competent authority with the documentation required by the competent authority.

4.5 RECOMMENDATION TO COMPETENT AUTHORITY FOR ISSUANCE OF AN ARC

Reference EASA Part.M.901

4.5.1 Recommendation content

In case of a Recommendation to the NAA for the issue of an ARC, Form DA-0065 has to be filled out i.a.w M.A.901(d) and stamped by the ARS.

It includes:

(a) General information
- CAMO 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 competent authority

(b) Aircraft information
- Registration
- Aircraft Type
- Manufacturer
- Serial number
- Flight manual reference

(c) Documents accompanying the recommendation
- Copy of on-board certificates

(d) Aircraft status
- Aircraft total time and cycles

(e) Aircraft physical survey
- List of the areas of the aircraft that were surveyed and their status (DA-0040_CL-aircraft)

(f) Findings
- List of all the findings made during the airworthiness review with the corrective action carried out. Findings are categorised i.a.w §4.6.5.

(g) Statement

A statement signed by the ARS recommending the issue of an ARC. The statement should confirm that the aircraft in its current configuration complies with the following:
- AD up to the latest published issue,
- Type Certificate Data Sheet – TCDS (engine and airframe – EASA and manuf. Country),
- Aircraft Maintenance Programme (AMP),
- Component life limitations,
- Valid weight and centre of gravity schedule reflecting the current configuration of the aircraft,
- Part-21 for all modifications and repairs
- Current flight manual including supplements,
- 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 technical log.

4.5.2 Additional Documents

The ARS is responsible to contact the competent authority for specific requirements.
The recommendation has to include:

- **Recommendation form** (DA-0065a) **i.a.w §4.5.1**
- Form DA-0065_finding for finding monitoring
- Copy of certificate of registration (CofR) and certificate of airworthiness (CofA)
- Copy of the request for an airworthiness review certificate
- Copy of Noise and emissions certificate
- Export certificate of airworthiness (if applicable)
- Physical inspection of aircraft (DA-0040_CL-AC)
- Copy of the AFM and its supplements (first page)
- List of Airworthiness Directives (ADs) incorporated up to the latest published issue
- List of Mandatory Service Bulletins (SBs) incorporated up to the latest published issue
- Avionics list
- List of modifications / significant repairs including approval reference
- Compliance list CAT.IDE.A if commercial
- Compliance list CS-26 if appropriate
- Copy of maintenance status
- Status of all life-limited parts and time-controlled components
- Due list
- Valid weight and centre of gravity report reflecting the current configuration of the aircraft
- Copy of work packages requested by the subpart G organisation including details of any check to ensure all the necessary maintenance has been done

4.5.3 Findings Monitoring

The contracted organisation will be responsible for any findings/concerns found during the review for recommendation and ensuring that appropriate corrective action measures are implemented.

The ARS is responsible to contact the competent authority for specific requirements concerning the closure of findings before issuance of the ARC.

The ARS is responsible to ensure that findings noted during performance of the recommendation, are corrected and closed within the given time frame.
Form DA-0065_finding is used to demonstrate finding monitoring/closure.

If the ARS is unable to get proof that the raised findings has been closed, then the SQ department and the **CAM** shall be advised for further actions including communication with competent authority.
Refer to 4.6.5.

4.6 ISSUANCE OF ARC

Reference to Part-CAMO.A.320 / EASA Part-M.901

4.6.1 Satisfactory airworthiness review

The airworthiness review may be considered satisfactory when the result of the document review and physical survey found to be positive and all findings are addressed and rectified within a given time frame.
Findings are categorised as:

- **Level 1**: Significant non-compliance with Part-M requirements which lowers the safety standard and hazards seriously the flight safety - rectification before further flight
- **Level 2**: non-compliance with Part-M requirements which could lower the safety standard and possibly hazard the flight safety. Refer to 4.6.5.
- **Remarks** non-conformity which are NOT safety related and NOT possibly hazard the flight safety.

All findings have to be summarised on a finding list and submitted to the SQ department for monitoring.
The **CAM** is responsible for initiation of the required corrective actions. The acceptance of the listed finding has to be documented by signing the list.

Should the outcome of the airworthiness review be inconclusive or show relevant discrepancies on the aircraft or in the content of the maintenance programme, the Authority shall be informed as soon as practicable but in any case within 72 hours from the moment the organisation identifies the condition to which the review relates.
The airworthiness review certificate (ARC) shall not be issued until appropriate closure of all findings.

4.6.2 Issuance of ARC

The EASA Form 15a is issued by the authority.

The EASA Form 15b is issued by appropriate **approved ARS** on the CAMO+ and a copy has to be forwarded to the competent authority within 10 days after issuance (NAA + Authority of aircraft registry).

The issuance has to be done after completion of a satisfactory airworthiness review.
The issuance has to be done on a yearly basis.
The airworthiness review can be done without any restrictions 90 days in advance.

If the continuing airworthiness management is not done according to Part-M with an arrangement between the CAMO and the owner, the aircraft is considered to be outside the controlled environment.

When the aircraft has remained within a controlled environment, the extension of the validity of the airworthiness review certificate does not require a full airworthiness review but only a verification of the continuous compliance with M.A.901 (b). (Refer to §4.6.4)

4.6.3 ARC form

The airworthiness review certificate form (EASA Form 15b) is available on DABS server.
The ARC-Reference (e.g. XXXYYYYMMDDb) to be entered on this Form 15b shall be according to the following rules:

- XXX The A/C registration that was reviewed
- YYYYMMDD The date of the review in the format YYYYMMDD
- b To indicate this is Form 15b, that may be extended

Exemple: IAH20070918b

4.6.4 Findings Monitoring

The contracted organisation will be responsible for any findings/concerns found during the review and ensuring that appropriate corrective action measures are implemented.
Form DA-0065_finding is used to demonstrate finding monitoring/closure.

The **ARS** is responsible to ensure that findings noted during performance of the review, are corrected and closed.
Finding Level 1 shall be closed.
The closure of the findings Level 2 can be done either by:

- rectification of findings,
- deferral in a controlled manner, according to MEL/ maintenance data with a due date, and noted in HIL,

In case of **extension of ARC**, the **CAS** is responsible to ensure that findings are corrected and closed.

If the ARS is unable to get proof that the raised findings has been closed, then the SQ department and the **CAM** shall be advised for further actions including communication with competent authority.

4.7 AIRWORTHINESS REVIEW RECORDS, RESPONSIBILITIES, RETENTION AND ACCESS

Reference to Part-CAMO.A.220

4.7.1 Responsibilities

The CAM is responsible:

- To initiate the performance of an ARC;
- To ensure that upon surrender or revocation, the ARC is returned to the competent authority.

The ARS is responsible:

- To ensure all findings (if any) raised during the airworthiness review have been successfully closed; If not, the competent authority shall immediately be informed;
- To verify the aircraft status and issue the Airworthiness Review report (DA-0065/DA-0062) ;
- To sign the EASA Form 15a/b after successful verification to extend the validity of the ARC for a period of 12 months;
- To inform the register office by sending a copy of the issued/extended ARC;

4.7.2 Records

The original ARC will be held in the respective aircraft documents.
A copy of any ARC issued or extended for an aircraft shall be sent to the FOCA within 10 days. **DABS** will also retain one copy of each ARC issued/extended.

The aircraft review records include all documents required from MA.710 a/b/c and listed in the ARC compliance list (DA-0065/DA-0062).
It has to be laid down in the aircraft history, kept until 2 years after complete removal from service of the aircraft.

Refer to chapter 1.3.

4.8 EXTENSION OF ARC

The Extension of ARC is issued by appropriate **CAS in charge of the aircraft or by an ARS.**

A copy has to be forwarded to the competent authority within 10 days after issuance (NAA + Authority of aircraft registry).

Extension is applicable when the aircraft is considered as being in a controlled environment (if it has been continuously managed by a single organisation and maintained by an appropriately approved organisation), from the date when the last airworthiness review certificate was issued until the date when the extension is performed (this can be up to 30 days less than 12 months).

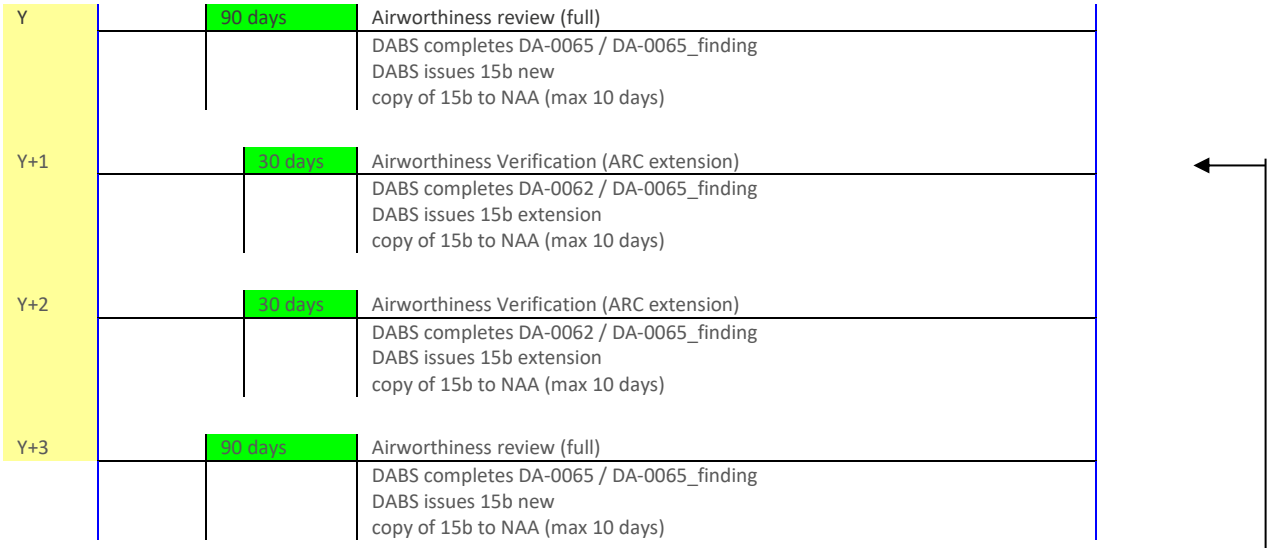
An ARC issued by the competent Authority, or by **DABS** may be **extended twice** for a period of one year each time provided the aircraft is within a controlled environment, and it is verified the continuous compliance with M.A.902 (b). Refer to chapter 4.2.

An ARC shall not be extended if there is reason to believe that the aircraft is un-airworthy.
Upon surrender or revocation, the ARC shall be returned to the competent authority.

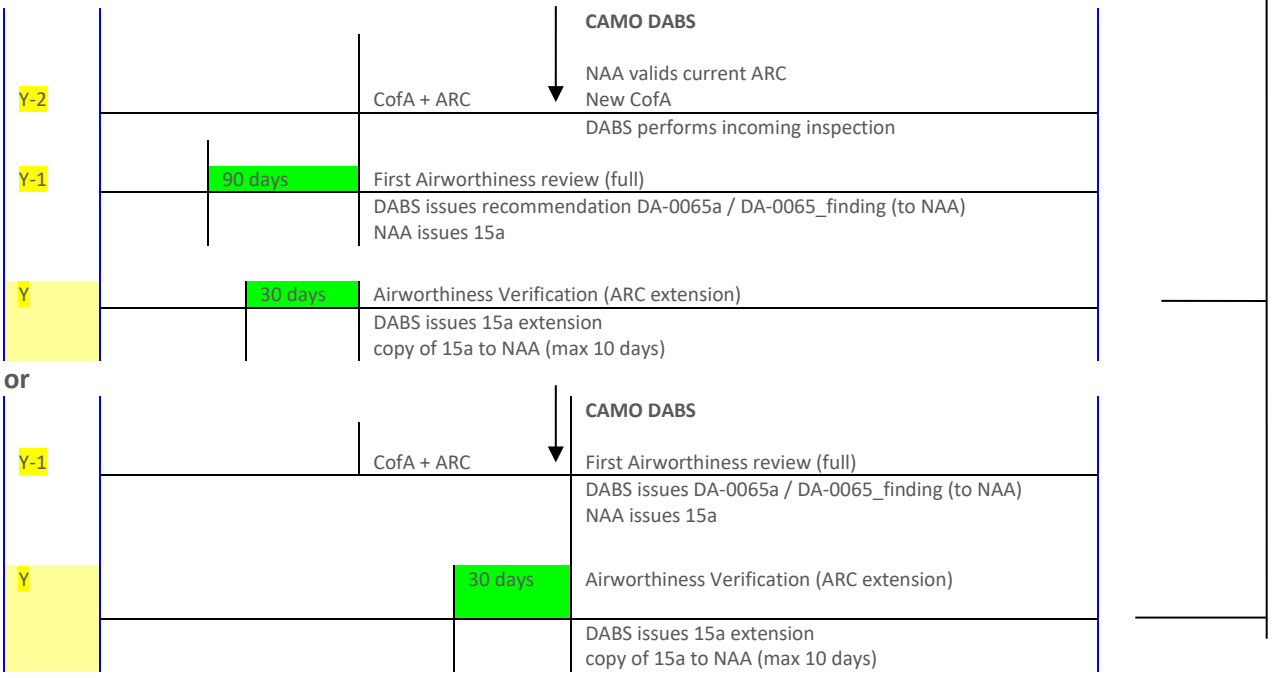
It is acceptable to anticipate the extension of the ARC by a maximum of 30 days without a loss of continuity of the airworthiness, which means that the new expiration date is set up one year after the previous expiration date.
It is also acceptable to perform the extension of an airworthiness review certificate after its expiration date, as long as all the conditions for the extension are met.

4.9 SCHEME

4.9.1 If in controlled environment (Same CAMO)

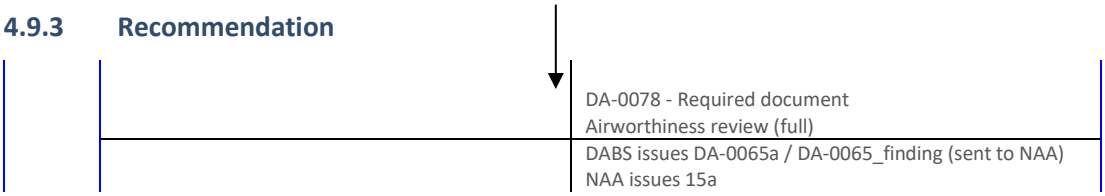


4.9.2 In case of change of AOC / CAMO



or

4.9.3 Recommendation



PART 4B
PERMIT TO FLY PROCEDURES

4B PERMIT TO FLY

Reference EASA Part-CAMO.A.125; 21.A.701

4B.0 GENERAL

This part describes processes for application, approval and issue of Permits to fly for managed aircraft i.a.w the privilege of **Part-CAMO.A.125(f**).

"DOA" in this chapter is used for an appropriate DOA with the privileges to issue permit to fly.
"CAMO" in this chapter is used for an appropriate CAMO with the privileges to issue permit to fly.
"Appropriate organisation" in this chapter is used for appropriate DOA or CAMO.
"Managed aircraft" means contracted Non-commercial aircraft being managed by DABS CAMO.

4B.0.1 Scope

The CAMO could issue of a **Permit to fly** to a **managed EASA aircraft** for particular purposes allowing an aircraft to fly when CofA is temporarily invalid and accompanied by appropriate document :

- Flight is requested to an AMO location after damage / Inoperative item / failure /defect;
- Flight is requested to an AMO location because Maintenance, Airworthiness Limitation, Certification Maintenance Requirement or Airworthiness Directive has not been complied with on time, including tolerance;
- Flight is requested to an appropriate location because Aircraft cannot or has not yet been shown to comply with the requirements for a CofA, i.e. A/C delivering, or airworthiness review is to be performed.
- Test flying is required to support approval of a modification/repair to an aircraft or the design of the aircraft;

The aircraft is nevertheless capable of performing a safe flight under defined conditions.

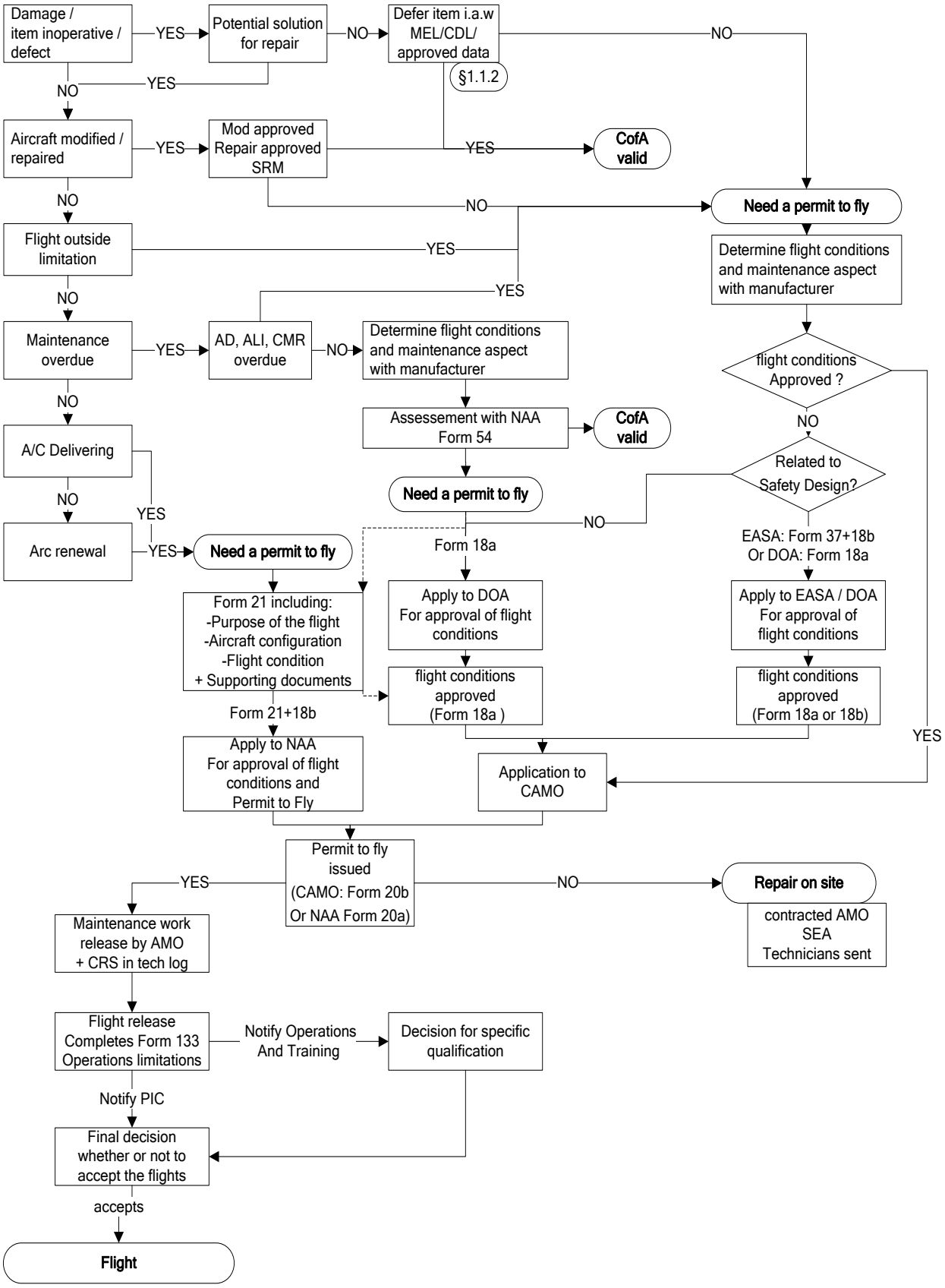
The **CAM-**is responsible to monitor the process with the competent authority for such a flight i.a.w procedure described in the chapter.

4B.0.2 Purpose of the flight

Permit to fly is issued to aircraft for the following purposes:

- Flying the aircraft to a place of storage, or to a location where airworthiness review or maintenance are to be performed (repair is not possible on airport where the occurrences have been discovered). In case of:
  - Inoperative equipment is not specified in MEL,
  - Aircraft has been damaged,
  - Maintenance, HIL, Airworthiness Limitation, Certification Maintenance Requirement or Airworthiness Directive has not been complied with on time,
- Flying the aircraft for:
  - Delivering or exporting the aircraft;
  - Qualify or re-qualify for a (limited -) CofA;
  - Compliance with certification specifications;
  - Customer acceptance or Authority acceptance;
  - Crew training;
- Flying the aircraft to a place to a location where painting is to be performed in case of cabin interior has been removed.

4B.0.3 Overview



4B.1 CONFORMITY WITH FLIGHT CONDITIONS

This chapter describes how conformity with approved flight conditions is established, documented and attested by EASA/NAA or appropriate organisation.

The Permit to fly can only be issued when:

- Approval of the flight conditions as set out in 21A.710 has been obtained and, as applicable,
- Any maintenance action defined in the approved flight conditions has been carried out and certified for the aircraft under consideration.
- It has been established that the aircraft conforms to the approved flight condition and is in a condition for safe operation.

The organisation (CAMO or NAA) issuing the Permit to fly may add any additional flight conditions that are considered necessary for the safe operation of the aircraft.

Where the proposed flight conditions are not related to the safety of design, the application for approval of flight conditions can be sent to the NAA, along with the completed application form 21, including form 18 and/or confirmation that the event is not considered to be safety of design related, and including the document defining and justifying the proposed flight conditions.

Where the CAMO applies to the NAA, EASA or DOA, as applicable for the approval of flight conditions, the CAMO is in charge to determine with the manufacturer the flight conditions that should be submitted for approval.

Any maintenance required has to be released prior to the issue of the Permit to fly.
Flight conditions and limitations have to be described in flight release certificate.

4B.1.1 Flight conditions

Flight conditions include:

1. Configuration(s) for which the permit to fly is requested;
2. Condition or restriction necessary for safe operation, including those regarding:
   - Itineraries or airspace, or both, required for the flight(s);
   - Flight crew to fly the aircraft;
   - Carriage of persons other than flight crew;
   - Operating limitations, specific procedures or technical conditions to be met;
   - Specific flight check (if applicable);
   - Specific continuing airworthiness arrangements including maintenance instructions and requirements under which they will be performed;
3. Method used in order to remain within the established conditions.

4B.1.2 Safety of design

A Permit to fly may be issued to an aircraft that does not fully comply with the TC or applicable airworthiness and maintenance requirements, providing it is capable of performing a basic flight or series of flights.

Examples of Permit to fly where **EASA or DOA must approve the flight conditions** in case related to the **safety of design**:

- The aircraft does not conform to an approved design; or
- An Airworthiness Limitation, a Certification Maintenance Requirement or an Airworthiness Directive has not been complied with; or
- The intended flight(s) are outside the approved envelope.

In cases where the configuration of the aircraft and circumstances of the flight are **not** related to the safety of design, a **DOA** or the **NAA** must approve the Flight Conditions.
A document defining and justifying the proposed flight conditions must be provided in case of NAA will be in charge to approve the flight conditions.

Examples of Permit to fly where a **DOA may approve the flight conditions**:

- Positioning flight for maintenance purposes with an invalid CofA or when a maintenance check is overdue.
- Flight to a place of storage or to a place where maintenance/painting is to be carried out.

Examples of Permit to fly where **NAA may approve the flight conditions**:

- Flights necessary for the issue / re-validation of a CofA / ARC where the type design is approved.
- Delivery or export of a new aircraft where the design is approved.

Examples of fly where a Permit to fly is not required:

- Inoperative equipment specified in MEL (Refer to §1.1.2); or
- Maintenance requirement has not been complied with but the due dates are in the limits given by the manufacturer (Refer to §1.2.5); or
- Flight checks required by the manufacturers maintenance data following normal maintenance actions.

Please note: Non-compliance with an AD is always considered to be design related.

4B.2 ISSUE OF THE PERMIT TO FLY (PTF)

There are separate elements that lead to the issue of a Permit to fly:

- Approval of the Flight Conditions; and
- Application form for the issue of a Permit to fly
- Formal issue of the Permit to fly.

4B.2.1 Approval of Flight Conditions

1-Flight Conditions are related to the safety of design

Where the circumstances of the flight and the necessary Flight Conditions are related to the safety of design, the Flight Conditions outlining the basis upon which the flight can be conducted can only be approved directly by **EASA**, or by a **DOA**.

EASA Form 37 with its annexed **EASA Form 18b** (describing the flight conditions) must be submitted for approval to EASA using the address indicated on the Form 37.

Application is not required to EASA if the approval of Flight Conditions is to be carried out by a DOA. **EASA Form 18a** (describing the flight conditions) must be submitted for approval.

2-Flight Conditions are not related to the safety of design

Flight Conditions can also be approved directly by a **DOA** or a **POA**. **EASA Form 18a** (describing the flight conditions) must be submitted for approval.
The NAA may continue to approve Flight Conditions when they are not related to the safety of design. **EASA Form 18b** (describing the flight conditions) and the document defining and justifying the proposed flight conditions must be submitted for approval.
Circumstances not related to the safety of the design of the aircraft are described in §4B.1.2.

4B.2.2 Application form for the issue of a Permit to fly

Once a valid completed application has been receipt, and the Flight Conditions have been approved, and when satisfied that the aircraft conforms to the standard specified in the approved Flight Conditions, the Permit to fly may be issued by either preferably the CAMO (**Form 20B**), or the NAA **(Form 20A**). The Permit to fly will specify or reference the Flight Conditions as approved by EASA, a DOA, a POA or the NAA as applicable.

1-Permits to fly Issued by NAA

An application for the issue of a Permit to fly by the NAA must be made by submitting a completed **EASA Form 21**.
Where the Flight Conditions are related to the safety of design**, Form 18b** (approved by EASA) or a **Form 18a** (approved by a DOA) must be submitted with the application.
Where the circumstances of the proposed flight are **not** related to the safety of design, the NAA may approve the Flight Conditions prior to issuing a Permit to fly. The applicant must specify and justify the proposed non-design safety related, Flight Conditions and provide any supporting data, including the definition of the configuration(s) of the aircraft, any Flight Manual where applicable, and justification that the intended flight can be carried out safely.

The NAA reserves the right to carry out a survey of the aircraft and/or associated records, and/or to require or perform a test flight to verify the conformity of the aircraft.

Completed application forms (21 and 18) and supporting data must be sent to:

FOCA Airworthiness Section (dedicated inspector) and FOCA registry section.

2-Permits to Fly Issued by a CAMO

A CAMO which is approved to issue an airworthiness review certificate for the particular aircraft type, may issue a Permit to fly when it is additionally approved i.a.w the provisions of Part-CAMO.A.125 (f) subject to the following:

The Permit to fly can only be issued when the aircraft is in a controlled environment and managed by the CAMO.

For aircraft that are not in a controlled environment, a CAMO cannot issue a Permit to fly. Therefore application must still be made to the NAA.

Application **Form DA-0021** must be completed. It must include approved flight conditions, either a **Form 18b** (approved by EASA/NAA) or a **Form 18a** (issued by a DOA/POA).

3-Content of Application form

Application form must describe:

1. Purpose of the flight(s), in accordance with §4B.0.2;
2. Ways in which the aircraft does not comply with the applicable airworthiness requirements;
3. Approved Flight conditions in accordance with §4B.1.1.

Following document must be sent with the appropriate application form:

1. Declaration that the aircraft is capable of safe flight under the flight conditions or restrictions regarding:
   - Itineraries or airspace, or both, required for the flight(s);
   - Flight crew to fly the aircraft;
   - Carriage of persons other than flight crew;
   - Operating limitations, specific procedures or technical conditions to be met;
   - Specific flight check (if applicable);
   - Specific continuing airworthiness arrangements including maintenance instructions and requirements under which they will be performed;
2. Documentation supporting these conditions

4B.2.3 Issuance of a Permit to fly

Before approving the flight conditions, EASA, the NAA or the approved organisation may make or require the applicant to make any necessary inspections or tests for that purpose.
After review and evaluation of application and associated documents, EASA, the NAA or the approved organisation would issue or refuse a Permit to fly.

The Permit to fly shall specify the purpose(s) and any conditions and restrictions approved.

1- Permit to fly
The following Permit to fly may be issued:

- EASA Form 20b by an appropriately DAO under the privilege granted under 21A.263(c)(7).
- EASA Form 20b by an appropriately PAO under the privilege granted under 21A.163(e).
- EASA Form 20b by an appropriately CAMO under the privilege granted under Part-CAMO.A.125 (f)
- EASA Form 20a by the NAA.

EASA Form 20b must be completed i.a.w Appendix IV to Part-21 and compliance with 21A.711(d) and (e) is established before signature of the permit to fly.
DABS also ensures compliance with 21A.711(g) for the revocation of the permit to fly.

The Permit to fly form (**EASA Form 20b**) is available on DABS server.
The Permit to fly Reference (e.g. PtF XXXyyyymmddY) to be entered on Form 20b shall be according to the following rules:

- "XXX" The A/C registration
- "yyyymmdd" The date of the issuance of Permit to fly in the format yyyymmdd
- "D" for Design related Permits or
- "ND" for Non-Design related Permits

Exemple: "PtF HBIAH20100918D"

2- Compliance with the Conditions of a Permit to fly
Before the Permit to fly can be issued, the issuing organisation (CAMO or NAA) must ensure that it has been verified that:

- an application has been made, and
- the Flight Conditions have been established and approved, and
- the aircraft conforms with the approved flight conditions, and
- Any maintenance task, or physical verification of conformity with any flight condition have been accomplished and a CRS has been issued.

3- Certification and Release
Prior to a flight being made with a Permit to fly in force, a CRS shall have been issued in Tech Log i.a.w 21A.163 or 145.A.50 by a certifying staff holder of a B1 or C license. The CRS must contain:

- details of any maintenance performed on an aircraft whilst operating on such permits
- details confirming that the aircraft is configured i.a.w any relevant conditions specified on the Permit to fly and is in a condition for safe operation.

Prior to the flight to be made under the terms of a Permit to fly, A flight release certificate (Form DA-0133) shall be issued by the CAS describing details of flight conditions and limitations.

Permit to fly is delivered/transmitted to the aircraft location by fax.
A copy of any Permit issued by the CAMO is sent by fax and email to the NAA within 3 days of its date of issue.

4B.2.4 Duration

A Permit to fly shall be issued for a maximum of 12 months and shall remain valid subject to:

- Compliance with the conditions and restrictions associated to the permit to fly;
- The permit to fly not being surrendered or revoked;
- The aircraft remaining on the same register.

Should it become evident that the approved flight conditions have not been complied with, the CAMO who issued the Permit to fly, shall revoke it immediately and inform the NAA (21.A.711(g)).

4B.2.5 Changes

A change affecting the content of the permit to fly requires the issuance of a new permit to fly. A permit to fly is not transferable.

4B.2.6 Obligations of the holder of a permit to fly

The holder of a Permit to fly shall ensure that all the conditions and restrictions associated with the Permit to fly are satisfied and maintained.

4B.3 PTF - AUTHORISED SIGNATORIES

Only those individuals who are current ARS can be authorised as a Permit to fly signatory. The persons authorised to sign the permit to fly under the privilege of Part-CAMO.A.125 (f) are identified §0.4.3.

The assessment should address additional training requirements regarding the issuance of authorisations and reference as to how records are kept and maintained.

4B.4 PTF - INTERFACE WITH THE LOCAL AUTHORITY FOR THE FLIGHT

The communication with the local authority for flight clearance and compliance with the local requirements which are outside the scope of the conditions of 21A.708(b) (see 21A.711(e))) are directly managed by the flight operations department.
A Permit to fly is valid in all EU Member States, but may be subject to additional National airspace use access and use restrictions. It is the responsibility of the Flight operations department to ensure any applicable National regulations are complied with. The validity of Permit to fly outside of the EU is subject to the National regulations of the State(s) in which the flight is to take place. Relevant National Aviation Authorities should be consulted in case of doubt.

4B.5 PTF - RECORDS, RESPONSIBILITIES, RETENTION AND ACCESS.

Permit to fly and all documents produced to establish and justify the flight conditions shall be retained by the SQ department in order to provide the information necessary to ensure the continued airworthiness of the aircraft.

It has to be laid down in the aircraft history, kept until 2 years after complete removal from service of the aircraft.

A copy of any Permit issued by the CAMO is sent by fax and email to the NAA within 3 days of its date of issue.

4B.6 PROCEDURE

The following procedure shall be followed to obtain a permit to fly.

1. The PIC shall inform the CAS to identify aircraft, engine, component, system or nature of the damage and the reason for the request.
2. The CAS review the request and determine actions taking the operational and maintenance aspects into consideration.
3. The operations department and the crew training must be consulted (In case that special skill of the flight crew is required).
4. The manufacturer will be consulted in case of structural damage or if manufacturer's approval will be required for repair / maintenance / extension.
5. The flight conditions are determined / reviewed by the **CAM** and the CAS to assess if event and flight conditions are already described/approved in AFM / SRM documentation.
   - When the damage is not related to the safety of design, the **CAM** will submit the completed filled application form -Form 18b- to the NAA or -Form 18a- to a DOA in order to get approval of the flight conditions.
   - Where the damage is related to the safety of design, such as structural damage beyond SRM repair or flight conditions not defined in AFM, the **CAM** will submit the completed filled application forms -EASA Form 37 and Form 18b- to the EASA or -Form 18a- to a DOA a in order to get approval of the flight conditions.
6. As soon as the approved Form 18b/18a has been returned to DABS, Permit to fly may be issued by the CAMO when satisfied that the condition of the aircraft has been properly assessed and is in a condition to perform a basic or series of flights safely.
7. If appropriate, FOCA may issue the Permit to fly. The completed filled application EASA Form 21 will be submitted to FOCA including the form 18b. Permit to fly will be issued when satisfied that the condition of the aircraft has been properly assessed by the applicant and is in a condition to perform a basic or series of flights safely.
8. The Permit to fly may contain conditions and limitations und which the flight(s) may be conducted.
9. Prior to a flight being made with a Permit to fly in force,
   - if required, a CRS shall have been issued in Tech Log i.a.w 21A.163 or 145.A.50 by a certifying staff holder of a B1 or C license.
   - A flight release certificate (Form DA-0133) shall be issued by the **CAM** describing details of flight conditions and limitations.
10. Permit to fly will be transmitted with flight release certificate detailing conditions and limitations to the PIC.
11. The Operations department will be advised of operations limitations by the CAS.
12. A copy of any Permit issued by the CAMO is sent by fax and email to the NAA within 3 days of its date of issue.
13. When the flight is performed from outside of European Union, the Operations department will consult the airport authorities of the departure station for the applicable rules and regulations and eventual over fly permission for such flight.

PART 5
SAMPLE OF DOCUMENT, TAGS AND FORMS USED

PART 5 SAMPLE OF DOCUMENT, TAGS AND FORMS USED

Indirect approval

Under its indirect approval, DABS could manage and amend the following forms.
When any new or amended forms are published, the SQ department is in charge for evaluating new changes, and for sending proposed form to the authority for notification, and for subsequently distributing copies of forms to all copyholders.

5.1 SAMPLE DOCUMENTS

Form Reference	Title	Concerned §
DA-0007	MID Maintenance interface document	1.8
DA-0019_TDR	Occurrence reporting – Technical deficiency report	1.8.1
DA-0019_WPDR	Work package review	1.17.2
DA-0021	Application for Issuance of Permit to fly	4B
DA-0031_CAMO	Competence assessment	0.3.9
DA-0032_CAMO	Internal authorisation	0.3.9 / 4.1.3
TAG0044	Tech LOG	1.1.1
DA-0048	HIL	1.1.1 / 1.8.4
DA-0052_one	MEL One time Extension - Notify	1.1.2
DA-0052	MEL time Extension - Request	1.1.2
DA-0053	Maintenance check flight request	1.13
DA-0054	AMP Extension - Request	1.2.3.7
DA-0055	Maintenance programme – source document status	1.4.2.6
DA-0059	Weighing Report	1.12
DA-0061_CAMO	Assessment of competence	0.3.7
DA-0062	Verification of the continuous airworthiness - ARC Extension	1.5.2 / 4
DA-0063	Status of emergency equipment	1.5.2 / 4
DA-0064	Cabin Remarks (for Maintenance)	1.1.1
DA-0065	Airworthiness review for ARC	4
DA-0065a	Airworthiness review - Recommendation for ARC	4
DA-0065_finding	Airworthiness review –Finding	4
DA-0070	AD Status	1.4 / 4
DA-0071	SB Status	1.6
DA-0072	Record of Major Modification / STC	4
DA-0073	Avionics equipment list	4
DA-0074	Compliance list NCC.IDE	4
DA-0075	Compliance CS-26	4
DA-0076	Record of Significant Repair	4
DA-0077	Records of critical software	4
DA-0078	Required document for Airworthiness review	4
DA-0079	Limited Authorisation Certificate Training Record	1.11
DA-0081	Guidance for using of Tech Log / HIL	1.1.1
DA-0092/DA-0093	Damage chart	1.1
DA-0103_CAMO	Authorised CAS – privilege and limitation	1.1.1
DA-0104	List of Contractor / Subcontractor	0.2.2
DA-0108	Approval Certificate / Approval Schedule/Scope	0.5
DA-0133	Flight release certificate	1.1.2
DA-0134	Maintenance review / Airworthiness status	1.1.1 / 1.1.2
DA-0159	CAMO Ressources Plan	0.3.7
DA-0160	Assessment form for changes	0.6 / 1.2.3
DA-0180	EROPS pre-flight check	1.1
DA-0440	Familiarisation training	0.3.5
DA-0460	Human factors training	0.3.7

The following are described in Safety and Quality System

Safety and Quality management system manual	DA-0001
Hazard / Occurrence Report	DA-0019
Audit plan	DA-0039
Audit report and plan	DA-0042

5.2 LIST OF AIRWORTHINESS REVIEW STAFF

Refer to chapter 0.4.3.

5.3 LIST OF SUB-CONTRACTORS

Part-CAMO.A.125(D)(3)
Reserved.

5.4 LIST OF CONTRACTED APPROVED MAINTENANCE ORGANISATIONS

Part-CAMO.A.300(A)(13)
Refer to DA-0104_CAMO.

5.5 COPY OF CONTRACTS FOR SUB-CONTRACTED WORK

Appendix II to AMC M.A.201(h)1)

Not applicable.

5.6 LIST OF APPROVED MAINTENANCE PROGRAMMES

Part-CAMO.A.300(a)(12)
Refer to chapter 0.2.2.3.
Refer to binder in DABS office. A copy is recorded on server.

5.7 LIST OF CURRENTLY APPROVED ALTERNATIVE MEANS OF COMPLIANCE

Part-CAMO.A.300(a)(13)
Reserved.

PART 6
SUPPLEMENT For Other authorities