



## **AIRWORTHINESS NOTICE**

# **NOTICE 6101**

**Issue 1**

15 April 2016

### **CONTINUING AIRWORTHINESS OF AIRCRAFT (DCAM PART M)**

IN exercise of the powers conferred by regulations 26, 31 and 202 of the Civil Aviation Regulations 2016, the Director General makes this Airworthiness Notice ("Notice") – *Continuing Airworthiness of Aircraft (DCAM Part M)*.

This Notice provides the requirement pertaining to the continuing airworthiness.

This Notice is published by the Director General under section 240 of the Civil Aviation Act 1969 [Act 3] and come into operation on 15<sup>th</sup> April 2016.

#### **Non-compliance with this Notice**

Any person who contravenes any provision in this Notice commits an offence and shall on conviction be liable to the punishment under section 240 of the Civil Aviation Act 1969 [Act 3].

A handwritten signature in black ink, appearing to read 'Azharuddin'. The signature is written in a cursive style with a prominent initial 'A' and a long horizontal stroke at the end.

(Dato' Sri Azharuddin Abdul Rahman)  
Director General of Civil Aviation  
15<sup>th</sup> April 2016

**CIVIL AVIATION REGULATIONS 2016**  
**AIRWORTHINESS NOTICE – CONTINUING AIRWORTHINESS OF**  
**AIRCRAFT (DCAM PART M)**

**1.0 CITATION**

This Notice may be cited as the Airworthiness Notice – Continuing Airworthiness of Aircraft (DCAM Part M) [**Notice 6101**].

**2.0 APPLICATION** **(M.101)**

2.1 The following persons shall be subject to this Notice—

- (a) the registered owner of an aircraft;
- (b) the lessee of an aircraft; and
- (c) an organisation that is approved to manage continuing airworthiness.

2.2 This Notice establishes the measures to be taken to ensure that airworthiness is maintained, including maintenance. It also specifies the conditions to be met by the organisations involved in such continuing airworthiness management.

**3.0 INTERPRETATION**

In this Notice, unless the context otherwise requires—

“AFTO” means an approved training organisation under regulation 64 of the MCAR;

“aircraft” shall have the same meaning assigned to it under the MCAR;

“AMO” means approved maintenance organisation which holds a valid certificate of approval granted under regulation 31(1)(b) of the MCAR;

“AOC” means a certificate issued under regulation 110 of the MCAR;

“CAMO” means an organisation that is approved to manage continuing airworthiness;

“Certificate of Airworthiness” means a certificate issued under regulation 26 of the MCAR;

“certifying staff” means personnel of a maintenance organisation under regulation 31 or 32 of MCAR who is responsible for the release of an aircraft or a component after maintenance;

“component” means any engine, propeller, part or appliance of the aircraft;

“continuing airworthiness” has the same meaning assigned to it under the MCAR;

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

“large aircraft” means—

- (a) an aeroplane with a maximum certificated take-off mass exceeding 5,700 kg;
- (b) an aeroplane equipped with turbojet engine(s) or more than one turboprop engine;
- (c) a rotorcraft with a maximum certificated take-off mass exceeding 3,175 kg; or
- (d) a rotorcraft with more than one engine;

“maintenance” has the same meaning assigned to it under the MCAR;

“MCAR” means Civil Aviation Regulations 2016;

“operator” has the same meaning assigned to it under the MCAR;

“pre-flight inspection” means the inspection carried out before flight to ensure that the aircraft is fit for the intended flight; and

“TSO” means technical standard order which is a minimum performance standard for specified materials, parts, and appliances used on civil aircraft. When authorised to manufacture a material, part, or appliances to a TSO standard, this is referred to as TSO authorisation.

## **4.0 ACCOUNTABILITY (SUBPART B)**

### **4.1 Responsibilities (M.201)**

- (a) The owner of an aircraft shall be responsible for the continuing airworthiness of the aircraft and shall ensure that no flight takes place unless—
  - (i) the aircraft is maintained in an airworthy condition by an approved maintenance organisation;
  - (ii) the operational and emergency equipment fitted is correctly installed and serviceable or clearly identified as unserviceable;
  - (iii) the Certificate of Airworthiness remains valid; and
  - (iv) the maintenance of the aircraft is performed in accordance with the approved maintenance programme.

- (b) In the case of lease, the responsibilities of the owner of an aircraft are transferred to the lessee if—
- (i) the lessee is stipulated on the registration document; or
  - (ii) detailed in the leasing contract.

For avoidance of doubt, henceforth, when reference is made in this Notice to the 'owner', the term 'owner' means the registered owner of the aircraft or the lessee, as applicable.

- (c) Any organisation performing maintenance shall be responsible for the tasks performed.
- (d) The owner shall be responsible for the satisfactory accomplishment of the pre-flight inspection. The pre-flight inspection shall be carried out by the pilot or another qualified person but need not be carried out by an approved maintenance organisation.

Note: Maintenance include any one or combination of the following activities: overhaul, repair, inspection (except of pre-flight inspection), replacement, modification or defect rectification of an aircraft or component.

- (e) In the case of aircraft used by AOC holder, the owner shall be responsible for the continuing airworthiness of the aircraft and shall—
- (i) ensure that no flight takes place unless the conditions as specified in paragraph 4.1(a) of this Notice are met;
  - (ii) be approved to manage the continuing airworthiness of the aircraft; and
  - (iii) be an AMO approved in accordance with Notice 6501 or establish a written maintenance contract with such AMO.

- (f) In the case of—
- (i) an aircraft that is operated for the purposes of aerial work;
  - (ii) an aircraft that is operated by an AFTO; or
  - (iii) a large aircraft that is operated by other than AOC holder,

the owner shall be responsible for the continuing airworthiness of the aircraft and shall ensure that—

- (1) no flight takes place unless the conditions defined in paragraph 4.1(a) of this Notice are met;
- (2) the tasks associated with continuing airworthiness are performed by a CAMO. When the owner is not a CAMO

itself then the owner shall establish a written contract in accordance with Appendix 1 of this Notice with such CAMO; and

- (3) the tasks associated with maintenance are performed by an AMO approved in accordance with Notice 6501. When the CAMO referred to in paragraph 4.1(f)(iii)(2) of this Notice is not an AMO approved in accordance with Notice 6501 then the CAMO shall establish a written maintenance contract with such AMO.
- (g) For any other aircraft not included in paragraph 4.1(e) or 4.1(f) of this Notice, the owner is responsible for the continuing airworthiness of the aircraft and shall ensure that—
- (i) no flight takes place unless the conditions defined in paragraph 4.1(a) of this Notice are met;
  - (ii) the tasks associated with continuing airworthiness are performed by a CAMO. When the owner is not a CAMO itself then the owner shall establish a written contract in accordance with Appendix 1 of this Notice with such CAMO; and
  - (iii) the tasks associated with maintenance are performed by an AMO approved in accordance with Notice 6501 or Notice 6502. When the CAMO referred to in paragraph 4.1(g)(ii) of this Notice is not an AMO approved in accordance with Notice 6501 or Notice 6502 then the CAMO shall establish a written maintenance contract with such AMO.
- (h) When the owner of an aircraft contract, in accordance with Appendix 1 of this Notice, the tasks associated with continuing airworthiness to a CAMO, the CAMO assumes responsibility for the proper accomplishment of these tasks.

#### 4.2 In-service difficulty reporting **(M.202)**

- (a) The persons and organisations as mentioned in paragraph 4.0 of this Notice, shall report to the Director General and the organisation responsible for the type design (or supplemental type design), of any identified condition of an aircraft or component that endangers flight safety.
- (b) Reports shall be made in accordance with Notice 8503 and contain all pertinent information about the condition known to the person.

- (c) Where the organisation maintaining the aircraft is contracted by an owner to carry out maintenance, the organisation maintaining the aircraft shall also report to the owner and the CAMO any such condition affecting the owner's aircraft or component.
- (d) Reports shall be made as soon as practicable, and within 48 hours of the person identifying the condition to which the report relates.

## **5.0 CONTINUING AIRWORTHINESS (SUBPART C)**

### **5.1 Continuing airworthiness tasks (M.301)**

The aircraft continuing airworthiness and the serviceability (serviceable status) of both operational and emergency equipment shall be ensured by—

- (a) the accomplishment of pre-flight inspections;
- (b) the rectification in accordance with data specified in paragraphs 5.4 and 6.1 of this Notice, as applicable, of any defect and damage affecting safe operation taking into account, the minimum equipment list (MEL) and configuration deviation list, when applicable;
- (c) the accomplishment of all maintenance, in accordance with approved aircraft maintenance programme;
- (d) the analysis of the effectiveness of the approved maintenance programme;
- (e) the accomplishment of any applicable—
  - (i) airworthiness directive;
  - (ii) any other safety directive with a continuing airworthiness impact;
  - (iii) continued airworthiness requirement established by the Director General; and
  - (iv) measures mandated by the Director General in immediate reaction to a safety problem.
- (f) the accomplishment of modifications and repairs in accordance with paragraph 5.4 of this Notice;
- (g) maintenance check flights when necessary; and
- (h) the establishment of an embodiment policy for non-mandatory modifications and/or inspections.

### **5.2 Aircraft maintenance programme (M.302)**

- (a) Maintenance of each aircraft shall be organised in accordance with an approved aircraft maintenance programme.

- (b) The aircraft maintenance programme and any subsequent amendments shall be approved by the Director General.
- (c) The aircraft maintenance programme shall be established in compliance with—
  - (i) the requirements issued by the Director General;
  - (ii) the requirements for continuing airworthiness—
    - (1) issued by the holders of the type-certificate, restricted type-certificate, supplemental type-certificate, major repair design approval, TSO authorisation or any other relevant approval; and
    - (2) included in the document containing design data with acceptable methods, techniques and practices for carrying out and identifying standard changes or standard repairs, if applicable; and
  - (iii) the requirements for non-safety related tasks as follows—
    - (1) additional or alternative instructions, proposed by the CAMO, approved in accordance with paragraph 5.2 of this Notice; and
    - (2) escalation of tasks interval shall be subject to sufficient reviews being carried out in accordance with paragraph 5.2(f) of this Notice.
- (d) The aircraft maintenance programme shall contain details, including frequency of all maintenance to be carried out, including any specific tasks linked the type and the specific operations.
- (e) When the maintenance programme is based on maintenance steering group logic or on condition monitoring, the aircraft maintenance programme shall include a reliability programme.
- (f) The aircraft maintenance programme shall be subject to periodic reviews and amended accordingly. These reviews shall ensure that the programme continues to be valid in light of the operating experience and instructions from the Director General whilst taking into account new maintenance instructions and modified maintenance instructions, promulgated by the type certificate and supplementary type certificate holders, TSO authorisation holders and any other organisation that publishes such data.

**5.3 Airworthiness directives (M.303)**

Any applicable airworthiness directive issued by the Director General or by the State of Design shall be carried out within the requirements of that airworthiness directive, unless otherwise agreed by the Director General.

**5.4 Data for modification and repairs (M.304)**

Modifications and repairs shall be carried out using—

- (a) data as approved by the Director General;
- (b) data as approved by holder of a Design Organisation Approval; or
- (c) any other data as specified by the Director General.

**5.5 Aircraft continuing airworthiness record system (M.305)**

- (a) The aircraft continuing airworthiness records shall consist of, as appropriate, an aircraft logbook, engine logbook(s) or engine module log cards, propeller logbook(s), log cards for any service life limited component and an aircraft journey logbook (also known as aircraft technical log).
- (b) At the completion of any maintenance, the associated maintenance release shall be entered in the appropriate logbook in the aircraft continuing airworthiness records. Each entry shall be made as soon as practicable and within 30 days after the day of the maintenance action.
- (c) The aircraft logbook shall be identified with the aircraft type and registration mark. The date together with the following information, as appropriate, shall be entered in the appropriate logbooks—
  - (i) total flight time;
  - (ii) total flight cycles; and
  - (iii) total landings.
- (d) The aircraft continuing airworthiness records shall contain the current—
  - (i) status of airworthiness directives and measures mandated by the Director General in immediate reaction to a safety problem;
  - (ii) status of modifications and repairs;
  - (iii) status of compliance with maintenance programme;
  - (iv) status of service life limited components;
  - (v) mass and balance report; and
  - (vi) list of deferred maintenance.



- (e) In addition to the authorised release document DCAM Form 1 or equivalent document acceptable to the Director General, the following information relevant to any component installed shall be entered in the appropriate engine logbook, propeller logbook, engine module log card or service life limited component log card—
- (i) identification of the component;
  - (ii) the type, serial number and registration of the aircraft to which the particular component has been fitted, along with the reference to the installation and removal of the component;
  - (iii) the date together with the component's accumulated total flight time, flight cycles, landings and calendar time, as appropriate; and
  - (iv) the current continuing airworthiness records as specified in paragraph 5.5(d) of this Notice applicable to the component.
- (f) The person responsible for the management of continuing airworthiness tasks pursuant to paragraph 4.0 of this Notice shall control the records as detailed in paragraph 5.5 of this Notice and present the records to the Director General upon request.
- (g) All entries made in the aircraft continuing airworthiness records shall be clear and accurate. When it is necessary to correct an entry, the correction shall be made with a single line strikethrough that clearly shows the original entry.
- (h) An owner of an aircraft shall ensure that a system has been established to keep the following records for the periods specified—
- (i) all detailed maintenance records in respect of the aircraft and any life-limited component fitted thereto, shall be kept at least 12 months after the aircraft or component has been permanently withdrawn from service;
  - (ii) all detailed maintenance records in respect of the aircraft and any life-limited component fitted thereto, shall be kept until such time as the information contained therein is superseded by new information equivalent in scope and detail but not less than 36 months after the aircraft or component has been released to service or at least 12 months after the aircraft or component has been permanently withdrawn from service;
  - (iii) the total time in service (hours, calendar time, cycles and landings) of the aircraft and all service life-limited components, shall be kept at least 12 months after the aircraft or component has been permanently withdrawn from service;

- (iv) the time in service (hours, calendar time, cycles and landings) as appropriate, since last scheduled maintenance of the component subjected to a service life limit, shall be kept at least until the component scheduled maintenance has been superseded by another scheduled maintenance of equivalent work scope and detail;
- (v) the current status of compliance with maintenance programme such that compliance with the approved aircraft maintenance programme can be established, shall be kept at least until the aircraft or component scheduled maintenance has been superseded by other scheduled maintenance of equivalent work scope and detail;
- (vi) the current status of compliance with airworthiness directives applicable to the aircraft and components, shall be kept at least 12 months after the aircraft or component has been permanently withdrawn from service; and
- (vii) details of current modifications and repairs to the aircraft, engine(s), propeller(s) and any other component vital to flight safety, shall be kept at least 12 months after they have been permanently withdrawn from service.

**5.6 Aircraft journey log system (M.306)**

- (a) In addition to the requirements of paragraph 5.5 of this Notice, the owner shall use an aircraft journey log system containing the following information for each aircraft—
  - (i) information about each flight, necessary to ensure continued flight safety;
  - (ii) the current aircraft maintenance release;
  - (iii) the current maintenance statement giving the aircraft maintenance status of what scheduled and out of phase maintenance is next due except that the Director General may agree to the maintenance statement being kept elsewhere;
  - (iv) all outstanding deferred defects rectifications that affect the operation of the aircraft; and
  - (v) any necessary guidance instructions on maintenance support arrangements.
- (b) The aircraft journey log system and any subsequent amendment shall be incorporated in the continuing airworthiness management exposition (CAME) and approved by the Director General.

- (c) An owner shall ensure that the aircraft journey log is retained for at least 36 months after the date of the last entry.

**5.7 Transfer of aircraft continuing airworthiness records (M.307)**

- (a) The owner shall ensure, when an aircraft is permanently transferred from one owner to another, that the continuing airworthiness records as specified in paragraph 5.5 of this Notice and, if applicable, aircraft journey log as specified in paragraph 5.6 of this Notice, are also transferred.
- (b) The owner of an aircraft shall ensure, when he contracts the continuing airworthiness management tasks to a CAMO, that the continuing airworthiness records as specified in paragraph 5.5 of this Notice are transferred to the contracted CAMO.
- (c) The time periods prescribed for the retention of records shall continue to apply to the new owner of the aircraft or CAMO.

**6.0 MAINTENANCE STANDARDS (SUBPART D)**

**6.1 Maintenance data (M.401)**

- (a) The organisation maintaining an aircraft shall have access to and use only applicable current maintenance data in the performance of maintenance including modifications and repairs.
- (b) For the purposes of this Notice, applicable maintenance data are—
  - (i) any applicable requirement, procedure, standard or information issued by the authority responsible for the oversight of the aircraft or component;
  - (ii) any applicable airworthiness directive issued by the authority responsible for the oversight of the aircraft or component;
  - (iii) any applicable instructions for continuing airworthiness, issued by the holders of the type certificate, restricted type certificate, supplemental type certificate, TSO authorisation, major modification approval, major repair design approval or any other relevant approval deemed to have been issued by the Director General; and
  - (iv) any applicable maintenance instructions issued by maintenance organisation. The organisation may only modify maintenance instructions in accordance with a procedure specified in the maintenance organisation's exposition. With respect to those changes, the organisation shall demonstrate that they result in equivalent or improved maintenance standards and shall inform

the type-certificate holder of such changes. Maintenance instructions for the purposes of this paragraph mean instructions on how to carry out the particular maintenance task; they exclude the engineering design of repairs and modifications.

- (c) The organisation maintaining an aircraft shall ensure that all applicable maintenance data is current and readily available for use when required. The organisation shall establish a work card or worksheet system to be used and shall either transcribe accurately the maintenance data onto such work cards or worksheets or make precise reference to the particular maintenance task or tasks contained in such maintenance data.

## 6.2 Performance of maintenance (M.402)

Any organisation performing maintenance shall—

- (a) be qualified for the tasks performed, as required by this Notice;
- (b) ensure that the area in which maintenance is carried out is well organised and clean in respect of dirt and contamination;
- (c) use the methods, techniques, standards and instructions specified in the maintenance data as referred in paragraph 6.1 of this Notice;
- (d) use the tools, equipment and material specified in the maintenance data as referred in paragraph 6.1 of this Notice. If necessary, tools and equipment shall be controlled and calibrated to an officially recognised standard;
- (e) ensure that maintenance is performed within any environmental limitations specified in the maintenance data as referred in paragraph 6.1 of this Notice;
- (f) ensure that proper facilities are used in case of inclement weather or lengthy maintenance;
- (g) ensure that the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimised;
- (h) ensure that an error capturing method is implemented after the performance of any critical maintenance task; and
- (i) carry out a general verification after completion of maintenance to ensure the aircraft or component is clear of all tools, equipment and any extraneous parts or material, and that all access panels removed have been refitted.

### 6.3 Aircraft defects (M.403)

- (a) Any aircraft defect not within any limits specified in the maintenance data or MEL that hazards seriously the flight safety shall be rectified before further flight.
- (b) Only the authorised certifying staff of an approved maintenance organisation shall decide using maintenance data as specified in paragraph 6.1 of this Notice, whether an aircraft defect hazards seriously the flight safety and therefore decide when and which rectification action shall be taken before further flight and which defect rectification can be deferred. However, this does not apply when the MEL is used by the pilot or by the authorised certifying staff.
- (c) Any aircraft defect within any limits specified in the maintenance data or MEL that would not hazard seriously the flight safety shall be rectified as soon as practicable.
- (d) Any defect not rectified before flight shall be recorded in the aircraft continuing airworthiness record system.

## 7.0 COMPONENTS (SUBPART E)

### 7.1 Installation (M.501)

- (a) Component shall not be fitted, unless otherwise specified, if it—
  - (i) is not in a satisfactory condition;
  - (ii) has not been appropriately released from maintenance using an authorised release document DCAM Form 1 or equivalent; and
  - (iii) is not marked in accordance with requirements specified by the Director General.
- (b) Prior to installation of a component on an aircraft the AMO shall ensure that the particular component is eligible to be fitted when different modification or airworthiness directive configurations may be applicable.
- (c) Standard parts shall only be fitted to an aircraft or a component when the maintenance data specifies the particular standard part. Standard parts shall only be fitted when accompanied by evidence of conformity traceable to the applicable standard.
- (d) Material being either raw material or consumable material shall only be used on an aircraft or a component when the aircraft or component manufacturer states so in relevant maintenance data. Such material shall only be used when the material meets the required specification and has appropriate traceability. All material must be accompanied by

documentation clearly relating to the particular material and containing a conformity to specification statement plus both the manufacturing and supplier source.

## 7.2 Component maintenance (M.502)

- (a) The maintenance of components shall be performed by maintenance organisations approved in accordance with Notice 6501 or Notice 6502, with a 'C' rating.
- (b) By derogation from paragraph 7.2(a) of this Notice, maintenance of a component in accordance with aircraft maintenance data or, if agreed by the Director General, in accordance with component maintenance data, may be performed by a maintenance organisation approved in accordance with Notice 6501 or Notice 6502, with 'A' rating, whilst such components are fitted to the aircraft. Nevertheless, such organisation may temporarily remove this component for maintenance in order to improve access to the component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph. Component maintenance performed in accordance with this paragraph is not eligible for the issuance of an authorised release document DCAM Form 1 and shall be subject to the aircraft release requirements in accordance with Notice 6501 or 6502, as applicable.
- (c) By derogation from paragraph 7.2(a) of this Notice, maintenance of an engine (or Auxiliary Power Unit (APU)) component in accordance with engine (or APU) maintenance data or, if agreed by the Director General, in accordance with component maintenance data, may be performed by a maintenance organisation approved in accordance with Notice 6501 or Notice 6502, with 'B' rating, whilst such components are fitted to the engine (or APU). Nevertheless, such organisation may temporarily remove this component for maintenance in order to improve access to the component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph.

## 7.3 Service life limited components (M.503)

- (a) Installed service life limited components shall not exceed the approved service life limit as specified in the approved maintenance programme and airworthiness directives, except as provided for in paragraph 7.4(c) of this Notice.
- (b) The approved service life is expressed in calendar time, flight hours, landings or cycles, as appropriate.
- (c) At the end of the approved service life, the component must be removed from the aircraft for maintenance, or for disposal in the case of components with a certificated life limit.

#### 7.4 Control of unserviceable components

(M.504)

- (a) A component shall be considered unserviceable in any one of the following circumstances—
- (i) expiry of the service life limit as defined in the maintenance program;
  - (ii) non-compliance with the applicable airworthiness directives and other continued airworthiness requirement mandated by the Director General;
  - (iii) absence of the necessary information to determine the airworthiness status or eligibility for installation;
  - (iv) evidence of defects or malfunctions; or
  - (v) involvement in an incident or accident likely to affect its serviceability.
- (b) Unserviceable components shall be identified and stored in a secure location under the control of an approved maintenance organisation until a decision is made on the future status of such component. Nevertheless, for unserviceable component removed from aircraft other than large aircraft, aircraft used by AOC holder, aircraft used by AFTO or aircraft used for the purpose of aerial work, the organisation that declared the component unserviceable may transfer its custody, after identifying it as unserviceable, to the aircraft owner provided that such transfer is reflected in the aircraft logbook, engine logbook or component logbook.
- (c) Components which have reached their certificated life limit or contain a non-repairable defect shall be classified as unsalvageable and shall not be permitted to re-enter the component supply system, unless certificated life limits have been extended or a repair solution has been approved according to paragraph 5.4 of this Notice.
- (d) In the case of unsalvageable components specified in paragraph 7.4(c) of this Notice, any person or organisation accountable under this Notice shall—
- (i) retain such component in the location specified in paragraph 7.4(b) of this Notice; or
  - (ii) arrange for the component to be mutilated in a manner that ensures that it is beyond economic salvage or repair before relinquishing responsibility for such component.
- (e) Notwithstanding paragraph 7.4(d) of this Notice, a person or organisation accountable under this Notice may transfer the responsibility for

components classified as unsalvageable to an organisation for training or research without mutilation but shall be permanently marked “NOT FOR AIRCRAFT USE”.

**8.0 MAINTENANCE ORGANISATION (SUBPART F)**

[Refer to Notice 6502 latest revision]

**9.0 CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION (SUBPART G)**

[Refer to Notice 6102 latest revision]

**10.0 MAINTENANCE RELEASE (SUBPART H)**

[Refer to Notice 6502 latest revision]

**11.0 AIRWORTHINESS REVIEW REPORT (SUBPART I)**

**11.1 Aircraft airworthiness review (M.901)**

- (a) To ensure the validity of the certificate of airworthiness, an airworthiness review of the aircraft and its continuing airworthiness records shall be carried out in accordance with paragraph 13.0 of Notice 6102.
- (b) An airworthiness review report (ARR) shall be prepared in accordance with paragraph 13.0 of Notice 6102 on completion of a satisfactory aircraft airworthiness review. The airworthiness review may be performed up to a maximum of 90 days prior to expiry of the certificate of airworthiness.

**12.0 MISCELLANEOUS**

12.1 Management of continuing airworthiness performed by AMO may continue until 31<sup>st</sup> May 2017.

12.2 With effect from 1<sup>st</sup> June 2017, management of continuing airworthiness shall only be conducted by holders of a certificate of approval issued by the Director General in accordance with Notice 6102, unless otherwise agreed.



## **APPENDIX 1 CONTINUING AIRWORTHINESS MANAGEMENT CONTRACT**

### **1.0 INTRODUCTION**

- 1.1 A copy of the continuing airworthiness management contract shall be submitted by the owner to the Director General once it has been signed by the owner and the CAMO.
- 1.2 The contract shall be developed taking into account the requirements of Notice 6101, Notice 6102, Notice 6501 and Notice 6502 and shall define the obligations of the signatories in relation to continuing airworthiness of the aircraft.
- 1.3 The contract shall amongst others, contain the following information—
- (a) aircraft registration;
  - (b) aircraft type;
  - (c) aircraft serial number;
  - (d) aircraft owner's name and company details including the address;
  - (e) CAMO details including the address; and
  - (f) type of operation.

- 1.4 The contract shall further include the following statement:

“ The owner entrusts, to the CAMO, the management of the continuing airworthiness of the aircraft, the development of a maintenance programme that shall be approved by the Director General and the organisation of the maintenance of the aircraft according to the maintenance programme.

Both parties undertake to follow the respective obligations of this contract.

The owner declares, to the best of its belief that all the information given to the CAMO concerning the continuing airworthiness of the aircraft is accurate and will not be altered without prior approval of the CAMO.

In case of any non-conformity with this contract, by either party, this contract shall become null and void. In such a case, the owner shall hold full responsibility for every task linked to the continuing airworthiness of the aircraft and both parties shall undertake to inform the Director General within two full weeks from the date of the non-conformity with this contract by either party. ”

1.5 The obligations of each party in the contract shall be as follows:

(a) Obligations of the CAMO—

- (i) have the aircraft's type in the scope of its approval;
- (ii) maintain the continuing airworthiness of the aircraft as listed below—
  - (1) develop a maintenance programme for the aircraft, including any reliability programme, if applicable;
  - (2) organise the approval of the aircraft's maintenance programme;
  - (3) once the aircraft's maintenance programme has been approved, provide a copy of the aircraft's maintenance programme to the owner;
  - (4) organise a bridging inspection with reference to the aircraft's prior maintenance programme;
  - (5) organise for all maintenance to be carried out by an approved maintenance organisation;
  - (6) organise for all applicable airworthiness directives to be accomplished;
  - (7) organise for all defects discovered during scheduled maintenance, airworthiness reviews or reported by the owner to be corrected by an approved maintenance organisation;
  - (8) coordinate scheduled maintenance, accomplishment of airworthiness directives, replacement of life limited parts, and component inspection requirements;
  - (9) inform the owner each time the aircraft shall be brought to an approved maintenance organisation; and
  - (10) manage and archive all continuing airworthiness records.
- (iii) organise the approval of any modification to the aircraft in accordance with requirements prescribed by the Director General before it is embodied;
- (iv) organise the approval of any repair to the aircraft in accordance with requirements prescribed by the Director General before it is carried out;

- (v) inform the Director General whenever the aircraft is not presented to the approved maintenance organisation when the maintenance is due;
  - (vi) inform the Director General whenever the present contract has not been respected;
  - (vii) ensure that the airworthiness review of the aircraft is carried out when necessary and ensure that the airworthiness review report and its recommendation is sent to the Director General;
  - (viii) report to the Director General in accordance with paragraph 4.2 of Notice 6101; and
  - (ix) inform the Director General whenever the present contract is terminated by either party and return all continuing airworthiness records to the owner.
- (b) Obligations of the owner—
- (i) have a general understanding of the approved maintenance programme;
  - (ii) have a general understanding of Notice 6101, Notice 6102, Notice 6501 and Notice 6502;
  - (iii) present the aircraft to the approved maintenance organisation at the due time designated by the CAMO;
  - (iv) not modify the aircraft without first consulting the CAMO;
  - (v) inform the CAMO of all maintenance carried out without the knowledge and control of the CAMO;
  - (vi) report to the CAMO through the aircraft journey log all defects found during operations;
  - (vii) inform the Director General whenever the present contract is terminated by either party and ensure all continuing airworthiness records are returned by the CAMO;
  - (viii) inform the Director General and the CAMO whenever the aircraft is sold;
  - (ix) report to the Director General in accordance with paragraph 4.2 of Notice 6101; and
  - (x) inform the CAMO, on a regular basis, about the aircraft flying hours and any other utilisation data, as agreed with the CAMO.