



CIVIL AVIATION PUBLICATION

CAP 02

AIRWORTHINESS AND MAINTENANCE

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CAP 02

AIRWORTHINESS AND MAINTENANCE

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LIST OF ABBREVIATIONS

The following abbreviations are used in this CAP:

| | |
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| AD | Airworthiness Directive |
| ADRS | Aircraft Data Recording System |
| AIR | Airborne Image Recorder |
| AIRS | Airborne Image Recording System |
| AMOC | Alternative Means of Compliance |
| AMO | Approved Maintenance Organisation |
| ARC | Airworthiness Review Certificate |
| ARD | Airworthiness Review Declaration |
| AWOPS | All Weather Operations |
| CAMO | Continued Airworthiness Management Organisation |
| CAP | Civil Aviation Publication |
| C of A | Certificate of Airworthiness |
| CARS | Cockpit Audio Recording System |
| CMR | Certification Maintenance Requirement |
| CRS | Certificate of Release to Service |
| CVR | Cockpit Voice Recorder |
| DFL | Data Frame Layout |
| DLR | Data Link Recorder |
| DLRS | Data Link Recording System |
| EASA | European Aviation Safety Agency |
| EFB | Electronic Flight Bag |
| ELT | Emergency Locator Transmitter |
| EVS | Enhanced Vision Systems |
| EWIS | Electrical Wiring Interconnect System |
| FAA | Federal Aviation Administration |
| FAR | Federal Aviation Regulation |
| FDR | Flight Data Recorder |
| GCAA | General Civil Aviation Authority (UAE) |
| HUD | Head-up Display |
| LOV | Limit of Validity |
| MEL | Minimum Equipment List |
| MMEL | Master Minimum Equipment List |
| MPD | Maintenance Planning Document |
| NAA | National Aviation Authority |
| OEM | Original Equipment Manufacturer |
| PMA | Parts Manufacturing Approval |
| RCC | Rescue Coordination Centre |
| RNP | Required Navigation Performance |
| RPAS | Remotely Piloted Aircraft System |
| RVSM | Reduced Vertical Separation Minima |
| the CAA | San Marino Civil Aviation Authority |
| TAC | Type Acceptance Certificate |
| TCDS | Type Certificate Data Sheet |
| TC | Type Certificate |
| UAE | United Arab Emirates |



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1. INTRODUCTION

This Civil Aviation Publication (CAP) provides information and the CAA policies regarding the airworthiness and maintenance of aircraft operated under CAR OPS 2 – General Aviation Operations, CAR OPS 4 for Remotely Piloted Aircraft Systems (RPAS) and commercially operated aircraft under CAR OPS 1/3 on the Republic of San Marino aircraft register.

2. TYPE CERTIFICATES AND TYPE ACCEPTANCE CERTIFICATE (TAC)

Before an aircraft can be issued with a certificate of airworthiness in San Marino, the CAA must have previously accepted the Type Certificate (TC) and the specific Type Certificate Data Sheet (TCDS) for the aircraft type and model. In order to be able to accept the TC the CAA must have contact with the TC holder, have reviewed the TC and the relevant TCDS and be included in the TC holder's distribution list for receipt of all future airworthiness data published by the TC holder.

Before a prospective owner selects an aircraft for presentation to the CAA for the initial issue of a certificate of airworthiness it is strongly recommended that the owner contacts the CAA with details of the proposed aircraft. The CAA will then advise the owner whether or not the aircraft type has previously been accepted for certification in San Marino. If the aircraft type has previously been certificated in San Marino, the process of application for the initial C of A may proceed. However if the aircraft type has not previously been certificated in San Marino, the owner must contact the TC holder and ask him to make application, usually by letter, to the CAA requesting recognition and acceptance of the TC and the relevant TCDS.

The CAA will accept Type Certificates and associated Type TCDS for aircraft certificated by the FAA of the USA; EASA and Transport Canada. In practice this means that the CAA will accept any aircraft from any of the above NAAs without the aircraft having to undergo any modifications to revert it to the certification standard of the State of Design. So if an aircraft such as a Falcon 900 has been operating in the USA and is certificated to the FAA TCDS, it may be placed on the San Marino register and be issued with a certificate of airworthiness without having to be modified to meet the EASA certification standards and meet the EASA TCDS although it is designed and manufactured in an EASA State. Similarly if a Gulfstream GV has been registered and certificated in an EASA State and meets all the EASA certification requirements, it may be certificated in San Marino without having any modifications embodied which could have been required if it was to be registered and certificated by the FAA.

The CAA will issue a Type Acceptance Certificate (TAC) for every aircraft type on the San Marino register to enable the associated certificates of airworthiness to be issued in a particular aircraft's case.

The foregoing acceptance of various TCDS and the issue of the related TACs for the same aircraft type will mean that in some exceptional cases there may be three TACs associated with the same aircraft type. In practice there will only be two or possibly three TACs for the most common aircraft type, i.e. those manufactured in Europe and those manufactured in North America.

One of the many advantages of this acceptance by the CAA of differing TCDS for the same aircraft types is the applicability of Airworthiness Directives (AD).



There will be no need to apply any additional ADs to an aircraft coming from the FAA register for instance; it will simply be a case of continuing to apply FAA ADs relevant to that aircraft type for the whole time the aircraft is registered in SM. Similarly, it will not be necessary to have any Supplemental Type Certificates (STC) reassessed for compliance with a different design standard, as the CAA will accept all STCs already embodied on the aircraft at initial certification. However it does mean that any STCs embodied after the aircraft is certificated in SM must conform to the certification standard of the aircraft at initial issue of the certificate of airworthiness by the CAA.

3. ISSUANCE OF THE CERTIFICATE OF AIRWORTHINESS

3.1 Application

Application for the initial issue of a certificate of airworthiness for an aircraft registered in San Marino shall be made using Form SM 02 “Application for the Issue of a Certificate of Airworthiness” and shall include the appropriate fee and be accompanied by supporting documentation relating to the aircraft and its records as may be required to enable the CAA to determine whether the aircraft may qualify for the issue of a certificate of airworthiness.

Note: The acceptance by the CAA of the application form for the issue of a certificate of airworthiness does not guarantee that the aircraft will be issued with such a certificate of airworthiness and should an application fail for any reason the appropriate fee for the investigation will be retained by the CAA.

The application must be signed by the owner, the owner’s representative of the aircraft or the operator’s representative.

The C of A will normally be valid for a period of 12 months from the date of issue unless satisfactory maintenance arrangements are made by a fixed, long term contract with an appropriate organisation acceptable to the CAA. In such cases the C of A may be valid for a period of 24 months. Reference should be made to CAR AIR.57 and paragraph 20 of this CAP 02 for the acceptance of satisfactory maintenance arrangements.

3.2 Supporting Documentation

Reference must be made to CAP 08, Appendix 1, to identify what supporting documents are required for the application.

3.2.1 New Aircraft Type on the SM Register

If the aircraft is a new aircraft type to the San Marino register of aircraft, the applicant should contact the Airworthiness Office of the Type Certificate holder (e.g. Dassault, Bombardier, Cessna, Boeing etc.) and request that he submit an application to the CAA requesting their acceptance of the aircraft type (Refer to Section 2). Once this has been obtained and a Type Acceptance Certificate issued by the CAA, the process to issue a certificate of airworthiness may proceed.



3.2.2 New Aircraft

If the aircraft is new from the manufacturer and has not been registered, a statement from the manufacturer will be required, confirming that the aircraft has never been registered and confirming the design standard of the aircraft and its compliance with the Type Certificate and the appropriate Type Certificate Data Sheet. For new aircraft coming from a manufacturer in the EASA region, EASA Form 52 will be acceptable.

The manufacturer will usually supply all the supporting data required for the certification of the aircraft, this data package will also include all the relevant aircraft manuals, equipment lists, Flight Data Recorder readouts, results of acceptance flight tests, an electrical load analysis and weight and balance data etc. Reference must be made to CAP 08, Appendix 1, to identify what supporting documents are required for the application.

3.2.3 Used Aircraft

If the aircraft is not new but registered elsewhere than in San Marino, a Certificate of Airworthiness for Export issued by the last State of Registry will normally be required. Any exceptions to this are individually agreed on a case by case basis, Refer to CAR 21.175 (6).

For aircraft imported from an EASA Member State, a Certificate of Airworthiness (C of A) along with a current Airworthiness Review Certificate (ARC) is normally acceptable in lieu of an Export C of A from the last State of Registry.

Note: Some National Aviation Authorities do not issue certificates of airworthiness for export. In these cases a letter from the Regulatory Authority stating that had this aircraft been presented for the renewal of its certificate of airworthiness, the certificate would have been renewed may be acceptable.

For aircraft coming from an EASA Member State and which do not comply with the EASA TCDS as the aircraft was grandfathered under Commission Regulation (EC) No. 1702/2003. These aircraft will have to demonstrate that the aircraft meets either the FAA or Transport Canada TCDS.

The application for the initial issue of a certificate of airworthiness should be accompanied by applications for, Navigation Approvals for operations in Designated Airspace, the Maintenance Control Manual and the Maintenance Programme.

A Permission to use the Master Minimum Equipment List will be valid for a maximum of 90 days to allow time for the owner/operator to develop and have approved the MEL. The remaining certificates except the C of A, associated with the applications above will normally remain valid for the length of time the aircraft remains on the San Marino register.

When the application for the certificate of airworthiness has been reviewed and accepted by the CAA, an inspection of the aircraft and its records by a representative of the CAA will be scheduled. The inspector will review all the aircraft records, the Maintenance Programme, the Aircraft Flight Manual, the Technical Log and any other supporting documentation such as the export certificate from the last state of registry as described in CAP 08. If all is in order and the physical inspection of the aircraft is satisfactory, the inspector will make a recommendation to the CAA that the certificate of airworthiness may be issued.



If deficiencies are found during the inspection, the inspector will raise Findings for the Airworthiness Coordinator or Maintenance Postholder to correct. When Findings have been corrected evidence of the corrective actions must be supplied to the Inspector (e.g. copies of log book entries, copies of documents, photographs etc.) for his review and agreement that the Finding can be closed. The review is done as quickly as possible but the applicant should carefully co-ordinate their intended date and time of the first flight to allow sufficient time for the review and closure by the CAA. When the Inspector is satisfied that all the Findings have been corrected he makes a recommendation to the CAA that the C of A be issued.

The certificates will then be prepared and sent to the owner/operator's Airworthiness Coordinator or Maintenance Postholder together with any other certificates or approvals. In the first instance, scanned copies of all the documents will be sent electronically to the applicant together with a covering letter advising that these scanned copies are only a temporary measure and have limited validity. The originals must be placed on board the aircraft as soon as they are received by the owner/operator.

4. ACCEPTANCE OF A CERTIFICATE OF AIRWORTHINESS FOR EXPORT

A certificate of airworthiness for export is required by CAR 21.175 as part of the application for a San Marino certificate of airworthiness.

In order for an aircraft to receive a certificate of airworthiness the aircraft has to meet either the FAA, Transport Canada or EASA Type Certificate as defined on the applicable Type Certificate Data Sheet. If the certificate of airworthiness for export from the exporting country does not clearly state that the aircraft meets one of the foregoing the certificate cannot automatically be accepted by the CAA. The applicant for the certificate of airworthiness should therefore, at an early stage in applying for a San Marino certificate of airworthiness, obtain confirmation that the certificate of airworthiness for export will clearly state that the aircraft meets either the FAA, Transport Canada, or EASA Type Certificate. If the exporting State does not, or will not, make this statement on their certificate, the applicant should contact the CAA to determine if an alternative method of establishing what Type Certification standards the aircraft meets can be found.

A valid C of A and current Airworthiness Review Certificate from an EASA Member State is considered acceptable in lieu of an Export C of A.

A certificate of airworthiness for export is considered valid by the CAA if it is no more than 60 days old when the aircraft is inspected by the CAA for the issuance of their C of A. The CAA should be consulted if the certificate of airworthiness will be older than 60 days by the time the aircraft will be inspected.

5. RENEWAL OF THE CERTIFICATE OF AIRWORTHINESS

The application for the renewal of the certificate of airworthiness may be made up to sixty days prior to the expiry of the current certificate with no loss of validity or periodicity.

The application is made using Form SM 28, Application for the Renewal of a Certificate of Airworthiness, and shall include the appropriate fee.



The CAA will review the form and any supporting documentation and if it is acceptable will arrange for the aircraft and its records to be inspected by a representative of the CAA. If this inspection is satisfactory a recommendation will be made to the CAA to renew the certificate. If deficiencies are found during the inspection, the inspector will raise Findings for the Airworthiness Coordinator or Maintenance Postholder to correct before a recommendation can be made.

6. AIRWORTHINESS REVIEW DECLARATION

An Airworthiness Review Declaration (ARD) is required to be issued for aircraft operated under CAR OPS 2 and has a C of A valid for 24 months.

The ARD shall be issued twelve months after the initial issue of the C of A and renewed at twelve-monthly intervals until the next renewal of the C of A. It is not required at the time the certificate of airworthiness is either issued or renewed by the CAA.

An ARD shall be issued by the appointed owner/operator's Airworthiness Coordinator who is responsible for the continued airworthiness management of the aircraft. The owner/operator of the aircraft must make available to the person making the declaration all the required information to raise an ARD.

The ARD must be raised in triplicate, one copy to be placed on board the aircraft stating when the last ARD was issued and when the next ARD is due, one copy in the aircraft records and one copy sent to the CAA within 48 hours of it being issued. An ARD is due twelve months after the issue or renewal of the C of A.

The regulations pertaining to an Airworthiness Review Declaration are contained in CAR GEN Subpart E.

7. AIRCRAFT LEAVING THE SAN MARINO REGISTER

When an aircraft is leaving the San Marino register it is necessary to complete a Form SM 11 to apply for de-registration. It is likely that the new State of Registry will require a certificate of airworthiness for export from the CAA. If this is the case then the applicant should complete a Form SM 10 and send it together with the appropriate fee to the CAA. The process for the issue of a C of A for Export is basically the same as that for the issue of a C of A.

Reference should be made to CAP 08, Appendix 4, for the applicable Checklist.

Should an application for the issue of a certificate of airworthiness for export be made within two months of the initial issue or renewal of a certificate of airworthiness, the CAA may dispense with the associated records and physical inspection of the aircraft and issue the export certificate without inspection.

The export certificate of airworthiness would be dated as of the date of the issue or renewal of the certificate of airworthiness. As this date could be up to 60 days old, the applicant should check with the importing country that they will accept this.



As the C of A for Export is simply a statement of the airworthiness condition of the aircraft and confirmation of its certification standard at that time, the issue of a C of A for Export confers no privileges of flight on the aircraft. However the issue of a C of A for Export does not cancel the current C of A and the aircraft may continue to fly on its existing C of A provided all other airworthiness matters associated with the aircraft are satisfactorily addressed such as its airworthiness, serviceability and compliance with the relevant mandatory requirements, and it remains on the San Marino register. CAR 21 Subpart L contains the regulations pertaining to the issuing of export certificates of airworthiness.

8. CERTIFICATE OF AIRWORTHINESS CEASING TO BE IN FORCE

If a certificate of airworthiness has ceased to be in force for any of the reasons quoted in CAR 21.185 and CAR 21.187, the aircraft must not fly (other than in accordance with a Permit to Fly) until the condition that caused the certificate to be invalid has been addressed, repairs, replacements, modifications or inspections have been carried out and a certificate of release to service (CRS) has been issued. The issue of the CRS will restore the validity of the certificate of airworthiness and it will be in force once again.

9. PERMITS TO FLY

The regulation for Permits to Fly is found in CAR GEN Subpart D and CAR 21 Subpart P. The CAA may issue a Permit to Fly in the following circumstances:

- (a) The aircraft does not qualify for a certificate of airworthiness. These are aircraft such as homebuilt, micro-lights, ex-military aircraft and RPAS in special cases. No commercial air transport or Public Transport may be undertaken.
- (b) The aircraft qualifies for a certificate of airworthiness but for some reason the certificate has ceased to be in force or cannot be issued. The CAA will issue a Permit to Fly when it is satisfied that the aircraft is fit for the intended flight having regard to the airworthiness of the aircraft and the conditions attached to the Permit to Fly. In cases where the certificates of airworthiness are not in force on account of damage or other circumstances such as outstanding maintenance or mandatory modifications or inspections, the support of the aircraft manufacturer will normally be required to determine the conditions or limitations under which the aircraft may make the intended flight and these conditions and limitations will be added to the Permit to Fly.

Note: The CAA will not issue a Permit to Fly to an aircraft which in their opinion qualifies for the issue of a certificate of airworthiness.

Where a Permit to Fly stipulates as a condition that a Permit Flight Release is required, the CAA will normally authorise a licenced aircraft engineer, whose licence has been validated by the CAA, or an authorised person from a SM CAR 145, UAE GCAA CAR 145, Singapore SAR Part 145, EASA 145 or FAR 145 organisation, who will sign a statement which will certify that the aircraft is considered fit for the intended flight.

If due to the remote location of the aircraft the CAA may consider an alternative qualified person to certify the Permit Flight Release. In such cases the person must be demonstrably competent and knowledgeable to make such a certification.



On rare occasions, when there are no maintenance or airworthiness considerations the CAA may authorise the aircraft Captain to certify the Permit Flight Release.

The person authorised by the CAA to certify the Permit Flight Release will be included in the conditions and limitations contained on the Permit to Fly.

Reference must be made to CAR GEN.155 for the things the certifying person must satisfy themselves regarding before certifying the Permit Flight Release.

The Permit Flight Release statement will be:

“This aircraft, registration (complete the aircraft registration), Serial Number (complete the aircraft Serial Number) is considered in a fit condition for the intended flight(s) under the conditions and restrictions as stated on the Permit to Fly”.

The following must be entered beside the statement of fitness for flight:

Name of the Certifying person:

Signature

Date:

Note: The name on the Permit Flight Release must be the same as that nominated on the application FORM SM 12.

10. MAINTENANCE PROGRAMMES FOR AIRCRAFT OPERATED UNDER CAR OPS 2 OR CAR OPS 4

10.1 Introduction

The Maintenance Programme for a privately operated aircraft under CAR OPS 2, or for a RPAS operated under CAR OPS 4, is required to be accepted by the CAA. As such, it is therefore required that the maintenance programme includes all the maintenance that will ensure the continuing airworthiness of the aircraft.

The owner/operator's Airworthiness Coordinator is required to submit a Maintenance Programme Declaration on Form SM 13. The information required to be annotated on the form is based on the policies and guidance contained in this section of CAP 02 and in CAP 12. The Airworthiness Coordinator should review the contents at least annually and keep this up to date.

10.2 Annual Utilisation

The owner/operator is responsible for ensuring that the Maintenance Programme is appropriate for its age, utilisation, operating environment and configuration. The recommended maintenance by the Type Certificate Holder is normally based on an assumed utilisation and operating environment. Should the anticipated, or actual utilisation of the aircraft, vary by more than 25% from these assumptions then the Maintenance Programme should be reviewed and the tasks and frequencies adjusted as necessary.



In some cases the Type Certificate Holder has produced specific low utilisation recommendations for the adoption of owners/operators which should be used when applicable.

10.3 Maintenance Source Documents

The maintenance of the aircraft, engines, propellers and equipment are normally in accordance with the Type Certificate Holders' and the applicable Supplemental Type Certificate Holder's instructions for continuing airworthiness, their inspection standards and any additional requirements of the CAA.

The Maintenance Programme Declaration Form SM 13, requires these source documents to be declared. The revision status of the documents is not required to be recorded as it is expected that only the latest revisions will be applicable and used.

10.4 Additional Maintenance Tasks

The source documents used as the basis for the Maintenance Programme do not normally include the required maintenance for such things as seats, safety equipment, galley equipment etc. as these can be specified and sourced from different equipment manufacturers. The aircraft manufacturers recommended maintenance document (e.g. MPD) will frequently say "in accordance with the manufacturer's requirements" for these items. The information for continuing airworthiness for these items is found in the documents supplied from the Original Equipment Manufacturer (OEM). These must be reviewed and the necessary maintenance tasks extracted and recorded on Part 3 of the Maintenance Programme Declaration SM Form 13.

Modifications to the aircraft, engines, propellers and equipment performed after manufacture of the aircraft are not normally included in the source documents used as the basis for the Maintenance Programme and recorded in Part 2 of the Maintenance Programme Declaration SM Form 13.

The information for continuing airworthiness supplied with these modifications should be reviewed and their details recorded in Part 3 of the Maintenance Programme Declaration SM Form 13.

Special operating approvals such as RVSM, All Weather Operations (AWOPS), EVS/HUD, EFB etc. frequently require further maintenance and are not normally included in the source documents used as the basis for the Maintenance Programme and recorded in Part 2 of the Maintenance Programme Declaration SM Form 13. The additional maintenance tasks associated with maintaining these approvals should be reviewed and their details recorded in Part 3 of the Maintenance Programme Declaration SM Form 13.

The owner/operator may elect to perform non-mandatory maintenance tasks normally derived from Service Bulletins, Service Letters etc. These should be recorded in Part 4 of the Maintenance Programme Declaration SM Form 13.

Parts 3 and 4 of the Maintenance Declaration Form must be kept up to date by the Airworthiness Coordinator but changes to these sections do not require to be submitted to the CAA after the initial assessment and acceptance by them.



10.5 Maintenance Programme Variations

The periods prescribed by the accepted Maintenance Programme may be varied by the operator provided that such variations are within the limits specified below. Variations shall be permitted only when the periods prescribed by this Programme (or documents in support of this Programme) cannot be complied with due to circumstances which could not reasonably have been foreseen by the operator. The decision to vary any of the prescribed periods shall be made only by the operator after consultation with, and the agreement of, the Airworthiness Coordinator. Particulars of every variation so made shall be entered in the appropriate Log Book(s).

- (a) Items Controlled by Flying Hours
 - (1) 5000 flying hours or less 10%;
 - (2) More than 5000 flying hours; 500 flying hours.
- (b) Items Controlled by Calendar Time
 - (1) 1 year or less 10% or 1 month, whichever is the lesser;
 - (2) More than 1 year but not exceeding 3 years; 2 months;
 - (3) More than 3 years; 3 months.
- (c) Items Controlled by Landing/Cycles
 - (1) 500 landings/cycles or less 10% or 25 landings/cycles, whichever is the lesser;
 - (2) More than 500 landings/cycles 10% or 500 landings/cycles, whichever is the lesser.
- (d) Items Controlled by More Than One Limit For items controlled by more than one limit, e.g. items controlled by flying hours and calendar time or flying hours and landings/cycles, the more restrictive limit shall be applied.

Notes:

The variations permitted above do not apply to:

1. *Those components for which an ultimate (scrap) or retirement life has been prescribed (e.g. primary structure, components with limited fatigue lives, and high energy rotating parts for which containment is not provided). Details concerning all items of this nature are included in the Type Certificate holder's documents or manuals.*
2. *Those tasks included in the Maintenance Programme that have been classified as mandatory by the Type Certificate holder or the CAA.*



3. *Certification Maintenance Requirements (CMR) unless specifically approved by the manufacturer and agreed by the CAA.*

Any variations to the Maintenance Programme beyond that described above must have the approval of the CAA.

10.6 Inspection Standards

The maintenance and inspection standards applicable to the maintenance tasks must meet the requirements of the Type Certificate Holders recommended standards and practices.

10.7 Systems and Structural Integrity Programmes

Any systems or structural integrity programmes, such as Supplemental Structural Programmes Ageing Structures and Systems, Corrosion Prevention and Control, Fuel Tank Safety, Electrical Wiring Interconnection System (EWIS) published by the Type Certificate Holder must be implemented into the Maintenance Programme.

Where the Type Certificate Holder has defined a Limit of Validity (LOV) for a programme the aircraft may not continue to be operated beyond these limits.

10.8 Pre – Flight Inspections

Pre-flight Inspections are to be performed in accordance with the Type Certificate Holders instructions and do not require a maintenance release to service (Certificate of Release to Service).

11. INSPECTIONS OF FLIGHT RECORDING SYSTEMS

This section is applicable to all aircraft that have any type of flight recording system installed

A Flight Recorder is any type of recorder installed in the aircraft for the purpose of complementing accident/incident investigation. The aircraft manufacturer often does not include the inspections of flight recorder systems or calibration of the FDR system in their recommendations for maintenance (e.g. Maintenance Planning Document) as it is not necessary for the continuing airworthiness of a particular aircraft, but for future airworthiness considerations as result of an accident investigation.

For aircraft equipped with any type of recorder: Prior to the first flight of the day, the built-in test features for the flight recorders and flight data acquisition unit (FDAU), when installed, shall be monitored by manual and/or automatic checks.

Flight data recording (FDR) systems or aircraft data recording systems (ADRS), cockpit voice recorders (CVR) systems or cockpit audio recording systems (CARS), and airborne image recorders (AIR) systems or airborne image recording systems (AIRS) shall have recording system inspection intervals of 12 months. This may be extended by the CAA for a maximum of 24 months if the system can be demonstrated to be reliable. Data link recorder (DLR) systems or data link recording system (DLRS) shall have recording system inspection intervals of two years.



With respect to aircraft coming onto the San Marino register. If the Flight Recorder System Inspections have not been accomplished previously within the last 12 months from the date of the CAA Inspection, the owner/operator must have the inspections performed and any defects rectified within 3 months from the date of the CAA Inspection. Upon completion of the Flight Recorder System Inspections, a copy of the reports, analysis and confirmation of any defect rectification must be sent to be CAA.

Recording system inspections shall be carried out as follows:

- (a) an analysis of the recorded data from the flight recorders shall ensure that the recorder operates correctly for the nominal duration of the recording;
- (b) the analysis of the FDR or ADRS shall evaluate the quality of the recorded data to determine if the bit error rate (including those errors introduced by recorder, the acquisition unit, the source of the data on the aeroplane and by the tools used to extract the data from the recorder) is within acceptable limits and to determine the nature and distribution of the errors;
- (c) a complete flight recording from the FDR or ADRS shall be examined in engineering units to evaluate the validity of all recorded parameters. Particular attention shall be given to parameters from sensors dedicated to the FDR or ADRS. Parameters taken from the aircraft's electrical bus system need not be checked if their serviceability can be detected by other aircraft systems;
- (d) the readout facility shall have the necessary software to accurately convert the recorded values to engineering units and to determine the status of discrete signals;
- (e) an examination of the recorded signal on the CVR or CARS shall be carried out by replay of the CVR or CARS recording. While installed in the aircraft, the CVR or CARS shall record test signals from each aircraft source and from relevant external sources to ensure that all required signals meet intelligibility standards;
- (f) where practicable, during the examination, a sample of in-flight recordings of the CVR or CARS shall be examined for evidence that the intelligibility of the signal is acceptable; and
- (g) an examination of the recorded images on the AIR or AIRS shall be carried out by replay of the AIR or AIRS recording. While installed in the aircraft, the AIR or AIRS shall record test images from each aircraft source and from relevant external sources to ensure that all required images meet recording quality standards.

A flight recorder system is considered unserviceable if there is a significant period of poor quality data, unintelligible signals, or if one or more of the mandatory parameters is not recorded correctly.

A report of the recording system inspections shall be kept in the aircraft records and made available on request to the CAA for monitoring purposes. These records shall also be made available to an authorised accident investigation officer upon request.



11.1 Calibration of the FDR system

The FDR system should be calibrated as follows:

- (a) for those parameters which have sensors dedicated only to the FDR and are not checked by other means, recalibration shall be carried out at least every five years or in accordance with the recommendations of the sensor manufacturer to determine any discrepancies in the engineering conversion routines for the mandatory parameters and to ensure that parameters are being recorded within the calibration tolerances; and
- (b) when the parameters of altitude and airspeed are provided by sensors that are dedicated to the FDR system, there shall be a recalibration performed as recommended by the sensor manufacturer, or at least every two years.

12. LOGBOOKS AND RECORDS

12.1 General

It is the responsibility of every owner/operator of an aircraft registered in San Marino that full sets of records pertaining to the airframe, engines and variable pitch propellers installed on the aircraft are maintained. An electronic recording system as alternative to hard copy Log Books and records may be acceptable to the CAA if it can be shown to be able to record the required information and has adequate protection systems to prevent unauthorised entries and alterations, and such electronic records are capable of being retrieved in a readable format.

12.2 Airframe, engine and Variable Pitch propeller Log Books

Log Books should contain records of all scheduled and un-scheduled maintenance and inspections carried out. In addition any Airworthiness Directives embodied should also be recorded. Of particular importance is the recording of the airframe total hours flown, the flight cycles completed and landings performed. All of these records have an important impact on the correct and timely performance of scheduled maintenance. When an aircraft has a major maintenance activity performed it is usual for the maintenance organisation to raise a Work Pack detailing and recording all the work carried out. This Work Pack and any other record of any activity performed on the aircraft, its engines or components must be recorded by reference in the respective log books and shall be considered to form part of the records of the aircraft.

Whenever requested to do so, the Airworthiness Coordinator or Maintenance Postholder must make all document and records pertaining to the aircraft available to a representative of the CAA when acting in his or her official capacity. Reasonable notice will be given to the Airworthiness Coordinator or Maintenance Postholder to enable the requested records to be retrieved.

12.3 Technical Logs

For the day to day flying activities of the aircraft a Technical Log sometimes called a Daily Record or a Trip Log must be kept for most aircraft registered in San Marino. The requirements for a Technical Log are contained in CAR AIR.79, CAR GEN.117 and CAR OPS 1 and CAR OPS 3 as applicable.



The format of the Technical Log, as prescribed in EASA Part M.306 with the CRS amended to reflect the CRS wording as defined in paragraph 13.1 below and CAR GEN is acceptable and is reviewed by the CAA inspector at the inspection for the initial issue of the C of A.

12.4 Preservation of Records

All records pertaining to the airframe, engines and variable pitch propellers of an aircraft must be retained and preserved by the owner of the aircraft for the life of the aircraft and for a period of two years after the aircraft is permanently removed from service, destroyed or scrapped.

If the aircraft owner or operator changes it is the responsibility of the former owner or operator of the aircraft to ensure that all the above records are handed to the new owner/operator.

13. MAINTENANCE CERTIFICATION

13.1 Certificate of Release to Service

Before an aircraft with a certificate of airworthiness registered in San Marino may fly it must be issued with a certificate certifying that all required maintenance has been completed in accordance with the requirements of the manufacturer and the CAA.

This certification is known as a Certificate of Release to Service (CRS) and it can only be issued by persons approved directly or indirectly by the CAA. The CAA will accept the Release to Service certification of an accepted San Marino CAR 145, EASA Part 145, Singapore SAR Part 145, UAE GCAA CAR 145 and FAA FAR Part 145 approved organisation. In such cases the maintenance organisation will quote their NAA maintenance approval reference but the certificate of release to service will be as below.

Each person authorised to certify an aircraft or component for release to service after maintenance shall enter in the log book or other record required by paragraph GEN.57(b)(1) a release to service statement that;

“certifies that the work specified except as otherwise specified was carried out in accordance with the Republic of San Marino CAR GEN Subpart C and in respect to that work the aircraft/aircraft component is considered ready for release to service.”

and enter beside the statement of release to service:

- (a) their signature; and
- (b) their AME licence or validation or pilot’s licence number, or where applicable, the approval number or appropriate authorisation reference; and,
- (c) the date of entry.

The foregoing will be entered in the Log Book or other record accepted by the CAA such as the Technical Log Book.



A certificate of release to service is not required to be issued for the pre-flight inspection when carried out by the pilot prior to the first flight of the day. An entry in the technical log together with the pilot's signature is required to indicate that it has been performed

Note 1: The foregoing CRS certification is simply the normal EASA Part 145 certificate of release to service but adds reference to the San Marino regulations as required by EASA, ref EASA letter JAN/kgu/R(4)2013(D)51397, dated 20 March 2013.

Note 2: It is strongly recommended that the foregoing CRS certification wording be included in the MCM so that all maintenance organisations are aware of the correct release to service wording.

13.2 Who may issue a CRS

The following persons may issue a CRS for an aircraft registered in San Marino:

- (a) The holder of a maintenance engineer's licence or certificate issued by an ICAO Contracting State and rendered valid by the CAA; or
- (b) A person approved by the CAA as being competent to issue such certification; or
- (c) A person authorised in accordance with;
 - (1) EASA Part 145; or
 - (2) UAE CAR 145; or
 - (3) Singapore SAR Part 145; or
 - (4) EASA Part M Subpart F; or
 - (5) SM CAR 145; or
 - (6) FAA FAR Part 145.
- (d) A person authorised by the CAA in a particular case.

13.3 CRS not required

A certificate of release to service is not required in the following circumstances:

- (a) A CRS is not required to be issued for the Pre-Flight Inspection carried out by the pilot prior to the first flight of the day;
- (b) A CRS is not required if the only maintenance carried out is in accordance with the list published in CAR GEN Appendix A and is performed by a person holding a pilot's licence validated by the CAA and who is also the owner of the aircraft.



13.4 Certifying requirements

No person shall certify an aircraft for release to service after maintenance unless that maintenance has been performed in accordance with approved maintenance data and the requirements of the CAA and, in respect of that maintenance, the aircraft is fit for release to service. The prerequisites for issuing a certificate of release to service are contained in CAR GEN.103.

14. AIRCRAFT WEIGHT SCHEDULE

Every aircraft registered in San Marino and holding a current certificate of airworthiness must be weighed and the position of its centre of gravity determined at five year intervals or at such other times as the CAA may require.

The requirements for mass and balance are contained in CAR AIR Subpart D for aircraft operated privately under CAR OPS 2, CAR OPS 4 for RPAS and CAR OPS 1 or 3 Subpart J for commercially operated aircraft.

When the aircraft is weighed its operator must prepare a weight schedule showing the basic weight of the aircraft and its centre of gravity. These weight schedules must be preserved by the operator for at least six months after the next occasion when the aircraft is weighed.

15. ACCESS FOR INSPECTION AND AIRWORTHINESS PURPOSES

Any person authorised by the CAA to inspect any aircraft, any part of, or material intended to be incorporated in any part of, an aircraft or its equipment or any documents relating to that aircraft, shall, for the purposes of that inspection, have access to any aerodrome or aircraft factory or approved organisation where that aircraft, part, material or document is located.

For the purpose of issuing and renewing a certificate of airworthiness, the aircraft and their associated records must be presented by the owner/operator's Airworthiness Coordinator or Maintenance Postholder in a condition and location where the CAA or their Designated Airworthiness Inspector can effectively conduct his/her inspection for the issue or renewal of its certificate of airworthiness.

16. EQUIPMENT TO BE INSTALLED

The equipment to be installed in an aircraft registered in San Marino will depend on the operational use of the aircraft and the required equipment for each mode of operation, Private/Corporate, Aerial Work or Commercial Air Transport can be found in the applicable CAR OPS. Any equipment fitted to an aircraft that is essential for the airworthiness of the aircraft must be of a type approved by either, the FAA, EASA or Transport Canada. In certain circumstances the CAA may require additional equipment to be carried in a particular aircraft for certain specific roles such as Search and Rescue operations or Off-Shore operations. The CAA will publish these requirements in the relevant CAR OPS.



17. INSTALLATION AND OPERATION OF RADIO AND NAVIGATION EQUIPMENT

An aircraft must be equipped with radio and navigation equipment to enable it to comply with the law of the country where it is registered and with the requirements of any country over or to which it is to operate. In certain circumstances, and in certain designated air spaces, additional radio and navigation equipment is required to be installed. Such areas include the North Atlantic, Eurocontrol and any other areas designated as areas where higher specific levels of navigation accuracy are required. The operator is responsible for ensuring the aircraft is appropriately equipped and has any applicable operational approvals to operate in these airspace.

18. REPAIRS AND MODIFICATIONS (DESIGN CHANGES)

Aircraft registered in San Marino may be accepted if it meets the international certification standards of the FAA, EASA or Transport Canada. The aircraft will retain the certification standard that was declared to the CAA on initial application for a certificate of airworthiness and found by the CAA to comply with this standard.

If, for example, a Dassault Falcon 7X is presented for certification to the CAA and this aircraft has come from the FAA register and is in compliance with the relevant FAA TCDS, then it will retain that certification standard, i.e. the FAA (Federal Aviation Regulations), all the time it is entered on the San Marino register of aircraft.

Importantly the Airworthiness Directives that will be applicable to the aircraft will be those ADs relevant to a Falcon 7X published by the FAA. In addition all repairs and modifications will have to meet the design standards of the FAA that is FAR 25 in this case.

Great care should be taken when selecting an aircraft for registration in San Marino to ensure that the example chosen will satisfy the requirements of the purchaser.

For example, if it is desired that the aircraft should operate into London City Airport the aircraft must be certificated for Steep Approaches and have the relevant Appendix in the Aircraft Flight Manual.

The certification standard of an aircraft is not an easy matter to change and the assistance of the manufacturer must be sought to assist in this exercise. Not only must all modifications and repairs be re-evaluated by an approved design organisation to ensure they comply with the desired airworthiness code, but in some cases the manufacturer may have to supply a Flight Manual compatible to the revised certification standard at some considerable cost to the applicant.

19. CONTINUED AIRWORTHINESS MANAGEMENT OF AIRCRAFT OPERATED UNDER CAR OPS 2

The Airworthiness Coordinator appointed by the owner or operator of an aircraft operated under CAR OPS 2 or CAR OPS 4 and as required by CAR AIR 51, is responsible for the continued airworthiness management of the aircraft. This responsibility may be discharged totally by the Airworthiness Coordinator if he has sufficient engineering background and experience or in conjunction with a Continuous Airworthiness Management Organisation. In the latter case a contract with a suitable CAMO must be made.



The Airworthiness Coordinator is responsible for ensuring that the certificate of airworthiness continues to remain valid by suitable arrangements made in accordance with CAR AIR.53 and that he fulfils the responsibilities defined in CAR AIR.55.

Should the owner/operator wish to change his appointed Airworthiness Coordinator then they should complete SM Form 64 and declare this change to the CAA for their acceptance.

For commercially operated aircraft under CAR OPS 1 or 3, the CAA approves the operator's maintenance management system and their Maintenance Management Exposition as part of approving the Air Operator Certificate. The Postholder for Maintenance is responsible for continued airworthiness management.

20. MAINTENANCE ARRANGEMENTS FOR AIRCRAFT OPERATED UNDER CAR OPS 2 OR CAR OPS 4

Regulation CAR AIR.1 covers the standards of continuing airworthiness necessary for the CAA's acceptance of the arrangements for:

- (a) the management of continuing airworthiness
- (b) maintenance programmes
- (c) aircraft records
- (d) the accomplishment of defect rectification, Line and Base Maintenance

These arrangements are originally declared on Form SM 13 for the Maintenance Programme, Form SM 19 for the appointed Airworthiness Coordinator, contracted maintenance organisations for Line and Base, sub-contracting of continuing airworthiness tasks, the records system in use and details of any contracted validated Licensed Aircraft Engineers.

Should changes to any of these occur then the MCM should be amended accordingly by the Airworthiness Coordinator, CAR AIR.59 refers.

For aircraft with accepted maintenance arrangements for a 24 month certificate of airworthiness validity, Form SM 19 must be updated and submitted to the CAA if any details change. The Maintenance Control Manual must be amended by the Airworthiness Coordinator but is not required to be submitted to the CAA.

For aircraft with a 12 month certificate of airworthiness validity, Form SM 19 must be completed only for the initial certificate of airworthiness issue. After this time the form does not require updating but the Maintenance Control Manual must be amended by the Airworthiness Coordinator if any changes subsequently occur.

An aircraft with maintenance arrangements satisfactory to the CAA may qualify for a certificate of airworthiness valid for a period not exceeding 24 months. CAR AIR.57 refers. Satisfactory maintenance arrangements are considered to be a suitable contract with an NAA approved continuing airworthiness management organisation managing aircraft of an equivalent type, weight and complexity, acceptable to the CAA.



Such contracts must be for a minimum of twelve months duration and up to date signed copies provided to the CAA. Copies of the contracts do not have to include the financial details. Organisations approved by the following NAAs are considered to be acceptable organisations:

- (a) EASA Part M Subpart G, as approved by an EASA Member State
- (b) CAR M Subpart G, as approved by the UAE GCAA

If during the validity of a 24 month certificate of airworthiness the owner/operator decides that they no longer wish to have contracts with an acceptable continuing airworthiness management organisation, the CAA must be advised immediately the contract is terminated and the aircraft will be subject to a CAA inspection, the 24 month C of A revoked and a new 12 month C of A issued.

The cost of the inspection will be borne by the owner/operator. The foregoing does not apply if the owner/operator changes from one acceptable continuing airworthiness organisation to another acceptable continuing airworthiness management organisation during the 24 month period of C of A validity.

Should the owner/operator choose not to have fixed, long term contracts as described above, this may be accepted by the CAA but the certificate of airworthiness in this case would be valid for a period not exceeding 12 months and CAA inspection of the aircraft and associated records would be required to renew the C of A for a further period.

A CAA validated Licensed Aircraft Engineer may be authorised for limited Line Maintenance and defect rectification.

For aircraft operated under CAR OPS 2 or CAR OPS 4, close liaison should be maintained with the Airworthiness Coordinator to ensure that the maintenance is being performed to a satisfactory standard and so that he can fulfil his responsibilities in accordance with CAR AIR Subpart B. For commercially operated aircraft under CAR OPS 1 or CAR OPS 3, all maintenance must be performed and certified by an appropriately approved maintenance organisation.

Maintenance by a CAA validated Licensed Aircraft Engineer is normally limited to Line Maintenance and defect rectification only.

Line Maintenance is limited to:

- a) Trouble shooting
- b) Component replacement including engines and propellers
- c) Minor Scheduled Maintenance and/or checks including visual inspections that will detect obvious unsatisfactory conditions/discrepancies but do not require extensive in depth inspection. It may also include internal structure, systems and powerplant items which are visible through quick opening access panels/doors.
- d) Minor repairs and minor modifications which do not require extensive disassembly and can be accomplished by simple means, in an uncontrolled open environment on the Line and not requiring specialist equipment or tooling.



- e) Airworthiness Directives and Service Bulletins that do not require extensive disassembly, specialised techniques, equipment, tooling or facilities and can be accomplished by simple means and in accordance with CAR GEN.103.

Maintenance tasks falling outside the above criteria are considered to be Base Maintenance and required to be performed by an appropriately approved maintenance organisation.

Advice should be sought from the San Marino CAA if there is any doubt to whether any proposed maintenance activities falls within a validated engineer's privileges.

An engineer certifying under their validated licence must be familiar with, and comply with, CAR GEN Subparts A, B, C, and F.

21. REPORTING OF OCCURRENCES

All persons engaged in aviation have a duty to report occurrences to the Regulatory Authorities to enable the dissemination of safety information to all members of the aviation community. Reporting of occurrences relating to aircraft registered in San Marino should be done using Form SM 20.

Pilots, engineers, CAMOs and AMOs are all responsible for reporting any occurrence that may hazard or endanger an aircraft so that a suitable investigation may be carried out with a view to preventing a repetition of the occurrence in the future.

The regulations for Mandatory Occurrence Reports, including what must be reported, by whom and when, are contained in CAR GEN, Subpart F.

22. MINIMUM EQUIPMENT LISTS

In accordance with CAR OPS 1/3 and CAR OPS 2/4, aircraft shall have a Minimum Equipment List (MEL) which is derived from the Master Minimum Equipment List (MMEL) appropriate to the San Marino Type Acceptance. For instance, if the aircraft is accepted as meeting the FAA TCDS then the FAA MMEL is the basis for the operator's MEL, if the EASA TCDS is accepted then the EASA MMEL is the basis for the operator's MEL, and if the Transport Canada TCDS is accepted then the Transport Canada MMEL is the basis for the operator's MEL.

CAP 03 contains the CAA policies and requirements for Minimum Equipment Lists

For aircraft operated under CAR OPS 2 or CAR OPS 4 the CAA may issue a Permission to make use of the appropriate MMEL and will be limited to a 90 day period during which time the customised MEL for the aircraft must be prepared and submitted to the CAA and approved.

Application for the approval of an MEL is made using SM Form 03 and a permission to use the MMEL for 90 days is SM Form 29.



23. AIRWORTHINESS DIRECTIVES

Aircraft registered in San Marino may be certificated to any of the internationally recognised certification standards of the FAA, EASA or Transport Canada. The certification standard is declared at the initial issue of the certificate of airworthiness and this certification standard will be retained for the whole of the period that the aircraft remains on the SM register.

The Type Certificate Data Sheet (TCDS) with which the aircraft conforms is quoted on the C of A of the aircraft and this TCDS compliance will determine which Airworthiness Directives (ADs) are applicable to that aircraft.

For instance, if a Dassault MF900 is presented for certification to the CAA and the last State of Registry was the FAA then that aircraft should be declared to conform to the relevant FAA TCDS as this will be stated on the FAA Export Certificate of Airworthiness. It will be in compliance with FAA ADs and therefore FAA ADs will be applicable to the aircraft for the whole time it is registered in San Marino.

However, if for example a similar Dassault MF900 is presented to the CAA and this aircraft comes from an EASA State, then EASA ADs will be applicable to the aircraft and the ADs from the State of Design will be applicable to the engines, propellers and equipment, just as if it was still on an EU Member States Register. It can be seen from the above that it is essential that the Airworthiness Coordinator or, if applicable, the contracted CAMO have access to a list of the equipment fitted to the aircraft to enable them to determine which ADs are applicable.

24. ALTERNATIVE METHOD OF COMPLIANCE (AMOC)

In some cases maintenance organisations or owner/operators will request that the NAA which issued an AD accept an alternative method of addressing the condition that instigated the AD in the first place. If the AD is one that is applicable to an aircraft registered in San Marino, it is possible that the Airworthiness Coordinator or Maintenance Postholder may request that the AMOC be applied to the SM registered aircraft and accepted by the CAA.

This may be acceptable provided the NAA that issued the AD and subsequently accepted the AMOC is contacted by the applicant, and obtains the originating NAA's agreement that the AMOC may be applied to the SM registered aircraft.

Should any AMOCs be applicable to an aircraft before it is issued a San Marino C of A, then this should be highlighted to the CAA before the CAA inspection of the aircraft records so that the necessary originating NAA's agreement can be obtained and presented to the CAA Inspector for his acceptance. Form SM 98 is used for an application for an AMOC.

25. OPERATIONS IN DESIGNATED AIRSPACES

There are a number of internationally designated and controlled airspaces where additional aircraft equipment, specifications or performance are required before entry into such airspace is granted. Such airspaces include the North Atlantic High Level Airspace (NAT HLA), Required Navigation Performance (RNP) areas, Reduced Vertical Separation Minima (RVSM) and All Weather Operations (AWO). This list is not exhaustive and additional designated airspaces are being declared on a regular basis.



All of these designated airspace operations require an airworthiness or maintenance input and the Airworthiness Coordinator in conjunction with the contracted CAMO, if applicable, should address these requirements in the Maintenance Programme, Minimum Equipment List or the maintenance instructions to the Maintenance Organisations.

26. EMERGENCY LOCATOR TRANSMITTERS

All aeroplanes operated under CAR OPS 2 and registered in San Marino are required to carry Emergency Locator Transmitters ELTs of a type and number required by CAR OPS 2.414.

All aeroplanes operated under CAR OPS 1/3 and registered in San Marino are required to carry Emergency Locator Transmitters of a type and number required by CAR OPS 1 and CAR OPS 3 Subpart K.

All ELTs operating at 406 MHz must be registered with the San Marino Rescue Coordination Centre (RCC). The information required is listed on the Form SM 09 but should include the following:-

- (a) Transmitter identification (expressed in the form of an alphanumeric code of 15 hexadecimal characters);
- (b) Transmitter manufacturer, model and, when available, manufacturer's serial number;
- (c) COSPAS-SARSAT type approval number;
- (d) Name, address (postal and e-mail) and emergency telephone number of the owner and operator;
- (e) Name, address (postal and e-mail) and telephone number of other emergency contacts (two, if possible) to whom the owner or the operator is known;
- (f) Aircraft manufacturer and type; and
- (g) Colour of the aircraft.

It is essential that at least one of the emergency contacts provided on the form is available at all times who knows the current whereabouts of the aircraft, even when the aircraft is not flying and can contact the crew or the Airworthiness Coordinator/Maintenance Postholder or the maintenance organisation if undergoing maintenance, if necessary. The organisation which monitors the Search and Rescue satellite constellation do not have any responsibility in organising a rescue attempt.

That function is the responsibility of the Rescue Coordination Centre (RCC) of the country of registration, so it is essential that the San Marino RCC has all the information available so that it can identify the aircraft, confirm that the distress signal is genuine, and organise and coordinate any rescue attempts.



27. PREVENTION OF FLIGHT

In exceptional circumstances when the CAA inspector deems it prudent, it may be necessary in the interests of air safety to prevent an aircraft from further flight. All the CAA inspectors carry an Authorisation from the SM Director General that gives them the power to prevent further flight. This authorisation is a legal instrument and it is mandatory that owners, operators and others concerned with the operation of the aircraft abide by the directions of the Inspector. The circumstances when this action will be necessary will be very rare; nevertheless the provision to prevent further flight is written in the aviation legislation of San Marino and can be used in exceptional circumstances.

The actual action taken will vary in each circumstance and may vary between the inspector requiring that an engineer make an entry in the aircraft Tech Log which will have the effect of preventing further flight until the defect is rectified to removal of the certificate of airworthiness from the aircraft until the inspector is again satisfied with the airworthiness of the aircraft.

A formal letter from the Director General suspending the C of A will be sent to the owner or operator of the aircraft. When the CAA is satisfied that the aircraft is again airworthy a further letter reinstating the certificate of airworthiness will be sent. Both these letters will be held on the aircraft file and reference will be made to them in any future cases of a similar nature.

28. PARTS AND COMPONENTS ELIGIBLE FOR FITMENT

No component may be fitted unless it is in a satisfactory condition, has been appropriately released to service accompanied by an acceptable form of documentation.

Standard parts can 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.

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. 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 conformity to specification statement plus, both the manufacturing and supplier source.

Below are tables describing what documentation is required for each type of part from the different acceptable sources.



| NEW PARTS | |
|--|---|
| Type of Part | Documents required |
| Components from an EU Manufacturer | EASA Form 1 |
| Components from a USA Manufacturer | FAA Form 8130-3 |
| Components from a Brazilian Manufacturer | An Authorised Release Certificate Form 003 issued by an organisation approved by the Brazilian Civil Aviation Authority (ANAC) |
| Components from a Canadian Manufacturer | An Authorized Release Certificate TC Form 24-0078 or TC Form One issued by an organisation approved by Transport Canada |
| PMA Parts | <p>FAA Form 8130-3 is required</p> <ul style="list-style-type: none"> - the CAA will accept FAA PMA parts in accordance with EC Decision 2007003/C - the CAA will accept PMA parts when the part is non-critical (Note: consult the EC Decision 2007003/C for a correct definition of critical) - The FAA Form 8130-3 should state in the "Remarks" field "This PMA Part is not a critical component." |
| Standard Parts | A Certificate of Conformity showing evidence of conformity, traceable to the applicable standard. |
| Consumables | A statement of conformity with the specification/name of the product stated, plus the manufacturer and supplier source. |
| Raw Material | A statement of conformity with the specification stated, plus the manufacturer and supplier source. |



| MAINTAINED PARTS | |
|--|--|
| Type of Part | Documents required |
| Components from an EASA approved Repair Station | EASA Form 1 |
| Components from a FAR 145 approved Repair Station | FAA Form 8130-3 |
| Components from a Transport Canada CAR 573 approved Repair Station | Transport Canada Form TCCA 24-0078 or TC Authorized Release Certificate Form One release documents number. |
| PMA Parts | FAA Form 8130-3, or EASA Form 1 <ul style="list-style-type: none"> - the CAA will accept FAA PMA parts in accordance with EC Decision 2007003/C - the CAA will accept PMA parts when the part is non-critical (Note: consult the EC Decision 2007003/C for a correct definition of critical) - The FAA Form 8130-3 should state in the "Remarks" field "This PMA Part is not a critical component." |
| Standard Parts | Not applicable |
| Consumables | Not applicable |
| Raw Material | Not applicable |

Aircraft withdrawn from service are often used as a source of spare parts, a process sometimes described as "parting out". These parts, although serviceable at the time the aircraft was placed in storage, may have been affected adversely by storage conditions, including especially environmental factors, or by the length of storage. The records for the aircraft and its parts prior to the aircraft being placed into storage will need to be researched in order to ascertain the previous maintenance history, and airworthiness directive, modification and repair status of the parts being removed.

Any unusual events immediately prior to storage, e.g. heavy landings or lightning strikes, will also have to be considered when deciding on the serviceability of the parts being removed. It is important that the part removal process be planned and controlled in a manner as close as possible to that adopted for routine maintenance tasks on in-service aircraft. The following points in particular should be considered:

- (a) the means by which the part is removed should be in accordance with the normal maintenance data (e.g. maintenance manuals), using the tooling specified;
- (b) adequate access equipment should be provided;
- (c) if conducted in the open, disassembly should cease during inclement weather;



- (d) all work should be carried out by appropriately qualified maintenance personnel;
- (e) all open connections should be blanked;
- (f) a protected and enclosed quarantine storage area for the parts being removed should be provided in the immediate vicinity of the work area and
- (g) normal maintenance documentary controls should be used, e.g. the use of work sheets or cards to record component removals, and label identification to show serviceability status.

An assessment for condition and eventual return to service of each removed part will need to be conducted by a suitably approved organisation. The extent of the work necessary before the part is returned to service may, depending on the factors noted above, range from a simple external visual inspection to a complete overhaul.

When an aircraft has been involved in an accident, the title to the salvage may pass from the insured owner to other persons (e.g. aircraft insurers); this salvage may be offered for sale either complete or as separate aircraft items in an “as is, where is” condition. While some items may be totally unaffected by the accident or incident which caused the aircraft to be declared as salvage, it is essential to obtain clear evidence that this is the case. If such evidence cannot be obtained, the item may not be returned to service.

Before overhaul and reinstallation can be considered, all such items must therefore be subject to airworthiness assessment and inspection in the light of adequate knowledge of the circumstances of the accident, subsequent storage and transport conditions, and with evidence of previous operational history obtained from valid airworthiness records. Confirmation of this assessment in the form of an airworthiness release is essential. In particular, if a crash load is sufficient to take any part above its proof strength, residual strains may remain which could reduce the effective strength of the item or otherwise impair its functions.

Loads higher than this may of course crack the item, with an even more dangerous potential. Further, a reduction in strength may be caused by virtue of the change of a material’s characteristics following overheating from a fire. It is therefore of the utmost importance to establish that the item is neither cracked, distorted or overheated. The degree of distortion may be difficult to assess if the precise original dimensions are not known, in which case there is no option but to reject the item. Any suggestion of overheating would be cause for a laboratory investigation into significant change of material properties.

29. SUSPECT UNAPPROVED PARTS

With the constant increase in the cost of materials, components and spares, the problem of unapproved parts being offered for sale to the aviation industry has been an ever growing one. Owners and operators of aircraft registered in San Marino are advised to be particularly aware of this problem when ordering parts, material or components for their aircraft and should ensure that all such parts are accompanied with the correct release documentation and any suspected unapproved parts identified are brought to the attention of the CAA.



30. INSTRUMENTS & PLACARDS

Instruments and placards should be located in the appropriate places, installed, and legible in the English language.

Dual language may be permitted, provided one of the languages is English. The primary language in the flight deck must be English.

31. AOC OPERATOR'S WITH SUB-CONTRACTED CONTINUING AIRWORTHINESS MANAGEMENT SUBPART M SUPPORT

31.1 Introduction

31.1.1 This section of the CAP provides clarification about possible sub-contracting of CAR OPS 1/3 Operator's Subpart M activities, sometimes known as Technical Services, Support Services or Engineering, herein after called continuing airworthiness management services and being performed by a Continuing Airworthiness Management Organisation (CAMO). The accomplishment of Subpart M activities forms an important part of the Operators AOC responsibility with the Operator remaining accountable for satisfactory completion irrespective of any contractual arrangements that may be established in accordance with this CAP. Frequently the question raised is; is it permitted to contract to non-approved organisations? Related questions are: what are the respective roles and responsibilities of the Operators; their sub-contracted organisations and CAA's when such arrangements are to be established.

31.1.2 CAR OPS 1/3 does not provide for organisations to be independently approved to provide CAR-OPS 1/3 SUBPART M continuing airworthiness management services on behalf of CAR OPS 1/3 Operators. The approval of such activity is vested in the Operators' Subpart M Maintenance System Approval.

31.1.3 However, it is recognised that performance of continuing airworthiness management service activities requires personnel who are trained and competent in the disciplines associated with these activities for the support of an AOC, which would not necessarily be in the hands of the aircraft Operator. It is therefore acknowledged that there are cases where the outsourcing of continuing airworthiness management services may be preferable.

Therefore, Organisations may provide such sub-contracted continuing airworthiness management services but are considered to do so as an integral element of the Operator's Approved Maintenance Management System, irrespective of any other CAR approval that they may hold.

The sub-contracted Continuing Airworthiness Management Organisation therefore acts without direct CAA approval for this activity, regulatory monitoring being exercised through the Operators' Maintenance System Approval.

Note: Nothing in this CAP overrides the CAR OPS 1/3 requirement that an Operator shall ensure the airworthiness of the aircraft and the serviceability of both operational and emergency equipment. It therefore follows that where an AOC holder enters such a contract they will need to actively manage such arrangements to exercise their airworthiness responsibility.



31.2 References

- ▷ OPS 1.175 General Rules for Air Operator Certification
- ▷ OPS 1.890 Maintenance Responsibility
- ▷ OPS 1.895 Maintenance Management
- ▷ OPS 1.900 Quality System
- ▷ OPS 1.905 Operator's Maintenance Management Exposition

Note: Reference should also be made to the above referenced associated AMC/IEMs

31.3 CAR OPS 1/3 Subpart M Support Arrangements

31.3.1 CAR OPS 1/3 SUBPART M support includes activities such as:

- (a) Airworthiness Directive analysis and planning,
- (b) Service Bulletin analysis,
- (c) Planning of maintenance,
- (d) Reliability monitoring, engine health monitoring,
- (e) Maintenance programme development and amendments,

Note: This list is not exhaustive

31.3.2 The operator is ultimately responsible and therefore accountable for the airworthiness of its' aircraft. To exercise this responsibility the Operator must be satisfied that the actions taken by sub-contracted organisations meet the standards required by CAR OPS 1/3 and that of the Operator. The Operator's management of such activities should therefore be accomplished by active control through direct involvement and/or by agreement with recommendations from the sub-contracted organisation, using personnel who meet the criteria of CAR OPS 1/3.175 as appropriate to the duties to be carried out

The Operator's management control associated with sub-contracted continuing airworthiness management services will be reflected in the associated written contract and are to be in accordance with the Operator's policy and procedures defined in his MME. When such activities are carried out in accordance with this CAP the Operator's maintenance management system is considered to be extended to the sub-contracted Continuing Airworthiness Management Organisation.

31.3.3 Arrangements for sub-contracting may be accepted by the CAA when it is satisfied that the standards set forth by this CAP have been met. Except for engines and auxiliary power units, such



arrangements would normally be limited to one organisation per aircraft type for any combination of the activities described in Appendix A to this section.

Where arrangements are made with more than one organisation the Operator must demonstrate to the satisfaction of the CAA adequate co-ordination controls are in place and that the individual responsibilities are clearly defined in related contracts.

An example of the type of continuing airworthiness management service activities, which may be sub-contracted, is that of an engine fleet management system. This is where the contractor provides suitable engine management systems including engine reliability control, to standards that meet the Operators needs while in compliance with the relevant CAR OPS 1/3 requirements.

31.3.4 Arrangements whereby the sub-contracted organisation independently sub-contracts to other organisations substantial elements of the continuing airworthiness management service activities will not normally be accepted by the CAA.

31.3.5 The CAA while investigating the acceptability of the Operators proposed sub-contracted continuing airworthiness management service arrangements will consider all other such contracts that are in place in terms of sufficiency of resources, expertise, management structure, facilities and liaison between the Operator, the sub-contracted Continuing Airworthiness Management Organisation and where applicable contracted CAR 145 maintenance organisation(s).

31.3.6 For arrangements set out in this CAP to be acceptable, the CAA will need to satisfy itself that the arrangements are, and continue, to meet the requirements of CAR OPS 1/3. The CAA will therefore audit such arrangements as part of the Operators maintenance system. The Operator will ensure that any findings arising from the CAA monitoring of the arrangements will be actioned to the satisfaction of that CAA.

31.3.7 The sub-contracted Continuing Airworthiness Management Organisation will need to agree to notify the respective Operators and CAA of any subsequent changes affecting paragraph 31.3.5 contracts as soon as practical to enable to determine continued acceptance of the arrangements. Failure to do so may invalidate the CAA acceptance.

31.3.8 Paragraph 4 to this section provides guidance on the aspects of controlling sub-contracted continuing airworthiness management service arrangements to be considered as applicable to such arrangements. However, this is neither exhaustive nor prescriptive; the topics to be considered are those functions which are applicable to the contract.

31.3.9 The CAA will signify the acceptance of the sub-contracted continuing airworthiness management arrangements by issuance of the Operator's Maintenance System Approval (Form SM 87).

Note: Acceptance of such arrangements confers no regulatory approval of the sub-contracted Continuing Airworthiness Management Organisation.

31.3.10 To actively control the standards of the sub-contracted continuing airworthiness management services it is a prerequisite that the Operator must employ a person or group of persons who are trained and competent in the disciplines associated with the CAR OPS 1/3 Subpart M. As such they are responsible for determining what maintenance is required, when it must be



performed and by whom and to what standard, to ensure the continued airworthiness of the aircraft being operated.

Note: CAR OPS 1/3.175 include competency requirements for operators' maintenance management personnel and AMC OPS 1/3.895(b) provides guidance on establishing adequacy of qualified persons and resources.

- 31.3.11 The Operator must conduct a pre-contract audit to establish that the sub-contracted Continuing Airworthiness Management Organisation can achieve the standards required by the Operator and CAR OPS 1/3 with respect to those activities to be sub-contracted.
- 31.3.12 The Operator must ensure that the sub-contracted Continuing Airworthiness Management Organisation has sufficient qualified personnel who are trained and competent in the functions to be sub-contracted. In assessing the adequacy of personnel resources the Operator is to consider the needs of those activities that are to be sub-contracted, while considering the sub-contracted Continuing Airworthiness Management Organisations' existing commitments.
- 31.3.13 To be appropriately approved to sub-contract continuing airworthiness management services the Operator shall have procedures for the management control of these arrangements. The Operator's MME should contain relevant procedures to reflect his control of those arrangements made with the sub-contracted Continuing Airworthiness Management Organisation.
- 31.3.14 Sub-contracted continuing airworthiness management service activities should be addressed in a contract between the Operator and the sub-contracted organisation. The contract should also specify that the Continuing Airworthiness Management Organisation is responsible to inform the operator who is in turn responsible to notify the CAA of any subsequent changes that affect their ability to support the contract.
- 31.3.15 Organisations providing sub-contracted continuing airworthiness management services to support CAR OPS 1/3 Operators are to use procedures which set out how the organisation fulfils its responsibility to those sub-contracted activities. Such procedures may be developed by either the sub-contracted Continuing Airworthiness Management Organisation or the Operator.
- 31.3.16 Where the sub-contracted Continuing Airworthiness Management Organisation develops its own procedures these should be formulated to be compatible with the CAR OPS 1/3 Operator's MME and the terms of the contract. These are accepted by the CAA as extended procedures of the Operator which form an integral part of the Operator's maintenance arrangements, and as such should be cross-referenced from the MME. One current copy of the sub-contracted organisation's relevant procedures should be kept by the Operator and are to be accessible to the CAA for review when needed.

Note: Should any conflict arise between the Continuing Airworthiness Management Organisation's procedures and those of the Operator then the policy and procedures of the MME will prevail.



- 31.3.17 The contract should also specify that such procedures may only be amended with the agreement of the CAR OPS 1/3 Operator being responsible for ensuring that such amendments satisfy the needs of their MME and compliance with CAR OPS 1/3 Subpart M.

The Operator should nominate who will be responsible for continued monitoring and accepting or not accepting subsequent amendments of the sub-contracted organisation's procedures. The controls used to fulfil this function being clearly set out in the amendment section MME detailing the level of operator involvement. Note: In accepting the level of CAR OPS 1/3 Operator involvement in the amendment process the CAA may consider the support provided by the sub-contracted Continuing Airworthiness Management Organisation to other CAR OPS 1/3 Operators.

When reviewing the Operator's Maintenance System for approval, the CAA will check that both the Operator's and sub-contracted Continuing Airworthiness Management Organisation's procedures reflect the sub-contracted activities and interface appropriately with the Operator's MME.

- 31.3.18 Whenever any elements of the continuing airworthiness management services are sub-contracted the Operator's maintenance management personnel must have access to all relevant data in order that they can fulfil their responsibilities.

Note: The Operator retains authority to override where necessary any recommendations of the sub-contractor in the interest of the continuous airworthiness of their aircraft.

- 31.3.19 The Operator's control should ensure that the sub-contracted Continuing Airworthiness Management Organisation continues to have qualified technical expertise and sufficient resources to perform the sub-contracted functions while in compliance with the relevant procedures. Failure to do so may invalidate the CAR OPS 1/3.885 approval of the Operators maintenance management system.

- 31.3.20 The contract must provide for CAA access and their monitoring/auditing.

- 31.3.21 The contract will address the Operator's responsibility to ensure that any findings arising from the CAA's monitoring of the arrangements will be remedied to the satisfaction of the CAA.



APPENDIX A

OPERATOR CONTROL OF SUB-CONTRACTED CONTINUING AIRWORTHINESS TASKS

A1. Introduction

This section describes topics, which may be applicable in such a sub-contract arrangements. It therefore follows that where relevant, the Operator is to establish to a level which meets the intent of CAR OPS 1/3 and satisfies the CAA, the necessary maintenance management, controls, policies and associated supporting procedures with a sub-contracted Continuing Airworthiness Management Organisation

A2 Scope of Work

The type of aircraft and their registrations, engine types and/or component subject to the continuing airworthiness management services contract should be specified in the contract.

A3 Maintenance Programme (MP) Development and Amendment

The Operator may sub-contract the preparation of the draft MP and any subsequent amendments. However, the Operator remains responsible for assessing that the draft proposals meet his needs and obtaining CAA approval. The relevant procedures should specify these responsibilities.

The contract should also stipulate that any data necessary to substantiate the approval of the initial programme or an amendment to this programme should be provided for the Operator's agreement and/or the CAA up on request.

A4 Maintenance Programme Effectiveness and Reliability

The Operator must have in place a system to monitor and assess the effectiveness of the MP based on maintenance and operational experience. The collection of data and initial assessment may be made by the sub-contracted organisation; the required actions are to be endorsed by the Operator.

Where reliability monitoring is used to establish MP effectiveness, this may be provided by the sub-contracted Continuing Airworthiness Management Organisation and should be specified in the relevant procedures. Reference is to be made to the Operators approved MP and reliability programme. Participation of the Operator's personnel in reliability meetings with the sub-contracted organisation should also be specified.

In providing reliability data the sub-contracted Continuing Airworthiness Management Organisation is limited to working with primary data/documents provided by the CAR OPS 1/3 Operator or data provided by the Operator's contracted maintenance organisation(s) from which the reports are derived.

Note: The pooling of reliability data is permitted while in compliance with CAP 13.



A5 Permitted Variations to Maintenance Programme Periods (also known as time limit deviations)

The reasons and justification for any proposed variation of scheduled maintenance may be proposed by the sub-contracted organisation with ultimate agreement being granted by the Operator within the limits set out in the MP. How the operator agreement is given is to be specified in the relevant procedures. For variations outside the scope of the approved MP the Operator is to obtain approval by the CAA.

A6 Scheduled Maintenance

Where the sub-contracted Continuing Airworthiness Management Organisation is to plan and define the maintenance checks or inspections in accordance with the approved MP, the required liaison, including feedback to the Operator is to be defined.

The planning control and documentation should be specified in the appropriate supporting procedures. These procedures should typically set out the Operator's level of involvement in each type of check. This will normally involve assessing and agreeing to a work specification on a case by case for base maintenance checks. While for routine line maintenance Checks this may be controlled on a day-to-day basis by the Continuing Airworthiness Management Organisation subject to appropriate liaison and Operator controls to ensure timely compliance. This typically may include, but is not necessarily limited to:

- ▷ Applicable work package, including job cards,
- ▷ Scheduled component removal list,
- ▷ AD's to be incorporated,
- ▷ Modifications to be incorporated

The associated procedures should ensure that the Operator is advised in a timely manner on the accomplishment or otherwise of such tasks.

A7 Quality Monitoring

The Operator's quality system will monitor the adequacy of the sub-contracted Continuing Airworthiness Management Organisation arrangements for compliance with the contract and CAR OPS 1/3. The terms of the contract should therefore include a provision allowing the Operator to perform a quality surveillance (including audits) upon the sub-contracted organisation. The aim of the surveillance is primarily to investigate and judge the effectiveness of those sub-contracted activities and thereby to ensure compliance with CAR OPS 1/3 and the contract.

A8 Access by the CAA

The contract should specify that the sub-contracted Continuing Airworthiness Management Organisation should grant access to the CAA whenever they deem necessary.



A9 Maintenance Data

The maintenance data used for the purpose of the contract as well as, whenever relevant, the CAA, must be specified, together with those responsible for providing such documentation. The operator should ensure such data including revisions is readily available to the Operator's maintenance management personnel and those in the sub-contracted Continuing Airworthiness Management Organisation who may be required to assess such data.

Note: The CAA will normally disseminate airworthiness information of an urgent nature primarily to owners and operators, the Operator should therefore establish a 'fast track' means of ensuring that such data is treated in a timely manner. This maintenance data may include, but is not necessarily limited to:

- ▷ *Maintenance Programme,*
- ▷ *AD's,*
- ▷ *Service Bulletins,*
- ▷ *Major repairs/modification data,*
- ▷ *Aircraft Maintenance Manual,*
- ▷ *Engine overhaul manual,*
- ▷ *Aircraft IPC,*
- ▷ *Wiring diagrams,*
- ▷ *Trouble shooting manual,*

A10 Airworthiness Directives (ADs)

While the various aspects of AD assessment, planning and follow-up may be accomplished by the sub-contracted Continuing Airworthiness Management Organisation, embodiment must be certified by a CAR 145 or accepted equivalent maintenance organisation.

The Operator is responsible for ensuring timely embodiment of applicable AD's and is to be provided with notification of compliance. It therefore follows that the Operator should have clear policies and procedures on AD embodiment supported by defined procedures which will ensure that the Operator agrees to the proposed means of compliance.

The relevant procedures should specify:

- (a) What information (e.g. AD publications, maintenance records, flight hours/cycles, etc.) the sub-contracted Continuing Airworthiness Management Organisation needs from the Operator and in order to perform those actions.



- (b) What information (e.g. AD planning listing, detailed engineering order, etc.) the Operator needs from the sub-contracted Continuing Airworthiness Management Organisation in order to ensure timely compliance with AD's.

Note: To fulfil their above responsibility, Operators should ensure that they are in receipt of current mandatory continued airworthiness information for the aircraft and equipment that they operate.

A11 Service Bulletin(SB)/Modifications

The sub-contracted Continuing Airworthiness Management Organisation may be required to review and make recommendations on embodiment of SB's and other associated non-mandatory material based on a clear Operator policy. The contract should specify if the sub-contracted Continuing Airworthiness Management Organisation provides SB Non-Mandatory Modification technical analysis to the Operator for agreement.

A12 Life Limit Controls & Component Control/Removal Forecast

Where the sub-contracted Continuing Airworthiness Management Organisation performs planning activities, it should be specified that the organisation should be in receipt of the current flight cycles; flight hours; landings and/or calendar controlled details as applicable, at a frequency to be specified in the contract. The frequency should be such that it allows the organisation to properly perform the sub-contracted planning functions. It therefore follows that there will need to be adequate liaison between the Operator, his CAR 145 maintenance organisation(s) and the sub-contracted Continuing Airworthiness Management Organisation.

Additionally, the contract should specify how the operator will be in possession of all current flight cycles, flight hours etc. in order that the operator may assure the timely accomplishment of the required maintenance.

A13 Engine Health Monitoring

If the Operator contracts the on-wing engine health monitoring to the sub-contracted Continuing Airworthiness Management Organisation, the organisation should be in receipt of all the relevant information to perform this task, including any parameter reading deemed necessary to be supplied by the Operator for this control. The contract should also specify what kind of feedback information (such as engine limitation, appropriate technical advice, etc.) the organisation should provide to the Operator.

A14 Defect Control

Where the Operator has sub-contracted the day-to-day control of technical Log deferred defects to his sub-contracted Continuing Airworthiness Management Organisation this should be specified in the contact and is to be adequately described in the appropriate procedures. The Operators MEL/CDL will provide the basis for establishing which defects may be deferred, and associated limits. The procedures will also need to define the responsibilities and actions to be taken for defects such as AOG situations, repetitive defects, and damage beyond the Type Certificate Holder's limits.



Adequate liaison between the Continuing Airworthiness Management Organisation and the contracted CAR 145 maintenance organisations is required such that they are aware of defects being identified that may need analysis and further actions taken.

The sub-contracted Continuing Airworthiness Management Organisation must make a positive assessment of potential deferred defects and consider potential hazards arising from the cumulative effect arising from any combination of defects and liaise with the Operator to gain his agreement.

Note: Deferment of MEL/CDL allowable defects can be accomplished by a contracted CAR 145 organisation in compliance with the relevant Technical Log procedures, subject to the acceptance by the aircraft commander.

A15 Mandatory Occurrence Reporting

All incidents and occurrences that fall within the reporting criteria defined in CAR OPS 1/3 Sub-Part D 1/3.420 and CAR 145 .60 are to be reported as required by the respective requirements. The Operator is to ensure adequate liaison exists with the Continuing Airworthiness Management Organisation and the CAR 145 organisation.

A16 Maintenance Records

These may be maintained and kept by the sub-contracted Continuing Airworthiness Management Organisation on behalf of the Operator who remains the owner and has ultimate responsibility for these documents. However, the Operator must be provided with the current status of Airworthiness Directive compliance and life limited components in accordance with agreed procedures. The Operator is also to be provided with unrestricted and timely access to original records as and when needed, or have on-line access to the appropriate information systems.

A17 Check Flight Procedures

Check Flights are to be carried out under the control of the Operator. Flight test requirements from the sub-contracted Continuing Airworthiness Management Organisation or contracted CAR 145 maintenance organisations may be included in the flight test but must be agreed by the operator.

A18 Communication between the Operator and sub-contracted Continuing Airworthiness Management Organisation.

To exercise their airworthiness responsibility, the Operator will need to be in receipt of all relevant reports and relevant maintenance data. Each time exchange of information between the Operator and the sub-contracted organisation is necessary. The contract should specify what information should be provided and when (i.e. on what occasion or at what frequency) it must be transmitted in order that the necessary agreement may be given.

Meetings provide an important corner stone whereby the Operator can exercise part of its responsibility for ensuring the airworthiness of the operated aircraft. They should be used to establish good communications between the Operator, the sub-contracted Continuing



Airworthiness Management Organisation and, where different to the foregoing, the contracted CAR 145 organisation. The terms of the contract should include whenever appropriate the provision for a certain number of meetings to be held between involved parties. Details of the types of liaison meetings and associated terms of reference of each meeting should be documented. The meetings may include but are not limited to all or a combination of: -

(a) Contract Review.

Before the contract is applicable, it is important that the technical personnel of both parties that are involved in the application of the contract meet in order to be sure that every point leads to a common understanding of the duties of both parties.

(b) Workscope Planning meeting.

Workscope planning meetings may be organised so that the tasks to be performed may be commonly agreed.

(c) Technical Meeting

Scheduled meetings may be organised to review on a regular basis and agree actions on technical matters such as AD's, SB's, future modifications, major defects found during shop visit, reliability, etc.

(d) Quality Meeting

Quality meetings may be organised to examine matters raised by the Operator's quality surveillance and to agree upon necessary corrective actions.

(e) Reliability Meeting.

When a Reliability Programme exists, the contract should specify the Operator's and CAR 145 approved/accepted Organisation's respective involvement in that programme, including the participation to reliability meetings. Provision to enable the CAA participation in the periodical reliability meetings should also be provided.