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| **Statement of Compliance – Chapter 9: Arrangements for Engineering and Maintenance support** |
| The line items referenced in this compliance matrix have been derived from CAAT as the minimum maintenance compliance requirements for an application for the Initial application, renewal and variation existing of an AOC.A completed statement of compliance must be submitted by the applicant for Initial application, renewal and variation existing. Additionally, the certificate holder should maintain an up-to-date compliance matrix to assist with on-going compliance and to support certificate amendment requests. The purpose of the statement of compliance is to speed up the certification process, ensure every applicable requirement has been addressed in the exposition and reduce the cost of certification by the quick location of required policies or procedures in the applicant’s exposition manual suite.**All requirements have to be complied with**, but not every requirement has to be addressed in the exposition. At least the following Requirements must be included unless they are not applicable to the operation, in which case they should be annotated N/A. The intention of this statement of compliance is to assist rather than instruct the applicant in an Initial application, renewal and variation existing. If for your operation, compliance is required with a Regulation not listed in the statement of compliance, please add it to the list and identify the exposition reference.This statement of compliance needs to be completed by every applicant for an AOC and show the exposition pages and paragraph numbers that satisfy CAATRequirements in the ***Manual References / Applicant’s Comments*** column. Where the applicant does not meet the CAAT Requirement or deems it not applicable, an explanation should be given in this column. **Please note that ticks ( √ ) are not acceptable.**The completed statement of compliance should accompany the exposition documents and preferably be included as a component of the exposition. The applicant may submit a completed statement of compliance in a different format as long as it includes all the Requirements references identified below; however, there may be additional processing time required by the CAAT in cross-referencing requirements.**General Manual Layout**Electronic exposition: Is the statement of compliance included as part of the file(s)/disc? If so, is it up to date? Have you considered the methods for distributing to the CAAT and how you will manage amendments? |

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| **Details of Applicant / AOC Holder(s)** |
| **Instruction:** The operator shall indicate the references in the Operations Manual where the requirements are met. |
| **Name of Applicant / AOC holder(s):**  | Click or tap here to enter text. |
| **Date of Submission:** | Click or tap here to enter text. |
| **List of Manuals Submitted:** Click or tap here to enter text. |
| **Administration and Control of Manual** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
| A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable air operator certificate (AOC). | Click or tap here to enter text. | Click or tap here to enter text. |
| Explanations and definitions of terms and words needed for the use of the manual. | Click or tap here to enter text. | Click or tap here to enter text. |
| Details of the person(s) responsible for the issuance and insertion of amendments and revisions. | Click or tap here to enter text. | Click or tap here to enter text. |
| A record of amendments and revisions with insertion dates and effective dates. | Click or tap here to enter text. | Click or tap here to enter text. |
| A statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment or revision in the interest of safety. | Click or tap here to enter text. | Click or tap here to enter text. |
| A list of effective pages or paragraphs. | Click or tap here to enter text. | Click or tap here to enter text. |
| A description of the distribution system for the manuals, amendments and revisions. | Click or tap here to enter text. | Click or tap here to enter text. |
| On every page, headers and/or footers to include:1. Company name
2. Name of the manual
3. Effective revision and date of the page
4. page number
 | Click or tap here to enter text. | Click or tap here to enter text. |
| Index (not mandatory but desirable) | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **1 GENERAL** |
| 1.1 This Chapter prescribes the requirements for the operator’s arrangements for engineering and maintenance support for aircraft covered by the AOC. The arrangements should commensurate with the number, type and complexity of the aircraft and the area and type of operations. | Click or tap here to enter text. |
| 1.2 Under provision in 1.8 and 1.9 of Chapter 2, subsequent amendments of each approved manual for continuing airworthiness and maintenance such as general maintenance manual and maintenance programme, may be approved indirectly through an indirect approval procedure approved by the Authority. | Click or tap here to enter text. |
| Note: (1) Other requirements may be specified for operators whose operations are of a limited nature and scope. | Click or tap here to enter text. |
| Note: (2) Alternative arrangements may be permitted for some engineering functions to be undertaken by other organisations. This will depend on the organisation being approved for the purpose and being of an equivalent standard to that specified herein, and on the establishment of a system of management control by the operator to ensure that proper coordination and control exists over the planning and conduct of all work undertaken on his behalf and there is a maintenance release in relation to the maintenance carried out | Click or tap here to enter text. |
| **2 GENERAL MAINTENANCE MANUALS**  |
| 2.1 The operator shall develop a general maintenance manual to describe the procedures necessary to ensure all scheduled and unscheduled maintenance is performed on the operator’s aircraft on time and in a controlled and satisfactory manner. The GMM shall also describe the maintenance arrangements to support the operator’s operation. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.2 When maintenance is not carried out by an approved maintenance organization. In this case Authority will ensure that the policies and procedures that govern and control the performance of maintenance are acceptable. In this case the operator’s the general maintenance manual shall describe the maintenance procedures including the procedures for completing and signing a maintenance release when maintenance is performed by an approved maintenance organization. The general maintenance manual must include the scope of maintenance to be performed under this provision. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.3 If the operator chooses to carry out maintenance on its aircraft. the general maintenance manual must include detail on its procedures and provision with regard to tooling, spares, facilities, technical record control, release to service, manpower resources and training. These criterions shall be in accordance with approved maintenance organization's requirements. The general maintenance manual must be approved by the Authority prior to the commencement of any maintenance activity. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.4 In 2.3 of this chapter are intended for maintenance activities up to line maintenance or equivalent. This does not permit replacement of major aircraft appliances (as defined in part 4 of Air Navigation Act B. E. 2497). These tasks must be performed by an approved maintenance organization. The appliances include engine changes, landing gear changes and auxiliary power unit (APU)/propeller changes. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.5 The line maintenance under 2.4 of this chapter, does not require the use of complex tools or equipment that requires extensive setting up, or specialised training; and | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.6 In 7.3.1 of this chapter defines line maintenance as those maintenance activities required to prepare an aircraft for flight. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.7 The operator may incorporate a procedure for the use of Minimum Equipment List (MEL)'s Rectification Interval Extension (RIE) in their General Maintenance Manual (GMM). The operator might be allowed to only grant a one-time extension of the applicable rectification. In the case that more RIEs becomes necessary, granting from CAAT will be required. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.8 The permitted variation to maintenance periods as specified in CAAT announcement subject Aircraft Maintenance Programme of AOC Holder, will be required granting from CAAT. However, the operator may incorporate a procedure for the use of such variation in their General Maintenance Manual (GMM) and be allowed by CAAT to use one-time of such variation. Such variations shall be permitted only when the periods prescribed by the maintenance programme approved by CAAT (or documents in support of the maintenance programme) cannot be complied with due to circumstances, which could not reasonably have been foreseen by the operator. In the case of extension of such variation, granting from CAAT will be required. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.9 The permitted variation to maintenance periods in 2.8 including condition and limitation shall be based on where the organization responsible for the type design has prescribed or CAAT has prescribed as specified in CAAT Announcement subject Aircraft Maintenance Programme of AOC Holder, whichever is more restrictive. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.10 The general maintenance manual and subsequent amendments shall be submitted to the Authority for approval. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.11 Copies of all approved amendments to the general maintenance manual shall be furnished promptly to the Authority and all organisations or persons to whom the manual is issued. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.12 Notwithstanding the provisions in 2.10, minor amendments to the GMM that have no impact on the approval held, may be approved indirectly through an indirect approval procedure. The indirect approval procedure shall define the minor amendment eligible, be established by the operator as part of the GMM and be approved by the Authority. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.13 The operator shall specify the class of amendments which can be incorporated without the prior consent of the authority (‘indirect approval procedure’) and who is responsible for the amendment of the document in the amendment control section of the GMM. Unless otherwise agreed by the authority, the person responsible for the management of the quality system or for the organizational review should be responsible for monitoring and amending the GMM, including associated procedure’s manuals, and the submission of proposed amendments to the authority. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.14 Indirect approval procedure must include, and the authority shall approve, a procedure describing as a minimum: | Click or tap here to enter text. | Click or tap here to enter text. |
| (a) Which maintenance programme amendments are eligible for indirect approval | Click or tap here to enter text. | Click or tap here to enter text. |
| (b) Who is responsible to issue of the indirect approval | Click or tap here to enter text. | Click or tap here to enter text. |
| (c) How the amendments are controlled | Click or tap here to enter text. | Click or tap here to enter text. |
| (d) How and when the competent authority is informed of an amendment | Click or tap here to enter text. | Click or tap here to enter text. |
| Note 1: More detail of the GMM content, is given in Chapter 13 or Helicopter Operations Requirements (HOR) Chapter 9 as applicable and also in CAAT Announcement subject Requirement of General Maintenance Manual and CAAT Guidance Material for General Maintenance Manual. | Click or tap here to enter text. | Click or tap here to enter text. |
| Note 2: More detail of the RIE procedure, is given in CAAT Guidance Material for Minimum Equipment List (MEL) Requirement. | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **3 ENGINEERING AND MAINTENANCE SUPPORT** |
| 3.1 The operator is responsible that maintenance on his aircraft are performed in accordance with CAAT Requirements and that the aircraft are maintained in an airworthy condition. The operator shall also ensure that the Certificate of Airworthiness of each aircraft remains valid. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.2 The operator shall satisfy the Authority that the engineering and maintenance support arrangements (i.e. the personnel, accommodation, equipment and facilities, organisations, procedures and documentation provided for the engineering and maintenance support of the aircraft covered by the AOC) are to a satisfactory standard. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.3 The operator remains responsible for the safe operation of his aircraft when the accomplishment of maintenance is contracted out and must therefore be satisfied with the standards of airworthiness achieved by the maintenance contractor. The operator shall monitor the maintenance contractor’s response to the provisions of the maintenance agreement, employing such technical resources as are necessary to achieve this task. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.4 Maintenance support arrangements shall be based on an organisation approved by the Authority under CAAT Requirements for the maintenance or overhaul of the type of aircraft concerned. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.5 For the purposes of the AOC, maintenance is taken to include the overall control of airworthiness and the accomplishment of scheduled and unscheduled servicing and inspection tasks. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.6 The operator shall have management systems to ensure effective engineering support of his fleet of aircraft over the whole of the routes operated. Quality control and assurance shall be exercised as necessary to achieve satisfactory standards of continuing airworthiness. | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **4 PERSONNEL** |
| 4.1 In additional to 7.2 of Chapter 1, The chief executive officer of the operator shall nominate the following persons for the Authority’s acceptance: | Click or tap here to enter text. |
| 1. Heads of Engineering who shall be responsible for the management and supervision of continuing airworthiness activities of the organisations.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Heads of Maintenance who shall be responsible for the management and supervision of maintenance activities of the organisations (If the air operator chooses to carry out maintenance on its aircraft under this provision the GMM).
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Certificate of Maintenance Review Staff, an appropriate LAE license or knowledge at least at a level equivalent to General Familiarization for the type of aircraft nominated to be signatories of relevant certification documents.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Quality Manager or Head of Quality for Maintenance as specified in 7.2 (d) of Chapter 1. who shall be responsible monitor compliance with AOCR for aircraft continuing airworthiness and maintenance, and the adequacy of, procedures required to ensure airworthy aircraft.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| Note:- Guidance material on the Acceptance of Nominated Persons can be found in CAAT Guidance Material Nominated Persons for AOC Engineering and AMO/MRO Organization (NOM) Requirement. | Click or tap here to enter text. | Click or tap here to enter text. |
| 4.2 These nominated persons shall be capable and responsible persons who are conversant with CAAT requirements and the relevant Annexes to the Convention on International Civil Aviation and have adequate qualifications and experience for the duties concerned. | Click or tap here to enter text. | Click or tap here to enter text. |
| 4.3 The staff in all appropriate technical departments shall be of sufficient number, and shall have the training, competency and experience as may reasonably be expected to undertake the volume and type of work for which approval is sought. | Click or tap here to enter text. | Click or tap here to enter text. |
| 4.4 The setup of the organisation shall be such as to ensure that in all matters affecting airworthiness, full and efficient co-ordination exists within departments, between related departments, and with external agencies. | Click or tap here to enter text. | Click or tap here to enter text. |
| 4.5 All staff, including holders of Aircraft Maintenance Engineer licences, who are required to issue Maintenance Review and Certificate of Release to Service shall be authorised by the person nominated to do so under the approval. | Click or tap here to enter text. | Click or tap here to enter text. |
| 4.6 Persons under 4.1(c) authorized by the chief executive officer or the nominated person of this chapter shall be provided with copies of their approvals, preferably in card or booklet form, recording the following details:  | Click or tap here to enter text. |
| 1. Name of organisation.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Holder’s name and signature.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The Authority office Approval reference number of the organisation and the holder’s individual approval number.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Details of the aircraft, engines, systems, equipment and maintenance tasks for which approvals have been granted, the scope of each approval and its date.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. A statement of any conditions of issue, including a statement to the effect that such approval is valid only so long as the holder is in organisation’s employment.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 4.7 Personnel records shall be kept, clearly indicating the basis upon which approvals have been granted. The records shall also include details of any Aircraft Maintenance Engineer licence held, training satisfactorily completed and the result of any written or oral assessment by the person responsible for granting the approval. | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **5 STAFF STRENGTH** |
| 5.1 The operator shall ensure that there is a sufficient number of staff, including qualified maintenance personnel to meet the demands of his operations. The operator shall ensure that support appropriate to his route pattern, transit frequency and maintenance requirements are provided at main bases and route stations. | Click or tap here to enter text. | Click or tap here to enter text. |
| 5.2 Shift duty periods shall be adequately staffed to effectively enable scheduled and unscheduled tasks to be performed. Adequate staff shall be made available to perform tasks of airworthiness significance in a proper manner. Company policies in respect of maintenance personnel duty periods shall be made known to the Authority.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 5.3 The operator shall ensure that licensed and approved personnel are appropriately qualified to perform the tasks required, including the issue of Certificates of Maintenance Review and of Certificates of Release to Service for Scheduled Maintenance Inspections and the rectification of defects. | Click or tap here to enter text. | Click or tap here to enter text. |
| 5.4 If maintenance support is contracted out, the operator shall ensure that the maintenance contractor meets the requirements of 5 of this chapter. | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **6 STAFF STANDARDS AND TRAINING** |
| 6.1 General |
| 6.1.1 The operator shall satisfy the Authority that its staff are adequately qualified. The operator shall provide adequate training facilities of its own or make contractual arrangements for such training using external sources to the satisfaction of the Authority. | Click or tap here to enter text. | Click or tap here to enter text. |
| 6.1.2 Support appropriate to the route pattern transit frequency and maintenance requirements of the operator shall be provided at main bases, operational bases and route stations. | Click or tap here to enter text. | Click or tap here to enter text. |
| 6.2 Scope of Training |
| 6.2.1 Training shall be provided for those management, supervisory and quality personnel who are responsible for supervising the engineering support for the aircraft type(s) included in the AOC and for issuing the relevant Certificates of Release to Service and Certificates of Maintenance Review. Course syllabi shall include formal instruction and practical experience. | Click or tap here to enter text. | Click or tap here to enter text. |
| 6.2.2 The number of supervisors, inspectors, quality engineers and mechanics to be trained before the introduction of a new type of aircraft into service shall take into account the complexity and numbers of the type, the anticipated pattern of aircraft utilisation and the organisation’s previous experience of aircraft with similar characteristics.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 6.2.3 An adequate number of mechanics shall receive aircraft and systems familiarisation training on the particular aircraft types and on related maintenance practices. Mechanics to be granted limited inspection approval shall be given specific training appropriate to that approval and to the satisfaction of the Quality Manager. | Click or tap here to enter text. | Click or tap here to enter text. |
| 6.2.4 Provisions shall be made for continuation training in accordance with a programme acceptable to the Authority. | Click or tap here to enter text. | Click or tap here to enter text. |
| 6.2.5 The operator shall ensure that a programme of training is available to ensure that: |  |
| 1. All maintenance personnel are adequately trained to perform the duties required of them.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Personnel required to issue Certificates of Maintenance Review and Certificate of Release to Service receive familiarisation training on the aircraft type and instruction in the correct operation of the operator’s airworthiness control procedures to enable them to perform these tasks on the type of aircraft for which support is being provided.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Persons contracted to perform line maintenance tasks through maintenance agreements are trained in any significant differences which exists between the operator’s aircraft and that which they are normally employed to maintain together with any relevant company procedures they are required to observe.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Personnel engaged in maintenance-related tasks receive continuation training covering any changes to the aircraft and its maintenance, taking into account the result of in-service experience gained by the operator and that published by the aircraft, engine and equipment manufacturers. Attention shall also be paid to changes in company procedures, the Thailand Regulatory Requirement and requirements of the Authority.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Personnel engaged in maintenance related tasks receive training in human factors.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 6.2.6 Records shall be maintained of training undertaken by personnel including any results of assessments or examinations. | Click or tap here to enter text. | Click or tap here to enter text. |
| 6.2.7 Training shall include formal instruction and practical experience. | Click or tap here to enter text. | Click or tap here to enter text. |
| 6.2.8 Management, Quality Assurance and other relevant personnel should be trained in the techniques of maintenance management and the achievement of airworthiness appropriate to the posts held. | Click or tap here to enter text. | Click or tap here to enter text. |
| 6.2.9 The operator shall ensure sufficient of the number of maintenance personnel, including management, supervisors, quality audit staff, and mechanics to be trained before the introduction into service of a new type of aircraft. Numbers should take into account the complexity of the aircraft and its systems, the fleet size, the anticipated pattern of aircraft utilisation and the organisation’s previous experience of similar aircraft. | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **7 CONTRACTED OUT MAINTENANCE** |
| 7.1 General |
| 7.1.1 The management and accomplishment of engineering and maintenance support may be achieved by the operator using his own or an associated maintenance organisation. Alternatively, all or part of the arrangements may be contracted to a separate organisation approved by the Authority. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.1.2 Contracted arrangements for engineering and maintenance support do not absolve the operator from the overall responsibility for ensuring the safe operation and continuing airworthiness of the aircraft. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.1.3 Where the operator does not maintain the aircraft he operates using only his own resources, full detail of the division of responsibilities between the operator and the contracted maintenance organisation must be included in an agreement between the two parties. Matters to be addressed in such an agreement are contained at Appendix P. A commercial redacted copy of the maintenance agreement shall be available for Authority Which may require. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.1.4 Where an operator contracts out part or all of the maintenance to a separate organisation, he shall nominate a person for engineering liaison purposes. This person will be responsible to the operator; for planning the timely presentation of the aircraft to the maintenance support organisation for all contracted maintenance; for liaison on all matters relating to the maintenance contract or agreement and for airworthiness matters affecting the safe operation of the aircraft. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.1.5 The operator’s representatives shall visit the contracted maintenance organisation at the inception of the agreement, and periodically thereafter, to ensure that the standards agreed are being maintained. Reports of all such visits shall be kept and made available to the Authority on request. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.1.6 In order to be able to discharge his responsibilities for continued airworthiness, the Certificate of Maintenance Review (CMR) Airworthiness Review (AR) required for the operator to ensure on a continuing basis that the requirements of the approved maintenance schedule are being complied with, including condition monitoring and reliability reporting, and be made aware of any significant performance trends. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.1.7 Responsibilities for the assessment and incorporation of manufacturer’s Service Information and for compliance with mandatory requirements shall be clearly defined in the agreement. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.1.8 In its assessment of the overall engineering support arrangements provided by the operator, the Authority may examine or request copies of all agreements, including side letters and addenda, between the parties concerned. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.1.9 The Authority shall be notified at least one month in advance of any proposal to change the maintenance arrangements, e.g. a change to another maintenance organisation or significant organisational, procedural or technical change to a maintenance agreement. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.2 Contracting out Full Support |
| 7.2.1 The operator may contract full maintenance support to an organisation approved by the Authority in accordance with CAAT requirements for the maintenance or overhaul of the type(s) of aircraft concerned. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.2.2 The operator shall ensure that the maintenance organisation competently discharges its responsibilities under the agreement, to his satisfaction, and is responsible for satisfying the Authority that the organisation meets the requirements of this Chapter insofar as they relate to the contracted work. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.2.3 Written agreements shall be drawn up between the operator and the maintenance organisation to clearly define what responsibility for action is allowed to the maintenance organisation without prior consultation, and what tasks require agreement by the operator. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.2.4 Whenever an aircraft is presented for scheduled or unscheduled maintenance it is essential that a precise indication is given of the inspections required, all defects known to exist on the aircraft plus any additional work required to be carried out (after consultation with the maintenance organisation as necessary).  | Click or tap here to enter text. | Click or tap here to enter text. |
| Note: Operators must appreciate that a maintenance organisation cannot carry out work or certify inspections without their instructions or agreement and it follows that they should be specific when making known their work requirements to the organisation of their choice. Difficulties regularly occur because there is a misunderstanding between customer and maintenance organisation as to the former’s requirements. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.2.5 The operator shall ensure that all tasks completed and certificated during line maintenance or by other organisations/engineers be made available to his maintenance contractor. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.3 Contracting out Line Maintenance Support |
| 7.3.1 Line maintenance is defined as those maintenance activities required to prepare an aircraft for flight including: | Click or tap here to enter text. |
| 1. Trouble shooting;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Defect rectification;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Component replacement with use of external test equipment if required.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. 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;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Minor repairs and modifications which do not require extensive disassembly and can be accomplished by simple means; and
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Defect rectification. Examples of these are given in Appendix W.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.3.2 A written agreement shall exist between the operators or his principal contracted maintenance organisation and the organisation contracted for the performance of line maintenance, detailing the tasks to be performed on behalf of the operator. The arrangements shall be defined in company instructions so that responsibilities procedures and communication paths are made clear to all concerned. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.3.3 The authorisation of maintenance personnel employed by the line maintenance contractor shall conform to any requirements and limitations imposed by the conditions of the approval granted by the Authority. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.3.4 It is the responsibility of the operator to ensure that the continuing performance of the line maintenance contractor is such as to ensure safe operation of the operator’s aircraft. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.3.5 The operator or his principal contracted maintenance organisation may sub-contract a maintenance organisation to perform line maintenance activities outside Thailand under 31 of this chapter, under such arrangements, the operator shall be responsible for the subcontractor’s performance and the timely completion of the repair station application. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.4 Contracting out Ground Handling  |
| 7.4.1 The operator may enter into Ground Handling Agreements with other organisations for the provision of services associated with aircraft arrival, turnaround and dispatch. In these cases a written agreement shall exist detailing the tasks to be performed on behalf of the operator. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.4.2 The operator shall ensure that maintenance or flight crew personnel responsible for accepting the aircraft for flight are made aware of any matter which is not included in the agreement at that station.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.4.3 The operator shall clearly define the responsibilities for typical matters such as: |  |
| 1. opening and securing of aircraft hold doors: securing and locking when loading is complete;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. draining of water from aircraft fuel tanks;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. maintaining communication between flight deck and ground personnel.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.4.4 This list is not exhaustive and may vary from operator to operator and station to station. Company instructions to flight crew and maintenance personnel shall identify responsibilities in each case. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.4.5 It is the responsibility of the operator or his principal maintenance contractor to ensure that the continuing performance of the ground handling contractor is such as to ensure safe operation of the operator’s aircraft, and that necessary initial and recurrent training has been performed. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.5 Contracting out Engine Maintenance  |
| 7.5.1 When an operator chooses to contract-out maintenance of engines independently from the overall arrangements existing for maintenance support of the aircraft, the operator shall ensure that the principal maintenance contractor: | Click or tap here to enter text. |
| 1. is fully in agreement with the proposed arrangements;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. is kept continuously aware of engine condition monitoring and any adverse trends in reliability or performance which arise, if he is not directly a party to such monitoring;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. is made aware of the status of engines fitted to aircraft in respect of modifications, service bulletins and airworthiness directives; and
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. liaises with the engine maintenance contractor in respect of the requirements of the approved maintenance schedule for the aircraft so that the engine maintenance reflects the needs of the aircraft for airworthiness.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.5.2 The operator shall ensure that at all times the liaison between the aircraft and engine maintenance organisations must be such as to enable the appropriately approved person to carry out maintenance reviews and issue the required certificate (CMR) and safely discharge his statutory responsibilities when doing so. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **8 MAINTENANCE PROGRAMME** |
| 8.1 Pursuant to CAAT requirements, an aircraft shall be maintained in accordance with an approved maintenance programme. | Click or tap here to enter text. | Click or tap here to enter text. |
| 8.2 The operator shall provide, for the use and guidance of maintenance and operational personnel concerned, a maintenance programme containing the information required by CAAT requirements. The design and application of the maintenance programme shall observe human factors principles. The operator shall also ensure that the maintenance of its aeroplanes is performed in accordance with the approved maintenance programme. | Click or tap here to enter text. | Click or tap here to enter text. |
| 8.3 The copies of the proposed maintenance programme must be prepared and submitted for approval to the Authority. When the maintenance programme is approved the applicant will be formally notified by means of a maintenance programme approval document, | Click or tap here to enter text. | Click or tap here to enter text. |
| 8.4 The operator shall ensure that the maintenance programme is reviewed periodically to ensure that the detailed schedule requirements continue to have practical applicability in the light of experience and adequately meet the maintenance needs of the aircraft if continuing airworthiness in the respective operating circumstances is to be ensured. | Click or tap here to enter text. | Click or tap here to enter text. |
| 8.5 Reviews shall take account of variations from the original certification standard of the aircraft which may have occurred as a result of modifications and respond to the recommendations of the manufacturer contained in maintenance manuals and Service Bulletins. | Click or tap here to enter text. | Click or tap here to enter text. |
| 8.6 Changes in the use of aircraft may affect the conditions for approval of the maintenance programme, for example with respect to annual utilisation, average flight duration and operating environment. Amendments to schedules and to engine maintenance programmes shall be submitted for approval in response to significant changes. | Click or tap here to enter text. | Click or tap here to enter text. |
| 8.7 A continuous analysis shall be undertaken of defects arising on the aircraft during flight and at maintenance inputs, from technical logs and from worksheets raised during scheduled maintenance inspections, particularly those where major structural inspections are undertaken. Results of the analysis shall be used to amend the maintenance programme as appropriate to eliminate repetitive defects and trends. | Click or tap here to enter text. | Click or tap here to enter text. |
| 8.8 Reviews shall take account of the age and utilisation of the aircraft and the continuity of corrosion control programmes. More frequent maintenance may be required as aircraft grow older. | Click or tap here to enter text. | Click or tap here to enter text. |
| 8.9 Copies of all approved amendments to the maintenance programme shall be furnished promptly to the Authority and all organisations or persons to whom the maintenance programme are issued. | Click or tap here to enter text. | Click or tap here to enter text. |
| 8.10 Notwithstanding the provisions in 8.3, maintenance programme and its amendment, may be approved indirectly through an indirect approval procedure which be established as part of the GMM as specified in 2.12 of this Chapter | Click or tap here to enter text. | Click or tap here to enter text. |

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| **9 MAINTENANCE REVIEW (MR)** |
| 9.1 The MR is required, to ensure that all maintenance is complete, all mandatory inspections and modifications that are due have been complied with, all defects have been rectified or deferred in accordance with company procedures and that all necessary Certificates of Release to Service have been issued. it shall be performed annually. | Click or tap here to enter text. | Click or tap here to enter text. |
| 9.2 The Authority shall have access in respect of the aircraft being certified, to the approved maintenance schedule and check control system, the mandatory inspection/modification control system, the defect control system, all technical records including worksheets, and to aircraft defects. In the case of computer-controlled record access must likewise be provided. | Click or tap here to enter text. | Click or tap here to enter text. |
| 9.3 Quality Control audit records must be available to the MR signatory on request relative to the aircraft being cleared such that he may discharge his responsibilities under the CAAT Requirements. | Click or tap here to enter text. | Click or tap here to enter text. |
| 9.4 A Maintenance Review checklist may be issued for the purposes of this article only by: | Click or tap here to enter text. |
| 1. a person whom the Authority has accepted to issue a Certificate of Maintenance Review in a particular case;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. a person accepted by the Authority as being competent to issue such a certificate.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 9.5 More details about Certificate of Maintenance Review Staff activities and other requirements detail in Appendix I. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **10 DEFECTS AND OCCURRENCES** |
| 10.1 An assessment of both the cause and any potentially hazardous effect of defects or combination of defects, and occurrences must be made in order to initiate any necessary further investigation and analysis. | Click or tap here to enter text. | Click or tap here to enter text. |
| 10.2 A system of assessment e.g. through reliability programme, should be in operation to support the continuing airworthiness of aircraft and to provide a continuous analysis of the effectiveness of the operator’s control systems in use. | Click or tap here to enter text. | Click or tap here to enter text. |
| 10.3 The system should provide for the following: |
| 1. Significant Incidents and Defects. The monitoring on a continuous basis of incidents and defects that have occurred in flight and of defects found during maintenance and overhaul, highlighting any that appear significant in their own right.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Repetitive Incidents and Defects. The monitoring on a continuous basis of defects occurring in flight and found during maintenance and overhaul, highlighting any that are repetitive.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Deferred and Carried Forward Defects. The monitoring on a continuous basis of deferred and carried forward defects.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Unscheduled Removals and System Performance. The analysis of unscheduled component removals and of the performance of aircraft systems; and its use as part of a maintenance programme.
 | Click or tap here to enter text. | Click or tap here to enter text. |

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| **11 DEFERRED AND CARRIED FORWARD DEFECTS** |
| 11.1 The systems for controlling deferred and carried forward defects must be described in the Engineering Exposition Document. When transferring a defect in the Technical Log to the deferred sheets or carrying forward a defect during a maintenance check, the conditions approved by the Authority for the control of deferred defects must be complied with. | Click or tap here to enter text. | Click or tap here to enter text. |
|  Note 1.— Deferred defects are defined as those defects reported in operational service which are deferred for later rectification. | Click or tap here to enter text. | Click or tap here to enter text. |
|  Note 2.— Carried forward defects are defined as those defects arising during maintenance which are carried forward for rectification at a later maintenance input. | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.2 There shall be a system to consider the cumulative effect of a number of deferred or carried forward defects occurring on the same aircraft. Any restrictions contained in the Minimum Equipment List must be considered. Deferred defects shall be made known to the flight crew. | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.3 There shall be a procedure to ensure that the period for which defects are deferred or carried forward reflects the importance of the defect as it affects airworthiness and/or safe operation. Limitation periods to be applied shall be identified in the Engineering Exposition Document (e.g. flight hours, calendar time, number of sectors, return to base). The control system shall ensure that the number of deferred defects and the length of time during which each defect is deferred are kept to a minimum. | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.4 There shall be a procedure to ensure that deferred defects are transferred to worksheets at maintenance periods, and to ensure that deferred defects which have not been actioned during maintenance periods, are re-entered on to a new deferred defect record sheet. The original date of the defect must be retained. | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.5 There shall be a procedure to ensure that the necessary components or parts are made available or ordered on a priority basis, and that they are fitted at the earliest opportunity. | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.6 There shall be a cross reference in the Technical Log to enable each defect which has been deferred to be traced back to its original entry. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **12 REPETITIVE DEFECTS** |
| 12.1 There shall be a system to control and monitor repetitive defects on a continuous basis appropriate to the number of aircraft operated and the nature of the operation. The system shall ensure that the history of a particular repetitive defect is not lost at scheduled inspections. A limit to the number of times a particular defect may be repeated shall be established, after which it shall be brought to the attention of a senior person in the Organisation, usually the Quality Manager. This person is responsible for ensuring that positive action is taken to obviate a further repetition of the defect. | Click or tap here to enter text. | Click or tap here to enter text. |
| 12.2 Defects shall be recorded in a standardised way to assist in identifying which problems are repetitive. The operator shall ensure that line and outstation maintenance personnel have access to repetitive defect information. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **13 INSTRUCTIONS TO MAINTENANCE PERSONNEL** |
| 13.1 In addition to the technical and procedural contents of documents such as maintenance manuals and the Engineering Exposition Document prepared by the operator, there is a need for a system of bulletins or instructions with which to advise maintenance personnel of matters of immediate technical importance, and to define company practices where these differ from other published information. | Click or tap here to enter text. | Click or tap here to enter text. |
| 13.2 The operator shall ensure that there is a system for publishing instructions which shall be: | Click or tap here to enter text. |
| 1. Distributed individually to maintenance personnel or in such a way that each person has access to a copy and there is a record kept to show that he has seen each document issued.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Numbered sequentially and dated. Where instructions are revised an issue or revision number must be shown.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Identified as to content, e.g. by ATA Chapter or by aircraft type number so as to permit easy access to particular subjects.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 13.3 The principal source of matters to be addressed by the issue of instructions is expected to be the in-service experience of the aircraft being operated and maintained, to which the maintenance organisation finds a need to respond with guidance to maintenance personnel. Other sources of information include CAAT Airworthiness announcement, in-service experience reports and similar continuing airworthiness information published by airworthiness authorities and manufacturers. | Click or tap here to enter text. | Click or tap here to enter text. |
| 13.4 Where instructions are issued which conflict with, or vary, information published by manufacturers or other sources it must be clearly shown which information takes priority. It must also be ensured that instructions cannot be construed as overriding published mandatory information or concern matters beyond the scope of the approval held by the organisation. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **14 TECHNICAL RECORDS** |
| 14.1 There shall be a department responsible for the compilation and co-ordination of technical records. It shall maintain a data recording system: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Such that it is possible to ensure that the hours of service or elapsed times quoted in the approved maintenance schedule are not exceeded as regards components and structural assemblies, and that scheduled maintenance periods are adhered to.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. To record the number of landings, flights or cycles, and the use of maximum contingency or intermediate contingency power, when this information is specified in the approved Maintenance Schedule or manufacturer’s manuals as a basis for inspection or other necessary action.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. To process the foregoing information into aircraft, engine and propeller log books or equivalent records, to maintain the records and documents concerning overhaul and repair work, component changes, mandatory modifications and inspections and to maintain the Modification Record Book.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. To maintain records required by the by the Authority.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 14.2 A computer may be used as part of a technical records system with the agreement of the Authority. In this case procedures shall be instituted which will ensure that the computerised record will provide security, storage, preservation and retrieval to the same level as would have been achieved by hard copy records. The Authority’s acceptance of computerised recording does not exempt the operator or his contracted maintenance organisation from complying with the appropriate provisions of the Thailand Regulatory Requirements for the keeping and retention of records. | Click or tap here to enter text. | Click or tap here to enter text. |
| 14.3 Records shall be structured or stored in such a way as to facilitate auditing. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **15 DOCUMENTATION FOR MAINTENANCE CHECKS** |
| 15.1 The department responsible for technical records shall also be responsible for the accuracy of the documents issued for a maintenance check and shall maintain a procedure to ensure that only documents incorporating the latest amendments are issued, and that all superseded documents are withdrawn and cancelled. Working documents made available for use by maintenance staff such as worksheets or cards shall include: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. A list of inspections, checks or work items required to meet the requirements of the approved maintenance schedule and adequate directions for their implementation.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The part numbers and serial numbers (unless not relevant to component control) of all components to be removed and replaced, and their locations on the aircraft.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Details of any modifications which have to be incorporated during the check.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Any mandatory or special inspections, or any other checks which are required to be made by the company in addition to those required by the approved maintenance schedule.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Detailed procedures for engine runs, engine or propeller change, fuel flow tests, duplicate inspection of controls, landing gear retraction tests etc., as applicable.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. A list of outstanding deferred and carried forward defects.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 15.2 Additional worksheets or cards shall be provided for recording the work completed as a result of the maintenance check and any defects arising from inspections. | Click or tap here to enter text. | Click or tap here to enter text. |
| 15.3 All worksheets or cards shall be readily identifiable and shall bear an issue number. They shall also be identified to associate them positively with the relevant items in the maintenance schedule. The procedures for documentation control shall ensure that if any worksheet or card is mislaid or lost this will be readily apparent on completion of the check, and that each ‘pack’ of worksheets or cards is complete and certified before the aircraft is released for service. | Click or tap here to enter text. | Click or tap here to enter text. |
| 15.4 Before issue, all worksheets or cards should be recorded on a ‘work pack control’ sheet which shall also state the following: |
| 1. Name and Authority Approval reference of the maintenance organisation.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Aircraft type and registration marks.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The maintenance check to be carried out.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The date.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The approved maintenance schedule reference number and amendment state.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The name of the operator.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 15.5 Technical records are deemed to be essential records and may not be destroyed before the required detention periods. | Click or tap here to enter text. | Click or tap here to enter text. |
| 15.6 The compilation of maintenance check documentation may, alternatively, be allocated to a maintenance planning department, subject to the agreement of the Authority. In such cases the company Engineering Exposition Document must contain details not only of the procedures of the planning department through which the documentation is compiled but also of the monitoring programme exercised by Quality Assurance. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **16 Airworthiness Directives and Manufacturers Technical Information** |
| 16.1 The operator shall have procedures and the necessary personnel to ensure that Airworthiness Directives are complied with as required. It must be clear, when maintenance is in any way subcontracted, that responsibility for compliance with mandatory airworthiness information such as Airworthiness Directives lies with the operator. | Click or tap here to enter text. | Click or tap here to enter text. |
| 16.2 When assessing the overall capability of the operator provide satisfactory maintenance the following shall be taken into account: | Click or tap here to enter text. |
| 1. The assessment of incoming technical information from manufacturers, including Service Bulletins, relating to relevant aircraft types.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Initiating action as necessary on such information, particularly in relation to the Maintenance Schedule.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Responding to requests by the Manufacturer and the Authority, to have ‘in- service’ experience reports transmitted for their evaluation.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| Note: The Authority may require access to an operator’s assessments of manufacturer’s service information to assist in evaluation of such information for the purpose of possible mandatory classification. | Click or tap here to enter text. | Click or tap here to enter text. |
| 16.3 The operator shall obtain and assess airworthiness information from the manufacturer. When manufacturer’s service information is received an immediate assessment must be made to establish priority of response. Matters of significant airworthiness importance, such as those having an impact on ETOPS flights, must be responded to promptly. | Click or tap here to enter text. | Click or tap here to enter text. |
| 16.4 By means of Modification Records, Technical Records, Log Books or other means adopted by the operator it must be possible at any time to establish the record of compliance with Directives and Service Information for each of the operator’s aircraft. | Click or tap here to enter text. | Click or tap here to enter text. |
| 16.5 Operators shall ensure that the relevant aircraft manufacturer is aware that they are users of his aircraft so that all relevant service information, details of in-service experience of the aircraft and amendments to manuals, including the Flight Manual, are received and embodied in a timely manner. This is especially important where the operator is not the original owner of the aircraft, or it has been leased from the owner. | Click or tap here to enter text. | Click or tap here to enter text. |
| 16.6 Where manuals, including the Flight Manual, have been prepared or amended by an agency other than the manufacturer, the operator must ensure that amendments are prepared as necessary, submitted to the Authority for acceptance or approval and incorporated into manuals promptly. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **17 Document Management** |
| 17.1 The technical library must hold and make available to personnel concerned the necessary technical data, e.g. CAAT Regulatory publications, the Thailand Regulatory Requirement, manufacturer’s manuals, any relevant service information, any other related literature appropriate to the aircraft types covered by the AOC and copies of appropriate company manuals, procedures and Instructions. A person must be appointed to be responsible for the technical library. | Click or tap here to enter text. | Click or tap here to enter text. |
| 17.2 Arrangements shall be made for: |
| 1. The supply of amendments, so that all publications are kept up-to-date, and for departments concerned to be notified of such amendments, and of any additional technical information relevant to the work undertaken.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Maintenance manual information recorded on microfilm, microfiche or disk to be checked at specific intervals for amendment state and legibility, and any temporary amendments to be kept available adjacent to each reader.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 17.3 Arrangements shall be made for all technical drawings to be suitably stored and a procedure operated to ensure that only drawings of the correct issue are released. A person shall be made responsible for maintaining an up-to-date record of drawings available and also for notifying departments concerned when drawings have been superseded by a later issue. | Click or tap here to enter text. | Click or tap here to enter text. |
| 17.4 The technical library shall make arrangements for manuals or sections of manuals, schedules, service information, etc., appropriate to the work undertaken, to be made available to line maintenance stations and a suitable procedure maintained to ensure that such information is kept up to date. | Click or tap here to enter text. | Click or tap here to enter text. |
| 17.5 Microfilm, microfiche and compact disk viewing and printing equipment must be available, as appropriate, at each location where manuals in these formats are in use, and in the library. Adequate arrangements must be made for regular maintenance of the equipment and users should be made aware of contact points for servicing and repair. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **18 Spares** |
| 18.1 Provision and Storage. The operator should provide for sufficient spares to be available to ensure that aircraft, engine and equipment defects can be rectified. Spares should be located where they will be required to be used. | Click or tap here to enter text. | Click or tap here to enter text. |
| 18.2 Account has been taken of the operator’s Minimum Equipment Lists (MEL) to ensure that essential spares to support the rectification of defects in systems required for operation are placed where they are most likely to be needed and in such numbers as to ensure that successive defects will be promptly addressed. | Click or tap here to enter text. | Click or tap here to enter text. |
| 18.3 The Authority may examine spares provisioning arrangements and any agreements entered into to ensure that adequate support for defect rectification is being made. Where necessary the Authority may require additional provisions to be made. | Click or tap here to enter text. | Click or tap here to enter text. |
| 18.4 Spares provisions at each maintenance location should be determined when the particular base or station is commissioned and published in the company instructions/procedures defining the maintenance operations undertaken at the particular location. | Click or tap here to enter text. | Click or tap here to enter text. |
| 18.5 Spares holdings should be reviewed at regular intervals at all locations to ensure that: |
| 1. Redundant items are removed, e.g. for aircraft no longer operated.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Superseded parts, or those with out of date modifications states, are removed for replacement or up-dating.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Previously assessed numbers of spares remain adequate for support in relation to routes, frequency of flights and numbers of aircraft.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Airworthiness Directives and other mandatory requirements published while parts are in storage are complied with before the part is released for service.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 18. 6 Storage Procedures. Every spare has to be stored, at all times and locations, in accordance with its manufacturer’s instructions and in such a manner such that it remains airworthy and fit for use when required. The following shall be considered at least in the storage procedures. | Click or tap here to enter text. |
| 1. Procedures to control the return-to-store items issued for use but not needed, especially where the item has been installed in the aircraft and subsequently removed. The removal of components from completed assemblies must be controlled and identified.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Spares having a limited allowable shelf life, including materials and consumable products, must be identified and controlled.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Stores references or batch numbers should be recorded on worksheets, cards or technical log pages so as to facilitate subsequent tracing of the associated part to source.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Management procedures and conditions of storage must be reviewed regularly to ensure that satisfactory standards are being implemented.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 18.7 The operator shall ensure that all spares to be used comply with Repair Station Certificate Requirements as applicable, in particular to 145A.42. | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **19 Instructions to Flight Crews** |
| 19.1 Operators shall include written instructions in the General Maintenance Manual so that: |
| 1. Pilots-in-command are advised of the action to be taken to obtain engineering assistance when aircraft are away from main base, of the procedures which are acceptable for any necessary certifications, and of the procedure to be adopted where any doubt exists over work being carried out by any other organisation, or which cannot be certified.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Where no arrangements have been made in respect of engineering support at route stations, pilots-in-command are advised of the procedures to be followed for reporting defects to main base.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Where it is desired to transmit advisory information of a temporary nature to flight crews, e.g. in respect of modifications to the aircraft, trial installations or other changes which the crew need to be aware of during their operation of the aircraft, or which impose operating restrictions, an information sheet should be included in the technical log containing the relevant data.
 | Click or tap here to enter text. | Click or tap here to enter text. |

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| **20 Aircraft Re-fuelling - Quality Assurance** |
| 20.1 The operator must be satisfied with the quality of all fuel taken on board his aircraft, particularly in respect of freedom from water contamination. | Click or tap here to enter text. | Click or tap here to enter text. |
| 20.2 The operator must comply with the provisions of the IATA Fuel Guidelines on Aviation Fuel at Aerodromes if he has a facility or vehicle in which fuel is stored and/or delivered to aircraft, to ensure that fuel dispensed is fit for use in aircraft. | Click or tap here to enter text. | Click or tap here to enter text. |
| 20.3 The operator is required to: |
| 1. Keep a record of the fuelling arrangements at each station where fuel is uplifted, indicating the company or person responsible for monitoring the fuel supplier. This may be a nominated airline at each location, or the operator may, himself, choose to monitor the supplier’s quality performance.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Institute a fuel uplift sampling programme taking into account matters such as the following
 |
| 1. Known supplier quality performance, including any history of contamination.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Local environmental conditions, e.g. likely sources of contamination including microbiological contamination.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Supply facilities.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Frequency of use.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Provide flight crew with guidance on the accomplishment of fuel uplift sample checks and clear instructions as to when these are to be carried out.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Provide maintenance personnel with guidance, in respect of fuel quality sampling, in relation to their station. Ensure that persons engaged in refuelling activities are properly trained for their tasks.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Audit the arrangements as defined to ensure the continuing acceptability of fuel quality throughout the operation.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 20.4 The minimum frequency of fuel contamination checking, at the point of uplift, must be declared in guidance to maintenance personnel and acceptable to the Authority. | Click or tap here to enter text. | Click or tap here to enter text. |
| 20.5 The control of fuel storage and dispensing by suppliers should conform to the IATA Fuel Guidelines. | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **21 Special Operations - Maintenance Requirements** |
| 21.1 All Weather Operations |
| 21.1.1 The operator or his maintenance organisation must publish guidance to maintenance personnel and flight crews on the control of the validity of all-weather categorisation. This guidance should take the form of: |
| 1. A list of the systems required to be fully serviceable in order to qualify the aircraft for Category II or III operations.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. A company procedure for the control of the modification status of the equipment fitted in the required systems which are deemed to be ‘sensitive’ in terms of all-weather operations.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Placards applied to both equipment and installation to alert maintenance personnel to the need to fit only controlled equipment.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Procedures for downgrading all weather capability from Category III or II to Category I in the event that an uncontrolled item of equipment is fitted or after any defect in an affected system or any event which results in disturbance of the system.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Procedures for up-grading capability from Category I to Category II or III as appropriate when serviceability is proven, normally by performing a successful Category II approach or Category III landing in Category 1 weather conditions (sometimes referred to as a standard landing).
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 21.1.2 Provision shall be made to inform the crew of the Category II or III status of the aircraft before the flight is begun. | Click or tap here to enter text. | Click or tap here to enter text. |
| 21.1.3 When setting alert levels in system reliability monitoring, consideration must be given to the levels of reliability assumed in qualifying the aircraft for Category 2 or 3 operations. Significant trends must be responded to promptly or all weather classification must be suspended until remedial action has been taken. | Click or tap here to enter text. | Click or tap here to enter text. |
| 21.2 Extended Diversion Time Operations (EDTO) |
| 21.2.1 The operator requesting for an EDTO specific approval shall prepare and implement a maintenance programme and procedures in accordance with 22 of Chapter 2. | Click or tap here to enter text. | Click or tap here to enter text. |
| 21.3 Reduced Vertical Separation Minima (RVSM) |
| 21.3.1 The operator requesting RVSM specific approval shall submit and implement a maintenance and inspection programme as part of a continuing airworthiness maintenance programme approval pertaining to altimeter system and altitude reporting equipment test and inspections. An effective maintenance and inspection programme shall incorporate these provisions as a requirement for maintenance programme approval.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 21.3.2 The integrity of the design features necessary to ensure that altimetry systems continue to meet RVSM standards shall be verified by scheduled tests and inspections in conjunction with an approved maintenance program. The operator shall review its maintenance procedures and address all aspects of continuing airworthiness which are affected by RVSM requirements. | Click or tap here to enter text. | Click or tap here to enter text. |
| 21.3.3 Each operator shall demonstrate that adequate maintenance facilities are available to ensure continued compliance with the RVSM maintenance requirements. | Click or tap here to enter text. | Click or tap here to enter text. |
| 21.3.4 Each operator requesting RVSM specific approval shall submit a maintenance and inspection program which includes any maintenance requirements defined in the approved data package as part of a continuous maintenance program approval. | Click or tap here to enter text. | Click or tap here to enter text. |
| 21.3.5 The following maintenance documents should be reviewed as appropriate for RVSM maintenance approval: | Click or tap here to enter text. |
| 1. Maintenance Manual
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Structural Repair Manual
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Standards Practices Manual
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Illustrated Parts Catalogues
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Maintenance Schedule
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. MMEL/MEL
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 21.3.6 If the operator is subject to an ongoing approved maintenance program, that program shall contain the maintenance practices outlined in the applicable aircraft and component manufacturer’s maintenance manuals for each aircraft type. The following items shall be reviewed for compliance for RVSM approval and if the operator is not subject to an approved maintenance program the following items shall be followed: | Click or tap here to enter text. |
| 1. All RVSM equipment shall be maintained in accordance with the component manufacturer’s maintenance requirements outlined in the approved data package.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Any modification, repair, or design change which in any way alters the initial RVSM approval, shall be subject to a design review by persons approved by the approving authority
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Any maintenance practices which may affect the continuing RVSM approval integrity, e.g. the alignment of pitot/static probes, dents, or the deformation around static plates, shall be referred to the Authority.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Built-in Test Equipment (BITE) testing is not an acceptable basis for calibrations, (unless it is shown to be acceptable by the airframe manufacturer with the approval of the Authority) and should only be used for fault isolation and troubleshooting purposes.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Some aircraft manufacturers have determined that the removal and replacement of components utilising quick disconnects and associated fittings, when properly connected, will not require a leak check. While this approach may allow the aircraft to meet static system certification standards when properly connected, it does not always ensure the integrity of the fittings and connectors, nor does it confirm system integrity during component replacement and reconnections. Therefore a system leak check or visual inspection should be accomplished any time a quick disconnect static line is broken.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 21.3.7 Airframe and static systems shall be maintained in accordance with the airframe manufacturer’s inspection standards and procedures. | Click or tap here to enter text. | Click or tap here to enter text. |
| 21.4 Minimum Navigation Performance Specifications (MNPS) and Required Navigation Performance (RNP) Approval |
| 21.4.1 The operator requesting MNPS specific approval shall submit navigational equipment used, together with its installation and maintenance procedures. | Click or tap here to enter text. | Click or tap here to enter text. |
| 21.4.2 Aircraft operating within MNPS Airspace are required to meet a Minimum Navigation Performance Specification (MNPS) in the horizontal plane through the mandatory carriage and use of a specified level of navigation equipment which has been approved by the Authority. Such approvals encompass all aspects affecting the expected navigation performance of the aircraft. | Click or tap here to enter text. | Click or tap here to enter text. |
| 21.4.3 Approval for MNPS operations will require the checking by the Authority of various aspects affecting navigation performance. These aspects include the navigation equipment used, together with its installation and maintenance procedures, crew navigation procedures employed and training requirements. | Click or tap here to enter text. | Click or tap here to enter text. |
| 21.4.4 Longitudinal separations between subsequent aircraft following the same track (in- trail) and between aircraft on intersecting tracks in the NAT MNPS Airspace are assessed in terms of differences in ATAs/ETAs at common waypoints. The longitudinal separation minima currently used in the NAT MNPS Airspace are thus expressed in clock minutes. The maintenance of in-trail separations is aided by the application of the Mach Number Technique. However, aircraft clock errors resulting in waypoint ATA report errors can lead to an erosion of actual longitudinal separations between an aircraft. It is thus vitally important that the time-keeping device intended to be used to indicate waypoint passing times is accurate, and is synchronised to an acceptable UTC time signal before commencing flight in MNPS Airspace. Thus, the pre-flight procedures for any NAT MNPS operation must include a UTC time check and resynchronisation of the aircraft Master Clock. | Click or tap here to enter text. | Click or tap here to enter text. |
| 21.4.5 There are two navigational requirements for aircraft planning to operate in MNPS Airspace. One refers to the navigation performance which shall be achieved, in terms of accuracy. The second refers to the need to carry standby equipment with comparable performance characteristics. Thus in order to justify consideration for approval of unrestricted operation in the MNPS Airspace an aircraft must be equipped with the following: |
| 1. Two fully serviceable Long Range Navigation Systems (LRNSs). A LRNS may be one of the following:
 | Click or tap here to enter text. | Click or tap here to enter text. |
| - one Inertial Navigation System (INS);- one Global Navigation Satellite System (GNSS); or- one navigation system using the inputs from one or more Inertial Reference System (IRS) or any other sensor system complying with the MNPS requirement. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. each LRNS must be capable of providing to the flight crew a continuous indication of the aircraft position relative to desired track.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. it is highly desirable that the navigation system employed for the provision of steering guidance is capable of being coupled to the autopilot.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 21.4.6 Operators requesting for specific approval where a navigation specification for PBN has been prescribed must be equipped with navigation equipment which will enable it to operate in accordance with the prescribed navigation specification(s). | Click or tap here to enter text. | Click or tap here to enter text. |
| 21.4.7 The applicable navigation specification(s) approval will be issued by The Authority when satisfied that the aircraft equipment together with the maintenance and operating procedures are sufficient to support such operations. | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **22 Preparation of Aircraft for Flight** |
| 22.1 The operator must ensure that the Operations Manual and Maintenance Schedule contain a pre-flight inspection to be completed by the crew or by maintenance personnel where available, with which to verify that the aircraft continues to be serviceable. Details of this inspection shall also be included in the Technical Log. | Click or tap here to enter text. | Click or tap here to enter text. |
| 22.2 The operator must provide information, preferably, in the Technical Log, to advise the Pilot-in-command when the next Scheduled Maintenance Inspection (SMI) is due, by flying hours and calendar time, any defects existing on the aircraft affecting its operational airworthiness and safety, and any maintenance actions falling due before the next SMI. | Click or tap here to enter text. | Click or tap here to enter text. |
| 22.3 Where a procedure acceptable to the Authority exists for the control of maintenance actions necessary between Scheduled Maintenance Inspections it may not be practicable to include full details in the Technical log. In such cases, it should be possible for flight crew to verify, with the assistance of maintenance personnel if necessary, that no maintenance task is due or will become due before the end of the intended flight. | Click or tap here to enter text. | Click or tap here to enter text. |
| 22.4 The operator must provide any other information to the crew concerning the aircraft and its systems, including changes resulting from modifications, which may affect the operation of the aircraft. | Click or tap here to enter text. | Click or tap here to enter text. |
| 22.5 The operator must have management and quality assurance procedures which will ensure that whether the aircraft is dispatched by the Operator or the task is wholly or partly sub-contracted: |
| 1. Fuel uplifted prior to flight is free from contamination.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Refuelling of the aircraft is carried out in a controlled manner taking into account essential safety measures for fire prevention.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Baggage and cargo is loaded and restrained in accordance with Flight Manual limitations and that cargo doors are securely fastened.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Push-back and start-up are carried out to a standard procedure for the specific type of aircraft, under the control of a suitably trained person, that the area in which engines will be started is free from debris and contamination likely to damage the engines and that fire-fighting facilities are immediately available.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Control surface and landing gear locks, restraint devices and blanks are removed.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Proper attention is given to the rectification of recorded defects, compliance with the MEL and any limitations imposed in respect of the period of flights, flying hours or calendar time.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The aircraft is serviced and inspected as required by the approved maintenance schedule.
 | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **23 Cabin Reconfiguration - Approval and Control** |
| 23.1 Any change to the cabin configuration from that for which the aircraft was first certificated constitutes a modification which must be approved by the Authority.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 23.2 Revised or alternative seating layouts, the fitting of stretchers or the conversion of the cabin to a cargo carrying role all constitute modifications which shall conform to an approved design and be certified with the issue of a Certificate of Release to Service (CRS). CRS must be issued for each change of configuration, including a restoration to the previous configuration. The CRS shall refer to the modification being embodied or removed but may do so through reference to a company instruction or role diagram, etc. which directly records compliance with the requirements of the modification. | Click or tap here to enter text. | Click or tap here to enter text. |
| 23.3 The Operations Manual and instructions to maintenance personnel must contain precise descriptions, preferably pictorial, of the approved configuration and any limitations to be observed. It is recommended that the various actions necessary are summarised in a checklist in each case, particularly in respect of the fitting or securing of emergency equipment and exits. Checklists should be readily available to personnel when carrying out configuration changes. | Click or tap here to enter text. | Click or tap here to enter text. |
| 23.4 Where any possibility of error exists, such as in the position of seats and of fitting incorrect seats at and adjacent to emergency exits, the aircraft and the item to be fitted shall be clearly marked and the pictorial diagram of the configuration shall illustrate the arrangement. | Click or tap here to enter text. | Click or tap here to enter text. |
| 23.5 Clear and easily interpreted guidance must be given to persons responsible for loading and securing the aircraft for flight so that the conditions of the approved modification are observed. In cases where the main cabin is used for the carriage of cargo it should be possible to readily install a configuration embodying methods of restraint which will ensure compliance with cabin design limitations without the need for extensive calculations at the point of dispatch. | Click or tap here to enter text. | Click or tap here to enter text. |
| 23.6 It must be ensured that all cabin configurations are fully represented in aircraft prepared for service weights and indices used in the loading calculations made prior to flight dispatch. | Click or tap here to enter text. | Click or tap here to enter text. |
| 23.7 Approved modifications for cargo configurations should contain the various restraint practices used by the operator to facilitate the satisfactory carriage of different types. | Click or tap here to enter text. | Click or tap here to enter text. |
| 23.8 The cargo containers and pallets used either in cargo holds or the main cabin, particularly where the container itself is designed to provide necessary restraint and, in some cases, fire containment should also be properly maintained. Care and maintenance should include details of permissible damage and any limitations, procedure for the assessment of containers and details of repair action to be taken. | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **24 AIRCRAFT EXTERNAL DAMAGE MARKING** |
| 24.1 In the course of normal service aircraft may suffer external damage in the form of scratches and minor dents as a result of collision with cargo and baggage loading equipment, access steps and vehicles, and etc. | Click or tap here to enter text. | Click or tap here to enter text. |
| 24.2 The operator shall have a system for identifying such damage after inspection and acceptance so that it is readily apparent when new damage occurs. The assessment and acceptance of the damage shall be recorded. | Click or tap here to enter text. | Click or tap here to enter text. |
| 24.3 Damage shall be entered in a record kept in the aircraft either directly on pictorial diagrams or by use of a grid referencing system: Such records may be included in the Technical Log or another readily available document. | Click or tap here to enter text. | Click or tap here to enter text. |
| 24.4 When considered desirable as a means of prompt recognition of accepted damage it is acceptable for the actual damage to be marked using a suitable method of identification. | Click or tap here to enter text. | Click or tap here to enter text. |
| 24.5 The damage record for each aircraft shall be reviewed by the operator from time to time to ensure that it has been kept up to date, that repaired damage is not removed from the aircraft record and that the cumulative effects of damage do not exceed manufacturers limitations. | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **25 AIRCRAFT FURNISHINGS** |
| 25.1 The operator must have adequate control over the cleaning of aircraft furnishing materials. For this, they need to have knowledge of the material type, the recommended cleaning or proprietary finishing processing methods, the effects of time in service on the flame resistance properties, the flame retardant processes applied, if any, and the method of re-application of such a process, where this is necessary. | Click or tap here to enter text. | Click or tap here to enter text. |
| 25.2 Where materials, e.g. seat covers, require the application of a proprietary flame retardant process in order to satisfy airworthiness requirements it is strongly recommended that each item is identified with the number and type of cleaning actions it receives until it is re-proofed. | Click or tap here to enter text. | Click or tap here to enter text. |
| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
| **26 MAINTENANCE OF CABIN AND OTHER SAFETY PROVISIONS**  |
| 26.1 Provisions made for the safety of passengers in flight and in the event of emergency alighting may be subject to abuse by passengers either deliberately or by virtue of frequent use. It is therefore essential that regular inspections take place to ensure that the means by which the particular provision is implemented remain valid and any defined or implied inspection requirements are accomplished. | Click or tap here to enter text. | Click or tap here to enter text. |
| 26.2 In some cases re-configuration of the cabin can result in seat positions, placards and emergency equipment being moved or omitted. Subjects which require frequent monitoring include the following matters: | Click or tap here to enter text. |
| 1. Stowage and accessibility of lifejackets.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Continuing compliance, and test, of floor proximity escape path marking.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Checking of cabin and toilet smoke detector systems.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Access to and functioning of type III and IV exits.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Integrity of cargo compartment fire containment capability, linings and seals.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Inspection of catering carts and trolleys, brakes, restraints and placards.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Functional test of inflatable escape chutes and flotation devices (aeroplanes and helicopters).
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Continuity integrity of toilet fire precautions.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Protection of life rafts and flotation bags from damage after deployment.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Compliance with approved cabin configuration for seat positions, access to exits and minimum space for seated passengers, particularly where seats are regularly removed and refitted.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Statutory provisions for the marking of exits and break-in areas.
 | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **27 TECHNICAL LOGS BOOK** |
| 271 Upon rectification of any defect which has been entered in the technical log there shall be Certificate of Release to Service issued readily identifiable with the defect entry to which it relates. | Click or tap here to enter text. | Click or tap here to enter text. |
| 27.2 Technical log page format must be including in the general maintenance manual. | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **28 MAINTENANCE FACILITIES** |
| 28.1 General |  |
| 28.1.1 When the operator performs maintenance of his own aircraft, engines, propellers, appliances, emergency equipment items, and parts, such maintenance shall comply with CAAT requirements. | Click or tap here to enter text. | Click or tap here to enter text. |
| 28.1.2 The operator may contract engineering and maintenance functions to a separate organisation approved or accepted by the Authority. However, responsibility for the airworthiness of the operator’s aircraft remains with the operator. | Click or tap here to enter text. | Click or tap here to enter text. |
| 28.2 Line Maintenance Facilities |  |
| 28.2.1 The numbers and qualifications of staff at line stations must be sufficient to perform the tasks allocated to the station. Shift arrangements must ensure that persons are available when needed and to ensure continuity of control over servicing and dispatch activities. Arrangements must be made to ensure that oncoming shifts are made fully aware of any outstanding or incomplete task. | Click or tap here to enter text. | Click or tap here to enter text. |
| 28.2.2 Scheduled or pre-planned tasks must only be allocated to line stations where sufficient staff and down-time are available to perform the task, in a manner commensurate with its airworthiness significance, the working conditions are appropriate to the nature of the task and the necessary tools, equipment, test apparatus and technical instructions are available. | Click or tap here to enter text. | Click or tap here to enter text. |
| 28.2.3 Each line station must be provided with: |  |
| 1. A summary of the technical literature provided for the station. The list shall be kept up to date and made available to the technical library so that amendments and periodic checks of currency can be made.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. A summary of the station spares holding with an indication of which items are held for priority purposes, e.g. to meet possible MEL compliance requirements or EDTO dispatches etc.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Company procedures and technical instructions appropriate to the aircraft types supported.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Such extracts from the maintenance schedule, in the form of worksheets or cards etc, as are necessary to perform the tasks allocated to the station.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Access to deferred and repetitive defect information to assist in the diagnosis of reported defects.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Details of any subcontracts for line support, fuel supply, loading and ground handling entered into by the Operator to enable the person responsible for dispatch to ensure that all significant airworthiness tasks are satisfactorily accomplished.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Maintenance facilities and working accommodation appropriate to the scale of work and undertakings of the station.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Ground support equipment as appropriate including equipment or access to equipment for the ground de-icing, anti-icing of aircraft as necessary.
 | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **29 GROUND DE-ICING AND ANTI-ICING** |
| 29.1 It must be ensured that de-icing equipment is checked immediately before the commencement of winter operations and at intervals throughout the winter season to verify that the equipment is fully serviceable at each location where aircraft are likely to require de-icing. | Click or tap here to enter text. | Click or tap here to enter text. |
| 29.2 Items such as mixer nozzles must be correctly calibrated and it must be ensured that they are not replaced with incorrectly calibrated nozzles during the winter season. | Click or tap here to enter text. | Click or tap here to enter text. |
| 29.3 Satisfactory procedures for checking mixtures of de- icing fluids must be established together with suitable conditions for the storage and identification of de-icing fluid.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 29.4 Where facilities for common use are provided at airports or this task is contracted out to a specialist organisation such audit checks must be carried out by the operator as are necessary to ensure that de-icing/anti-icing of his type of aircraft will be carried out effectively and in a manner to ensure subsequent safe operation.  | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **30 QUALITY CONTROL AND ASSURANCE** |
| 30.1 General |  |
| 30.1.1 The operator’s systems for quality assurance must take into account all of the facilities and procedures utilised to ensure continuing airworthiness, at each of the operator’s locations where activities take place affecting the airworthiness of the aircraft. | Click or tap here to enter text. | Click or tap here to enter text. |
| 30.1.2 Quality assurance must therefore be effective throughout the operation and maintenance of aircraft and quality auditing must ensure that control is being properly applied and achieving satisfactory results. | Click or tap here to enter text. | Click or tap here to enter text. |
| 30.1.3 The operator’s quality assurance policies and systems must be described in the General Maintenance Manual together with the Quality Assurance audit programme. | Click or tap here to enter text. | Click or tap here to enter text. |
| 30.1.4 The operator shall ensure that the quality department is adequately staffed by appropriately trained personnel (including recurrent training) to discharge his responsibilities. | Click or tap here to enter text. | Click or tap here to enter text. |
| 30.2 Procedures |  |
| 30.2.1 Staff assigned to quality assurance duties must be: |  |
| 1. sufficiently experienced in the company systems and procedures and technically knowledgeable of the aircraft being maintained so as to enable them to perform their duties satisfactorily;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. experienced in the techniques of quality control and assurance or receive suitable training before taking up their duties;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. given clearly defined terms of reference and responsibility within the organisation.

Note: This is particularly important where quality assurance personnel are also expected to perform other duties in the organisation, e.g. to issue CMR or their maintenance certification. |  |  |
| 30.2.2 The department responsible for Quality Assurance must arrange for independent quality audit checks to be carried out on a planned basis. Emphasis shall be placed on the company systems employed to achieve and ensure airworthiness, their suitability and effectiveness. The scope of quality checks should follow the guidelines given at Appendix H. | Click or tap here to enter text. | Click or tap here to enter text. |
| 30.2.3 All quality checks must be recorded and assessed and any criticisms forwarded to the person responsible for the particular facility or procedure for corrective action to be taken. There must be a feedback system for confirming to the quality assurance staff that corrective action has been taken and to ensure that persons concerned with any audit deficiency are kept aware of both the adverse report and the outcome. | Click or tap here to enter text. | Click or tap here to enter text. |
| 30.2.4 The quality audit check record shall be available for The Authority which may require. | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **31 APPROVED MAINTENANCE ORGANIZATION** |
|  An approved maintenance organization shall comply with the CAAT Repair Station Certificate Requirements. | Click or tap here to enter text. | Click or tap here to enter text. |
| **32 REQUIREMENTS FOR THE MAINTENANCE OF APPROVAL** |
| 32.1 The operator shall continue to meet the standard necessary to undertake the work for which it is approved and all activities carried out under the approval granted shall be conducted to the satisfaction of the Authority. | Click or tap here to enter text. | Click or tap here to enter text. |
| 32.2 The operator shall be responsible for compliance with CAAT Requirements, associated procedures, and other requirements as may be prescribed by the Authority from time to time. | Click or tap here to enter text. | Click or tap here to enter text. |
| 32.3 The operator shall consult the Authority if any difficulty arises in the interpretation of CAAT Requirements, associated procedures, or on any airworthiness matter which involves new problems or techniques. | Click or tap here to enter text. | Click or tap here to enter text. |
| 32.4 The General Maintenance Manual shall be reviewed periodically by the operator and any necessary amendments submitted in duplicate to the Authority for approval. | Click or tap here to enter text. | Click or tap here to enter text. |
| 32.5 The operator shall report to the Authority in writing as soon as possible of any accident or incident occurring in the approved facility. | Click or tap here to enter text. | Click or tap here to enter text. |
| 32.6 The operator shall permit access by Authorised Officers to any of its facilities and shall arrange similar access to foreign organisations undertaking work on its behalf for the purpose of: |
| 1. Assessing whether the operator and his maintenance contractors continue to comply with the conditions of its approval and whether the activities to which the approval relates are carried out to a satisfactory standard.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Assessing whether a foreign organisation has adequate facilities, staff premises and equipment, the quality of work is satisfactory and coordination, planning and control of all work complies with these requirements.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Assessing whether the policies and procedures stated in the General Maintenance Manual are being observed.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Inspection of aircraft, components, equipment or any work in progress to assess the competence or diligence of engineering staff.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Witnessing tests or inspections in any way associated with establishing the airworthiness of an aircraft, engine or any part thereof.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Investigation of components, equipment or materials which due to unserviceability, manufacturing discrepancies, inadequate control during manufacture, overhaul or processing, inadequate storage, deterioration or contamination have been found to be unsuitable for aircraft use.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Investigation of defects in aircraft, components or equipment and accidents/incidents.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 32.7 Where deficiencies or discrepancies have been disclosed to the operator or his maintenance contractor subject to a surveillance inspection, the operator shall ensure that corrective action is taken and advise the Authority of the action taken. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Applicant / AOC Holder(s) Declaration** |
| I declare the information given in this submission is true in every respect. |
| Signature | Click or tap here to enter text.Name | Click or tap here to enter text.Position in company | Click or tap to enter a date.Date (Day / Month / Year) |

|  |
| --- |
| **CAAT Assessment Use** |
| **CAAT’s Comments, Notes and Recommendations:** Click or tap here to enter text. |
| Click or tap to enter a date.Date received | Click or tap here to enter text.Assessed by (Name/Signature) | Click or tap here to enter text.CAAT Inspector Function | Click or tap to enter a date.Assessment Date (Day / Month / Year) |