


<p>SOUTH AFRICAN</p>  <p>CIVIL AVIATION AUTHORITY</p>	<p>REPUBLIC OF SOUTH AFRICA</p> <p>CIVIL AVIATION AUTHORITY</p>	<p>CAA Private Bag x73 Halfway House 1685</p>
<p>Tel: (011) 545 1000 Fax: (011) 545 1465 E-Mail: mail@caa.co.za</p>	<p>AERONAUTICAL INFORMATION CIRCULAR</p>	<p>AIC 60-14 09-06-04</p>

AIRWORTHINESS

ADMINISTRATION

MAINTENANCE CONTROL MANUAL GUIDELINES

- ☛ Indicates changes.
- ☛ This AIC replaces AIC 60-14 dated 06-07-07 in total.

1. GENERAL INFORMATION

All Aircraft Operating Certificate (AOC) holders shall submit a draft Maintenance Control Manual (MCM) to the SACAA for approval. The MCM is a document which describes the operator's necessary procedures to ensure that all scheduled and unscheduled maintenance is performed on the operator's aircraft on time, in a controlled and satisfactory manner. The MCM may not conflict with the operator's other manuals.

2. MAINTENANCE CONTROL MANUAL REQUIREMENTS

The MCM is required in terms of the SACAR Part 43.02.3(f), SA-CATS-GMR Part 43.02.3 Paragraph (a-p), ICAO Annex 6 and ICAO Document 9760, and shall contain the following information:

- a) A description of all aircraft types and models to which the MCM applies. The actual registration markings of the aircraft covered by the MCM can be incorporated as an appendix to the MCM. Any changes to the appendix would not necessitate re-submission of the approved MCM. The Commissioner must however be notified of any such changes to the appendix.
- b) List of Effective Pages (LEP) and Table of Contents (TOC).
- c) Distribution list for all controlled copies.
- d) Record of revisions, outlining revision number, date and signature of the person responsible for revision.
- e) Revision status and date on each page.
- f) Operator's name, physical address and postal address, contact telephone, facsimile number and e-mail address (if applicable).
- g) A corporate commitment by the operator to ensure that:
 - 1) Each aeroplane is maintained in an airworthy condition;
 - 2) The operational and emergency equipment necessary for the intended flight is serviceable;
 - 3) The Certificate of Airworthiness of each aeroplane remains valid.
- h) A description of the administrative arrangements between the operator and the responsible approved maintenance organisation. A procedure must also include contact details, full particulars of physical address, and the AMO approval number.
- i) A description of maintenance procedures and the procedures for completing and signing off maintenance that is based on a system other than that of an approved maintenance organization.

Procedure: Maintenance carried out by the pilot, an Approved Maintenance Engineer (AME) or Approved Maintenance Organisation (AMO), not normally contracted to the company but licensed by this Authority. (Refer SA-CATS-GMR Part 43.02.2)

- j) Names and duties of the person or persons who are required by the MCM to ensure that all maintenance is carried out in accordance with the MCM with regard to an Approved Maintenance Schedule/Program. The design and application of the operator's maintenance program shall observe Human Factors principles.

Procedure: The names of the Designated Quality Assurance Manager of AMO and Responsible Person aircraft, in terms of the Air Service License held by the operator.

- k) *A reference to the maintenance program that the operator will use to perform the maintenance*
- l) *A description of the methods used for the completion and retention of the operator's maintenance records which show:*
 - 1) *The total time in service (hours, calendar time and cycles, as appropriate) of the aeroplane and all life limited components;*
 - 2) *The current status of compliance with all mandatory continuing airworthiness information;*
 - 3) *Appropriate details of modifications and repairs to the aeroplane or its major components;*
 - 4) *The time in service (hours, calendar time and cycles, as appropriate) since the last overhaul of the aeroplane or its components that are subject to a mandatory overhaul life;*
 - 5) *The current status of aeroplane's compliance with the maintenance program; and*
 - 6) *The detailed maintenance records to show that all requirements for the signing of a maintenance release have been met.*

Procedure: Maintenance to be completed in accordance with AMS/SA-CATS-GMR Part 43.02.8. What records will be retained at the company base of operation? How will any records pertaining to the maintenance be submitted to the company base of operation?

- m) *A description of the procedure for monitoring, assessing and reporting maintenance required by the operator of an aircraft in terms of Civil Aviation Regulation Part 121.09.3, Part 127.09.3, Part 135.09.3, Part 137.09.03 and Part 138.09.3.*

Procedure: Maintenance planning responsibilities with respect to the afore-mentioned Regulations.

- n) *A description of the procedures for complying with the service information reporting requirements to the aircraft manufacturer and to the Commissioner.*

Procedure: A statement of how the organization will report to the Commissioner service difficulties or any unsafe condition which may compromise safety of the aircraft including unapproved parts.

- o) *A description of the procedures for implementing action resulting from mandatory continuing airworthiness information and procedures for assessing continuing airworthiness information, issued by the organizations responsible for the type design of the aircraft covered by the MCM. A procedure must include method of AD control, compliance with Approved Maintenance Schedule (AMS) requirement including Life limited parts control and Reliability control, Mandatory modifications, Supplemental Structural Inspection Document (SSID), Structural Inspection Document (SID), Special Inspections, Service Bulletins (SB), Service Letters (SL), Instructions control, compliance with SA-CATS-GMR. Part 43.02.5 Section A 3, or any instructions pertaining to continued airworthiness.*

- p) *A description of establishing and maintaining a system of analysis and continued monitoring of the performance and efficiency of the Maintenance Program in order to correct any deficiency in that program.*

Procedure: Update of AMS to cater for new manufacturer requirements.

- q) *A description of procedures for ensuring that unserviceable items affecting airworthiness are recorded in the flight folio and rectified or deferred in the flight folio in accordance with the Minimum Equipment List (MEL) (Refer below for deferment procedures required).*

Procedure: Statement with respect to the deferment of unserviceable items / defects in the flight folio / deferred defect log or other such documents.

- r) *A description of procedures for controlling deferred defects, clearing them on return to base, or extending them for a time period acceptable to the Commissioner.*

Procedure: Controlling deferred defects as per MEL preamble. Operation with numerous outstanding MEL items in accordance with approved procedure.

- s) *A description of extending deferred defects over and above the time period acceptable to the Commissioner, and the number of times an extension may be applied for, taking into account the category of severity in each case.*

Procedure: The operator may permit a one time extension of the rectification interval, B or C, for the same duration as specified in the MEL provided this is approved in the MEL. The basis for such an extension must be documented.

- t) *A description of procedures for controlling recurring defects, the reporting system to be established and system to effect corrective action.*

- u) *A description of procedures for controlling the removal and use of parts from other aircraft, the control and certification of such action and the controlling of Time between Overhaul (TBO) records when this occurs.*

- v) *A description of the procedure for advising the Commissioner of significant in-service incidents and occurrences.*

