

TECHNICAL GUIDANCE MATERIAL

CONTINUING OVERSIGHT OF MAINTENANCE PROGRAM

**Subject: TECHNICAL GUIDANCE MATERIAL FOR CONTINUING OVERSIGHT OF MAINTENANCE
PROGRAM**

Effective Date: 05 APRIL 2017

1. REFERENCES:

CAR 121.09.2
CAR 135.09.2
CAR 127.09.2
CAR 43.02.1
SA CATS GMR 43.02.8 and 43.02.3.
Procedure AW012

2. ABBREVIATIONS

ABBREVIATION	DESCRIPTION
AD	Airworthiness Directive
CAA	Civil Aviation Authority
CAR	Civil Aviation Regulations
CMR	Certification Maintenance Requirements
MPD	Maintenance Planning Document
MRB	Maintenance Review Board
MSG	Maintenance Steering Group
SB	Service Bulletin
SSID	Supplemental Structural Inspection Programmes
TC	Type Certificate
TCDS	Type Certificate Data Sheet

A. The following considerations shall be used by the CAA in the process of operator maintenance program oversight.

I. Maintenance programme development basis

- 1) Operator's maintenance programmes should normally be based upon the manufacturer recommended instructions for continued airworthiness such as, but not limited to, the maintenance review board report where available, and the Type Certificate holder's maintenance planning document or Chapter 5 of the maintenance manual (i.e. the manufacturer's recommended maintenance programme). The structure and format of these maintenance instructions may be rewritten by the operator to better suit his operation and control of the particular maintenance programme.

- 2) For a newly type-certificated aircraft, where no previously approved maintenance programme exists, it will be necessary for the operator to comprehensively appraise the manufacturer's recommendations (and the MRB Report where applicable), together with other airworthiness information, in order to produce a realistic programme for approval.
- 3) For existing aircraft types, it is permissible for the operator to make comparisons with maintenance programmes previously approved. It should not be assumed that a programme approved for one operator will automatically be approved for another operator. Evaluation is to be made of aircraft/fleet utilisation, landing rate, equipment fit and, in particular, the experience of the maintenance organization should be assessed. Where the CAA is not satisfied that the proposed maintenance programme can be used as is by the operator, the CAA should request the operator to introduce appropriate changes to it, such as additional maintenance tasks or de-escalation of check frequencies, or to develop the aircraft initial maintenance programme based upon the manufacturer's recommendations.

II. Updating the maintenance programme

- 1) Revisions to the approved programme should be raised by the operator, to reflect changes in the Type Certificate holder's recommendations, modifications, service experience, or as required by the CAA. Reliability programmes form one important method of updating approved programmes.
- 2) The operator may only vary the periods prescribed by the programme with the approval of the Director. The CAA should not approve intervals escalations or tasks modifications related to airworthiness directives (AD), airworthiness limitation (ALI) and certification maintenance requirements (CMR) without an appropriate consultation with the State of Design.
- 3) Operator's approved aircraft maintenance programmes should be subject to periodic review to ensure that they take into account the current Type Certificate holder's recommendations, revisions to the maintenance review board report, mandatory requirements and maintenance needs of the aircraft.
- 4) The operator should review the content of the maintenance programme at least annually for continued validity in the light of operating experience.

B. The operator maintenance program oversight shall be based on the following amendment procedures

1. Amendments

Amendments (revisions) to the approved maintenance programme should be made by the owner or operator, to reflect changes in the TC holder's recommendations, modifications, service experience, or as required by the CAA.

2. Permitted variations to maintenance periods

The owner or operator may only vary the periods prescribed by the programme with the approval of the CAA or through a procedure developed in the maintenance programme and approved by the CAA.

3. Periodic review of maintenance programme contents

- 3.1 The owner or operator's approved maintenance programmes should be subject to periodic review to ensure that they reflect current TC holder's recommendations, revisions to the MRB report if applicable, mandatory requirements and the maintenance needs of the aircraft.
- 3.2 The owner or operator should review the detailed requirements at least annually for continued validity in the light of operating experience.

4. Application for an amendment to an approved maintenance programme

- 4.1 The Operator shall nominate a person who shall be responsible for the upkeep or control of the maintenance programme, including ensuring that the programme is suitably amended where applicable following the regular review.
- 4.2 A revision to a maintenance programme may include:
 - a) Additions of tasks
 - b) Deletions of tasks
 - c) Modifications to tasks
 - d) Changes in tasks frequencies
 - e) Changes to the list of aircraft subject to the maintenance programme
- 4.3 The following documents shall be submitted to the Authority:
 - 4.3.1 The proposed revision to the maintenance programme
 - 4.3.2 Justification to every change, such as:
 - a) Amendments to source documents (as applicable : TCDS, MRB report, MPD, Chapter 5 of the Maintenance Manual, Life limitations, Corrosion Prevention Control Programme, Life Limitations, Certification Maintenance Requirements, etc.)
 - b) Modifications, including Service Bulletins, Airworthiness Directives; and repairs.
 - c) Data arising from the reliability programme or the monitoring of the maintenance programme effectiveness.
 - 4.3.3 Where the amendment to the maintenance programme results from an addition to the list of aircraft subject to the maintenance programme, the design status of the additional aircraft (Type specification, AD status, modification and repair status) must also be submitted to the Authority.

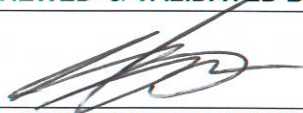

5. Approval of an amendment to a maintenance programme by the Authority

- 5.1 Amendments to approved maintenance programmes may only be approved when the Authority is satisfied with the content or when the approval is obtained in accordance with Authority approved procedures (see para 6 below).
- 5.2 Upon receipt of the paragraph 4.3 documents, the Inspector must review the proposed revision to the maintenance programme in order to establish compliance with the amended source documents and, in relation with paragraph 4.3.2(c) above that the technical justifications provided by the Operator are appropriate.
- 5.3 In relation to the paragraph 4.2 (e) change to the list of aircraft, the inspector must in addition ensure that any necessary additional maintenance task arising from a specificity in the new aircraft design status, have been taken into account in the maintenance programme.
- 5.4 When the inspector is satisfied that compliance is established and/or that the technical justification are appropriate, the CAA will issue an approval of the amended Maintenance Programme.
- 5.5 Except as provided in paragraph 6 below, the recommended method of maintenance programme amendment approval is for the Authority to stamp and sign the programme list of effective pages. Alternatively, the approval of the maintenance programme amendment may be notified by a CAA approval letter.
- 5.6 The CAA approval/non approval of the amendment to the maintenance programme should be notified to the operator within 30 days of receipt of the application.
- 5.7 Notwithstanding paragraph 5.6 above, when, in the case of the introduction of an additional aircraft in the operator's fleet, a maintenance programme approval is needed before the 30 days period, the Authority may agree to issue a provisional approval of the maintenance programme in accordance with the following procedure:
 - a) The maintenance programme will be approved for the additional aircraft for a limited period of time.
 - b) With respect to the additional aircraft, the inspector will only review those maintenance tasks from the source documents which are due within the above period of time.
 - c) The maintenance programme provisional approval may include any additional limitation raised by the paragraph (b) review.

- d) The inspector will then review the complete programme so that the complete programme may be approved -or not approved- at the end of the above period of time the latest.

6. Organisation approval for the approval of maintenance programme amendments

- 6.1 Notwithstanding paragraph 4 and 5 above, an organisation may be approved to provide reports and certify that the content of the maintenance programme amendment complies with the appropriate requirements.
- 6.2 Accordingly the approval of the amendment to the maintenance programme shall be notified in accordance with the Operator's procedures.

REVIEWED & VALIDATED BY:		
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