Civil Aviation Authority of Sri Lanka

AVIATION SAFETY NOTICE

ASN No: 085	Ref No: AWS/2006/01	File Ref: AW/20/2/2

Recipients

1. Prospective importers of aircraft to Sri Lanka.
2. All AOC holders.
3. Approved Maintenance Organisations.
4. Private operators.
5. Flying schools.
6. Prospective applicant who seeks the approval to maintain aircraft listed in the AOC.

01.Subject : **Requirements for the establishment of facilities for maintenance of aircraft registered in Sri Lanka.**

02.Nature : Compulsory

03.Issue no : 01

04.Status : New

05. Effective Date : With immediate effect

06. Validity : Until Further Notice

07.Contact person : Inquiries may be directed, preferably by letter to, Deputy Director (Airworthiness), Civil Aviation Authority, No.64, Galle Road, Colombo 03, Sri Lanka. Telephone: +94 11 2391305.

08.Availability : A copy of this document is available for reference at the technical library of Civil Aviation Authority. Copies can be collected at reproduction cost.

09.Applicability : Any civil aircraft operator seeking approval for establishment of an approved maintenance facility for maintenance of aircraft registered in Sri Lanka.

10. Comments : Comments (if any) on the Contents of this Aviation Safety Notice (ASN) may be forwarded to the contact person. However the Aviation Safety Notice will come into effect on the date shown therein notwithstanding any objection or comment made by any person or party unless and until an amendment to the Aviation Safety Notice is issued afresh by the Director General of Civil Aviation.

11.Notice	:	Any applicant holding the CAA approval or seeking approval to maintain aircraft registered in Sri Lanka shall conform to the requirements contained in the attachment hereto.
12.Action Required	:	For strict compliance with the requirements in the attachment hereto.
13.Check list	:	Not applicable

H. M. C. Nimalsiri
Director General of Civil Aviation and
Chief Executive Officer

Civil Aviation Authority of Sri Lanka, No. 64, Galle Road, Colombo 03
Telephone: +94 11 2433213, Fax: +94 11 2440213, E-mail : caasl@sri.lanka.net

REQUIREMENTS FOR THE ESTABLISHMENT OF FACILITIES FOR MAINTENANCE OF AIRCRAFT REGISTERED IN SRI LANKA

SCOPE

The Air Navigation Regulations 21(1) of 1955 and ASN 061 issued in compliance with Annex 8 to the convention on International Civil Aviation –'Airworthiness of Aircraft' requires for any Sri Lanka registered aircraft to possess a current Certificate of Airworthiness before undertaking any flight. Further, in accordance with ASN 45 issued in compliance with Annex 6 Part - 1 to the Convention on International Civil Aviation – "Requirements for maintenance of aircraft used for commercial air transport operation," the Director General of Civil Aviation may in respect of any aircraft, aircraft component or item of equipment, specify standards and conditions for its maintenance. It is therefore obligatory on the part of the owner or operator that an aircraft is maintained as per approved maintenance schedules, system components are replaced when due, modifications are effected when required, special inspections are carried out when called for, defects are attended to as and when they occur, and no unapproved modification or repair is carried out. The maintenance thus carried out shall be certified by appropriately licenced AML holders or authorized persons by DGCA.

The requirements contained in Part M of European Aviation Safety Agency requirements, which is hereinafter referred to as EASA Part M, supplements the requirements stipulated in this Part. The requirements contain in this ASN is divided into following Subparts.

1. Accountability.
2. Continuing Airworthiness.
3. Maintenance Standards.
4. Components.
5. Maintenance Organisation.
6. Continuing Airworthiness Management Organisation.
7. Certificate of Release to Service.
8. Airworthiness Review Certificate.

1. ACCOUNTABILITY

1.1 Responsibilities

(a) The owner/operator is responsible for the continuing airworthiness of an aircraft and shall ensure that no flight takes place unless:
   1) The aircraft is maintained in an airworthy condition, and;
   2) Any operational and emergency equipment fitted is correctly installed and serviceable or clearly identified as unserviceable, and;
   3) The airworthiness certificate remains valid, and;
   4) The maintenance of the aircraft is performed in accordance with the approved maintenance programme as specified in 2.2 Maintenance Programme.

(b) When the aircraft is leased, the responsibilities of the owner/operator are transferred to the lessee if:
   1) The lessee is stipulated on the registration document, or;
   2) Detailed in the leasing contract.

   When reference is made in this ASN to the 'owner', the term owner covers the owner or the lessee (operator), as applicable.

(c) Any person or organisation performing maintenance shall be responsible for the tasks performed.

(d) The pilot-in-command or, in the case of commercial air transport, the operator shall be responsible for the satisfactory accomplishment of the pre-flight inspection. This inspection must be carried out by the pilot who qualified for this purpose or another qualified person or any approved maintenance organisation by the DGCA.

(e) In order to satisfy the responsibilities of paragraph (a) the owner of an aircraft may contract the tasks associated with continuing airworthiness to an approved continuing airworthiness management organisation as specified in Subpart 6 (continuing airworthiness management organisation) in accordance with Appendix 1. In this case, the continuing airworthiness management organisation assumes responsibility for the proper accomplishment of these tasks.

(f) In the case of large aircraft(MTOW>5700Kg), in order to satisfy the responsibilities of paragraph (a) the owner/operator of an aircraft shall ensure that the tasks associated with continuing airworthiness are performed by an approved continuing airworthiness management organisation. A written contract shall be made in accordance with Appendix 1. In this case, the continuing airworthiness management organisation assumes responsibility for the proper accomplishment of these tasks.

(g) Maintenance of large aircraft (MTOW>5700Kg), aircraft used for commercial air transport and components thereof shall be carried out by an approved maintenance organisation by the DGCA for that purpose.

(h) In the case of commercial air transport the operator is responsible for the continuing airworthiness of the aircraft it operates and shall:

1) Be approved, as part of the air operator certificate issued by the DGCA, pursuant to Subpart 6 continuing airworthiness management programme, for the aircraft it operates; and
2) Be approved in accordance with approved AMO or contract such an organisation; and
3) Ensure that paragraph (a) is satisfied.

(i) The owner/operator is responsible for granting the DGCA access to the organisation/aircraft to determine continued compliance with this Part.

1.2 Occurrence Reporting

(a) Any person or organisation responsible under 1.1 responsibilities, shall report to the DGCA, State of registry, the organisation responsible for the type design or supplemental type design and, if applicable, any identified condition of an aircraft or component that hazards seriously the flight safety.

(b) Reports shall be made in a manner established by the operator with the approval of DGCA and contain all pertinent information about the condition known to the person or organisation.

(c) Where the person or organisation maintaining the aircraft is contracted by an owner or an operator to carry out maintenance, the person or the organisation maintaining the aircraft shall also report to the owner, the operator or the continuing airworthiness management organisation any such condition affecting the owner's or the operator's aircraft or component.

(d) Reports shall be made as soon as practicable, but in any case within 72 hours of the person or organisation identifying the condition to which the report relates.

2. CONTINUING AIRWORTHINESS

2.1Continuing airworthiness tasks

The aircraft continuing airworthiness and the serviceability of both operational and emergency equipment shall be ensured by:

(a) The accomplishment of pre-flight inspections;

(b) The rectification to an officially recognised standard of any defect and damage affecting safe operation taking into account, for all large aircraft (MTOW>5700KG) used for commercial air transport, the minimum equipment list and configuration deviation list if applicable to the aircraft type.
(c) The accomplishment of all maintenance, in accordance with the 2.2 maintenance programme;
(d) For all large aircraft or aircraft used for commercial air transport the analysis of the effectiveness of the 2.2 approved maintenance programme;
(e) The accomplishment of any applicable:
   i. Airworthiness directive,
   ii. Operational directive with a continuing airworthiness impact,
   iii. Continued airworthiness requirement established by the operator,
   iv. Measures mandated by the competent authority in immediate reaction to a safety problem;
(f) The accomplishment of modifications and repairs in accordance with 2.4 data for modifications and repairs;
(g) For non-mandatory modifications and/or inspections, for all large aircraft or aircraft used for commercial air transport the establishment of an embodiment policy;
(h) Maintenance check flights when necessary.

2.2 Maintenance Programme

(a) Every aircraft shall be maintained in accordance with a maintenance programme approved by the DGCA, which shall be periodically reviewed and amended accordingly.
(b) The maintenance programme and any subsequent amendments shall be approved by the DGCA.
(c) The maintenance programme must establish compliance with:
   1. Instructions for continuing airworthiness issued by type certificate and supplementary type certificate holders and any other organisation that publishes such data in accordance with design standards FAR21/Part 21 or equivalent acceptable to the DGCA, or
   2. Instructions issued by the DGCA, if they differ from the above subparagraph or in the absence of specific recommendations, or
   3. Instructions defined by the owner or the operator and approved by the DGCA if they differ from the above subparagraphs 1 and 2.
(d) The maintenance programme shall contain details, including frequency, of all maintenance to be carried out, including any specific tasks linked to specific operations. The programme must include a reliability programme when the maintenance programme is based:
   1. On Maintenance Steering Group logic, or;
   2. Mainly on condition monitoring.
(e) When the aircraft continuing airworthiness is managed by the Subpart 6 continuing airworthiness management organisation, the maintenance programme and its amendments may be approved through a maintenance programme procedure established by such organisation (hereinafter called indirect approval).

2.3 Airworthiness Directives

Any applicable airworthiness directive must be carried out within the requirements of that airworthiness directive, unless otherwise specified by the DGCA

2.4 Data for Modifications and Repairs

Damage shall be assessed and modifications and repairs carried out using data approved by the DGCA or by an approved design organisation, as appropriate in accordance with ASN 17 amendment 01.

2.5 Aircraft Continuing Airworthiness Record System

(a) At the completion of any maintenance, the associated 7.1 certificate of release to service, shall be entered in the aircraft continuing airworthiness records. Each entry shall be made as soon as practicable but in no event more than 24 hours after the day of maintenance action.

(b) The aircraft continuing airworthiness records shall consist of, as appropriate, an aircraft logbook, engine logbook(s) or engine module log cards, engine strip reports, propeller logbook(s) and log cards, for any service life limited component and the operator's technical log.

(c) The aircraft type and registration mark, together with total flight time and/or flight cycles and/or landings, as appropriate, shall be entered in the aircraft logbooks.

(d) The aircraft continuing airworthiness records shall contain the current:

1. Status of airworthiness directives and measures mandated by the DGCA in immediate reaction to a safety problem;
2. Status of modifications and repairs;
3. Status of compliance with maintenance programme;
4. Status of service life limited components;
5. Mass and balance report;
6. List of deferred maintenance.

(e) In addition to the authorised release document, CAASL Form 1 or equivalent, the following information relevant to any component installed shall be entered in the appropriate engine or propeller logbook, engine module or service life limited component log card:

1. Identification of the component, and;
2. The type, serial number and registration of the aircraft to which the particular component has been fitted, along with the reference to the installation and removal of the component, and;
3. The particular component accumulated total flight time and/or flight cycles and/or landings and/or calendar time, as appropriate, and;
4. The compliance status of paragraph (d) information applicable to the component.

(f) The person responsible for the management of continuing airworthiness tasks pursuant to Subpart 2 continuing airworthiness, shall control the records as detailed in this paragraph and present the records to the DGCA upon request.

(g) All entries made in the aircraft continuing airworthiness records shall be clear, accurate and in ink or other permanent material. When it is necessary to correct an entry, the correction shall be made in a manner that clearly shows the original entry.

(h) An owner or operator shall ensure that a system has been established to keep the following records for the periods specified:

1. All detailed maintenance records in respect of the aircraft and any life-limited component fitted thereto, at least 24 months after the aircraft or component was permanently withdrawn from service, and;
2. The total time and flight cycles as appropriate, of the aircraft and all life-limited components, at least 12 months after the aircraft or component has been permanently withdrawn from service, and;
3. The time and flight cycles as appropriate, since last scheduled maintenance of the component subjected to a service life limit, at least until the component scheduled

maintenance has been superseded by another scheduled maintenance of equivalent work scope and detail, and;

4. The current status of compliance with maintenance programme such that compliance with the approved aircraft maintenance programme can be established, at least until the aircraft or component scheduled maintenance has been superseded by other scheduled maintenance of equivalent work scope and detail, and;
5. The current status of airworthiness directives applicable to the aircraft and components, at least 12 months after the aircraft or component has been permanently withdrawn from service, and;
6. Details of current modifications and repairs to the aircraft, engine(s), propeller(s) and any other component vital to flight safety, at least 12 months after they have been permanently withdrawn from service.

2.6 Operator's Technical Log System

(a) In the case of commercial air transport, in addition to the requirements of 2.5 above, an operator shall use an aircraft technical log system containing the following information for each aircraft:
   1. Information about each flight, necessary to ensure continued flight safety, and;
   2. The current aircraft certificate of release to service, and;
   3. The current maintenance statement giving the aircraft maintenance status of what scheduled and out of phase maintenance is next due, and;
   4. All outstanding deferred defects rectifications that affect the operation of the aircraft, and;
   5. Any necessary guidance instructions on maintenance support arrangements.

(b) The aircraft technical log system and any subsequent amendment shall be approved by the DGCA.

(c) An operator shall ensure that the aircraft technical log is retained for 24 months after the date of the last entry.

2.7 Transfer of Aircraft Continuing Airworthiness Records

(a) The owner or operator shall ensure when an aircraft is permanently transferred from one owner or operator to another that the 2.5 continuing airworthiness records and, if applicable, 2.6 operator's technical logs are also transferred.

(b) The owner shall ensure, when he contracts the continuing airworthiness management tasks to a continuing airworthiness management organisation, that the 2.5 continuing airworthiness records are transferred to the organisation.

(c) The time periods prescribed for the retention of records shall continue to apply to the new owner, operator or continuing airworthiness management organisation.

3. MAINTENANCE STANDARDS

3.1 Maintenance Data

(a) The person or organisation maintaining an aircraft shall have access to and use only applicable current maintenance data in the performance of maintenance including modifications and repairs.

(b) For the purposes of this Subpart, applicable maintenance data is:
   1. Any applicable requirement, procedure, standard or information issued by the DGCA,
   2. Any applicable airworthiness directive,
   3. Applicable instructions for continuing airworthiness, issued by type certificate holders, supplementary type certificate holders and any other organisation that

publishes such data in accordance with FAR 21/Part 21 or equivalent acceptable to the DGCA.

4. Any applicable data issued in accordance with scope of AMO approval issued by the DGCA.

(c) The person or organisation maintaining an aircraft shall ensure that all applicable maintenance data is current and readily available for use when required. The person or organisation shall establish a work card or worksheet system to be used and shall either transcribe accurately the maintenance data into such work cards or worksheets or make precise reference to the particular maintenance task or tasks contained in such maintenance data. In the case of airworthiness directives, the person or organisation responsible for maintenance of aircraft shall maintain a summary of airworthiness directive compliance listing for all issued airworthiness directive in respect of each aircraft.

3.2 Performance of Maintenance

(a) All maintenance shall be performed by qualified personnel, following the methods, techniques, standards and instructions specified in the 3.1 maintenance data. Furthermore, an independent inspection shall be carried out after any flight safety sensitive maintenance task. Duplicate inspection of flight attitude device and engine controls to be carried out by two independent personnel authorised for this purpose in accordance with appropriate data in aircraft maintenance manual.

(b) All maintenance shall be performed using the tools, equipment and material specified in the 3.1 maintenance data unless otherwise specified by the AMO approval. Where necessary, tools and equipment shall be controlled and calibrated to an officially recognised standard.

(c) The area in which maintenance is carried out shall be well organised and clean in respect of dirt and contamination.

(d) All maintenance shall be performed within any environmental limitations specified in the 3.1 maintenance data.

(e) In case of inclement weather or lengthy maintenance, proper facilities shall be used.

(f) After completion of all maintenance a general verification must be carried out to ensure the aircraft or component is clear of all tools, equipment and any other extraneous parts and material, and that all access panels removed have been refitted.

3.3 Aircraft Defects

(a) Any aircraft defect that hazards seriously the flight safety shall be rectified before further flight.

(b) Only the authorised certifying staff, according to 7.1 (b)1, 7.2(b)2 or approved AMO can decide, using 3.1maintenance data, whether an aircraft defect hazards seriously the flight safety and therefore decide when and which rectification action shall be taken before further flight and which defect rectification can be deferred. The list of deferred maintenance shall be listed in a logbook maintain for this purpose and **separate summary report of deferred defect** also be maintained in the aircraft for quick reference. However, this does not apply when:

1. The approved minimum equipment list as mandated by the DGCA is used by the pilot; or,
2. Aircraft defects are defined as being acceptable by the DGCA.

(c) Any aircraft defect that would not hazard seriously the flight safety shall be rectified as soon as practicable, after the date the aircraft defect was first identified and within any limits specified in the maintenance data.

(d) Any defect not rectified before flight shall be recorded in the 2.5 aircraft maintenance record system or 2.6 operator's technical log system as applicable.

4. COMPONENTS

4.1 Installation

(a) No component shall be fitted unless it is in a satisfactory condition, has been appropriately released to service on CAASL Form 1 or equivalent and is marked accordingly, unless otherwise specified in the AMO approval.

(b) Prior to installation of a component on an aircraft the person or approved maintenance organisation shall ensure that the particular component is eligible to be fitted when different modification and/or airworthiness directive configurations may be applicable.

(c) Standard parts shall only be fitted to an aircraft or a component when the maintenance data specifies the particular standard part. Standard parts shall only be fitted when accompanied by evidence of conformity traceable to the applicable standard.

(d) Material being either raw material or consumable material shall only be used on an aircraft or a component when the aircraft or component manufacturer states so in relevant maintenance data or as specified in the AMO approval. Such material shall only be used when the material meets the required specification and has appropriate traceability. All material must be accompanied by documentation clearly relating to the particular material and containing conformity to specification statement plus both the manufacturing and supplier source.

4.2 Component Maintenance

(a) The maintenance of components shall be performed by appropriately approved maintenance organisations.

(b) Maintenance on any component shall be performed by 7.1(b)2 certifying staff only whilst such components are fitted to the aircraft. Such components, nevertheless, can be temporarily removed for maintenance when such removal is expressly permitted by the aircraft maintenance manual to improve access

4.3 Service Life Limited Components

Installed service life limited components shall not exceed the approved service life limit as specified in the approved maintenance programme and airworthiness directives.

4.4 Control of Unserviceable Components

(a) A component shall be considered unserviceable in any one of the following circumstances:

1. Expiry of the service life limit as defined in the maintenance program;
2. Non-compliance with the applicable airworthiness directives and other continued airworthiness requirement mandated by the DGCA;
3. Absence of the necessary information to determine the airworthiness status or eligibility for installation;
4. Evidence of defects or malfunctions;
5. Involvement in an incident or accident likely to affect its serviceability.

(b) Unserviceable components shall be identified and stored in a secure location under the control of the approved organisation until a decision is made on the future status of such component.

(c) Components which have reached their certified life limit or contain a non-repairable defect shall be classified as unsalvageable and shall not be permitted to re-enter the component supply system, unless certified life limits have been extended or a repair solution has been approved according to 2.4 data for modification and repairs.

(d) Any person or organisation accountable under this ASN shall, in the case of paragraph (c) unsalvageable components:
   1. Retain such component in the paragraph (b) location, or;
   2. Arrange for the component to be mutilated in a manner that ensures that it is beyond economic salvage or repair before relinquishing responsibility for such component.

(e) Notwithstanding paragraph (d) a person or organisation accountable under this ASN may transfer responsibility of components classified as unsalvageable to an organisation for training or research without mutilation.

5. MAINTENANCE ORGANISATION

5.1 Scope

This Subpart establishes the requirements to be met by an organisation to qualify for the issue or continuation of an approval for the maintenance of aircraft and components **not listed in 1.1 (f) and (g).**

5.2 Application

An application for issue or variation of a maintenance organisation approval shall be made on a form and in a manner established by the DGCA.

5.3 Extent of Approval

(a) The grant of approval is indicated by the issue of a certificate by the DGCA. The 5.4 approved maintenance organisation's manual must specify the scope of work deemed to constitute approval.
   The Appendix 4 to this Part defines all classes and ratings possible under this Subpart.

(b) An approved maintenance organisation shall fabricate, in conformity with maintenance data, a restricted range of parts for the use in the course of undergoing work within its own facilities, as identified in the maintenance organisation manual.

5.4 Maintenance Organisation Manual

(a) The maintenance organisation shall provide a manual containing at least the following information:
   1. A statement signed by the accountable manager to confirm that the organisation will continuously work in accordance with this ASN and the manual at all times, and;
   2. The organisation's scope of work, and;
   3. The title(s) and name(s) of person(s) referred to in 5.6 (b), and;
   4. An organisation chart showing associated chains of responsibility between the person(s) referred to in 5.6(b), and;
   5. A list of certifying staff, and;
   6. A general description and location of the facilities, and;
   7. Procedures specifying how the maintenance organisation ensures compliance with this Part, and;
   8. The maintenance control manual amendment procedure(s).

(b) The maintenance organisation manual and its amendments shall be approved by the DGCA.

(c) Notwithstanding paragraph (b) minor amendments to the manual may be approved through a procedure (hereinafter called indirect approval).

5.5 Facilities

The organisation shall ensure that:

(a) Facilities are provided for all planned work, specialised workshops and bays are segregated as appropriate, to ensure protection from contamination and the environment.
(b) Office accommodation is provided for the management of all planned work including in particular, the completion of maintenance records.
(c) Secure storage facilities are provided for components, equipment, tools and material. Storage conditions shall ensure segregation of unserviceable components and material from all other components, material, equipment and tools. Storage conditions shall be in accordance with the manufacturers' instructions and access shall be restricted to authorised personnel.

5.6 Personnel Requirements

(a) The organisation shall appoint an accountable manager, who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by this Part.
(b) A person or group of persons shall be nominated with the responsibility of ensuring that the organisation is always in compliance with this Subpart. Such person(s) shall be ultimately responsible to the accountable manager.
(c) All paragraph (b) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft and/or component maintenance.
(d) The organisation shall have appropriate staff for the normal expected contracted work. The use of temporarily subcontracted staff is permitted in the case of higher than normally expected contracted work and only for personnel not issuing a certificate of release to service.
(e) The qualification of all personnel involved in maintenance shall be demonstrated and recorded.
(f) Personnel who carry out specialised tasks such as welding, non-destructive testing/ inspection other than colour contrast shall be qualified in accordance with an officially recognised standard defined in ASN 022 and ASN 021 respectively.
(g) The maintenance organisation shall have sufficient certifying staff to issue 5.12 and 5.13 certificates of release to service for aircraft and components. They shall comply with the requirements of Aircraft Maintenance Licence standards in ASN 083.

5.7 Certifying Staff

(a) In addition to 5.6 (g), certifying staff can only exercise their privileges, if the organisation has ensured:
    1. That certifying staff can demonstrate that in the preceding two-year period they have either had six months of relevant maintenance experience or, met the provision for the issue of the appropriate privileges; and,
    2. That certifying staff has an adequate understanding of the relevant aircraft and/or aircraft component(s) to be maintained together with the associated organisation procedures
(b) In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff is available, the maintenance organisation contracted to provide maintenance support may issue a one-off certification authorisation:
    1. To one of its employees holding type qualifications on aircraft of similar technology, construction and systems; or
    2. To any person with not less than five years maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification provided there is no organisation appropriately approved under this Part

at that location and the contracted organisation obtains and holds on file evidence of the experience and the licence of that person.

All such cases must be reported to the DGCA with required evidences to issue such certification authorisation.

(c) The approved maintenance organisation shall record all details concerning certifying staff and maintain a current list of all certifying staff.

5.8 Components, Equipment and Tools

(a) The organisation shall:

1. Hold the equipment and tools specified in the 5.9 maintenance data or verified equivalents as listed in the maintenance organisation manual as necessary for day-to-day maintenance within the scope of the approval; and,
2. Demonstrate that it has access to all other equipment and tools used only on an occasional basis.

(b) Tools and equipment shall be controlled and calibrated to an officially recognised standard. Records of such calibrations and the standard used shall be kept by the organisation.

(c) The organisation shall inspect, classify and appropriately segregate all incoming components.

5.9 Maintenance Data

The approved maintenance organisation shall hold and use applicable current maintenance data specified in 3.1 in the performance of maintenance including modifications and repairs. In the case of customer provided maintenance data, it is only necessary to have such data when the work is in progress.

5.10 Maintenance Work Orders

Before the commencement of maintenance a written work order shall be agreed between the organisation and the customer to clearly establish the maintenance to be carried out.

5.11 Maintenance Standards

All maintenance shall be carried out in accordance with the requirements given in Subpart 3 maintenance standards.

5.12 Aircraft Certificate of Release to Service

At the completion of all required aircraft maintenance in accordance with this Subpart an aircraft certificate of release to service shall be issued according to 7.1aircraft certificate of release to service.

5.13 Component Certificate of Release to Service

(a) At the completion of all required component maintenance in accordance with this Subpart a component certificate of release to service shall be issued according to 7.2, CAASL Form 1 shall be issued except for those components fabricated in accordance with 5.3 (b).

(b) The component certificate release to service document, CAASL Form 1 may be generated from a computer database.

5.14 Maintenance Records

(a) The approved maintenance organisation shall record all details of work carried out. Records necessary to prove all requirements have been met for issuance of the certificate of release to service including the sub-contractor's release documents shall be retained.
(b) The approved maintenance organisation shall provide a copy of each certificate of release to service to the aircraft owner/operator, together with a copy of any specific approved repair/modification data used for repairs/modifications carried out.
(c) The approved maintenance organisation shall retain a copy of all maintenance records and any associated maintenance data for two years from the date the aircraft or aircraft component to which the work relates was released from the approved maintenance organisation.
    1. The records shall be stored in a manner that ensures protection from damage and theft.
    2. All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.
    3. Where an approved maintenance organisation terminates its operation, all retained maintenance records covering the last two years shall be distributed to the last owner or customer of the respective aircraft or component or shall be stored as specified by the DGCA.

5.15 Privileges of the Organisation
The organisation shall:
1. Maintain any aircraft and/or component for which it is approved at the locations specified in the approval certificate and in the manual.
2. Maintain any aircraft and/or component for which it is approved at any other location subject to such maintenance being only necessary to rectify arising defects.
3. Issue certificates of release to service on completion of maintenance, in accordance with 5.12 or 5.13 of this Subpart.

5.16 Organisational Review
To ensure that the approved maintenance organisation continues to meet the requirements of this Subpart, it shall organise, on a regular basis, organisational reviews.

5.17 Changes to the approved maintenance organisation
In order to enable the DGCA to determine continued compliance with this Part, the approved maintenance organisation shall notify it of any proposal to carry out any of the following changes, before such changes take place:
1. The name of the organisation;
2. The location of the organisation;
3. Additional locations of the organisation;
4. The accountable manager;
5. Any of the persons specified in paragraph 5.6 (b);
6. The facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the approval.

In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.

5.18 Continued Validity of Approval
(a) An approval shall be issued for a one year period. It shall remain valid subject to:

1. The organisation remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under 5.19, and;
2. The approval not being surrendered or revoked;

(b) Upon surrender or revocation, the approval certificate shall be returned to the DGCA.

5.19 Findings

(a) A level 1 finding is any significant non-compliance with this ASN requirement, which lowers the safety standard and hazards seriously the flight safety.

(b) A level 2 finding is any non-compliance with this ASN requirement, which could lower the safety standard and possibly hazard the flight safety.

(c) After receipt of notification of findings according to 5.5, the holder of the maintenance organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the DGCA within a period agreed.

6. CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION

6.1 Scope

This Subpart establishes the requirements to be met by an organisation to qualify for the issue or renew of an approval for the management of aircraft continuing airworthiness.

6.2 Application

An application for issue or renewal of a continuing airworthiness management organisation approval shall be made on a form and in a manner established by the DGCA.

6.3 Renewal of Approval

(a) The grant of approval is indicated by the issue of a certificate by the DGCA. The 6.4 approved continuing airworthiness management exposition or approved maintenance control manual must specify the scope of work deemed to constitute approval.

(b) Notwithstanding paragraph (a), for commercial air transport, the approval shall be part of the air operator certificate issued by the DGCA, for the aircraft operated.

6.4 Continuing Airworthiness Management Exposition

(a) The continuing airworthiness management organisation shall provide a continuing airworthiness management exposition or approved maintenance control manual containing the following information:

1. A statement signed by the accountable manager to confirm that the organisation will work in accordance with this Part and the exposition at all times, and;
2. The organisation's scope of work, and;
3. The title(s) and name(s) of person(s) referred to in 6.6 (b) and 6.6(c), and;
4. An organisation chart showing associated chains of responsibility between the person(s) referred to in 6.6 (b) and 6.7(c), and;
5. A list of 6.7 airworthiness review staff, and;
6. A general description and location of the facilities, and;
7. Procedures specifying how the continuing airworthiness management organisation ensures compliance with this Part, and;
8. The continuing airworthiness management exposition amendment procedures.

(b) The continuing airworthiness management exposition and its amendments shall be approved by the DGCA.

Notwithstanding paragraph (b) minor amendments to the exposition may be approved through an exposition procedure (hereinafter called indirect approval).

6.5 Facilities

The continuing airworthiness management organisation shall provide suitable office accommodation at appropriate locations for the personnel specified in 6.6 personnel requirements.

6.6 Personnel Requirements

(a) The organisation shall appoint an accountable manager, who has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with this Part.

(b) For commercial air transport the paragraph (a) accountable manager shall be the person who also has corporate authority for ensuring that all the operations of the operator can be financed and carried out to the standard required for the issue of an air operator's certificate.

(c) A person or group of persons shall be nominated with the responsibility of ensuring that the organisation is always in compliance with this Subpart. Such person(s) shall be ultimately responsible to the accountable manager.

(d) For commercial air transport, the accountable manager shall designate a nominated post holder. This person shall be responsible for the management and supervision of continuing airworthiness activities, pursuant to paragraph (c).

(e) The organisation shall have sufficient appropriately qualified staff for the expected work.

(f) All paragraph (c) and (d) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft continuing airworthiness.

(g) The qualification of all personnel involved in continuing airworthiness management shall be recorded.

6.7 Airworthiness Review Staff

(a) To be approved to carry out airworthiness reviews, an approved continuing airworthiness management organisation shall have appropriate airworthiness review staff to issue Subpart 8 airworthiness review certificates or recommendations. In addition to 6.6 requirements, these staff shall have acquired:

1. At least five years experience in continuing airworthiness, and;
2. An appropriate AML holder or an aeronautical degree or equivalent, and;
3. Formal aeronautical maintenance training, and;
4. A position within the approved organisation with appropriate responsibilities.

(b) Airworthiness review staff nominated by the approved continuing airworthiness organisation can only be issued an authorisation by the approved continuing airworthiness organisation when formally accepted by the DGCA after satisfactory completion of an airworthiness review under supervision.

(c) The organisation shall ensure that aircraft airworthiness review staff can demonstrate appropriate recent continuing airworthiness management experience.

(d) Airworthiness review staff shall be identified by listing each person in the continuing airworthiness management exposition together with their airworthiness review authorisation reference.

(e) The organisation shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training and a copy of the authorisation. This record shall be retained until two years after the airworthiness review staff has left the organisation.

6.8 Continuing Airworthiness Management

(a) All continuing airworthiness management shall be carried out according to the prescriptions of Subpart 2.

(b) For every aircraft managed, the approved continuing airworthiness management organisation shall:

1. Develop and control a maintenance programme for the aircraft managed including any applicable reliability programme,
2. Present the aircraft maintenance programme and its amendments to the competent authority for approval and provide a copy of the programme to the owner of non commercially operated aircraft,
3. Manage the approval of modification and repairs,
4. Ensure that all maintenance is carried out in accordance with the approved maintenance programme and released in accordance with Subpart 7,
5. Ensure that all applicable airworthiness directives and operational directives with a continuing airworthiness impact, are applied,
6. Ensure that all defects discovered during scheduled maintenance or reported are corrected by an appropriately approved maintenance organisation,
7. Ensure that the aircraft is taken to an appropriately approved maintenance organisation whenever necessary,
8. Coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts, and component inspection to ensure the work is carried out properly,
9. Manage and archive all continuing airworthiness records and/or operator's technical log.
10. Ensure that the mass and balance statement reflects the current status of the aircraft.

6.9 Documentation

The approved continuing airworthiness management organisation shall hold and use applicable current 3.1 maintenance data in the performance of 6.8 continuing airworthiness tasks.

6.10 Airworthiness Review

(a) To satisfy the requirement for an 8.2 airworthiness review of an aircraft, a full documented review of the aircraft records shall be carried out by the approved continuing airworthiness management organisation in order to be satisfied that:

1. Airframe, engine and propeller flying hours and associated flight cycles have been properly recorded, and;
2. The flight manual is applicable to the aircraft configuration and reflects the latest revision status, and;
3. All the maintenance due on the aircraft according to the approved maintenance programme has been carried out, and;
4. All known defects have been corrected or, when applicable, carried forward in a controlled manner, and;
5. All applicable airworthiness directives have been applied and properly registered, and;
6. All modifications and repairs applied to the aircraft have been registered and are approved according to FAA21/Part-21 or equivalent standard acceptable to the DGCA , and;
7. All service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit, and;

8. All maintenance has been released in accordance with this Part, and;
9. The current mass and balance statement reflects the configuration of the aircraft and is valid, and;
10. The aircraft complies with the latest revision of its approved type design.

(b) The approved continuing airworthiness management organisation's airworthiness review staff shall carry out a physical survey of the aircraft.

(c) Through the physical survey of the aircraft, the airworthiness review staff shall ensure that:
1. All required markings and placards are properly installed, and;
2. The aircraft complies with its approved flight manual, and;
3. The aircraft configuration complies with the approved documentation, and;
4. No evident defect can be found that has not been addressed according to 3.3 and;
5. No inconsistencies can be found between the aircraft and the paragraph (a) documented review of records.

(d) By derogation to 8.2 (a) the airworthiness review can be anticipated by a maximum period of 90 days without loss of continuity of the airworthiness review pattern, to allow the physical review to take place during a maintenance check. However the airworthiness review certificate should not be issued 30 days before the renewal of the Certificate of Airworthiness.

(e) An 8.2 airworthiness review certificate (Appendix 3) or a recommendation is issued by appropriately authorised 6.7 airworthiness review staff on behalf of the approved continuing airworthiness management organisation when satisfied that the airworthiness review has been properly carried out.

(f) Airworthiness review tasks shall not be sub-contracted.

(g) Should the outcome of the airworthiness review be inconclusive, the DGCA shall be informed.

6.11 Privileges of the Organisation

(a) An approved continuing airworthiness management organisation, may:
1. Manage the continuing airworthiness of non-commercial air transport aircraft as listed on the approval certificate.
2. Manage the continuing airworthiness of commercial air transport aircraft when listed on its air operator certificate.
3. Arrange to carry out any task of continuing airworthiness within the limitation of its approval with another organisation that is working under its quality system.

(b) An approved continuing airworthiness management organisation may additionally be approved to:
1. Issue an airworthiness review certificate, or;
2. Make a recommendation for the airworthiness review to the DGCA in respect of aircraft are maintained by another operator.

6.12 Quality System

(a) To ensure that the approved continuing airworthiness management organisation continues to meet the requirements of this Subpart, it shall establish a quality system and designate a quality manager to monitor compliance with, and the adequacy of, procedures required to ensure airworthy aircraft. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary.

(b) The quality system shall monitor activities in this Subpart. It shall at least include the following functions:
1. Monitoring that all activities in this Subpart are being performed in accordance with the approved procedures, and;

2. Monitoring that all contracted maintenance is carried out in accordance with the contract, and;
3. Monitoring the continued compliance with the requirements of this Part.

(c) The records of these activities shall be stored for at least two years.

(d) Where the approved continuing airworthiness management organisation is approved in accordance with another Part, the quality system may be combined with that required by the other Part.

(e) In case of commercial air transport the quality system in this Subpart shall be an integrated part of the operator's quality system.

(f) In the case of a small organisation that does not have the privileges granted under 6.11(b), the quality system can be replaced by performing organisational reviews on a regular basis.

6.13 Changes to the Approved Continuing Airworthiness Organisation

In order to enable the DGCA to determine continued compliance with this Part, the approved continuing airworthiness management organisation shall notify it of any proposal to carry out any of the following changes, before such changes take place:

1. The name of the organisation.
2. The location of the organisation.
3. Additional locations of the organisation.
4. The accountable manager.
5. Any of the persons specified in 6.6(c).
6. The facilities, procedures, work scope and staff that could affect the approval.

In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity

6.14 Record-keeping

(a) The continuing airworthiness management organisation shall record all details of work carried out. The records required by 2.5 and if applicable 2.6 shall be retained.

(b) If the continuing airworthiness management organisation has the privilege of 6.11(b), it shall retain a copy of each airworthiness review certificate and recommendation issued, together with all supporting documents.

(c) The continuing airworthiness management organisation shall retain a copy of all records listed in paragraph (b) until two years after the aircraft has been permanently withdrawn from service.

(d) The records shall be stored in a manner that ensures protection from damage, alteration and theft.

(e) All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.

(f) Where continuing airworthiness management of an aircraft is transferred to another organisation or person, all retained records shall be transferred to the said organisation or person. The time periods prescribed for the retention of records shall continue to apply to the said organisation or person.

(g) Where a continuing airworthiness management organisation terminates its operation, all retained records shall be transferred to the owner of the aircraft.

6.15 Continued Validity of Approval

(a) An approval shall be issued for a maximum period of one year. It shall remain valid subject to:

1. The organisation remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under 6.5 and;
2. The DGCA being granted access to the organisation to determine continued compliance with this Part, and;
3. The approval not being surrendered or revoked.

(b) Upon surrender or revocation, the approval certificate shall be returned to the DGCA.

6.16 Findings

(a) A level 1 finding is any significant non-compliance with this ASN requirement, which lowers the safety standard and hazards seriously the flight safety.

(b) A level 2 finding is any non-compliance with this ASN requirement, which could lower the safety standard and possibly hazard the flight safety.

(c) After receipt of notification of findings according to 6.5, the holder of the continuing airworthiness management organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the DGCA within a period agreed.

7. CERTIFICATE OF RELEASE TO SERVICE — CRS

7.1 Aircraft Certificate of Release to Service

(a) Except for aircraft released to service issued by an AMO, the certificate of release to service shall be issued according to this Subpart.

(b) A certificate of release to service shall be issued before flight at the completion of any maintenance. When satisfied that all maintenance required has been properly carried out, a certificate of release to service shall be issued:
1. By appropriate certifying staff on behalf of the Subpart 5 approved maintenance organisation; or
2. Except for complex maintenance tasks listed in Appendix 5, by certifying staff in compliance with the requirements of AML system; or
3. By the 7.3 pilot-owner as appropriate.

(c) In the case of a release to service under (b) 2 the certifying staff may be assisted in the execution of the maintenance tasks by one or more persons under his direct and continuous control.

(d) A certificate of release to service shall contain basic details of the maintenance carried out, the date such maintenance was completed and:
1. The identity including approval reference of the Subpart 5 approved maintenance organisation and certifying staff issuing such a certificate; or
2. In the case of subparagraph (b) 2 certificate of release to service, the identity and if applicable licence number of the certifying staff issuing such a certificate.

(e) Notwithstanding paragraph (b) in the case of incomplete maintenance, such fact shall be entered in the aircraft certificate of release to service before the issue of such certificate.

(f) A certificate of release to service shall not be issued in the case of any known non-compliance, which hazards seriously the flight safety.

(g) A person shall not certify an aircraft or aircraft components for release to service in an aircraft technical log unless each applicable section of the technical log is completed, including details of any deferred rectification. The format of the aircraft technical log shall be approved by the DGCA and may contain the statement ‘ the work has been carried out in accordance with the requirements of the SRI LANKA AIR NAVIGATION REGULATIONS for the time being in force and in that respect the Aircraft/ Equipment is considered to be fit for release to service’.

7.2 Component Certificate of Release to Service

(a) A certificate of release to service shall be issued at the completion of any maintenance on an aircraft component whilst off the aircraft.

(b) The authorised release certificate identified as CAASL Form 1 constitutes the aircraft component certificate of release to service.

7.3 Pilot-owner Authorisation

(a) The pilot-owner is the person who owns or jointly owns the aircraft being maintained and holds a valid pilot licence with the appropriate type or class rating.

(b) For any privately operated aircraft of simple design with a maximum take-off mass of less than 2730 kg, glider and balloon, the pilot-owner may issue the certificate of release to service after limited pilot owner maintenance listed in Appendix 6.

(c) Limited pilot owner maintenance shall be defined in the 2.2 aircraft maintenance programme and it's Appendix 6.

(d) The certificate of release to service must be entered in the logbooks and contain basic details of the maintenance carried out, the date such maintenance was completed and the identity and pilot licence number of the pilot-owner issuing such a certificate.

(e) The document evidences relating to the pilot proficiency in maintenance shall be submitted to the DGCA for autorisation to perform Pilot Owned Maintenance described in the above (c).

8. AIRWORTHINESS REVIEW CERTIFICATE

8.1 Aircraft Airworthiness Review

To ensure the validity of the aircraft airworthiness certificate an-airworthiness review of the aircraft and its continuing airworthiness records must be carried out periodically.

(a) An airworthiness review certificate is issued in accordance with Appendix 3 format on completion of a satisfactory airworthiness review and is valid one year.

(b) An aircraft in a controlled environment is an aircraft continuously managed by a Subpart 6 approved continuing airworthiness management organisation, which has not changed organisations in the previous 12 months, and which is maintained by approved maintenance organisations. This includes 7.3 (b) maintenance carried out and released to service according to 7.1 (b) 2 or 7.1 (b) 3.

(c) If an aircraft is within a controlled environment, the continuing airworthiness management organisation managing the aircraft may if appropriately approved:

1. Issue the airworthiness review certificate in accordance with 6.10 and;
2. For airworthiness review certificates it has issued, when the aircraft has remained within a controlled environment, extend twice the validity of the airworthiness review certificate for a period of one year each time. An airworthiness review certificate shall not be extended if the organisation is aware or has reason to believe that the aircraft is unairworthy

(d) Whenever circumstances show the existence of a potential safety threat, the DGCA shall decide to carry out the airworthiness review to issue the certificate of airworthiness. In this case, the owner or operator shall provide the DGCA with:

- The documentation required by the DGCA,
- Suitable accommodation at the appropriate location for its personnel, and
- When necessary the support of personnel appropriately qualified in accordance with AML requirements in ASN 083.

8.2 Validity of the Airworthiness Review Certificate

(a) An airworthiness review certificate becomes invalid if:

1. Suspended or revoked; or
2. The airworthiness certificate is suspended or revoked; or
3. The aircraft is not on the civil aircraft register of Sri Lanka; or
4. The type certificate under which the airworthiness certificate was issued is suspended or revoked.

(b) An aircraft must not fly if the airworthiness certificate is invalid or if:
1. The continuing airworthiness of the aircraft or any component fitted to the aircraft does not meet the requirements of this ASN, or;
2. The aircraft does not remain in conformity with the approved type design; or
3. The aircraft has been operated beyond the limitations of the approved flight manual or the airworthiness certificate, without appropriate action being taken; or
4. The aircraft has been involved in an accident or incident that affects the airworthiness of the aircraft, without subsequent appropriate action to restore airworthiness; or
5. A modification or repair has not been approved in accordance with FAR 21/Part-21 or any other design standard acceptable to the DGCA.

(c) Upon surrender or revocation, the airworthiness review certificate shall be returned to the DGCA.

8.3 Airworthiness Review of Aircraft Imported into Sri Lanka

(a) When importing an aircraft into Sri Lanka, the applicant shall:
1. Apply to the DGCA for the issuance of a new airworthiness certificate; and
2. Have an airworthiness review carried out by an appropriately approved continuing airworthiness management organisation; and
3. Have all maintenance as required by the continuing airworthiness management organisation carried out.

(b) When satisfied that the aircraft is in compliance with the relevant requirements, the continuing airworthiness management organisation shall send a documented recommendation for the issuance of an airworthiness review certificate.

(c) The owner shall allow access to the aircraft for inspection by the DGCA.

(d) A new airworthiness certificate will be issued by the DGCA when it is satisfied that the aircraft complies with FAR 21/Part 21 or any other design standards acceptable to the DGCA

8.4 Findings

(a) A level 1 finding is any significant non-compliance with this ASN requirement, which lowers the safety standard and hazards seriously the flight safety.

(b) A level 2 finding is any non-compliance with this ASN requirement, which could lower the safety standard and possibly hazard the flight safety.

(c) After receipt of notification of findings according to airworthiness continuing airworthiness monitoring, the person or organisation accountable according to 1.1 responsibilities shall define a corrective action plan and demonstrate corrective action to the satisfaction of the DGCA within a period agreed with including appropriate corrective action to prevent reoccurrence of the finding and its root cause.

Appendix 1

Continuing Airworthiness Arrangement

1. When an owner contracts an Subpart 6 approved continuing airworthiness organisation in accordance with 1.1 to carry out continuing airworthiness management tasks, upon request by the DGCA a copy of the arrangement shall be sent by the owner to the DGCA once it has been signed by both parties.
2. The arrangement shall be developed taking into account the requirements of this ASN and shall define the obligations of the signatories in relation to continuing airworthiness of the aircraft.
3. It shall contain as a minimum the:
   - Aircraft registration,
   - Aircraft type,
   - Aircraft serial number,
   - Aircraft owner or registered lessee's name or company details including the address,
4. It shall state the following:

   'The owner entrusts to the approved organisation the management of the continuing airworthiness of the aircraft the development of a maintenance programme that shall be approved by the DGCA, and the organisation of the maintenance of the aircraft according to said maintenance programme in an approved organisation.

   According to the present arrangement, both signatories undertake to follow the respective obligations of this arrangement.

   The owner certifies, to the best of their belief that all the information given to the approved organisation concerning the continuing airworthiness of the aircraft is and will be accurate and that the aircraft will not be altered without prior approval of the approved organisation.

   In case of any non-conformity with this arrangement, by either of the signatories, it will become null. In such a case, the owner will retain full responsibility for every task linked to the continuing airworthiness of the aircraft and the owner will undertake to inform the DGCA within seven days.
5. When an owner contracts a Subpart 6 approved continuing airworthiness organisation in accordance with 1.1 the obligations of each party shall be shared as follows:

5.1. Obligations of the approved organisation:

1. Have the aircraft's type in the scope of its approval;
2. Respect the conditions to maintain the continuing airworthiness of the aircraft listed below:
   - Develop a maintenance programme for the aircraft, including any reliability programme developed,
   - Organise the approval of the aircraft's maintenance programme,
   - Once it has been approved, give a copy of the aircraft's maintenance programme to the owner,
   - Organise a bridging inspection with the aircraft's prior maintenance programme,
   - Organise for all maintenance to be carried out by an approved maintenance organisation,
   - Organise for all applicable airworthiness directives to be applied,
   - Organise for all defects discovered during scheduled maintenance or reported by the owner to be corrected by an approved maintenance organisation,
   - Coordinate scheduled maintenance, the application of airworthiness directives, the replacement of life limited parts, and component inspection requirements,
   - Inform the owner each time the aircraft shall be brought to an approved maintenance organisation,

- Manage all technical records,
- Archive all technical records;

3. Organise the approval of all and any modification to the aircraft according to FAR21/Part-21or any other acceptable design standards before it is embodied;
4. Organise the approval of all and any repair to the aircraft according to FAR 21/Part-21or any other acceptable design standards before it is carried out;
5. Inform the airworthiness section of CAA whenever the aircraft is not presented to the approved maintenance organisation by the owner as requested by the approved organisation;
6. Inform the airworthiness section of CAA whenever the present arrangement has not been respected;
7. Carry out the airworthiness review of the aircraft when necessary and fill the airworthiness review certificate or the recommendation to the DGCA;
8. Carry out all occurrences reporting mandated by applicable regulations;
9. Inform the authorities of the DGCA whenever the present arrangement is denounced by either party.

5.2. Obligations of the owner:

1. Have a general understanding of the approved maintenance programme;
2. Have a general understanding of this ASN;
3. Present the aircraft to the approved maintenance organisation agreed with the approved organisation at the due time designated by the approved organisation's request;
4. Not modify the aircraft without first consulting the approved organisation;
5. Inform the approved organisation of all maintenance exceptionally carried out without the knowledge and control of the approved organisation;
6. Report to the approved organisation through the logbook all defects found during operations;
7. Inform the DGCA and the approved organisation whenever the aircraft is sold;
8. Carry out all occurrence reporting mandated by applicable regulations

Appendix 2

Use of the CAASL Form 1 for Maintenance Release

<table>
<tr><td colspan="2">1. Approving Competent Authority/Country</td><td colspan="3">2
AUTHORISED RELEASE CERTIFICATE
CAASL FORM 1</td><td colspan="2">3. Form tracking Number</td></tr>
<tr><td colspan="5">4. Approved Organisation Name and Address</td><td colspan="2">5. Work Order/Contract /Invoice</td></tr>
<tr><td>6. Item</td><td>7. Description</td><td>8. Part No.</td><td>9.Eligibility</td><td>10. Qty.</td><td>11. Serial / Batch No.</td><td>12. Status /Work</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="7">13. Remarks</td></tr>
<tr><td colspan="3">14. Certifies that the items identified above were manufactured in conformity to:
- approved design data and are in condition for safe operation.
- non-approved design data specified in block 13</td><td colspan="4">19. Release to service as other regulation specified in block 13.
Certifies that unless otherwise specified in block 13, the work identified in block 12 and described in block 13, was accomplished in accordance with CAASL145 and in respect to that work the items are considered ready for release to service.</td></tr>
<tr><td colspan="2">15. Authorised Signature</td><td colspan="2">16. Approval/Authorisation Number</td><td colspan="2">20. Authorised Signature</td><td>21. Certificate/Approval reference No.</td></tr>
<tr><td colspan="2">17. Name</td><td colspan="2">18. Date (D/M/Y)</td><td colspan="2">22. Name</td><td>23. Date (D/M/Y)</td></tr>
</table>

1. GENERAL

The certificate shall comply with the format attached including block numbers in that each block must be located as per the layout. The size of each block may however be varied to suit the individual application, but not to the extent that would make the certificate unrecognisable. The overall size of the certificate may be significantly increased or decreased so long as the certificate remains recognisable and legible.

All printing shall be clear and legible to permit easy reading.

The certificate shall either be pre-printed or computer generated but in either case the printing of lines and characters must be clear and legible. Pre-printed wording is permitted in accordance with the attached model but no other certification statements are permitted.

The details to be entered on the certificate can be either machine/computer printed or handwriting using block letters and must permit easy reading.

Abbreviations must be restricted to a minimum.

The space remaining on the reverse side of the certificate may be used by the originator for any additional information but must not include any certification statement.

The original certificate must accompany the items and correlation must be established between the certificate and the items. A copy of the certificate must be retained by the organisation that manufactured or maintained the item. Where the certificate format and data is entirely computer generated, subject to acceptance by the DGCA, it is permissible to retain the certificate format and data on a secure database.

Where a single certificate was used to release a number of items and those items are subsequently separated out from each other, such as through a parts distributor, then a copy of the original certificate must accompany such items and the original certificate must be retained by the organisation that received the batch of items. Failure to retain the original certificate could invalidate the release status of the items.

NOTE: There is no restriction in the number of copies of the certificate sent to the customer or retained by the originator.

The certificate that accompanies the item may be attached to the item by being placed in an envelope for durability.

2. COMPLETION OF THE RELEASE CERTIFICATE BY THE ORIGINATOR
Except as otherwise stated, there must be an entry in all blocks to make the document a valid certificate.

Block 1 The country name under whose approval the certificate was issued. This information may be preprinted.

Block 2 Pre-printed ‘Authorised Release certificate/CAASL Form 1’.

Block 3 A unique number shall be pre-printed in this block for certificate control and traceability purposes except that in the case of a computer generated document, the unique number need not be pre-printed where the computer is programmed to produce the number.

Block 4 The full name and address plus mailing address if different of the approved organisation releasing the items covered by this certificate. This block may be pre-printed. Logos, etc., are permitted if the logo can be contained within the block.

Block 5 Its purpose is to reference work order/contract/invoice or any other internal organisational process such that a fast tractability system can be established

Block 6 This block is provided for the convenience of the organisation issuing the certificate to permit easy cross-reference to the 'Remarks' Block 13 by the use of item numbers. Completion is not mandatory.
Where a number of items are to be released on the certificate, it is permissible to use a separate listing cross-referring certificate and list to each other.

Block 7 The name or description of the item shall be given. Preference shall be given to use of the Illustrated Parts Catalogue (IPC) designation.

Block 8 State the Part Number. Preference shall be given to use of the IPC number designation.

Block 9 Used to indicate the Type-Approved products for which the released items are eligible for installation.
Completion of block is optional but if used, the following entries are permitted:

(a) The specific or series aircraft, engine, propeller or auxiliary power unit model, or a reference to a readily available catalogue or manual, which contains such information, for example: 'Cessna 150'.

(b) 'Various', if known to be eligible for installation on more than one model of Type-Approved product, unless the originator wishes to restrict usage to a particular model installation when it shall so state.

(c) 'Unknown', if eligibility is unknown, this category being primarily for use by maintenance organisations

NOTE: Any information in Block 9 does not constitute authority to fit the item to a particular aircraft, engine, propeller or auxiliary power unit. The User/installer shall confirm via documents such as the Parts Catalogue, Service Bulletins, etc. that the item is eligible for the particular installation.

Block 10 State the number of items being released.

Block 11 State the item Serial Number and/or Batch Number if applicable, if neither is applicable, state 'N/A'.

Block 12 The following words in quotation marks, with their definitions, indicate the status of the item being released. One or a combination of these words shall be stated in this block:

1. OVERHAULED
   The restoration of a used item by inspection, test and replacement in conformity with an approved standard (*) to extend the operational life.

2. INSPECTED/TESTED
   The examination of an item to establish conformity with an approved standard (*).
3. MODIFIED
   The alteration of an item in conformity with an approved standard (*).
4. REPAIRED
   The restoration of an item to a serviceable condition in conformity with an approved standard (*).
5. RETREADED
   The restoration of a used tyre in conformity with an approved standard (*).
6. REASSEMBLED
   The reassembly of an item in conformity with an approved standard (*).
   Example: A propeller after transportation.
   NOTE: This provision shall only be used in respect of items which were originally fully assembled by the manufacturer in accordance with manufacturing requirements such as, but not limited to Part-21.
   (*) Approved standard means a manufacturing/design/maintenance/quality standard approved by the DGCA.

The above statements shall be supported by reference in Block 13 to the approved data/manual/specification used during maintenance.

Block 13 It is mandatory to state any information in this block either direct or by reference to supporting documentation that identifies particular data or limitations relating to the items being released that are necessary for the User/installer to make the final airworthiness determination of the item. Information shall be clear, complete, and provided in a form and manner, which is adequate for the purpose of making such a determination.

Each statement shall be clearly identified as to which item it relates.

If there is no statement, state 'None'.

Some examples of the information to be quoted are as follows:
— The identity and issue of maintenance documentation used as the approved standard.
— Airworthiness Directives carried out and/or found carried out, as appropriate.
— Repairs carried out and/or found carried out, as appropriate.
— Modifications carried out and/or found carried out, as appropriate.
— Replacement parts installed and/or parts found installed, as appropriate.
— Life limited parts history.
— Deviations from the customer work order.
— Subpart 5-approval reference.
— Identity of other regulation (Eg. EASA Form 1, FAA Form 8310-3 or any other approved format acceptable to the DGCA.)
— Release statements to satisfy a foreign maintenance requirement.
— Release statements to satisfy the conditions of an international maintenance agreement.

Blocks 14, 15, 16, 17 & 18: Must not be used for maintenance tasks by Subpart 5 approved maintenance organisations. These blocks are specifically reserved for the release/certification of newly manufactured items in accordance with FAR 21/EASA Part 21 or any other design standards acceptable to the DGCA.

Block 19 Contains the required release to service statement for all maintenance by Subpart 5 approved maintenance organisations. When maintenance release is different to this ASN requirement, the block 13 shall specify the particular national regulation. In any case the appropriate box shall be 'ticked' to validate the release.

The certification statement 'except as otherwise specified in block 13' is intended to address the following situations;
(a) The case where the maintenance could not be completed.
(b) The case where the maintenance deviated from the standard required by this ASN.

Whichever case or combination of cases shall be specified in block 13.

Block 20 For the signature of the certifying staff authorised by the Subpart 5 approved maintenance organisation. This signature can be computer printed subject to DGCA being satisfied that only the signatory can direct the computer and that a signature is not possible on a blank computer generated form.

Block 21 The Subpart 5 approved maintenance organisation reference number given by the DGCA.

Block 22 The printed name of the Block 20 signatory and personal authorisation reference.

Block 23 The date of signing the Block 19 release to service. (d/m/y). The month shall appear in letters e.g. Jan, Feb, Mar, etc. The release to service shall be signed at the 'completion of maintenance'.

Please note the User Responsibility Statements are on the reverse of this certificate. These statements may be added to the front of the certificate below the bottom line by reducing the depth of the form

Appendix 3

Airworthiness Review Certificate

Approving State	**AIRWORTHINESS REVIEW CERTIFICATE**	Approval Reference

Pursuant to Air Navigation Regulation for the time being in force

(COMPANY NAME)MAINTENANCE MANAGEMENT ORGANISATION REFERENCE

has performed an airworthiness review according to paragraph 6 of ASN 085 on the following aircraft

Aircraft Manufacturer: ……..

Manufacturer's Designation: …….

Aircraft Registration: …….

Aircraft Serial Number: …….

The aircraft is considered to be airworthy at the time of the review.

Date of issue: …….. Date of expiry: ……..

Signed: …….. Authorisation No: ……..

1st Extension: The aircraft has remained in a controlled environment according to paragraph 8.1 of ASN 085 for the last year. The aircraft is considered to be airworthy at the time of the issue.

Date of issue: …….. Date of expiry: ……..

Signed: …… Authorisation No: …….

2nd Extension: The aircraft has remained in a controlled environment according to paragraph 8.1 of ASN 085 for the last year. The aircraft is considered to be airworthy at the time of the issue.

Date of issue: …….. Date of expiry: ……..

Signed: …… Authorisation No: …….

Appendix 4

Approval Ratings

ORGANISATION APPROVAL CLASS AND RATING SYSTEM

1. Except as stated otherwise for the smallest organisation in paragraph 11, Table 1 outlines the full extent of approval possible under Subpart 5 in a standardised form. An organisation must be granted an approval ranging from a single class and rating with limitations to all classes and ratings with limitations.
2. In addition to Table 1 the Subpart 5 approved maintenance organisation is required by Subpart 5 to indicate scope of work in the maintenance organisation exposition. See also paragraph 10.
3. Within the approval class(es) and rating(s) granted by the DGCA, the scope of work specified in the maintenance organisation exposition defines the exact limits of approval. It is therefore essential that the approval class(es) and rating(s) and the organisation's scope of work are compatible.
4. A category A class rating means that the Subpart 5 approved maintenance organisation may carry out maintenance on the aircraft and any component (including engines/APUs) only whilst such components are fitted to the aircraft except that such components can be temporarily removed for maintenance when such removal is expressly permitted by the aircraft maintenance manual to improve access for maintenance subject to a control procedure in the maintenance organisation exposition acceptable to the DGCA. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval.
5. A category B class rating means that the Subpart 5 approved maintenance organisation may carry out maintenance on the uninstalled Engine/APU ('Auxiliary Power Unit') and Engine/APU components only whilst such components are fitted to the Engine/APU except that such components can be temporarily removed for maintenance when such removal is expressly permitted by the Engine/APU manual to improve access for maintenance. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A Subpart 5 approved maintenance organisation with a category B class rating may also carry out maintenance on an installed engine during 'base' and 'line' maintenance subject to a control procedure in the maintenance organisation exposition. The maintenance organisation exposition scope of work shall reflect such activity where permitted by the DGCA.
6. A category C class rating means that the Subpart 5 approved maintenance organisation may carry out maintenance on uninstalled components (excluding engines and APUs) intended for fitment to the Aircraft or Engine/APU.
   The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A Subpart 5 approved maintenance organisation with a category C class rating may also carry out maintenance on an installed component during base and line maintenance or at an Engine/APU maintenance facility subject to a control procedure in the maintenance organisation exposition. The maintenance organisation exposition scope of work shall reflect such activity where permitted by the DGCA.
7. A category D class rating is a self contained class rating not necessarily related to a specific aircraft, engine or other component. The D1 — Non-Destructive Testing (NDT) rating is only necessary for a Subpart 5 approved maintenance organisation that carries out NDT as a particular task for another organisation. A Subpart 5 approved maintenance organisation with a class rating in A or B or C category may carry out NDT on products it

is maintaining subject to the maintenance organisation exposition containing NDT procedures, without the need for a D1 class rating.

8. The 'limitation' section is intended to give the maximum flexibility to customise the approval to a particular organisation. Table 1 specifies the types of limitation possible and whilst maintenance is listed last in each class rating it is acceptable to stress the maintenance task rather than the aircraft or engine type or manufacturer, if this is more appropriate to the organisation. An example could be avionic systems installations and maintenance.
9. Table 1 makes reference to series, type and group in the limitation section of class A and B. Series means a specific type series such as Cessna 150 or Cessna 172 or Beech 55 series or continental O-200 series etc. Type means a specific type or model such as Cessna 172RG type. Any number of series or types may be quoted. Group means for example Cessna single piston engined aircraft or Lycoming non-supercharged piston engines etc.
10. When a lengthy capability list is used which could be subject to frequent amendment, then such amendment shall be in accordance with a procedure acceptable to the DGCA and included in the Maintenance Organization Exposition. The procedure shall address the issues of who is responsible for capability list amendment control and the actions that need to be taken for amendment. Such actions include ensuring compliance with Subpart 5 for products or services added to the list.
11. A Subpart 5 approved maintenance organisation which employs only one person to both plan and carry out all maintenance can only hold a limited scope of approval rating. The maximum permissible limits are:-

CLASS AIRCRAFT	RATING A2 AEROPLANES	PISTON ENGINED 5700 KG AND BELOW
CLASS AIRCRAFT	RATING A3 SINGLE ENGINED HELICOPTERS	PISTON ENGINED 3175 KG AND BELOW
CLASS AIRCRAFT	RATING A4 AIRCRAFT OTHER THAN A1, A2 AND A3	NO LIMITATION
CLASS ENGINES	RATING B2 PISTON	LESS THAN 450 HP
CLASS COMPONENTS RATING OTHER THAN COMPLETE ENGINES OR APUs	C1 TO C20	AS PER CAPABILITY LIST
CLASS SPECIALISED	D1 NDT	NDT METHOD(S) TO BE SPECIFIED

It should be noted that such an organisation may be further limited by the DGCA in the scope of approval dependent upon the capability of the particular organisation.

Table 1

CLASS	RATING	LIMITATION
AIRCRAFT	A2 Aeroplanes 5 700 kg and below	Will state aeroplane manufacturer or group or series or type and/or the maintenance tasks
	A3 Single engined Helicopters	Will state helicopter manufacturer or group or series or type and/or the maintenance task(s)
	A4 Aircraft other than A1, A2 and A3	Will state aircraft series or type and/or the maintenance task(s)
ENGINES	B1 Turbine	Will state engine series or type and/or the maintenance task(s)
	B2 Piston	Will state engine manufacturer or group or series or type and/or the maintenance task(s)
	B3 APU	Will state engine manufacturer or series or type and/or the maintenance task(s)
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press	Will state aircraft type or aircraft manufacturer or component manufacturer or the particular component and/or cross refer to a capability list in the exposition and/or the maintenance task(s)
	C2 Auto Flight	
	C3 Comms and Nav	
	C4 Doors — Hatches	
	C5 Electrical Power	
	C6 Equipment	
	C7 Engine — APU	
	C8 Flight Controls	
	C9 Fuel — Airframe	
	C10 Helicopter — Rotors	
	C11 Helicopter — Trans	
	C12 Hydraulic	
	C13 Instruments	
	C14 Landing Gear	
	C15 Oxygen	
	C16 Propellers	
	C17 Pneumatic	
	C18 Protection ice/rain/ fire	
	C19 Windows	
	C20 Structural	
SPECIALISED SERVICES	D1 Non-Destructive Testing	Will state particular NDT method(s)

Appendix 5

Complex Maintenance Tasks

The following constitutes the complex maintenance tasks referred to in 7.1(b), 2

1. The modification, repair or replacement by riveting, bonding, laminating, or welding of any of the following airframe parts:
   (a) a box beam;
   (b) a wing stringer or chord member;
   (c) a spar;
   (d) a spar flange;
   (e) a member of a truss-type beam;
   (f) the web of a beam;
   (g) a keel or chine member of a flying boat hull or a float;
   (h) a corrugated sheet compression member in a wing or tail surface;
   (i) a wing main rib;
   (j) a wing or tail surface brace strut;
   (k) an engine mount;
   (l) a fuselage longeron or frame;
   (m) a member of a side truss, horizontal truss or bulkhead;
   (n) a seat support brace or bracket;
   (o) a seat rail replacement;
   (p) a landing gear strut or brace strut;
   (q) an axle;
   (r) a wheel; and
   (s) a ski or ski pedestal, excluding the replacement of a low-friction coating.
2. The modification or repair of any of the following parts:
   (a) aircraft skin, or the skin of an aircraft float, if the work requires the use of a support, jig or fixture;
   (b) aircraft skin that is subject to pressurization loads, if the damage to the skin measures more than 15 cm (6 inches) in any direction;
   (c) a load-bearing part of a control system, including a control column, pedal, shaft, quadrant, bell crank, torque tube, control horn and forged or cast bracket, but excluding
      (i) the swaging of a repair splice or cable fitting, and
      (ii) the replacement of a push-pull tube end fitting that is attached by riveting; and
   (d) any other structure, not listed in (1), that a manufacturer has identified as primary structure in its maintenance manual, structural repair manual or instructions for continuing airworthiness.

Appendix 6

Limited Pilot Owner Maintenance

The following constitutes the limited pilot maintenance referred to in 7.3 provided it does not involve complex maintenance tasks and is carried out in accordance with 3.2:

1. Removal, installation of wheels.
2. Replacing elastic shock absorber cords on landing gear.
3. Servicing landing gear shock struts by adding oil, air, or both.
4. Servicing landing gear wheel bearings, such as cleaning and greasing.
5. Replacing defective safety wiring or cotter keys/pins.
6. Lubrication not requiring disassembly other than removal of non-structural items such as cover plates, cowlings, and fairings.
7. Making simple fabric patches not requiring rib stitching or the removal of structural parts or control surfaces. In the case of balloons, the making of small fabric repairs to envelopes (as defined in, and in accordance with, the balloon manufacturers' instructions) not requiring load tape repair or replacement.
8. Replenishing hydraulic fluid in the hydraulic reservoir.
9. Refinishing decorative coating of fuselage, balloon baskets, wings tail group surfaces (excluding balanced control surfaces), fairings, cowlings, landing gear, cabin, or cockpit interior when removal or disassembly of any primary structure or operating system is not required.
10. Applying preservative or protective material to components where no disassembly of any primary structure or operating system is involved and where such coating is not prohibited or is not contrary to good practices.
11. Repairing upholstery and decorative furnishings of the cabin, cockpit, or balloon basket interior when the repairing does not require disassembly of any primary structure or operating system or interfere with an operating system or affect the primary structure of the aircraft.
12. Making small simple repairs to fairings, non-structural cover plates, cowlings, and small patches and reinforcements not changing the contour so as to interfere with proper air flow.
13. Replacing side windows where that work does not interfere with the structure or any operating system such as controls, electrical equipment, etc.
14. Replacing safety belts.
15. Replacing seats or seat parts with replacement parts approved for the aircraft, not involving disassembly of any primary structure or operating system.
16. Trouble shooting and repairing broken circuits in landing light wiring circuits.
17. Replacing bulbs, reflectors, and lenses of position and landing lights.
18. Replacing wheels and skis where no weight and balance computation is involved.
19. Replacing any cowling not requiring removal of the propeller or disconnection of flight controls.
20. Replacing or cleaning spark plugs and setting of spark plug gap clearance.
21. Replacing any hose connection except hydraulic connections.
22. Replacing prefabricated fuel lines.
23. Cleaning or replacing fuel and oil strainers or filter elements.
24. Replacing and servicing batteries.
25. Cleaning of balloon burner pilot and main nozzles in accordance with the balloon manufacturer's instructions.
26. Replacement or adjustment of non-structural standard fasteners incidental to operations.

27. The interchange of balloon baskets and burners on envelopes when the basket or burner is designated as interchangeable in the balloon type certificate data and the baskets and burners are specifically designed for quick removal and installation.
28. The installations of anti-misfuelling devices to reduce the diameter of fuel tank filler openings provided the specific device has been made a part of the aircraft type certificate data by the aircraft manufacturer, the aircraft manufacturer has provided instructions for installation of the specific device, and installation does not involve the disassembly of the existing tank filler opening.
29. Removing, checking, and replacing magnetic chip detectors.
30. Removing and replacing self-contained, front instrument panel-mounted navigation and communication devices that employ tray-mounted connectors that connect the unit when the unit is installed into the instrument panel, (excluding automatic flight control systems, transponders, and microwave frequency distance measuring equipment (DME)). The approved unit must be designed to be readily and repeatedly removed and replaced, not require specialist test equipment and pertinent instructions must be provided. Prior to the unit's intended use, an operational check must be performed.
31. Updating self-contained, front instrument panel-mounted Air Traffic Control (ATC) navigational software databases (excluding those of automatic flight control systems, transponders, and microwave frequency distance measuring equipment (DME)) provided no disassembly of the unit is required and pertinent instructions are provided. Prior to the unit's intended use, an operational check must be performed.
32. Replacement of wings and tail surfaces and controls, the attachment of which are designed for assembly immediately before each flight and dismantling after each flight.
33. Replacement of main rotor blades that are designed for removal where specialist tools are not required.