

MAINTENANCE PROGRAMMES COMPLIANCE CHECKLIST

The purpose of the Maintenance Programmes Compliance Checklist is to assist owners / operators with a view to ensuring that Maintenance Programmes submitted to the CAASL for approval are standardised and include all items that are required by IS Part-M.A.302, AMC IS Part -M.A. 302 and also other additional CAA required items. This checklist, when completed, should be submitted with the draft maintenance programme.

This document includes all the relevant information as detailed in IS Part-M, Appendix I to the Acceptable Means of Compliance (AMC), the format of which may be modified to suit the operator's preferred method. In all cases the checklist should clearly show either compliance (Yes) & location of the compliance in the notes section or not applicable (No) & the reason in the notes section.

The specific tasks and the relevant control procedures shall be included as specified in the Maintenance Programme (MP) or Continuing Airworthiness Management Exposition (CAME) of the operator / subpart G organisation managing the aircraft. The relevant cross-references shall be specified in the notes column at the appropriate paragraphs and the correct term MP or CAME shall be used. It is not acceptable to simply enter the MP or CAME as the cross-reference.

The checklist is provided to ensure the minimum required items are contained in the Maintenance Programme. It should be enhanced as necessary to suit the aircraft's needs; operational, utilisation & environmental.



APPLICANT INFORMATION	
AOC Number (if applicable):	
**CAA MP file reference:	
Owner / Operators Name:	
Owner / Operators MP/ reference:	
Amendment Status:	
Details of the previous	
maintenance:	

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^{**} Please obtain from CAA and include in the front page of the AMP



1. General Requirements						
1.1	Maintenance Programme basic Con		iance			
	information:	Yes	No	Notes		
1.1.1	The type/model/ and registration number of the aircraft					
	The type/model of the engines					
	The type/model of the propellers, where applicable					
	The type/model of the auxiliary power units, where applicable					
1.1.2	The name and address of the owner, operator, PART M Subpart G organisation managing the aircraft airworthiness					
1.1.3	The programme reference, the date of issue and issue number					
1.1.4	A signed statement.					
1.1.5	Contents list					
	List of effective pages					
	Revision status of the document					
1.1.6	Check periods for anticipated utilisation; include a utilisation tolerance of not more than 25%. Where utilisation cannot anticipated, calendar time limits should also included					



1. Gene	ral Requirements				
1.1.7	Procedures for escalation where applicable & acceptable to the CAA				
1.1.8	Date and reference of approved amendments				
1.1.9	Pre-flight maintenance tasks that are accomplished by maintenance staff				
1.1.10	The tasks and the periods (intervals / frequencies) at which inspections should be carried out, including the task effectively and type and degree of inspection of the:				
	a. Aircraft				
	b. Engine(s)				
	c. APU				
	d. Propeller(s)				
	e. Components				
	f. Accessories				
	g. Equipment				
	h. Instruments				
	i. Electrical and radio apparatus				
1.1.11	The periods at which components should be:				
	a. Checked				
	b. Cleaned				
	c. Lubricated				
	d. Replenished				
	e. Adjusted				

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1. Gene	ral Requirements			
	f. Tested			
1.1.12	Details of ageing aircraft system			
	requirements with any specified			
	sampling programmes, (if applicable)			
1.1.13	Details of specific structural maintenance pro	gramm	es, (if a	pplicable), including but not
	limited to:			
	a. Damage Tolerance and			
	Supplemental Structural			
	Inspection Programmes (SSID)			
	b. SB review performed by the TC holder			
	c. Corrosion prevention and control			
	d. Repair Assessment			
	e. Widespread Fatigue Damage			
1.1.14	Statement of the limit of validity for			
	the structural programme in 1.1.13, if			
	applicable			
1.1.15	The periods at which overhauls should be			
	made			
	The periods at which replacements should			
	made			
1.1.16	A cross-reference to other documents related	to:		
	a. Mandatory life limitations			
	b. Certification Maintenance			
	Requirements (CMR's), (if applicable)			
		1		



1. Gene	ral Requirements				
	c. Airworthiness Directives (AD)				
	Specific identification of the above				
	items mandatory status				
1.1.17	Reliability programme or statistical methods continuous Surveillance, (if applicable)				
1.1.18	A statement that practices and procedures				
	should be the standards specified by the TC holder				
1.1.19	Each maintenance task (i.e. inspections				
	detailed, scan, general) should be defined in a definition section				
1.1.20	The periods at which overhauls should be				
	made				
1.1.21	If applicable, details of Critical Design				
	Configuration Control Limitations together				
	with appropriate procedures.				
			•		
2. Progr	ramme Basis				
	Compliance				
		Yes	No	110.00	
2.1	Is the programme based upon the MRB				
	report, the TC holder's Maintenance				
	Planning Document or Chapter 5 of				
	the maintenance manual?				



2.2	For newly type-certificated aircraft comprehensively appraise the manufacturer's recommendations (and MRB report where applicable) For existing aircraft types, comparisons with maintenance programmes previously approved				
	T J .TT				
3. Ame	ndments				
		Comp	oliance	Notes	
		Yes	No	TVOICS	
3.1	3.1 Amendments (revisions) to reflect changes:				
	a. In the TC holder's recommendations				
	b. Introduced by modifications				
	c. Introduced by repairs				
	d. Discovered by service experience				
	e. As required by the CAA				
4. Pern 1.1.16)	mitted Variations to Maintenance Programm	me (w	ith the	exception of items identified	
		Compliance		Notes	
		Yes	No	11000	
4.1	Process in place to vary the periods through a Procedure approved by the CAA?				

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	Vary the periods with the approval by the						
	CAA (Temporary Amendments to						
	maintenance programme)?						
5. Perio	5. Periodic review of Maintenance Programme Contents						
		Compl	iance	Notes			
		Yes	No	Total			
5.1	Periodic review to ensure that the programme	reflect	s currei	nt:			
	a. TC holder's recommendations						
	b. Revisions to the MRB report						
	(if applicable)						
	c. Mandatory requirements						
	d. Maintenance needs of the aircraft						
5.2	Annual review defined						
1			l				
6. Relia	bility Programmes						
		Compl	iance	Notes			
		Yes	No	Notes			
6.1	Applicability						
6.1.1	Developed in the following cases:		1				
	a. Programme is based upon MSG-3 logic						
	b. Programme includes condition						
	monitored components						

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6. Relial	bility Programmes		
	c. Programme does not contain overhaul time periods for all significant system components		
	d. Specified by the Manufacturer's MPD MRB		
6.1.2	Need not be developed in the following case	s:	
	a. Programme is based upon the MSG-1 or 2 logic (only hard times or on condition items)		
	b. Not a large aircraft (= or < 5700 kgs MTO or single engined helicopter)		
	c. Programme provides overhaul time periods for all significant system components		
6.1.3	Operator may develop own reliability monitoring programme		
6.2	Applicability, small fleets		
6.2.1	Less than 6 aircraft of the same type		
6.2.2	Reliability programme is irrespective of the fleet size		
6.2.3	Tailor reliability programmes to suit the size and complexity of operation		
6.2.4	Use of "Alert levels" should be used carefully		



6. Relia	. Reliability Programmes				
6.2.5	When establishing a reliability programme, or	consider	the fo	llowing:	
	a. Focus on areas where a sufficient amount data is likely to be processed				
	b. How is engineering judgment applied?				
6.2.6	Pool data and analysis (paragraph 6.6 specifies conditions)				
6.2.7	If unable to pool data / additional restrictions on the MRB/MPD tasks intervals specified				
6.3	Engineering judgment.				
6.3.1	Are there appropriately qualified personnel (with appropriate engineering experience and understanding of reliability concept) for the reliability programme?				
6.4	Contracted maintenance.				
6.4.1	Maintenance programme / may delegate certain functions to the IS-145 organisation				
6.4.2	These are:				
	a. Developing the maintenance and reliability programmes				
	b. Collection and analysis of the reliability data				
	c. Providing reliability reports				



6. Relial	bility Programmes		
	d. Proposing corrective actions		
6.4.3	Approval to implement a corrective action / Subpart G prerogative and responsibility		
6.4.4	Maintenance contract / CAME, and MOE procedures		
6.5	Reliability programme.		
6.5.1	Objectives.		
6.5.1.1	Statement summarizing the prime objectives the programme		
	a. Recognize the need for corrective action		
	b. Establish what corrective action is needed		
	c. Determine the effectiveness of that action		
6.5.1.2	The extent of the objectives should be directly related to the scope of the programme		
6.5.1.3	All MSG-3 related tasks are effective and their periodicity is adequate		
6.5.2	Identification of items.		
	The items controlled by the programme should be stated		
6.5.3	Terms and definitions.		
,	Significant terms and definitions should clearly identified		



6. Relia	bility Programmes				
6.5.4	Information sources and collection.				
6.5.4.1	Sources and procedures in the Exposition				
6.5.4.2	Type of information to be collected should be related to the objectives, examples of the normal prime sources:				
	a. Pilots Reports				
	b. Technical Logs				
	c. Aircraft Access Terminal / On-board readouts				
	d. Maintenance Worksheets				
	e. Workshop Reports				
	f. Reports on Functional Checks				
	g. Reports on Special Inspections				
	h. Stores Issues/Reports				
	i. Air Safety Reports				
	j. Reports on Delays and Incidents				
	k. Other sources: i.e. ETOPS, RVSM, CAT II/ III				
6.5.4.3	Due account of Continuing Airworthiness information promulgated by the TC holder				
6.5.5	Display of information				
	Information displayed graphically or tabular a combination				



6. Reliability Programmes					
6.5.5.1	Provisions for "nil returns"				
6.5.5.2	Where "standards" or "alert levels", information oriented accordingly				
6.5.6	Examination, analysis and interpretation of the	he info	mation	1.	
	Method for examining, analysing and interpreting the information should be explained				
6.5.6.1	Methods of examination may be varied content & quantity				
6.5.6.2	The whole process should enable a critical assessment of the effectiveness of the programme as a total activity. May involve:				
	a. Comparisons of operational reliability with established or allocated standards				
	b. Analysis and interpretation of trends				
	c. Evaluation of repetitive defects				
	d. Confidence testing of expected and achieved results				
	e. Studies of life-bands and survival characteristics.				
	f. Reliability predictions				
	g. Other methods of assessment				
	h. Stores Issues/Reports				
	i. Air Safety Reports				
	j. Reports on Delays and Incidents				



6. Reliability Programmes						
	k. Other sources: i.e. ETOPS, RVSM, CAT II/ III					
6.5.6.3	Range and depth of analysis should be related to the particular programme:					
	a. Flight defects and reductions in reliability					
	b. Defects – line and main base					
	c. Deterioration observed – routine maintenance					
	d. Workshop and overhaul findings					
	e. Modification evaluations					
	f. Sampling programmes					
	g. Adequacy of maintenance equipment and publications					
	h. Effectiveness of maintenance procedures					
	i. Staff training					
	j. Service bulletins, technical instructions, etc.					
6.5.6.4	Contracted maintenance – arrangements established and details for information input included					
6.5.7	Corrective Actions					
6.5.7.1	Procedures / time scales for implementing corrective actions / monitoring – should be fully described & could include:					
	a. Changes to maintenance, operational procedures or techniques					



6. Reliability Programmes					
	b. Changes requiring amendment of				
	the approved maintenance programme?				
	c. Amendments to approved manuals				
	d. Initiation of modifications				
	e. Special inspections / fleet campaigns				
	f. Spares provisioning				
	g. Staff training				
	h. Manpower and equipment planning				
6.5.7.2	Procedures for effecting changes should described				
6.5.8	Organisational Responsibilities.				
	Organisational structure – chains responsibility should be defined				
6.5.9	Presentation of information to CAA				
	Information submitted to the CAA for approval of the reliability programme:				
	a. Format and content of routine reports				
	b. Time scales for reports / distribution				
	c. Format and content of reports requesting amendments				
6.5.10	Evaluation and review.	1			
	Describe procedures and individual responsibilities – continuous monitoring of the effectiveness of the programme				



6. Reliability Programmes						
6.5.10.1	Procedures for revising the "standards" "alert levels"					
6.5.10.2	0.2 Criteria to be taken into account during the review includes:					
	a. Utilisation (high / low / seasonal)					
	b. Fleet commonality					
	c. Alert Level adjustment criteria					
	d. Adequacy of data					
	e. Reliability procedure audit					
	f. Staff training					
	g. Operational and maintenance procedures					
6.5.11	Approval of organisation to implement maintenance programme changes arising from the reliability programme results:					
	a. Does the reliability programme monitor the content of the maintenance programme in a comprehensive manner?					
	b. Is appropriate control exercised by the owner / operator over the internal validation of such changes?					
6.6	Pooling Arrangements.					
6.6.1	Pooling information – must be substantially the same, including:					
	a. Certification / modification / SB compliance					
	b. Operational Factors					



o. Renability Programmes					
	c. Maintenance factors				
6.6.2	Is there a substantial amount of commonality / has the CAA agreed?				
6.6.3	Is the aircraft on short-term lease? CAA may grant more flexibility				
6.6.4	Changes to any IS PART M (G) requires assessment in order that the pooling benefits can be maintained				
6.6.5	Reliability programme managed by the aircraft manufacturer if agreed by the CAA				
7. CAA Required Items					
7. CA	x Required Items				
7. CAF	x Required Items	Comp	oliance	Notes	
7. CAF	x Required Items	Comp	oliance No		
7.1	Details of who may issue a CRS		l		
		Yes	l		
7.1	Details of who may issue a CRS Define which inspections/checks are consider	Yes	l		
7.1	Details of who may issue a CRS Define which inspections/checks are consider to be base maintenance Maintenance Requirements, in the absence	Yes	l		
7.1 7.2 7.3	Details of who may issue a CRS Define which inspections/checks are consider to be base maintenance Maintenance Requirements, in the absence specific recommendations.	Yes	l		
7.1 7.2 7.3	Details of who may issue a CRS Define which inspections/checks are consider to be base maintenance Maintenance Requirements, in the absence specific recommendations. Aircraft battery capacity check/deep cycle?	Yes	l		

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7. CAA	7. CAA Required Items						
	b. Door & escape chutes/slides						
	c. Emergency exits / hatches						
7.3.4	Flexible hoses						
7.3.5	Fuel / oil system contamination checks						
7.3.6	Pressure vessels						
7.3.7	Seat belts and harnesses						
7.3.8	Intentionally Left Blank						
7.3.9	Vital points and control systems						
7.3.10	Intentionally Left Blank						
7.3.11	Maintenance applicable to special operations approvals, if applicable:						
	AWOPS						
	MNPS						
	RVSM						
	ETOPS						
	Sea Pilot transfers						
	Offshore operations						
	HEMS						
	Transport of dangerous goods						
	Other (Specify)						
7.3.12	Customer furnished equipment						
7.3.13	Engine & APU condition monitored maintenance						



7. CAA	Required Items				
7.3.14	Mandatory requirements - ADs				
7.3.15	Flight data recorder systems				
7.3.16	Mode "S" transponder ICAO 24-bit aircraft addresses				
7.3.17	In-flight Entertainment Systems (IFE)				
7.3.18	Mode S and ADS-B Surveillance data items				
Completed by: Date: Signed:					

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