



WORKSHEET

(OPS.13) Managing continuing airworthiness

Applicant name	Applicant ARN	EAP case number	File reference
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Instructions

1. Use this worksheet for the assessment of managing continuing airworthiness.
2. All sections should be completed.
3. Unless otherwise stated, the legislation reference refers to the *Civil Aviation Safety Regulation 1998* (CASR).
4. The compliant column is used to record evidence that supports an assessment of *present* and *suitable* for the operation. Select a response from the drop down list. There are four available responses: **Yes** / **No** / **MI** (more information) / **N/A** (not applicable). Yes indicates that both present and suitable have been satisfied and the element is compliant with the rule.
5. For guidance on specific aspects of each question, refer to the respective section in the principle document as identified in the principle reference column.
6. The assessment summary must be completed by all relevant parties. By selecting satisfied or not satisfied, the inspector is taken to have signed the worksheet.
7. Where required, the approval data sheet must be completed by the assigned inspectors. Regservices will use this information to prepare approvals for the delegate.

2.0 Organisational structure

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
CASR 119.110(1) CASR 138.070(1) CASR 141.105(1) CASR 142.160(1)	2.1	Does the operator's organisational structure consider its obligations for the management of continuing airworthiness of an aircraft?		
CASR 137.070(1)	2.1.2	Has the operator nominated a suitable person to be the head of aeroplane maintenance control (HAMC)?		
CASR 137.075	2.1.3	Does the operations manual include a process and can the operator ensure that CASA is notified as soon as practical before a proposed change to the HAMC, or when the change does not take effect?		
CAR 42ZV	2.1.4	For the operation of a class A aircraft, has the operator appointed a suitable person, approved by CASA, to be the maintenance controller?		

3.0 Continuing airworthiness management

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
CASR 119.205(1)(k) CASR 138.155(1)(k)	3.1	Does the exposition/operations manual include procedures for, and can the operator ensure that all personnel comply with the arrangements for maintaining continuing airworthiness of the operator's aircraft?		
CASR 141.260(1)(l)(iv) CASR 142.340(1)(l)(iv)	3.1	If operator intends to use a turbine-engine aircraft for flight training, does the exposition/operations manual include procedures for, and can the operator ensure that all personnel comply with the arrangements for maintaining continuing airworthiness of the aircraft?		
CAR 39	3.3	For a class A aircraft, can the operator ensure that the certificate of registration holder has completed all maintenance required by the approved system of maintenance?		
CAR 42M	3.1	Surveillance only If required by the system of maintenance, has the operator complied with the reliability program?		
CAR 41(1)	3.5	For a class B aircraft, can the operator ensure that the certificate of registration holder has completed all maintenance required by the elected maintenance schedule?		
CAR 41(2)	3.5	Does the operator have a process to ensure that, for a class B aircraft, there is a maintenance schedule that includes a provision for the maintenance of all components included in or fitted to the aircraft?		

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
CAR 42ZY (1)	3.1	For a class A aircraft, has the operator prepared a maintenance control manual (MCM)?		
CAR 42ZY (2)(a)	3.1	Surveillance only If a class A aircraft, has the aircraft been maintained in a way that contravenes the MCM?		
CAR 42ZY (2)(b)	3.1	Surveillance only If required to have a maintenance controller, have they carried out a responsibility in a way that contravenes the MCM?		
CAR 213	3.2	Can the operator ensure that the maintenance provider has sufficient trained staff, equipment and facilities to ensure continuing airworthiness of the aircraft?		
CAR 2A	3.3	Does the operator have access to the approved maintenance data for the aircraft?		
CASR 39.003	3.4	Does the operator have suitable procedures for, and can the operator ensure that it is effectively managing airworthiness directives?		
CAR 40	3.5	For a class A aircraft, does the operator have a process and can the operator ensure that the certificate of registration holder has advised CASA, within 7 days, if the maintenance schedule has a defect or is no longer appropriate?		

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
CAR 42	3.5	For a class B aircraft, does the operator have a process and can the operator ensure that the certificate of registration holder has advised CASA, within 7 days, if the maintenance schedule has a defect or is no longer appropriate?		
CAR 50A CAO 100.5(3)	3.5	Does the logbook statement for the aircraft accurately reflect the schedule of maintenance?		
CAR 38 (1) CAO 100.5(12)	3.5	If required, does the exposition/operations manual include a procedure, and can the operator ensure that, extended time on a maintenance requirement has been carried out in accordance with their procedures and required regulations?		
CAR 42ZS (4)	3.5	Surveillance only If the operator has been granted an exemption under regulation 42ZR, has the operator or person complied with any conditions of the exemption?		
CAR 42W	3.6	If required, does the operator's exposition/operations manual include, and can the operator ensure that the storage and management of aeronautical products is effective?		
CAR 43 CAO 100.5 (7) & (7AA)	3.7	Does the exposition/operations manual provide instructions for, and can the operator ensure, the correct completion and use of a maintenance release?		
CAR 50C (1)	3.8	Does the exposition/operations manual provide instructions for, and can the operator ensure, the correct making, retention and transfer of maintenance records?		

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
CASR 121.120 CASR 133.090 CASR 135.100 CASR 138.230	3.9	Does the exposition/operations manual provide instructions for, and can the operator ensure that personnel comply with the requirements for managing aircraft defects?		
CAR 235 CAO 100.7 (3) & (6)	3.10	If required, does the exposition/operations manual provide instructions for, and can the operator ensure that the aircraft is reweighed after modification, repaint or repair as applicable?		
CAR 42ZD	3.11	If required, does the exposition/operations manual provide instructions for, and can the operator ensure that aircraft maintenance conducted overseas meets the Australian regulations?		
CAR 42ZN	3.11	If required, does the exposition/operations manual provide instructions for, and can the operator ensure that the certification of maintenance conducted overseas meets the Australian regulations?		
CAR 42ZC	3.12	Does the operator ensure adequate oversight of the selected maintenance organisation, including the maintenance conducted by that organisation?		
CASR 137.230(1) (2)	2.1.2	Does the operations manual include procedures for, and can the operator ensure that, the fitting or removal of role equipment is conducted by trained personnel?		

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
CAR 214 (1)	3.13	Surveillance only Has the operator ensured that all maintenance personnel have received initial and recurrent training which is approved by CASA?		
CAR 42ZC (6)	3.14	If required, does the exposition/operations manual provide instructions for, and can the operator ensure that there is a training system in place for approval of pilots to conduct schedule 8 maintenance tasks?		

Assessment summary

Applicant name		Applicant ARN		EAP case number		File reference	
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This worksheet verifies the assessment for continuing airworthiness management, for the above-named applicant, has been assessed in accordance with the current revision of Protocol (OPS.13).

Inspector name		Title		Date	
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Assessment

The exposition/operations manual has been assessed to ensure the exposition/operations manual supports the continuing airworthiness management required by Part 4, Part 4A and Part 4B of the *Civil Aviation Regulations 1988* (CAR).

☐ I am satisfied that the exposition/operations manual meets the requirements mentioned in the regulations (as applicable).

☐ I am not satisfied that the exposition/operations manual meets the requirements mentioned in the regulations.

Reason for recommendation

Approval data sheet

Operator name		Operator ARN		EAP case number		File reference	
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Tick the relevant boxes for the approvals.

☐ Significant change recommendation

(1) The proposed significant change(s) to the exposition/operations manual have been assessed in accordance with the requirements mentioned in:

☐ paragraph 119.205(1)(m)
 ☐ paragraph 138.155(1)(m)
 ☐ paragraph 141.260(1)(s)
 ☐ paragraph 142.340(1)(t)

Inspector

☐ I recommend the significant change
☐ I do not recommend the significant change.

Exposition/operations manual revision reference

Title		Version		Date		RMS reference number	
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Note: Regservices requires this information to create the EMAN in RMS.

☐ Part 137: Approval of amendment to operations manual or schedule of differences

(1) The proposed operations manual amendment has been assessed in accordance with the requirements mentioned in:

☐ regulation 137.080 ☐ regulation 137.085 ☐ regulation 137.090

Inspector

☐ I recommend the amendment.

☐ I do not recommend the amendment.

Operations manual revision reference

Title	Version	Date	RMS reference number

Note: Regservices requires this information to create the EMAN in RMS.

☐ Alternate maintenance release

(1) For subregulation 43(1) of CAR, the operator's alternate maintenance release can be approved for the following aircraft:

Maintenance release form number	Aircraft type and model	Serial number

(2) The approval under subsection (1) is subject to the following conditions (if required):

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□ Alternate logbook

(1) For subregulation 50B(1) of CAR, the operator's alternate logbook can be approved for the following aircraft:

Logbook form number	Aircraft type and model	Serial number

(2) The approval under subsection (1) is subject to the following conditions (if required):

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□ Pilot maintenance

(1) For paragraph 42ZC(4)(e) of CAR, the operator's pilots can be approved to conduct the following maintenance in accordance with the exposition/operations manual:

Maintenance task	Aircraft type and model	Limitations

(2) The approval under subsection (1) is subject to the following conditions (if required):

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☐ Maintenance controller approval

(1) For regulation 42ZW of CAR, the following maintenance controller can be approved to conduct the following maintenance in accordance with the exposition/operations manual:

Name		ARN	

(2) The approval under subsection (1) is subject to the following conditions (if required):

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☐ Approval for operator not to be registered operator of aircraft used in AOC operations

(1) For subparagraph 119.080(1)(h)(ii) of CASR, the operator can be approved to not be the registered operator of the following aircraft:

Aircraft registration

(2) The approval under subsection (1) is subject to the following conditions (if required):

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