



# Maintenance Control Clearance Document Checklist – Assessment of Management, Continuing Airworthiness

The following checklist is designed to assist in assessing management standards required for Continuing Airworthiness certification.

**Applicant** ..... **Locality** .....

**Date of Assessment**.....

**Aircraft Type**.....

**Name of Inspector**.....

### Maintenance program

- Has documentation been provided to the State of the operator by the State of Registry establishing the legal requirements under which the maintenance and operation of the aircraft was carried out prior to transfer?..... Yes  No
- Does the above documentation include, where applicable, details of any deviation from, or exemptions issued against, national regulations, together with approved maintenance program variations for extended range operations approvals (EROPS)?..... Yes  No
- Have the following factors been addressed in selection of the maintenance program for the aircraft?
  - The period of time for which the aircraft is transferred, the differences between the maintenance requirements of the State of Registry and CASA and the compatibility of the approved maintenance program? ..... Yes  No
  - The requirements regarding the approval of the maintenance program by the State of the operator and/or the State of Registry?.. Yes  No
  - The distance between the place where the aircraft is operated and the State of the operator — that is, the aircraft may be operated in a third State for the duration of the transfer?..... Yes  No
  - The enabling provisions for returning the aircraft to the State of Registry at the conclusion of the transfer arrangement?..... Yes  No

**Records and documentation**

- Has ‘in service history’ documentation been prepared for life-limited parts? ..... Yes  No
- Has provision been made in the documentation for the recording of ADs and service bulletins? ..... Yes  No
- Has an approved record-keeping system been agreed between the various parties in the transfer agreement? ..... Yes  No
- Is the documentation in the English language? ..... Yes  No
- Does the operator’s *Maintenance Control Manual* make provision for recording incoming component details? ..... Yes  No
- Has a records-retention system been put in place to:
  - Satisfy the requirements of the regulatory authority? ..... Yes  No
  - Support the operator’s continual analysis and surveillance program? ..... Yes  No
  - Support maintenance on the affected parts? ..... Yes  No
  - Ensure the documentation of the last scheduled inspection? ..... Yes  No
  - Identify the current status of ADs, life-limited parts and components? ..... Yes  No
  - Retain Supplemental Structural Inspections Documents? ..... Yes  No
  - Identify damage tolerance inspection status? ..... Yes  No
  - Record Certification Maintenance Requirements ? ..... Yes  No
  - Show major repairs and major modifications? ..... Yes  No
- Has the validity of the current status of life-limited parts/components and AD compliance been established? ..... Yes  No
- Are all records properly dated in the day/month/year format? ..... Yes  No
- Are arrangements and procedures in place, acceptable to both State of Registry and the State of the operator, and forming part of an official agreement regarding: .....
  - The maintenance, performance and certification of maintenance? ... Yes  No
  - The signing of maintenance releases? ..... Yes  No
  - The record-keeping requirements? ..... Yes  No
- Does the maintenance program provide details specifying:
  - The Regulatory Authority who gave approval/acceptance to the program — for example, CASA, CAA (UK), FAA, JAA, LBA, RLD ..... Yes  No
  - The minimum maintenance program standard — for example, Maintenance Review Board Report? ..... Yes  No
  - The manufacturers recommended maintenance program or recommended tasks? ..... Yes  No

- Has corrective action been taken, as applicable, where deficiencies are identified in the program that do not meet the maintenance requirements specified? ..... Yes  No
- Has a printed copy of the maintenance schedule been provided, identifying all tasks and functions in such a manner as to enable traceability to the corresponding work cards or sets, including sampling program tasks?..... Yes  No

**Information on faults, malfunctions, defects and other occurrences**

- Has the State of Registry a system in place for the provision of information on faults, malfunctions, defects and other occurrences to the organisation responsible for the type design (ICAO Service Difficulty Reports (SDRs))? ..... Yes  No
- Are specific arrangements in place between CASA and the State of Registry to ensure information on defects affecting the aircraft is transferred to the organisation responsible for type design? ..... Yes  No
- Is there an agreement in place between the Airworthiness Authority of the State of Registry and CASA and the operator, concerning the reporting system and the associated procedures to ensure transmittal of the above information? ..... Yes  No
- Does the proposed system address the following:
  - The period of time for which the aircraft is to be transferred? ..... Yes  No
  - The compatibility of the reporting systems between the Airworthiness Authorities of the State of Registry and CASA?..... Yes  No
  - The regulatory requirements of the States involved? ..... Yes  No

**Mandatory continuing airworthiness information**

- Is there an agreement in place to establish:
  - Which mandatory continuing airworthiness requirements will apply to the transferred aircraft? ..... Yes  No
  - The administrative procedures? ..... Yes  No
  - The distribution arrangements for transmittal of mandatory continuing airworthiness information between the State of Registry, CASA and the operator? ..... Yes  No
- Are the above matters addressed in the Transfer Agreement?..... Yes  No

**Records and documentation — general**

- Are the work cards designed to:
  - show the maintenance carried out and contain provision for certification by the person who carried out or approved the work? . Yes  No
  - show action undertaken to ensure compliance with the requirements of ADs? ..... Yes  No
- Does the documentation covering life-limited parts make provision to:
  - clearly identify the part? ..... Yes  No
  - show the date and place of installation and removal? ..... Yes  No
  - show the date, hours and/or cycles (as appropriate) at installation and removal..... Yes  No
  - specify any other event that could affect the life-limit parameters?.. Yes  No
- Does the documentation covering ADs make provision to identify:
  - The current status of the particular airframe, engine, propeller, rotor or aircraft component? ..... Yes  No
  - The applicable ADs, including the amendment number? ..... Yes  No
  - The AD compliance date ?..... Yes  No
  - When, if applicable, the next recurring action is due? ..... Yes  No
  - Description of the method of compliance..... Yes  No
  - The appropriate measuring parameters (hours, cycles and or calendar times)? ..... Yes  No
- Prior to the initiation of the transfer:
  - Has agreement been reached regarding the scope and content requirements of technical and journey log books and maintenance records, which will eventually be required upon aircraft return or further transfer? ..... Yes  No
  - Has a system of record keeping, under which the aircraft records should be maintained, been determined? ..... Yes  No
  - Are, in the case of a foreign transfer, all aircraft records in a language acceptable to CASA?..... Yes  No
- Has provision been made in the operator’s *Maintenance Control Manual* for procedures covering the inspection requirements dealing with the receipt of aircraft components including, but not limited to:
  - documentation of AD compliance..... Yes  No
  - time of life limits ..... Yes  No
  - description of work carried out ..... Yes  No
  - certification of new and repaired components ..... Yes  No

- Has provision been made to ensure that adequate documentation will be retained as necessary to:
  - Satisfy the requirements of the responsible regulatory authority?.. Yes  No
  - Support the operator's continual analysis and surveillance system? ..... Yes  No
- Support future maintenance on the affected parts? ..... Yes  No

**Used aircraft**

- Do the records provide current maintenance information necessary to phase the aircraft into the maintenance program of the operator, including:
  - the documentation of the last scheduled inspection?..... Yes  No
  - the current status of ADs, life-limited parts and components?..... Yes  No
  - Supplemental Structural Inspections Document ? ..... Yes  No
  - Damage-tolerance inspection status? ..... Yes  No
  - Certification Maintenance Requirements?..... Yes  No
  - Major repairs and major modifications?..... Yes  No
- Has the transferring operator provided a written statement that the aircraft records are correct? ..... Yes  No
- Where a foreign aircraft is involved, is it considered necessary for CASA to communicate with the foreign authority to establish the validity of an operator's system of maintenance scheduling and record keeping? ..... Yes  No

*(Signature)*

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**Name of Inspector**

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**Date**